



LEEP Dual Language Academy Charter School
5323 5th Avenue, 2nd Floor, Brooklyn, NY 11220
www.LEEPacademies.org | 917-819-LEEP (5337)

*A Public Charter School Authorized by
the New York State Board of Regents*

**LEEP Dual Language Academy Charter School
Board Meeting Minutes
Monday, August 18, 2025**

Attendance/Roll Call:

- Trustees in attendance: Melody Sosa, Charles Sahm, Magdalena Varela-Hand, and Emily Fernandez.
- Trustees absent: Michael Kirkbride, David Estrada, and Alejandro Montoya
- Employees Present: Johana Andujar, Luis Ventura, and Yaritza Mendez.
 - Diana Ferreira, Ryan Miller from 4th Sector Solutions from 4th Sector Solutions attended via video conference.

Call to Order

Trustee Fernandez called the meeting to order at 6:19 p.m. and mentioned that at the moment there was no quorum.

New Business / Principal's Report

Capital Project Updates

Johana Andujar, School Principal, began the principal's report by sharing updates on the Capital Project. The program has entered the last phase of the project, the NYSED walkthrough on Thursday, 8/14, and verbally approved the facility's opening. LEEP is awaiting NYSED's written approval. DBI Projects and Signature Construction are working with School Leaders to complete last-minute items.

Teacher Institute/Professional Development

Ms. Andujar shared that the start of the Teacher Institute was held at Brooklyn College since the school building was not ready to be occupied. The second half of Teacher Institute is being held at LEEP, and the school's founder made a surprise appearance last week to speak with the staff and teachers.

Academic Updates

Ms. Andujar shared that preliminary results of the New York State demonstrate that LEEP outperformed New York City and New York State! The results are a testament to the hard work and dedication of our students, families, and staff. Ms. Andujar will share more details and a deeper look at the data at the September Board Meeting

Family Engagement

Ms. Andujar shared that Family Orientation sessions will be held this week. LEEP will be participating in Sunset BID's Back-to-School night, which will allow the school to engage the



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community and provide resources. Additionally, all board positions have been filled with the Parent-Teacher Organization.

Student Enrollment

Diana Ferreira, Data and Recruitment Manager, shared some updates on student recruitment. The school's current student enrollment is 400 students: Kindergarten 41, First Grade 78, Second Grade 78, Third Grade 74, Fourth Grade 56, and Fifth Grade 73. Ms. Ferreira stated that LEEP is moving further with a proposal with NextDoor Pictures to produce a recruitment video with families and teachers. LEEP is also participating in Anthem Healthcare's Back to School Event to recruit potential families. LEEP is communicating with Underdog to support digital marketing student recruitment efforts.

Routine Business

Trustee Sosa made a motion to approve the meeting agenda, Trustee Varela-Hand seconded it, and the motion passed. Trustee Sosa made a motion to approve the July 2025 minutes, Trustee Varela-Hand seconded it, and the motion passed.

District Safety Plan

LEEP has updated its District Safety Plan to include the merger of Blue and Red Campuses and to update staff personnel and certifications. Trustee Sosa made a motion to approve the District Safety Plan for 30 days of public comment, Trustee Sahm seconded the motion, and the motion passed.

Use of Internet-Enabled Device Policy

Trustee Sahm made a motion to approve the Use of Internet-Enabled Device Policy, Trustee Fernandez seconded the motion, and the motion passed.

Committee Reports

Academic & Accountability Committee Report

The Academic Committee Report did not meet this month.

Executive Committee Report

The Academic Committee Report did not meet this month.

Finance Committee Report

Ryan Miller from 4th Sector Solutions shared the July year-to-date financials, and LEEP is currently forecasting to end the year with an \$88K surplus. The four financial ratios that the state uses to measure financial strengths demonstrate strong fiscal management and performance on all four metrics. The projection for the fiscal year cash balance for the school shows that LEEP is above the NYSED benchmark, with its requirement of a minimum of 30 days of cash. LEEP



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holds double the minimum cash balance for July, which we plan to maintain through the fiscal year-end.

LEEP's billed enrollment of 414 is against the budgeted 414 students. We are currently being funded based on budgeted enrollment. Actual enrollment adjustments will be reflected in November. LEEP is currently holding one staff vacancy under Operations Personnel.

Public Comments

Current families inquired regarding when family orientations will take place. Ms. Andujar shared that family orientations are taking place this week.

Adjournment

Trustee Sosa motioned to adjourn the meeting, and Trustee Varela-Hand seconded. The motion was passed, and the meeting was adjourned at 6:53 p.m.