

# Application: LEEP Dual Language Academy

Robert Keogh - rkeogh@4thsectorsolutions.com  
2020-2021 Annual Report

## Summary

**ID:** 0000000279

**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

**Completed** Jan 6 2022

### [Instructions](#)

#### **Required of ALL Charter Schools**

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL 331500861158

**a1. Popular School Name**

LEEP Dual Language Academy

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

CSD #15 - BROOKLYN

**d. DATE OF INITIAL CHARTER**

11/2018

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2019

**f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

At LEEP Dual Language Academy Charter School, we empower all students to attain full academic fluency in the English and Spanish languages; meet or exceed New York standards; and develop the cultural understanding and virtuous habits necessary to thrive as learners, workers, family members, and participants in civil society.

**g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	Dual Language Instruction via 90:10 Spanish Language Immersion
KDE 2	A Coherent, Content-rich, Culturally Responsive Curriculum
KDE 3	Character Development Built on a "Pedagogy of Cariño (Caring)"
KDE 4	Focus on Teacher Technique and Practice Development
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

<https://www.leepacademies.org>

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)**

249

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)**

233

**k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

# FACILITIES INFORMATION

## m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

## School Site 1 (Primary)

### m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	5323 5th Ave, Brooklyn, NY 11220	(917) 819-5337	NYC CSD 15	K-3	K-3

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Michael Regnier			<a href="mailto:mregnier@leepschools.org">mregnier@leepschools.org</a>
Operational Leader	Michael Regnier			<a href="mailto:mregnier@leepschools.org">mregnier@leepschools.org</a>
Compliance Contact	Michael Regnier			<a href="mailto:mregnier@leepschools.org">mregnier@leepschools.org</a>
Complaint Contact	Michael Regnier			<a href="mailto:mregnier@leepschools.org">mregnier@leepschools.org</a>
DASA Coordinator	Michael Regnier			<a href="mailto:mregnier@leepschools.org">mregnier@leepschools.org</a>
Phone Contact for After Hours Emergencies	Michael Regnier			<a href="mailto:mregnier@leepschools.org">mregnier@leepschools.org</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space

**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

**Site 1 Certificate of Occupancy (COO)**

[LEEP C of O.pdf](#)

**Filename:** LEEP C of O.pdf **Size:** 38.4 kB

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**Site 1 Fire Inspection Report**

[Fire safety inspection 2021.pdf](#)

**Filename:** Fire safety inspection 2021.pdf **Size:** 189.2 kB

**CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).**

Yes

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**n2. Summary of Charter Revisions**

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in organizational structure	revision of organizational chart to revise leadership structure, adding "Senior Leadership Fellow" position	04/05/2021	NA
2				
3				
4				
5				

**More revisions to add?**

No

**o. Has your school's Board of Trustees approved a budget for the 2020-2021 FY?**

Yes

**ATTESTATIONS**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Robert Keogh
Position	Vice President
Phone/Extension	504-250-3347
Email	<a href="mailto:rkeough@4thsectorsolutions.com">rkeough@4thsectorsolutions.com</a>

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.**

**Responses Selected:**

Yes

**q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

**Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Jul 30 2021

**Thank you.**



## **Entry 3 Progress Toward Goals**

**Completed** Jan 6 2022

## **Instructions**

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## **Entry 3 Progress Toward Goals**

### **PROGRESS TOWARD CHARTER GOALS**

**Board of Regents-authorized and NYCDOE-authorized charter schools only.**

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

**For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

#### **2020-2021 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If
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				unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Each year, 75% of tested students enrolled in at least their second year will score at proficient levels on the NYS ELA, Mathematics, and Science Assessments.	NYS Assessments	Unable to Assess	N/A
Academic Goal 2	Each year, 85% of students, including 85% of students with disabilities, ELLs, and economically disadvantaged students, respectively, will achieve at least one year of growth on MAP Growth in Math.	MAP Assessment	Not Met	Increased academic intervention; improvements to teacher training; summer & afterschool support
Academic Goal 3	Each year, 85% of students, including 85% of students with disabilities, ELLs, and economically disadvantaged students, respectively, will achieve at least one year of growth on MAP Growth in Reading.	MAP Assessment	Not Met	Increased academic intervention; improvements to teacher training; summer & afterschool support
	Each year, 85% of			Increased academic

Academic Goal 4	students will show the equivalent of one year of growth in Spanish reading on the EDL2.	EDL2	Not Met	intervention; improvements to teacher training; summer & afterschool support
Academic Goal 5	All classes will be taught according to best practices in dual language instruction.	School records	Met	
Academic Goal 6	All teachers will use the designated language for each subject/activity in a given grade level, according to the 90:10 immersion schedule.	School records	Met	
Academic Goal 7	Each course's curricular and instructional materials will follow or intentionally complement the Core Knowledge Sequence.	School records	Met	
Academic Goal 8	Each course's curricular and instructional materials will reflect diverse world cultures with a special emphasis on Latino and indigenous cultures.	School records	Met	
	Each course's curricular and			

Academic Goal 9	instructional materials will be aligned with New York State Next Generation Learning Standards. Character Development Built on a “Pedagogy of Cariño (Caring)”	School records	Met	
Academic Goal 10	Every instructional day, for every student, will include experiences of individual connection with adults and classmates, with reference to concepts of character and social-emotional learning.	School records	Met	

**2. Do have more academic goals to add?**

Yes

**2020-2021 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure

Academic Goal 11	In grade 3 and above, 90% of students will report positive classroom experiences, on dimensions including Classroom Belonging, on the Panorama Education Student Survey.	Panorama Survey	Unable to Assess	N/A
Academic Goal 12	Students in grade 3 and above will show social-emotional competencies that exceed those of students in peer schools nationally, on the Panorama Education Social-Emotional Learning Survey.	Panorama Survey	Unable to Assess	N/A
Academic Goal 13	Every year, 100% of teachers will participate in summer training, peer partnership, and coaching opportunities.	School records	Met	
Academic Goal 14	Every year, 100% of teachers will adopt, document, and share specific improvement goals and focus professional development time on meeting them.	School records	Met	
Academic Goal 15				

Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

**3. Do have more academic goals to add?**

No

**4. ORGANIZATION GOALS**

**For the 2020-2021 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

**2020-2021 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, 85% of parents/guardians who that responded to our annual family survey will indicate their satisfaction	Family survey	Met	

	with our academic program, with parents/guardians of at least 85% of students responding.			
Org Goal 2	Each year, 85% of parents/guardians who that responded to our annual family survey will indicate their satisfaction with our communications, with parents/guardians of at least 85 % of students responding.	Family survey	Met	
Org Goal 3	Each year, the school will have an average daily student attendance rate of 95% or higher.	School records	Not Met	Addition of Vice Principal and Social Worker; added systems for attendance tracking and communication
Org Goal 4	Each year, the Board will conduct a formal self-evaluation, including the board's effectiveness, practices, by-laws, and policies.	School records	Not Met	Consolidate informal reviews into formal review
Org Goal 5	Each year, the Board will conduct a formal review of the school's strengths and	School records	Met	

	weaknesses.			
Org Goal 6	Each year, the Board will conduct a formal review of the Executive Director.	School records	Met	
Org Goal 7	Each year, the school will enroll and maintain a class of students equal to the projected number of enrolled students.	School records	Met	
Org Goal 8	Each year, the school will meet or exceed enrollment and retention targets for students with disabilities, English Language Learners, and economically disadvantaged students.	School records	Met	
Org Goal 9	The school will comply with the provisions of the charter agreement and all applicable laws and regulations.	School records	Met	
Org Goal 10			Met	
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				

Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

## 2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	The school will maintain robust internal systems for financial management, human resource management, and efficient operations, including all appropriate controls, procedures, and internal reports.	School records	Met	
Financial Goal 2	Each year, the school will meet or exceed GAAP standards as demonstrated through its annual financial audit.	School records	Met	
Financial Goal 3	Each year, the school will operate on a balanced budget.	School record	Met	
Financial Goal 4				
Financial Goal 5				

## 7. Do have more financial goals to add?

No

Thank you.

## Entry 4 - Audited Financial Statements

Completed Nov 1 2021

### **Required of ALL Charter Schools**

**ALL SUNY-authorized charter schools** must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

**ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **[LEEP Dual Language Academy Charter School - Financial Statements - June 30 2021](#)**

**Filename:** LEEP Dual Language Academy Charter DIT8TUe.pdf **Size:** 696.8 kB

## Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed Jan 6 2022

### **[Instructions - Regents-Authorized Charter Schools ONLY](#)**

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

**Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **[Leep Dual Language Academy CS BEDS-331500861158\\_2020-21](#)**

**Filename:** Leep Dual Language Academy CS BED 6xdSL9O.xlsx **Size:** 75.7 kB

## Entry 4c - Additional Financial Documents

Completed Jan 6 2022

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **[LEEP Chase \(3655\) Savings Statement-June 2021](#)**

Filename: LEEP Chase 3655 Savings Statement June 2021.pdf Size: 62.7 kB

### **[LEEP Academy - Representation Letter 10](#)**

Filename: LEEP Academy Representation Lette gLutLdh.pdf Size: 1.4 MB

### **[LEEP DUAL LANGUAGE ACAD CHARTER SCHOOL\\_990 Extension E-FILE\\_EFILE ACCEPT 8868 8868-T\\_2020](#)**

Filename: LEEP DUAL LANGUAGE ACAD CHARTER SCH U9NxYJy.pdf Size: 6.7 kB

### **[LEEP DUAL LANGUAGE ACAD CHARTER SCHOOL\\_990 EXTENSION\\_FORM 8868 8868-T\\_2020](#)**

Filename: LEEP DUAL LANGUAGE ACAD CHARTER SCH C8hGbgD.pdf Size: 47.8 kB

## Entry 4d - Financial Services Contact Information

Completed Jan 6 2022

**Instructions:** Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Michael Regnier	[REDACTED]	[REDACTED]

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Jimmy Vora	[REDACTED]	[REDACTED]	3

### 3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	4th Sector Solutions	Robert Keogh	10455 Jefferson Hwy Ste 110 Baton Rouge, LA 70809	[REDACTED]	[REDACTED]	3

## Entry 5 - Fiscal Year 2021-2022 Budget

Completed Jan 6 2022

**Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**Instructions - SUNY authorized charter schools** should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes**

only.

## **[FY22 LEEP Dual Language Academy Charter School Final 2021-2022 Budget](#)**

Filename: FY22 LEEP Dual Language Academy Ch aEYfV1e.xlsx Size: 38.7 kB

### **Entry 6 - Board of Trustees Disclosure of Financial Interest Form**

Completed Jan 6 2022

#### **Required of ALL Charter Schools by August 2**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

#### **[LEEP - Annual Disclosure revised v3](#)**

Filename: LEEP Annual Disclosure revised v3.pdf Size: 1.7 MB

### **Entry 7 BOT Membership Table**

Completed Jan 6 2022

## **Instructions**

### **Required of All charter schools**

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

### **Entry 7 BOT Table**

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

**1. 2020-2021 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	David Douek		Treasurer	Finance	Yes	1	03/01/2020	02/28/2023	11
2	Gabrielle Mosquera		Chair	Finance, Academic, Exec	Yes	1	11/06/2018	11/05/2021	12
3	Charles Sahm		Trustee/Member	Secretary	Yes	1	03/01/2020	02/28/2023	12
4	Majo McCorkindale		Trustee/Member	None	Yes	1	03/01/2020	02/28/2023	12
5	Magdalena Varela Hand		Trustee/Member	Academic, Exec	Yes	1	11/06/2018	11/05/2021	12
6	Emily Fernandez		Trustee/Member	None	Yes	1	04/01/2021	03/31/2024	5 or less

7									
8									
9									

**1a. Are there more than 9 members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

- 1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
- 2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2021	8
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

**3. Number of Board meetings held during 2020-2021**

13

**4. Number of Board meetings scheduled for 2021-2022**

12

Thank you.

## Entry 8 Board Meeting Minutes

Completed Jan 6 2022

### **Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY**

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

### **LEEP - FY21 Minutes**

Filename: LEEP FY21 Minutes.pdf Size: 2.7 MB

## Entry 9 Enrollment & Retention

Completed Jan 6 2022

### **Instructions for submitting Enrollment and Retention Efforts**

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

## Entry 9 Enrollment and Retention of Special Populations

### **Instructions for Reporting Enrollment and Retention Strategies**

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	Recruitment via fliers, community groups, and online outreach. All marketing materials describe available services including afterschool programs, financial aid, and bus transportation. Hosted recruitment events via Zoom as a result of pandemic.	Continue same efforts as 20-21
English Language Learners	Recruitment via fliers, community groups, and online outreach. All materials in Spanish and English. Website and application completely bilingual. Targeted outreach and marketing to Chinese-speaking audiences. Presentations emphasize the dual language model, being clear that every class is for language learners, whether they already speak English, Spanish, both, or neither. Hosted recruitment events via Zoom as a result of pandemic.	Continue same efforts as 20-21
Students with Disabilities	Mention of special education services on all marketing materials. Consultation with special education coordinator regarding any IEP questions. School tours include mention of special education services. Hosted recruitment events via Zoom as a result of pandemic.	Continue same efforts as 20-21

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	Provided financial assistance for uniform expenses and afterschool/enrichment program costs. Raised and distributed relief funds for families in need of groceries, rent money, and similar basic needs during COVID crisis.	Continue same efforts as 20-21
English Language Learners	Conducted Family Workshops and ongoing family engagement work with simultaneous translation in English, Spanish, Mandarin, and Cantonese. Provided all school communications in languages spoken in the home.	Continue same efforts as 20-21
Students with Disabilities	Provision of all services mandated by students' IEPs. Coordinated meeting with parents, informing them consistently of student progress.	Continue same efforts as 20-21

## Entry 10 - Teacher and Administrator Attrition

Completed Jan 6 2022

## Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

## **A. TEACH System - Employee Clearance**

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## **B. Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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### **Attestation**

#### **Responses Selected:**

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## **Entry 11 Percent of Uncertified Teachers**

**Completed** Jan 6 2022

### **Instructions**

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	12
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
Total Category A: 5 or 30% whichever is less	13.0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
<b>Total Category B: not to exceed 5</b>	<b>0.0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
<b>Total Category C: not to exceed 5</b>	<b>3.0</b>

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
<b>Total Category D</b>	<b>2</b>

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
<b>Total Category E</b>	<b>6</b>

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	18



Thank you.

## Entry 12 Organization Chart

Completed Jan 6 2022

### [Instructions](#)

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

### **[Organizational Chart 2020-21 - LEEP Academy - revised](#)**

Filename: Organizational Chart 2020 21 LEE WI35e5Z.pdf Size: 320.6 kB

## Entry 13 School Calendar

Completed Jan 6 2022

### [Instructions for submitting School Calendar](#)

### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## [LEEP School Calendar with Counts](#)

Filename: LEEP School Calendar with Counts.pdf Size: 5.1 MB

# Entry 14 Links to Critical Documents on School Website

Completed Jan 6 2022

## Instructions

### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 14 Links to Critical Documents on School Website

School Name: **LEEP Dual Language Academy**

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	<a href="https://www.leepacademies.org/about/notices/">https://www.leepacademies.org/about/notices/</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://www.leepacademies.org/board-meetings/">https://www.leepacademies.org/board-meetings/</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.leepacademies.org/board-meetings/">https://www.leepacademies.org/board-meetings/</a>
3. Link to NYS School Report Card	<a href="https://www.leepacademies.org/about/notices/">https://www.leepacademies.org/about/notices/</a>
4. Lottery Notice announcing date of lottery	<a href="https://www.leepacademies.org/families/news/admission-lottery/">https://www.leepacademies.org/families/news/admission-lottery/</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://www.leepacademies.org/about/notices/">https://www.leepacademies.org/about/notices/</a>
6. District-wide Safety Plan	<a href="https://www.leepacademies.org/about/notices/">https://www.leepacademies.org/about/notices/</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.leepacademies.org/about/notices/">https://www.leepacademies.org/about/notices/</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.leepacademies.org/about/notices/">https://www.leepacademies.org/about/notices/</a>
8. Subject matter list of FOIL records	<a href="https://www.leepacademies.org/about/notices/">https://www.leepacademies.org/about/notices/</a>

**Thank you.**





**LEEP DUAL ACADEMY  
CHARTER SCHOOL**

**FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020**

## LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL

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Tel: 212-576-1400  
Fax: 212-576-1414  
www.bdo.com

600 Third Avenue, 3rd Floor  
New York, NY 10016

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Trustees  
LEEP Dual Language Academy Charter School  
Brooklyn, New York

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of LEEP Dual Language Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of LEEP Dual Language Academy Charter School as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.



***Other Matter***

The financial statements of LEEP Dual Language Academy Charter School, which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses, and cash flows for the period from November 6, 2018 (date of inception) to June 30, 2020, and the related notes to the financial statements, were audited by MBAF CPAs, LLC ("MBAF"), whose partners and professional staff joined BDO USA, LLP as of January 16, 2021, and has subsequently ceased operations. MBAF expressed an unmodified opinion on those statements in their report dated October 22, 2020.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 29, 2021 on our consideration of LEEP Dual Language Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering LEEP Dual Language Academy Charter School's internal control over financial reporting and compliance.

*BDO USA, LLP*

New York, NY  
October 29, 2021

**LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL**  
**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30, 2021 AND 2020**

<b>ASSETS</b>	<b>2021</b>	<b>2020</b>
Cash	\$ 59,884	\$ 179,026
Cash - restricted	50,002	73,781
Grants and other receivables	83,421	211,452
Due from Friends of LEEP Dual Language Academy Charter School	121,391	-
Prepaid expenses and other assets	225,501	115,059
Property and equipment, net	<u>43,996,424</u>	<u>557,199</u>
	<b><u>\$ 44,536,623</u></b>	<b><u>\$ 1,136,517</u></b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 435,090	\$ 87,866
Accrued salaries and other payroll related expenses	135,454	82,314
Due to NYC Department of Education	1,630	3,426
Obligation under capital lease	44,688,820	90,193
Line of credit	-	305,226
Loan payable - Paycheck Protection Program	<u>-</u>	<u>422,665</u>
	<u>45,260,994</u>	<u>991,690</u>
<b>NET (DEFICIT) ASSETS</b>		
Net (deficit) assets - without donor restrictions	(729,371)	134,827
Net assets - with donor restrictions	<u>5,000</u>	<u>10,000</u>
	<u>(724,371)</u>	<u>144,827</u>
	<b><u>\$ 44,536,623</u></b>	<b><u>\$ 1,136,517</u></b>

See accompanying notes to the financial statements.

**LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2021 AND**  
**THE PERIOD FROM NOVEMBER 6, 2018 (INCEPTION) TO JUNE 30, 2020**

	<b>2021</b>	<b>2020</b>
<b>CHANGES IN NET (DEFICIT) ASSETS WITHOUT DONOR RESTRICTIONS</b>		
<b>OPERATING REVENUE WITHOUT DONOR RESTRICTIONS</b>		
State and local per pupil operating revenue	\$ 5,364,314	\$ 2,751,526
Government grants and contracts	231,007	919,306
	<u>5,595,321</u>	<u>3,670,832</u>
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>		
Satisfaction of program restrictions	<u>5,000</u>	<u>-</u>
<b>TOTAL REVENUES AND SUPPORT</b>	<u><b>5,600,321</b></u>	<u><b>3,670,832</b></u>
<b>EXPENSES</b>		
Program services		
General education	4,360,500	2,304,898
Special education	1,039,201	732,803
Management and general	<u>1,523,268</u>	<u>1,170,083</u>
	<u>6,922,969</u>	<u>4,207,784</u>
<b>DEFICIT FROM SCHOOL OPERATIONS</b>	<u><b>(1,322,648)</b></u>	<u><b>(536,952)</b></u>
<b>SUPPORT AND OTHER INCOME</b>		
Forgiveness of debt - Paycheck Protection Program	422,665	-
Contributions and other grants	35,743	669,376
Interest income	21	131
Other income	<u>21</u>	<u>2,272</u>
	<u>458,450</u>	<u>671,779</u>
<b>(DECREASE) INCREASE IN NET (DEFICIT) ASSETS WITHOUT DONOR RESTRICTIONS</b>	<u><b>(864,198)</b></u>	<u><b>134,827</b></u>
<b>CHANGES IN NET (DEFICIT) ASSETS WITH DONOR RESTRICTIONS</b>		
Grants	-	10,000
Net assets released from restrictions	<u>(5,000)</u>	<u>-</u>
<b>(DECREASE) INCREASE IN NET ASSETS WITH DONOR RESTRICTIONS</b>	<u><b>(5,000)</b></u>	<u><b>10,000</b></u>
<b>CHANGE IN NET (DEFICIT) ASSETS</b>	<b>(869,198)</b>	<b>144,827</b>
<b>NET ASSETS - BEGINNING OF PERIOD</b>	<u><b>144,827</b></u>	<u><b>-</b></u>
<b>NET (DEFICIT) ASSETS - END OF PERIOD</b>	<u><b>\$ (724,371)</b></u>	<u><b>\$ 144,827</b></u>

See accompanying notes to the financial statements.

**LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2021**

	No. of Positions	Program Services		Total	Supporting Services	
		General Education	Special Education		Management and General	2021
Personnel service costs						
Administrative staff personnel	10	\$ 262,438	\$ 51,941	\$ 314,379	\$ 417,682	\$ 732,061
Instructional personnel	25	1,386,350	449,997	1,836,347	73,451	1,909,798
Total salaries and staff	35	1,648,788	501,938	2,150,726	491,133	2,641,859
Fringe benefits and payroll taxes		282,422	55,896	338,318	101,695	440,013
Retirement benefits		12,996	2,572	15,568	4,680	20,248
Legal services		-	-	-	25,949	25,949
Audit services		-	-	-	34,642	34,642
Other purchased, professional, and consulting services		94,851	18,773	113,624	139,316	252,940
Repairs and maintenance		2,268	449	2,717	817	3,534
Insurance		21,450	4,245	25,695	7,724	33,419
Supplies and materials		259,476	51,925	311,401	-	311,401
Equipment and furnishings		25,247	4,997	30,244	9,091	39,335
Professional development		79,046	15,644	94,690	28,463	123,153
Student and staff recruitment		72,968	14,442	87,410	26,274	113,684
Information technology		56,643	11,211	67,854	20,396	88,250
Student services		46,174	9,139	55,313	-	55,313
Office expense		49,901	9,876	59,777	17,969	77,746
Travel and conferences		4,140	819	4,959	1,491	6,450
COVID-19 expenses		23,461	4,643	28,104	8,448	36,552
Depreciation and amortization		810,731	160,457	971,188	291,930	1,263,118
Interest		867,470	171,687	1,039,157	312,360	1,351,517
Other		2,468	488	2,956	890	3,846
		<b>\$ 4,360,500</b>	<b>\$ 1,039,201</b>	<b>\$ 5,399,701</b>	<b>\$ 1,523,268</b>	<b>\$ 6,922,969</b>

See accompanying notes to the financial statements.

**LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL**

**STATEMENT OF FUNCTIONAL EXPENSES**

FOR THE PERIOD FROM NOVEMBER 6, 2018 (INCEPTION) TO JUNE 30, 2020

	No. of Positions	Program Services			Total	Supporting Services	
		General Education	Special Education			Management and General	2020
Personnel service costs							
Administrative staff personnel	7	\$ 306,426	\$ 75,377	\$ 381,803	\$ 305,760	\$ 687,563	
Instructional personnel	19	741,403	346,641	1,088,044	78,358	1,166,402	
Total salaries and staff	26	1,047,829	422,018	1,469,847	384,118	1,853,965	
Fringe benefits and payroll taxes		197,363	48,549	245,912	105,404	351,316	
Retirement benefits		547	135	682	292	974	
Legal services		-	-	-	91,237	91,237	
Audit services		-	-	-	4,000	4,000	
Other purchased, professional, and consulting services		99,330	24,434	123,764	200,993	324,757	
Board expense		3,331	819	4,150	1,779	5,929	
Building rent		311,304	76,577	387,881	166,256	554,137	
Repairs and maintenance		68,696	16,898	85,594	36,688	122,282	
Insurance		33,011	8,120	41,131	17,630	58,761	
Utilities		16,342	4,020	20,362	8,728	29,090	
Supplies and materials		143,243	36,797	180,040	-	180,040	
Equipment and furnishings		15,503	3,814	19,317	8,280	27,597	
Professional development		19,553	4,810	24,363	10,443	34,806	
Student and staff recruitment		88,972	21,886	110,858	47,516	158,374	
Information technology		48,547	11,942	60,489	25,927	86,416	
Student services		97,500	23,984	121,484	-	121,484	
Office expense		25,470	6,265	31,735	13,603	45,338	
Travel and conferences		4,359	1,072	5,431	2,328	7,759	
COVID-19 expenses		8,338	2,051	10,389	4,453	14,842	
Depreciation and amortization		31,974	7,865	39,839	17,076	56,915	
Interest		28,985	7,130	36,115	15,480	51,595	
Other		14,701	3,617	18,318	7,852	26,170	
		<b>\$ 2,304,898</b>	<b>\$ 732,803</b>	<b>\$ 3,037,701</b>	<b>\$ 1,170,083</b>	<b>\$ 4,207,784</b>	

See accompanying notes to the financial statements.

**LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2021 AND**  
**THE PERIOD FROM NOVEMBER 6, 2018 (INCEPTION) TO JUNE 30, 2020**

	<b>2021</b>	<b>2020</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from operating revenue	\$ 5,600,165	\$ 3,462,806
Cash paid to employees and suppliers	(5,369,929)	(4,095,748)
Cash received from interest income	21	131
Other cash received	<u>35,764</u>	<u>681,648</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b><u>266,021</u></b>	<b><u>48,837</u></b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property and equipment	<u>(162,623)</u>	<u>(469,934)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from line of credit	-	605,236
Repayment of line of credit	(305,226)	(300,010)
Proceeds from Paycheck Protection Program loan	-	422,665
Payments on obligation under capital lease	<u>58,907</u>	<u>(53,987)</u>
<b>NET CASH (USED IN) PROVIDED BY FINANCING ACTIVITIES</b>	<b><u>(246,319)</u></b>	<b><u>673,904</u></b>
<b>NET (DECREASE) INCREASE IN CASH</b>	<b>(142,921)</b>	<b>252,807</b>
<b>CASH AND CASH - RESTRICTED - BEGINNING OF PERIOD</b>	<b><u>252,807</u></b>	<b><u>-</u></b>
<b>CASH AND CASH - RESTRICTED - END OF PERIOD</b>	<b><u>\$ 109,886</u></b>	<b><u>\$ 252,807</u></b>
 Reconciliation of change in net assets to net cash provided by operating activities:		
Change in net assets	\$ (869,198)	\$ 144,827
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	1,263,118	56,915
Forgiveness of debt	(422,665)	-
Changes in operating assets and liabilities:		
Grants and other receivables	128,031	(211,452)
Prepaid expenses and other assets	(110,442)	(115,059)
Accounts payable and accrued expenses	347,224	87,866
Accrued salaries and other payroll related expenses	53,140	82,314
Due from Friends of LEEP Dual Language Academy Charter School	(121,391)	-
Due to NYC Department of Education	<u>(1,796)</u>	<u>3,426</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b><u>\$ 266,021</u></b>	<b><u>\$ 48,837</u></b>
<b>SUPPLEMENTAL SCHEDULE OF NONCASH INVESTING AND FINANCING ACTIVITIES:</b>		
Building and equipment acquired by incurring capital lease obligations	<u>\$ 44,539,720</u>	<u>\$ 144,180</u>
<b>SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:</b>		
<b>Cash and Cash - Restricted Consists of:</b>		
Cash	\$ 59,884	\$ 179,026
Cash - restricted	<u>50,002</u>	<u>73,781</u>
	<b><u>\$ 109,886</u></b>	<b><u>\$ 252,807</u></b>
<b>Cash paid during the period for:</b>		
Interest	<u>\$ 19,635</u>	<u>\$ 51,595</u>

# LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL

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## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

### 1. NATURE OF THE ORGANIZATION

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LEEP Dual Language Academy Charter School (the "School") is a not-for-profit public charter school located in Sunset Park, Brooklyn, New York pursuant to Article 56 of the Educational Law of the State of New York. On November 6, 2018, the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. The School opened in the Fall of 2019 and currently operates classes for students in kindergarten and first grade. By the end of the 2020-21 school year, the School has expanded to second grade students.

The School is exempt from Federal income tax under Section 501(a) of the Internal Revenue Code ("IRC") as an organization described in Section 501(c)(3) of the IRC and a similar provision under New York State income tax laws. The School has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) of the IRC and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(ii) of the IRC. The School, located in Brooklyn, primarily educates children residing in District 15.

### 2. SIGNIFICANT ACCOUNTING POLICIES

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#### Financial Statement Presentation

The School's financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

The classification of the School's net assets and its support, revenues, and expenses is based on the existence or absence of donor-imposed restrictions. It requires that the amounts for each of the two classes of net assets – with donor restrictions or without donor restrictions – be displayed in a statement of financial position and that the amount of change in each of those classes of net assets be displayed in a statement of activities.

These classes are defined as follows:

Net Assets with Donor Restrictions consist of contributions and other inflows of assets whose use is subject to donor-imposed restrictions that are more specific than broad limits reflecting the nature of the not-for-profit entity, the environment in which it operates and the purposes specified in its articles of incorporation or bylaws or comparable documents. Donor-imposed restrictions may be temporary in nature, such as stipulating that resources may be used only after a specified date or limited to specific programs or services. Certain donor-imposed restrictions are perpetual in nature.

Net Assets without Donor Restrictions consist of contributions and other inflows of assets whose use is not subject to donor-imposed restrictions. This net asset category includes both contributions not subject to donor restrictions and exchange transactions, and are, therefore, available for general operations.

Net assets with donor restrictions consist of a time restricted grant to be used for school-specific management assistance needs totaling \$5,000 for the year ending June 30, 2022.

#### Cash – Restricted

An escrow account in the amount of \$50,002 and \$73,781 was held aside under the provisions of the School's charter to pay for legal and audit expenses that would be associated with a dissolution should it occur, as required by the New York State Education Department as of June 30, 2021 and 2020, respectively.

## LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

#### 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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##### **Grants and Other Receivables**

Grants and other receivables represent unconditional promises by government agencies and donors. Grants and other receivables that are expected to be collected within one year and are recorded at net realizable value are \$204,812 and \$211,452 at June 30, 2021 and 2020, respectively. The School has determined that no allowance for uncollectible accounts for grants and other receivables is necessary as of June 30, 2021 and 2020. Such estimate is based on management's assessments, the aged basis of its receivables, as well as current economic conditions.

##### **Contributions**

Transfers of cash or other assets or settlement of liabilities that are both voluntary and nonreciprocal are recognized as contributions.

Contributions may either be conditional or unconditional. A contribution is considered conditional when the donor imposes both a measurable barrier and a right of return. Conditional contributions are recognized as revenue on the date all donor-imposed barriers are overcome or explicitly waived by the donor. Barriers may include specific and measurable outcomes, limitations on the performance of an activity and other stipulations related to the contribution. A donor has a right of return of any assets transferred or a right of release of its obligation to transfer any assets in the event the School fails to overcome one or more barriers. Assets received before the barrier is overcome are accounted for as refundable advances.

Unconditional contributions may or may not be subject to donor-imposed restrictions. Donor-imposed restrictions limit the use of the donated assets as to time or purpose restrictions.

Contributions subject to donor restrictions are recognized in changes in net assets with donor restrictions. When a purpose restriction is satisfied or when a time restriction expires, the contribution is reported as net assets released from restrictions and is recognized in changes in net assets without donor restrictions in the statement of activities.

##### **Revenue Recognition**

###### Per-Pupil Revenue

The School recognizes revenues from per-pupil funding in the fiscal year in which the academic programs are provided. Per-pupil revenue is billed and received based on the total number of full-time equivalent ("FTE") students and the basic charter school tuition rate for the school district of residence of the students attending the School in any given fiscal year for general education and special education. The FTE is formula-driven and based on the number of days the student has been with the School as a proportion of the number of days in the entire school year (the calculation is done by using the New York State calculator online). The School's total student population includes general education and special education students. The School has determined that revenue from its students has the same performance obligations, types of contract, and services rendered. As a result, the student body is viewed as one customer base for revenue purposes. The School uses a portfolio approach to account for per-pupil contracts as a collective group rather than recognizing revenue on an individual-contract basis. The School believes that revenue recognized by utilizing the portfolio approach approximates the revenue that would have been recognized if an individual contract approach were used.

## LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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### Revenue Recognition (continued)

#### Per-Pupil Revenue (continued)

Per-pupil invoicing is managed on a bi-monthly basis to the funding source (local school district). Billing is a function of student enrollment for the upcoming fiscal year, which is the basis for the first two invoices per-pupil due June 1<sup>st</sup> and July 31<sup>st</sup>, which is a projection. Subsequent invoices are due bi-monthly. With the implementation of an automated-invoicing process through a dedicated website, the submission of each invoice is done online. After the year is complete, the School submits the FTE per-pupil reconciliation, listing every student who attended any part of the year, and the FTE each represents. Based on this final count, it calculates how much should have been paid to the School and included in the reconciliation will be any amounts due from the funding source included in grants and other receivables on the statement of financial position at year end, or any amounts payable to the funding source included as a liability on the statement of financial position at year end, as amounts are trued up to actual based on actual numbers submitted at year end.

Additional funding is also provided to support special education services. All students who are identified to need special education services or settings have an Individualized Education Program ("IEP"), formalized for his or her unique needs. Based on this IEP, the student is categorized into one of three levels of service: 0-20% service, 20-60% service, or 60% or more service required and provided by the School. For a student receiving less than 20% in services, no additional funding is received. For a student receiving services between 20% and 60% and 60% or more services of the school day, additional funding per FTE is received. Billing for this support is incorporated into the per-pupil invoices and is also settled in the same FTE per-pupil reconciliation process.

As the students receive the benefit of these services simultaneously as the School is providing them, the School recognizes per-pupil revenue from these services over time. The School believes that this method provides a reasonable depiction of the transfer of services over the term of the performance obligation based on the services needed to satisfy the obligation. Generally, performance obligations satisfied over time relate to students receiving academic or school services. The School measures the performance obligation from admission or enrollment into the School to the point when the student is discharged or the end of the school year where it is no longer required to provide services to the student, which is generally at the time of discharge or the completion of the school year. All of these services are bundled and considered a single-performance obligation, and as such, the School accounts for these bundled-performance obligations under state and local per pupil operating revenue in the statement of activities and recognizes the per-pupil revenue over time.

#### Government Grants

Revenue from federal, state, and local government grants and contracts is recognized by the School when qualifying expenditures are incurred and billable to the government, or when required services have been provided.

#### Contract Assets and Contract Liabilities

In accordance with Accounting Standards Codification ("ASC") 606, contract assets are to be recognized when an entity has the right to receive consideration in exchange for goods or services that have been transferred to a customer when that right is conditional on something other than the passage of time. The School does not recognize contract assets, as the right to receive consideration is unconditional in accordance with the passage of time criteria. Also, in accordance with ASC 606, contract liabilities are to be recognized when an entity is obligated to transfer goods or services for which consideration has already been received. The School does not receive consideration prior to the transfer of goods or services and, therefore, does not recognize contract liabilities.

#### **Contributions of Nonfinancial Assets**

The School may receive contributed services that are an integral part of its operations. Such services are only recorded as contributions of nonfinancial assets, at their fair value, provided the services received create or enhance nonfinancial assets, require specified skills provided by individuals possessing those skills, and typically need to be purchased, if not provided by donation.

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020

**2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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**Property and Equipment**

Property and equipment are stated at cost and are depreciated on the straight-line method over the estimated useful lives of the assets. Leasehold improvements are amortized over the lesser of the useful life of the asset or the lease term. The School has established a \$3,000 threshold above which assets are evaluated to be capitalized. Property and equipment acquired with certain government contract funds is recorded as an expense pursuant to the terms of the contract in which the government funding source retains ownership of the property. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized, based on the established threshold.

**Impairment**

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were recognized for the periods ended June 30, 2021 and 2020.

**Advertising**

The School expenses advertising costs as incurred. The School incurred \$113,684 and \$158,374 of advertising costs for the year ended June 30, 2021 and the period from November 6, 2018 (inception) to June 30, 2020, respectively, which is included in the accompanying statement of functional expenses under student and staff recruitment.

**Functional Allocation of Expenses**

The costs of providing programs and other activities have been summarized on a functional basis and by natural classification in the accompanying statement of activities. Accordingly, certain costs have been allocated among the respective programs and activities according to the functional categories, as follows:

Program Services – This category represents expenses related to general education and special education for certain students requiring additional attention and guidance. These costs are allocated based on the FTE allocation method.

Management and General – This category represents expenses related to the overall administration and operation of the School that are not specific to any program services or development. These costs are allocated based on the FTE allocation method.

**Estimates**

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Reclassifications**

Certain accounts in the June 30, 2020 financial statements have been reclassified to conform to the June 30, 2021 presentation. These reclassifications had no effect on net income or net assets.

**Subsequent Events**

The School has evaluated events through October 29, 2021, which is the date the financial statements were available to be issued.

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020

**2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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**Income Taxes**

The School is exempt from federal, state and local income taxes under Section 501(c)(3) of the Internal Revenue Code (the "IRC") and, therefore, has made no provision for income taxes in the accompanying financial statements. In addition, the School has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the IRC. There was no unrelated business income for the year ended June 30, 2021.

Under U.S. GAAP, an organization must recognize the tax benefit associate with tax positions taken for tax-return purposes when it is more likely than not that the position will not be sustained upon examination by a taxing authority. The School does not believe it has taken any material uncertain tax positions and, accordingly, it has not recorded any liability for unrecognized tax benefits. The School is subject to routine audits by a taxing authority. As of June 30, 2021, the School was not subject to any examination by a taxing authority.

**Adopted Accounting Pronouncement**

Revenue from Contracts with Customers (Topic 606)

During the year ended June 30, 2021, the School adopted Accounting Standards Update ("ASU") 2014-09, *Revenue from Contracts with Customers* (Topic 606), as of July 1, 2020 using the modified-retrospective approach. This guidance requires an entity to recognize revenue to depict the transfer of promised goods and services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for these goods or services. The School's revenue is derived primarily from per-pupil revenue for services provided to students. Per-pupil revenues are recognized as revenue over the course of the academic school year or program for which it is earned. The adoption of ASU 2014-09 did not result in a material change to the timing of when revenue is recognized.

