

Application: LEEP Dual Language Academy Charter School

Johana Andujar - jandujar@leepschools.org
2023-2024 Annual Report

Entry 1 – School Information and Cover Page

Completed - Nov 14 2024

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 the 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 2023-2024 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, 2024)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL 800000090723

b. Unofficial or Popular School Name

LEEP Academy

c. CHARTER AUTHORIZER (As of June 30th, 2024)

Please select the correct authorizer as of June 30, 2024 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. District/CSD of Location

CSD #15 - BROOKLYN

e. Date of Approved Initial Charter

Aug 26 2019

f. Date School First Opened for Instruction

Aug 20 2019

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

School Mission:

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.

Key Design Elements

- Dual Language Instruction via 90:10 Spanish Language Immersion
- A Coherent, Content-rich, Culturally Responsive Curriculum
- Character Development Built on a “Pedagogy of Cariño”
- Focus on Teacher Technique and Practice Development

h. School Website Address

<https://www.leepacademies.org/>

i. Total Approved Charter Enrollment for 2023-2024 School Year

499

j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment

426

k. Grades Served

Grades served during the 2023-2024 school year (exclude Pre-K program students):

Responses Selected:

Kindergarten
1
2
3
4
5

I. Charter Management Organization/Educational Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES: Owned, rented, leased to educate students

Will the school maintain or operate multiple sites in 2024-2025?

	Yes, 2 sites
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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 Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school 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 Avenue, 2nd Floor, Brooklyn, NY 11220	(917) 819-5337	NYC CSD 15	K-3	K-3	K-3

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Johana Andujar	Principal	917-819-5337		jandujar@leepschools.org
Operational Leader	Tenille Faria	Sr. Director of Operations	917-819-5337		tfaria@leepschools.org
Compliance Contact	Luis Ventura	Business Administrator	917-819-5337		lvventura@leepschools.org
Complaint Contact	Tenille Faria	Sr. Director of Operations	917-819-5337		tfaria@leepschools.org
DASA Coordinator	Tenille Faria	Sr. Director of Operations	917-819-5337		tfaria@leepschools.org
Phone Contact for After Hours Emergencies	Tenille Faria	Sr. Director of Operations	917-819-5337		tfaria@leepschools.org

m1b. Is site 1 in public space or in private space?

Private Space

m1c. Is site 1 in a co-located or not in a co-located facility?

Responses Selected:

Not Co-Located

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

m1e. 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, 2024.

Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.

If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.

Site 1 Certificate of Occupancy (COO)

[5323 Fifth Avenue.pdf](#)

Filename: 5323 Fifth Avenue.pdf **Size:** 52.8 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[5323 5 AVE.pdf](#)

Filename: 5323 5 AVE.pdf **Size:** 310.9 kB

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to Be Served at Site for 2024-2025 School Year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	5224 5th Avenue, Brooklyn NY 11220	(917) 819-5337	NYC CSD 15	4-5	4-5	4-5

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Johana Andujar	Principal	917-819-5337		jandujar@leepschools.org
Operational Leader	Tenille Faria	Sr. Director of Operations	917-819-5337		tfaria@leepschools.org
Compliance Contact	Luis Ventura	Business Administrator	917-819-5337		lventura@leepschools.org
Complaint Contact	Tenille Faria	Sr. Director of Operations	917-819-5337		tfaria@leepschools.org
DASA Coordinator	Tenille Faria	Sr. Director of Operations	917-819-5337		tfaria@leepschools.org
Phone Contact for After Hours Emergencies					

m2b. Is site 2 in public space or in private space?

Private Space

m2c. Is site 2 in a co-located or not in a co-located facility?

Responses Selected:

No Co-Located

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

m2e. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 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, 2024.

Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.

If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.

Site 2 Certificate of Occupancy (COO)

[5224 5 Avenue.pdf](#)

Filename: 5224 5 Avenue.pdf **Size:** 52.1 kB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

[5.16.24 Fire Safety Inspection Report \(Red Campus\).pdf](#)

Filename: 5.16.24 Fire Safety Inspection Report (Red Campus).pdf **Size:** 310.9 kB

School Site 5

m5. SCHOOL SITES

Please provide information on Site 5 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 5						

m5a. Please provide the contact information for Site 5.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader					
Operational Leader					
Compliance Contact					
Complaint Contact					
DASA Coordinator					
Phone Contact for After Hours Emergencies					

m5b. Is site 5 in public space or in private space?

(No response)

m5c. Is site 5 in a co-located or not in a co-located facility?

No Responses Selected

m5d. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 5						

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

m5e. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 5 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, 2024.

Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.

If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.

Site 5 Certificate of Occupancy (COO)

Site 5 Fire Inspection Report

This is required, marked optional for administrative purposes.

n. List of owned, rented, leased facilities not used to educate students and the purpose of each.

Separate by semi-colon (;)

Not applicable

o1. Total Number of School Calendar Days

183

o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)

January 2024	21
February 2024	16
March 2024	20
April 2024	17
May 2024	22
June 2024	14
July 2023	0
August 2023	7
September 2023	20
October 2023	20
November 2023	15
December 2023	11

CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR

p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school's board of trustees' bylaws, enrollment policy, discipline policy, or complaint policy.

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

Does the school have any material or non-material revisions approved or pending?

Yes

p2. 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 admissions/enrollment policy	Revision to allow for enrollment in Second Grade.	07/06/2023	08/01/2024
2	Change in schedule/calendar	Revision to adjust school end time to 3:30 pm. Mondays through Thursdays and 1:30 p.m. on Fridays	07/06/2023	08/01/2024
3	Change in complaint policy	Revision to Complaint Policy to allow for complaints involving violations of law or School's Charter	07/06/2023	08/01/2024
4	Change in Bylaws	Revision to Bylaws to adjust notice requirement to 72 hours before the meeting.	07/06/2023	08/01/2024
5	Change in discipline or code of conduct policy	Revision to designate a member of the Board of Trustees to serve as a hearing officer for long-term student suspension or expulsions.	02/12/2024	08/01/2024

More revisions to add?

Yes

p2. 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)
6	Change in schedule/calendar	Revision to decrease number of instructional days from 190 to 183 days	06/12/2023	08/01/2024
7	Change in organizational structure	Revision to organizational structure to eliminate Executive Director role	07/06/2023	06/11/2024
8				
9				
10				

ATTESTATIONS

q. Name/Position of Person Completing/Submitting the 2023-2024 Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Luis Ventura
Position	Business Administrator
Phone/Extension	917-819-5337
Email	lvventura@leepschools.org

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

As outlined in ENTRY 7 (Employee Fingerprint Requirements Attestation):

Our E-Signatures (not digital 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 7 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click [YES](#) to agree.

Responses Selected:

Yes

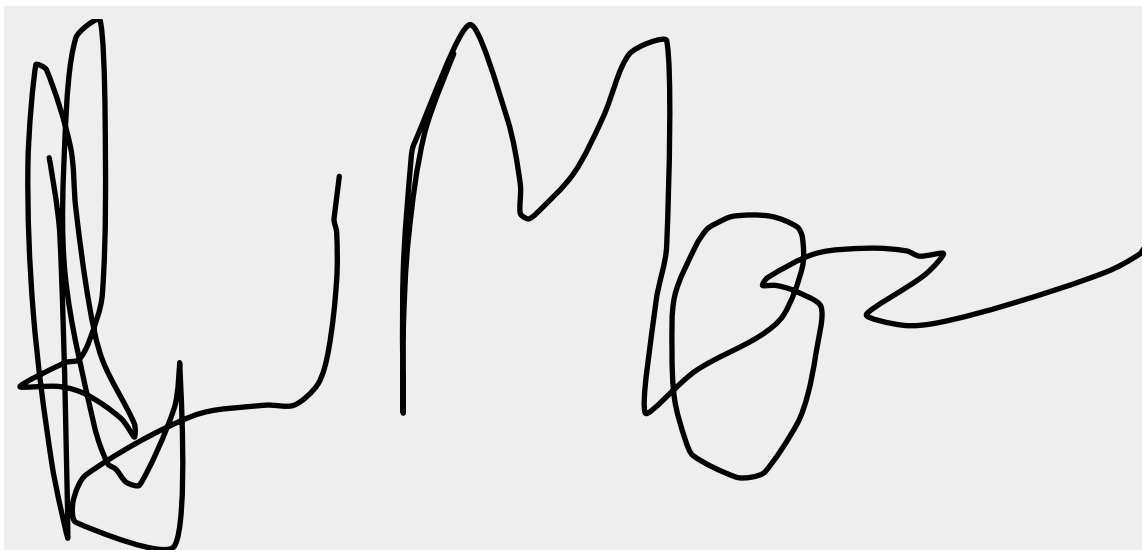
Signature, Head of Charter School

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large loop on the left, followed by a series of connected loops and a long, sweeping horizontal line extending to the right.

Signature, President of the Board of Trustees

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

A large, stylized handwritten signature in black ink on a light gray background. The signature is composed of several loops and sharp angles, with a long horizontal stroke extending to the right.

Date

Jul 31 2024



Thank you.

Entry 2 – Links to Critical Documents on School Website

Completed - Nov 14 2024

Instructions

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and NYSED-Approved School Discipline 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. All links must be readily found on the school's website.

1. Current Annual Report (i.e., 2023-2024 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;[\[2\]](#) (Even if there is no school data yet reported, provide a direct web link to the most recent [New York State School Report Card](#) for the charter school.
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY);

5. District-wide safety plan, not a building level safety plan (as per the July 2023 [Emergency Response Plan Memo](#) – Charter Schools Only);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

[2] SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

Entry 2 – Links to Critical Documents on School Website

School Name: LEEP Dual Language Academy Charter School

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and NYSED-Approved School Discipline 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. All links must be readily found on the school's website.

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 Annual Report)	https://www.leepacademies.org/about/notices/
2. Board meeting notices, agendas and documents	https://www.leepacademies.org/about/notices/
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	https://data.nysed.gov/profile.php?instid=800000090723
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.leepacademies.org/dasa/
4b. Authorizer-approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.leepacademies.org/about/notices/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.leepacademies.org/about/notices/
6. Authorizer-approved FOIL Policy	https://www.leepacademies.org/about/notices/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.leepacademies.org/about/notices/

Thank you.



Entry 3 – Board of Trustees Disclosure of Financial Interest Form

Completed - Nov 14 2024

Required of ALL Charter Schools

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 2023-2024 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) due **no later than 11:59 PM on August 1, 2024**. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2023-2024 school year completes the form.**

Charter schools **must** submit the latest version of the form. 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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[Majo McCorkindale Financial Disclosure](#)

Filename: Majo_McCorkindale_Financial_Disclosure.pdf Size: 776.4 kB

[Emily Fernandez - Financial Disclosure](#)

Filename: Emily_Fernandez_-_Financial_Disclosure.pdf Size: 771.1 kB

[David Estrada - Financial Disclosure](#)

Filename: David_Estrada_-_Financial_Disclosure.pdf Size: 772.4 kB

[Charles Sahm - Financial Disclosure](#)

Filename: Charles_Sahm_-_Financial_Disclosure.pdf Size: 769.5 kB

[Magdalena Varela-Hand - Financial Disclosure](#)

Filename: Magdalena_Varela-Hand_-_Financial__4INgxe1.pdf Size: 769.6 kB

[Michael Kirkbride - Financial Disclosure](#)

Filename: Michael_Kirkbride_-_Financial_Disclosure.pdf Size: 821.0 kB

[Melody Sosa - Financial Disclosure](#)

Filename: Melody_Sosa_-_Financial_Disclosure.pdf Size: 782.2 kB

[Alejandro Montoya - Financial Disclosure](#)

Filename: Alejandro_Montoya_-_Financial_Disclosure.pdf Size: 771.7 kB

Entry 4 – Board of Trustees Membership Table

Completed - Nov 14 2024

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 4 – Board of Trustees Membership 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.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2023-2024 Board Member Information (Enter info for each BOT member)

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	Voting Member Per By- Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/ YYYY)	End Date of Current Term (MM/DD/ YYYY)	Board Meetings Attended During 2023- 2024
1	Alejandro Montoya	amontoya@leepschools.org	Chair	Executive & Finance	Yes	2	08/01/2023	07/31/2025	10
2	Charles Sahm	csahm@leepschools.org	Treasurer	Executive & Finance	Yes	1	08/01/2022	07/31/2024	12
3	David Estrada	daestrada@leepschools.org	Secretary	Real Estate	Yes	2	08/01/2023	07/31/2025	13 or more
4	Emily Fernandez	efernandez@leepschools.org	Trustee/Member	Academic Programs	Yes	1	08/01/2022	07/31/2024	6
5	Magdalena Varela-Hand	mvarelahand@leepschools.org	Trustee/Member	Socio-emotional Learning	Yes	3	08/01/2023	07/31/2025	6
6	Majo McCorkindale	mmccorkindale@leepschools.org	Vice Chair	Family Partnerships	Yes	2	08/01/2022	07/31/2024	13 or more
7	Melody Sosa	msosa@leepschools.org	Parent Rep	Family Partnerships	Yes	1	08/01/2023	07/31/2025	13 or more
8	Michael Kirkbride	mkirkbride@leepschools.org	Trustee/Member	Finance	Yes	1	05/20/2024	07/31/2025	5 or less

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

No

2. Number of board meetings conducted in 2023-2024

15

3. Number of board meetings scheduled for the 2024-2025 school year

15

4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total number of Voting Members on June 30, 2024	8
b. Total number of Voting Members added during the 2023-2024 school year	1
c. Total number of Voting Members who left the board during 2023-2024 school year	0
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	9

5. INFORMATION ABOUT NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES (REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED ONLY)

a. Total number of Non-Voting Members on June 30, 2024	0
b. Total number of Non-Voting Members added during the 2023-2024 school year	0
c. Total number of Non-Voting Members who left the board during the 2023-2024 school year	0
d. Total Maximum Number of Non-Voting members in 2023-2024, as set by the board in bylaws, resolution, or minuteset by the board in bylaws, resolution, or minutes	0
e. Board members attending 8 or fewer meetings during 2023-2024	0

Thank you.

