



# Brooklyn RISE Charter School

## Brooklyn RISE Board Meeting

Published on April 16, 2024 at 5:53 PM EDT

Amended on April 17, 2024 at 9:19 AM EDT

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### Date and Time

Wednesday April 17, 2024 at 7:00 PM EDT

### Location

9 Hanover Place, Brooklyn, NY 11201

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order		Christina Hu	1 m
<b>C.</b> Approve January Meeting Minutes	Approve Minutes	Christina Hu	5 m
<b>D.</b> Approve February Meeting Minutes	Approve Minutes	Christina Hu	5 m
<b>E.</b> Approve March Meeting Minutes	Approve Minutes	Christina Hu	5 m

	Purpose	Presenter	Time
<b>II. Finance</b>			<b>7:17 PM</b>
A. Finance Updates	Discuss	Bryson Wilson	25 m
<b>III. Head of School Update</b>			<b>7:42 PM</b>
A. Cary's School Update	FYI	Cary Finnegan	20 m
<p>We had our school lottery this month and have had 45 students who have accepted seats and begun the enrollment process so far! We are going to have to continue efforts around kindergarten enrollment but are looking strong across all other grade levels. We have also been busy recruiting new staff for next school year and are still in the process of trying to finalize our staffing plan. We head into our spring break next week and then will return to finish the last 7 weeks of the school year off strong!</p>			
<b>IV. Governance</b>			<b>8:02 PM</b>
A. Open meeting policy	Vote	Katie Zaunbrecher	10 m
<b>V. Academic</b>			<b>8:12 PM</b>
A. Academic committee updates	Discuss		10 m
<b>VI. 2024 Board Goals</b>			<b>8:22 PM</b>
A. Recruitment Updates	Discuss	Christina Hu	5 m
B. Fundraiser Check In	Discuss	Christina Hu	5 m
<b>VII. Any Other Business</b>			
<b>VIII. Closing Items</b>			<b>8:32 PM</b>
A. Adjourn Meeting	FYI		2 m

# Coversheet

## Approve January Meeting Minutes

**Section:** I. Opening Items  
**Item:** C. Approve January Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Brooklyn RISE Board Meeting on January 31, 2024

APPROVED



## Brooklyn RISE Charter School

# Minutes

## Brooklyn RISE Board Meeting

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### Date and Time

Wednesday January 31, 2024 at 7:00 PM

### Location

9 Hanover Place, Brooklyn, NY 11201

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### Trustees Present

B. Cabrera (remote), C. Hu, E. Waite, G. Han (remote), J. Ni, K. Zaunbrecher

### Trustees Absent

B. Herbst, L. Tomana

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

C. Hu called a meeting of the board of trustees of Brooklyn RISE Charter School to order on Wednesday Jan 31, 2024 at 7:04 PM.

### C. Approve Minutes

### D. Approve December Meeting Minute

G. Han made a motion to approve the minutes from Brooklyn RISE Board Meeting on 11-29-23.

C. Hu seconded the motion.

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

G. Han made a motion to approve the minutes from Brooklyn RISE Board Meeting on 12-20-23.

K. Zaunbrecher seconded the motion.

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

## II. Finance

### A. Finance Updates

- Bryson reviewed December financials
  - Negative variance driven by state per pupil funding
- Expenses to be reallocated to determine where savings can be found
- Received tenant reimbursement from building landlord
- Recently cash balance was very tight around payroll, putting measures in place to ensure that this doesn't happen again in future
  - Weekly invoice submission
  - Monitoring per pupil invoices to reconcile amounts
  - Calendar to monitor bank account before payroll

## III. Head of School Update

### A. Cary's School Update

- First month back from long break
- Data day before break
- Fluctuations in enrollment due to migrant crisis (60 day shelter policy) causing morale issues among school community
  - Measures to support:
    - Offering guided meditation and mindfulness for staff
- Family events
  - Math night with ~70 families
  - Family BINGO Night upcoming

## IV. Governance

### A. Vote on Laura Tomana board membership

K. Zaunbrecher made a motion to remove Laura Tomana from the Board of Trustees.

B. Cabrera seconded the motion.

- Due to attendance history
- Has been mostly unresponsive to emails

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

### B.

### **Retreat Planning**

- Start at 9am
- Christina to reshuffle agenda to ensure meeting and discussions are in compliance with Open Meeting Law

### **V. 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 8:35 PM.

Respectfully Submitted,  
C. Hu

# Coversheet

## Approve February Meeting Minutes

**Section:** I. Opening Items  
**Item:** D. Approve February Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Brooklyn RISE Board Meeting on February 28, 2024

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## Brooklyn RISE Charter School

# Minutes

## Brooklyn RISE Board Meeting

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### Date and Time

Wednesday February 28, 2024 at 7:00 PM

### Location

9 Hanover Place, Brooklyn, NY 11201

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### Trustees Present

B. Cabrera (remote), C. Hu, E. Waite (remote), G. Han, J. Ni (remote), K. Zaunbrecher

### Trustees Absent

B. Herbst

### Guests Present

Joshua Houston

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

G. Han called a meeting of the board of trustees of Brooklyn RISE Charter School to order on Wednesday Feb 28, 2024 at 7:02 PM.

### C. Approve Minutes

## II. Finance

### A.



## Finance Updates

- Adnan presented January financials
- Cary explained that there has been some challenges with accurately categorizing expenses for purchases made on Amazon
- SY2025 budget for next meeting

## III. Head of School Update

### A. Cary's School Update

- **General Update:** Returned from February break
  - Staff and students feeling energized from the break
- **Academic Data:** STEP Round 2
  - Data Day approaching mid-March
- **Staff Recruitment:** Hiring process has begun
  - Highest turnover in upper elementary
- **Student Recruitment:** Enrollment slow due to new charters in the district
  - Vanguard mailers will arrive in home in the next couple of weeks

## IV. Governance

### A. Open meeting policy

- Read documents on Open Meeting Law to vote during March board meeting.

## V. 2024 Board Goals

### A. Recruitment

- Board prospects Joshua Houston and Brianna James joined board meeting and introduced themselves

### B. Fundraiser

- Grace shared GoFundMe for Nature's Classroom camping trip

### C. Board succession planning

- Planning for succession of Grace, Ben, and Christina's board seats
  - Plan for Secretary and Treasurer by September
  - Plan for chair by January (board retreat)
  - Also Committee Chair

## VI. Any Other Business

### A.

## **Executive Session Updates**

- Christina votes to go into Executive Session to discuss contingency planning, Katie seconds

## **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 8:33 PM.

Respectfully Submitted,  
G. Han

# Coversheet

## Approve March Meeting Minutes

**Section:** I. Opening Items  
**Item:** E. Approve March Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Brooklyn RISE Board Meeting on March 27, 2024

APPROVED



## Brooklyn RISE Charter School

# Minutes

## Brooklyn RISE Board Meeting

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### Date and Time

Wednesday March 27, 2024 at 7:00 PM

### Location

9 Hanover Place, Brooklyn, NY 11201

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### Trustees Present

B. Cabrera (remote), B. Herbst (remote), C. Hu, G. Han (remote), J. Ni, K. Zaunbrecher

### Trustees Absent

E. Waite

### Guests Present

Joshua Houston

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

G. Han called a meeting of the board of trustees of Brooklyn RISE Charter School to order on Wednesday Mar 27, 2024 at 7:05 PM.

### C. Approve January Meeting Minutes

### D. Approve February Meeting Minutes

### E.

## Check in on April Board Meeting Schedule

### II. Finance

#### A. Finance Updates

- Adnan reviewed February financials
- Adnan reviewed proposed key budget drivers
- Budget is somewhat dependent on middle school expansion
- If we got a decision from Regents by June, we could probably make it happen, but would need 5th grade students/families to be committed to staying enrolled

### III. Head of School Update

#### A. Cary's School Update

- Cary discusses:
  - Assessments
  - Student recruitment & enrollment
  - Staff recruitment, hiring, and internal staffing shifts
    - ~90% retention

### IV. Governance

#### A. Open meeting policy

- Moving vote on Open Meeting Policy to next month due to quorum

### V. Academic

#### A. Academic committee updates

- Cary shares CGA Math Assessment Data
  - Most grades on track
  - Concerns in 2nd and 5th grade
    - 5th grade is most impacted by curriculum change to Bridges (totally different approach to math)
- Cary shares MAP Assessment Data
  - Overall school growth is average
  - Overall achievement is 45th percentile
- Cary shares STEP Data
  - Identifies grade level and classroom level concerns
- Cary shares mock state assessment data
- Cary shares action plans for academic data—short and long term

## **VI. 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 9:00 PM.

Respectfully Submitted,  
C. Hu

# Coversheet

## Finance Updates

**Section:** II. Finance  
**Item:** A. Finance Updates  
**Purpose:** Discuss

**Submitted by:**

**Related Material:**

- Brooklyn RISE - Mar 2024 Financial Update 04152024 - Final.pdf
- Brooklyn RISE - Mar 2024 Cash Flow 04152024.pdf
- Brooklyn RISE - FY 2025 Proposed Budget Details - 04152024 - Final.pdf
- Brooklyn RISE - FY 2025 Proposed Budget Overview - 04152024 - Final.pdf
- Brooklyn RISE - Mar 2024 Balance Sheet 04152024.pdf
- Brooklyn RISE - Mar 2024 Budget vs Actuals 04152024.pdf