**Recent Accounting Pronouncements**

Lease Accounting

In February 2016, the Financial Accounting Standards Board ("FASB") issued ASU 2016-02, *Leases*, which will require lessees to recognize a lease liability, which is a lessee's obligation to make lease payments arising from a lease, measured on a discounted basis; and a right-of-use asset, which is an asset that represents the lessee's right to use, or control the use of, a specified asset for the lease term. The standard is effective for non-public business entities for fiscal years beginning after December 15, 2021. Th School is currently evaluating the impact of the adoption of ASU 2016-02.

Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets

In September 2020, the FASB issued ASU 2020-07, *Presentation and Disclosures by Not-For-Profit Entities for Contributed Nonfinancial Assets* (Topic 958). The update requires not-for-profits to present contributed nonfinancial assets as a separate line item on the statement of activities, and to disclose information regarding each type of contributed nonfinancial assets. The update is effective for financial statements issued for fiscal years beginning after June 15, 2021, and interim periods within fiscal years beginning after June 15, 2022, with early application permitted. The School is currently evaluating the impact of the adoption of ASU 2020-07.

**LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL**

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**NOTES TO FINANCIAL STATEMENTS**  
JUNE 30, 2021 AND 2020

**3. LIQUIDITY AND AVAILABILITY OF RESOURCES**

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The School maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities and other obligations come due. The School's management meets monthly to address projected cash flows to meet its operational expenditures. The School's financial assets available within one year of the statement of financial position date for general expenditures are as follows:

	2021	2020
Cash	\$ 59,884	\$ 179,026
Cash - restricted	50,002	73,781
Grants and other receivables	83,421	211,452
Due from Friends of LEEP Dual Language Academy Charter School	121,391	-
Total financial assets	314,698	464,259
Less amounts unavailable for general expenditures within one year due to:		
Restricted by contract	(50,002)	(73,781)
Restricted by time	-	(5,000)
Total financial assets available to management for general expenditures within one year	\$ 264,696	\$ 385,478

**4. RELATED PARTY TRANSACTIONS**

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Friends of LEEP Dual Language Academy Charter School ("Friends of LEEP") is a not-for-profit organization dedicated to providing assistance to charter schools and other forms of alternative education including, but not limited to, LEEP Dual Language Academy Charter School. During the year ended June 30, 2020, the School entered into a sub-lease agreement with Friends of LEEP (see Note 10). In the event Friends of LEEP defaults on rental payments, the School is held liable for any unpaid balance.

The balance due from Friends of LEEP at June 30, 2021 amounted to \$121,391, which is comprised of reimbursements for utilities, leasehold improvements, and custodial services, offset by rental payments, and is included in due from Friends of LEEP in the statements of financial position.

**LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL**

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NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020

**5. PROPERTY AND EQUIPMENT**

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Property and equipment consist of the following as of June 30:

	2021	2020	Estimated Useful Lives
Furniture, fixtures, and equipment	\$ 82,343	\$ 15,605	7 years
Computers & software	82,636	25,481	3 years
Capital leases - computer, equipment and furniture	287,849	144,180	3 - 4 years
School building	44,396,051	-	39 years
			Lesser of the useful life of the asset or the lease term
Leasehold improvements	467,578	428,848	
	45,316,457	614,114	
Less: accumulated depreciation and amortization	(1,320,033)	(56,915)	
	<b>\$ 43,996,424</b>	<b>\$ 557,199</b>	

Depreciation and amortization expense for the year ended June 30, 2021 and the period from November 6, 2018 (inception) to June 30, 2020 was \$1,263,118 and \$56,915, respectively.

**6. LOAN PAYABLE - PAYCHECK PROTECTION PROGRAM**

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On April 17, 2020, the School received a loan in the amount of \$422,665 through the Paycheck Protection Program of the 2020 CARES Act ("PPP") administered by the Small Business Administration. The loan is due on April 17, 2022, and bears interest at 0.98 percent. Monthly payments of principal and interest is to commence on April 12, 2021. The School may prepay the loan at any time prior to maturity with no prepayment penalties. Funds from the loan may only be used for certain purposes, including payroll, benefits, rent, and utilities. Under the terms of the PPP, all or a portion of the loan may be forgiven based on certain requirements being met. The loan was fully forgiven on January 27, 2021 by the Small Business Administration.

**7. LINE OF CREDIT**

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In February 2019, the School entered into a line of credit agreement with Raza Development Fund, Inc. ("Raza") for \$325,000. In June 2019, the line of credit was increased to \$724,000 and set to expire on September 1, 2020. The line of credit was used to bridge the School's Charter School Program Grant ("CSP Grant") for start-up expenses, including administrative salaries and benefits, purchased services, supplies and materials.

Interest only was payable monthly at a fixed rate per annum of 7.50%. Any amount received from the CSP Grant were to be applied to the outstanding balance of the line of credit within five days of receipt or the expiration date, whichever occurs first. The line of credit was fully repaid during the year ended June 30, 2021.

Interest expense related to the line of credit amounted to \$4,759 and \$43,159 for the year ended June 30, 2021 and the period from November 6, 2018 (inception) to June 30, 2020, respectively, and is included in the accompanying statement of functional expenses under interest expense.

## LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

#### 8. RISK MANAGEMENT

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- A. The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to help protect itself from such risks. The School also intends to defend its positions on these matters. As of June 30, 2021, there are no matters for which the School believes the ultimate outcome would have a material adverse effect on the School's financial position.
- B. The School entered into contractual relationships with certain governmental funding sources. The governmental agencies may request return of funds as a result of noncompliance by the School, as well as additional funds for the use of facilities. The accompanying financial statements make no provision for the possible disallowance or refund. The School is of the opinion that such cost disallowances, if any, will not have a material effect in the School's financial statements.
- C. On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act ("CARES") was signed into law in response to the coronavirus (COVID-19) pandemic. The CARES Act includes many measures to provide relief to companies and organizations. Under the CARES Act, the Local Education Agencies ("LEAs") received funds from the Elementary and Secondary School Emergency Relief ("ESSER") fund to provide equitable services to students and teachers in non-public schools. The School was granted funds to defray the COVID-19 outbreak costs under the aforementioned ESSER fund during the year ended June 30, 2021.

#### 9. CONCENTRATIONS

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Financial instruments that potentially subject the School to a concentration of credit risk include cash accounts at a major financial institution that, at times, exceeded the Federal Deposit Insurance Corporation insured limit of \$250,000.

The School received approximately 89% and 63% of its total revenue from per pupil funding from the NYCDOE during the year ended June 30, 2021 and the period from November 6, 2018 (inception) to June 30, 2020, respectively.

The School's grants and other receivables consist of three major grantors accounting for approximately 86% and 84% at June 30, 2021 and 2020, respectively.

The School's payables consist of two and three major vendors accounting for approximately 34% and 64% at June 30, 2021 and 2020, respectively.

#### 10. COMMITMENTS

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On July 1, 2020, the School entered into a sublease agreement with Friends of LEEP, a related party of the school, that is classified as a capital lease from July 1, 2020 to June 30, 2050 for the premises at 5323 5th Avenue, 2nd Floor, Brooklyn, NY 11220. The future minimum lease payment schedule includes amounts the School is liable to Friends of LEEP.

There were no rent expense and occupancy costs for the year ended June 30, 2021. Rent expense and occupancy costs for the period from November 6, 2018 (inception) to June 30, 2020 was \$554,137, which is included in the accompanying statement of functional expenses under building rent.

**LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL**

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NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020

**10. COMMITMENTS (CONTINUED)**

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The School leases computers, furniture, fixtures, and equipment under an agreement that is classified as a capital lease. The cost of assets under capital leases is included in the accompanying statement of financial position as property and equipment and was \$287,849 and \$144,180 at June 30, 2021 and 2020, respectively. Accumulated amortization of the leased assets for the year ended June 30, 2021 and the period from November 6, 2018 (inception) to June 30, 2020 was \$100,860 and \$30,212, respectively. Amortization of assets under capital leases for the year ended June 30, 2021 and the period from November 6, 2018 (inception) to June 30, 2020 was \$70,648 and \$30,212, respectively and is included in depreciation expense.

The future minimum lease payments required under the capital leases and the present value of the net minimum lease payments as of June 30, 2021 are as follows:

<u>June 30,</u>	
2022	\$ 1,664,617
2023	1,719,989
2024	1,700,087
2025	1,744,061
2026	1,924,796
Thereafter	<u>62,209,379</u>
Total minimum lease payments	70,962,929
Less: interest expense	<u>(26,274,109)</u>
	<b><u>\$ 44,688,820</u></b>



Tel: 212-576-1400  
Fax: 212-576-1414  
www.bdo.com

600 Third Avenue, 3rd Floor  
New York, NY 10016

**Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards**

To the Board of Trustees  
LEEP Dual Language Academy Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of LEEP Dual Language Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated October 29, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*BDO USA, LLP*

New York, NY  
October 29, 2021

LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL

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SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021

1. SUMMARY OF AUDITOR'S RESULTS

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**Financial Statements**

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with generally accepted accounting principles:

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?
- Significant deficiency(ies) identified?

- |                              |   |
|------------------------------|---|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No            |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> None reported |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No            |

Noncompliance material to financial statements

2. FINANCIAL STATEMENT FINDINGS

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There were no findings related to the financial statements that are required to be reported in accordance with generally accepted government auditing standards.



JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218 - 2051

May 29, 2021 through June 30, 2021

Account Number: [REDACTED]

**CUSTOMER SERVICE INFORMATION**

Web site: [www.Chase.com](http://www.Chase.com)  
Service Center: **1-877-425-8100**  
Deaf and Hard of Hearing: 1-800-242-7383  
Para Espanol: 1-888-622-4273  
International Calls: 1-713-262-1679

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LEEP DUAL LANGUAGE ACADEMY CHARTER  
SCHOOL  
5323 5TH AVE FL 2  
BROOKLYN NY 11220

**SAVINGS SUMMARY**

Chase Business Premier Savings

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$50,800.76</b>
Deposits and Additions	2	49,201.21
Electronic Withdrawals	1	-50,000.00
<b>Ending Balance</b>	<b>3</b>	<b>\$50,001.97</b>
Annual Percentage Yield Earned This Period		0.03%
Interest Paid This Period		\$1.21
Interest Paid Year-to-Date		\$9.43

Your monthly service fee was waived because you maintained an average savings balance of \$25,000 or more during the statement period.

**TRANSACTION DETAIL**

DATE	DESCRIPTION	AMOUNT	BALANCE
	<b>Beginning Balance</b>		<b>\$50,800.76</b>
06/25	06/25 Online Transfer To Chk ...7153 Transaction#: [REDACTED]	-50,000.00	800.76
06/29	Online Transfer From Chk ...7153 Transaction#: [REDACTED]	<b>49,200.00</b>	50,000.76
06/30	Interest Payment	<b>1.21</b>	50,001.97
	<b>Ending Balance</b>		<b>\$50,001.97</b>

30 deposited items are provided with your account each month. There is a \$0.40 fee for each additional deposited item.



May 29, 2021 through June 30, 2021

Account Number: [REDACTED]

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**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC



5323 Fifth 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 / University of the State of New York*

October 29, 2021

BDO USA, LLP  
600 Third Avenue Third Floor,  
New York, NY 10016

Ladies and gentlemen:

We are providing this letter in connection with your audit the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, changes in net assets, and cash flows of LEEP Dual Language Academy Charter School (the "School") in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the preparation and fair presentation in the financial statements of financial position, changes in net assets, and cash flows in conformity with accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of the date of this representation letter, as entered on the first page, the following representations made to you during your audit:

- (1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 28, 2021, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- (2) We have fulfilled our responsibility, as set out in the terms of the aforementioned audit engagement letter, for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- (3) The financial statements include all assets and liabilities under the entity's control.
- (4) We have made available to you:

- (a) All financial records, and related data, including the names of all related parties and all relationships and transactions with related parties, as agreed upon in the terms of the aforementioned audit engagement letter.
  - (b) All additional information that you have requested from us for the purpose of the audit.
  - (c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - (d) Minutes of the meetings of directors and committees of directors that were held from (beginning of the period under audit) to the date of this letter, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- (5) There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices.
- (6) There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. The financial statement misstatements relating to accounts and disclosures identified and discussed with us in the course of the audit that are included in the attached schedule of corrected misstatements, have been corrected. We have evaluated the propriety of the corrected misstatements based on a review of both the applicable authoritative literature and the underlying supporting evidence from our files and confirm our responsibility for the decision to correct them.
- (7) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud or noncompliance. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud or noncompliance. We have no knowledge of any:
- (a) Fraud or suspected fraud involving management or involving employees who have significant roles in internal control, whether or not perceived to have a material effect on the financial statements.
  - (b) Fraud or suspected fraud involving others where the fraud could have a material effect on the financial statements.
  - (c) Allegations of fraud or suspected fraud affecting the School received in communications from employees, former employees, regulatory agencies, grantors, law firms, predecessor accounting firms, or others.
  - (d) Instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse, whose effects, both quantitatively and qualitatively, should be considered when preparing the financial statements.
- (8) We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.

- (9) The following, where applicable and material, have been properly recorded or disclosed in the financial statements:
- (a) The identity of all related parties and all related party relationships and transactions of which we are aware (e.g., transactions with unconsolidated subsidiaries; affiliates under common control with the entity or that are directly or indirectly controlled by the entity; directors, management, and members of their immediate families), including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
  - (b) Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements.
  - (c) All derivative instruments and any embedded derivative instruments that require bifurcation, in accordance with FASB ASC 815, *Derivatives and Hedging*.
  - (d) Guarantees, whether written or oral, under which LEEP Dual Language Academy Charter School is contingently liable.
  - (e) Significant estimates and material concentrations known to management that are required to be disclosed in accordance with FASB ASC 275-10, *Risk and Uncertainties - Overall*. In that regard, all accounting estimates that could be material to the financial statements, including key factors and significant assumptions underlying those estimates, have been identified, and we believe the estimates are reasonable in the circumstances. The methods, significant assumptions, and the data used in making the accounting estimates and the related disclosures are appropriate to achieve recognition, measurement, and disclosure that is in accordance with accounting principles generally accepted in the United States of America (other comprehensive basis of accounting). (Significant estimates are estimates at the statement of financial position (balance sheet) date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.).
  - (f) The effects of all known actual or possible litigation, claims, and other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB ASC 450, *Contingencies*, including:
    - Pending or anticipated tax assessments or refunds, other potential or pending claims, lawsuits by or against any branch of government or others;
    - Written or oral guarantees, endorsements, or unused letters of credit;
    - Unusual warranties or guarantees; or

- Labor claims or negotiations.

FASB ASC 450-20, *Loss Contingencies*, requires loss contingencies to be accrued if it is probable an asset has been impaired or a liability incurred at the statement of financial position date and the amount of loss can be reasonably estimated. Such contingencies must be disclosed, but may not be accrued, if the loss is reasonably possible (but not probable) or the loss is probable but the amount of loss cannot be reasonably estimated.

(g) Commitments, such as:

- Major fixed asset purchase agreements;
- More-than-one-year employment arrangements or contracts with suppliers or customers, or one-year-or-longer term leases;
- Deferred compensation, bonuses, pension and profit-sharing plans, or severance pay; or
- Pending sale or merger of all or a portion of the business or of an interest therein or acquisition of all or a portion of the business, assets or securities of another entity;

(h) Joint ventures or other participations, the detailed transactions of which are not carried on our books.

(i) Foreign currency transaction gains or losses, as well as translation of foreign currency financial statements.

(10) There are no:

- (a) Violations or possible violations of laws or regulations and provisions of contracts and grant agreements (including the failure to file reports required by regulatory bodies (e.g., EPA, OCC, FDIC, DOL, Medicare, U.S. Customs Service, HIPAA, IRS, Dept. of Commerce, state and municipal authorities) when the effects of failing to file could be material to the financial statements) whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
- (b) Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with FASB ASC 450.
- (c) Side agreements or other arrangements (either written or oral) that have not been disclosed to you.

- (d) Designation of net assets disclosed to you that were not properly authorized and approved, or reclassifications of net assets that have not been properly reflected in the financial statements.
- (11) Receivables recorded in the financial statements represent valid claims against debtors or grantors for sales, contributions, pledges, or other charges arising on or before the statement of financial position date and have been appropriately reduced to their estimated net realizable value.
- (12) During the fiscal year ended June 30, 2021, the NYCDOE owed the School Per Pupil, Title I, Title II, Title IV, CSP, and ESSER grant funds totaling \$78,514.
- (13) With regard to items reported at fair value: (a) the underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action, (b) the measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied, (c) the disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP and (d) there are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
- (14) LEEP Dual Language Academy Charter School has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- (15) We have complied with all aspects of grant agreements and other contractual agreements, including debt covenants, that would have a material effect on the financial statements in the event of noncompliance.
- (16) No discussions have taken place with your firm's personnel regarding employment with LEEP Dual Language Academy Charter School.
- (17) LEEP Dual Language Academy Charter School is an exempt organization under Section 501(c)(3) of the Internal Revenue Code as evidenced by determination letter dated June 6, 2008. Any activities of which we are aware that would jeopardize our tax-exempt status, all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- (18) We have complied with all restrictions on resources, including donor restrictions, and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.
- (19) Net assets with donor restrictions of LEEP Dual Language Academy Charter School at June 30, 2021 consist of \$5,000.

- (20) The basis used for the allocation of functional expenses is reasonable, and is in compliance with the provisions of ASU 2016-14.
- (21) As part of your audit, you assisted with the preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonattest/nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for the financial statements and related notes.
- (22) We are responsible for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to us and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- (23) Expenditures of federal awards were below the \$750,000 threshold in the audit period for the year ended June 30, 2021, and we were not required to be audited in accordance with the Uniform Guidance.
- (24) There have been no known or suspected breaches of sensitive information (e.g., personnel files) caused by cyber-attack or other means, or other cybersecurity incidents, where the breach or other incidents could have a material effect on the financial statements.
- (25) In conjunction with your audit of the financial statements of LEEP Dual Language Academy Charter School as of June 30, 2021 for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of LEEP Dual Language Academy Charter School in conformity with accounting principles generally accepted in the United States of America, we confirm, to the best of our knowledge and belief, as of the date of this representation letter, the following representations made to you during our audit:
- To the extent our normal procedures and controls related to our financial close or other reporting processes at any of our locations were adversely impacted by the COVID-19 outbreak, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
  - Other than as disclosed in note 8 to the financial statements, no other impacts from COVID-19 outbreak are necessary to be reflected in those financial statements.
  - Disclosures included in the financial statements regarding relevant significant business,

financial, and reporting impacts of the COVID-19 outbreak accurately reflect management's full consideration of such impacts.