Entry 5 – Board Meeting Minutes

Completed - Nov 14 2024

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

Schools must upload a complete set of final monthly board meeting minutes (July 2023-June 2024), which should match the number of meetings held during the 2023-2024 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 **no later than 11:59 PM on August 1, 2024**.

July 6, 2023 - LEEP Board Meeting Minutes

Filename: July_6_2023_-_LEEP__Board_Meeting_Minutes.pdf Size: 137.3 kB

April 15, 2024 - LEEP Board Meeting Minutes

Filename: April_15_2024_-_LEEP__Board_Meeting_Minutes.pdf Size: 166.1 kB

June 11, 2024 - LEEP Special Board Meeting Minutes

Filename: June_11_2024_-_LEEP_Special_Board__nqmJLAR.pdf Size: 137.5 kB

June 20, 2024 - LEEP General Board Meeting Minutes

Filename: June_20_2024_-_LEEP_General_Board__bCBGwSD.pdf Size: 166.8 kB

July 14, 2023- LEEP Board Meeting Minutes

Filename: July_14_2023_-_LEEP__Board_Meeting_Minutes.pdf Size: 135.3 kB

[August 28, 2023 - LEEP Board Meeting Minutes](#)

Filename: August_28_2023_-_LEEP_Board_Meetin_eXJS2oH.pdf Size: 155.1 kB

[May 20, 2024 - LEEP Board Meeting Minutes](#)

Filename: May_20_2024_-_LEEP_Board_Meeting_M_TKvdCi1.pdf Size: 182.1 kB

[February 12, 2024 - LEEP Board Meeting Minutes](#)

Filename: February_12_2024_-_LEEP_Board_Meet_Mvak1AS.pdf Size: 160.7 kB

[March 18, 2024 - LEEP Board Meeting Minutes](#)

Filename: March_18_2024_-_LEEP_Board_Meeting_Minutes.pdf Size: 165.1 kB

[January 22, 2024 - LEEP Board Meeting Minutes](#)

Filename: January_22_2024_-_LEEP_Board_Meeti_t8QvIXi.pdf Size: 171.8 kB

[October 23, 2024 - LEEP Board Meeting Minutes](#)

Filename: October_23_2024_-_LEEP_Board_Meeti_MknoD02.pdf Size: 132.5 kB

[Sept 25, 2023 - LEEP Board Meeting Minutes](#)

Filename: Sept_25_2023_-_LEEP_Board_Meeting_Minutes.pdf Size: 159.7 kB

[December 11, 2023 - LEEP Board Meeting Minutes](#)

Filename: December_11_2023_-_LEEP_Board_Meet_KVvAT8x.pdf Size: 154.2 kB

[July 24, 2023 - LEEP Board Meeting Minutes](#)

Filename: July_24_2023_-_LEEP_Board_Meeting_Minutes.pdf Size: 65.6 kB

[Nov 13, 2023 - LEEP Board Meeting Minutes](#)

Filename: Nov_13_2023_-_LEEP_Board_Meeting_Minutes.pdf Size: 155.5 kB

Entry 6 – Enrollment & Retention

Completed - Nov 14 2024

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), 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 2024-2025.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 6 – Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	LEEP's marketing materials clearly describe the special educational services available. Further, the staff, including special education team members, are available to consult with families to discuss the implementation of IEPs or answer general questions related to serving students with disabilities. School tours and other recruitment events include specific mentions regarding how SWDs are welcomed and how their needs are met.	LEEP will continue the same efforts as 2024-2025.
English Language Learners	Recruitment strategies include the use of fliers, videos, outreach to community groups and local businesses, and social media. The marketing materials used to describe the program and available services include an emphasis on the dual language model and overall mission. Materials are translated into Spanish and English. School tours are also offered to prospective families.	LEEP will continue the same efforts as 2024-2025.
Economically Disadvantaged	Recruitment strategies include the use of fliers, videos, outreach to community groups and local businesses, and social media. The marketing materials used to describe the program and available services include an emphasis on the dual language model and overall mission. Materials are translated into Spanish and English. School tours are also offered to prospective families.	LEEP will continue the same efforts as 2024-2025.

Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	To retain students, the special education staff ensures the provision of IEP services and conducts frequent progress monitoring with a focus on improvement and achievement. The staff frequently coordinates meetings with parents to inform them of their child's progress and answer questions.	LEEP will continue the same efforts as 2024-2025.
English Language Learners	LEEP routinely provides translation services in Spanish, English, Mandarin, and Cantonese, which is impactful for ELL families. Frequent family workshops and other engagement efforts are a part of the culture.	LEEP will continue the same efforts as 2024-2025.
Economically Disadvantaged	Retention efforts for EDs include providing financial assistance to families who need support in order to access after-school or enrichment programs, or who may not be able to afford a uniform. Free meals are also provided for each student and frequent family workshops and other engagement efforts are a part of the culture.	LEEP will continue the same efforts as 2024-2025.

Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Nov 14 2024

Entry 7 – Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who 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.

^[1] Employees who 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 [NYSED CSO Employee Clearance and Fingerprint Memo](#) or visit the NYSED website at [Who Must Be Fingerprinted Charts](#) for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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 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 [NYSED CSO Employee Clearance and Fingerprint Memo](#).

Attestation

Responses Selected:

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

Entry 8 – Organization Chart

Completed - Nov 14 2024

Instructions

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

Upload the 2023-2024 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

LEEP Organizational Chart

Filename: LEEP_Organizational_Chart_Nvsk1Jf.pdf Size: 81.2 kB

Entry 9 – School Calendar

Completed - Nov 14 2024

Instructions for submitting School Calendar

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024**.

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 also 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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

Sample Calendar:

12 Month Calendar 2021-2022 184 Instructional Days										
July					January (20)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
			1	2	3	4	5	6	7	
5	6	7	8	9	10	11	12	13	14	
12	13	14	15	16	17	18	19	20	21	
19	20	21	22	23	24	25	26	27	28	
26	27	28	29	30	31					
August					February (15)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
2	3	4	5	6		1	2	3	4	
9	10	11	12	13	7	8	9	10	11	
16	17	18	19	20	14	15	16	17	18	
23	24	25	26	27	21	22	23	24	25	
30	31				28					
September (18)					March (23)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
		1	2	3		1	2	3	4	
6	7	8	9	10	7	8	9	10	11	
13	14	15	16	17	14	15	16	17	18	
20	21	22	23	24	21	22	23	24	25	
27	28	29	30		28	29	30	31		
October (20)					April (15)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
				1					1	
4	5	6	7	8	4	5	6	7	8	
11	12	13	14	15	11	12	13	14	15	
18	19	20	21	22	18	19	20	21	22	
25	26	27	28	29	25	26	27	28	29	
November (18)					May (21)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
1	2	3	4	5	2	3	4	5	6	
8	9	10	11	12	9	10	11	12	13	
15	16	17	18	19	16	17	18	19	20	
22	23	24	25	26	23	24	25	26	27	
29	30				30	31				
December (17)					June (17)					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
		1	2	3			1	2	3	
6	7	8	9	10	6	7	8	9	10	
13	14	15	16	17	13	14	15	16	17	
20	21	22	23	24	20	21	22	23	24	
27	28	29	30	31	27	28	29	30		

 Staff Report - August 23rd	 Early Dismissal Days	 Holiday/Recess (No Students or Staff)
 Superintendent's Conference Day (No School for Students)	 Regents and School-level Exams	
 September 8, 2021 All Grade Levels Report	 June 24, 2022 - Last Day of School	

[LEEP Expanded Calendar 2023-2024](#)

Filename: LEEP_Expanded_Calendar_2023-2024.pdf Size: 589.9 kB

Entry 10 – Faculty/Staff Roster Template

Completed - Nov 14 2024

INSTRUCTIONS

Required of Regents, NYCDOE, and Buffalo BOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2023-2024 school year).

Use of the 2023-2024 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.
TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[LEEP Faculty Staff Roster](#)

Filename: LEEP_Faculty_Staff_Roster.xlsx Size: 27.7 kB

Entry 11 – Progress Toward Goals

Completed - Nov 14 2024

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024**.

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters **no later than 11:59 PM on November 1, 2024.**

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

Entry 11 – Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-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 1, 2024.

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2024.**

2023-2024 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 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 Assessment Data	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 Data	Unable to Assess	N/A
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 Data	Unable to Assess	N/A

Academic Goal 4	Each year, 85% of students will show the equivalent of one year of growth in Spanish reading.	STEP Assessment Data	Unable to Assess	N/A
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 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”.

2022-2023 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	The school will maintain robust internal systems for financial management, human resource management, and efficient operations, including all appropriate controls, procedures, and internal reports.	Monthly budget-to-actual reviews and forecasting will show responsible spending.	Met	
Org Goal 2	Each year, the school will meet or exceed GAAP standards as demonstrated through its annual financial audit.	Compliance with GAAP is confirmed through the annual independent audit.	Met	
Org Goal 3	Each year, the school will operate on a balanced budget.	Monthly budget-to-actual reviews and forecasting will show responsible spending.	Met	
Org Goal 4	Each year, the Board will conduct a formal self-evaluation, including	An annual retreat will be conducted with fidelity.	Met	

	the board's effectiveness, practices, by-laws, and policies.			
Org Goal 5	Each year, the Board will conduct a formal review of the school's strengths and weaknesses.	Board audit of school's performance	Met	
Org Goal 6	Each year, the Board will conduct a formal review of the Executive Director.	Board performance review	Met	
Org Goal 7	Each year, the school will enroll and maintain a class of students equal to the projected number of enrolled students.	Enrollment data	Not Met	School will engage in marketing and recruitment efforts to support enrollment budget targets
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.	NYSED Enrollment Data	Met	
Org Goal 9	The school will comply with the provisions of the charter agreement and all applicable laws and regulations.	Board governance and NYSED oversight reports	Met	
Org Goal 10				
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

2022-2023 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				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2021-2022 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 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 12 – Audited Financial Statements

Completed - Nov 14 2024

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the Annual Report Portal and into the SUNY Epicenter document management system **no later than 11:59 PM on November 1, 2024**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the Annual Report Portal **no later than 11:59 PM on November 1, 2024**. 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 protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.

