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SEP 26 2025

Local Agency Information		
Funding Source:	My Brother's Keeper Fellow Program (2025-2026)	ACCESS, EQUITY & COMMUNITY ENGAGEMENT
Report Prepared By:	Christina M. Guastella, Funded Programs Administrator	
Agency Name:	Central Islip Union Free School District	
Mailing Address:	50 Wheeler Road	
	Central Islip	NY 11722
	City	State Zip Code
Telephone # of Report Preparer:	(631) 348-5000 ext. 1017	County: Suffolk
E-mail Address:	CGuastella@centralislip.k12.ny.us	
Project Funding Dates:	7/1/2025	June 30, 2026
	Start	End

INSTRUCTIONS

- Submit the original FS-10 Budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to Grants Finance.
- The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- An approved copy of the FS-10 Budget will be returned to the contact person noted above. A window envelope will be used; please make sure that the contact information is accurate and confined to the address field without altering the formatting.
- For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

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JAN 20 2026

Office of Grants & Funded Programs
 CENTRAL ISLIP UFSD

PURCHASED SERVICES

			Subtotal - Code 40	\$7,485
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure	
Stipends for MBK Fellows & Mentors				
MBK Fellows will receive a stipend to be paid for their participation in the MBKFP	Gabriel Nwuba, MBK Fellow	\$1,500 stipend	\$1,500	
MBK Fellows will receive a stipend to be paid for their participation in the MBKFP	Elijah Wellington, MBK Fellow	\$1,500 stipend	\$1,500	
MBK Mentors will receive a stipend compensation for their participation in the MBKFP, specifically for mentoring the Fellows and participating in the NYSED required events such as Masterminds, Stand and Deliver, and Symposium	Marvin Smith, MBK Mentor	\$1,500 stipend	\$1,500	
MBK Mentors will receive a stipend compensation for their participation in the MBKFP, specifically for mentoring the Fellows and participating in the NYSED required events such as Masterminds, Stand and Deliver, and Symposium	Julian Middleton, MBK Mentor	\$1,500 stipend	\$1,500	
MBK Fellow # 1 & 2 Participation in RFA-Mandated Events				
NYSED event registration fees will be purchased for the two MBK Fellows, two mentors, and a district MBK representative; Event fees are expected for the Fall Retreat, Stand and Deliver, and Symposium	The New York State Education Department	\$65.00 per attendee x 5 attendees x 3 events	\$975	
MBK Fellows will receive meal reimbursement costs for the expenses incurred during their travel to and from the RFA-mandated events, using government-approved rates	Gabriel Nwuba	\$51.00 per day x 5 days	\$255	

MBK Fellows will receive meal reimbursement costs for the expenses incurred during their travel to and from the RFA-mandated events, using government-approved rates	Elijah Wellington	\$51.00 per day x 5 days	\$255
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SUPPLIES AND MATERIALS

			Subtotal - Code 45	\$1,331
Description of Item	Quantity	Unit Cost	Proposed Expenditure	
Mastermind Book Titles \$250				
Mastermind book titles for the MBK Fellow #1 and the Mentor; book titles include Madd Truth, When I Was Puerto Rican, Rich Dad, Poor Dad, and You Owe You; 1 copy will be purchased for the Fellow and the Mentor; 4 book titles x 2 books copies of each; Vendor: Textbook Warehouse	8.00	\$15.63	\$125	
Mastermind book titles for the MBK Fellow #2 and the Mentor; book titles include Madd Truth, When I Was Puerto Rican, Rich Dad, Poor Dad, and You Owe You; 1 copy will be purchased for the Fellow and the Mentor; 4 book titles x 2 book copies of each; Vendor: Textbook Warehouse	8.00	\$15.63	\$125	
MWBE Goal \$375				
MBK Fellows apparel will be purchased from an MWBE vendor. The apparel will be embroidered with the letters MBK to identify and recognize our Fellows. The apparel will be worn during local events and when serving the community through their projects. Items to be purchased include 2 knit hat and scarf sets with MBK lettering, to be used for outdoor community events. MWBE Vendor: Pride Embroidery	2.00	\$35.00	\$70	
MBK Fellows apparel will be purchased from an MWBE vendor. The apparel will be embroidered with the letters MBK to identify and recognize our Fellows. The apparel will be worn during local events, recognition events, when serving the community through their projects, during their internships, and formal NYSED events. Items to be purchased include 2 blazers with MBK lettering. MWBE Vendor: Pride Embroidery	2.00	\$125.00	\$250	

<p>MBK Fellows apparel will be purchased from an MWBE vendor. The apparel will be embroidered with the letters MBK to identify and recognize our Fellows. The apparel will be worn during local events, recognition events, when serving the community through their projects, during their internships, and formal NYSED events. Items to be purchased include 2 ties with MBK lettering. MWBE Vendor: Pride Embroidery</p>	2.00	\$27.50	\$55
<p>MBK Fellow Program Needs \$625</p>			
<p>Laptops will be purchased for the MBK Fellows to use for the Mastermind book study series, virtual meetings with MBK Program Administrators and Mentor check-ins (when not conducted in-person), and to use during their internships. Vendor: Radiant Resources</p>	2.00	\$312.50	\$625
<p>MBK Fellow # 1 & 2 Participation in RFA-Mandated Events</p>			
<p>MBK Fellows will need stationary supplies to take notes during the RFA-mandated events. Supplies such as a stationary kit, including a notepad, highlighters, and executive pen will be purchased for the two Fellows; Vendor: School Specialty</p>	2.00	\$40.50	\$81

