



Brighten Governing Board Meeting Minutes

December 13, 2010

Members Present

Kelly Cadman
Mark Smith
Jeff Noles

Brandi Rose
Jeff Grogan
Jessica Davis

Carmin Takeuchi
Jeff Helms
Sarah Fredenberg

Call to order

At 7:00 Jeff Noles called the meeting to order.

Acceptance of Agenda

Kelly Cadman made a motion to accept the agenda. Jeff Helms seconded the motion. Discussion led to adding to the agenda authorization for Jeff Noles to execute the golf tournament contract. **The motion carried with the revision.**

Acceptance of November 8, 2010 Minutes

Jeff Helms made a motion to accept the November 8, 2010 minutes. Jeff Grogan seconded the motion. The motion passed.

Board Spotlight

- Leigh DeNucci
 - The following fifth grade parents and students were highlighted.
 - Rosemary Russo
 - Devon Boatright
 - Emma Dean
 - Alex Godfrey
 - Andrew Hood
 - Kim Fields
 - Teresa Myers

Committee Reports

- Executive
 - Jeff Noles
 - Part time maintenance person
 - Part of the facilities grant and budget amendment.

- Doug Kuykendall has been doing most of the maintenance – A. Andrews suggested paying him a flat rate for some repairs and then hiring a part-time non-benefits eligible person for maintenance.
 - Salary adjustment for Curriculum Director
 - Will be added to the Committee agendas in January and included in the budget amendment to be conducted at the next meeting in January.
- **Planning and Organization**
 - Brandi Rose
 - Curriculum director’s mid-year review
 - Brandi is trying to get this completed this week before she leaves. She wants to ensure steps are put in place to support Lisa. Brandi will ask S. Fredenberg to assist with the review.
 - Grant writer
 - Position posted and only received 1 response (Research Associates). Discussion about the merits of Research Associates – Douglas County School System uses them, as does CCI. 85% success rate. Assisted 2 of the 30 nationwide awards for I3 – clearly strong company.
 - **Kelly Cadman made a motion for authorization to pursue Research Associates services for up to the \$8,000 previously approved through board resolution. Seconded by G. Babalola. Motion carried.**
 - K. Cadman said that she has contacted the individual who inquired about helping us through the GA Works program and will proceed with getting her assistance through Lisa.
 - Bonds for charter schools
 - K. Cadman updated the board on the possibility of using bonds to support our long term facilities plan. K. Cadman has reached out to D.A. Davidson and has completed a preliminary questionnaire to determine if we are a “bondable” entity – seems from the answers on the survey that we are in a very good place. Russ Caldwell from D.A. Davidson will come and present to our board (approx. 1.5 hours) on a non-board meeting night in Jan. or Feb.
 - Input for December communiqué
 - Will go out in Jan.
 - Updated financials, fundraising update on amount collected
 - Election
 - Fundraising efforts (golf/tennis tourney 5/16, Fun Run – St. Patrick’s run in March, No Show Event - TBD)
 - Legislative agenda and call to action (GPAN)
 - Board Elections
 - Discussion about modifying the by-laws to conduct board elections annually in early Feb. prior to enrollment – will allow for the new members to shadow until April and address changes in our new petition re: priority status.
 - For the upcoming year, won’t matter about timing because we’ll still be under the old charter. We will revise by-laws in Jan. – hold elections this year in March (shadow 1 month) and next year, will hold 1st of Feb. (special called meeting).