[Leep Dual Language Academy Charter School 2024 fst 0630 EV Final SECURED](#)

Filename: Leep_Dual_Language_Academy_Charter_k9kX6wB.pdf Size: 367.9 kB

Entry 12b – Audited Financial Report Template (BOR)

Completed - Nov 14 2024

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 [2023-2024 Annual Reports](#) webpage. Upload the completed file in Excel format and submit **no later than 11:59 PM on November 1, 2024**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

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

[FY24 LEEP Financial Report](#)

Filename: FY24_LEEP_Financial_Report_3zvA9HW.xlsx Size: 72.4 kB

Entry 12c – Additional Financial Documents

Completed - Nov 14 2024

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit **no later than 11:59 PM on November 1, 2024**. 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. Agreed-Upon Procedure Report
- 4. Evidence of Required Escrow Account for each school^[1]
- 5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[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 Dual Language Academy Charter School 2024 Audit Wrap Up 0630 EV Final SECURED](#)

Filename: Leep_Dual_Language_Acadamy_Charter_Z6Q0c4H.pdf Size: 1.2 MB

Entry 12d – Financial Contact Information

Completed - Nov 14 2024

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal **no later than 11:59 PM on November 1, 2024**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Luis Ventura	lventura@leepschools.org	917-819-5337

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	jvora@bdo.com	631-927-1235	5

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	Ryan Miller	8550 United Plaza Blvd, Suite 601, Baton Rouge LA, 70809	rmiller@4thsectorsolutions.com	225-436-0136	5

Entry 13 – Fiscal Year 2024-2025 Budget

Completed - Nov 14 2024

SUNY-authorized charter schools should download the [2024-2025 Budget and Quarterly Report Template and the 2024-2025 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due no later than 11:59 PM on November 1, 2024.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY25 Budget using the [2024-2025 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024.**

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.

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

[FY25 Leep NYSED Budget Report](#)

Filename: FY25_Leep_NYSED_Budget_Report.xlsx **Size:** 39.1 kB

Optional Additional Documents to Upload (BOR)

Completed - Nov 14 2024

[FY24 LEEP Financial Report](#)

Filename: FY24_LEEP_Financial_Report.xlsx **Size:** 73.2 kB

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Majo Tinoco McCorkindale

Name of Charter School Education Corporation:

LEEP Dual Language Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice-Chair during the last term, previously Parent Representative.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☒ Yes ☐ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

I am the parent of two students enrolled. They don't benefit from my participation.

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

-

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. The personal contact information provided below will be redacted.

Business Telephone:

(917)664-5984

Business Address:

E-mail Address:

majo.tinoco@gmail.com

Home Telephone:

(917)664-5984

Home Address:

6801 Shore Road, Apt 4C, Brooklyn, NY 11220



07/29/24

Signature

Date





Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Title	Financial Disclosure_Majo MCcorkindale
File name	Disclosure_of_Fin...erest_2024-25.pdf
Document ID	e6bcf5fffbe5daca7be4e44b97124de50495a309
Audit trail date format	MM / DD / YYYY
Status	<div><div></div>Signed</div>

Document History

<div> SENT</div>	<div>07 / 23 / 2024 19:40:12 UTC</div>	Sent for signature to Majo Mccorkindale (mmccorkindale@leepschools.org) from jandujar@leepschools.org IP: 172.59.211.12
<div> VIEWED</div>	<div>07 / 29 / 2024 23:15:46 UTC</div>	Viewed by Majo Mccorkindale (mmccorkindale@leepschools.org) IP: 71.105.105.92
<div> SIGNED</div>	<div>07 / 29 / 2024 23:19:36 UTC</div>	Signed by Majo Mccorkindale (mmccorkindale@leepschools.org) IP: 71.105.105.92
<div> COMPLETED</div>	<div>07 / 29 / 2024 23:19:36 UTC</div>	The document has been completed.

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Emily Fernandez

Name of Charter School Education Corporation:

LEEP Dual Language Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair (in the past)

Member (current)

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

N/A

5. 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.

N/A

-
6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

-

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25 East 29th Street, NY NY 10018

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fernandez.emily@gmail.com

Home Telephone:

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Home Address:

353 Ocean Ave 5A Brooklyn NY 11226

Emily H. Fernandez

07/24/24

Signature

Date





Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

last revised 04/2022

Title	Financial Disclosure_Emily Fernandez
File name	Disclosure_of_Fin...erest_2024-25.pdf
Document ID	6f8d18c9d12ad867bc6dc90ef73600464360d8b3
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

 SENT	07 / 23 / 2024 19:45:08 UTC	Sent for signature to Emily Fernandez (efernandez@leepschools.org) from jandujar@leepschools.org IP: 172.59.211.12
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 COMPLETED	07 / 24 / 2024 14:13:29 UTC	The document has been completed.

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

David Estrada

Name of Charter School Education Corporation:

Leep Dual Language Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

-

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Business Telephone:

7184397767

Business Address:

5116 Fifth Avenue Suite 200 Brooklyn NY 11220

E-mail Address:

david@sunsetparkbid.org

Home Telephone:

(646) 305-5224

Home Address:

215 Terrace Place #3 Brooklyn NY 11218



7/23/2024

Signature

Date

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

last revised 04/2022

Title	Financial Disclosure_David Estrada
File name	Disclosure_of_Fin...erest_2024-25.pdf
Document ID	abfba16d584801f6cc9aa867fe87d215f25eff52
Audit trail date format	MM / DD / YYYY
Status	<div><div></div>Signed</div>

Document History

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<div><div></div><div>VIEWED</div></div>	<div><div>07 / 23 / 2024</div><div>20:59:37 UTC</div></div>	<div>Viewed by David Estrada (destrada@leepschools.org) IP: 174.197.138.253</div>
<div><div></div><div>SIGNED</div></div>	<div><div>07 / 23 / 2024</div><div>21:05:22 UTC</div></div>	<div>Signed by David Estrada (destrada@leepschools.org) IP: 104.162.109.145</div>
<div><div></div><div>COMPLETED</div></div>	<div><div>07 / 23 / 2024</div><div>21:05:22 UTC</div></div>	<div>The document has been completed.</div>

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Charles Sahn

Name of Charter School Education Corporation:

LEEP Dual Language Academies

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

-

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646-366-9666

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charles.u.sahm@gmail.com

Home Telephone:

908-232-4674

Home Address:

610 Coolidge Street, Westfield, NJ 07090

Charles Sahm 07/24/24

Signature

Date





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- Print form, manually sign, scan to PDF

last revised 04/2022

Title	Financial Disclosure_Charles Sahm
File name	Disclosure_of_Fin...erest_2024-25.pdf
Document ID	420708df0f8e2fb1a0e1e9ecffb85b7b105fcedf
Audit trail date format	MM / DD / YYYY
Status	● Signed

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 COMPLETED	07 / 24 / 2024 15:21:03 UTC	The document has been completed.

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Magdalena Varela-Hand

Name of Charter School Education Corporation:

LEEP Dual Language Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

TRUSTEE

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

-

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917-513-7332

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mvarelahand@leepschools.org

Home Telephone:

Home Address:

Magdalena Varela-Hand

7/29/2024

Signature

Date





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Title	Fiencial Disclosure_Magdalena Varela-Hand
File name	Disclosure_of_Fin...erest_2024-25.pdf
Document ID	58ba057b884a77a8325f1d6741787381fe81f2b3
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

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 VIEWED	07 / 29 / 2024 22:18:54 UTC	Viewed by Magdalena Varela-Hand (mvarelahand@leepschools.org) IP: 72.88.252.86
 SIGNED	07 / 29 / 2024 22:23:14 UTC	Signed by Magdalena Varela-Hand (mvarelahand@leepschools.org) IP: 72.88.252.86
 COMPLETED	07 / 29 / 2024 22:23:14 UTC	The document has been completed.

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Michael Kirkbride

Name of Charter School Education Corporation:

LEEP Dual Language Academy

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

-

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E-mail Address:

michael.kirkbride@evercore.com

Home Telephone:

9175383093

Home Address:

59 John St, 2D NY, NY 10038



7/23/24

Signature

Date

Acceptable signature formats include:

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last revised 04/2022

Title	Fiancial Disclosure_Michael Kirkbride
File name	Disclosure_of_Fin...erest_2024-25.pdf
Document ID	ba7e879e3e3a64be1f67e83a5f8f6ca403951417
Audit trail date format	MM / DD / YYYY
Status	<div><div></div>Signed</div>

Document History

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<div><div></div><div>VIEWED</div></div>	<div><div>07 / 23 / 2024</div><div>20:37:27 UTC</div></div>	<div>Viewed by Michael Kirkbride (mkirkbride@leepschools.org) IP: 38.125.21.233</div>
<div><div></div><div>SIGNED</div></div>	<div><div>07 / 23 / 2024</div><div>20:39:27 UTC</div></div>	<div>Signed by Michael Kirkbride (mkirkbride@leepschools.org) IP: 38.125.21.233</div>
<div><div></div><div>COMPLETED</div></div>	<div><div>07 / 23 / 2024</div><div>20:39:27 UTC</div></div>	<div>The document has been completed.</div>

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Melody Sosa

Name of Charter School Education Corporation:

Leep Dual Language Academy Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☒ Yes ☐ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4th grade child

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

-

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Msosa@leepschool.org

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7189300154

Home Address:

571 45th street Brooklyn NY 11220



7/2024

Signature

Date





Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Title	Financial Disclosure_Melody Sosa
File name	Disclosure_of_Fin...erest_2024-25.pdf
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Status	● Signed

Document History

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 SIGNED	07 / 30 / 2024 20:44:51 UTC	Signed by Melody Sosa (msosa@leepschools.org) IP: 104.129.136.210
 COMPLETED	07 / 30 / 2024 20:44:51 UTC	The document has been completed.

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Alejandro Montoya

Name of Charter School Education Corporation:

LEEP Dual Language Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

-
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

-

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. The personal contact information provided below will be redacted.

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Alejandro Montoya

07.30.24

Signature

Date





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Title	Financial Disclosure_Alejandro Montoya
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LEEP Dual Language Academy Board Meeting Minutes Thursday, July 6th, 2023

Attendance:

- Trustees in attendance: Alejandro Montoya, Majo McCorkindale, Melody Sosa, and David Estrada (via Zoom)
- Trustees absent: Emily Fernandez, Charles Sahm, & Magdalena Varela-Hand.
- Employees in attendance: Johana Andujar, Rafael Acosta, and Luis Ventura

Mr. Montoya called the meeting to order at 6:59 p.m.

Ms. McCorkindale moved to approve the agenda Majo, Melody seconded. The motion passed at 7:00 p.m.

Mr. Montoya explained we are here to approve the Summer Learning Program, which runs July 10th to August 4th, at the Red Campus. This is a new requirement by the state that requires a board vote for summer programs to happen.

Motion to approve by Ms. Sosa, Mr. Estrada seconded. The motion passed at 7:01 p.m.

Public comments. There were several parents present. Annette appreciated our work. No other comments.

Motion to adjourn the session by Mr. Estrada, seconded by Ms. Sosa, motion passed. Meeting ended at 7:08 p.m



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**LEEP Dual Language Academy Charter School
Board Meeting Minutes
Monday, April 15th, 2024**

Attendance/Roll Call:

- Trustees in attendance: Majo McCorkindale, David Estrada, Melody Sosa, Alejandro Montoya, and Charles Sahm
- Trustees absent: Magdalena Varela-Hand and Emily Fernandez.
- Employees in attendance: Johana Andujar and Luis Ventura, attended in person.
 - Yaritza Mendez, Ajana Suriel, and Margarita Cheng attended via video conference.
 - Ryan Miller from 4th Sector was also in attendance via video conference.

Call to Order

Trustee David Estrada called the meeting to order at 6:12 p.m. We did not have a quorum at this time, so routine business was postponed until a quorum was established.

**New Business / Principal's Report
Academic Updates**

Principal Johana Andujar shared academic updates:

- ELA State Exams took place from 4/9/24-4/12/25. Ms. Andujar thanked the families for all their support. The students were happy and confident with their performance.
- Students in the lower grades (K-2) had a mini parade to support and cheer on the students participating in state exams and families wrote motivational letters for the students to read before the test.
- Mock exam results demonstrated growth in specific standards, and LEEP teachers used these results to tailor their instructional approach and target areas in need of additional growth.
- During state exam preparation LEEP does not conduct STEP testing for grades 3-5, however, STEP Testing continues for Grades K-2. LEEP observed much progress in STEP levels and LEEP has a few months to reach its end-of-year benchmarks.
- This is the first year LEEP is administering the Science State exam. LEEP students have scored well in self-assessments and LEEP staff are very excited about the progress students are making. LEEP is scheduled to administer a Science Mock Exam on 04/30/24 ahead of the Science State exam.
- LEEP is hosting an English Spelling Bee. The LEEP team is very excited about this event and word lists will be distributed to families so they can practice with their students at home.



