

DRAFT



## Brighten Academy

# Minutes

### Special Called Board Meeting

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#### **Date and Time**

Friday November 7, 2025 at 8:00 AM

#### **Location**

Brighten Academy Charter School

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The Brighten Academy Governing Board will meet on Friday, November 6, 2025.

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#### **Directors Present**

C. Claiborne, J. Smith, K. Moses, M. Vitale, S. Battle

#### **Directors Absent**

*None*

#### **Ex Officio Members Present**

T. Pugh

#### **Non Voting Members Present**

T. Pugh

#### **Guests Present**

D. Davis

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#### **I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

J. Smith called a meeting of the board of directors of Brighten Academy to order on Friday Nov 7, 2025 at 8:00 AM.

**C. Adoption of Agenda**

J. Smith made a motion to Adopt the Agenda.

C. Claiborne seconded the motion.

The board **VOTED** to approve the motion.

**D. Approval of Minutes**

**II. Executive Director's Report**

**A. Items for Vote**

Director Pugh discussed the details of Homecoming:

- Homecoming Coronation will be held on November 19, 2025
- The original venue was Greystone at no charge, but there was a change of venue due to capacity, with an additional cost of \$1900.
- The building has a capacity of 125, and there will be under 100 people present.
- Venue is Room 612
- Mrs. Pugh is the signor/authorizer
- Decor, food (purchased from Publix)
- A waiver of liability was included in the contract. It releases Brighten from any liability.
- Every participant will be accompanied by an adult.
- Each attendee will have 4 tickets for family.
- Funds used for this event are through the school's rebate program in the school's cash reserves.
- Student Council will be in attendance to help support the Coronation.
- The waiver of liability will be signed at the venue on the day of the Coronation.
- Security will be provided by the venue.
- Total budget is not to exceed \$3100
  
- Cary made a motion to approve funds no more than \$3100.  
Shauncey seconded it. APPROVED.
  
- Cary made a motion for funding to come strictly from ERC funds. Shauncey seconded it.  
APPROVED.

- Cary made a motion to delegate authority to Director Pugh to sign the contract. Shauncey seconded it. APPROVED.

- Shauncey approved Waiver of Liability subject to Council's review, Cary seconded it. APPROVED.

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:23 AM.

Respectfully Submitted,  
J. Smith