- Priorities:
 - Facilities
 - Fundraising/Marketing
 - HR/Organization/General Business
 - Educator
 - Post on website, seek out other sources, talk with Leadership Douglas graduates (Kali Boatright)
 - Add board intern from high school alum (10-12th grader). K. Cadman and L. McDonald will discuss qualifications and job description and L. McDonald will reach out to the Brighten alumni who have updated their contact information to request applications. Great learning experience for the intern.
 - Authorization to sign contract for golf tourney
- **Facilities**
 - Jeff Helms
 - Bathroom update
 - Will Pete Hamlin pay expenses of handrails – contract states that the rails will be “up to code” and they are not. L. DeNucci had mentioned the rail construction and concerns prior to them being erected and Hamlin stated that was their standard construction. Rails now falling off and causing concern. A. Andrews will talk with him. Must complete rails before requesting the CO
 - L. McDonald suggested adding warranty for work in contracts.
- **Finance**
 - Mark Smith
 - Presentation of financials (ending month October)
 - Will revise budget in January
 - K. Cadman mentioned possibility of collecting funds from admin fees for SUTA, etc. that should not have been taken out – C. Takeuchi is talking to a charter school auditor about the issue. L. McDonald and A. Andrews put in a call to DCSS to inquire about social security to see if they take out both SS and TRS.
 - Tennis/Golf Tournament
 - **A motion was made by Jessica Davis to authorize Jeff Noles to execute contract for the golf tournament. Second by Jeff Helms.** Discussion by Jessica Davis updating on fees – free tennis courts but cost is up \$2 more per head from last 2 years. **Motion carried.**
 - Golf/tennis tourney date 5/16 all day
 - Mark Smith’s last meeting – valuable asset and thanks for service.
 - Capital Campaign/Tree of Life
 - Sent out flyers, but many did not get out – poor outcome expected. Try again in the Spring (Easter eggs?) Currently have raised approx. \$3000.
 - Funding for special education teacher and remedial support
 - Case load climbing – on the verge of needing a new special education teacher by Jan./Feb. Need to go ahead and budget in Jan. for PT remedial/SPED. Will include with budget revisions in Jan.
 - Finance policy

- Finance Committee still needs more discussion on the policy. Table a vote until Jan.
 - Facility Grant
 - Awarded \$90,000 – had to turn in bids with application. A. Andrews inquired whether we need to qualify all of the bids in Jan. Board confirmed yes, need to check numbers and bids and vote on in Jan.
- **Instruction**
 - Sarah Fredenburg
 - L. McDonald went through Charter Schools Annual Report – 9 objectives:
 - Raise student achievement – outperformed both state and district in all subject areas – 12% in reading above and 13% above in math. Exceeded by 10% in ELA. High percentage of exceed rates.
 - Writing 3, 5, 8 outperformed state and district.
 - Statistically accurate sampling of demographics – all students made measured growth but 1
 - Grow character – many sunshine slips and various programs to build character were listed. Code of conduct violations down now that school staff and expectations have stabilized in year 5.
 - Community service – many service learning projects listed – both locally and nationally
 - Parent and community involvement – #s difficult to compare since # families decreased, so percentages of families meeting year to year was compared. Only 1 family did not meet – painted the café to make up for time. Many local businesses support the school.
 - Cultivate learning community – committees, HQ status, observations, more consistency, GaPSS analysis, meeting protocols in place
 - Fiscal health – cash flow report, clean audit.

Curriculum Director

- Lisa McDonald

Curriculum:

- Textbook Needs
 - Spanish text for 7th and 8th grade students
 - SS text for 7th grade
- Additional Instructional Support
 - Unique Math
 - Unique Reader
 - SRA Corrective Reading Group, 5th/3rd grade
- Identified at risk students in Tier 2 RTI team meetings for October
 - Tier 2, Identified 32 at risk students 3.1%
 - SST, Identified 35 students 8.25%
 - Students referred for evaluation 3 (as of 12.13.10)
 - Students placed in special education since October, 2
- Completed Peer Observations
 - Amana Academy
 - Ivy Prep

- CHHS
- Turner Middle School
- Brighten Academy
- Gifted testing almost complete, approx 12 students qualified
- Revised Curriculum Maps for second semester
- Developed Mission Based Focus Walk
- Grade/Classroom Surveys
- Staff Development, Jan 3, 2010
 - Inquiry
 - Classroom Management
 - Exciting Hooks, Graphic Organizers and Summaries
 - Reporting features on Unique Math, Unique Reader
 - Standards Based Classroom
 - Website and Outlook

General Instructional Operations

- Employee Evaluations
- Parent Survey Complete
- Delivered Charter Report to County Office
- Requested clarification of funding, expected in January
- Completed Projects
 - OCR Report
 - Testing Plan
 - CRCT and CRCT M Training
 - Attended Education Committee Meeting GCSA
- In Progress
 - Website
 - Parent Mentor Program (Brighten Buddies, and Brighten CARE Program)
- Parent Volunteer Hours, notification sent in November