# Brooklyn RISE Charter School March Financial Update

APRIL 15, 2024







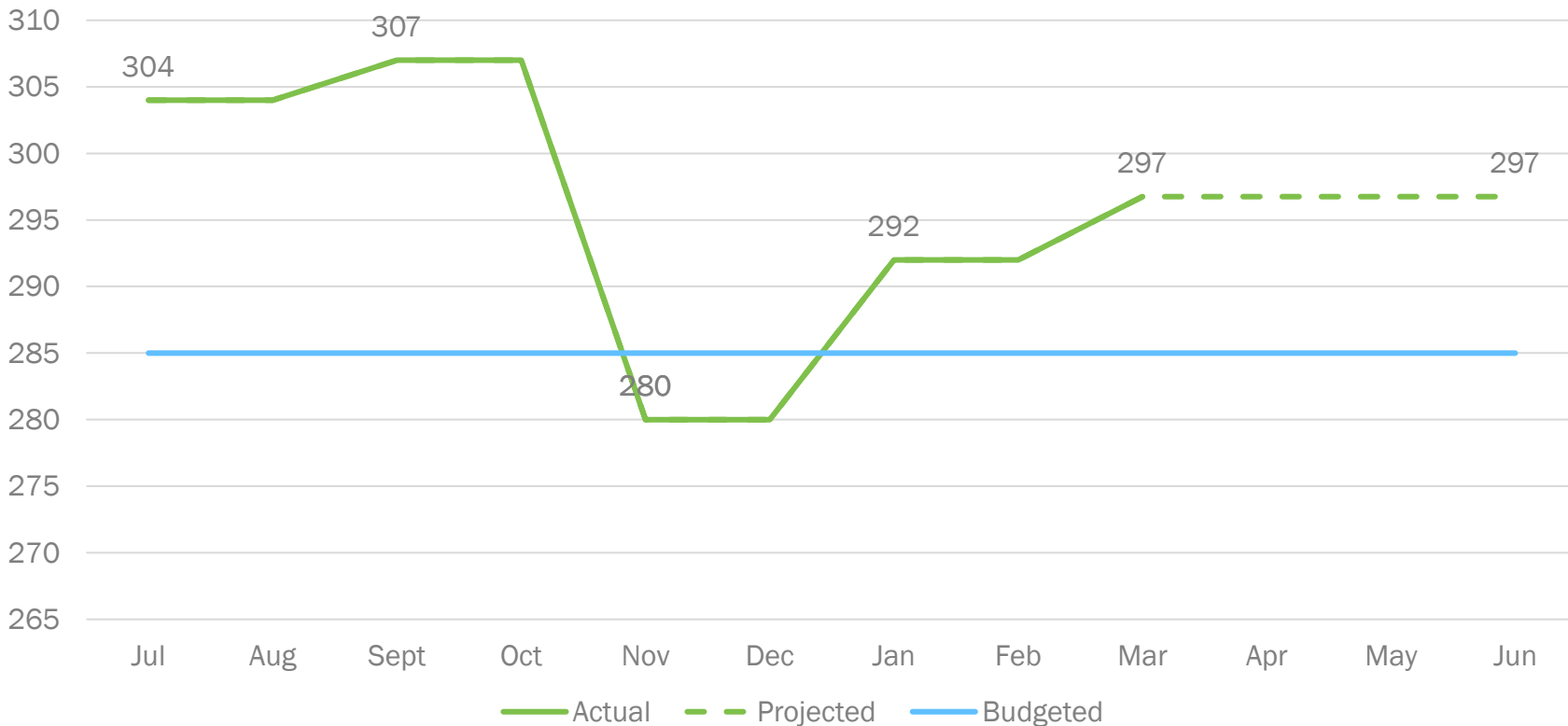
# Contents

- 1. Financial Dashboards as of Mar 31, 2024.**
  
- 2. Supporting Financial Exhibits (Attachments)**
  - A. Budget Vs. Actuals through Mar 31, 2024.
  - B. Balance Sheet as of Mar 31, 2024.
  - C. Cash Flow Statement as of Mar 31, 2024.
  - D. Check and Credit Card Registers.



# Total Monthly Enrollment (FTE)

## GenEd = Billed for 297 (Mar)

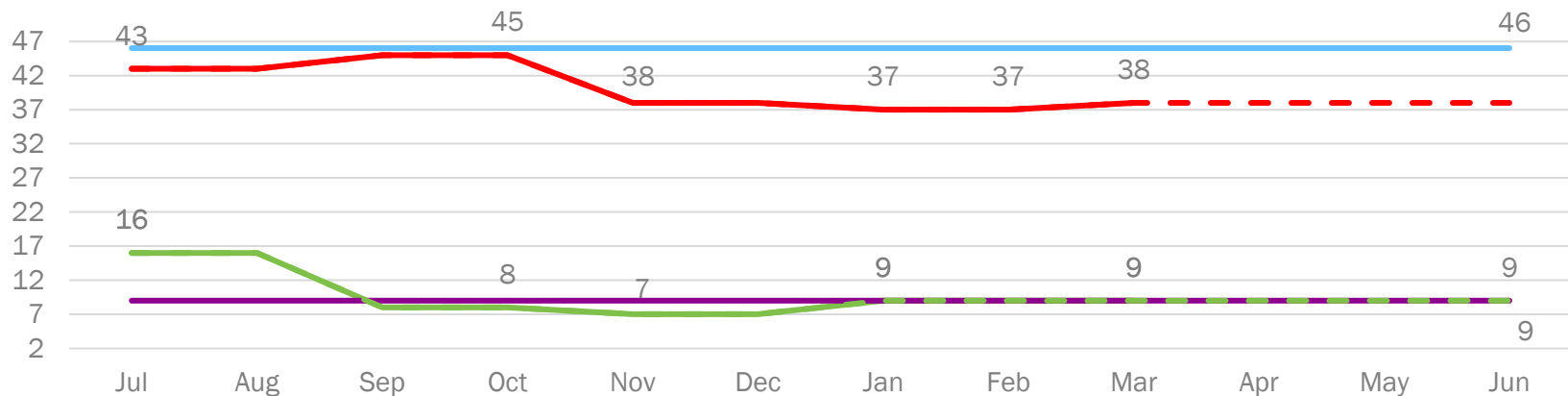


**Projection of 296.75 FTEs based on March Invoice**



# SpEd Monthly Enrollment (FTE)

## SpEd enrollment vs. budget



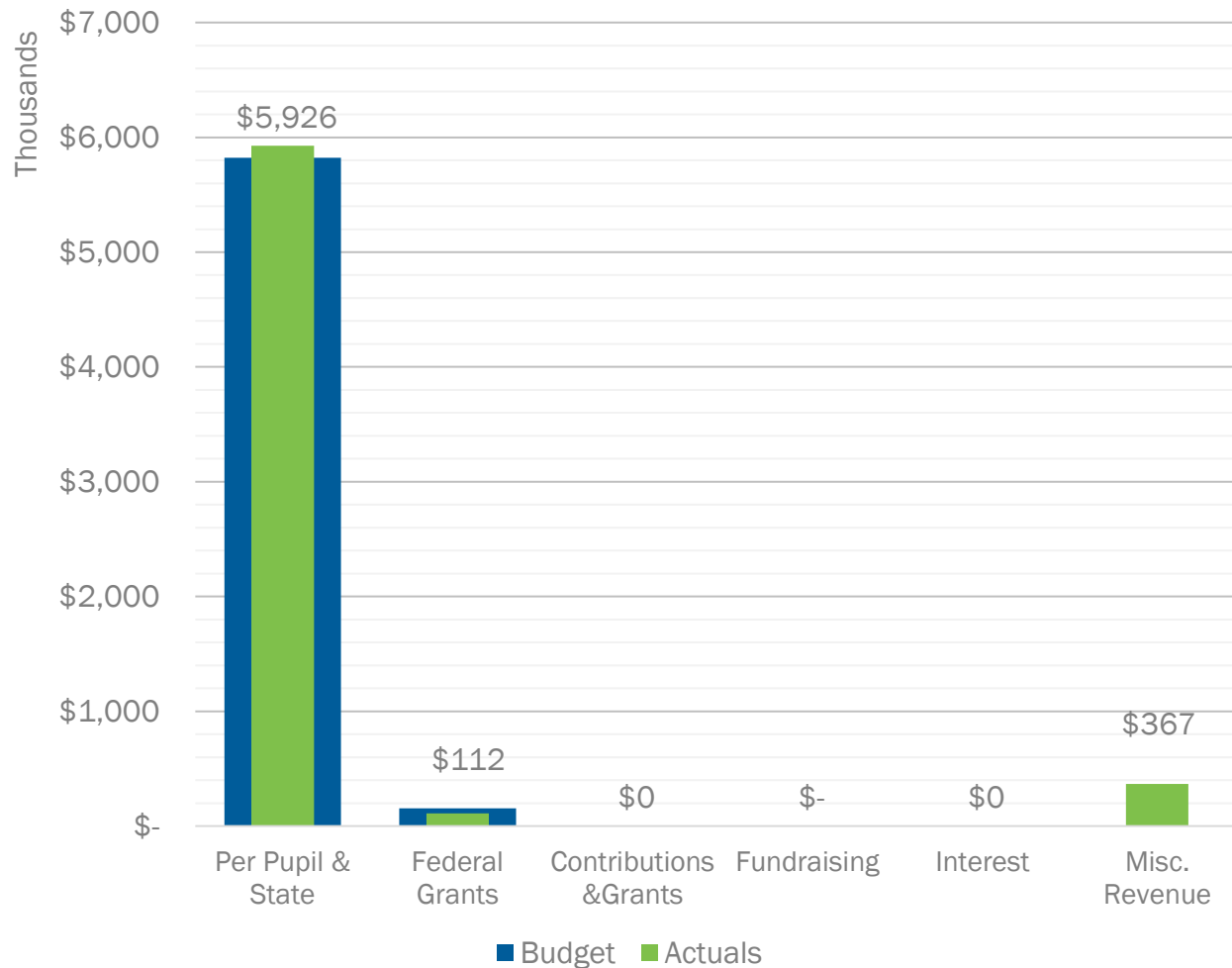
- Actual 20% to 60% SpEd
- Budgeted 20% to 60% SpEd Enrollment
- - Projected 20% to 60% SpEd
- Actual Greater than 60% SpEd
- Budgeted Greater than 60% SpEd Enrollment
- - Projected Greater than 60%

