



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, January 27, 2026**

**Attendance/Roll Call:**

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

**Call to Order**

Board Chair Montoya called the meeting to order at 6:04 p.m.

**Routine Business**

Trustee Estrada made a motion to approve the January 2026 agenda, Trustee Sahm seconded it, and the motion passed. Trustee Sahm made a motion to approve the December 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 by sharing that the MAP Reading and Math Assessment took place this month. Upcoming assessments include EDL Assessments next month and DRA Assessments in March. The Computer-Based Stimulation Test for the New York State exam will take place on 01/27 and 01/28. LEEP's soft launch of test preparation began on January 20th, and LEEP hosted an all-day staff professional development session on January 5th.

Principal Andujar shared the ELA Mock Assessment goals for the school year, and the assessment is 11 days away. Principal Andujar proceeded to present adult culture goals for LEEP staff and results from a recent staff survey. Principal Andujar also presented data on student behaviors and referral support data. Overall, the behavioral data show positive school-wide growth. A video of student interviews was shown, which shared student testimony regarding their experience at LEEP.

Culture & Social-Emotional Learning

Yaritza Mendez shared some activities that have been conducted during the community circles to celebrate student achievement and attendance. LEEP has launched student clubs to engage students in their interests, including LEGO Club, Photography Club, and Cooking Club. LEEP



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has also launched a school library and allowed each homeroom the opportunity to visit the library.

#### Student Enrollment

Diana Ferreira, Data and Recruitment Manager, gave an update on student enrollment. LEEP has currently enrolled 399 students, and there are 4 potential enrollments in the process. Luis Aguirre, Dean of Students, has been canvassing the community to obtain prospective families for enrollment. As part of student recruitment efforts, LEEP has been advertising in a community newsletter.

Trustee Sahn shared recognition for recruitment efforts on increasing student enrollment and inquired what has led to the increase. Ms. Ferreira shared that increased visibility in the community has helped with enrollment.

#### **Committee Reports**

##### Finance Committee Report

Ryan Miller from 4th Sector Solutions shared an update on the financial health of the school. We are forecasting to end the year with a \$177,000 surplus. We are trending better on all four metrics measured by New York State. We are well above the 30-day NYSED benchmark cash balance minimum and expect to maintain this throughout the year.

Mr. Miller shared an update about staffing, noting just one .4 vacancy currently for instructional personnel. Regarding enrollment and per-pupil billing, we recently billed in January for 389 students, and the next per-pupil billing will take place in March.

Trustee Kirkbride recognized the financial and staffing progress that the school has made from last year.

##### Academic & Accountability Committee Report

Principal Andujar shared that all the information discussed had been previously shared during the principal's report.

##### Executive Committee Report

Chair Montoya shared that the executive committee did not meet. He also stated that the Board Retreat took place this past weekend, and the trustees were able to reflect on their role and how they can support LEEP staff and the academic program.

#### **Public Comments**

There were no public comments shared.



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**Adjournment**

Trustee Estrada made a motion to adjourn the meeting, and Trustee Sahm seconded the motion. The motion passed, and the meeting was adjourned at 6:43 p.m.