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Culture & SEL

Ms. Suriel, Dean of Students, shared updates.

- LEEP staff have started a LEEP Food Pantry in order to support the families in our community.
- During March, LEEP observed National Disability Awareness Month as a way to celebrate and increase awareness with our students.
- LEEP hosted field trips to the Museum of Ice Cream, Native American Museum, and Central Park Zoo. LEEP students were very excited to be participating in these trips and the LEEP staff look forward to many more trips planned with the grades that haven't had a chance to participate as of yet. LEEP would like to thank all the parents who have helped make these trips possible. Without their help in chaperoning these trips would not be possible.
- LEEP celebrated more CICO graduates and we are so proud of their progress! LEEP has started its next round of CICO.

Family Engagement

Ms. Cheng, Director of Family Engagement, shared the following updates.

- There are upcoming field trips for Grades 3-5 to Urban Air, Soccerroof, and Area 53.
- Thank you to the parent volunteers who helped make costumes and are helping decorate Widdi Hall for the upcoming Spring Concert.
- The 5th Grade Committee has raised over \$6,800 for our End-of-Year events! We are currently reviewing proposed graduation activities.
- LEEP has also been supporting 5th-grade families with their Middle School enrollment applications.
- PTO Elections are coming up! If you're interested, please let Ms. Cheng know. Please help spread the word so we can continue developing our PTO. We need your participation.

Student Enrollment

Ms. Cheng also shared enrollment updates.

- LEEP hosted its annual enrollment lottery on Friday, April 5, 2024, in person. All the students in the lottery were extended an enrollment offer.
- 35 families who applied have a student in District 15 and 25 students are siblings of current LEEP students.
- Prospective families have been scheduling tours and appointments for registration.

Routine Business

At 6:45 p.m. quorum was established. Trustee Sahm made a motion to approve the March 2024 Board Meeting minutes, Trustee Estrada seconded it, and the motion passed.

Trustee Estrada made a motion to approve the Board Meeting Agenda, Trustee Sosa seconded it, and the motion passed.

Updated COVID-19 Guidelines

Trustee Montoya shared that LEEP is waiting for guidance from our authorizer, NYSED, to be able to update LEEP's COVID-19 guidance. Once LEEP receives this guidance from our authorizer the Board of Trustees will provide an update.

Board Development

Trustee Montoya shared excitement to add a potential member to the Board of Trustees with financial expertise. Mr. Michael Kirkbride shared that he is a proud parent of two students in NYC and heard about LEEP Academy from Trustee Sahm. Mr. Kirkbride has heard a lot about the great things of LEEP and looks forward to supporting the academic program. Mr. Kirkbride previously served as a Dual Language teacher in California prior to transitioning into the financial sector.

Trustee Sahm moved to add Michael Kirkbride as a member of the Board of Trustees, with a term expiring on 07/31/2025, as the Board has conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety. The motion was seconded by Trustee McCorkindale, and the motion passed and is adopted pending NYSED approval.

Finance Committee Report

Trustee Sahm, Treasurer, shared that the school is in strong financial shape and the audit has been finalized.

Mr. Miller from the 4th Sector shared more details on our finances.

- LEEP Academy is currently forecasting to end the year with about a \$400K surplus.
- The four financial ratios that the state uses to measure financial strength were shared and LEEP is currently trending better on all four metrics.
- LEEP billed enrollment for a total of 427 against the budgeted 444, and despite being under-enrolled LEEP is still projecting a surplus.

Executive Committee Report

The Executive Committee met and discussed the expansion of the Board of Trustees, continuing to focus on board development. The committee also discussed summer dates,

including the dates for the Board Retreat. While last year's retreat focused on renewal, this year's retreat will focus on how to further develop and support the school in meeting all its goals.

Academic & Accountability Committee Report

Trustee McCorkindale reported that the Academic and Accountability Committee met last month.

- All of the topics discussed were covered in the Principal's Report that was shared.

Public Comments

There were fourteen members of the public present via Zoom. Daisy Rosado-Bunkley asked when families can expect to receive state test exams. Principal Andujar shared that because exams are not computer-based we can expect to receive the results sooner. In the past, state exam scores were shared in July.

Executive Session

Trustee Montoya mentioned the possibility of moving into Executive Session at 7:05 p.m. Trustee Estrada moved to enter into Executive Session to discuss a personnel matter, Trustee Sosa seconded the motion, and the motion passed.

Adjournment

The Board returned from Executive Session at 7:57 p.m. Board Chair Montoya called for a vote to adjourn pending no further business. Trustee McCorkindale made a motion to adjourn, Trustee Sosa seconded the motion, and the motion passed. The meeting adjourned at 7:58 p.m.



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**LEEP Dual Language Academy Charter School
Special Board Meeting Minutes
Tuesday, June 11th, 2024**

Attendance/Roll Call:

- Trustees in attendance: Majo McCorkindale, David Estrada, Melody Sosa, Alejandro Montoya, and Charles Sahm.
- Trustees absent: Magdalena Varela-Hand, Emily Fernandez, and Michael Kirkbride.
- Employees in attendance: Luis Ventura
 - Johana Andujar via video conference.

Call to Order

Board Chair Montoya called the meeting to order at 7:09 p.m.

Routine Business

Trustee Sosa made a motion to approve the Board Meeting Agenda, Trustee Estrada seconded it, and the motion passed.

There were no members of the public present and there were no public comments.

Executive Session

Trustee Estrada made a motion to move into Executive Session to discuss a personnel matter. Trustee Sosa seconded, and the motion passed.

New Business

At 7:47 p.m. the board exited Executive Session.

Trustee Estrada made a motion to reopen the complaint as discussed in the Executive Session. Trustee Sosa seconded. The motion passed.

Trustee McCorkindale made a motion to authorize Board Chair Alejandro Montoya to engage with outside counsel to conduct the investigation. The motion was seconded by Trustee Estrada. The motion passed.

Trustee Sosa made a motion to appoint Board Chair Montoya to oversee the investigation. The motion was seconded by Trustee David. The motion passed.

Trustee Estrada made a motion to approve the amended sublease for the bank space below the Blue Campus and proceed with the expansion capital project. The motion was seconded by Trustee Sosa. The motion passed.



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Adjournment

Board Chair Montoya called for a vote to adjourn pending no further business. Trustee Sosa made a motion to adjourn, Trustee Estrada seconded the motion, and the motion passed. The meeting adjourned at 7:49 p.m.



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**LEEP Dual Language Academy Charter School
General Board Meeting Minutes
Thursday, June 20th, 2024**

Attendance/Roll Call:

- Trustees in attendance: David Estrada, Melody Sosa, Alejandro Montoya, Michael Kirkbride, and Charles Sahm
 - Majo McCorkindale attended via video conference (Did not count towards quorum).
- Trustees absent: Magdalena Varela-Hand and Emily Fernandez
- Employees Present: Johana Andujar, Reba Feliciano, Ajana Suriel, Yaritza Mendez, and Luis Ventura
 - Tenille Faria, Margarita Cheng, Ambar Diaz, and Karla Anderson attended via video conference.

Call to Order

Board Chair Montoya called the meeting to order at 6:04 PM. At this time, there was no quorum present for the meeting.

Routine Business

Principal's Report

Principal Andujar began by sharing academic updates. NWEA MAP Spring Administration showed schoolwide ELA Achievement increased by 3.1% and Math achievement increased by 8.1% from the Winter Test Administration.

Principal Andujar informed that 120 students have been enrolled for the Summer Program which will start on July 8. The students are either retained or promotion in doubt to receive additional academic support.

Ms. Ajana Suriel shared updates regarding Student Spirit Week which included dress up themes including character day, crazy hair day, twin day, crazy sock day, and carnival day. LEEP Academy hosted its inaugural 5th grade graduation ceremony, 5th grade trip to Legoland, and 5th grade Prom. The final CICO graduation ceremony had approximately 40 students. Tomorrow, 6/21/24, LEEP Academy will host its Kindergarten Step Up Ceremony with a Hawaiian/Aloha theme.

Ms. Margarita Cheng shared Family Engagement updates. Ms. Cheng shared how the core value of Joy was present during our recent school-wide events. LEEP Academy celebrated Family Appreciation Week starting on Monday, June 10. The week included a soap-making



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event, student science fair, art gallery, agua frescas distribution, and various certificates of appreciation.

Ms. Cheng shared that some community partners attended our School Carnival including Sunset Park Head Start, NYU Langone Health, Anthem Blue Cross Blue Shield, RaisingHealth, Department of Transportation, and NYPD-Precinct 72.

Ms. Tenille Faria shared enrollment updates for the upcoming school year, 2024-25. 48 student registrations have been completed for Kindergarten, 3 completed for 1st grade, and 4 completed for 2nd grade.

Quorum was reached at 6:39 PM with the arrival of Charles Sahm. Trustee David made a motion to approve the Board Meeting Agenda, Melody seconded it, and the motion passed.

Trustee Kirkbride made a motion to approve the May Board Meeting Minutes, Trustee Sahm seconded the motion, and the motion passed.

New Business

School Uniform Update

Board Chair Montoya shared that there is a proposal to update the school uniform to provide shorts through our uniform vendor from Flynn O'Hara.

Trustee David Estrada made a motion to approve the school uniforms shorts and Trustee Melody Sosa seconded. The motion passed.

Principal Andujar shared that this is an option, however, families are able to purchase shorts from another vendor as long as they are the same color.

Board Chair Montoya shared the proposal for the 2024-25 School Calendar. The proposal includes 183 school days and family orientations will be held on the week of August 19. The first day of Kindergarten will be August 21, 2024, and the first day for grades 1-5 will be on August 22, 2024. Trustee Kirbride made a motion to approve the school calendar for 2024-25, David made a second, and the motion passed.

Board Chair Montoya shared the third item for video conferencing policy for Board Members for extraordinary circumstances, advance notice of 3 business notices, and address of the physical locations. Board Chair Montoya shared that this is helpful for Board Members who experience emergencies and may not live close to the school. Trustee Sosa made a motion to approve the video conferencing policy, Trustee Estrada seconded the motion, and the motion passed.



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Committee Reports

Board Chair Montoya shared that the Executive Committee met this past month and discussed the Board Members whose term is expiring. Discussions were had regarding Board Recruitment and creating a pipeline for new board members to join.

Board Chair Montoya shared that the Academic and Accountability Committee met and discussed the NWEA MAP Testing Results that were shared by Principal Andujar.

Ryan Miller from 4th Sector Solutions shared the Finance Committee Report. Mr. Miller stated that LEEP Academy is trending well on all four NYSED financial benchmarks. Despite enrollment decline, LEEP Academy is projected to end the year with a surplus in its budget.

Kyle Pellerin from 4th Sector Solutions shared the proposed budget for the 2024-2025 school year. Enrollment is projected to be 476 and revenue projections are set to 95% of this enrollment target. Mr. Pellerin updated the afterschool income to \$171,000 which is a reduction of approximately \$49,000 of the previous budgeted amount. The expenses are offset by the revenue that is budgeted for after school. All other revenue numbers stayed the same as in the previous board meeting presentation. FY2025 expenses remain the same except for afterschool and personnel. Mr. Pellerin shared a table regarding the expenses per pupil.

Trustee Kirkbride made a motion to approve the FY2025 budget, Trustee Estrada seconded, and the motion passed.

Public Comments

There were no public comments.

Executive Session

The Board entered executive session at 7:05 p.m. to discuss a personnel matter.

Adjournment

The meeting was adjourned.



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LEEP Dual Language Academy Board Meeting Minutes Friday, July 14th, 2023

Attendance:

- Trustees in attendance: Majo McCorkindale, Emily Fernandez (via Zoom), Melody Sosa (via Zoom), and David Estrada (via Zoom)
- Trustees absent: Charles Sahm, Alejandra Montoya, & Magdalena Varela-Hand.
- Employees in attendance: Johana Andujar and Luis Ventura

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

Ms. Sosa moved to approve the agenda, Mr. Estrada seconded. The motion passed unanimously at 6:07 p.m.

