DRAFT

Brighten Academy

Minutes

Policy/Governance Committee Work Session

Date and Time
Monday March 9, 2026 at 6:00 PM

Committee Members Present
J. Smith, S. Battle

Committee Members Absent
M. Vitale

Guests Present
A. Cameron, C. Sparks, S. Littles

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Battle called a meeting of the Policy/Governance Committee Committee of Brighten Academy to order on Monday Mar 9, 2026 at 6:08 PM.

C. Approve Minutes

minutes not discussed
S. Battle made a motion to not to review.
minutes were not discussed

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

II. Policy/Governance Committee

A. Cycle policies

F22 perrsonnel record check, no edits, moving to body for info purposes
F23 personnel retirement, no edits, moving to body for info purposes
F24 personnel séparation, no edits, moving to body for info purposes
F25 pesonnel time schedules, no edits, moving to body for info purposes

B. Tabled policies

F20 pesonnel layoff (reduction in force), reviewed bylaws section 4 subsection C, and this was in alignment with the policy as it keeps Board tied to fiscal responsibility. This policy was tabled so that we could review a sample employment contract along with this policy.

H7 food services charges
-we tabled this policy for a full review from school leadership. There needs to be a full review of exactly how this works on a day to day. The exact process needs to be addressed to ensure a robust policy is in place. It was also discussed that the policy can reflect both students and staff. We also need to look into whether charges are happening to accounts connected with free and reduced lunch accounts, as well as whether staff that are on cafeteria duty are being charged (as they should not).

C. Policies for review

D4-E3 was mentioned but we are in need of feedback from the financial team at the school-tabled
G2 and G2-R1, reviewed the registration fee but ultimately tabled for furrther discussion

III. Other Business

A. Elections update

no discussion

IV. 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 6:48 PM.

Respectfully Submitted,
S. Battle