## SpEd Enrollment Notes

- **Mar billed actuals of 9.175 (20-60%) and 37.975 (>60%)**
- **Projections of 9.175 (20-60%) and 37.975 (>60%) based on March invoice**

# Budget YTD vs. Actuals YTD - Revenue

## Total variance of \$427K



## Revenue Notes

- **Per Pupil and State variance driven by higher enrollment in GenEd Enrollment as well as DYCD Funding**
- **Federal Grants variance driven by timing of Title Revenue**
- **Misc. Revenue includes \$200K deposit received for reimbursement for facilities expenses, bussing reimbursements**

# Budget YTD vs. Actuals YTD - Expenses

## Overall YTD variance of \$22K



## Expense Notes

- **Personnel and Benefits based on actuals – increased spending on Student Support Services**
- **Curriculum & Classroom variance largely driven by supplies and materials & snack expenses**
- **PD & Services largely driven by higher Student Transportation expenses (offset by revenue)**
- **Facilities savings driven by Facilities Contingency, Cleaning Supplies and Signage**
- **Misc. Expenses include \$45K in Uncat Expenses and \$63K in PY Expenses**

# Budget YTD vs. Actuals YTD



		2023-24	2023-24	Variance
		Budget YTD	Actuals YTD	
Revenue	Per Pupil Funding & State Grants	5,823,551	5,925,844	102,293
	Federal Grants	154,176	111,559	(42,617)
	Contributions & Grants	-	449	449
	Fundraising	-	-	-
	Interest	11	11	1
	Miscellaneous Revenues	-	366,981	366,981
	<b>Total Revenue</b>	<b>5,977,737</b>	<b>6,404,844</b>	<b>427,107</b>
Expenses	Personnel	2,446,621	2,501,782	(55,161)
	Benefits & Insurances	574,205	553,144	21,061
	Curriculum & Classroom	194,203	205,419	(11,216)
	Administrative Expenses & Insurances	154,930	160,883	(5,953)
	Professional Development & Services	691,123	830,229	(139,106)
	Marketing & Recruitment	20,540	5,885	14,655
	Facilities	1,543,233	1,370,888	172,345
	Miscellaneous Expenses	140,348	114,710	25,638
	<b>Total Expenses</b>	<b>5,765,204</b>	<b>5,742,941</b>	<b>22,263</b>
<b>Operating Income</b>	<b>212,533</b>	<b>661,903</b>	<b>449,370</b>	
	Beginning Balance (Audited)	778,623	568,181	(210,442)
	Operating Income	212,533	661,903	449,370
<b>Ending Fund Balance (incl. Depreciation)</b>		<b>991,156</b>	<b>1,230,085</b>	<b>238,928</b>
<b>Ending Fund Balance as % of Expenses</b>		<b>17.2%</b>	<b>21.4%</b>	<b>4.2%</b>

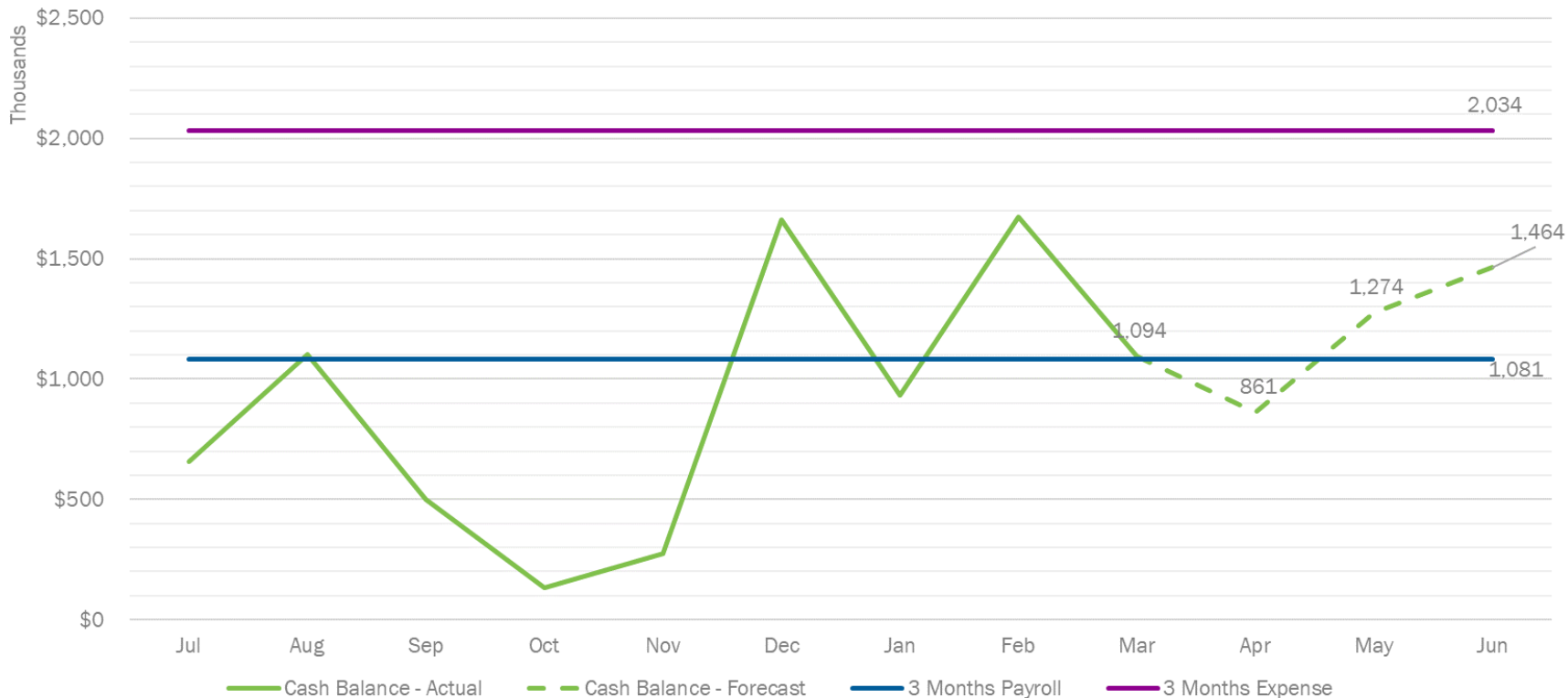


# Balance Sheet Status

		Jun FY2023	Mar FY2024	YTD Change	Notes
<b>Assets</b>	Cash Balance	(8,350)	1,094,051	1,102,401	
	Current Assets	246,911	118,015	(128,897)	FY-23 Title Revenue
	Fixed Assets	5,633,841	5,651,410	17,569	Computers, Furniture, rou Asset
	Other Assets	400,399	400,399	-	Security Deposits
	<b>Total Assets</b>	<b>6,272,802</b>	<b>7,263,875</b>	<b>991,074</b>	
<b>Liabilities &amp; Equity</b>	Current Liabilities	230,867	560,037	329,170	AP, Credit Card, Deferred Revenue
	Long-Term Liabilities	5,473,754	5,473,754	-	Facility Lease Liability
	Beginning Net Assets	1,623,498	568,181	(1,055,317)	Fund Balance
	Net Income (Loss) to Date	(1,055,317)	661,903	1,717,221	YTD Net Income
	<b>Total Liabilities &amp; Equity</b>	<b>6,272,802</b>	<b>7,263,875</b>	<b>991,074</b>	



# Monthly Cash Balance FY24



- **5 of 6 per pupil payments received**
- **Cash forecast assumes full spend of all budget lines**



# FY Budget vs FY Forecast Variance

		2023-24	2023-24	Variance
		Budget	Current Forecast	
Revenue	Per Pupil Funding & State Grants	7,791,052	8,016,543	225,491
	Federal Grants	190,637	275,050	84,413
	Contributions & Grants	-	1,000	1,000
	Fundraising	-	-	-
	Interest	14	14	-
	Miscellaneous Revenues	-	200,000	200,000
	<b>Total Revenue</b>	<b>7,981,703</b>	<b>8,492,607</b>	<b>510,904</b>
Expenses	Personnel	3,558,500	3,574,957	(16,457)
	Benefits & Insurances	711,600	748,413	(36,812)
	Curriculum & Classroom	298,818	311,146	(12,328)
	Administrative Expenses & Insurances	194,210	204,408	(10,198)
	Professional Development & Services	950,184	1,006,457	(56,273)
	Marketing & Recruitment	30,466	32,934	(2,468)
	Facilities	1,876,085	1,885,120	(9,035)
	Miscellaneous Expenses	187,124	370,892	(183,768)
	<b>Total Expenses</b>	<b>7,806,988</b>	<b>8,134,327</b>	<b>(327,339)</b>
	<b>Operating Income</b>	<b>174,715</b>	<b>358,281</b>	<b>183,565</b>
	Beginning Balance (Audited)	778,623	568,181	(210,442)
	Operating Income	174,715	358,281	183,565
<b>Ending Fund Balance (incl. Depreciation)</b>		<b>953,339</b>	<b>926,462</b>	<b>(26,877)</b>
<b>Ending Fund Balance as % of Expenses</b>		<b>12.2%</b>	<b>11.4%</b>	<b>-0.8%</b>