Motion to approve minutes of Special Board Meeting on July 6, 2023, by Ms. Sosa, Mr. Estrada seconded. The motion passed at 6:08 p.m.

There were two members of the public present and they made no comment.

Motion to adjourn the session by Mr. Estrada, seconded by Ms. Sosa, motion passed. Meeting adjourned at 6:12 p.m.

LEEP Dual Language Academy Board Meeting Minutes Monday, August 28th, 2023

Attendance/Roll Call

- Trustees in attendance: Alejandro Montoya, Majo McCorkindale, David Estrada, Charles Sahm, and Melody Sosa.
 - Magdalena Varela-Hand attended via video conference, however, she did not count towards quorum as her address was not noticed prior to the Board Meeting.
- Trustees absent: Emily Fernandez
- Employees in attendance: Johana Andujar, Yaritza Mendez, Tenille Faria, Luis Ventura, and Margarita Cheng

Call to Order

- Mr. Montoya called the meeting to order at 6:05 with Trustees Ms. McCorkindale and Mr. Estrada present. At this moment we did not have quorum so we moved forward with the New Business/Principal's Report, and deferred voting on regular items until quorum is established.

New Business / Principal's Report

- Teacher Summer Institute took place from 08.04.23 through 08.23.23 and consisted of strategic professional development sessions for instructional staff.
- LEEP Academy is establishing a Dual Language Committee to refine its dual language program.

Academic Updates

- Scholar Orientation will take place from 08.23.23 through 09.01.23 to acclimate scholars to school-wide routines and expectations.

Culture & SEL

- Family Engagement
 - Family Orientation took place on 8.21.23 for Kindergarten, 08.22.23 for Grades 1-2, and 08.23.23 for Grades 3-5 to inform families of school-wide expectations and policies.

Enrollment

- Currently LEEP Academy has a projected enrollment of 439 seats, 28 below our target.
- Staff will begin to offer seats to account for students who did not show. Two Second grade students enrolled last week. Staff is also working to increase social media visibility and send out referral communications to current families.
- Staff is recruiting parent volunteer to canvass on weekends in the neighborhood and target dissatisfied families in 1st and 2nd grade from other schools to enroll them at LEEP Academy.

Routine Business

- As of 6:20 pm we had a quorum with the arrival of Ms. Sosa and Mr. Sahm. Mr. Estrada made a motion to approve the agenda. Mr. Sahm seconded, and the motion was unanimously passed. Ms. Sosa made a motion to approve the July Minutes, Mr. Estrada seconded, and the motion was unanimously passed.

District Safety Plan

- LEEP Academy District Safety Plan is being presented to be reviewed and acknowledged by the Board of Trustees. Per NYSED regulations, draft will be available online for public comment for 30 days and the Board will deliberate at the September Board meeting for final approval.
- Ms. Mosa made a motion to approve the District Safety Plan draft, Mr. Estrada seconded, and the motion was unanimously passed.

New Business

- **Board Development**
 - The Board has been working to fill seats on the board, and is evaluating two candidates. Mr. Estrada posed a question about the importance for the Board of Trustees having a full board, and asked Mr. Montoya to describe the duties and responsibilities of Trustees. Mr. Montoya replied and invited members of the community to reach out should they be interested in additional information.
- **Treasurer Election**
 - Ms. McCorkindale made a motion to elect Mr. Sahm as Treasurer. Ms. Sosa seconded, and the motion was unanimously passed.
- **Board of Trustees Election**
 - Board term renewals were due. Trustees who were due for a vote on renewing their term stepped out one at a time while the remaining trustees briefly discussed their contribution to the board, and took a vote.
 - For Mr. Estrada's renewal, motion by Ms. McCorkindale, seconded by Ms. Sosa, and the motion passed.
 - For Ms. Sosa's renewal, motion by Mr. Sahm, seconded by Mr. Estrada, and the motion passed.
 - For Ms. Magdalena Varela-Hand's renewal, motion by Mr. Sahm, seconded by Mr. Estrada and the motion passed.
 - For Mr. Montoya's renewal, motion by Ms. Sosa, seconded by Mr. Sahm, and the motion passed.

Executive Report

An Executive Committee Meeting was held.

Financial Report

No report was given.

Academic & Accountability

No report was given.

Public Comments

- Patricia Saavedra, LEEP Academy Parent, was present in person, and seven public members attended via zoom.
- The parent who attended in person asked how are Board Members nominated and elected. Mr. Alejandro explained the election process.

Closing

- Motion to adjourn the August Board meeting made by Ms. McCorkindale, seconded by Ms Sosa. The motion unanimously passed. The meeting adjourned at 6:48 pm.



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**LEEP Dual Language Academy Charter School
Board Meeting Minutes
Monday, May 20, 2024**

Attendance/Roll Call:

- Trustees in attendance: Majo McCorkindale, Melody Sosa, Emily Fernandez with David Estrada, Charles Sahm, Michael Kirkbride, Alejandro Montoya, Magdalena Varela-Hand.
- Trustees absent: None.
- Employees in attendance: Johana Andujar, Luis Ventura, Reba Feliciano, Margarita Cheng, Josenny Batista, Tenille Faria, Nicaury Vargas, Yaritza Mendez, Angel Montalvo, Marina Nouel Perez, Ajana Suriel, Oriana Galvis Marin, Artie Gonzalez, and Gesified Paucar.
 - Maria Townsend, Jonathan Aybar, Isabel Gomez, Diana Ferreira, Ana Cuzco, Yaneris Jimenez, Samantha Farina, Karla Anderson, Kyana Jimenez, Brianna Alvarez, Lizbeth Lopez, Adaly Sosa, Viridiana Balbuena, Karen Herrera, and Esfetani Nunez attended remotely via Zoom.

Call to Order

- Call to Order: Board Chair Montoya called the meeting to order at 6:05 p.m.

Routine Business

- Trustee Fernandez made a motion to approve the May agenda at 6:06 pm, Trustee Estrada seconded it, and the motion passed.
- Trustee Fernandez made a motion to approve the April 2024 minutes at 6:06 pm, Trustee Sosa seconded it, and the motion passed.

New Business / Principal's Report

Academic Updates

- Principal Johana Andujar reviewed recent academic updates, specifically around assessment. Ms. Andujar shared LEEP's progress in the NY State Math & ELA Exams. All state exams including Science have been completed along with STEP and MAP assessments.
- Ms. Andujar also shared an update about LEEP's DEI initiative and the leader training that was recently completed, previewing that all staff/teacher training would take place on Friday, May 31st.

Culture & SEL

- Ms. Suriel shared updates on Culture & SEL initiatives for the past month and upcoming events including end-of-year events. Photos were shown of recent celebrations including the Disney-themed Spring Show and AAPI Month celebration.
- Ms. Suriel shared about Principal Celebration Day and the ways the school community celebrated Principal Andujar.
- LEEP's school pantry, spirit week, and fashion show were also highlighted.
- The final CICO celebration will take place in June and students will have an opportunity to reflect on their progress over the course of the academic year.
- LEEP is celebrating Staff Appreciation Week this week and coordinating moments of celebration and appreciation for all staff.

Family Engagement

- Ms. Cheng shared updates about Family Engagement in the past month.
- A special highlight was the volunteers at the spring show, helping to bring the event to life!
- Ms. Cheng shared about a number of field trips in recent weeks including Central Park Zoo, Urban Air, Area 53, and more. Ms. Cheng shared the important and positive impact of our family volunteers in allowing these trips to happen safely and successfully.
- Ms. Cheng highlighted the support of the PTO and their recent elections which took place on May 10th. The PTO has also coordinated several recent events including Coffee & Donuts for Staff Appreciation Day. The PTO is currently running a fundraiser with Krispy Kreme that the community can contribute to in order to further support the school.
- Ms. Cheng highlighted additional End of Year events including breakfast potlucks, graduation, prom, and ways for families to get involved by participation and donating where they can.

Student Enrollment

- Ms. Faria shared an update about enrollment. Regarding current enrollment, we have 419 total current seats, 25 seats below the budgeted seats at 95%.
- Ms. Faria shared an update regarding enrollment for the 24/25 school year noting that we currently have 77 seats accepted, 49 seats pending and 42 registrations fully completed. The Operations Team is continuing to follow up with families and schedule appointments to complete registration fully.
- Ms. Faria shared that while we have minimum goals by grade we are also offering additional seats due to physical capacity in order to ensure the school is fully enrolled.

Committee Reports**Finance Committee Report**

- Trustee Sahm shared that the Finance Committee met and reviewed the current budget as well as the projected budget based on a variety of enrollment scenarios and potential impacts.
- Mr. Ryan Miller from 4th Sector shared an update on finances. Year to date, LEEP is on track to end the year with a surplus that is higher than originally budgeted.
- Mr. Kyle Pellerin from 4th Sector shared an update on budget planning for SY 24/25.
 - LEEP projects 476 students will be enrolled next year, with a notable increase due to an additional section of kindergarten that is being added.
 - We are looking at a 3.8 % increase in per-pupil funding as approved by the state.
 - Federal revenue will be decreasing as the ESSER funds are coming to an end in the next year and a half.
 - We are looking at increased spending in the coming year, specifically in the area of staffing with modest increases in other categories of spending.
 - Expense breakdown is very similar year over year. Expenses per pupil are consistent as well.
 - Net cash deficits from 2023, 2024, and 2025 were discussed as related to the capital project previously outlined.
- We expect to approve the final SY 24/25 budget in the June Board Meeting.

Executive Committee Report

Board Chair Montoya noted that the Executive Committee met in the past month with a focus on board development and the board retreat which will be happening in June. The Executive committee also discussed the candidacy of Michael Kirkbride as a board member who is slated to join the board.

Academic & Accountability Committee Report

Trustee McCorkindale reported that the Academic and Accountability Committee met in the past month. The topics discussed were covered in the Principal's Report and the math exam was highlighted as a success in terms of student experience.

Board Norms and Development

Trustee McCorkindale made a motion to confirm Mr. Michael Kirkbride's appointment to the Board of Trustees. Trustee Sahm seconded the motion. The motion passed at 6:54 p.m.

Summer Learning Program

The Board reviewed the Summer Learning Program and discussed a motion to approve it. Trustee Sosa motioned to approve the Summer Learning Program on an annual basis with

facility space and funding permitting, Trustee Kirkbride seconded, and the motion passed at 6:56 p.m.

Updated COVID-19 Guidelines

The Board reviewed the updated COVID-19 Guidelines and discussed a motion to approve it. Trustee Fernandez motioned to approve, Trustee Estrada seconded, and the motion passed at 6:58 p.m.

Public Comments

Board Chair Montoya welcomed the public and reviewed the comment norms noting that we will generally try to stick to 3 minutes per commenter and how to sign up in person if you wish to speak.

There were several individuals in attendance via video conference and in person. All who signed up were given the opportunity to make a comment. Several community members made comments including staff and families. A brief summary of comments is provided below:

- Our dual language consultant, Maria Campanario, shared her compliments to the families and staff, noting the consistent and beautiful efforts to maintain and improve our dual language programming.
- A number of families expressed their gratitude for the LEEP staff, leadership, and programming. Recognizing that the mission of LEEP is challenging and ambitious.
- A number of staff and former staff expressed their gratitude for the LEEP staff, community, and leadership including founding teachers and leaders as well as current staff. Specifically, they noted:
 - A warm and welcoming environment for children, families, and staff from all backgrounds.
 - A supporting and challenging place to grow and develop as a professional.
 - A joyful environment where they felt that they had the opportunity to support students to grow and be fully successful.
 - A positive and supportive environment as an openly Gay man.
 - A belief that the community is open, ever-evolving, and strengthening its policy and procedures to be an inclusive environment.
- One staff member shared their gratitude for working in the community. They shared further about their experience of being misgendered in multiple interactions with staff including meetings, conversations, and a family letter. They shared that they have initiated a complaint to the board and shared what they described as retaliation and a number of challenging interactions and experiences.
- A number of current and one former staff members expressed their concerns about recent events at the school related to the staff member who shared their experience

being misgendered, filing a complaint with the board and what they described as retaliation, and a number of challenging interactions and experiences, including:

- Observed higher expectations for the staff member.
- Observed misgendering of the staff member.
- Observed stated disregard by one staff member for respectful terms aligned to gender.
- An experience of being pressured to adhere to heteronormative gender norms and “act like a man” and remove an LGBTQIA+ flag.
- Families that stated that they were very religious and that when they saw the LGBTQIA+ flag had asked if we teach about genitalia etc.
- A need for increased transparency and responsiveness by school leadership.
- Two current families & one current PTO member shared their concerns about the recent events at the school related to the staff member who shared their experience above. Specifically:
 - Stated that the school is inclusive and not discriminatory
 - A belief that the board/school was privileging staff to teach their sexual beliefs to students and a belief that the staff members were pushing propaganda.
 - An experience of having their beliefs.
 - A belief that some of the staff have shared inappropriately with staff and that we should focus on kids only.
- A current staff member shared their concern about the recent events at the school related to the staff member who shared their experience above. Specifically:
 - They believed that LEEP was both a wonderful place to work and had a lot to grow to improve.
 - They believed that this should be grounded in respect and treat each other as people and human beings.
 - The need for increased training to teach staff and families about LGBTQIA+ issues.
- A current staff member shared their concern about the recent events at the school related to the staff member who shared their experience above. Specifically:
 - It is important to establish boundaries.
 - They do not believe that they should have to use the pronouns that staff choose to use even if they respect it. They do not believe it is required/mandated.
- A community member shared their concerns about the recent events at the school related to the staff member who shared their experience above. Specifically:
 - That it is important to teach kids how to understand and respect people from all backgrounds and identities including those from LGBTQIA+ backgrounds.
 - That it is important to be welcoming to all kids, including those who may be LGBTQIA+
 - That it is important to get staff training on identity and LGBTQIA+ issues.

