APPROVED

Brighten Academy

Minutes

Brighten Academy Governing Board Meeting

Date and Time
Monday September 28, 2026 at 6:00 PM

Location
Brighten Academy Charter School

The Brighten Academy Governing Board will meet on Monday, September 28, 2026 at 6:00 pm, in the media center..

Directors Present
E. Hammonds, L. Bryant, T. Cabrera

Directors Absent
J. Smith, M. Vitale, R. Coffee

Ex Officio Members Present
T. Washington-Knight

Guests Present
A. Cameron, C. Sparks, Chuck Canady, D. Davis, S. Littles

I. Opening Items

A. Call the Meeting to Order

E. Hammonds called a meeting of the board of directors of Brighten Academy to order on Monday Sep 28, 2026 at 6:10 PM.
A quorum was not present. No official actions, motions, or votes were taken. The board proceeded with informal discussion only.

B. Record Attendance

C. Adoption of Agenda

D. Approval of Minutes

II. Public Comment

A. Aknowledgment of Guests

Toshia Lenard - PTO President

III. Executive Committee

A. BACS Bylaws

Informational Purposes Only

BACS Bylaws are still in review

B. Strategic Plan

Informational Purposes Only

• Strategic Plan Review
Sections P1 – Academic Excellence and P5 – School Climate, Culture, and Community remain under review with school leadership. The committee will revisit these sections once leadership provides feedback.
• Parent Pulse Survey Discussion
Members explored the potential for implementing a Parent Pulse Survey, including initial thoughts on purpose, structure, and feasibility. Shared proposed questions.
• PTO Collaboration
There was a brief discussion on opportunities for coordination and collaboration with the PTO to support ongoing school and community initiatives.

IV. Finance Committee

A. Finance Committee

Informational Purposes Only

July Financials were previously shared

V. School Leadership Report

A. Information Only

Informational Purposes Only

- Staffing Update

- *The school is interviewing for two paraprofessional positions (6th and 7th grade).*
- *The administrative assistant/front office coordinator position will be the final position to be filled for the business department, with interviews scheduled to begin the week of October 19th.*

- State of Transition

- *Multiple executive-level transitions have recently taken place, and payroll/TRS responsibilities have shifted to new staff.*
- *Required state and instructional staff credentialing documents are being finalized to ensure all staff hold necessary certifications.*
- *Work is underway to strengthen human resources processes, procedures, and communication updates.*
- *Banking and financial system transitions have been completed, and payments remain on track.*
- *The operations team continues to oversee TRS functions and other staff-related transitions.*
- *The school is emphasizing improvement of student attendance and encouraging parents to partner closely with the school. Incentive: Pizza Party*
- *Staff are auditing attendance documentation and providing families clarity on reporting expectations.*
- *Processes are being developed to track planned staff leave, short-notice leave, leave during school day, unplanned and emergency absences.*
- *Staff are working on systems to streamline communication, including shared drives and forms.*

Upcoming Transitions

- *Ms. Reyes is transitioning to a new role, as executive assistant effective early October*
- *Ms. Georgia Deakin will be transitioning into the front office coordinator role beginning the first week of October.*

***Mention parking, police officer support, traffic concerns, and general safety coordination.*

B. Staff Updates: Areas of Function

VI. Governance Committee

A. Policies for Vote

B. Info Only

Informational Purposes Only

D13, F3, I2 – Complaint Receipt & Notification Process
G7 – Athletics Student Health Requirements
G7-E1 - Athletics Student Health Forms
F34 - Staff Requirements
F35 - Staff Conflict of Interest
B1-E1 – Board Functions

VII. Other Business

A. Announcements

Informational Purposes Only

- *PTO Update on Operations and Communication*
- *Recap of September Saturdays*
- *Reminder Scarecrow Contest Voting begins next week*

VIII. 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 7:10 PM.

Respectfully Submitted,
E. Hammonds