TRAVEL EXPENSES

			Subtotal - Code 46	\$3,084
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures	
MBK Fellow # 1 & 2 Participation in RFA-Mandated Events				
The MBK Fellows will travel from Central Islip Union Free School District at 50 Wheeler Road to the NYSED in Albany, NY.	Travel fees will include train costs for the Long Island Railroad; Vendor: Long Island Railroad	\$50.00 per round trip ticket x 2 Fellows x 3 trips	\$300	
The MBK Fellows will travel from Penn Station to Albany, NY.	Travel fees will include train costs for Amtrack; Vendor: Amtrack	\$190.00 per round trip ticket x 2 Fellows x 3 trips	\$1,140	
The MBK Fellows will travel from the train station in Albany, NY to the NYSED event(s) in Albany, NY.	Travel fees will include taxi service from the train station to the NYSED event site in Albany, NY; Vendor: Uber	\$20.00 per Fellow x 2 Fellows x 3 trips	\$120	
The MBK Fellows will travel from the NYSED event in Albany, NY to the hotel located in Albany, NY.	Travel fees will include taxi service between the NYSED event in Albany, NY to the hotel in Albany, NY; Vendor: Uber	\$20.00 per Fellow x 2 Fellows x 3 round-trips	\$120	
The MBK Fellows will require a hotel room to attend the NYSED events in Albany, NY.	Travel expenses will include hotel fees for the MBK Fellows to attend the NYSED events located in Albany, NY using the government-approved rates for Albany, NY. Vendor: Marriott Hotel	\$117 per night x 3 trips x 2 nights per trip (estimated) x 2 Fellows	\$1,404	

CF121
 ENTRY DATE 01/12/26
 PROJECT 0532260042
 SED CODE 580513030000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 MY BROTHER'S KEEPER-FELLOWS PROGRAM
 CENTRAL ISLIP UFS
 RUN DATE 01/12/26

BUDGET DETAIL INFORMATION

PROF SALARY	15	0.00	BEGIN DATE	07/01/25
NON PROF SALARY	16	0.00	END DATE	06/30/26
PURCH SERVICES	40	7,485.00	AMENDMENT #	
SUPP & MATERIAL	45	1,331.00	CONTRACT #	
TRAVEL EXPENSE	46	3,084.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	0.0
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
053226	0.00	0.00	0.00
053225	11,900.00	2,975.00	8,925.00
053227	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	11,900.00	2,975.00	8,925.00

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	12/17/25	01/07/26		
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
011226	683709F	INIT	000	01/26	01	2,975.00	053225	011226			ENT

THIS BUDGET HAS BEEN PROCESSED BY THE NEW YORK STATE
 EDUCATION DEPARTMENT. THIS SUMMARY REPLACES THE SIGNED COPY.



Grants Finance
Room 510W, Education Building
Tel. (518) 474-4815

Reminder: Record Keeping and Retention

This document is intended as a reminder to local agencies on proper record keeping and retention.

Generally, local agencies must have a proper financial management system in place, along with strong internal controls and written procedures, to properly account for funds received through a grant/grant-contract awarded by NYSED. Additionally, program as well as financial records, including supporting and source documentation, must be maintained and available for review by State and federal representatives or their duly authorized representatives.

In order to meet the requirements of both State and federally funded programs, these records must be kept for a period of six years after the last payment was made unless specified by program requirements or otherwise stated in the grant agreement.¹ Audit or litigation will “freeze the clock” for records retention purposes until the issue is resolved.

Information on records retention may be found in:

- 2 CFR 200.333-337 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for awards made on/after 12/26/14.
- Parts 74 & 80 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 74.53 & 34 CFR 80.42, for federal awards made prior to 12/26/14.
- Part 76 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 76.730-731.
- Records Retention and Disposition Schedules published by the New York State Archives Local Government Retention Schedules | New York State Archives

Local agencies must retain records² that show the amount of funds by grant, including total cost, how the awardee used the funds, authorizations, obligations, share of costs provided from other sources, as well as compliance with program requirements. In addition, source documents are required to support all transactions entered into the grantee's record keeping system. Source documents that authorize the disbursement of grant funds may consist of purchase orders, contracts, time & effort records, delivery receipts, vendor invoices, travel documentation, and payment documents, including check stubs. More information and examples of the types of documents used to support payment for other types of costs (such as goods, services, travel, utilities, and property leases) may be found in Chapter XII, Section 3 and Section 4.B.1 of the Guide to Financial Operations published by the NYS Office of the Comptroller (<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/>).

¹ For projects awarded under a multi-year grant-contract, all project and contract-related documents (including the contract itself as well as the annual budgets) need to be retained for 6 years following the end of the contract.

² Please refer to 2 CFR 200.302 for a discussion of how federal awards are to be identified and accounted for in the financial management system. Proper accounting of federal funds will help ensure that appropriate and accurate documentation from this system can be provided if/when needed.