**Brooklyn Rise Charter School**  
**Monthly Cash Forecast**  
**As of Mar FY2024**

	2023-24													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Actuals	Mar Actuals	Apr Forecast	May Forecast	Jun Forecast			
<b>Beginning Cash</b>	<b>(8,350)</b>	<b>658,535</b>	<b>1,104,234</b>	<b>497,825</b>	<b>134,529</b>	<b>275,289</b>	<b>1,661,062</b>	<b>931,150</b>	<b>1,675,282</b>	<b>1,094,051</b>	<b>861,430</b>	<b>1,274,334</b>			
<b>REVENUE</b>															
Per Pupil Funding & State Grants	546,726	546,726	547,725	547,725	638,692	638,692	953,174	833,574	672,809	649,140	1,051,541	621,737	8,016,543	(231,719)	
Federal Grants	-	-	3,901	3,635	-	-	31,544	31,544	40,937	112,318	-	41,258	275,050	9,916	
Contributions & Grants	48	48	47	47	47	66	-	97	49	83	83	83	1,000	301	
Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Interest	1	1	1	1	1	1	1	1	1	1	1	1	14	(1)	
Miscellaneous Revenues	-	-	2,618	-	-	10,000	238,748	-	115,615	(166,981)	-	-	200,000	-	
<b>TOTAL REVENUE</b>	<b>546,774</b>	<b>546,774</b>	<b>554,293</b>	<b>551,409</b>	<b>638,741</b>	<b>648,759</b>	<b>1,223,467</b>	<b>865,217</b>	<b>829,411</b>	<b>594,561</b>	<b>1,051,626</b>	<b>663,079</b>	<b>8,492,607</b>	<b>(221,503)</b>	
<b>EXPENSES</b>															
Personnel	163,131	247,350	266,651	271,895	286,222	280,488	420,119	284,699	281,227	59,518	304,292	304,292	3,574,957	405,074	
Benefits & Insurances	29,143	52,043	57,602	78,574	63,530	44,049	98,901	70,652	58,650	73,048	73,048	44,181	748,413	4,992	
Curriculum & Classroom	150	14,897	50,387	25,008	43,989	24,805	19,172	16,925	10,087	55,812	28,409	28,409	311,146	(6,903)	
Administrative Expenses & Insurances	136	66,157	20,412	4,924	14,463	16,286	22,527	9,037	6,941	12,904	12,904	12,904	204,408	4,815	
Professional Development & Services	57,678	52,346	52,107	39,909	193,405	(38,004)	209,461	149,176	114,152	52,057	52,057	52,057	1,006,457	20,056	
Marketing & Recruitment	1,000	4,333	65	102	65	-	-	25	294	9,016	9,016	9,016	32,934	-	
Facilities	207,192	165,090	154,966	103,918	180,402	136,701	140,459	140,176	141,985	158,476	158,476	22,311	1,885,120	174,970	
Miscellaneous Expenses	18,526	51	17,445	892	1,437	42,030	13,608	16,370	4,352	100,345	100,618	100,618	370,892	(45,400)	
<b>TOTAL EXPENSES</b>	<b>476,955</b>	<b>602,269</b>	<b>619,635</b>	<b>525,221</b>	<b>783,513</b>	<b>506,354</b>	<b>924,247</b>	<b>687,060</b>	<b>617,687</b>	<b>521,175</b>	<b>738,819</b>	<b>573,788</b>	<b>8,134,327</b>	<b>557,604</b>	
<b>Operating Cash Inflow (Outflow)</b>	<b>69,820</b>	<b>(55,495)</b>	<b>(65,343)</b>	<b>26,187</b>	<b>(144,772)</b>	<b>142,405</b>	<b>299,220</b>	<b>178,157</b>	<b>211,724</b>	<b>73,386</b>	<b>312,806</b>	<b>89,291</b>	<b>358,281</b>	<b>(779,106)</b>	
Revenues - Prior Year Accruals	-	-	-	-	(2,072)	(2,072)	(2,072)	(2,072)	(2,072)	104,582	-	-	-	-	
Other Current Assets	139,258	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fixed Assets	(10,440)	(7,129)	-	-	-	-	-	-	-	100,097	100,097	100,097	-	-	
Accounts Payable - Current Year	(27,591)	62,214	4,094	136,234	(291,964)	174,425	(182,171)	105,644	(115,836)	134,951	-	-	-	-	
Expenses - Prior Year Accruals	(57,445)	(115,981)	-	-	(22,500)	-	-	-	-	12	-	-	-	-	
Other Current Liabilities	553,284	562,090	(545,160)	(525,717)	602,067	1,071,015	(844,888)	462,403	(675,045)	(645,650)	-	-	-	-	
<b>Ending Cash</b>	<b>658,535</b>	<b>1,104,234</b>	<b>497,825</b>	<b>134,529</b>	<b>275,289</b>	<b>1,661,062</b>	<b>931,150</b>	<b>1,675,282</b>	<b>1,094,051</b>	<b>861,430</b>	<b>1,274,334</b>	<b>1,463,723</b>			
Days Cash on Hand	31	51	23	6	13	77	43	78	51	40	59	68			

**Brooklyn Rise Charter School**

As of Mar FY2024

	Year 1 2023-24	Year 2 2024-25	% Of Category		Assumptions	
<b>SUMMARY</b>						
<b>Revenue</b>						
Per Pupil Funding & State Grants	8,016,543	8,516,684	94%	97%		
Federal Grants	275,050	287,414	3%	3%		
Contributions & Grants	1,000	-	0%	0%		
Interest	14	14	0%	0%		
Miscellaneous Revenues	200,000	-	2%	0%		
<b>Total Revenue</b>	<b>8,492,607</b>	<b>8,804,112</b>	<b>100%</b>	<b>100%</b>		
<b>Expenses</b>						
Personnel	3,574,957	3,873,000	44%	45%		
Benefits & Insurances	748,413	860,507	9%	10%		
Curriculum & Classroom	311,146	388,031	4%	5%		
Administrative Expenses & Insurances	204,408	220,487	3%	3%		
Professional Development & Services	1,006,457	1,048,439	12%	12%		
Marketing & Recruitment	32,934	18,052	0%	0%		
Facilities	1,885,120	2,036,834	23%	24%		
Miscellaneous Expenses	370,892	172,877	5%	2%		
<b>Total Expenses</b>	<b>8,134,327</b>	<b>8,618,226</b>	<b>100%</b>	<b>100%</b>		
<b>Operating Income</b>	<b>358,281</b>	<b>185,886</b>				
<b>Fund Balance</b>						
Beginning Balance (Unaudited)	568,181	926,462				
Audit Adjustment						
Beginning Balance (Audited)	568,181	926,462				
Operating Income	358,281	185,886				
<b>Ending Fund Balance</b>	<b>926,462</b>	<b>1,112,348</b>				
<b>Total Revenue Per Enrollment</b>	<b>28,619</b>	<b>28,218</b>				
<b>Total Expenses Per Enrollment</b>	<b>27,411</b>	<b>27,623</b>				
<b>Operating Income Per Enrollment</b>	<b>1,207</b>	<b>596</b>				
<b>Fund Balance as a % of Expenses</b>	<b>11%</b>	<b>13%</b>				
<b>Key Assumptions</b>						
<b>Enrollment Breakdown</b>						
K	297	312				
<b>Enrollment Summary</b>						
K-5	297	312				
<b>Total Enrolled</b>	<b>297</b>	<b>312</b>				
<b>Demographic Information</b>						
# Free & Reduced Lunch	252	265				
# ELL	178	187				
# SpEd less than 20%	4	4				
# SpEd 20-60%	9	10				
# SpEd greater than 60%	37	39				
# New Students	91	15				
<b>School Information</b>						
FTE's	46	49				
Teachers	20	20				
# of school days	186	186				
Default Expense Inflation Rate		5%				
<b>REVENUE</b>						
<b>Per Pupil Funding &amp; State Grants</b>						
4101	Per Pupil Aid-General Ed	5,442,395	5,941,728	68%	70%	312 FTEs x \$19044
4102.1	Per Pupil Aid-Special Ed - 20 to 60	95,328	103,900	1%	1%	\$10390 per # of 20% to 60% SPED Students
4102.2	Per Pupil Aid-Special Ed - Greater than 60	699,098	742,911	9%	9%	\$19049 per # of Greater than 60% SPED Students
4103	NYSTL	24,631	25,897	0%	0%	\$58.25 per Total Enrollment
4104	NYSSL	626	658	0%	0%	\$14.98 per Total Enrollment
4105	NYSLIB	2,147	2,257	0%	0%	\$6.25 per Total Enrollment
4106	DYCD	119,600	-	1%	0%	
4108	Facility Rental Assistance	1,632,719	1,699,334	20%	20%	30% of PPGE
<b>SUBTOTAL - Per Pupil Funding &amp; State Grants</b>	<b>8,016,543</b>	<b>8,516,684</b>				
<b>Federal Grants</b>						
4200	Federal Grants	-	-			
4201	Title I	139,756	146,966	51%	51%	used actual allocation to calculate
4202	Title II	14,462	15,208	5%	5%	used actual allocation to calculate
4204	IDEA	70,356	74,764	26%	26%	
4207	Title III	40,476	40,476	15%	14%	Based on FY24 Actuals
4208	Title IV	10,000	10,000	4%	3%	\$10k flat amount
<b>SUBTOTAL - Federal Grants</b>	<b>275,050</b>	<b>287,414</b>				
<b>Contributions &amp; Grants</b>						
4301	Individual Contributions	1,000	-	100%		
<b>SUBTOTAL - Contributions &amp; Grants</b>	<b>1,000</b>	<b>-</b>				