- (26) In connection with any electronic presentation of the financial statements and your audit report thereon on our web site, we acknowledge that:
- We are responsible for the preparation, presentation, and content of the financial statements in the electronic format.
  - If your audit report is presented on our web site, the full financial statements upon which you reported and to which you appended your signed report will be presented.
  - We will clearly indicate in the electronic presentation on our web site the financial information that is subject to your audit report. We will clearly differentiate any information that may also be presented by us on or in connection with our web site that was contained in the published version of the financial statements and other supplementary information, but which is not part of the audited financial statements or other financial information covered by your audit report.
  - We have assessed the security over financial statement information and the audit report presented on our web site, and are satisfied that procedures in place are adequate to ensure the integrity of the information provided. We understand the risk of potential misrepresentation inherent in publishing financial information on our web site through internal failure or external manipulation.
  - If the electronic financial statements are generally made available to the public on our web site, we will include a notification to the reader that such financial statements are presented for convenience and information purposes only, and while reasonable efforts have been made to ensure the integrity of such information, they should not be relied on. A copy of the printed financial statements will be provided on request.
- (27) The accounting policies reflected in the opening balances have been consistently applied in the current period's financial statements.
- (28) We have fully disclosed to you all terms of contracts with customers that affect the amount and timing of revenue recognized in the financial statements, including delivery terms, rights of return or price adjustments, side agreements, implicit provisions, unstated customary business practices, and all warranty provisions.

(29) We are aware that Marc Taub is the engagement partner and is responsible for supervising the engagement and signing the report.

To the best of our knowledge and belief, no events, have occurred subsequent to the statement of financial position date and through the date of this representation letter, as entered on the first page, that would require adjustment to or disclosure in the aforementioned financial statements (except as follows:).

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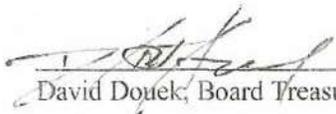
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NONE  
MK dhd

Very truly yours,



Michael Regnier, Interim Executive Director



David Douek, Board Treasurer

10/29/2021

**2020 All Tax Type Returns Found in Account 702V  
( Fed: All Statuses(excluding Ready to Send) ; State: All Statuses(excluding Ready to Send))**

**Total Record Count: 1**

**Report Date: 07/29/2021**

\*\*\* - Federal Only

\*\* - This indicator is an acknowledgement that the jurisdiction has received direct debit information. Please note that not all jurisdictions send this acknowledgement.

Locator	Tax Type	Taxpayer Name	Client Code	Alerts	Juris Abbr.	Juris Description	E-File Status	Federal Service Center	Date Sent	Date Ack	Submission ID	DCN	Debts***	PIN***	EIC***	Direct Debit Ack Rec'd**	Direct Debit or Direct Deposit	Debit or Deposit Amount	Create Date	Preparer	Manager	User ID
4101RX	990	LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL	0411558	N	FED	Federal Extension	Accepted		07/29/20 21 04:25:00 PM	07/29/20 21 04:59:00 PM	2630892 0212105 000051								07/29/20 21 04:19:00 PM			MATYE DL [031]
				N	FED	Federal Extension	Accepted		07/29/20 21 04:25:00 PM	07/29/20 21 04:59:00 PM	2630892 0212105 000048								07/29/20 21 04:19:25 PM			MATYE DL [031]



# Application for Automatic Extension of Time To File an Exempt Organization Return

▶ **File a separate application for each return.**  
▶ **Go to [www.irs.gov/Form8868](http://www.irs.gov/Form8868) for the latest information.**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits).

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

<b>Type or print</b>  File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions.  LEEP DUAL LANGUAGE ACADMEY CHARTER SCHOOL	Taxpayer identification number (TIN)  [REDACTED]
	Number, street, and room or suite no. If a P.O. box, see instructions. 5323 5TH AVENUE	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. BROOKLYN, NY 11220	

Enter the Return Code for the return that this application is for (file a separate application for each return) . . . . . 07

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

THE ORGANIZATION  
• The books are in the care of ▶ 5323 5TH AVENUE BROOKLYN NY 11220

Telephone No. ▶ 917 819-5337 Fax No. ▶

- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) . . . . . . If this is for the whole group, check this box  . If it is for part of the group, check this box  and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until 05/16, 2022, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ▶  calendar year 20\_\_ or
- ▶  tax year beginning 07/01, 2020, and ending 06/30, 2021.

2 If the tax year entered in line 1 is for less than 12 months, check reason:  Initial return  Final return  Change in accounting period

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	0.
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$	0.
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	0.

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

For Privacy Act and Paperwork Reduction Act Notice, see instructions.

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name: David Douek**

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Treasurer**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Treasurer**

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>None  <i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><b>None</b></p> <p><i>Please write “None” if applicable. Do not leave this space blank.</i></p>				

DocuSigned by:  
  
C735CAECC4E3543Z

Signature

7/22/2021

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name: Emily Fernandez**

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Trustee**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Treasurer**

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>None  <i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><b>None</b></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

  
 Signature

7/22/2021  
 Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name: Magdalena Varela-Hand**

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Trustee**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Treasurer**

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>None  <i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><b>None</b></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

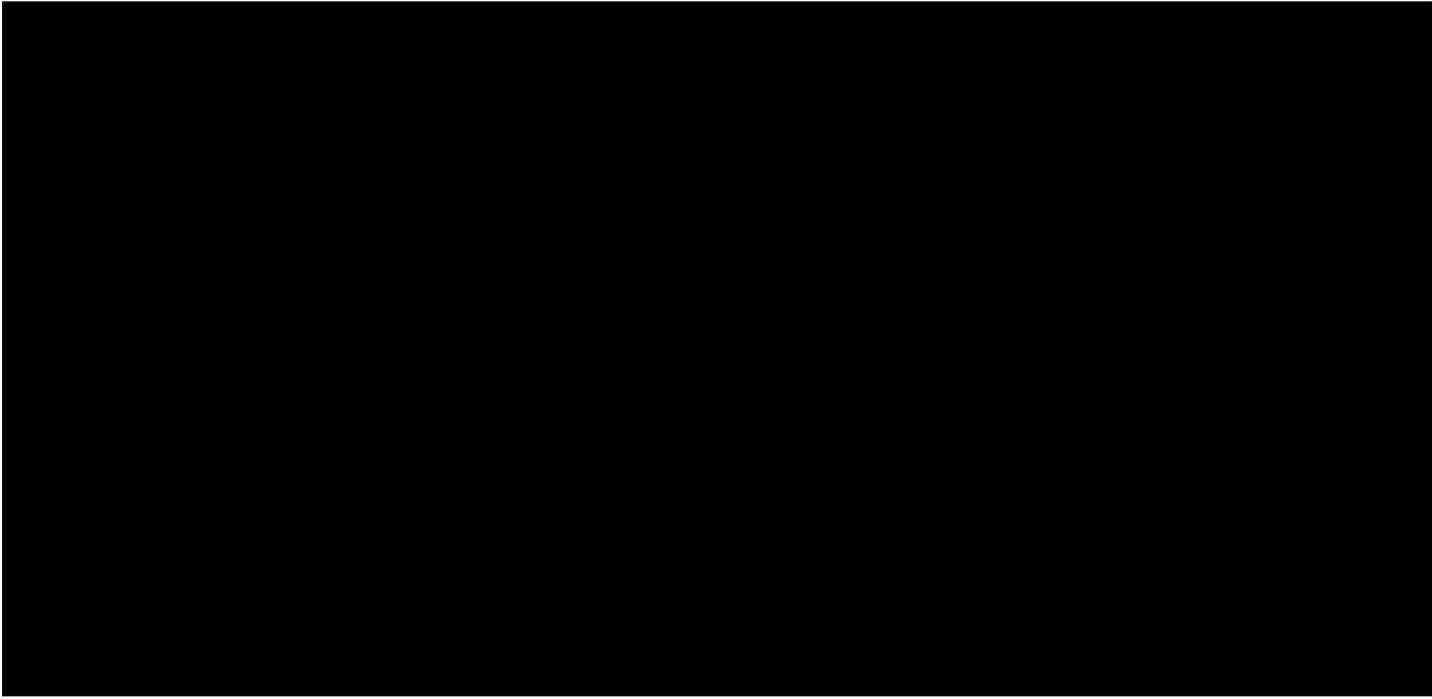
*Magdalena Varela-Hand*

Signature

7/22/2021

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name: Majo McCorkindale**

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Trustee, Parent Rep**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Trustee, Parent Rep**

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

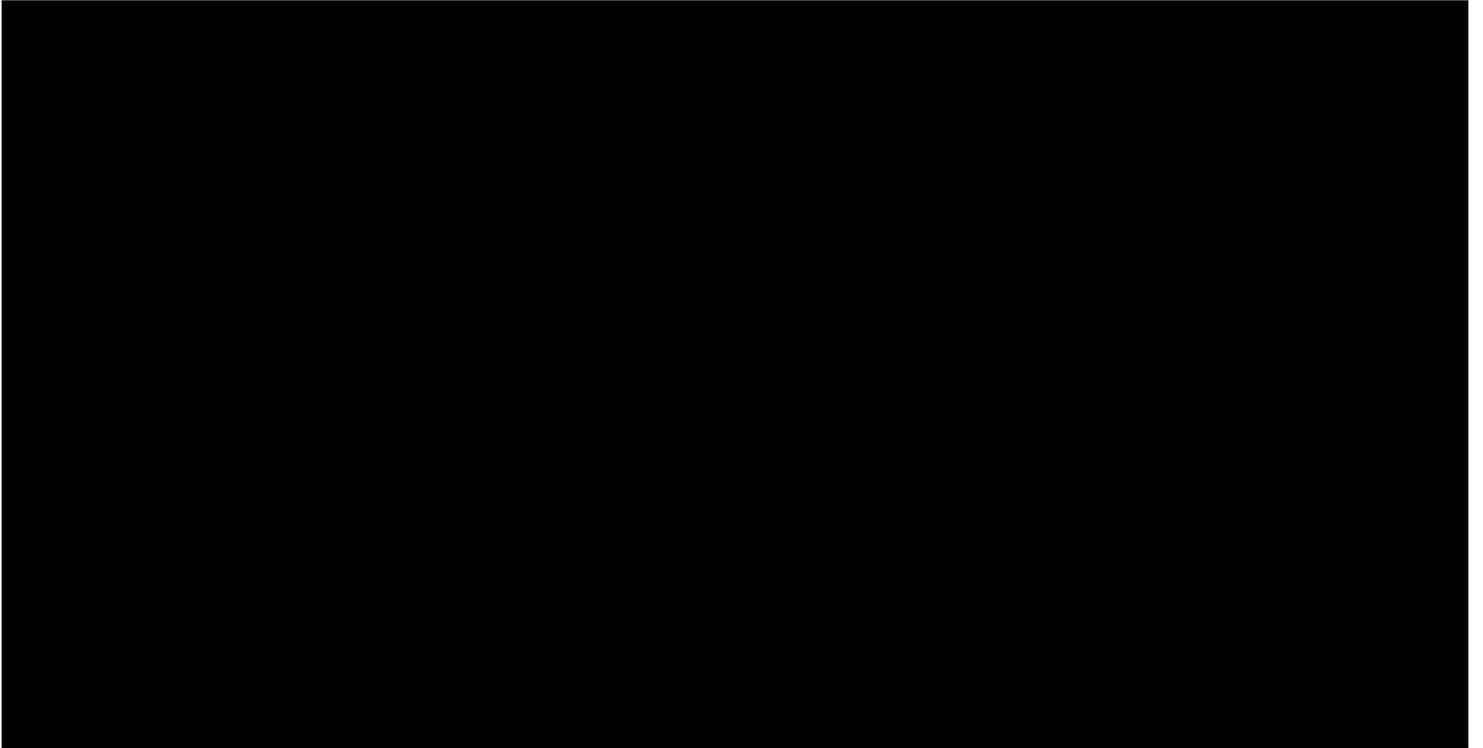
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>None  <i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><b>None</b></p> <p><i>Please write “None” if applicable. Do not leave this space blank.</i></p>				

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 Signature Date

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**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name: Gabrielle Mosquera**

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Chair**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Chair**

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>None  <i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><b>None</b></p> <p><i>Please write “None” if applicable. Do not leave this space blank.</i></p>				

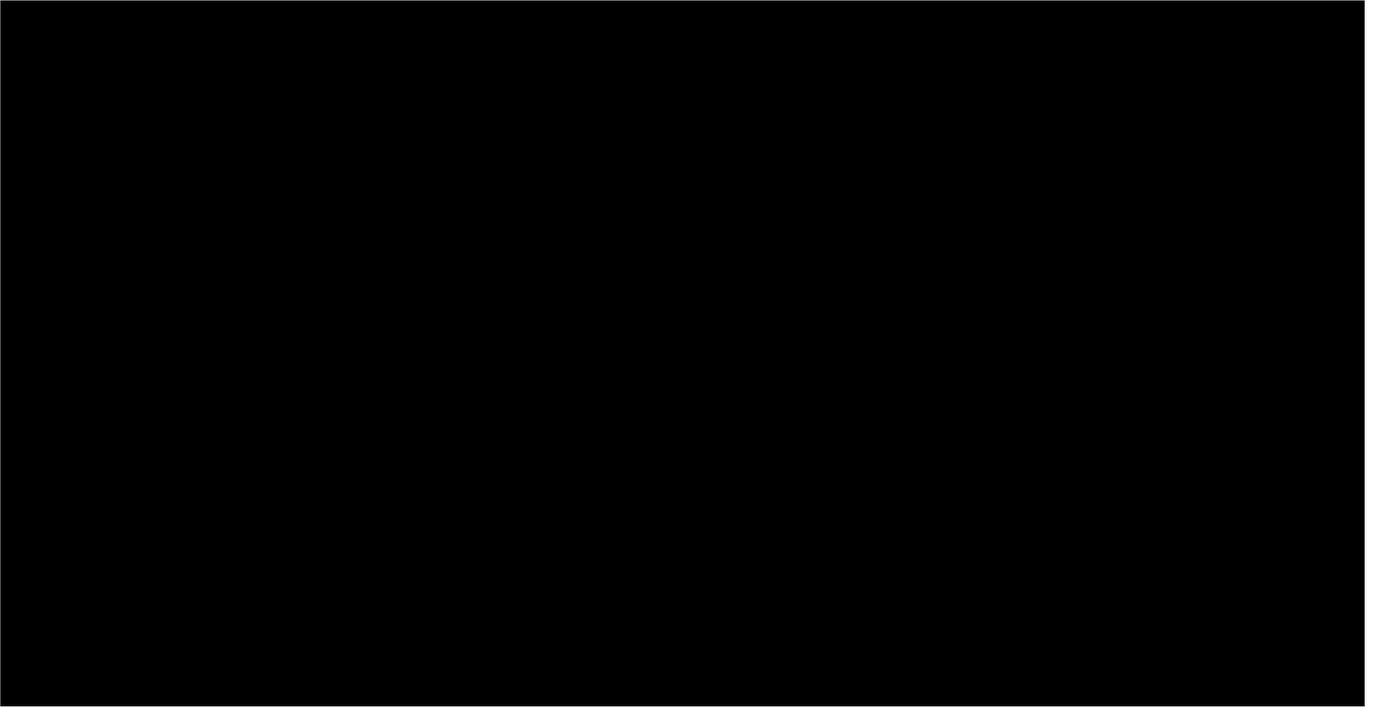
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Signature

7/22/2021

Date

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**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

Name:

*Charles Sahn*

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

*LEEP Dual Language Academy*

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

*Board Secretary*

2. Are you an employee of any school operated by the education corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

*No.*

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

*No.*

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

*No.*

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

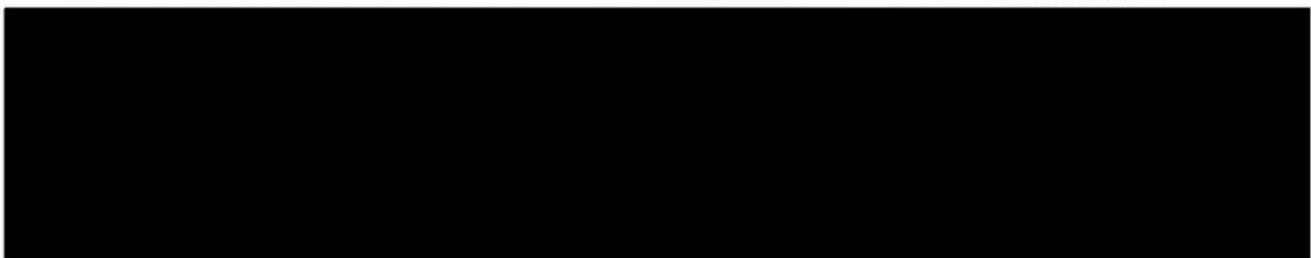
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

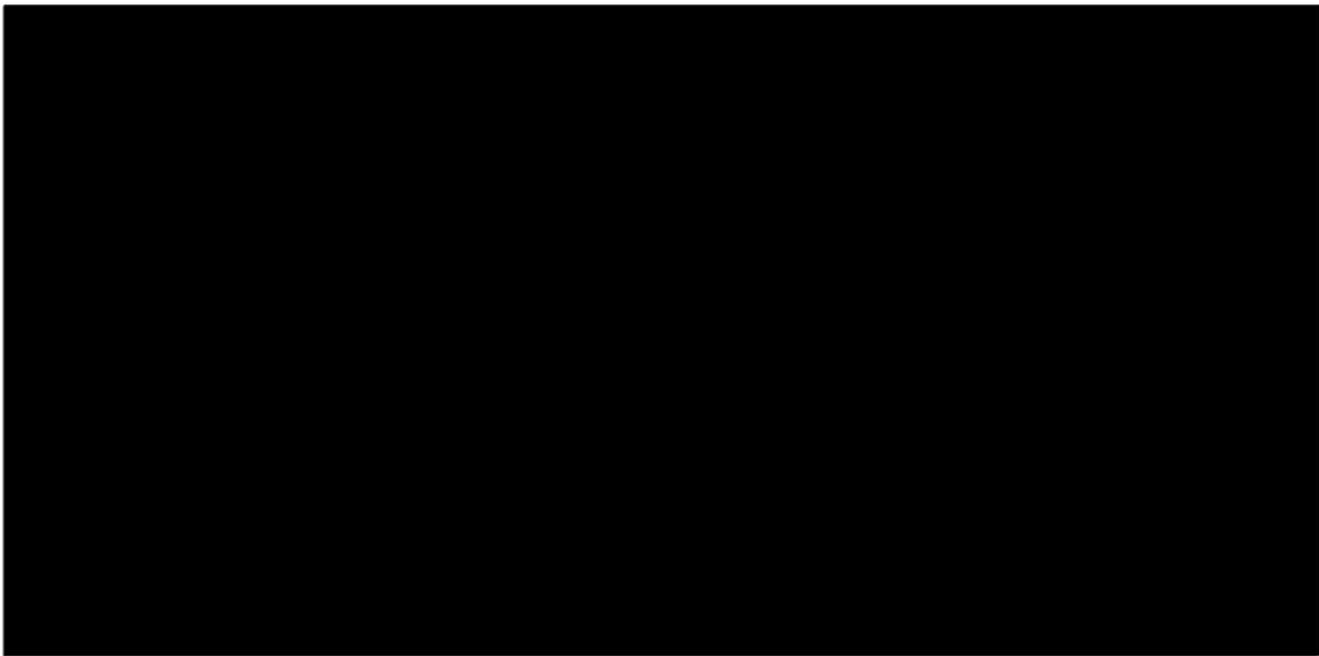
Please write "None" if applicable. Do not leave this space blank.

