

APPROVED



Brighten Academy

Minutes

Brighten Academy Governing Board Meeting

Date and Time

Monday October 5, 2026 at 6:00 PM

The Brighten Academy Governing Board will meet on Monday, October 5, 2026, in the Media Center.

Directors Present

E. Hammonds, M. Vitale, R. Coffee, T. Cabrera

Directors Absent

J. Smith, L. Bryant

Ex Officio Members Present

S. Wells, T. Washington-Knight

Guests Present

C. Johnson, 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 Oct 5, 2026 at 6:04 PM.

B. Record Attendance

C. Adoption of Agenda

E. Hammonds made a motion to to adopt the agenda for 10/5.

R. Coffee seconded the motion.

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

D. Approval of Minutes

E. Hammonds made a motion to approve the minutes from Brighten Academy Governing Board Meeting on 09-14-26.

R. Coffee seconded the motion.

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

II. Executive Committee

A. Bylaws Update

Based on the recent board retreat, the board will make revisions to the bylaws. Matt suggested Evony speak with legal counsel that may have a template for revisions, as they have suggested bylaws changes in the past.

III. Finance Committee

A. Finance Committee

M. Vitale made a motion to Approve July Financials.

T. Cabrera seconded the motion.

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

M. Vitale made a motion to approve additional SPED teacher.

T. Cabrera seconded the motion.

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

B. Info Only

Audited 2025/2026 financial reports were presented during October 5, 2026 Finance committee meeting and will ask for vote at our October 19, 2026 board meeting for approval.

Avalon Accounting new contract is a budgeted expense. Discussion has been brought up to look into revising language on auto renewal. Treasurer will inquire and report back.

26/27 Facility maintenance plan - focus on next years budget to have a strong plan in place.

Teacher absence management software quote. Current process is 100% manual. Software exists to help automate that process. It's easy access for teachers to request leave and ties into Paylocity and the leave systems. The school is able to designate critical days. On the substitute management side, it would automatically send out notifications and handle pay integration through Paylocity. Implement this program to free our staff to focus on other priorities. We received 3 quotes and Red Rover is the most cost effective. This type of service is not a budgeted expense and will need to go into the budget amendment. The recommendation from Finance is that we approve this expense. It automatically renews September 1 unless we manually provide term notification. Will ask for a vote in the next board meeting.

Finance recommends we approve the request for an additional Special Education teacher based on need. Bringing on an additional full time support will help proper funding for students while lowering employment costs as we have an internal staff member who has special education certification and meets house bill 150 as a retired teacher and is willing who is willing to take on the role. The recommendation is move on this request to fill the need and capture funding.

IV. School Leadership Report

A. Information Only

Executive Director Report

Currently no significant issues

Continue to monitor everything to ensure the school is moving in the right direction. Efficiencies of running the school is much better.

Matters for approval

September 14th board meeting presented a surplus report that should be voted on and signed at October 5th board meeting.

Risk and compliance

The amendment was received to waive the charter renewal and has been sent to the DCSS for approval. The next step is the receive the approval from the School Board in November.

Access to Cognia platform has been provided. The next step towards accreditation is to recruit a small committee of staff to support the work. Accreditation meeting on November 4th to determine all things for accreditation. The due date is June 1, 2027 with a goal to complete 30 days in advance.

Safety and Security

Raptor Technologies will be onsite following the Thanksgiving break to begin installation. Initial phases of implementation and build process has started. Leadership training should

be done prior to staff training. The SRP (Standard Response Protocol) is aligned with other districts in the state and therefore moving away from current SRP.

TEKS and LKES

School leadership have worked to ensure all staff and teachers are compliant for SY27.

School nutrition report

300 students direct certified free/reduced. Will look to find out how many students needed to trigger free/reduced for the school.

Funder Obligations

South State, Synovus Bank, ServisFirst signers have been updated

Strategic Plan

School leadership will continue to work with governing board to develop a sustainable and reliable plan.

KPI's

Working to increase gifted numbers

FTE day October 6th, have not fallen below 97% attendance, all grade levels have met the attendance goal of 95%.

Current enrollment is 781

Key accomplishments

Volleyball season came to a close celebrating 8th student athletes

Matters for nothing

New website should launch week after fall break on October 23rd, recreated logo to high definition to represent 7C'

Cognia school leadership conference in Alpharetta will provide update

Still working on athletic polices for coaches and student players

Starting October 6th, the school will have a visible car for traffic control and safety

Approved surplus from Sept 14th meeting

B. Staff Updates: Areas of Function

V. Governance Committee

A. Policies for Vote

F34 Staff Assignments - Will hold to allow committee time to review

F35 Staff Conflict of Interest - Will hold to allow committee time to review

G7 Athletic Student Health Requirements - Will hold for further research by Mrs. Knight.

G7-E1 Athletic Student Health Forms - As this Policy accompanies G7, it will also be held.

E. Hammonds made a motion to approve revised language to the following policies: -

D13 Whistleblower - F3 Complaint and Grievances - I2 Parent and Student Complaints and Grievances.

R. Coffee seconded the motion.

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

B. Info Only

H7 Food Services Charges - school is diligent about removing charges for students who are free/reduced, plan to meet with Mr. Matthews from School Gourmet

Policy Index - needs to be revised, Ms. Knight and Dr. Littles will work on

The following policies will be reviewed and revised by Mrs. Knight for board consideration:

F36 Staff Telework

F36-R1 Staff Telework Agreement

F37 Staff Participation in Political Activities

F38 Staff Protections

F40 Code of Ethics for Staff

DSCC Policy updates, none

DOE Policy updates - There are three updates. Ms. Wells will receive further information on at her weekly principals meeting with DCSS.

1. Georgia's K-3 early literacy and dyslexia mandates
2. Student promotion, placement, and retention standards across public schools in the state.
3. Statewide Student Assessment Program requiring all public school students in kindergarten through 12th grade to participate in state-designated testing instruments.

F39 Staff Leave - This Policy was updated in July 2026

VI. Other Business

A.

Announcements

Scarecrow Contest Voting - Vote now until 10/31 for BACS advanced art students. As of they meeting they are in the lead to win.

VII. 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 8:32 PM.

Respectfully Submitted,
E. Hammonds