APPROVED

Brighten Academy

Minutes

Policy/Governance Committee Meeting

Date and Time
Monday September 14, 2026 at 6:10 PM

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

Committee Members Absent
None

Ex Officio Members Present
S. Wells, T. Washington-Knight

Guests Present
A. Cameron, C. Sparks, 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 Sep 14, 2026 at 6:05 PM.

C. Approve Minutes

R. Coffee made a motion to approve the minutes from Policy/Governance Committee Meeting on 08-10-26.
L. Bryant seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Policy/Governance Committee

A. Info Only

B. Discussion

D13, F3, I2 – Complaint Receipt & Notification Process

- These three items share the same focus area.
- Summary: Revisions include how complaints are received, documented, and the order in which notifications must occur. Applies universally across D13, F3, and I2.

H7 – Food Service Charges

- Status: **Hold until next committee meeting**.
- No action taken at this time.

September 2026 Review Items
G7 – EMS/HCP or Student Transport Language

- Status: **Hold** pending additional language around EMS/Healthcare Provider presence on site or student transport scenarios.
- Action: Review and clarify district language once additional information is available.

G7-E1

- Status: **No changes recommended**.

F34

- Status: **Minor change needed**.

F35

- Status: **Changes required**; further revision necessary.

B1-E1 – Board Functions

- Status: **Changes required** to align with updated board function expectations.

Policy Updates

- **DCSS Updated Policies** – No updates

- **DOE State Updated Policies** – Ensure alignment with current state-level policy updates, pending research findings.

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 6:56 PM.

Respectfully Submitted,
E. Hammonds