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Christina Hu
Board Chair
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EMAIL PLACEHOLDER

August 15, 2023

To the Charter School Office of New York State Education Department:

On behalf of the Board of Trustees, this letter serves as Brooklyn RISE's request regarding changes to our organizational structure, which qualifies as a material charter revision.

Specifically, after operationalizing our school, we determined that we needed to make a number of changes to our staffing plan to best serve our students and support our staff, as well as to ensure the effective and smooth running of daily operations. To this end, we have eliminated and added a number of roles so that our organizational structure aligns with our school's needs. We have also made other minor changes such as revising the titles of a few positions and shifting reporting lines. Finally, we have increased our Year 5 full-time equivalents (FTEs) from 42 to 46, which allows our school to be staffed at a level that meets the needs of our staff, students, and families, as well as enables us to effectively execute on operational needs.

In terms of timeline, we have largely implemented the changes reflected in our revised Year 5 organizational chart and staffing plan and are retroactively seeking approval for the revision. Moving forward, we commit to seeking approval for all non-material and material revisions, including those related to our organizational structure, in alignment with the timeline outlined in the revision guidelines provided by the New York State Board of Regents.

We have subsequently included all required information related to the requested revision, including a redlined version of our organizational chart that reflects our staffing changes.

Thank you for your consideration with our request.

Sincerely,

Christina Hu
Board Chair