- Another community member, who is also an advocate and lawyer who works to support LGBTQIA+ individuals who have been targeted and have survived violence, shared specifically:
 - A concern is that these challenges will bring more violence against LGBTQIA+.
 - A number of specifics aligned with the local laws (city, state, and federal) around LGBTQIA+ rights including pronouns, bathroom access, etc.
 - A number of opinions about the various perspectives were shared.
- One current family shared their concern about the recent events at the school related to the staff member who shared their experience above. Specifically:
 - They were concerned that the staff member may have been mistreated based on their identity.
 - They shared their positive experience with the staff member.
 - They wanted the families to be supportive of the staff member.
- A current staff member shared their concern about the recent events at the school related to the staff member who shared their experience above. Specifically:
 - They did not believe there had been retaliation and did not intend to target any individuals.
 - They only acted out of respect.

Executive Session

- Trustee Estrada made a motion to move into executive session to discuss a personnel issue. Trustee Varela-Hand seconded it. The motion was passed and the board moved into executive session at 8:15 p.m.
- Trustee Fernandez made a motion to end the executive session and return to the public session. Board Chair Montoya seconded it. The motion was passed and the board returned to public session at 9:37 p.m.

Adjournment

- Trustee McCorkindale motioned to adjourn the meeting and Trustee Varela-Hand seconded. The motion was passed and the meeting was adjourned at 9:38 p.m.



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**LEEP Dual Language Academy Charter School
Board Meeting Minutes
Monday, February 12th, 2024**

Attendance/Roll Call:

- Trustees in attendance: Majo McCorkindale, Melody Sosa, Alejandro Montoya, David Estrada, and Charles Sahm.
- Trustees absent: Magdalena Varela-Hand and Emily Fernandez.
- Employees in attendance: Johana Andujar, Luis Ventura, Yaritza Mendez, Ajana Suriel, and Reba Feliciano attended in person.
 - Mara Townsend, Tenille Faria, and Margarita Cheng attended via video conference.
 - Ryan Miller from 4th Sector was also in attendance via video conference.

Call to Order

Trustee Alejandro Montoya called the meeting to order at 6:04 p.m.

Routine Business

Trustee Estrada made a motion to approve the Board Meeting Agenda, Trustee McCorkindale seconded it, and the motion passed.

Trustee Estrada made a motion to approve the January 22, 2024 Board Meeting minutes, Trustee Sosa seconded it, and the motion passed.

New Business / Principal's Report

Academic Updates

Principal Johana Andujar shared academic updates:

- Test prep continues and we are conducting weekly math & ELA quizzes.
- We are hosting weekly community meetings that celebrate all the hard work being performed during test prep. We are working hard and having fun while doing it, including hosting a dance party.
- Ms. Andujar shared the ELA & Math achievement trends.
- Ms. Andujar noted there was a decline in performance compared to last year, which was likely due to the difference in timing on when the test was taken as it was taken seven weeks earlier this year.
- Though there was a decline, we noticed a lot of tested material was content that had not been taught in the classroom. With that said, we are still seeing growth.
- Trustee Montoya added that these mid-year assessments help adjust teaching practices to be able to target the gaps the assessments show.



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Dual Language

Ms. Townsend, Dean of Special Projects, shared updates.

- Spanish Spelling Bee took place last Thursday. The students were super excited, students made posters, and LEEPster showed up to cheer.
- It was clear students had studied well, as in some grades we had to go several rounds and even go to a higher grade level of words.

Culture & SEL

Ms. Suriel, Dean of Students, shared updates.

- Senior students had their picture day, which was very emotional as this is LEEP's first graduating class.
- A dragon dance was hosted by Mr. Ayuso to celebrate the Lunar New Year.
- We also celebrated 100 days of school. Students dressed like old people and made projects with 100 items to celebrate 100 days of learning for this school year.
- For Black History Month, all students are doing research projects featuring different prominent black figures. We are combining this initiative with increasing typing abilities by having students practice their typing skills in preparation for State Testing.
- This Wednesday, 2/14/24 we will be celebrating Valentine's Day and everyone is very excited about this.
- CICO graduations took place and celebrated students with a pizza party.

Family Engagement

Margarita Cheng, Director of Family Engagement, shared the following updates.

- Ms. Cheng thanked the Operations Team for all the behind-the-scenes help for all the events.
- The Graduation committee started the 5th Grade Bodega selling healthy snacks to continue raising funds for the graduation party.
- We will also have a Valentine's Day Market.
- The Maravilla family has donated toys and cotton candy they have purchased. All proceeds will go to the 5th Grade Graduation Fund. They will be outside the school at dismissal every Friday.
- We also held a David's Cookies fundraiser and raised over \$2,600. Ms. Cheng made special mentions to the students who raised the most. The cookies will arrive on February 29th. Notifications will be sent to families so they plan to pick up the cookies.

Student Enrollment

Tenille Faria, Sr. Director of Operations, shared updates about enrollment.



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- We are currently at 423 seats.
- Ms Faria also shared an update about current applications for the next school year, which stands at 89.
- The Student Enrollment Lottery will take place on April 5th, and 24 of the applicants are siblings.
- As part of the process, we are continuing to host tours and have outreach with new marketing materials and participation in community events.
- Student Intent to return forms have gone out. The responses will inform our enrollment and recruitment plans.

Discipline Code Revision

Trustee Montoya described a proposal for a small revision to the discipline code. The objective is to have a Board Member serve as a Hearing Officer in any suspension and expulsion proceedings in order to have a fair and impartial hearing. This is also a best practice suggested by our NYSED liaison.

Trustee McCorkindale made a motion to approve. Trustee Sahm seconded. The motion passed.

Capital Project

Trustee Montoya introduced the Capital Project titled: One Campus, One Vision. Trustee Estrada serves as a liaison between the Board of Trustees and the various consultant groups working on this project: architects, real estate, and finance external consultants.

As a result of this project, we are moving forward to consolidate the Blue Campus and Red Campus by acquiring the vacant Chase Space. Our goal is to lease both the Chase space visible from the entry way and the basement space.

Finance Committee Report

Trustee Sahm, Treasurer, shared that the school continues to be in sound financial shape. Ryan Miller from 4th Sector shared an update on our finances.

- Everything is still trending upward.
- Our ratios and benchmarks are still increasing.
- Our enrollment count has a budget of 444 pupils with an actual enrollment of 428.

Executive Committee Report

The Executive Committee met and is starting to coalesce around board expansion.

Academic & Accountability Committee Report

Trustee McCorkindale reported that the Academic and Accountability Committee met last month.



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- All of the topics discussed were covered in the Principal's Report that was shared.

Public Comments

There was one member of the public present. She had no comments.

There were two members of the public present via Zoom but there were no public comments.

Adjournment

Trustee Sosa motioned to adjourn the meeting and Trustee Estrada seconded it, the motion passed and the meeting was adjourned at 7:05 p.m.



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**LEEP Dual Language Academy Charter School
Board Meeting Minutes
Monday, March 18th, 2024**

Attendance/Roll Call:

- Trustees in attendance: Majo McCorkindale, David Estrada, Magdalena Varela-Hand, and Charles Sahm.
- Trustees absent: Alejandro Montoya and Emily Fernandez.
- Employees in attendance: Johana Andujar, Luis Ventura, Yaritza Mendez, Reba Feliciano, and Ajana Suriel attended in person.
 - Mara Townsend, Tenille Faria, and Margarita Cheng attended via video conference.
 - Ryan Miller from 4th Sector was also in attendance via video conference.

Call to Order

Trustee David Estrada called the meeting to order at 6:08 p.m.

Routine Business

Trustee Sahm made a motion to approve the February 2024 Board Meeting minutes, Trustee McCorkindale seconded it, and the motion passed.

Trustee Varela-Hand made a motion to approve the Board Meeting Agenda, Trustee Sahm seconded it, and the motion passed.

New Business / Principal's Report

Academic Updates

Principal Johana Andujar shared academic updates:

- Mock Exams for ELA and Math have been completed, as well as STEP assessments. We will continue test prep until the State Exams.
- During the all-day PD today LEEP staff analyzed and unpacked the data on how students performed on Mock Exams in order to adjust teaching accordingly.

Culture & SEL

Ms. Suriel, Dean of Students, shared updates.

- We celebrated Valentine's Day with lots of love, including outfits in red and pink, donuts, and customized pencils.
- For Black History Month we had a Hip Hop artist visit, which led to a joyous day full of music and dancing.



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- LEEP celebrated LEAP day! We had a lot of fun with interactive activities celebrating this special day.
- For Women's History Month students are researching strong female role models to share with everyone.
- To celebrate St Patrick's Day, we wore green to bring luck for this month and hopefully the rest of the year.
- We also had our CICO graduation on March 11th. This was our second round of graduations and we celebrated with an ice cream party with the students.

Family Engagement

Ms. Cheng, Director of Family Engagement, shared the following updates.

- Last month we raised over 2k on Valentine's Day Market and we are grateful for all this support. The children felt empowered with this activity and enjoyed their independence in making their Valentine's purchases.
- LEEP hosted two Family Workshops, one for grades K-2 with our Social Worker and Counselors on how to manage your emotions. The other workshop was for grades 3-5 on techniques on how to handle test anxiety.
- The PTO will be continuing their fundraising during the Parent-Teacher conferences at Red Campus.

Student Enrollment

Ms. Faria, Sr. Director of Operations, shared updates about enrollment.

- We are currently at 425 seats. Budgeted seats currently stand at 95%.
- Ms. Faria also shared an update about current applications for the next school year, which stands at 101 applications.
- The Student Enrollment Lottery will take place on April 5th, and 24 of these applicants are siblings.
- As part of the process, we are continuing to host tours and have outreach with new marketing materials and participation in community events.

Ms. Cheng shared some more updates about enrollment events.

- We participated in celebrations for the Lunar New Year and some applicants signed up on the spot. A parent ambassador has been supporting us in these events and has been a great help.
- Blue Cross Blue Shield hosted a celebration on reading across America and invited us to participate. Our mascot LEEPSTER attended and we were happy to connect with more members of the community and get our name out there to support enrollment.
- This past Saturday we hosted two separate open houses with three Parent Ambassadors. The testimonials shared by these ambassadors have been a powerful experience to hear about their experiences in their own words.

Ms. Faria thanked Ms. Cheng and the whole team who has been supporting enrollment. Ms. Faria also shared the following updates:

- There are additional enrollment outreach events with Catholic Charities as well as more Open House events.
- The admissions lottery will be held on April 5th, and it will be in person,

Ms. Andujar chimed in and thanked Ms. Faria and the whole team for all their support. A year ago we only had two people in the operations team, and now we have a full team which has made a huge difference in what we can accomplish.

