



LEEP Dual Language Academy Charter School  
5323 5th Avenue, 2<sup>nd</sup> Floor, Brooklyn, NY 11220  
[www.LEEPacademies.org](http://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, October 27, 2025**

**Attendance/Roll Call:**

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

**Call to Order**

Trustee Montoya called the meeting to order at 6:08 p.m.

**Routine Business**

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

**New Business / Principal's Report**

Academic Updates

Johana Andujar, School Principal, began the Principal's report with assessment data. Ms. Andujar shared that LEEP administered the Fall NWEA MAP assessment. LEEP is preparing to administer the EDL and DRA Literacy assessments, which replaced the STEP Literacy assessments.

Major trends on the NWEA MAP Assessment include 46.8% of students (Grades 3-5) met their growth goals (as measured by students who met Fall - Fall growth goals) in ELA. In Math, 49.2% of students (Grades 1-5) met their growth goals on the Fall SY26 assessment.

LEEP held an All Staff Professional Development Day on October 20, 2025. On this day, LEEP returning teachers who currently serve as Interventionists modeled how to analyze student data. LEEP held a Ribbon Cutting Ceremony on October 8, 2025, to celebrate the expanded school facility.

Culture & Social-Emotional Learning

Ms. Andujar shared that Community Meetings were held with students, and discussions were facilitated regarding LEEP's core virtues. Luis Aguirre, Dean of Students, shared that LEEP



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celebrated Anti-Bullying Awareness Day and has been facilitating its Check In Check Out (CICO) Student Behavior Intervention Program. CICO students receive additional support from LEEP educators. Additionally, LEEP held a Hispanic Heritage Month Parade celebration around the school block as well as a Spanish Spelling Bee.

#### Family & Community Engagement

Margarita Cheng, Family and Community Engagement Liaison, shared that LEEP hosted Back to School Night in September. LEEP coordinated vision screenings from the NYC Department of Health for Kindergarten and 1st Grade students. Additionally, the Parent Teacher Organization organized a Block Party for LEEP families.

LEEP held a Family Workshop for 5th Grade Families to discuss Middle School Transition and Graduation. Additionally, the PTO held a Fun Run fundraiser to support LEEP's programming.

#### Student Enrollment

Ms. Andujar shared some updates on Student Enrollment. Current enrollment is 398 students, with a goal of 434 students. Within the last month, there have been 35 student withdrawals and 36 student enrollments. LEEP is actively engaged in student recruitment through community events and tabling outside the school building.

#### **Committee Reports**

##### Academic & Accountability Committee Report

Chair Montoya shared that the Academic & Accountability Committee met and discussed the MAP assessment data. There were also discussions regarding the process for identifying a Spanish literacy assessment.

##### Executive Committee Report

The Executive Committee did not meet this month.

##### Finance Committee Report

Ryan Miller from 4th Sector Solutions shared the September year-to-date financials, and LEEP is currently forecasting to end the year with a \$172K deficit. LEEP recently received our first round of Per Pupil funding for current enrolled students, which has adjusted our revenue projections. LEEP is diligently looking at our budget to see where we can cut costs to get us to a breakeven or surplus for the year. Next, Mr. Miller presented the four financial ratios that the state uses to measure financial strengths, demonstrating strong fiscal management and performance on all four metrics.

Mr. Miller noted that the total margin is slightly below the NYSED Benchmark, which we are looking into, given the deficit forecast. LEEP is well above the NYSED benchmark, with their



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requirement of a minimum of 30 days of cash. LEEP currently holds almost double the minimum cash balance for September, which we plan to maintain through the fiscal year-end. Next, Mr. Miller shared the Staffing FTE (Full-Time-Employee) Comparison report. This section is to gain more insight into LEEP's staffing based on what was budgeted vs the actual staff count. LEEP is currently holding 1 vacancy under Instructional Personnel.

There are currently 401 actual students in the building today, against the budgeted 414 students. LEEP has received its November Per Pupil, which is the first per pupil to be billed for actual enrollment. LEEP's November billing cycle was billed for 383 students. The difference between our forecasted 401 and billed 383 students, for the November Per Pupil, is due to the timing of when the students enrolled. For this reason, we are reflecting our forecasted enrollment to be the 401-student count.

Trustee Kirkbride inquired if the school has cut back on any expenses or programming. Ms. Andujar shared that the LEEP has begun reducing some of its expenses due to enrollment challenges.

#### **Public Comments**

There were no public comments.

Trustee Estrada made a motion to enter the Executive Session to discuss a personnel matter, Trustee Sahm seconded, and the motion passed.

#### **Adjournment**

The meeting was adjourned at 7:27 p.m.