<b>Fundraising</b>						
4400	Fundraising	-	-			
<b>SUBTOTAL - Fundraising</b>		<b>-</b>	<b>-</b>			
<b>Interest</b>						
4500	Interest Revenue	14	14			
<b>SUBTOTAL - Interest</b>		<b>14</b>	<b>14</b>			
<b>Miscellaneous Revenues</b>						
4600	Misc Revenue	200,000	-		100%	
<b>SUBTOTAL - Miscellaneous Revenues</b>		<b>200,000</b>	<b>-</b>			
<b>TOTAL REVENUE</b>		<b>8,492,607</b>	<b>8,804,112</b>			
<b>EXPENSES</b>						
<b>Personnel</b>						
5000	Personnel Expenses	-	-			
5101	Leadership Salaries	261,000	270,000	7%	7%	2 FTEs
5102	Deans & Directors	271,215	446,000	8%	12%	5 FTEs
5103	Operations/Admin Salaries	451,581	516,500	13%	13%	7 FTEs
5104	Clerical Salaries	58,500	60,000	2%	2%	1 FTEs
5201	General Education Salaries	1,528,992	1,535,500	43%	40%	20 FTEs
5202	Instructional Support	324,992	338,000	9%	9%	5 FTEs
5203	Special Education Salaries	454,677	493,000	13%	13%	6 FTEs
5205	Student Support Services Salaries	224,000	214,000	6%	6%	3 FTEs
<b>SUBTOTAL - Personnel</b>		<b>3,574,957</b>	<b>3,873,000</b>	<b>100%</b>	<b>100%</b>	
<b>Benefits &amp; Insurances</b>						
5402	Social Security-ER	221,647	240,126	30%	28%	6.2% of salaries
5404	Medicare-ER	51,837	56,159	7%	7%	1.45% of salaries
5409	SUI/DIS	24,306	54,476	3%	6%	
5411	403B Contribution-Match	104,219	112,260	14%	13%	
5501	Medical	346,404	397,486	46%	46%	
<b>SUBTOTAL - Benefits &amp; Insurances</b>		<b>748,413</b>	<b>860,507</b>	<b>100%</b>	<b>100%</b>	
<b>Curriculum &amp; Classroom</b>						
6100	Curriculum and Classroom	41,649	45,979	13%	12%	\$147.37 per student
6101	Classroom Supplies & Materials	135,045	149,084	43%	38%	\$477.83 per student
6103	Library Books	146	16,536	0%	4%	\$53 per student
6104	Assessments	14,480	23,088	5%	6%	\$74 per student
6105	Field Trip Expenses	29,675	32,760	10%	8%	\$105 per student
6106	Afterschool/ Saturday Academy	10,412	11,495	3%	3%	\$36.84 per student
6107	Extracurricular Supplies & Materials	5,618	17,160	2%	4%	\$55 per student
6108	NYSTL Expenses	24,631	25,897	8%	7%	Non-Cash Expense, offset by in-kind revenue
6109	NYSSL Expenses	626	658	0%	0%	Non-Cash Expense, offset by in-kind revenue
6110	NYSLIB Expenses	2,147	2,257	1%	1%	Non-Cash Expense, offset by in-kind revenue
6111	Student Life Organizations	10,412	11,495	3%	3%	\$36.84 per student
6112	Student Food	11,713	12,930	4%	3%	\$41.44 per student
6113	Summer Academy	-	11,544	0%	3%	\$37 per student
6114	Uniforms/Misc Expenses	15,618	17,242	5%	4%	\$55.26 per student
6115	Snacks	8,974	9,907	3%	3%	\$31.75 per student
<b>SUBTOTAL - Curriculum &amp; Classroom</b>		<b>311,146</b>	<b>388,031</b>	<b>100%</b>	<b>100%</b>	
<b>Administrative Expenses &amp; Insurances</b>						
7001	Materials and Supplies	20,000	21,000	10%	10%	Est \$1750 per month based on FY24 Actuals
7002	Phone & Internet Expenses	8,600	3,780	4%	2%	\$315/mo (Internet - after 90% E-Rate discount)
7003	Dues, Subscriptions & Memberships	10,000	10,500	5%	5%	COLA Increase
7004	Postage & Delivery	1,260	1,323	1%	1%	COLA Increase
7005	Equipment Lease	33,600	35,280	16%	16%	COLA Increase
7006	Equipment-Non Capitalized	5,206	5,747	3%	3%	\$18 per student
7007	Computers-Non Capitalized	12,495	13,794	6%	6%	\$44 per student
7008	Furniture & Fixtures-Non Capitalized	16,000	16,800	8%	8%	COLA Increase
7009	Software-Non Capitalized	15,750	16,538	8%	8%	COLA Increase
7012	Staff Appreciation	23,009	25,725	11%	12%	\$525 per FTE
7014	Special Events	10,000	10,000	5%	5%	EOY Celebration, Family Events
7100	Insurances	48,489	60,000	24%	27%	Waiting on quote
<b>SUBTOTAL - Administrative Expenses &amp; Insurances</b>		<b>204,408</b>	<b>220,487</b>	<b>100%</b>	<b>100%</b>	
<b>Professional Development &amp; Services</b>						
7200	Professional Services	314,529	300,000	31%	29%	Largely driven by Student Transportation
7201	Auditing Services	27,951	29,349	3%	3%	COLA Increase
7202	Payroll Fees	59,822	66,885	6%	6%	\$1365 per FTE
7203	Special Educational Services	7,500	7,500	1%	1%	Flat Fee
7205	Financial Management Services	188,036	198,972	19%	19%	COLA Increase
7207	Technology Service	60,706	67,017	6%	6%	Est. \$5,584.75 per month
7208	Security Services	52,500	55,125	5%	5%	Based on FY24 Actuals
7209	Legal Service	15,207	38,588	2%	4%	
7211	Custodial Services	164,704	172,939	16%	16%	COLA Increase
7214	Other Educational Services	31,500	44,275	3%	4%	
7301	Leadership Consultants & PD	20,000	21,000	2%	2%	COLA Increase
7302	General Education PD	26,933	33,565	3%	3%	\$685 per FTE
7303	Board Exps & Strategic Planning	37,069	13,224	4%	1%	
7304	Tuition Reimbursement	-	-	0%	0%	
<b>SUBTOTAL - Professional Development &amp; Services</b>		<b>1,006,457</b>	<b>1,048,439</b>	<b>100%</b>	<b>100%</b>	
<b>Marketing &amp; Recruitment</b>						
7401	Student Recruitment	22,473	7,001	68%	39%	
7402	Staff Recruitment	9,240	9,702	28%	54%	COLA Increase
7403	Marketing Expenses	1,221	1,349	4%	7%	10% COLA Increase

<b>SUBTOTAL - Marketing &amp; Recruitment</b>		<b>32,934</b>	<b>18,052</b>	<b>100%</b>	<b>100%</b>	
<b>Facilities</b>						
8100	Facilities	51,145	100,000	3%	5%	Contingency for unforeseen expenses
8101	Rent	1,633,975	1,699,334	87%	83%	Based on Lease
8102	Utilities - All	150,000	187,500	8%	9%	\$15K per month
8103	Repairs & Maintenance	40,000	40,000	2%	2%	Flat Fee
8104	Cleaning Supplies	10,000	10,000	1%	0%	Flat Fee
8106	Signage	-	-	0%	0%	
<b>SUBTOTAL - Facilities</b>		<b>1,885,120</b>	<b>2,036,834</b>	<b>100%</b>	<b>100%</b>	
<b>Miscellaneous Expenses</b>						
8800	Miscellaneous Expenses	-	-			
8801	Meals & Hospitality	-	-			
8802	Travel Expenses	1,896	1,991	1%	1%	COLA Increase
8803	Board Meeting Expenses	-	-	0%	0%	
8804	Bank/Misc Fees	4,000	4,080	1%	2%	COLA Increase
8805	Suspended Expenses	-	-	0%	0%	
8806	Prior Year Expenses Unaccrued	63,610	-	17%	0%	
8807	Interest Expense : Short Term	1,094	-	0%	0%	
8900	Depreciation Expense	300,292	166,806	81%	96%	
		-	-			
<b>SUBTOTAL - Miscellaneous Expenses</b>		<b>370,892</b>	<b>172,877</b>	<b>100%</b>	<b>100%</b>	
<b>TOTAL EXPENSES</b>		<b>8,134,327</b>	<b>8,618,226</b>			

# Brooklyn RISE FY 2025 Proposed Budget Overview

APRIL 15, 2024



# FY25 Proposed Budget Key Drivers

	FY24	FY25
<b>Enrollment</b>	Budgeted: 285 Actual: 296.75	Total: 285
<b>Per Pupil Rate</b>	\$18,214	\$19,044
<b>SPED</b>	20% - 60% Count: Bdgt: 9; Actls: 9.175 >60% Count: Bdgt: 46; Actls: 37.975	20% - 60% Count: 10 >60% Count: 39
<b>FTEs</b>	Budgeted: 43 Actual: 48	Budgeted: 49



