

Below is a staff contact list. The best way to contact LEEP staff is by email. Please allow 24 hours for staff to reply to emails or return calls. Please contact the Principal or Director of Operations for emergencies.



5323 5th Avenue, Brooklyn, NY 11220
 Phone: 917-819-5337
 Email: familyhelp@leepschools.org
 Website: www.LEEPacademies.org

I have a question about...	Who should I speak with?
LEEP's overall performance and goals. <i>I have spoken to the appropriate staff, but have an academic or concerns/questions that require immediate attention or follow up that ONLY the Principal can resolve.</i>	Johana Andujar, Principal jandujar@leepschools.org 917-819-5337 ext. 118
School Operations LEEP's school-wide policies and operations including attendance, facilities, security, transportation, school food, health & safety, family communication. <i>I have contacted the main office and need additional follow-up</i>	Bernard Washington - Director of Operations bwashington@leepschools.org 917-819-5337ext. 105
• Change of Phone Numbers/Address/Email • Authorized Pick-up • School Meals (Breakfast & Lunch) • Transportation • Student Enrollment & Records • Scholar Technology & Email Accounts • Attendance Reports	Victoria Arciniega - Operations Manager Adaly Sosa - Operations Associate Lisa Bravo - Operations Associate Main Office Email or Call 917-819-5337 ext. 116 or 120 familyhelp@leepschools.org
INSTRUCTION/ACADEMICS • LEEP's Instructional Approach • How can I best support my child's learning at home? • Progress Reports • Report Cards • New York State Exam (<i>Grades 3-5 only</i>) • Intervention Support • Benchmarks & Assessments Behavioral Expectations <i>I have already spoken with my child's teacher. I would like to follow up with the Dean of my scholar's grade.</i>	Ajana Suriel, Dean of Instruction, K asuriel@leepschools.org 917-819-5337ext. 016 Josenny Batista, Dean of Instruction, 1 - 2 jbatista@leepschools.org 917-819-5337ext. 102 Ozzy Ramirez, Dean of Instruction, 3 - 5 oramirez@leepschools.org 917-819-5337ext. 423 Yaritza Mendez, Dean of Student Services & School Support ymendez@leepschools.org 917-819-5337 ext. 005
I have a question about...	Who should I speak with?
Parent Involvement & Partnership • Parent Teacher Organization (PTO)/ 5th Grade Committee • Parent Volunteers	Diana Ferreira, Data & Recruitment Manager dferreira@leepschools.org 917-819-5337

SPECIALS CLASSES Music Teacher: Giovanni Suarez gsuarez@leepschools.org 917-819-5337 ext. 303 Art Teacher: Romina Fernandez rfernandez@leepschools.org 917-819-5337 ext. 402 SEL Teacher: Ximena Costa xcosta@leepschools.org 917-819-5337 ext. 408	SCIENCE CLASSES Science Teachers: Ambar Diaz (Grades K-2) adiaz@leepschools.org 917-819-5337 ext. 004 Brianna Alvarez (Grades 3-5) balvarez@leepschools.org 917-819-5337 ext. 004
SPECIAL EDUCATION & STUDENT SERVICES My child's - • Special Education Services/IEP Plan • Multi-Language Support Services • Related Services ◦ Occupational/Physical/Speech/Paraprofessional • Special Education Teacher Support Services (SETTS) • Crisis Intervention and Support • Tier 3 Intervention • Attendance Letters • School Uniforms	Yaritza Mendez, Dean of Student Services & School ymendez@leepschools.org 917-819-5337 ext. 005 Yaneris Jimenez, Social Worker yjimenez@leepschools.org 917-819-5337 ext. 300 Leslie Lucero, School Counselor llucero@leepschools.org 917-819-5337 ext. 212 Samantha Farina, School Counselor sfarina@leepschools.org 917-819-5337 ext. 211
School Nurse Concerns & Questions • My child was sent home sick from school. • I have an update to my scholar's medical information. • Allergies/EPI-Pen/Diabetes/Asthma Medical Forms & Administration / Immunization	School Nurse, Nurse Emily 917-819-5337 ext. 111 Main Office familyhelp@leepschools.org