Board Discussion

- Position of Board on HQ for Music, Special Ed
- Outstanding Money Owed

Month of December

- Begin Mid- year Evaluations
- Status of Volunteer Hours, notice of hours earned for first semester
- Inventory
- Report shared – additional conversation –
 - \$800 in text book budget still – need 7th and 8th grade Spanish books and 7th grade Social Studies books. Some conversation on fundraising for these efforts.
 - Found a teacher to pick up SRA Corrective Reading group
 - Tier 2 RTI numbers down – students improved or taken to next level in process
 - Visited several schools to support project based learning, middle school culture, and high school landmarks, as well as Spanish

- Classroom surveys were very favorable – will report at next meeting
- Delivered charter report to DCS – good feedback, positive conversation with Dr. McGouryk over curriculum. Invited to Optimizing Funding training at the County.
- Kay Turner will look into the funding concern to double check.
- L. McDonald and C. Takeuchi will schedule a meeting with Kay to meet
- Need to begin work to get added to the next SPLOST (next Nov.) – begin discussions with Dr. Whitfield asap.
- Website clearer, easier to find. Working on broken links and ensuring all teachers update regularly.
- PTO to provide \$500 to sponsor Parent Mentor Program.

Business Director

- Angi Andrews

Enrollment:

- We currently have 423 students enrolled. We have a fourth grade student that will be starting when we return from our winter break.
- We had five families with multi-resident forms for proof of residency. We have passed this information along to someone that will be confirming residency.
- We will run another attendance report on the 17th and schedule meetings when we return from winter break.
- We will start the re-enrollment process after winter break. The month of January will be for currently enrolled students in good standing, siblings and board members.
- Open enrollment will begin February 1st thru the 15th. We will have the lottery registration forms available on-line after the winter break.

Facility Update:

- Bathroom facility
 - We need to have the handrails replaced.
- The fence was scheduled to be replaced this week, but due to weather will have to wait
- The new carpet was installed over Thanksgiving break and it looks much better.
- We received the facility grant and the letter has been signed off by county office. We need to discuss bids and vote (if necessary).

Operations Update:

- Audit is complete and we should have hard copies this week.
- Info for taxes will be given to Phyllis over the break
- We are scheduled to switch payroll over in January.
 - A. Andrews shared report. Additional conversation:
 - What to do with outstanding monies due to school – one family owes over \$600 for ASP. New leadership in ASP so won't happen again. Will not allow going to ASP anymore and possibly not next year either. Priority status revoked? No, can't do that per K. Cadman, but perhaps should report to collections agency– C. Takeuchi will check on rates and feasibility.
 - Multi-residence will be checked by Mr. Tysver, a policeman
 - Sending out re-enrollments to current families (includes siblings) – due back 1/21.

- Enrollment period 2/1 – 2/15 – lottery 3/7
- Can't do concrete for fence until it warms up
- Carpet replaced over Thanksgiving in hall
- Audit is finally done – hard copies coming this week.
- Switching payroll companies in Jan.

Grade	Status	# of Students	Staff Wait List	Sibling Wait List	Open Enrollment Wait List	
K	FULL	38	0	1	83	
1st	FULL	40	0	0	41	
2nd	FULL	42	0	1	35	
3rd	FULL	44	0	0	35	
4th	1 Opening	47	0	0	27	
5th	FULL	50	0	0	21	
6th	FULL	54	0	0	25	
7th	FULL	54	0	0	7	
8th	FULL	54	0	0	3	
Total Enrollment		423			277	

PTO Updates

- Ms. Cortez
 - L. McDonald presented that Brighten Blizzard made \$800 in profit
 - Planning for Variety Show
 - Looking at more playground equipment
 - J. Helms mentioned that use of First United Methodist Church is on the honor system – last time used ladies bathroom not cleaned well. L. McDonald will ensure a cleanup committee is always staffed to avoid issue again.

Student Council Updates

- Student council rep
 - L. McDonald noted that Student Council meets with her.

Open floor discussion

- K. Cadman updated board that C. Takeuchi had completed board training.

A motion to adjourn was made by Jeff Helms and seconded by Jeff Grogan. Motion carried.