# FY 2025 Proposed Budget at a Glance

## Projecting a \$185K operating income by June 2025

### Brooklyn Rise Charter School

As of Mar FY2024

	Year 1 2023-24	Year 2 2024-25	% Of Category	
<b>SUMMARY</b>				
<b>Revenue</b>				
Per Pupil Funding & State Grants	8,016,543	8,516,684	94%	97%
Federal Grants	275,050	287,414	3%	3%
Contributions & Grants	1,000	-	0%	0%
Interest	14	14	0%	0%
Miscellaneous Revenues	200,000	-	2%	0%
<b>Total Revenue</b>	<b>8,492,607</b>	<b>8,804,112</b>	<b>100%</b>	<b>100%</b>
<b>Expenses</b>				
Personnel	3,574,957	3,873,000	44%	45%
Benefits & Insurances	748,413	860,507	9%	10%
Curriculum & Classroom	311,146	388,031	4%	5%
Administrative Expenses & Insurances	204,408	220,487	3%	3%
Professional Development & Services	1,006,457	1,048,439	12%	12%
Marketing & Recruitment	32,934	18,052	0%	0%
Facilities	1,885,120	2,036,834	23%	24%
Miscellaneous Expenses	370,892	172,877	5%	2%
<b>Total Expenses</b>	<b>8,134,327</b>	<b>8,618,226</b>	<b>100%</b>	<b>100%</b>
<b>Operating Income</b>	<b>358,281</b>	<b>185,886</b>		

### Total revenues of \$8.8MM

- \$8.5 MM in per pupil funding and state grants
- Rental Assistance - \$1.6MM
- \$287K in federal grants

### Total expenses of \$8.6MM

- Personnel \$3.8MM – 49 FTEs
- 65% of the per pupil is going towards staffing
- Rent is fully covered @ 312 students
- Expenses based on FY24 spending, programmatic needs

### Notable Items

- PD & Svcs include \$300k for bussing, bus matrons
- Includes \$100k in misc. facilities, \$50k for unforeseen repairs
- Includes \$166k in depreciation



**Brooklyn Rise Charter School**  
**Balance Sheet**  
**As of Mar FY2024**

	<b>Jun FY2023</b>	<b>Mar FY2024</b>	<b>YTD Change</b>
<b>ASSETS</b>			
Cash Balance	(8,350)	1,094,051	1,102,401
Current Assets	246,911	118,015	(128,897)
Fixed Assets	5,633,841	5,651,410	17,569
Other Assets	400,399	400,399	-
<b>TOTAL ASSETS</b>	<b>6,272,802</b>	<b>7,263,875</b>	<b>991,074</b>
<b>LIABILITIES &amp; EQUITY</b>			
Current Liabilities	230,867	560,037	329,170
Long-Term Liabilities	5,473,754	5,473,754	-
Beginning Net Assets	1,623,498	568,181	(1,055,317)
Net Income (Loss) to Date	(1,055,317)	661,903	1,717,221
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,272,802</b>	<b>7,263,875</b>	<b>991,074</b>

**Brooklyn Rise Charter School**  
**Income Statement**  
**As of Mar FY2024**

	Actual			YTD			Budget						
	Jan	Feb	Mar	Actual YTD	Budget YTD	Variance	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>SUMMARY</b>													
<b>Revenue</b>													
Per Pupil Funding & State Grants	953,174	833,574	672,809	5,925,844	5,823,551	102,293	7,791,052	8,016,543	8,016,543	-	225,491	2,090,700	74%
Federal Grants	31,544	31,544	40,937	111,559	154,176	(42,617)	190,637	275,050	275,050	-	84,413	163,491	41%
Contributions & Grants	-	97	49	449	-	449	-	1,000	1,000	-	1,000	551	45%
Interest	1	1	1	11	11	1	14	14	14	-	-	3	79%
Miscellaneous Revenues	238,748	-	115,615	366,981	-	366,981	-	200,000	200,000	-	200,000	(166,981)	183%
<b>Total Revenue</b>	<b>1,223,467</b>	<b>865,217</b>	<b>829,411</b>	<b>6,404,844</b>	<b>5,977,737</b>	<b>427,107</b>	<b>7,981,703</b>	<b>8,492,607</b>	<b>8,492,607</b>	-	<b>510,904</b>	<b>2,087,763</b>	<b>75%</b>
<b>Expenses</b>													
Personnel	420,119	284,699	281,227	2,501,782	2,446,621	(55,161)	3,558,500	3,574,957	3,574,957	-	(16,457)	1,073,175	70%
Benefits & Insurances	98,901	70,652	58,650	553,144	574,205	21,061	711,600	748,413	748,413	-	(36,812)	195,269	74%
Curriculum & Classroom	19,172	16,925	10,087	205,419	194,203	(11,216)	298,818	301,931	311,146	(9,215)	(12,328)	105,726	66%
Administrative Expenses & Insurances	22,527	9,037	6,941	160,883	154,930	(5,953)	194,210	204,408	204,408	-	(10,198)	43,525	79%
Professional Development & Services	209,461	149,176	114,152	830,229	691,123	(139,106)	950,184	959,724	1,006,457	(46,733)	(56,273)	176,228	82%
Marketing & Recruitment	-	25	294	5,885	20,540	14,655	30,466	32,934	32,934	-	(2,468)	27,049	18%
Facilities	140,459	140,176	141,985	1,370,888	1,543,233	172,345	1,876,085	1,885,120	1,885,120	-	(9,035)	514,232	73%
Miscellaneous Expenses	13,608	16,370	4,352	114,710	140,348	25,638	187,124	370,892	370,892	-	(183,768)	256,182	31%
<b>Total Expenses</b>	<b>924,247</b>	<b>687,060</b>	<b>617,687</b>	<b>5,742,941</b>	<b>5,765,204</b>	<b>22,263</b>	<b>7,806,988</b>	<b>8,078,379</b>	<b>8,134,327</b>	<b>(55,948)</b>	<b>(327,339)</b>	<b>2,391,386</b>	<b>71%</b>
<b>Operating Income</b>	<b>299,220</b>	<b>178,157</b>	<b>211,724</b>	<b>661,903</b>	<b>212,533</b>	<b>449,370</b>	<b>174,715</b>	<b>414,228</b>	<b>358,281</b>	<b>(55,948)</b>	<b>183,565</b>	<b>(303,623)</b>	
<b>Fund Balance</b>													
Beginning Balance (Unaudited)							778,623	568,181	568,181				
Operating Income							174,715	414,228	358,281				
<b>Ending Fund Balance</b>							<b>953,339</b>	<b>982,410</b>	<b>926,462</b>				
<b>Total Revenue Per Enrollment</b>							28,006	28,619	28,619				
<b>Total Expenses Per Enrollment</b>							27,393	27,223	27,411				
<b>Operating Income Per Enrollment</b>							613	1,396	1,207				
<b>Fund Balance as a % of Expenses</b>							12.2%	12.2%	11.4%				
<b>KEY ASSUMPTIONS</b>													
<b>Enrollment Breakdown</b>													
<b>Enrollment Summary</b>													
K-5							285	297	297	-	12		
<b>Total Enrolled</b>							<b>285</b>	<b>297</b>	<b>297</b>	-	<b>12</b>		

**Brooklyn Rise Charter School**  
**Income Statement**  
**As of Mar FY2024**

	Actual			YTD			Budget							
	Jan	Feb	Mar	Actual YTD	Budget YTD	Variance	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent	
<b>REVENUE</b>														
<b>Per Pupil Funding &amp; State Grants</b>														
4101	Per Pupil Aid-General Ed	444,000	444,000	467,613	4,039,557	3,920,175	119,382	5,226,900	5,442,395	5,442,395	-	215,495	1,402,838	74%
4102.1	Per Pupil Aid-Special Ed - 20 to 60	11,888	11,888	12,748	88,808	70,133	18,676	93,510	95,328	95,328	-	1,818	6,520	93%
4102.2	Per Pupil Aid-Special Ed - Greater than 60	47,553	47,553	52,765	533,366	657,191	(123,824)	876,254	699,098	699,098	-	(177,156)	165,732	76%
4103	NYSTL	-	-	-	-	-	-	23,656	24,631	24,631	-	975	24,631	0%
4104	NYSSL	-	-	-	-	-	-	601	626	626	-	25	626	0%
4105	NYSLIB	-	-	-	-	-	-	2,062	2,147	2,147	-	85	2,147	0%
4106	DYCD	119,600	-	-	119,600	-	119,600	-	119,600	119,600	-	119,600	-	100%
4108	Facility Rental Assistance	330,133	330,133	139,683	1,144,512	1,176,053	(31,540)	1,568,070	1,632,719	1,632,719	-	64,649	488,206	70%
	<b>SUBTOTAL - Per Pupil Funding &amp; State Grants</b>	<b>953,174</b>	<b>833,574</b>	<b>672,809</b>	<b>5,925,844</b>	<b>5,823,551</b>	<b>102,293</b>	<b>7,791,052</b>	<b>8,016,543</b>	<b>8,016,543</b>	<b>-</b>	<b>225,491</b>	<b>2,090,700</b>	<b>74%</b>
<b>Federal Grants</b>														
4201	Title I	-	-	27,951	28,217	90,661	(62,444)	120,882	139,756	139,756	-	18,874	111,539	20%
4202	Title II	-	-	2,892	2,892	11,222	(8,330)	14,963	14,462	14,462	-	(501)	11,570	20%
4204	IDEA	31,544	31,544	-	70,356	44,792	25,564	44,792	70,356	70,356	(0)	25,564	(0)	100%
4207	Title III	-	-	8,094	8,094	-	8,094	-	40,476	40,476	-	40,476	32,382	20%
4208	Title IV	-	-	2,000	2,000	7,500	(5,500)	10,000	10,000	10,000	-	-	8,000	20%
	<b>SUBTOTAL - Federal Grants</b>	<b>31,544</b>	<b>31,544</b>	<b>40,937</b>	<b>111,559</b>	<b>154,176</b>	<b>(42,617)</b>	<b>190,637</b>	<b>275,050</b>	<b>275,050</b>	<b>(0)</b>	<b>84,413</b>	<b>163,491</b>	<b>41%</b>
<b>Contributions &amp; Grants</b>														
4301	Individual Contributions	-	97	49	449	-	449	-	1,000	1,000	-	1,000	551	45%
	<b>SUBTOTAL - Contributions &amp; Grants</b>	<b>-</b>	<b>97</b>	<b>49</b>	<b>449</b>	<b>-</b>	<b>449</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>551</b>	<b>45%</b>
<b>Fundraising</b>														
	<b>SUBTOTAL - Fundraising</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Interest</b>														
4500	Interest Revenue	1	1	1	11	11	1	14	14	14	-	-	3	79%
	<b>SUBTOTAL - Interest</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>11</b>	<b>11</b>	<b>1</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>79%</b>
<b>Miscellaneous Revenues</b>														
4600	Misc Revenue	200,000	-	-	200,000	-	200,000	-	200,000	200,000	-	200,000	-	100%
4900	Revenue Suspense	38,748	-	115,615	166,981	-	166,981	-	-	-	-	-	(166,981)	
	<b>SUBTOTAL - Miscellaneous Revenues</b>	<b>238,748</b>	<b>-</b>	<b>115,615</b>	<b>366,981</b>	<b>-</b>	<b>366,981</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	<b>(166,981)</b>	<b>183%</b>
	<b>TOTAL REVENUE</b>	<b>1,223,467</b>	<b>865,217</b>	<b>829,411</b>	<b>6,404,844</b>	<b>5,977,737</b>	<b>427,107</b>	<b>7,981,703</b>	<b>8,492,607</b>	<b>8,492,607</b>	<b>(0)</b>	<b>510,904</b>	<b>2,087,763</b>	<b>75%</b>

