



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
Wednesday, February 25, 2026**

Attendance/Roll Call:

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

Call to Order

Trustee Estrada called the meeting to order at 6:05 p.m.

Routine Business

Trustee Kirkbride made a motion to approve the February 2026 agenda, Trustee Sahn seconded it, and the motion passed. Trustee Sahn made a motion to approve the January 2026 minutes, Trustee Fernandez seconded it, and the motion passed.

New Business / Principal's Report

Academic Updates

Johana Andujar, School Principal, began the Principal's report by sharing academic data on the winter NWEA MAP assessment. Achievement increased by 1.6% from Fall SY2026 in ELA and increased by 5.5% from Fall SY26 in Math. 57.8% of students met their growth goals in EL, and in Math, 59.7% of students met their growth goals on the Winter SY26 assessment. ELL and SPED students are two sub-populations that are showing growth.

Culture & Social-Emotional Learning

Yaritza Mendez, Dean of Special Education, shared that LEEP celebrated the first 100 days of school. Ms. Mendez stated that LEEP hosted a CICO Graduation for its recent CICO student cohort. Lastly, LEEP hosted a St. Valentine's Day Store to sell items to help celebrate the holiday.

Student Enrollment

Ms. Andujar shared that the current enrollment is at 400 students, and the LEEP Recruitment team has been engaging in creative strategies, including community canvassing and professional recruitment videos via Next Door Productions. LEEP is hosting Coffee with the



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Principal to open communication channels with current LEEP families. LEEP will also be hosting a virtual open house on Monday, March 16th, for prospective families.

Trustee Sosa inquired where the new students are enrolling from, and Ms. Andujar shared that 4-5 students have come from public schools in the Bay Ridge community. Ms. Andujar stated that families shared that the public schools did not provide adequate support for their students who are English language learners. Trustee Kirkbride inquired how many families RSVPed for Coffee with the Principal, and Ms. Andujar shared that 15 families have registered so far, and as many as 20 families have participated in last month's event.

Committee Reports

Finance Committee Report

Ryan Miller from 4th Sector Solutions shared the January year-to-date financials and shared that LEEP is currently forecasting to end the year with a \$196K surplus. LEEP is that we are currently trending better on all four NYSED financial metrics. LEEP is well above the NYSED benchmark, with its requirement of a minimum 30 days of cash, and is holding more than double the minimum cash balance for the month of January. LEEP is planning to maintain this balance through the fiscal year-end.

The Staffing FTE (Full-Time-Employee) Comparison report shows that LEEP is currently fully staffed for the year. There are currently 398 actual students in the building today, against the budgeted 414. LEEP received its January Per Pupil, which was billed for 389 students. The difference between actual and billed enrollment is due to the timing of when the information is pulled.

Trustee Kirkbride shared that the school is in great financial shape and inquired about how the staff turnover is determined. Ms. Andujar shared that Staff Intent to Return was shared with staff, and the majority of staff responded Yes to returning, and there were 6 maybes. Ms. Andujar also shared the priority of competing with the increased NYC DOE salaries and teacher certification requirements.

Academic & Accountability Committee Report

The Academic & Accountability Committee did not meet this month.

Executive Committee Report

The Executive Committee did not meet this month.

Public Comments

There were no public comments shared.



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Adjournment

Trustee Sahm made a motion to adjourn the meeting, and Trustee Sosa seconded the motion. The motion passed, and the meeting was adjourned at 6:46 p.m.