Minutes – For BCCS Board of Directors Meeting, September 16, 2026, held at Brass City Charter School

Meeting called to order at 5:43 p.m. by Annie Scott

In Attendance:

Board: Bryan Lewis, Sara Naber, Xia Rehmat, Ana Rosa, Annie Scott

Staff: Nancy Landona, Laura Main, Dr. Barbara Ruggiero

Guest: Syvine Grant Brown, Lily Zhao (MindTrust Fellowship-2nd Cohort)

Absent: Anthony Gay (EX), Sandra Romero, (EX), Carrie Scalzo, Don Thompson (EX), Maria Vega (EX)

Public comments: None at this time.

Pull the July 22, 2026 board meeting minutes from the consent items and add the amendment of bylaws to the agenda.
Motion to approve the agenda as amended: Ana Rosa; 2nd – Bryan Lewis.
Motion carries with 5 votes in Favor, 0 votes Against, 0 votes Abstain. Approved

Dr. Barbara introduced Syvine Grant Brown, the new Dean of middle school.

- Syvine has over 13 years of education experience.
- Previously worked as an instructional coach in NY and has been serving our BCCS students in 5th and 6th grades before transitioning to the role of Dean of Students.

Dr. Barbara provided an overview of the MindTrust.

- They are a charter school organization that is now expanding to CT.
- Lily Zhao is part of the 2nd cohort of the Fellowship program.
- The fellowship exposes individuals to learn the different aspects of how to write a charter, create community outreach, and understanding the operational systems.
- The group is preparing for an upcoming RFP release from the state.

Annie, discussed the Bylaws Amendment
Recommended By-Law Revision:
1. Change this Article III, Section II, Item h. (amended October 10, 2021)
(h) The Board Members shall serve no more than two (2) consecutive three year terms, with members representing the teaching staff serving no more than 1 three year term. Terms shall be staggered so that no more than 1/3 of the Board shall be up for election in any one year, unless a vacancy needs to be filled.

To this (amended September 16, 2026)
(h) The Board Members shall serve no more than two (2) consecutive three year terms, with members representing the teaching staff and those representing the parent organization serving no more than one (1) three year term. Terms shall be staggered so that no more than 1/3 of the Board shall be up for election in any one year, unless a vacancy needs to be filled.

Motion to approve the amendments to bylaws: Ana Rosa; 2nd –Bryan Lewis.

Motion carries with 5 votes in Favor, 0 votes Against, 0 votes Abstain. Approved

Annie discussed the possibility of a second motion to review the entire set of bylaws, including updating the title from "Executive Director" to "Chief Executive Officer to align with new state requirements for certification.

Nancy will reach out to Sharon Fuller at the State Certification Bureau for the potential changes in title and what is the best course of action that they recommend.

Consent Item(s):

- Financials from June & July 2026 were distributed.

Nancy presented the financials for the months of June and July 2026

- Auditors visited on Monday, 9/14/2026 for a yearly audit.
    - Provided feedback to track donated monies.
- Discussed the current budget vs. Actuals.
- Discussed various grants for this academic year.
- Employee Benefits expenses increased.
- Organization as a whole was close to budget,

Motion to approve the financials as presented: Ana Rosa; 2nd – Bryan Lewis.
Motion carries with 5 votes in Favor, 0 votes Against, 0 votes Abstain. Approved

Facility Update by Nancy/Barbara

- Buildings B / A - replaced roof with DRIP grant.
- Gutters also replaced.
- Leak in Art room – caused by cast iron pipe that wraps around building, currently searching for solutions for internal drain system.
- Lift – safety wall needs to be installed.

Director's Report:
School Opened with 409 students.
BCCS adopted "Curiosity" theme for this academic year.
Staff during professional development week focused on encouraging questions among students.

Laura discussed BCCS latest SBAC scores.

- Very strong in 5 years for both Math and ELA.
- ELA is on the top 17% in state.
- District outperformed CT state averages.
- Results showed positive performance across all student subgroups.
- BCCS ranks third among CT charter schools for ELA achievement and tied for fifth for Math.

Material Change
Applied for material change to replicate the charter school.
The charter school office recommended for charter school to start with PreK to 2nd grade, then increase.

Renewal Application Submitted

- Public hearing is scheduled for 10/6/2026 at 6:00 pm
- Site Visit from the state will take place 11/5/2026 from 9:15am-3:30pm

HR Hanbook updates
Nancy discussed the changes which included revised language for paid sick leave qualifying reasons, documentation requirements, accommodation policies, and technology monitoring practices.
Nancy will share the updated handbook with the changes from the HR consultants.

Accounting Policy Handbook
The updates reflected current practices, including changes to cash receipt recording methods and the addition of a credit card for a staff member.

Motion to approve the Accounting Policy handbook updates as presented: Ana Rosa; 2nd – Bryan Lewis.
Motion carries with 5 votes in Favor, 0 votes Against, 0 votes Abstain. Approved

Nepotism/Conflict of interest form
Annie reminded everyone to sign the Nepotism/Conflict of interest form.
Other Business:

Meeting adjourned at 7:04 pm
Motion to adjourned – Ana Rosa; 2nd – Bryan Lewis.

Next meeting: Wednesday, October 21, 2026, at 5:30 pm In-Person at BCCS.
Respectfully submitted by: Ana Rosa