APPROVED

Brighten Academy

Minutes

Policy/Governance Committee Meeting

Date and Time
Monday August 10, 2026 at 6:15 PM

Committee Members Present
E. Hammonds, J. Smith, L. Bryant, R. Coffee

Committee Members Absent
None

Ex Officio Members Present
T. Washington-Knight

Guests Present
S. Littles

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

E. Hammonds called a meeting of the Policy/Governance Committee Committee of Brighten Academy to order on Monday Aug 10, 2026 at 6:11 PM.

C. Approve Minutes

E. Hammonds made a motion to to approve minutes from 7-13-26.
R. Coffee seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Policy/Governance Committee

A. Info Only

F24 - Personnel Separation - Revise it to:
"Unless otherwise indicated in a contract, employees at Brighten are at-will and shall not acquire any rights to continued employment. Pursuant to OCGA 20-2-2065, the Fair Dismissal Act does not apply to Brighten employees."

E9 - Social Media Policy - This policy was approved at the last meeting, and will live in policy as E9

H7 - Food Service Policy - The committee will circle back to this policy at September's meeting after Mrs. Washington-Knight researches solutions.

F39 - Staff Leave & Critical Days - The board has been advised to add the language below:
Parental Leave
Employees who have a qualifying life event (Birth of a child, adoption of a minor child, foster care placement of a minor child) may be eligible for up to 240 hours of paid parental leave (“PPL”) in a 12 month period following the qualifying life event. Employees will be eligible for PPL for a qualifying life event if they satisfy the following criteria: Employee is considered full time and eligible to participate in TRS or PSERS and the employee has 6 consecutive months of employment or worked 700 hours over a six month period for hourly employees, immediately preceding the requested paid parental leave date.

The maximum amount of PPL that may be taken in a 12 month period is 240 hours. PPL runs concurrently with any other leave provided by federal law. Any unused PPL that remains 12 months after the qualifying event shall not carry over for future use. Unused PPL shall have no cash value at the time of an eligible employee’s separation from employment with Brighten.

PPL may be taken as needed and may be taken in increments of less than eight hours per day. The smallest increment of PPL that may be taken is four hours in a workday.

Brighten reserves the right at its sole discretion to deny the use of intermittent PPL during blackout periods such as Milestone testing, standardized testing, if it appears the leave is being requested specifically to avoid these obligations and if the request is made in such a manner that Brighten cannot adequately prepare for the absence.

Additional Birthing Leave
In addition to the 240 hours of PPL, birthing mothers are eligible for three weeks of paid birthing leave (“PBL”). An employee is eligible for PBL if the employee is considered full time and eligible to participate in TRS or PSERS and the employee has 6 consecutive months of employment or worked 700 hours over a six month period for hourly employees, immediately preceding the birth.

PBL shall only be taken during the three-week period immediately following the qualifying life event and shall precede the taking of any PPL described above. PBL shall run concurrently with any leave provided by federal law.

Any unused BPL that remains three weeks after the qualifying event shall not carry over for future use. Unused BPL shall have no cash value at the time of an eligible employee’s separation from employment with Brighten.

Notification
Eligible employees requesting PPL and/or PBL must complete and submit Brighten’s designated form to Human Resources at least thirty (30) days in advance of the requested leave start date. The form should be provided to Human Resources prior to the leave start date if the need for leave is foreseeable.

B. Discussion

G3: Field Trips and enrichment activities

- Change Administration to HR

G4: Substitute, volunteer, and chaperone records check

- Change Administration to HR

G4-R1: Chaperone duties and responsibilities

- Chaperones should disclose prior arrests to HR

B1-E1: Board Functions

- Revise title of Dir. Of Finance & HR to correspond with the current organizational chart.

Review recent DCSS policies and updates

- Chromebook Management: two-step verification process
- Community Eligibility Provision: Following up, does BACS qualify?

Review state DOE policies and updates

- Literacy Coaching - follow-up

Note: Any type of re-organizational/structure happens, policy related to that should be changed to align.

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 6:47 PM.

Respectfully Submitted,
E. Hammonds