Trustee Sahm had questions about enrollment targets per event and the connection with Catholic Charities. Ms. Faria shared details on the targets and how we are meeting them. Ms. Cheng gave details on how the connection with Catholic Charities was made, through a connection with a parent who works for them. This speaks to the impact we are having on our families, as our families are our biggest advocates for our school, including introducing us to organizations like this one.

Finance Committee Report

Trustee Sahm, Treasurer, shared that the school continues to be in sound financial shape.

- Everything is still trending upward. We have made some adjustments and will have a healthy surplus by the end of the year.

Mr. Pellerin from 4th Sector shared more details on our finances.

- Our ratios and benchmarks are still increasing.
- Our enrollment count has a budget of 444 pupils with an actual enrollment of 428.
- Thanks to our SPED increase we have managed to hold steady in spite of slightly lower actual enrollment compared to budgeted enrollment.

Executive Committee Report

The Executive Committee did not meet but shared and discussed updates via email. Trustee Estrada reiterated that the Capital Project

Academic & Accountability Committee Report

Trustee McCorkindale reported that the Academic and Accountability Committee met last month.

- All of the topics discussed were covered in the Principal's Report that was shared.



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Public Comments

There were five members of the public present. Ms. Faria first wanted to share that last Friday we submitted our application for Summer Boost with Bloomberg Philanthropies and we are very excited about that. We've also shared this with teachers as we will be looking to hire teachers for this program.

There were five members of the public present via Zoom.

Ms. Rosado wanted to know if parents would receive data on how their children did on the mock exams. Ms. Andujar shared they will be shared next week during the Parent-Teacher conferences.

Mr. Estrada asked if the results were intuitive to understand for parents who might be unable to participate in the Parent-Teacher conference. Ms. Andujar shared that they were indeed intuitive, but that if anyone has any questions, please reach out to the teachers for more information.

Ms. Villalobos wanted to join to familiarize herself with what's been going on lately. She also had the same question about the mock exams.

Ms. Martinez asked about the second teacher in 1C, if a second teacher will be added or if they would stay like this for the rest of the year. Ms. Andujar mentioned there was a teacher from 1B floating between both classes. Ms. Andujar reiterated that Ms Gomez was receiving the support that she needed. Ms. Martinez mentioned she has noticed a difference with her kids.

Ms. Villalobos wanted to ask about school trips. Ms. Faria answered there were trips in the planning stages for all grades. Every grade will have attended at least two field trips. Ms Villalobos wanted more details on 1st-grade trips. 1st grade will have three trips. Museum of Ice Cream, Museum of the American Indian, and the Central Park Zoo. Ms. Villalobos was happy to hear and will be planning on taking time off to chaperone.

Adjournment

Mr. Estrada mentioned that he has noticed an uptick in participation both in person and via Zoom. This robust participation helps us and the school. We are very grateful for it.

Trustee McCorkindale motioned to adjourn the meeting and Trustee Varela-Hand seconded it, the motion passed and the meeting was adjourned at 7:02 p.m.



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**LEEP Dual Language Academy Charter School
Board Meeting Minutes
Monday, January 22nd, 2024**

Attendance/Roll Call:

- Trustees in attendance: Majo McCorkindale, Emily Fernandez, David Estrada, and Charles Sahn.
 - Alejandro Montoya attended virtually but did not count towards Quorum.
- Trustees absent: Magdalena Varela-Hand and Melody Sosa.
- Employees in attendance: Johana Andujar, Luis Ventura, Yaritza Mendez, Maria Townsend, and Ajana Suriel attended in person.
 - Tenille Faria and Margarita Cheng attended via video conference.
 - Ryan Miller and Kyle Pellerin from 4th Sector were also in attendance via video conference.
- Members of the public who attended in person include Maria Campanario & Michael Kirkbride.

Call to Order

Trustee Emily Fernandez called the meeting to order at 6:04 p.m.

Routine Business

Trustee David Estrada made a motion to approve the Board Meeting Agenda, Trustee Majo McCorkindale seconded it, and the motion passed.

Trustee David Estrada made a motion to approve the November 13, 2023 Board Meeting minutes, Trustee Charles Sahn seconded it, and the motion passed.

New Business / Principal's Report

Academic Updates

Principal Johana Andujar shared that the first computer mock test took place.

- There were some minor technical difficulties, but overall it went well.
- Students need to learn how to navigate the material, moving away from paper and pencil, but they are comfortable with using computers.
- It is recommended to have students practice typing at home.
- LEEP will be hosting a test prep community meeting this Friday to celebrate how students are doing in test prep.
- We are administering a second round of MAP assessments this week and we'll share the results at the next board meeting.



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- RTI Round II has been taking place across grades K-2 for high/low support and grades 3-5 in targeted teaching groups.

Dual Language

- Dual Language Committee is preparing to launch its next initiative.
- Last year they hosted “La Parranda” in December which was well-received.
- They will be hosting a school-wide Spanish-only school spelling bee with LEEPster, the school’s mascot, in attendance.

Culture & SEL

- Ajana Suriel, Dean of Students, shared that we had our Pajama Day before the start of the winter break.
- We are currently hosting our CICO RTB Round II. Seven students will be graduating this coming Friday, and move on to RTB I, with their corresponding celebrations.
- We have several upcoming school-wide activities including the 100 days of school, Lunar Year, Valentine’s Day & Black History Month. We are all very excited about all of these events.
- LEEP is launching a new MTSS Newsletter starting next month, February.
- Social Emotional workshops are being hosted and targeted to our older student population to address the challenges they face with their body changes.

Family Engagement

Margarita Cheng, Director of Family Engagement, shared the following updates.

- LEEP continues to support the efforts of the 5th-grade committee as they raise funds for our inaugural class’s graduation activities. The whole school has participated and we are working to create a wonderful experience for our graduating class.
- Ms. Cheng shared pictures of the raffle winners from our December Family Workshop as well as photos from our Holiday Market Fundraiser.
- We hosted a Family Workshop with a raffle of products from Pioneer Supermarket. Thank you to Trustee Majo McCorkindale for connecting us with Pioneer Supermarket and to Pioneer Supermarket for their generous donation.
- The LEEP jacket was the most popular item in the raffle.
- Last week we held a Family Workshop on supporting the development of students’ reading skills at home.
- We will have a workshop for test prep families on how to support their students at home, this upcoming Thursday.
- PTO organized a movie day and fundraised \$600. They will be sponsoring Balloon-grams on Valentine’s Day, a raffle for an Urban Air Birthday Party, as well as perfect attendance prizes.

- Ms Cheng also encouraged families to donate to the PTO through Zelle.

Student Enrollment

Ms. Cheng also shared updates about enrollment.

- We are currently at 429 seats, three up from last month.
- We continue the enrollment process to fill those seats, in grades K-2.
- We continue our recruitment efforts with new marketing materials and school tours on Tuesdays and Thursdays.
- The PTO is continuing to help with the recruitment efforts and we are also recruiting parents to act as Parent Ambassadors.

Trustee Emily Fernandez had a few questions about the interventions.

- She appreciated that the school is providing low and high support and asked about the intervention for the high achievers. Principal Johana Andujar shared what is being done with the high achievers in kindergarten. They are receiving enrichment three times a week to push them and challenge them.
- Trustee Fernandez requested for details about CICO to be shared with the public. CICO stands for check in check out and is used for RTB - response to behaviors. The goals vary by scholars, every CICO ambassador checks in with their scholar in the morning, and at the end of the day. Teachers serve as CICO ambassadors. The program is a point system where scholars earn points if they achieve their goals for the day.
- To graduate, scholars need to earn 75% or higher every week, for four consecutive weeks.
- Trustee Fernandez also mentioned that it would be nice to involve the board in the fundraising efforts and requested that the school share upcoming opportunities with Board Members so they may join in contributing.

Finance Committee Report

Ryan Miller from 4th Sector shared an update on our finances.

- Everything is still trending upward.
- Our ratios and benchmarks are still increasing.
- Our enrollment count has a budget of 444 pupils with an actual enrollment of 428.

Executive Committee Report

Board Chair Alejandro Montoya apologized for not being able to attend in person. The Executive Committee met and is starting to coalesce around board expansion and board development.

Academic & Accountability Committee Report

Trustee Ms McCorkindale reported that the Academic and Accountability Committee met last month.

- All of the topics discussed were covered in the Principal's Report that was shared.

Board Norms and Development

Board Chair Alejandro Montoya shared that we have a prospective new Board Member, Michael Kirkbride.

- Mr. Kirkbride comes with a substantial financial background and has also served on a school board before.
- Mr. Kirkbride started his career as a bilingual teacher, then moved on to the policy, and more recently to finance. He is very excited about the idea of joining the LEEP Board.

Trustee Charles Sahm shared that Mr. Kirkbride has been a friend of his for over 20 years and that he thinks he would be a great addition to the board.

Trustee David Estrada made a motion for Mr. Kirkbride's membership on the board. Trustee Charles Sahm seconded, and the motion passed.

Public Comments

There were four members of the public present via video conference.

Jaely Jimenez, President of the PTO, brought up that she hasn't received a response to her complaint regarding the PRIDE flag in classrooms and non-binary pronouns.

- Trustee Emily Fernandez reiterated the apology for the delay in receiving a response to her email and updated Ms. Jimenez on the conversations that have taken place since then. Trustee Fernandez shared that she will work with Trustee Montoya to come up with a date by which she will receive a written response.
- Ms. Jimenez also brought up that in her opinion a school should only have things that have educational value, and she sees no educational value in having a Pride Flag.
- Trustee Fernandez replied that at the moment staff members are allowed to have small personal effects that reflect their identity.
- Board Chair Alejandro Montoya added that being able to have personal effects that reflect their identity is a delicate balance and we want to make sure we are not censoring anyone. He shared that the board will have a more granular response when they provide a written response.
- Ms. Jimenez stated that she believes the decision to be hypocritical as she believes a teacher who placed a bible verse would face pushback. She found the answer upsetting and stated that it was bs. She questioned what would be considered too much and what would be moderation.



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Ms. Rosado-Bunkley asked about the typing program and whether students would be able to use it at home. Principal Johana Andujar stated that she would look into it and provide an update.

Maria Campanario, our Dual Language consultant, shared that she is someone who sees schools in many states and she is very impressed with LEEP.

- She stated that the teachers, the leaders, and the whole staff are working so hard to get the students to achieve bilingual education.
- She is someone who knows Dr. Cardona, the U.S. Secretary of Education personally and knows how important being bilingual and bi-literate is to him. She is excited to be able to report back to him that this school is providing that.

There were no other public comments.

Adjournment

Trustee David Estrada motioned to adjourn the meeting and Trustee Emily Fernandez seconded it, the motion passed and the meeting was adjourned at 7:24 p.m.

LEEP Dual Language Academy Board Meeting Minutes Monday, October 23, 2023

Attendance:

- Trustees in attendance: Majo McCorkindale, Melody Sosa, Emily Fernandez, David Estrada, and Charles Sahm
- Trustees absent: Magdalena Varela-Hand, and Alejandro Montoya
- Employees in attendance: Luis Ventura, and Tenille Faria, with Yaritza Mendez, Margarita Cheng, and Rafael Acosta via video conference.

Call to Order: Trustee Emily Fernandez called the meeting to order at 6:05.

New Business / Principal's Report

In Ms. Andujar's absence, Mr. Ventura will present the Principal's report. Any questions will be deferred for Ms. Andujar to address at the next Board Meeting.

Academic Updates

- Mr. Ventura reviewed recent academic updates, specifically around assessments and test results. Mr. Ventura shared the results of the Math & ELA MAP assessments, reviewing major trends, strong performances, as well as concerns and comparisons with previous years as well as with national goals.
- Mr. Ventura also shared the results of the NY State Math & ELA Exams. The results were examined comparing proficiency to last year and to the district, as well as against NYC public schools with a similar level of ELL enrollment.
- Pandemic academic gaps, changes in the size of the testing population, and change to staff were mentioned as contributing factors to these results. New strategies for the upcoming year were detailed too.
- Mr. Ventura provided updates to the RIT interventions and the progress made by the dual language committee, and introduced Leepster, LEEP's new mascot.

Culture & SEL

Mr. Ventura shared updates on SEL initiatives for the past month and upcoming events including anti-bullying event, Breast, Cancer Awareness event, Hispanic Heritage parade, PTA Fun Run, and Imagination Festival, among others.

