



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, September 22, 2025**

Attendance/Roll Call:

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

Call to Order

Trustee Estrada called the meeting to order at 6:00 p.m.

Routine Business

Trustee Sosa made a motion to approve the meeting agenda, Trustee Kirkbride seconded it, and the motion passed at 6:04 p.m. Trustee Fernandez made a motion to approve the August 2025 minutes. Trustee Kirkbride seconded it, and the motion passed at 6:05 p.m.

New Business / Principal's Report

Capital Project Updates

Johana Andujar, School Principal, began the principal's report by sharing updates on the first weeks of school. Ms. Andujar shared that LEEP has established a strong staff and student culture, setting a positive tone for the year. Curriculum changes are being implemented, and LEEP is already seeing a shift in language use, with students actively engaging in meaningful discourse. Teachers are well-prepared and benefit from increased prep and collaborative planning time. With the street closure approval, recess has expanded, giving students more play time and teachers additional prep time.

Students now enjoy lunch in the cafeteria as a full grade team, strengthening community. Teachers are explicitly modeling routines and academic behaviors, building clarity and consistency for students. LEEP staff are focusing on cognitive engagement and critical thinking, promoting rich classroom discourse.

Staff Updates

Ms. Andujar shared that LEEP is fully staffed. Luis Aguirre has joined the LEEP family as our new Dean of Students, and Ajana Suriel has officially transitioned into the role of Dean of Instruction.



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Capital Project Updates

Ms. Andujar shared that LEEP will host a Ribbon Cutting Ceremony, which will be held on October 8. Pending tasks include the installation of awnings, construction of the front entrance ramp and stairs, installation of enclosed announcement boards at both entrances, elevator upgrade, and some other minor final touches.

Academic Updates

Ms. Andujar shared the results of the NYS Exams for SY2024-25. 59% of students were proficient (Level 3 or 4) on the SY25 ELA exam. This is an increase from SY24, when 36% of students were proficient on the ELA state exam. 65% of students were proficient (Level 3 or 4) on the SY25 Math exam. This is an increase from SY24, when 53% of students were proficient on the ELA state exam. 42% of students (Grade 5 only) were proficient (Level 3 or 4) on the SY25 Science exam. This is an increase from SY24, when 14% of students were proficient on the ELA state exam.

71% of students in grade 5 scored proficient (Level 3 or 4) on the ELA state exam. 76% of students in grade 3 scored proficient (Level 3 or 4) on the Math state exam. 63% of ELL students in grade 3 scored proficient on the Math state exam. 15 average proficiency increased compared to last year. LEEP about NYC and NY State. In Math, LEEP proficiency levels trended up and were equal to CSD 15 and above in NYC and NY State.

Culture & Social-Emotional Learning

Ms. Andujar shared that LEEP has begun celebrating Hispanic Heritage Month. Additionally, LEEP is planning to roll out its CICO intervention program on Trimester 1, Week 8, and Community Meetings will be hosted on Trimester 1, Week 7. With the street closure approval, LEEP is now able to host outdoor recess in a larger space for its students.

Family & Community Engagement

Margarita Cheng, Family and Community Engagement Liaison, shared that LEEP hosted Picture Day for its students this past week. Ms. Cheng shared that the Parent-Teacher Organization (PTO) hosted a Family BBQ at Brooklyn Bridge Park. Additionally, LEEP will be hosting Back to School Night on 9/24 and 9/25 for families.

Student Enrollment

Ms. Cheng shared some updates on Student Enrollment. While we have had some discharges at the beginning of the school year, we have also actively enrolled students as well and overall enrollment remains steady.



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We are continuing to have a presence at community events and host our own events to increase community awareness of the school. We had a significant presence at Sunset Park Street fair (two stations!) and were able to translate that participation into enrollment this week.

The Board had a brief discussion about the progress shared in the Principal's Report, including the improved facilities and the impact on student experience, the academic progress demonstrated in the NY State Exam Results, and the fact that the school is fully staffed at this point of the school year. Ms. Andujar shared how positive the current state of the school feels, and the Board shared their congratulations.

District Safety Plan

Trustee Estrada framed the importance of the District Safety Plan and the fact that this is a living document that is critical to the safety of the LEEP community. He asked Ms. Andujar to share context and open the floor for discussion with the Board. She flagged the changing needs this year with the new facility and the need for new building maps, new posts, and the updated lists of certified staff. Mr. Ventura reinforced those points, noting that the staff had been trained on the emergency response protocols in the summer.

Trustee Fernandez asked how the new facilities impacted planning. Ms. Andujar shared that the space updates actually made it easier to plan. Trustee Estrada asked if there was commentary from the public during the public comment period. Mr. Ventura shared that there hadn't been any, and there was a brief discussion about the nature of the plan and public comment in general.

Trustee Sosa made a motion to approve the District Safety Plan, Trustee Kirkbride seconded it, and the motion passed unanimously at 6:49 p.m.

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 financial dashboard, including a new section that covers cash balance and staffing. This will be incorporated into reports going forward. We will have updated enrollment numbers in the November finance report.



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Public Comments

Trustee Estrada opened the floor for public comment. There was none.

Trustee Estrada shared a brief update on the potential for perception of conflict of interest due to his role as the Executive Director of the Sunset Park Business Improvement District and his future intention to recuse himself from any relevant discussions.

Adjournment

Trustee Kirkbride motioned to adjourn the meeting, and Trustee Sosa seconded. The motion was passed, and the meeting was adjourned at 6:57 p.m.