  
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 Date

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## **LEEP Dual Language Academy Charter School**

### **MEETING MINUTES**

#### **Meeting of the Board of Trustees**

**July 21, 2020, 6:00PM**

#### **VIA VIDEOCONFERENCE**

**Trustees in attendance:** Gabrielle Mosquera, Melissa Jarvis-Cedeno, Joaquin Matias, David Douek, Charles Sahn, Majo McCorkindale, Magdalena Varela-Hand

**Trustees absent:** None

**Employees in attendance:** Roberto Gutierrez, Michael Regnier, Delines Rodriguez, Mayra Torres

**Guest in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions, prospective board member Emily Hernandez

Due public notice was provided. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

#### **Call to Order**

Ms. Mosquera called the meeting to order at 6:05pm.

#### **Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda with a change in sequencing. Ms. Jarvis-Cedeno seconded the motion. The motion carried.

#### **Approval of June Minutes**

Ms. Mosquera moved to approve the Minutes of the board's June 16 meeting as drafted. Ms. McCorkindale seconded the motion. The motion carried.

#### **Executive Director's Report**

Mr. Gutierrez shared updates including the completion of the construction loan and updates on the construction project.

#### **Reopening Plan**

The Leadership Team presented a proposed Reopening Plan, which features daily in-person instruction, social distancing accomplished by class size reductions, a change to the daily schedule, program adjustments including lunch in the classroom, and a remote learning option.

The board discussed the need for continued flexibility and the possibility of additional board meetings in response to changing conditions.

Ms. Mosquera moved as follows: “I move to authorize the Executive Director and staff to prepare, communicate, and submit a Re-Opening Plan, including, at minimum, safety protocols; full daily instruction with social distancing; remote instruction for students who require it; contingency plans for whole-school remote instruction; and additional steps as required by law and state medical guidance. These plans will be reported on, on an ongoing basis, to the board, and will be adjusted as needed.”

Mr. Matias seconded the motion. The motion carried.

### **Financial report**

Mr. Matias and Mr. Keogh presented the June financial reports.

### **Executive Committee report**

Ms. Mosquera reported on the Committee’s progress on the Executive Director’s evaluation.

Mr. Matias noted that the Committee has asked the Executive Director for a statement of thoughts about the school’s future over the next 3-5 years, in light of political uncertainties in the charter school sector and the school’s longstanding ambitions to expand in grade levels and replicate its model in additional schools.

### **Academic and Accountability Committee report**

Ms. Rodriguez presented reading level data, with additional subgroup data, as well as next steps to adjust the instructional program. She also reviewed results of teacher, staff, and family surveys. The board discussed next steps.

### **Academic Calendar**

Ms. Mosquera moved to approve the 2020-21 Academic Calendar. Ms. Jarvis-Cedeno seconded. The motion carried.

Ms. Jarvis-Cedeno requested that the staff check on whether the word “mandatory” may be used with regard to parent-teacher conferences.

### **Approval of Updated Family Handbook**

Ms. Mosquera moved to approve the Family Handbook. Ms. Varela-Hand seconded. The motion carried.

### **Resignations**

With gratitude for their service, Ms. Mosquera noted the official resignations of Ashok Chandra, effective prior to the meeting, and Joaquin Matias, effective mid-meeting.

### **New Officers**

Ms. Mosquera moved to elect Mr. Douek as Treasurer and Finance Chair. Ms. Jarvis-Cedeno seconded. The motion carried.

Ms. Mosquera moved to elect Mr. Sahm as Secretary. Ms. Varela-Hand seconded. The motion carried.

Ms. Mosquera moved to reaffirm Ms. Jarvis-Cedeno as Chair, Academic & Accountability Committee. Mr. Douek seconded. The motion carried.

Mr. Douek moved to reaffirm Ms. Mosquera as Chair of the Executive Committee. Ms. Jarvis-Cedeno seconded. The motion carried.

Ms. Mosquera moved to reaffirm Ms. McCorkindale as Parent Representative. Ms. Jarvis-Cedeno seconded. The motion carried.

### **Board Calendar**

Ms. Mosquera moved to adopt a calendar of the board meeting dates for the 2020-21 school year, consisting of 6pm on the third Tuesday in each month except for February, when the meeting will be held on February 23. Ms. McCorkindale seconded. The motion carried.

### **Board Affirmation**

Speaking as a guest, Mr. Matias led an annual review of the Board's mission statement, academic model, and education program goals, and invited board members to affirm their agreement, which all did.

### **Introduction of Emily Hernandez**

The board welcomed Ms. Hernandez as a guest and prospective board member. She introduced herself and described her distinguished educational background.

### **Public Comments**

Ms. Amma Woods introduced herself as an incoming parent and noted that most of the Re-Opening Plan had previously been shared with families.

### **Adjournment**

Mr. Gutierrez thanked the board for its service in the past year. Ms. Mosquera moved to adjourn the meeting. Ms. Jarvis-Cedeno seconded. The motion carried. The meeting was adjourned at 7:50pm.



## **LEEP Dual Language Academy Charter School**

### **MEETING MINUTES**

#### **Meeting of the Board of Trustees**

**August 18, 2020, 6:00PM**

#### **VIA VIDEOCONFERENCE**

**Trustees in attendance:** Gabrielle Mosquera, Melissa Jarvis-Cedeno, David Douek, Charles Sahn, Majo McCorkindale, Magdalena Varela-Hand

**Trustees absent:** None

**Employees in attendance:** Roberto Gutierrez, Michael Regnier, Delines Rodriguez, Mayra Torres

**Guest in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions, prospective board member Emily Hernandez, LEEP instructional coach Dorsa Fahami

Due public notice was provided. A quorum was present at all times.

#### **Call to Order**

Ms. Mosquera called the meeting to order at 6:05pm.

#### **Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda. Ms. Jarvis-Cedeno seconded the motion. The motion carried.

#### **Approval of July Minutes**

Ms. Mosquera moved to approve the Minutes of the board's July 21 meeting as drafted. Mr. Sahn seconded the motion. The motion carried.

#### **Academic Plan**

Ms. Jarvis-Cedeno asked about goals two and three in the academic benchmarks in the academic plan that had been submitted to the board. Ms. Rodriguez reported that LEEP is partnering with TNTP for its professional development and had developed a checklist of skills and strategies that teachers should utilize for biliteracy development. Ms. Rodriguez reported that LEEP is using Leveraged Leadership rubrics to develop these checklists.

#### **Construction Update**

Mr. Douek asked for an update on 4<sup>th</sup> floor construction. Mr. Gutierrez reported that construction was 95% complete. HVAC condenser units are scheduled for delivery on Sept. 11 and new HVAC system will replace window air conditioning units the following week.

## Executive Director's Report

The Leadership Team discussed several items of new business.

- **Sunset Park and Safety:** Mr. Regnier discussed media reports of an “uptick” in Covid-19 cases in Sunset Park in early August. Mr. Regnier reported that LEEP is tracking Department of Health data on a daily basis and that the percentage of positive cases in the neighborhood had declined in recent days. Ms. McCorkindale discussed free testing sites in the neighborhood and her recent experience getting her family tested. Mr. Regnier reported that LEEP will share information and encourage LEEP families to get tested. Ms. McCorkindale offered to speak with fellow parents.
- **Reopening:** Mr. Regnier reported that 75% of parents had opted for daily in-person instruction; 25% had opted for remote learning. Mr. Regnier reported that reopening plans are proceeding according to plan; LEEP is finalizing details regarding classrooms, building procedures. Three classrooms (one for each grade level) have been set aside for dedicated remote instruction so teachers can provide undivided, personalized attention to their remote students. Ms. Fahami asked if there was any demographic breakdown of families that had opted for remote learning. Ms. Delinas mentioned that a high percentage of LEEP’s Chinese families had opted for remote learning. Ms. Mosquera asked for the leadership team to provide a demographic breakdown of families that had opted for daily in-person instruction versus remote instruction.
- **Family Engagement:** Mr. Regnier reported on various family engagement activities: email blasts, web updates, Zoom meetings with teachers, Webinars, Chromebook pickup, etc.
- **Construction:** Mr. Regnier and Mr. Gutierrez shared an update, including photographs, of the 4<sup>th</sup> floor construction. Construction is expected to be completed in time for a safe, clean, full on-time opening of the school year.
- **Enrollment:** Mr. Regnier reported that five new families had recently enrolled and LEEP is at full enrollment.
- **Hiring:** Mr. Regnier reported on the nine new teachers that LEEP has hired for the 2020-21 school year. LEEP now has an instruction staff of 24 teachers.
- **Academics:** Ms. Rodriguez reported on the three-week teacher professional development underway, which includes training on new curricula and assessments. Ms. Rodriguez also reported on how teachers were reaching out to introduce themselves to all parents over Zoom. Ms. Rodriguez also reported on a new social-emotional learning effort that will be launched this year, including a partnership with an organization in Chile that has developed a mindfulness curriculum.

## Financial Committee Report

Mr Douek and Mrs. Mosquera recommended entering into a \$30,000 annual contract with the firm EdOps to provide data analysis, data dashboards, and state data reporting on student achievement. After a brief discussion, Mr. Douek moved to approve the contract. Ms. Jarvis-Cedeno seconded the motion. The motion carried.

Mr. Keogh presented a brief financial report. He explained that 4<sup>th</sup> Sector Solutions is preparing financial documents for auditors to preform LEEP’s first official financial audit. These audited financials should be completed in time for October Finance Committee meeting.

## Executive Committee Report

Ms. Mosquera reported on the Committee’s progress on the Executive Director’s evaluation. She also reported that LEEP board meetings would remain virtual pending guidance from various officials.

**Education and Accountability Committee Report**

Ms. Rodriguez reiterated that LEEP teachers and staff are well prepared to start the 2020-21 school year. Ms. Mosquera reported that Staff Handbook is being revised and should be ready to be vote on at September board meeting.

**Board Norms & Development**

Ms. Mosquera moved to elect Ms. Fernandez as a member of the LEEP Board of Trustees. Ms. Jarvis-Cedeno (enthusiastically) seconded. The motion carried. Mr. Regnier noted that Ms. Fernandez would need to submit paperwork to the state education department before she can be a voting board member.

Ms. Mosquera moved to elect Ms. Fernandez to the Education and Accountability Committee. Ms. Jarvis-Cedeno seconded. The motion carried.

**Public Comments**

Ms. Dorsa Fahami stated that she was excited for the new school year and pleased to learn of the constriction progress and Covid-19 precautions.

**Executive Session**

The board elected not to move into Executive Session.

**Adjournment**

Ms. Mosquera moved to adjourn the meeting. Ms. McCorkindale seconded. The motion carried. The meeting was adjourned at 7:25 pm.



## **LEEP Dual Language Academy Charter School**

### **MEETING MINUTES**

#### **Meeting of the Board of Trustees**

**September 15, 2020, 6:00PM**

**VIA VIDEOCONFERENCE**

**Trustees in attendance:** Gabrielle Mosquera, Melissa Jarvis-Cedeno, David Douek, Charles Sahn, Majo McCorkindale, Magdalena Varela-Hand

**Trustees absent:** None

**Employees in attendance:** Roberto Gutierrez, Michael Regnier, Delines Rodriguez

**Guest in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions, prospective board member Emily Fernandez

Due public notice was provided. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

#### **Call to Order**

Ms. Mosquera called the meeting to order at 6:07pm.

#### **Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda with a change in sequencing. Ms. Jarvis-Cedeno seconded the motion. The motion carried.

#### **Approval of August Minutes**

Ms. Mosquera moved to approve the Minutes of the board's August meeting as drafted. Ms. Jarvis-Cedeno seconded the motion. The motion carried.

#### **Executive Director's Report**

Mr. Gutierrez shared updates focused on the school's re-opening to in-person as well as remote learning, and the use of space in the renovated building. Ms. Rodriguez shared a review of summer teacher training; an overview of the remote learning plan; and the school's approach to special subjects with COVID safety precautions. Mr. Regnier encouraged each board member to arrange a building visit whenever convenient, and discussed how the year will likely require continual adjustment in order to ensure safety, achievement, enrollment, and fiscal responsibility.

Ms. Fernandez and Mr. Douek encouraged the school to reconsider the internal policy for deeming a student present or absent from remote learning.

**Finance Committee business**

Mr. Douek and Mr. Keogh reviewed the annual financial reports. Mr. Douek noted that the bridge loan from Raza Development Fund has been fully repaid, and the annual budget has been reforecast to project a larger expect surplus, providing an additional hedge against potential budget cuts.

After discussion, Mr. Douek moved to approve a lease agreement with TEQlease for computer equipment and furniture. Ms. Mosquera seconded. The motion carried.

**Executive Committee business**

The board's evaluation of the Executive Director was completd on September 1, 2020.

After discussion, Ms. Mosquera moved to approve a set of revisions to the Staff Handbook. Ms. Jarvis-Cedeno seconded. The motion carried.

**Public Comments**

Ms. Amma Woods noted her appreciation of what she has seen at the school so far, as a parent of a kindergarten student.

**Adjournment**

Mr. Gutierrez thanked Ms. McCorkindale for her generous donation of handmade masks for staff members.

Mr. Douek moved to adjourn the meeting. Ms. McCorkindale seconded. The motion carried. The meeting was adjourned at 7:08pm.



**LEEP Dual Language Academy Charter School**

**MEETING MINUTES**

**Meeting of the Board of Trustees**

**October 20, 2020, 6:00 PM**

**VIA VIDEOCONFERENCE**

**Trustees in attendance:** Gabrielle Mosquera, Melissa Jarvis-Cedeno, Charles Sahm, Majo McCorkindale, Magdalena Varela-Hand

**Trustees absent:** David Douek

**Employees in attendance:** Roberto Gutierrez, Michael Regnier, Dorsa Fahami, Mayra Torres

**Guests in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions, prospective board member Emily Fernandez, Jimmy Vora of the certified public accounting firm MBAF

Due public notice was provided. A quorum was present at all times. The board elected not to move into Executive Session.

**Call to Order**

Ms. Mosquera called the meeting to order at 6:09 p.m.

**Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda. Ms. McCorkindale seconded the motion. The motion carried.

**Approval of August Minutes**

Ms. Mosquera moved to approve the minutes of the board's September meeting as drafted. Mr. Sahm seconded the motion. The motion carried.

**Executive Director's Report**

Closure Update: Mr. Regnier reported that, due to the Governor's closure order for schools in the Orange Zone, LEEP was completing its second week of remote instruction. Mr. Regnier reported that he expected that the boundaries of the Orange Zone would soon be moved and in-school

instruction would be able to resume. Ms. Mosquera asked about previously discussed adjustments to LEEP's remote instruction attendance policies. Mr. Regnier stated that Ms. Rodriguez was examining remote instruction attendance policies.

Academics: Mr. Regnier reported that LEEP students had completed formative assessments in English, reading, and math. He stated that LEEP instructional staff liked the STEP reading assessment developed by the University of Chicago. As a result, LEEP has also adopted the STEP Spanish assessment tool. Mr. Regnier stated that the instructional team felt that using the same assessment tool for English and Spanish will allow for data to be compared across languages. Mr. Regnier also reported that LEEP had been invited by the New Schools Venture Fund to participate in an improvement science/continuous improvement project. Ms. Fahami described how LEEP teachers handled the transition from in-person to remote instruction, and how staff was working to prepare for possible sudden transitions in the future.

Enrollment & Operations: Mr. Regnier stated that enrollment has been stable. Mr. Gutierrez reported that the central HVAC heating/cooling systems had arrived and installation would be completed within the next week, just in time for the winter months. Mr. Gutierrez also reported on positive philanthropic meetings with the Calder Foundation and the Charter School Growth Fund, among others.

### **Finance Committee business**

Mr. Vora reviewed LEEP's audited financial statements with the board. Mr. Keogh reiterated that LEEP's first audit reflected LEEP's strong systems and the fact that LEEP is in a strong financial position. Ms. Mosquera moved to approve the draft audited financial statements. Ms. Jarvis-Cedeno seconded. The motion carried. Mr. Keogh also reviewed LEEP's monthly financial dashboard with the board.

### **Executive Committee business**

Ms. Mosquera reported on the ongoing creation of a monthly report-out document that will include information needed for charter renewal.

### **Academics and Accountability Committee business**

Ms. Mosquera reported on a decision made by the leadership team and the Academic and Accountability Committee to purchase the SLA curriculum Arriba La Lectura.

### **Public Comments**

Ms. Amma Woods, a parent of kindergarten student, noted that she appreciated the hard work put in by LEEP teachers to create a "seamless transition" from in-person to remote instruction. Mr. Regnier offered appreciation to Mayra Torres, LEEP's teachers and staff and noted the grit and "ganas" shown by the entire LEEP team in response to the school's unexpected closure.

### **Adjournment**

Ms. Mosquera moved to adjourn the meeting. Ms. Jarvis-Cedeno seconded. The motion carried. The meeting was adjourned at 7:11 p.m.



**LEEP Dual Language Academy Charter School**

**MEETING MINUTES**

**Meeting of the Board of Trustees**

**November 17, 2020, 6:00 PM**

**VIA VIDEOCONFERENCE**

**Trustees in attendance:** David Douek, Majo McCorkindale Gabrielle Mosquera, Charles Sahn, Magdalena Varela-Hand

**Trustees absent:** Melissa Jarvis-Cedeno

**Employees in attendance:** Roberto Gutierrez, Michael Regnier, Delines Rodriguez

**Guests in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions, prospective board member Emily Fernandez,

Due public notice was provided. A quorum was present at all times.

**Call to Order**

Ms. Mosquera called the meeting to order at 6:11 p.m.

**Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda. Mr. Douek seconded the motion. The motion carried.

**Approval of Minutes**

Ms. Mosquera moved to approve the minutes of the board's October meeting as drafted. Ms. McCorkindale seconded the motion. The motion carried.

**Executive Director's Report**

Fall Assessment Results: Ms. Rodriguez reviewed latest results from NWEA MAP (Math and English) and STEP Reading Assessment (English and Spanish). A majority of students are behind grade level. Ms. Rodriguez outlined steps that are being taken to improve assessment results.

Challenges: Mr. Regnier reported on the challenges LEEP has faced in the first trimester of the 2020-21 school year: Covid anxiety and uncertainty among staff and students, the school

building being forced to close for two weeks due to a Covid spike, the difficulty of serving students both in-person and remotely, associate teachers pressed into lead roles. These challenges are reflected in October staff survey results. Mr. Regnier outlined steps that are being taken to improve school culture.

Covid Update: Ms. Rodriguez reported that LEEP was no longer in NYC Yellow zone and that LEEP staff had taken over 100 Covid tests in two weeks since school reopened with no positive results. There have been zero positive cases in the school building. There have been two state inspections with no issues. Mr. Regnier discussed available options if the city and state decided to close schools again.

### **Finance Committee Report**

Mr. Keogh reviewed the October financial update circulated to the board. LEEP remains in a strong financial position with a \$358,000 year-to-date surplus and a projected fiscal-year-end surplus of \$285,000. Mr. Douek reported that LEEP's recent financial audit had been sent to the state department of education.

### **Executive Committee Report**

Ms. Mosquera inquired about progress of Emily Fernandez's board application. Ms. Fernandez stated that her packet was soon to be delivered to state charter office.

### **Academics and Accountability Committee business**

Ms. Mosquera summarized the disappointing assessment data reported by Ms. Rodriguez. She suggested that December board meeting include a special report on second-grade data. Mr. Douek requested a report on new SLA curriculum at December board meeting.

