APPROVED

Brighten Academy

Minutes

Brighten Academy Governing Board Meeting

Date and Time
Monday October 19, 2026 at 6:00 PM

Location
Brighten Academy Media Center

The Brighten Academy Governing Board will meet on Monday, October 19, 2026 at 6:00 pm, in the media center..

Directors Present
E. Hammonds, J. Smith, L. Bryant, M. Vitale, R. Coffee, T. Cabrera

Directors Absent
None

Directors who arrived after the meeting opened
R. Coffee

Guests Present
D. Davis

I. Opening Items

A. Call the Meeting to Order

J. Smith called a meeting of the board of directors of Brighten Academy to order on Monday Oct 19, 2026 at 6:09 PM.

B. Record Attendance

C. Adoption of Agenda

J. Smith made a motion to adopt the 10-19/2026 agenda with amendments.
M. Vitale seconded the motion.
Amendments as followed:
- 25/26 Audit Results Vote
- Avalon Contract 26-27
- Absence Management Software
- Agenda and Minutes from 9/28

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

Roll Call

T. Cabrera	Aye
L. Bryant	Aye
R. Coffee	Absent
E. Hammonds	Aye
M. Vitale	Aye
J. Smith	Aye

L. Bryant made a motion to to adopt the agenda from 10-05-2026.
T. Cabrera seconded the motion.
The board **VOTED** to approve the motion.

D. Approval of Minutes

L. Bryant made a motion to approve the minutes from Brighten Academy Governing Board Meeting on 10-05-26.
M. Vitale seconded the motion.
with changes to add there was a vote for an additional SPED teacher and grammatical error for TEKS and LKES
The board **VOTED** to approve the motion.

Roll Call

T. Cabrera	Aye
L. Bryant	Aye
J. Smith	Abstain
E. Hammonds	Aye
M. Vitale	Aye
R. Coffee	Absent

L. Bryant made a motion to approve the minutes from Brighten Academy Governing Board Meeting on 09-28-26.
T. Cabrera seconded the motion.

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

Roll Call

M. Vitale	Abstain
E. Hammonds	Aye
J. Smith	Aye
T. Cabrera	Aye
R. Coffee	Absent
L. Bryant	Aye

II. Executive Committee

A. Strategic Plan Update

Progress to Date The Strategic Planning Workgroup met on September 23 to review and begin refining Priority 1 (Academic Excellence) and Priority 5 (Culture, Climate & Community). We also discussed how future enrollment growth and facility expansion will be integrated across all five strategic priorities rather than treated as a standalone goal.The strategic planning process remains on schedule. Priorities 1 and 5 are in the refinement phase, supported by baseline academic and climate data, and the workgroup is preparing to transition into financial, operational, and governance planning.

B. Board Retreat Compact

All recommended revisions to the Board Governance Compact have been incorporated and forwarded to Kenya for review. The compact serves as a shared governance framework that establishes board expectations, strengthens accountability, clarifies governance and operational boundaries, and promotes alignment in support of Brighten Academy's strategic goals and charter renewal success.

Part 2 of Retreat will be on November 5th virtually from 5pm-6pm - Information was emailed.

C. Bylaws Revisions

The Board agreed that revisions are needed to the Bylaws and that future reviews will proceed section by section during upcoming Board meetings. The review began with Sections 1 and 2. A few revisions and additions were made to Section 1, and minor adjustments were made to Section 2. Section 3 will be reviewed at the next Board meeting on November 2.

D. Branding & Marketing

The Board discussed conducting a branding and marketing workshop to review several components, including design, implementation, and strategy. The Board agreed to hold the workshop on a Saturday and to collaborate closely with school leadership throughout the process.

III. Finance Committee

A. Finance Committee

Avolon Contract for FY26/27
The Board discussed the Avolon contract and identified several concerns that must be addressed prior to approval. The Board agreed to table the item until the next meeting.

Red Rover – Absence Management Software
The Board reviewed the Red Rover software, which is designed to streamline management of teacher absences, substitute scheduling, and related coverage needs. The anticipated cost of the software is less than $5,000.
Implementation of Red Rover would replace the School's current manual process and reduce the staff time required to coordinate teacher absences and substitute coverage. The Board agreed to table this discussion until the next meeting, when school leadership will be present.
R. Coffee arrived.

B. Audit Update

M. Vitale made a motion to approve the 2025-2026 Audit Results and July Financials.
T. Cabrera seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
J. Smith	Abstain
E. Hammonds	Aye
T. Cabrera	Aye
R. Coffee	Aye
L. Bryant	Aye
M. Vitale	Aye

IV. School Leadership Report

A. Information Only

No official school leadership report was shared

Items of Note:

- Congratulations to students on winning the Scarecrow Contest!
- Currently 807 students
- Coach Gray was approved to serve in the role of Full-Time Special Education staff.

B. Staff Updates: Areas of Function

V. Governance Committee

A. Policies for Vote

E. Hammonds made a motion to approve revised policies for F3 - Employee Grievances Procedure, F34 - Staff Requirements, and F35 - Staff Conflict of Interest.
L. Bryant seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Info Only

F36: Staff Telework
F36-E1: Staff Telework Agreement
F37: Staff Participation in Political Activities
F38: Staff Protections
F40: Code of Ethics for Staff
G7: Athletic Student Health Requirements
G7-E1: Athletic Student Health Forms

VI. Other Business

A. Announcements

Reminder: Board Financial Training on Monday Oct 26th, information was sent via email, this training will be virtual.

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 8:39 PM.

Respectfully Submitted,
J. Smith