**Brooklyn Rise Charter School**  
**Income Statement**  
**As of Mar FY2024**

		Actual			YTD			Budget						
		Jan	Feb	Mar	Actual YTD	Budget YTD	Variance	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>EXPENSES</b>														
<b>Personnel</b>														
5000	Personnel Expenses	-	-	-	244,774	-	(244,774)	-	-	-	-	-	(244,774)	
5101	Leadership Salaries	30,115	20,077	20,077	176,160	195,750	19,590	261,000	261,000	261,000	-	-	84,840	67%
5102	Deans & Directors	31,731	21,154	21,154	186,539	204,205	17,666	275,000	271,215	271,215	-	3,785	84,676	69%
5103	Operations/Admin Salaries	52,552	35,046	35,058	299,080	303,417	4,336	415,000	451,581	451,581	-	(36,581)	152,500	66%
5104	Clerical Salaries	6,750	4,500	4,500	39,531	44,250	4,719	59,000	58,500	58,500	-	500	18,969	68%
5201	General Education Salaries	193,471	125,846	123,976	996,976	1,065,667	68,691	1,598,500	1,528,992	1,528,992	-	69,508	532,016	65%
5202	Instructional Support	23,654	15,769	15,769	126,069	176,000	49,931	264,000	324,992	324,992	-	(60,992)	198,923	39%
5203	Special Education Salaries	35,519	31,423	29,808	193,196	274,667	81,471	412,000	454,677	454,677	-	(42,677)	261,482	42%
5205	Student Support Services Salaries	46,327	30,885	30,885	239,458	182,667	(56,791)	274,000	224,000	224,000	-	50,000	(15,458)	107%
	<b>SUBTOTAL - Personnel</b>	<b>420,119</b>	<b>284,699</b>	<b>281,227</b>	<b>2,501,782</b>	<b>2,446,621</b>	<b>(55,161)</b>	<b>3,558,500</b>	<b>3,574,957</b>	<b>3,574,957</b>	-	<b>(16,457)</b>	<b>1,073,175</b>	<b>70%</b>
<b>Benefits &amp; Insurances</b>														
5402	Social Security-ER	25,460	17,178	17,077	136,849	151,691	14,842	220,627	221,647	221,647	-	(1,020)	84,799	62%
5404	Medicare-ER	9,802	5,803	5,657	47,039	35,476	(11,563)	51,598	51,837	51,837	-	(239)	4,798	91%
5409	SUI/DIS	24,425	9,677	821	41,335	17,757	(23,577)	23,676	24,306	24,306	-	(629)	(17,029)	170%
5411	403B Contribution-Match	8,533	4,267	-	40,868	71,315	30,448	103,725	104,219	104,219	-	(494)	63,351	39%
5501	Medical	30,681	33,727	35,096	287,055	297,966	10,912	311,974	346,404	346,404	-	(34,430)	59,349	83%
	<b>SUBTOTAL - Benefits &amp; Insurances</b>	<b>98,901</b>	<b>70,652</b>	<b>58,650</b>	<b>553,144</b>	<b>574,205</b>	<b>21,061</b>	<b>711,600</b>	<b>748,413</b>	<b>748,413</b>	-	<b>(36,812)</b>	<b>195,269</b>	<b>74%</b>
<b>Curriculum &amp; Classroom</b>														
6100	Curriculum and Classroom	42	1,010	500	38,708	29,091	(9,617)	40,000	41,649	41,649	-	(1,649)	2,942	93%
6101	Classroom Supplies & Materials	9,599	580	3,627	110,005	74,813	(35,192)	99,750	135,045	135,045	-	(35,295)	25,040	81%
6103	Library Books	-	-	-	-	13,300	13,300	14,250	146	146	-	14,104	146	0%
6104	Assessments	6,166	2,855	364	14,844	20,000	5,156	20,000	14,480	14,480	-	5,520	(384)	103%
6105	Field Trip Expenses	1,380	2,310	1,818	7,248	14,250	7,002	28,500	29,675	29,675	-	(1,175)	22,427	24%
6106	Afterschool/ Saturday Academy	-	-	-	-	7,000	7,000	10,000	10,412	10,412	-	(412)	10,412	0%
6107	Extracurricular Supplies & Materials	-	187	-	2,395	11,250	8,855	15,000	5,618	5,618	-	9,382	3,223	43%
6108	NYSTL Expenses	-	-	-	-	-	-	23,656	24,631	24,631	-	(975)	24,631	0%
6109	NYSSL Expenses	-	-	-	-	-	-	601	626	626	-	(25)	626	0%
6110	NYSLIB Expenses	-	-	-	-	-	-	2,062	2,147	2,147	-	(85)	2,147	0%
6111	Student Life Organizations	396	350	373	2,178	7,000	4,822	10,000	10,412	10,412	-	(412)	8,234	21%
6112	Student Food	1,360	2,066	2,677	11,712	7,000	(4,712)	10,000	10,412	11,713	(1,300)	(1,713)	1	100%
6113	Summer Academy	-	-	-	-	-	-	10,000	-	-	-	10,000	-	
6114	Uniforms/Misc Expenses	46	-	-	9,356	10,500	1,144	15,000	15,618	15,618	-	(618)	6,262	60%
6115	Snacks	184	7,566	727	8,973	-	(8,973)	-	1,059	8,974	(7,914)	(8,974)	0	100%
	<b>SUBTOTAL - Curriculum &amp; Classroom</b>	<b>19,172</b>	<b>16,925</b>	<b>10,087</b>	<b>205,419</b>	<b>194,203</b>	<b>(11,216)</b>	<b>298,818</b>	<b>301,931</b>	<b>311,146</b>	<b>(9,215)</b>	<b>(12,328)</b>	<b>105,726</b>	<b>66%</b>
<b>Administrative Expenses &amp; Insurances</b>														
7001	Materials and Supplies	3,554	1,441	2,616	20,612	15,000	(5,612)	20,000	20,000	20,000	-	-	(612)	103%
7002	Phone & Internet Expenses	-	-	(34)	8,418	6,450	(1,968)	8,600	8,600	8,600	-	-	182	98%
7003	Dues,Subscriptions & Memberships	148	335	126	8,350	7,500	(850)	10,000	10,000	10,000	-	-	1,650	84%
7004	Postage & Delivery	-	-	-	68	945	877	1,260	1,260	1,260	-	-	1,192	5%
7005	Equipment Lease	5,652	3,096	2,747	24,879	25,200	321	33,600	33,600	33,600	-	-	8,721	74%
7006	Equipment-Non Capitalized	-	1,264	(59)	1,205	3,750	2,545	5,000	5,206	5,206	-	(206)	4,001	23%
7007	Computers-Non Capitalized	-	-	-	-	9,000	9,000	12,000	12,495	12,495	-	(495)	12,495	0%
7008	Furniture & Fixtures-Non Capitalized	-	109	(208)	14,851	3,750	(11,101)	5,000	16,000	16,000	-	(11,000)	1,149	93%
7009	Software-Non Capitalized	5,049	999	(15)	7,056	11,813	4,756	15,750	15,750	15,750	-	-	8,694	45%
7012	Staff Appreciation	10,261	591	1,189	17,182	17,250	68	23,000	23,009	23,009	-	(9)	5,827	75%
7014	Special Events	(2,138)	1,203	579	9,774	7,000	(2,774)	10,000	10,000	10,000	-	-	226	98%
7100	Insurances	-	-	-	48,489	47,273	(1,216)	50,000	48,489	48,489	-	1,511	-	100%
	<b>SUBTOTAL - Administrative Expenses &amp; Insurances</b>	<b>22,527</b>	<b>9,037</b>	<b>6,941</b>	<b>160,883</b>	<b>154,930</b>	<b>(5,953)</b>	<b>194,210</b>	<b>204,408</b>	<b>204,408</b>	-	<b>(10,198)</b>	<b>43,525</b>	<b>79%</b>