### **Board Roles and Development**

Ms. Mosquera stated that she would begin drafting internal goals for board oversight and governance.

### **Public Comments**

Ms. Amma Woods, a parent of kindergarten student, asked a question about LEEP school culture. Ms. Rodriguez discussed steps school leadership team was working to improve staff morale during these challenging times.

### **Executive Session**

Ms. Mosquera moved to move the board meeting into Executive Session to discuss a private personnel matter. Mr. Sahm seconded the motion. The motion carried.

### **Adjournment**

Ms. Mosquera moved to adjourn the meeting. Mr. Sahm seconded. The motion carried. The meeting was adjourned at approximately 8:00 p.m.



**LEEP Dual Language Academy Charter School**

**MEETING MINUTES**

**Meeting of the Board of Trustees**

**December 15, 2020, 6:00 PM**

**VIA VIDEOCONFERENCE**

**Trustees in attendance:** David Douek, Melissa Jarvis-Cedeno, Majo McCorkindale, Gabrielle Mosquera, Charles Sahn, Magdalena Varela-Hand

**Trustees absent:** None

**Employees in attendance:** Roberto Gutierrez, Michael Regnier, Delines Rodriguez, Mayra Torres

**Guests in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions, prospective board member Emily Fernandez, and Ms. Amma Woods, a parent of a LEEP kindergarten student.

Due public notice was provided. A quorum was present at all times.

**Call to Order**

Ms. Mosquera called the meeting to order at 6:07 p.m.

**Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda. Mr. Sahn seconded the motion. The motion carried.

**Approval of Minutes**

Ms. Mosquera moved to approve the minutes of the board's November meeting as drafted. Ms. McCorkindale seconded the motion. The motion carried.

**Executive Director's Report**

Academic Update: Mr. Gutierrez announced a 500-book donation to LEEP from the nonprofit Brooklyn Bodega. Ms. Rodriguez reported on new guided reading small group literacy instruction and additional literacy time added during remote instruction period. Ms. Rodriguez also reported on LEEP's response to intervention (RTI) program providing extra supports before and after school. She also discussed Saturday tutoring support provided by GO Project. Mr.

Regnier reported on a partnership with Verizon to provide LEEP families with remote hotspots to assist with online instruction. Ms. Rodriguez reported on coaching and support provided by Bellwether Education Partners. Ms. Rodriguez also announced that first trimester report cards had been distributed to parents in advance of parent-teacher conferences on December 16.

Ms. Rodriguez reported on specific academic challenges in LEEP's second-grade cohort, which has a high percentage of students with IEPs and English Language Learners. Ms. Rodriguez reported on disappointing results from the fall STEP assessments and outcome goals for the February and June assessments.

Ms. Rodriguez outlined steps that have been taken to improve academic results, including: the hiring of an RTI Coordinator, conducting summer school, implementing more thorough STEP assessments, changes to curriculum (replacing CKLA with Wit and Wisdom and Foundations), and special education teachers trained in reading intervention through Wilson.

Ms. Rodriguez reported on steps that are currently being taken to improve academic results: interventionist added to the team, modification of in-person schedule to reflect focus on reading instruction/foundational skills, trying to get 2<sup>nd</sup> grade remote students in the building, improved data collection/monitoring, researching options for academic after-school programming, focus on strong whole group "first teach" and small group instruction, helping teachers increase content knowledge, possibly adding an additional instructional coach/director of instruction so that Christina Gutierrez can fully focus on her role as RTI coordinator, and GO Project referrals.

Operations Update: Mr. Regnier reported that LEEP anticipates a return to in-person instruction on January 5, 2021. He also discussed the transition of LEEP's human resources services back to the TriNet company, along with retirement matching plan through Equitable. Mr. Regnier also reported that teacher recruitment and family enrollment efforts are starting for the 2021-22 school year. Mr. Regnier reported that the fresh-air unit installation is now complete. A few roof leaks during recent rainstorms are being addressed with landlord.

Mr. Regnier also discussed a possible change in the academic schedule to return to a 3:30 p.m. dismissal time. LEEP's original, extended school day was cut back in the fall for logistical reasons. Re-extending the school day would provide more time for guided reading and likely allow for the return of bus service. On the other hand, expanding instruction time would reduce teacher prep time. Ms. Rodriguez is speaking with teachers and parents to gather feedback.

Mr. Gutierrez discussed adjustments to LEEP's construction loan. Construction costs are difficult to finalize as LEEP awaits guidance from the Department of Buildings on a couple of issues. Raza Development Fund is aware of LEEP's progress and open to extending the construction time period and modifying the total loan amount.

### **Finance Committee Report**

Mr. Keogh reviewed the November financial update circulated to the board. There was a small decline in revenue and a small increase in expenses. LEEP is still projecting a fiscal year-end surplus. Mr. Douek reported that LEEP remains in a strong financial position.

### **Executive Committee Report**

Ms. Mosquera stated there was nothing to report.

## **Academics and Accountability Committee Report**

Ms. Mosquera stated that Ms. Rodriguez had previously reported to the Academics and Accountability Committee on the STEP assessment results and the steps being taken to improve student achievement.

## **Board Roles and Development**

Ms. Mosquera stated that Emily Fernandez's board application would be submitted by the end of the month.

## **Public Comments**

On behalf of the LEEP board, Ms. Mosquera thanked the entire LEEP staff for their extraordinary efforts during this most difficult year and wished them a healthy and happy holiday season.

## **Executive Session**

Ms. Mosquera moved the board meeting into Executive Session at 7:08 p.m. to discuss a private personnel matter.

## **Adjournment**

Ms. Mosquera moved to adjourn the meeting. Ms. McCorkindale seconded. The motion carried. The meeting was adjourned at 8:56 p.m.



**LEEP Dual Language Academy Charter School**

**MEETING MINUTES**

**Meeting of the Board of Trustees**

**January 18, 6:00 PM**

**VIA VIDEOCONFERENCE**

**Trustees in attendance:** David Douek, Melissa Jarvis-Cedeno, Majo McCorkindale, Gabrielle Mosquera, Charles Sahm, Magdalena Varela-Hand

**Trustees absent:** None

**Employees in attendance:** Roberto Gutierrez, Michael Regnier, Delines Rodriguez, Mayra Torres

**Guests in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions, prospective board member Emily Fernandez, and Ms. Amma Woods, a parent of a LEEP kindergarten student.

Due public notice was provided. A quorum was present at all times.

**Call to Order**

Ms. Mosquera called the meeting to order at 6:04 p.m.

**Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda. Ms. Jarvis-Cedeno seconded the motion. The motion carried.

**Approval of Minutes**

Ms. Mosquera moved to approve the minutes of the board's December meeting as drafted. Mr. Douek seconded the motion. The motion carried.

**Executive Director's Report**

Academic Update: Ms. Rodriguez reported on a January 4 professional development workshop devoted to literacy development. She also reported that round two of the STEP assessment will take place on Feb. 8 (Spanish) and in early March (English). She also discussed the "Criteria for Success" document for small group instruction that had been created for teachers.

Ms. Rodriguez reported that there had been a 89% attendance rate at recent parent-teacher conferences. Parents who didn't attend will be contacted in an effort to get to 100%. She also discussed a "Taller Café con Pan Dulce" family workshop event held in January that was attended by 71 families, which was a 100% increase over past events.

Ms. Rodriguez also reported on recent staffing changes. LEEP has promoted two Associate Teachers to Lead Teachers. Two additional first-year Associate Teachers had their assignments reassigned to more closely align with their Associate Teacher roles. Two teachers requested accommodations to switch to a remote teaching and these accommodations were approved. Ms. Rodriguez also reported on the teacher evaluation process and feedback that she had received from the Education and Accountability Committee to improve the process. Instead of two formal teacher evaluations each year, LEEP will now conduct one formal "annual review" of teachers.

Operations Update: Mr. Regnier reported that, after discussions with parents and teachers, LEEP will return to an extended day schedule, with the school day ending at 3:15 pm. This new schedule will allow for an additional guided reading and literacy instruction. This new schedule also preserves teacher professional development time at the end of the day. It will also allow LEEP to return afternoon bus service to families.

Ms. Mosquera reported on the new LEEP performance benchmark document that is being created for the board. It will reflect elements of the framework that LEEP's authorizer, NYSED, uses to evaluate LEEP Academy. Mr. Gutierrez reported that this document will be data-driven.

Mr. Regnier reported that LEEP returned to in-person instruction on Jan. 5, 2021. Unfortunately, LEEP experienced its first confirmed positive Covid-19 case in the building on January 14. Staff and parents were immediately notified. Following procedures, the City Department of Health was contacted, the school building was closed for two days, the entire building disinfected, and mandatory tests were conducted. The City Department of Health approved for the LEEP school building to reopen on January 19.

Mr. Regnier reported on the recruitment of an additional instructional coach. He reported that student enrollment for the 2021-22 is proceeding well. Teacher recruitment for the 2021-22 school year has also started and LEEP is utilizing a talent advisor to help LEEP attract bilingual, experienced/high-performing teachers.

Mr. Gutierrez reported that LEEP construction has been finalized and is on budget, only minor punch item lists remain. Raza Development Fund agreed to extend the construction loan contract period, and modify the loan amount to include all overruns, management fees, etc. There have been minor leaks from the roof in the cafeteria area on the fourth floor and Mr. Gutierrez is in contact with the landlord about repairs. Mr. Gutierrez also reported on the process of "condo-izing" LEEP's lease agreement, which will allow the school to save on property taxes. Mr. Gutierrez also reported on beginning the search for space for eventual fourth and fifth grades.

### **Finance Committee Report**

Mr. Douek saluted the LEEP staff and construction crew who challenged the City Department of Buildings initial request that a stand-pipe be installed in the building. The staff proved to the Department of Building that a new stand-pipe was unnecessary, thus saving LEEP a considerable amount of money. Mr. Douek noted that there would be a couple of raises to staff who had been promoted to Lead Teachers and additional forthcoming academic costs to support student

academic growth. Mr. Keogh reviewed the December financial update circulated to the board. Mr. Douek reported that LEEP remains in a strong financial position and is projecting a fiscal year-end surplus. Mr. Keogh also reported on the possibility of additional support from the NY Cares Act and from FEMA to cover costs related to the Covid-19 pandemic.

### **Executive Committee Report**

Ms. Mosquera stated there was nothing to report.

### **Academics and Accountability Committee Report**

Ms. Mosquera reviewed Ms. Rodriguez's earlier comments regarding the new teacher evaluation process and stated that the Academics and Accountability Committee endorsed the new process.

### **Board Norms and Development**

Ms. Mosquera reported that Emily Fernandez's board application had been submitted to the NYSED.

### **Public Comments**

Ms. Woods asked whether parents would be notified about staff changes. Mr. Regnier told her that they would be notified. Ms. Woods asked about absences due to Covid-19 quarantine, testing, etc. Ms. Rodriguez explained that all LEEP students would participate in remote learning while the school building was closed. Ms. Rodriguez explained that students who were feeling unwell could also be excused from remote learning.

### **Executive Session**

Ms. Mosquera moved the board meeting into Executive Session at 7:10 p.m. to discuss a private personnel matter.

### **Adjournment**

Ms. Mosquera moved to adjourn the meeting. Mr. Douek seconded. The motion carried. The meeting was adjourned at 8:12 p.m.



**LEEP Dual Language Academy Charter School**

**MEETING MINUTES**

**Meeting of the Board of Trustees**

**February 23, 2021 @ 6:00 PM**

**VIA VIDEOCONFERENCE**

**Trustees in attendance:** David Douek, Melissa Jarvis-Cedeno, Majo McCorkindale, Gabrielle Mosquera, Charles Sahn

**Trustees absent:** Magdalena Varela-Hand

**Employees in attendance:** Roberto Gutierrez, Michael Regnier, Delines Rodriguez

**Guests in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions, prospective board member Emily Fernandez

Due public notice was provided. A quorum was present at all times.

**Call to Order**

Ms. Mosquera called the meeting to order at 6:04 p.m.

**Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda. Ms. Jarvis-Cedeno seconded the motion. The motion carried.

**Approval of Minutes**

Ms. Mosquera moved to approve the minutes of the board's January meeting as drafted. Ms. McCorkindale seconded the motion. The motion carried.

**Executive Director's Report**

Academic Update: Ms. Rodriguez reported on Round 2 of STEP Assessment: Feb. 8-25 STEP Español and March 1-12 for English. LEEP is the first school to have students take STEP Español and STEP English at the same time. The next assessment will be MAP Math and Reading, due to take place March 23-27.

Ms. Rodriguez reported that LEEP is implementing Whetstone software to track coaching and observation notes and videos. She also reported on the expansion of literacy resources, including a centralized library. A “Taller Café con Pan Dulce” family workshop on academic interventions saw 77 families participate, an 8% increase. Ms. Rodriguez also reported on LEEP’s return to standards-based report cards for in-person students.

Operations Update: Mr. Regnier reported on staff recruitment. LEEP is currently conducting a search for an instructional coach. LEEP is also working to explicitly define all roles and leadership pathways. LEEP is also in the process of planning/hiring for afterschool, summer, and RTI roles. Teacher recruitment is underway; a recruiter contract is pending.

Mr. Regnier also reported on LEEP’s student enrollment campaign for Fall 2021. Mr. Regnier reported that there is strong, organic interest thanks to LEEP’s increased visibility in the community. Mr. Regnier also reported on operations systems improvements with EdOps. Mr. Regnier also reported on space/program planning for the 2021-22 school year. Mr. Regnier saluted the hard work of Ms. Margarita Cheng, Ms. Yuris Pang, and the entire LEEP operations team.

Mr. Gutierrez discussed LEEP’s eventual need for additional space as the school continues to grow, including the need to identify future capital funding partners. Mr. Gutierrez reported that some roof/water issues are in the process of being negotiated with the landlord. He also updated the board on the “condo-izing” of LEEP’s lease agreement, which will allow the school to save on property taxes.

### **Finance Committee Report**

Mr. Douek reported that LEEP’s PPP loan had been forgiven and that LEEP’s balance sheet was in a strong position. Mr. Keogh reviewed the January financial update circulated to the board. Mr. Keogh reported that LEEP remains in a strong financial position and is projecting a significant year-end surplus.

### **Executive Committee Report**

Ms. Mosquera stated there were no updates to report.

### **Academics and Accountability Committee Report**

Ms. Mosquera and Ms. Rodriguez stated that STEP assessment results, for both Spanish and English, should be available be the next board meeting.

### **Board Norms and Development**

Ms. Mosquera stated that progress was being made on the creation of a new LEEP performance benchmark document. It will reflect elements of the framework that LEEP’s authorizer, NYSED, uses to evaluate LEEP Academy. Mr. Regnier stated that he will check with NYSED on the status of Emily Fernandez’s board application.

### **Public Comments**

No members of the public members were present.

### **Executive Session**

Ms. Mosquera moved the board meeting into Executive Session at 7:00 p.m. Mr. Douek seconded. The motion carried.

Upon returning from Executive Session, Ms. Mosquera moved to authorize herself and Ms. Jarvis-Cedeno to meet with the school's Executive Director in accordance with the board's discussion during Executive Session. Mr. Sahm seconded. The motion carried, with Mr. Douek opposed.

### **Adjournment**

Ms. Mosquera moved to adjourn the meeting. Mr. Sahm seconded. The motion carried. The meeting was adjourned at 7:52 p.m.



**LEEP Dual Language Academy Charter School**

**MEETING MINUTES**

**Meeting of the Board of Trustees**

**March 16, 2021 @ 6:00 PM**

**VIA VIDEOCONFERENCE**

**Trustees in attendance:** Melissa Jarvis-Cedeno, Majo McCorkindale, Gabrielle Mosquera, Charles Sahn, Magdalena Varela-Hand

**Trustees absent:** David Douek

**Employees in attendance:** Roberto Gutierrez, Michael Regnier

**Guests in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions

Due public notice was provided. A quorum was present at all times.

**Call to Order**

Ms. Mosquera called the meeting to order at 6:09 p.m.

**Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda. Mr. Sahn seconded the motion. The motion carried.

**Approval of Minutes**

Ms. Mosquera moved to approve the minutes of the board's February meeting as drafted. Ms. McCorkindale seconded the motion. The motion carried.

**Executive Director's Report**

Academic Update: LEEP's principal Ms. Delines Rodriguez was on vacation, so Mr. Regnier provided the academic update. Mr. Regnier reported on Round 2 of STEP Assessment. He reported that the STEP Español Assessment was complete; the STEP English Assessment had been delayed due to a Covid-related building closure. Results from the STEP Español Assessment are positive: 60% of students moved up at least one level. The next assessment will be the MAP Math assessment.

Mr. Regnier reported that LEEP is continuing to focus on literacy instruction and intervention; working to safely return remote students to the building; and adding afterschool and summer opportunities.

Operations Update: Mr. Regnier reported on staff recruitment. LEEP's Instructional Coach search concluded with two hires: LEEP second-grade teacher Diana Ferreira is being promoted to a new position as Dean of Instruction, and TWR hired Tiara Watson as an Instructional Coach. Ms. Watson comes to LEEP from a private school and taught for several years in the Achievement First and Ascend charter networks. Recruitment of new teachers for the 2021-22 school year is underway.

Mr. Regnier reported that LEEP is hoping to expand its Grade Level Chair role to encourage continuous growth and improvement for teachers, including allowing time for observation/coaching, cohort training (at Relay GSE or similar), and larger stipends. Mr. Regnier will report on these efforts at a future board meeting. LEEP is reviewing its compensation structure with new information from the NYC Charter School Center's bi-annual salary survey.

Mr. Regnier reported that LEEP's student enrollment campaign is in "blitz mode" ahead of the April 1 deadline and that LEEP anticipates having a waitlist for each grade level.

Mr. Gutierrez reported on a recent meeting with LEEP philanthropic partner New Schools Venture Fund (NSVF) during which the NSVF representative offered praise and encouragement. Mr. Gutierrez also reported on a possible opportunity to use the parking lot of nearby Grace Baptist Church as a playground for LEEP students. Discussions with the Church are ongoing and Mr. Gutierrez will report back soon. Ms. McCorkindale stressed how much parents would appreciate a safe, outdoor play space for their children. Mr. Gutierrez noted that LEEP continues its search for additional classroom space, which will be needed for the 2022-23 school year.

### **Finance Committee Report**

Mr. Keogh reported that LEEP is in a strong financial position. LEEP's PPP loan had been fully forgiven and LEEP is projecting a significant year-end surplus. LEEP will be directing some additional funding toward staff investments and the purchase of curricular resources. Ms. Jarvis-Cedeno asked about professional development investments. Mr. Regnier reported on several professional development opportunities that LEEP is pursuing for its staff and the purchase of the new technology product Whetstone.

### **Executive Committee Report**

Ms. Mosquera reported that Melissa Jarvis-Cedeno is stepping down from the LEEP Academy Board of Trustees effective the end of March. Ms. Mosquera, Mr. Regnier, and Mr. Gutierrez noted how integral Ms. Jarvis-Cedeno was to the founding and successful launch of LEEP Dual Language Academy. The other LEEP trustees also thanked Ms. Jarvis-Cedeno and noted how badly she will be missed.

### **Academics and Accountability Committee Report**

Ms. Mosquera reported that the Academics and Accountability Committee is scheduling a special meeting to discuss LEEP's Diversity, Equity, and Inclusion (DEI) work.

