



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, November 17, 2025**

Attendance/Roll Call:

- Trustees in attendance: David Estrada, Charles Sahn, Emily Fernandez, and Melody Sosa.
 - Michael Kirkbride attended via videoconference but did not count towards quorum.
- Trustees absent: Alejandro Montoya and Magdalena Varela-Hand.
- Employees Present: Johana Andujar, Luis Ventura, Yaritza Mendez, Diana Ferreira, Luis Aguirre (attended virtually), and Margarita Cheng (attended virtually).
- Consultants: Ryan Miller and Kyle Pellerin, both from 4th Sector Solutions attended via video conference.

Call to Order

Trustee Estrada called the meeting to order at 6:11 p.m.

Routine Business

Trustee Fernandez made a motion to approve the October 2025 minutes, Trustee Sahn seconded it, and the motion passed at 6:38 p.m. Trustee Sosa made a motion to approve the meeting agenda, Trustee Sahn seconded it, and the motion passed at 6:39 p.m.

New Business / Principal's Report

Academic Updates

Johana Andujar, School Principal, began the Principal's report with assessment data on EDL Spanish Literary assessment. The assessment levels begin with emerging, up to advanced proficiency. Ms. Andujar reviewed the data grade by grade, highlighting the significant number of students at grade level in 2nd grade, specifically, evidence of the success of the reading program. She also highlighted the improved performance overall of our students who are English Language Learners and students with disabilities. Ms. Andujar described the instructional next steps that the staff are taking to continue growing our students in the Spanish literacy skills, noting that the work in the lower grades will prepare them for the more complex comprehension work of the tested grades. Next month, we will be reviewing the data from the same assessment for grades 3-5.

Culture & Social-Emotional Learning

Luis Aguirre, Dean of Students, shared a number of highlights from the last month, including Candy Caravan for Halloween, National Jersey Day, Talent Day, and Dia de los Muertos. Mr.



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Aguirre also shared about the support the school team is providing to students, such as Lunch Bunch, which pairs staff with students for additional social skill practice.

Family & Community Engagement

Margarita Cheng, Family and Community Engagement Liaison, shared a number of updates about family and community engagement, beginning with a focus on our 5th graders. There are fundraisers underway, as well as support being provided for the middle school application process. The fundraisers have been heavily supported by our families, who donate materials and time. Ms. Cheng also highlighted the outreach plan in which the team conducts school visits with the goal of engaging students and families and increasing student recruitment.

Student Enrollment

Diana Ferreira, Data and Recruitment Manager, shared an update about student enrollment, reviewing our current total enrollment of 394 students. The team is continuing to recruit and enroll students year-round. Ms. Ferreira shared an update from the partnership with Next Door to create commercials targeting students, families, and staff.

Committee Reports

Academic & Accountability Committee Report

This committee did not meet this month.

Executive Committee Report

This committee did not meet this month.

Finance Committee Report

The finance committee met with Trustee Kirkbride, Chair Montoya, and Trustee Sahm. We are continuing to monitor enrollment and strive to increase that however, the overall financial health is solid.

Ryan Miller from 4th Sector Solutions shared our October year-to-date financials. We are currently projected to end the year with a deficit of approximately \$50,000. We are meeting or exceeding all state benchmarks. LEEP is fully staffed at this moment.

There were 401 students enrolled at the time of the report, but we are currently at 394.

Public Comments

One member of the public was present remotely. They were invited to comment and did not.



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Executive Session

Trustee Fernandez motioned to move into Executive Session to discuss an upcoming staff retreat and personnel issue, Trustee Sahm seconded it, and the motion passed. The board moved into Executive Session at 6:50 p.m.

The board returned from Executive Session at 7:09 p.m. Trustee Fernandez made a motion to approve the proposal regarding personnel reviewed in Executive Session. Trustee Sosa seconded, and the motion passed at 7:10 p.m.

Adjournment

Trustee Fernandez made a motion to adjourn the meeting and Trustee Sahm seconded the motion. The motion passed and the meeting was adjourned at 7:11 p.m.