

APPROVED



## Brooklyn RISE Charter School

# Minutes

## Brooklyn RISE Board Meeting

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### Date and Time

Wednesday July 26, 2023 at 7:00 PM

### Location

9 Hanover Place, Brooklyn, NY 11201

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"Brooklyn RISE builds the knowledge, habits, and mindsets for academic success, ensuring all kindergarten through fifth grade students are on the path to college."

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### Trustees Present

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

### Trustees Absent

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 Jul 26, 2023 at 7:06 PM.

### C. Public Comment

## II. Finance Committee

### A. Dashboard

No dashboard this month.

## III. SLT Update

### A. School Updates

Cary provided an enrollment update and ongoing recruitment efforts.  
Staffing update. New staff orientation upcoming in early August.  
Will provide a more comprehensive facility update in August meeting.

## IV. Governance Committee

### A. Updated By-laws

Discussed proposed updates to the Bylaws.  
B. Herbst made a motion to approve Bylaws revision.  
B. Cabrera seconded the motion.  
The board **VOTED** to approve the motion.

#### Roll Call

L. Tomana	Absent
K. Zaunbrecher	Aye
B. Cabrera	Aye
J. Ni	Aye
G. Han	Aye
E. Waite	Absent
C. Hu	Aye
B. Herbst	Aye

### B. Resolution for Expanding Grades

Board discussed about the challenges in enrollment for expanding the grades. Cary acknowledge possible challenges for enrollment to continue. Expansion application and renewal applications will be renewed separately. Board is comfortable voting as proposed change has been discussed previously.

K. Zaunbrecher made a motion to approve the grade level revision request.  
B. Herbst seconded the motion.  
The board **VOTED** to approve the motion.

#### Roll Call

G. Han	Abstain
L. Tomana	Absent
K. Zaunbrecher	Aye
B. Herbst	Aye

**Roll Call**

E. Waite        Aye  
B. Cabrera     Aye  
J. Ni            Aye  
C. Hu            Aye

**C. Resolution for Key Design Elements Change**

B. Herbst made a motion to Motion to approve key design elements change.

B. Cabrera seconded the motion.

Board comfortable voting on subject as we has discussed item previously.

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

**Roll Call**

G. Han           Abstain  
E. Waite        Aye  
K. Zaunbrecher Aye  
L. Tomana      Absent  
C. Hu            Aye  
B. Cabrera     Aye  
J. Ni            Aye  
B. Herbst      Aye

**D. Resolution for Organization Leadership Structure Change**

Updating organization leadership chart as part of the charter renewal to reflect best practice. Board is comfortable as staffing and organizational changes have been actively reviewed monthly at the monthly board meetings.

K. Zaunbrecher made a motion to to approve updated organizational structure change.

B. Herbst seconded the motion.

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

**Roll Call**

C. Hu            Aye  
L. Tomana      Absent  
B. Cabrera     Aye  
B. Herbst      Aye  
K. Zaunbrecher Aye  
E. Waite        Aye  
G. Han           Abstain  
J. Ni            Aye

**E. Charter Renewal Application**

There were added sections to the renewal application that became available only in June. Brooklyn Rise Charter has been preparing for the renewal application throughout the year and was ready to meet the challenges from the additional sections from the updated renewal application.

B. Herbst made a motion to approve proposal for charter renewal application.

B. Cabrera seconded the motion.

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

**Roll Call**

L. Tomana	Absent
G. Han	Abstain
B. Herbst	Aye
B. Cabrera	Aye
J. Ni	Aye
K. Zaunbrecher	Aye
C. Hu	Aye
E. Waite	Abstain

**F. Housekeeping and Open Meeting Compliance**

Board members are reminded to complete housekeeping items.

**V. Other Business**

**A. Facility**

Continuing reimbursement at our current location.

**B. Development**

**VI. Closing Items**

**A. Approve Minutes**

K. Zaunbrecher made a motion to approve the minutes from Brooklyn RISE Board Meeting on 06-21-23.

B. Cabrera seconded the motion.

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

**Roll Call**

B. Herbst	Aye
E. Waite	Abstain
J. Ni	Aye
L. Tomana	Absent
G. Han	Abstain
K. Zaunbrecher	Aye
C. Hu	Aye
B. Cabrera	Aye

**B. Board approved July meeting minutes at the July meeting (7/26/2023) - katie Z. motioned for approval of the minute and Bianca C second the motion. July meeting minutes approved on 7/26/2023 - same vote recorded as for June Minutes.**

### **C. 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,  
C. Hu

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### **Documents used during the meeting**

- 01. Bylaws Revision\_Cover Letter.pdf
- 02. Bylaws Revision\_Redlined Bylaws.docx
- 02. Grade Level Revision\_Narrative.pdf
- 01. Grade Level Revision\_Cover Letter.pdf
- 02. KDE Revision\_Redlined KDEs.docx
- 01. KDE Revision\_Cover Letter.pdf
- 03. Original Organizational Chart.pdf
- 01. Org Structure Revision\_Cover Letter.pdf
- 02. Org Structure Revision\_Narrative .pdf
- 04. Revised Organizational Chart.pdf
- BR Renewal Cover Letter.pdf