## **Board Norms and Development**

Ms. Mosquera stated that progress was being made on the creation of a new LEEP performance benchmark document. It will reflect elements of the framework that LEEP's authorizer, NYSED, uses to evaluate LEEP Academy. Ms. Mosquera noted the need to add a new board member with the departure of Ms. Jarvis-Cedeno. Mr. Gutierrez has a possible candidate in mind from the Sunset Park community and will forward their resume to the board. Prospective board member Ms. Emily Fernandez has submitted updated information to the NYSED.

## **Public Comments**

Ms. Amma Woods, a parent of kindergarten student, asked a question about LEEP's summer program. She noted that registration is already open for other summer programs. Mr. Regnier noted that LEEP hopes to offer a summer program that includes both academic and enrichment activities. He stated that LEEP hopes to have the logistics of the summer program worked out over the coming weeks and will communicate to parents shortly.

## **Adjournment**

Ms. Mosquera moved to adjourn the meeting. Ms. Jarvis-Cedeno seconded. The motion carried. The meeting was adjourned at 7:22 p.m.



**LEEP Dual Language Academy Charter School**

**MEETING MINUTES**

**Special Meeting of the Board of Trustees**

**April 5, 2021 @ 6:00 PM**

**VIA VIDEOCONFERENCE**

**Trustees in attendance:** David Douek, Emily Fernandez, Majo McCorkindale, Gabrielle Mosquera, Charles Sahn

**Trustees absent:** Magdalena Varela-Hand

**Employees in attendance:** Roberto Gutierrez, Michael Regnier, Delines Rodriguez, Mayra Torres

Due public notice was provided. A quorum was present at all times.

**Call to Order**

Ms. Mosquera called the meeting to order at 6:06 p.m.

**Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda. Mr. Sahn seconded the motion. The motion carried.

**Executive Session**

Ms. Mosquera moved the board meeting into Executive Session at 6:10 p.m for a discussion regarding two school administrators. Ms. Fernandez seconded. The motion carried.

**Public Comments**

Two parents asked questions related to school operations. Mr. Regnier addressed their questions.

**Votes**

Ms. Mosquera moved to appoint Roberto Gutierrez as Senior Leadership Fellow. Ms. Fernandez seconded. The motion carried. Ms. Mosquera moved to appoint Michael Regnier as Interim

Executive Director. Mr. Sahn seconded. The motion carried. Ms. Mosquera congratulated Mr. Gutierrez and Mr. Regnier and stated how excited the board is to have them in these new positions. Ms. Mosquera also stated how pleased the board is to have Ms. Rodriguez continue in her role as Founding Principal and she thanked the entire leadership team for their extraordinary efforts during this most challenging of school years.

**Adjournment**

Ms. Mosquera moved to adjourn the meeting. Ms. McCorkindale seconded. The motion carried. The meeting was adjourned at 7:30 p.m.



**LEEP Dual Language Academy Charter School**

**MEETING MINUTES**

**Meeting of the Board of Trustees**

**April 20, 2021 @ 6:00 PM**

**VIA VIDEOCONFERENCE**

**Trustees in attendance:** David Douek, Majo McCorkindale, Gabrielle Mosquera, Charles Sahn, Magdalena Varela-Hand

**Trustees absent:** Emily Fernandez

**Employees in attendance:** Roberto Gutierrez, Michael Regnier, Delines Rodriguez

**Guests in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions

Due public notice was provided. A quorum was present at all times.

**Call to Order**

Ms. Mosquera called the meeting to order at 6:08 p.m.

**Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda with one addition: a vote to appoint Mr. Sahn to the finance committee. Ms. McCorkindale seconded. The motion carried.

**Approval of Minutes**

Ms. Mosquera moved to approve the minutes of the board's March meeting as drafted. Ms. McCorkindale seconded the motion. The motion carried.

Ms. Mosquera moved to approve the minutes of the special April 5 board meeting as drafted. Mr. Douek seconded the motion. The motion carried.

**Executive Director's Report**

Mr. Regnier reported on LEEP's projected 2021-22 enrollment. LEEP received 168 applications for 107 open seats before the April 1 deadline. Another 32 applications arrived after the deadline. A lottery was held on April 12. Seat offers are currently being made to families.

Mr. Regnier reported that LEEP faculty have been informed of changes in leadership structure. Mr. Regnier and Ms. Rodriguez have been meeting with all teachers and other staff members to gather feedback and discuss plans for the next school year.

Mr. Regnier also reported on Covid safety precautions. LEEP experienced a brief closure before Spring break. LEEP has taken a number of steps to ensure that LEEP staff receive the Covid vaccine and has launched a campaign to encourage LEEP families to get vaccinated as well. Mr. Regnier mentioned the latest Covid guidelines from the CDC and the expectation that LEEP will be able to return to full, in-person instruction for the 2021-22 school year. Mr. Regnier also reported on new systems of enrollment onboarding and attendance follow-up.

Mr. Gutierrez reported on ongoing discussions with the pastor of nearby Grace Baptist Church about using the church's parking lot as an outdoor play space for LEEP Academy students. It would require a modest financial investment from LEEP to upgrade the space. Ms. McCorkindale asked for clarification on what the play space might look like. Mr. Gutierrez noted that the space still would still need to be utilized as a parking lot on the weekends. Mr. Gutierrez is investigating creative ways to make the space attractive and fun for students, including the use of portable playground equipment.

Mr. Gutierrez reported on the search for additional classroom space, which will be needed for the 2022-23 school year. He stated that LEEP anticipates hiring the firm DBI to study physical plant options at LEEP's current location. Mr. Gutierrez also reported that he will be spearheading a new development strategy that addresses the school's short-term and long-term needs, including the potential for future replication.

Mr. Regnier shared a few staffing updates, including the hiring of Diana Carrera as director of summer and afterschool programs. Ms. Carrera is already finalizing a robust summer academic and enrichment program that will be offered to LEEP students.

Ms. Rodriguez shared data on Round 2 of the STEP English Assessment: 46% of students moved up two or more levels, 18% moved up one level, 36% of students did not move up a full level. Teachers and interventionists are targeting common problem areas.

Mr. Douek asked about how increases in STEP assessment correlates with grade-level measures of student achievement. Ms. Rodriguez reported that half of kindergarten students are on grade-level in English. Grade-level percentages are lower in first and second grades, however, those students have shown the greatest growth on recent assessments. Ms. Rodriguez noted that LEEP academic staff is working with consultants to review appropriate dual language academic benchmarks.

Ms. Rodriguez also noted that the switch to STEP assessments has helped provide teachers with much more granular data regarding students' strengths and weaknesses and that teachers and instructional coaches are using the data to target individual student needs.

Mr. Regnier reported on LEEP's DASA (Dignity for All Students Act) policy, which explicitly prohibits bullying, harassment, and discrimination. Mr. Edgar Sanchez has been appointed LEEP's dignity act coordinator. Ms. Mosquera moved to officially approve the DASA policy language that had been circulated to the board of trustees. Ms. Varela-Hand seconded the motion. The motion carried.

Mr. Regnier shared the proposed LEEP academic calendar for the 2021-22 school year. The pattern is similar to previous years. One small change is the decision to serve kindergarteners only for the first three days of school. Ms. Rodriguez noted that these three days will help the staff to acclimate the youngest and newest students to the school. Ms. Mosquera moved to adopt the 2021-22 school calendar presented to the board of trustees. Mr. Sahn seconded the motion. The motion carried.

Mr. Regnier shared the contract presented by DBI Projects real estate advisory services. As Mr. Gutierrez previously stated, the purpose of the proposed contract is to explore facility expansion potential at the current site. The contract would not exceed \$20,000. Ms. Mosquera moved to approve the contract. Mr. Douek seconded. The motion carried.

### **Finance Committee Report**

Mr. Douek reported that LEEP is projected to finish the fiscal year in a strong financial position with a significant year-end surplus. Mr. Keogh reiterated that LEEP is in a strong financial position and reported that a preliminary 2021-22 fiscal year budget should be ready for consideration by the May board meeting.

Ms. Mosquera moved to appoint Mr. Sahn as a member of the finance committee. His main role on the committee will be to provide fundraising advice. Ms. McCorkindale seconded. The motion carried.

### **Executive Committee Report**

Ms. Mosquera reported that LEEP will need to submit a nonmaterial charter revision to NYSED on the leadership changes. Ms. Mosquera reported that NYSED had been informed of Ms. Jarvis-Cedeno's departure from the LEEP board. Ms. Mosquera reported that she and other executive committee officers will be meeting with NYSED representative Paula Orlando the following day.

### **Academics and Accountability Committee Report**

Ms. Mosquera reported that the Academics and Accountability Committee's next meeting will focus on LEEP's Diversity, Equity, and Inclusion (DEI) work, reviewing STEP Assessment data, and Covid-related polices and precautions for the 2021-22 school year.

### **Board Norms and Development**

Ms. Mosquera discussed the need to identify prospective new board members, including individuals with roots in the Sunset Park community and educators with dual language expertise. Ms. Mosquera encouraged members of the board and staff to give thought to prospective new candidates. Mr. Regnier reminded the board that individuals can serve on committees without being full board members.

### **Public Comments**

Three LEEP parents were in attendance. Parents asked about access to student achievement data. Ms. Rodriguez stated that all student achievement data is made available to parents and should be part of parent-teacher conference conversations. If parents have any questions about data they

can contact their children's teacher or contact Ms. Rodriguez directly. Another parent question involved dismissal time. Mr. Regnier stated that LEEP planned to stay with the current 3:15 dismissal time but would be happy to discuss the issue further with parents. A parent asked about involving parents in fundraising for the school. Mr. Gutierrez stated that LEEP hopes to involve parents in fundraising as the school develops a fundraising strategy. Mr. Regnier reminded everyone that the LEEP website accepts online donations and LEEP is grateful for all donations.

### **Executive Session**

Ms. Mosquera moved the board meeting into executive session at approximately 7:30 p.m. to discuss a LEEP personnel matter. Ms. Mosquera returned the board from executive session at approximately 7:50.

### **Adjournment**

Ms. Mosquera moved to adjourn the meeting. Ms. Varela-Hand seconded. The motion carried. The meeting was adjourned at 7:51 p.m.



**LEEP Dual Language Academy Charter School**

**MEETING MINUTES**

**Meeting of the Board of Trustees**

**May 18, 2021 @ 6:00 PM**

**VIA VIDEOCONFERENCE**

**Trustees in attendance:** David Douek, Emily Fernandez, Majo McCorkindale, Gabrielle Mosquera, Charles Sahn, Magdalena Varela-Hand

**Trustees absent:** None

**Employees in attendance:** Roberto Gutierrez, Michael Regnier

**Guests in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions, prospective board member David Estrada

Due public notice was provided. A quorum was present at all times.

**Call to Order**

Ms. Mosquera called the meeting to order at 6:05 p.m.

**Approval of Agenda**

Ms. Mosquera moved to adopt the draft agenda. Ms. Fernandez seconded. The motion carried.

**Approval of Minutes**

Ms. Mosquera moved to approve the minutes of the board's April meeting as drafted. Ms. McCorkindale seconded the motion. The motion carried.

**Executive Director's Report**

Mr. Regnier reported on the registration progress for the 2021-22 school year. Full enrollment is anticipated. There are 11 pending offers and an additional 54 students on waitlists.

Mr. Regnier announced that LEEP will run a five-week Summer Camp and Summer School in July and August. It will include field trips and enrichment programs. Students in the Summer School will attend classes in the morning and then join in camp activities in the afternoon.

Mr. Regnier reported on the hiring of experienced educator Johana Andujar as Vice Principal of LEEP. Ms. Andujar comes to LEEP after serving as Principal of Brooklyn Ascend Elementary School.

Mr. Gutierrez reported on facility planning progress. Mr. Gutierrez noted that the firm DBI has commenced its study of physical plant options at LEEP's current location and that an architecture firm has been hired to assist in preparing a concept design. The study should be finalized in eight weeks.

Mr. Gutierrez reported that negotiations are proceeding with nearby Grace Baptist Church about the use of the church's parking lot as an outdoor play space for LEEP Academy students. An architect has been hired to offer recommendations to the church and LEEP for consideration. It is expected that an agreement will be reached, and the play space will be ready for students in September.

Mr. Regnier reported on Covid safety precautions. Thankfully, no new cases have been reported in the LEEP school community and the school has remained open. Teachers continue to wear masks. LEEP continues to encourage families to get vaccinated. Mr. Regnier reported that school leadership will continue to monitor guidelines from the city and state DOEs and the CDC as the school plans for its summer programming and the 2021-22 school year.

Mr. Regnier reported that he and Principal Delines Rodriguez have conducted individual meetings with every LEEP employee to gather feedback. LEEP has also sent every family an online survey to gather feedback. A LEEP staff survey will also be administered before the end of the school year.

Ms. Rodriguez was absent due to illness, so Mr. Regnier reported on results MAP math and reading assessments that were administered to students. The MAP results presented a mixed picture of growth. Kindergarten students outperformed national averages in reading and math. There was strong growth in reading in kindergarten and second grade, and among SpEd and ELL students in all grades. Math performance was flat in kindergarten and second grade and decreased in first grade.

Mr. Regnier reported on the steps LEEP is taking to ensure that all students continue on the path of growth. These steps include investing in experienced staff, investing in intervention team, new summer and after-school programs that are designed and operated by LEEP, and schedule and staffing adjustments.

Mr. Keogh presented LEEP Academy's fiscal 2022 proposed budget. The budget is built around a school-wide targeted enrollment of 340 students and a budgeted enrollment of 333 students. Total expenses are projected to be about \$8.5 million. The increased budget reflects the addition of a new grade and increased investments in staffing to support post-Covid academic recovery and growth. Ms. McCorkindale asked several questions about LEEP's staffing model. Mr. Regnier, Ms. Fernandez, and Mr. Douek offered explanation.

Mr. Douek moved to approve the proposed fiscal 2022 budget. The motion carried.

Mr. Douek also moved to approve a minor modification to the sublease agreement. Ms. Mosquera seconded the motion. The motion carried.

### **Finance Committee Report**

Mr. Keogh reported that LEEP is in a strong financial position and is projected to finish the fiscal year with a significant surplus. Mr. Douek saluted Mr. Keogh and LEEP's leadership for its financial stewardship.

### **Executive Committee Report**

Ms. Mosquera reported that she and other executive committee members had a positive meeting with NYSED representative Paula Orlando in April.

### **Academics and Accountability Committee Report**

Ms. Mosquera reported that the Academics and Accountability Committee's recent meeting focused on LEEP's Diversity, Equity, and Inclusion (DEI) work. She stated that the June meeting would focus on the MAP assessment results.

### **Board Norms and Development**

Ms. Mosquera and Mr. Gutierrez welcomed prospective LEEP board member David Estrada. Mr. Estrada is Executive Director of the Sunset Park Business Improvement District. Mr. Gutierrez noted that Mr. Estrada is deeply-rooted in the Sunset Park community and has been helpful to LEEP since its inception. In fact, LEEP's very first board meeting took place in Mr. Estrada's office. Mr. Estrada introduced himself and noted that LEEP has established itself as an important part of the Sunset Park community. He noted that LEEP is one of the largest leaseholders and employers in the Sunset Park BID and that it serves as an example to the community on the redemptive use of historic architecture.

Ms. Mosquera noted that due to LEEP's by-laws Ms. McCorkindale will soon have to be replaced as LEEP's parent representative on the board. Ms. Mosquera also announced that due to increased work demands she will be stepping down from the LEEP board at the end of June. Mr. Regnier, Mr. Gutierrez, and several LEEP board members praised Ms. Mosquera for her service as a founding board member and board chair.

### **Public Comments**

Three LEEP parents were in attendance: Amma Woods, Daisy Rosado-Bunkley, and Melody Sosa. Ms. Woods stated that she appreciated the opportunity to attend LEEP board meetings and saluted Ms. McCorkindale for the way she has represents LEEP parents on the board. Ms. Rosado-Bunkley asked when the 2021-22 school calendar would be available and if after-school programming would be available on early-dismissal Wednesdays. Mr. Regnier stated that the calendar would be posted in the next day or so and that after-school programming would start right after dismissal on Wednesdays. Ms. Sosa suggested that LEEP could do more to make parents aware of LEEP board meetings. Mr. Regnier stated that notice of meetings is posted on LEEP's

Facebook page and website, however, he will speak with operations team about additional ways to remind families about board meetings as the board and leadership team greatly appreciate the feedback and support of LEEP families.

**Adjournment**

Ms. Mosquera moved to adjourn the meeting. Ms. McCorkindale seconded. The motion carried. The meeting was adjourned at 7:57 p.m.



**LEEP Dual Language Academy Charter School**

**MEETING MINUTES**

**Meeting of the Board of Trustees**

**June 15, 2021 @ 6:00 PM**

**VIA VIDEOCONFERENCE**

**Trustees in attendance:** David Douek, Emily Fernandez, Majo McCorkindale, Gabrielle Mosquera, Charles Sahm, Magdalena Varela-Hand

**Trustees absent:** None

**Employees in attendance:** Roberto Gutierrez, Michael Regnier, Delines Rodriguez

**Guests in attendance:** Robert Keogh of the financial consulting firm 4<sup>th</sup> Sector Solutions, prospective board member David Estrada

**Family members in attendance:** Lauren Farber, Daisy Rosado-Bunkley, Melody Sosa, Amma Woods

Due public notice was provided. A quorum was present at all times.

**Call to Order**

Ms. Mosquera called the meeting to order at 6:05 p.m.

**Approval of Agenda**

Ms. Mosquera moved to adopt the draft meeting agenda. Mr. Sahm seconded the motion. The motion carried.

**Approval of Minutes**

Ms. Mosquera moved to approve the minutes of the board's May meeting as drafted. Ms. McCorkindale seconded the motion. The motion carried.

**Executive Director's Report**

Enrollment

Mr. Regnier reported on student registration for the 2021-22 school year. LEEP Academy projects full enrollment. There are 57 students on waitlists.

### Leadership & Hiring Updates

Mr. Regnier announced that LEEP's leadership team for the upcoming school year is in place. In addition to LEEP's principal, Delinas Rodriguez, and LEEP's new vice principal, Johana Andujar, LEEP now has three deans of instruction. LEEP need to fill one or two teaching roles. Those teachers should be in place by the end of July. LEEP has also hired Matthew Padilla as senior director of operations. Matthew comes to LEEP from Success Academy, where he opened and ran two elementary schools and worked on network-wide operations. Mayra Torres, whose work has been indispensable to LEEP's growth and success, will also continue to serve on the operations team. Ms. Rodriguez stated that she is excited to welcome so many experienced educators to the LEEP family. With the leadership and teaching team in place, Ms. Rodriguez noted that LEEP is "ahead of the curve" and can focus on training and planning for a successful 2021-22 school year.

### Facility & Safety Planning

Mr. Regnier noted LEEP's continued Covid safety precautions: masks required indoors, three feet of distance without desk shields, etc. More changes are expected in the fall. LEEP will continue to monitor federal, state, and city guidelines. Mr. Regnier reviewed the floor plan for LEEP Academy and noted that the building will be able to safely accommodate all students for in-person learning in kindergarten through third grade for the 2021-22 school year.