**Brooklyn Rise Charter School**  
**Income Statement**  
**As of Mar FY2024**

		Actual			YTD			Budget						
		Jan	Feb	Mar	Actual YTD	Budget YTD	Variance	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>Professional Development &amp; Services</b>														
7200	Professional Services	130,950	92,525	69,525	314,529	206,250	(108,279)	275,000	275,000	314,529	(39,529)	(39,529)	-	100%
7201	Auditing Services	-	-	-	17,500	-	(17,500)	27,951	27,951	27,951	-	-	10,451	63%
7202	Payroll Fees	4,183	4,272	4,272	36,901	44,850	7,949	59,800	59,822	59,822	-	(22)	22,921	62%
7203	Special Educational Services	340	1,159	340	6,275	3,500	(2,775)	5,000	7,500	7,500	-	(2,500)	1,225	84%
7205	Financial Management Services	14,663	14,663	14,663	125,008	137,465	12,457	183,286	188,036	188,036	-	(4,750)	63,028	66%
7207	Technology Service	14,643	1,950	5,485	45,715	43,727	(1,988)	58,302	60,706	60,706	-	(2,404)	14,991	75%
7208	Security Services	4,698	4,698	4,698	47,406	38,182	(9,224)	52,500	52,500	52,500	-	-	5,094	90%
7209	Legal Service	-	-	-	5,208	27,563	22,355	36,750	15,207	15,207	-	21,543	10,000	34%
7211	Custodial Services	21,260	16,832	15,000	164,704	118,125	(46,579)	157,500	157,500	164,704	(7,204)	(7,204)	(0)	100%
7214	Other Educational Services	2,086	-	-	12,418	22,050	9,632	31,500	31,500	31,500	-	-	19,082	39%
7301	Leadership Consultants & PD	-	-	-	5,395	15,000	9,605	20,000	20,000	20,000	-	-	14,605	27%
7302	General Education PD	-	805	169	12,102	21,818	9,717	30,000	26,933	26,933	-	3,067	14,831	45%
7303	Board Exps & Strategic Planning	16,638	12,272	-	37,070	12,595	(24,475)	12,595	37,069	37,069	-	(24,475)	(0)	100%
	<b>SUBTOTAL - Professional Development &amp; Services</b>	<b>209,461</b>	<b>149,176</b>	<b>114,152</b>	<b>830,229</b>	<b>691,123</b>	<b>(139,106)</b>	<b>950,184</b>	<b>959,724</b>	<b>1,006,457</b>	<b>(46,733)</b>	<b>(56,273)</b>	<b>176,228</b>	<b>82%</b>
<b>Marketing &amp; Recruitment</b>														
7401	Student Recruitment	-	25	193	5,551	15,004	9,453	20,005	22,473	22,473	-	(2,468)	16,922	25%
7402	Staff Recruitment	-	-	102	334	4,620	4,286	9,240	9,240	9,240	-	-	8,906	4%
7403	Marketing Expenses	-	-	-	-	916	916	1,221	1,221	1,221	-	-	1,221	0%
	<b>SUBTOTAL - Marketing &amp; Recruitment</b>	<b>-</b>	<b>25</b>	<b>294</b>	<b>5,885</b>	<b>20,540</b>	<b>14,655</b>	<b>30,466</b>	<b>32,934</b>	<b>32,934</b>	<b>-</b>	<b>(2,468)</b>	<b>27,049</b>	<b>18%</b>
<b>Facilities</b>														
8100	Facilities	1,760	3,386	-	21,145	75,000	53,855	100,000	51,145	51,145	-	48,855	30,000	41%
8101	Rent	136,165	136,165	136,165	1,191,722	1,361,646	169,924	1,633,975	1,633,975	1,633,975	-	-	442,253	73%
8102	Utilities - All	-	-	5,407	124,668	61,587	(63,081)	82,110	150,000	150,000	-	(67,890)	25,332	83%
8103	Repairs & Maintenance	2,534	292	-	32,606	30,000	(2,606)	40,000	40,000	40,000	-	-	7,394	82%
8104	Cleaning Supplies	-	333	413	747	7,500	6,753	10,000	10,000	10,000	-	-	9,253	7%
8106	Signage	-	-	-	-	7,500	7,500	10,000	-	-	-	10,000	-	-
	<b>SUBTOTAL - Facilities</b>	<b>140,459</b>	<b>140,176</b>	<b>141,985</b>	<b>1,370,888</b>	<b>1,543,233</b>	<b>172,345</b>	<b>1,876,085</b>	<b>1,885,120</b>	<b>1,885,120</b>	<b>-</b>	<b>(9,035)</b>	<b>514,232</b>	<b>73%</b>
8802	Travel Expenses	17	-	-	711	1,422	711	1,896	1,896	1,896	-	-	1,185	38%
8804	Bank/Misc Fees	749	50	25	3,896	203	(3,693)	271	4,000	4,000	-	(3,729)	104	97%
8805	Suspended Expenses	6,545	16,320	4,327	45,400	-	(45,400)	-	-	-	-	-	(45,400)	-
8806	Prior Year Expenses Unaccrued	6,296	-	-	63,610	-	(63,610)	-	63,610	63,610	-	(63,610)	-	100%
8807	Interest Expense : Short Term	-	-	-	1,094	-	(1,094)	-	1,094	1,094	-	(1,094)	0	100%
8900	Depreciation Expense	-	-	-	-	138,723	138,723	184,958	300,292	300,292	-	(115,335)	300,292	0%
	<b>TOTAL EXPENSES</b>	<b>924,247</b>	<b>687,060</b>	<b>617,687</b>	<b>5,742,941</b>	<b>5,765,204</b>	<b>22,263</b>	<b>7,806,988</b>	<b>8,078,379</b>	<b>8,134,327</b>	<b>(55,948)</b>	<b>(327,339)</b>	<b>2,391,386</b>	<b>71%</b>

# Coversheet

## Open meeting policy

**Section:** IV. Governance  
**Item:** A. Open meeting policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** BRCS\_Board\_Resolution\_\_Videoconferencing\_Authorization.docx  
BRCS\_Videoconferencing\_Procedure\_-\_DRAFT.docx



**RESOLUTION OF THE  
BROOKLYN RISE CHARTER SCHOOL BOARD OF TRUSTEES  
For the purpose of authorizing member videoconferencing**

**February 28, 2024**

**WHEREAS**, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

**WHEREAS**, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting Brooklyn RISE Charter School to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

**WHEREAS**, Section 103-a(2)(a) requires the Brooklyn RISE Charter School Board of Trustees to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

**WHEREAS**, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

**WHEREAS**, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

**WHEREAS**, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Brooklyn RISE Charter School Board of Trustees webpage within five business days, and transcribed upon request; and

**WHEREAS**, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

**BE IT RESOLVED**, that the Brooklyn RISE Charter School Board of Trustees authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the



meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

**RESOLVED**, that the Brooklyn RISE Charter School Board of Trustees shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

### **SECRETARY'S CERTIFICATE**

The undersigned does hereby certify that the foregoing resolution of the Brooklyn RISE Charter School Board of Trustees was duly adopted by the Board of Trustees of Brooklyn RISE Charter School on February 28, 2024.

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Secretary of the Board





## **Procedures for Member Videoconferencing Pursuant to Public Officers Law § 103-a**

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Brooklyn RISE Charter School Board of Trustees, following a public hearing, authorized by resolution on [date] the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Brooklyn RISE Charter School Board of Trustees members shall be physically present at any meeting of the Brooklyn RISE Charter School Board of Trustees unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Chair of the Brooklyn RISE Charter School Board of Trustees no later than one business day prior to the scheduled meeting in order for proper notice to the public to be given.
4. If there is a quorum of members participating at a physical location(s) open to the public, the Brooklyn RISE Charter School Board of Trustees may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum of the Brooklyn RISE Charter School Board of Trustees but may participate and vote if there is a quorum of members at a physical location(s) open to the public.
5. Except in the case of executive sessions conducted pursuant to POL § 105, the Brooklyn RISE Charter School Board of Trustees shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. For members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.

**DRAFT for discussion**



6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.
7. The public notice for the meeting shall inform the public: (i) that videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.
8. The Brooklyn RISE Charter School Board of Trustees shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the Brooklyn RISE Charter School Board of Trustees website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.
9. If members of the Brooklyn RISE Charter School Board of Trustees are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Brooklyn RISE Charter School Board of Trustees shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Brooklyn RISE Charter School Board of Trustees shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
10. Open meetings of the Brooklyn RISE Charter School Board of Trustees conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, "disability" shall have the meaning defined in Executive Law § 292.
11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law if the Brooklyn RISE Charter School Board of Trustees determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Brooklyn RISE Charter School Board of Trustees to hold an in-person meeting.
12. These procedures shall be conspicuously posted on the Brooklyn RISE Charter School Board of Trustees website.
13. This policy will be reviewed at least annually by the Brooklyn RISE Charter School Board



of Trustees to ensure continued compliance with POL § 103-a.