### Family Feedback

Mr. Regnier reviewed the results of the LEEP family survey. He noted that 99% of LEEP families would recommend LEEP Academy to others. Overall, there were high marks for school climate and school safety. There was room to improve in family involvement and home learning behaviors. Ms. McCorkindale noted some unusual responses and questioned whether some questions were worded poorly or not translated correctly.

### STEP English & Spanish Preview

Ms. Rodriguez reported that there was significant growth on the latest round of STEP assessments. In English, 72% of students grew two or more STEP levels; 47% grew three or more levels. In Spanish, 62% of students grew two or more STEP levels; 35% grew three or more levels.

### DBI Contract Amendment

Mr. Gutierrez discussed a minor amendment to the contract with the firm DBI. The firm is conducting a study of physical plant options at LEEP's current location. The contract is being expanded to include a vetting of architecture firms and review and scoring of various architectural plans. Ms. Mosquera moved to approve the new DBI contract. Ms. Fernandez seconded the motion. The motion carried.

### EdOps Contract Renewal

Mr. Regnier discussed a proposed renewal of LEEP Academy's contract with the firm EdOps, an educational consulting company that helps LEEP analyze student data and report it to the New York State Department of Education. LEEP will work with EdOps to implement a software program called Clever that will help to automate the uploading of certain data. Ms. Mosquera moved to approve the renewal of the EdOps contract. Ms. McCorkindale seconded the motion. The motion carried.

### Revision to Work Time Policies

Mr. Regnier reported on certain proposed changes to the work time policies for full-time LEEP instructional leaders/staff (not teachers). Changes include: extended holidays in early July for instructional leaders; additional vacation days for operational leaders; a new 5-day summer work week; and a leadership training day in February. These changes will ensure proper rest and bring holiday/vacation time in line with industry norms. Ms. Mosquera moved to approve the changes to the work time policies for the instructional leaders. Mr. Sahn seconded the motion. The motion carried.

### **Finance Committee Report**

Mr. Keogh reported that LEEP is in a strong financial position and is projected to finish the fiscal year with a significant surplus. LEEP's cash balance is somewhat tight at the end of the fiscal year due to some delayed grant and per-pupil payments. Mr. Keogh reported that this should be the last time LEEP is in such a tight cash position. Mr. Douek saluted Mr. Keogh and LEEP's leadership team for their solid fiscal stewardship this year. Mr. Gutierrez reported on a good meeting the leadership team had earlier in the day with New Schools Venture Fund, which has provided significant start-up funding to LEEP Academy.

### **Executive Committee Report**

Ms. Mosquera reported that she and other executive committee members will be conducting an annual evaluation of the members of the LEEP leadership team.

### **Academics and Accountability Committee Report**

Ms. Mosquera reported that the Academics and Accountability Committee's recent meeting focused on rent STEP assessment data, LEEP's Diversity, Equity, and Inclusion (DEI) work, and the revision of the LEEP staffing model.

### **Board Norms and Development**

Ms. Mosquera enthusiastically moved to approve David Estrada, executive director of the Sunset Park Business Improvement District, as a LEEP board member. Ms. McCorkindale seconded the motion. The motion carried. Mr. Estrada will submit his paperwork to the NYSED for official state approval. Ms. Mosquera stated that she met with another prospective board candidate, Alejandro Montoya. Mr. Montoya has worked in operations for a number of charter networks. Mr. Regnier and Mr. Gutierrez have also met with Mr. Montoya and are enthusiastic about his candidacy. Ms. Mosquera mentioned that LEEP continues to look to add someone with dual language expertise to the LEEP board.

With Ms. Mosquera stepping down from the LEEP board at the end of June, she reviewed the responsibilities of the board chair and offered to help find a successor. Ms. Mosquera stated that it has been an honor to serve on the LEEP board for the past three years. Mr. Regnier, Mr. Gutierrez, and Ms. Rodriguez thanked Ms. Mosquera for her service and noted how much LEEP's students have benefited – and will continue to benefit – from her leadership and hard work. The rest of the LEEP board echoed those sentiments.

## **Public Comments**

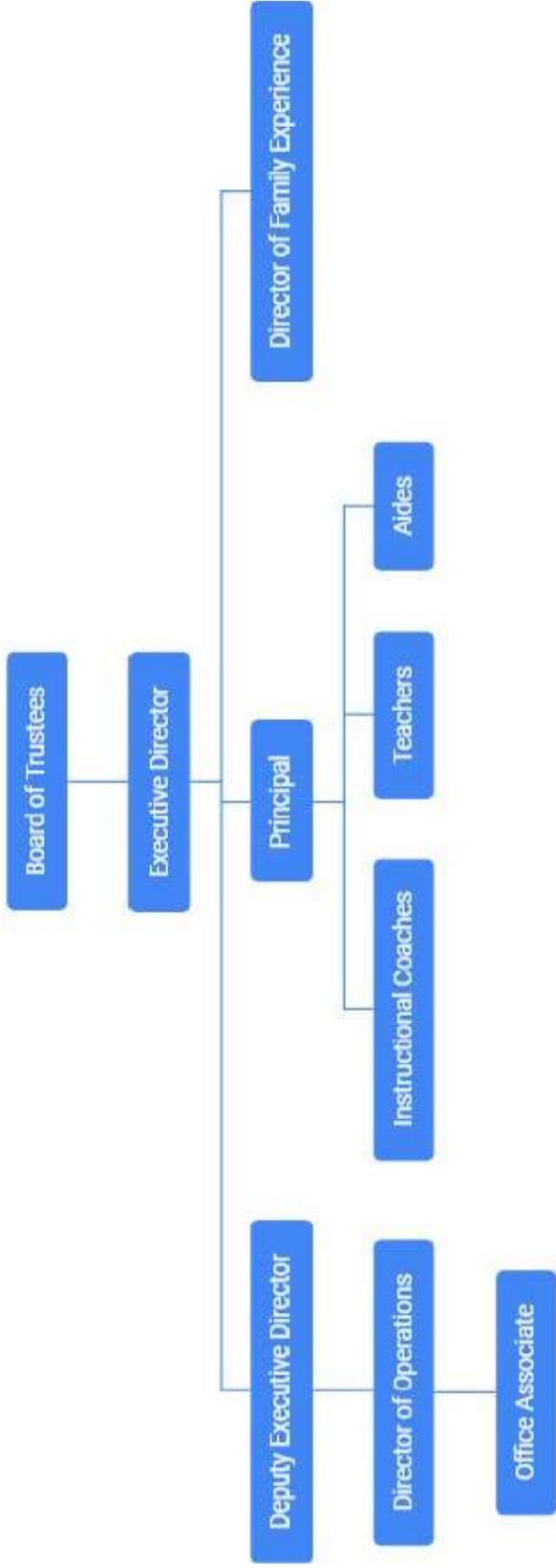
There were no public comments. Several parents thanked Ms. Mosquera for her service and welcomed Mr. Estrada to the board.

## **Adjournment**

Mr. Regnier ended the meeting by noting that LEEP Academy held a successful end-the-year field day. He saluted the hard work of the staff in putting the joyful event together and he suggested that it signaled a return to normalcy for the upcoming school year.

Ms. Mosquera moved to adjourn the meeting. Ms. Varela-Hand seconded the motion. The motion carried. The meeting was adjourned at 7:30 p.m.

**LEEP Dual Language Academy Charter School  
Organizational Chart, 2019-20**



# School Calendar 2021-2022



**July 2021**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7*	8	9	10
11	12	13	14*	15	16	17
18	19	20	21*	22	23	24
25	26	27	28*	29	30	31

**July**

4	Independence Day
5	Independence Day (Observed)
12	First day of Summer School and Summer Camp

**January 2022**

Su	M	Tu	W	Th	F	Sa
2	3	4	5*	6	7	8
9	10	11	12*	13	14	15
16	17	18	19*	20	21	22
23	24	25	26*	27	28	29
30	31					

**January**

3	Staff training day (NO SCHOOL)
8	Family Workshop
14	Picture retake day
17	Martin Luther King's Day (NO SCHOOL)

**August 2021**

Su	M	Tu	W	Th	F	Sa
1	2	3	4*	5	6	7
8	9	10	11*	12	13	14
15	16	17	18*	19	20	21
22	23	24	25*	26	27	28
29	30*	31*				

**August**

11	First day for new staff
12	Last day of Summer School
13	Last day of Summer Camp
16	First day for returning staff
30	First day of school for students for Kinder
30-31	Kindergarten students only
30-31	Early Dismissal for all students at 1:20 p.m.

**February 2022**

Su	M	Tu	W	Th	F	Sa
6	7	8	9*	10	11	12
13	14	15	16*	17	18	19
20	21	22	23	24	25	26
27	28					

**February**

21	Presidents' Day (NO SCHOOL)
22	Staff Day Off (NO SCHOOL)
23	Staff training day (NO SCHOOL)
26	Family Workshop

**September 2021**

Su	M	Tu	W	Th	F	Sa
5	6	7	8*	9*	10*	11
12	13	14	15*	16	17	18
19	20	21	22*	23	24	25
26	27	28	29*	30		

**September**

1	Kindergarten students only
1-10	Early Dismissal for all students at 1:20 p.m.
2	First day of school for students Grade 1-3
6	Labor Day (NO SCHOOL)
7	Staff training day (NO SCHOOL)
11	Family Workshop

**March 2022**

Su	M	Tu	W	Th	F	Sa
6	7	8	9*	10	11	12
13	14	15	16*	17	18	19
20	21	22	23*	24	25	26
27	28	29	30*	31		

**March**

7	Third trimester begins
19	Family Workshop
21	Report Cards sent home
23	Parent-Teacher Conference

**October 2021**

Su	M	Tu	W	Th	F	Sa
3	4	5	6*	7	8	9
10	11	12	13*	14	15	16
17	18	19	20*	21	22	23
24	25	26	27*	28	29	30
31						

**October**

11	Columbus Day (NO SCHOOL)
12	Staff training day (NO SCHOOL)
16	Family Workshop

**April 2022**

Su	M	Tu	W	Th	F	Sa
3	4	5	6*	7	8	9
10	11	12	13	14	15	16
17	18	19	20*	21	22	23
24	25	26	27*	28	29	30

**April**

11 to 15	Spring Break (NO SCHOOL)
18	Staff training day (NO SCHOOL)

**November 2021**

Su	M	Tu	W	Th	F	Sa
7	8	9	10*	11	12	13
14	15	16	17*	18	19	20
21	22	23	24*	25	26	27
28	29	30				

**November**

5	Picture Day
11	Veterans Day (NO SCHOOL)
13	Family Workshop
25-26	Thanksgiving Break (NO SCHOOL)
29	Second Trimester begins

**May 2022**

Su	M	Tu	W	Th	F	Sa
1	2	3	4*	5	6	7
8	9	10	11*	12	13	14
15	16	17	18*	19	20	21
22	23	24	25*	26	27	28
29	30	31				

**May**

13	Spring Concert
21	Family Workshop
27	Staff training day (NO SCHOOL)
30	Memorial Day (NO SCHOOL)

**December 2021**

Su	M	Tu	W	Th	F	Sa
5	6	7	8*	9	10	11
12	13	14	15*	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**December**

4	Family Workshop
10	Winter Spectacular
13	Report Cards sent home
15	Parent-Teacher Conference
20-31	Winter Break (NO SCHOOL)

**June 2022**

Su	M	Tu	W	Th	F	Sa
5	6	7	8*	9	10	11
12	13	14	15*	16	17	18
19	20	21	22*	23	24	25
26	27	28	29*	30		

**June**

11	Family Workshop
13	Reports Card sent home
15	Parent-Teacher Conference
17	Field Day (Rain day: June 21)
20	Juneteenth (Observed - NO SCHOOL)
23	Kindergarten Step-Up Day
24	Last day of school for students
27-29	Last days for teachers / Snow make up day

\*Indicates early dismissal (Dismissal time is 1:20 p.m. every Wednesday)

# Calendario Escolar 2021-2022



Julio 2021						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
			1	2	3	
4	5	6	7*	8	9	10
11	12	13	14*	15	16	17
18	19	20	21*	22	23	24
25	26	27	28*	29	30	31

- 4 Día de la Independencia
- 5 Observación del Día de la Independencia (Escuela cerrada)
- 12 Primer día de Escuela de Verano y Campamento

Agosto 2021						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
			1*	2*	3*	4
5	6	7	8*	9*	10*	11
12	13	14	15*	16	17	18
19	20	21*	22	23	24	25
26	27	28*	29	30	31*	

- 11 Primer día para el nuevo personal
- 12 Último día de Clases de Verano
- 13 Último día del Campamento de Verano
- 16 Primer día para el personal habitual
- 30 Primer día de clases para estudiantes de Kinder
- 30-31 Solo estudiantes de Kinder
- 30-31 Salida Temprana para los estudiantes

Septiembre 2021						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
			1*	2*	3*	4
5	6	7	8*	9*	10*	11
12	13	14	15*	16	17	18
19	20	21	22*	23	24	25
26	27	28	29*	30		

- 1 Solo estudiantes de Kinder
- 1-10 Salida Temprana para los estudiantes
- 2 Primer día de clases para alumnos Grados 1-3
- 6 Día del Trabajo (NO HAY CLASES)
- 7 Formación de Personal (NO HAY CLASES)
- 11 Taller Familiar

Octubre 2021						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
			1	2		
3	4	5	6*	7	8	9
10	11	12	13*	14	15	16
17	18	19	20*	21	22	23
24	25	26	27*	28	29	30
						31

- 11 Día de Cristóbal Colón (NO HAY CLASES)
- 12 Formación de personal (NO HAY CLASES)
- 16 Taller Familiar

Noviembre 2021						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
			1	2	3*	4
5	6	7	8*	9	10*	11
12	13	14	15*	16	17	18
19	20	21	22*	23	24	25
26	27	28	29*	30		

- 5 Día de fotos escolares
- 11 Día de los Veteranos Militares (NO HAY CLASES)
- 13 Taller Familiar
- 25 al 26 Receso por Día de Acción de Gracias
- 29 Comienza el Segundo Trimestre

Diciembre 2021						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
			1*	2	3	4
5	6	7	8*	9	10	11
12	13	14	15*	16	17	18
19	20	21	22*	23	24	25
26	27	28	29	30	31	

- 4 Taller Familiar
- 10 Espectáculo de Invierno
- 13 Día de envío de boletas de calificaciones
- 15 Reunión de Padres y Maestros
- 20-31 Vacaciones de Invierno (NO HAY CLASES)

Enero 2022						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
						1
2	3	4	5*	6	7	8
9	10	11	12*	13	14	15
16	17	18	19*	20	21	22
23	24	25	26*	27	28	29
						30
						31

- 3 Formación de Personal (NO HAY CLASES)
- 8 Taller Familiar
- 14 Día de la retoma de las foios escolares
- 17 Día de Martin Luther King (NO HAY CLASES)

Febrero 2022						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
			1	2*	3	4
6	7	8	9*	10	11	12
13	14	15	16*	17	18	19
20	21	22	23	24	25	26
27	28					

- 21 Día de los Presidentes (NO HAY CLASES)
- 22 Día libre del personal (NO HAY CLASES)
- 23 Formación de Personal (NO HAY CLASES)
- 26 Taller Familiar

Marzo 2022						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
			1	2*	3	4
6	7	8	9*	10	11	12
13	14	15	16*	17	18	19
20	21	22	23*	24	25	26
27	28	29	30*	31		

- 7 Comienza el Tercer Trimestre
- 19 Taller Familiar
- 21 Día de envío de boletas de calificaciones
- 23 Reunión de Padres y Maestros

Abril 2022						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
						1
3	4	5	6*	7	8	9
10	11	12	13	14	15	16
17	18	19	20*	21	22	23
24	25	26	27*	28	29	30

- 11 al 15 Vacaciones de Primavera (NO HAY CLASES)
- 18 Formación de personal (NO HAY CLASES)

Mayo 2022						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
			1	2	3	4
6	7	8	9*	10	11	12
13	14	15*	16	17	18	19
20	21	22*	23	24	25	26
27	28	29	30*	31		

- 13 Concierto de Primavera
- 21 Taller Familiar
- 27 Formación de personal (NO HAY CLASES)
- 30 Día Conmemorativo de los Caídos (NO HAY CLASES)

Junio 2022						
Dom	Lun	Mar	Miér	Jue	Vier	Sáb
			1*	2	3	4
5	6	7	8*	9	10	11
12	13	14	15*	16	17	18
19	20	21	22*	23	24	25
26	27	28	29*	30		

- 11 Taller Familiar
- 13 Día de envío de boletas de calificaciones
- 15 Reunión de Padres y Maestros
- 17 Día de Juegos (Si llueve, será el 21 de junio)
- 20 Día de la Emancipación (NO HAY CLASES)
- 23 Promoción de Kinder
- 24 Último día de clases
- 27 al 29 Últimos días para maestros / Reposición por nevada

\* Señala salida temprana (La hora de salida es 1:20 p.m. cada miércoles)

LEEP Dual Language Academy Charter School

2021-22 School Year Calendar: Count of Instructional Days and Hours

Month	Grade K		Grades 1-3	
	Instructional Days	Instructional Hours	Instructional Days	Instructional Hours
August	2	11	0	0
September	20	132	19	124.5
October	19	134.5	19	134.5
November	19	134.5	19	134.5
December	13	91.5	13	91.5
January	19	134.5	19	134.5
February	17	121.5	17	121.5
March	23	162.5	23	162.5
April	15	106.5	15	106.5
May	20	142	20	142
June	17	117.5	17	117.5
TOTAL	184	1288	181	1269.5



# FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.30.2021.

### PREMISES

Leep Dual Language  
5323 5<sup>th</sup> Avenue  
Brooklyn NY 11220

Leep Dual Language  
5323 5<sup>th</sup> Avenue  
Brooklyn NY 11220

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **01.28.2021**.

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

\_\_\_\_\_ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

\_\_\_\_\_ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

\_\_\_\_\_ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: \_\_\_\_\_  
Tomasz Korbas, Supervising Inspector, PBU

*Certificate of Occupancy*

**CO Number: 301366590F**

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<b>A.</b>	<b>Borough:</b> Brooklyn	<b>Block Number:</b> 00816	<b>Certificate Type:</b> Final
	<b>Address:</b> 5323 5 AVENUE	<b>Lot Number(s):</b> 1	<b>Effective Date:</b> 01/14/2011
	<b>Building Identification Number (BIN):</b> 3330237	<b>Building Type:</b> Altered	
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b> [REDACTED]	(1968 Code)	
	<b>Building Occupancy Group classification:</b> [REDACTED]	(1968 Code)	
	<b>Multiple Dwelling Law Classification:</b> None		
	<b>No. of stories:</b> [REDACTED]	<b>Height in feet:</b> [REDACTED]	<b>No. of dwelling units:</b> 0
<b>C.</b>	<b>Fire Protection Equipment:</b> None associated with this filing.		
<b>D.</b>	<b>Type and number of open spaces:</b> Parking spaces (12), Parking (4220 square feet)		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations:</b> Board of Standards and Appeals - Recording Info: 127-04-BZ		
<b>Borough Comments:</b> None			

*[Signature]*

Borough Commissioner

*[Signature]*

Commissioner

*Certificate of Occupancy*

CO Number: **301366590F**

**Permissible Use and Occupancy**

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use

*[Handwritten Signature]*

Borough Commissioner

*[Handwritten Signature]*

Commissioner