Mr. Ventura shared updates on measures taken to improve DEI at the school. A DEI consultant will be meeting with leadership and later with the rest of the staff to promote equity & inclusivity for all.

Ms. Cheng presented updates on the PTA Fun Run. Ms. Sosa has been pushing for this since LEEP started, and this year we have enough families to participate in this Fun Run and Fundraising event.

Ms. Cheng also provided updates on the Coffee with the Principal event, which is a recurring event. The upcoming one will focus on the transition to Middle School.

The Family Workshop on 10/14/23 was held over zoom with 64 attendees. The topic was How to Help your Child with Big Changes or Transitions.

Ms. Cheng shared information about the SYMS Open House for Middle School enrollment..

Student Enrollment

Director of Operations, Ms. Tenille Faria shared updates about enrollment. - We are currently at 95% of our enrollment target and we have seen some attrition in the grades. We continue the enrollment process to fill those seats, in grades k-2. - Outreach and Recruitment activities include a Trunk or Treat event in Bay Ridge, as well as PTO Engagement and the PTA Run.

- We are also starting the process of enrollment for next year, and for that we are presenting at Sunny Side Day Care and Sunset Park ECDC, to reach new families.

Routine Business

Quorum was reached at 6:10pm. Ms. McCorkindale made a motion to approve the October Agenda at 6:14pm, Mr. Estrada seconded it, it passed. Ms. Sosa made a motion to approve the September minutes at 7:00pm, Mr. Sahm seconded it, it passed.

Finance Committee Report

Ryan shared an update on our finances, having met with Johana and Alejandro and completed the Audit. The Audit will be submitted on Wednesday and updates will be given at the following meeting.

Mr. Ventura provided the updated dates for the Finance Committee Meetings for the rest of the school year.

Executive Committee Report

Ms. McCorkindale shared that the executive committee did not meet so there was no report to present.

Academic & Accountability Committee Report

Ms. McCorkindale reported that the Academic and Accountability Committee met in the past



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month. The topics discussed were covered in the Principal's Report.

Board Norms and Development

No updates were shared.

Public Comments

There were a few members of the public present, as well as our Dual Language Consultant Maria Camapanario, and Waqas Sheikh, our Consultant from EdOps. Ms. Cheng made a comment about the Hispanic Heritage Parade and how joyful it was to see the pride in their heritage.

There were no additional public comments.

Adjournment

Ms. Sosa motioned to adjourn the meeting and Mr. Sahm seconded. The motion passed and the meeting was adjourned at 7:08 p.m.

LEEP Dual Language Academy Board Meeting Minutes Monday, September 25, 2023

Attendance/Roll Call

- Trustees in attendance: David Estrada, Magdalena Varela-Hand, Melody Sosa, & Charles Sahm.
 - Emily Fernandez attended virtually but did not count towards Quorum as her address was not noticed.
- Trustees absent: Alejandro Montoya and Majo McCorkindale
- Employees in attendance: Tenille Faria, Johana Andujar, Luis Ventura, and Yaritza Mendez.

Call to Order

- Trustee David Estrada called the meeting to order at 6:02 with Trustees Magdalena Varela-Hand and Melody Sosa present.
- At this moment we did not have quorum so we moved forward with the New Business/Principal's Report, and deferred voting on regular items until quorum is established.

New Business

Principal's Report

- MAP Assessments took place 9/19/23-9/22/23.
- LEEP has completed NYSITELL testing to identify any new MLL scholars and provide supports that are needed.
- The first weeks of school have consisted of establishing systems and procedures, building relationships with students and families, setting the classroom environment, collecting academic data, reviewing prior grade standards, conducting grade level planning collaboration.
- On Wednesday, 9/27/23, our Dual Language Consultant is visiting LEEP to observe and give feedback to ensure we are meeting the Dual Language goals set during summer institute.
- Committees at LEEP have launched and consist of teachers and leaders. Dual Language Committee, Sunshine Committee, RTB/Culture Committee, and DEI Committee will be held this year.

Culture and SEL

- We are rolling out our first RTB Initiative on 10/2/23 and this will involve Homeroom teachers, Specialty Teachers, and Guest Teachers. The goal for this initiative is that 100% of scholars are focused on their independent work and are actively participating. If the goal is met then scholars receive a prize.
- Staff Initiative is being implemented to be role models for students. Staff who have 100% attendance for a given month will receive an incentive for their efforts.
- Hispanic Heritage Month has started and the annual parade will take place on Friday, 10/13/23. Students will go around the community and showcase their cultural identity.

- RTI/RTB 2 & 3 starts on 10/10/23. This will commence targeted support for students who have been identified as struggling in either academics or behavior.

Family Engagement

- The Parent Teacher Organization has launched and they are sponsoring RTI/RTB student prizes. PTO is working in collaboration with Principal to provide support as needed to LEEP.
- Coffee with the Principal will be hosted monthly for family input and feedback. On 9/29/23 the first Coffee with the Principal event will be held.
- LEEP held a Family Workshop on Thursday, 9/14 that was focused on technology support, particularly with ParentSquare which is our school communication software for families. Our next Family Workshop will be held on Saturday, 10/14/23.

Enrollment

- Our current student enrollment is 431. 13 seats below our budgeted number.
- LEEP is continuing to enroll in Kindergarten-2nd Grade. LEEP has enrolled 8 new students in the last month.
- LEEP is focusing on strong communication with students at LEEP to prevent attrition with the school's control.
- LEEP is also maintaining outreach and recruitment through referral communications to families via Back to School night, social media ads/facebook, PTO engagement, and community partnership engagement.

District Safety Plan

- LEEP District Safety Plan has been reviewed for the last 30 days by the Board of Trustees.
- PER NYSED regulations, the drafted plan was posted online for the last 30 days for public comment.
- Board to vote on changes at today's Board meeting for final approval to be uploaded to NYSED business portal.
- A motion to approve District Safety Plan was made by Trustee Magdalena Varela-Hand, seconded by Trustee Melody Sosa, and passed unanimously.

Waste Pick-up

- Delvis, landlord at Red Campus, mentioned there is a trash pick-up issue with DSNY along with the other tenant in the building, the United Senior Citizen of Sunset Park.
- Trustee David Estrada is proposing to present the issue to DSNY and offered support to ensure LEEP is making all purchases tax-free.

Committees

Financial Report

- 4th Sector Staff, Ryan Miller, presented the financial report which demonstrated that LEEP ended the 2023 FY with a \$65,000 surplus.
- LEEP is also meeting all the NYSED Financial benchmarks to date.
- The budget is set to 444 for Enrollment and will be updated once the PPI Invoice 3

Payment arrives in November.

Executive Report

- No report was given.

Academic & Accountability

- No report was given.

Public Comments

- No public comment.

Quorum

- At 6:48 PM, Trustee Charles Sahm arrived and quorum was reached.

Routine Business

- Trustee Melody Sosa made a motion to approve the Agenda, seconded by Trusted Magdalena Varela-Hand, and passed unanimously.
- Trustee Charles Sahm made a motion to approve the August 28th Board Meeting minutes, seconded by Trustee Melody Sosa, and passed unanimously.

Closing

- At 6:55 p.m., Trustee Melody Sosa made a motion to adjourn, seconded by Trustee Charles Sahm, and passed unanimously.



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LEEP Dual Language Academy Board Meeting Minutes Monday, December 11, 2023

Attendance/Roll Call:

- Trustees in attendance: Magdalena Varela-Hand, Majo McCorkindale, Melody Sosa, Emily Fernandez, David Estrada, and Charles Sahn
- Trustees absent: Alejandro Montoya
- Employees in attendance: Johana Andujar, Luis Ventura, and Yaritza Mendez attended in person.
 - Tenille Faria and Margarita Cheng attended via video conference.
 - Ryan Miller from 4th Sector was also in attendance via video conference

Call to Order

Trustee Ms. Emily Fernandez called the meeting to order at 6:05 p.m.

Routine Business

Trustee David Estrada made a motion to approve the December Agenda, Trustee Magdalena Varela-Hand seconded it, and the motion passed. Trustee Melody Sosa made a motion to approve the November 13, 2023 Board Meeting minutes at 6:06 p.m., Trustee Majo McCorkindale seconded it, and the motion passed.

New Business / Principal's Report

Academic Updates

Principal Johana Andujar shared test prep was launched.

- MAP Assessment will be administered in January 2024. We will have the data by February to compare against our Fall Assessment.
- All-day Staff PD took place on November 27, 2023, and it included work on test prep, a session with Math Consultant Jeremy, and DEI training for all of LEEP Staff.
- Staff Survey indicated a desire for more SLA training. Additional training which will take place on Dec 12, 2023.

Culture & SEL

- We hosted our Thanksgiving Potluck and experienced an increased number of families participating in comparison to last year.
- We showed some gratitude by hosting Hug in a Mug with our staff. Teachers brought their mugs to school and had coffee, tea, or a warm beverage of choice delivered to their classrooms.
- The Winter Show was a success and helped celebrate the changes in the season.



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- Our Art Show and the Parent Teacher conferences took place last week simultaneously; it was a great success and another opportunity to engage with LEEP families.

Family Engagement

Margarita Cheng, Director of Family Engagement, Cheng shared updates.

- We are continuing to support middle school families in the transition.
- The Senior Committee is working very hard with fundraising to give the graduating 5th-grade class a fabulous end-of-year trip and prom.
- Over 20 volunteers helped out during the Winter Show. It was amazing to see all the enthusiasm. With the help and work from the families, it was the smoothest Winter Show to date.
- Trustee Melody Sosa has been a great support with the fundraising for the Senior Prom, including organizing a raffle and hosting a Holiday Market Fundraiser, to bring the holiday spirit into the school.
- Ms. Cheng shared information on what temporary housing classification means, and part of what the next Family Workshop will entail.

Student Enrollment

Tenille Faria, Director of Operations shared updates about enrollment.

- We are currently at 426 seats, which is 85% of our enrollment target and we have seen some attrition in the grades. We continue to work to improve that number.
- We continue the enrollment process to fill those seats, in grades K-2. We lost a 2nd grader due to the family moving. We were able to replace that student due to the continuing migration of families through NYC.
- We also participated in the Sunset Park ECDC event and had 8 families sign up on the spot, and five additional families signed up for Open House Events at LEEP. We will continue to look for and participate in events like these as part of the enrollment campaign for the upcoming school year.
- The Official Launch of Enrollment for next school year is 12/13/23. We will be happy to assist any families that need help with the process.

Ms. Andujar shared an additional Principal Update regarding the NYSED Charter Renewal visit being completed. We received very positive feedback from NYSED.

Finance Committee Report

Ryan Miller from 4th Sector shared an update on our finances.

- Everything is still trending well. We will get an update on the per-pupil enrollment in January 2024 and we should have it on time for the next board meeting.



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Executive Committee Report

The Executive Committee did not meet.

- Trustee Emily Fernandez mentioned that there was extensive prep for the NYSED meeting and shared more about how positive the meeting with the Board Went.

Academic & Accountability Committee Report

Trustee Emily Fernandez reported that the Academic and Accountability Committee met last month.

- Most of the topics discussed were covered in the Principal's Report.

Board Norms and Development

No updates were shared.

Public Comments

There was a member of the public present.

- Jaely Jimenez, President of the PTO shared that she had sent a letter to the board and had yet to receive a response. She has concerns about a teacher self-identifying as they/them and displaying the Pride flag.
- Trustee Emily Fernandez addressed her concerns, apologized for the delay in receiving a response to her email, and helped discuss some of the concerns.

Adjournment

Trustee David Estrada motioned to adjourn the meeting and Trustee Magdalena Varela-Hand seconded it, the motion passed and the meeting was adjourned at 6:58 p.m.

LEEP Dual Language Academy Board Meeting Minutes

Monday, July 24, 2023

Attendance:

- Trustees in attendance: Melody Sosa, Emily Fernandez, David Estrada, Charles Sahm, Magdalena Varela-Hand, Alejandro Montoya
- Trustees absent: Majo McCorkindale
- Employees in attendance: Johana Andujar, Tenille Faria, Yaritza Mendez, Rafael Acosta, Luis Ventura, and Maria Townsend
- Guests: Kyle Pellerin

Call to Order: Board Chair Mr. Montoya called the meeting to order at 6:11. Ms. Fernandez made a motion to approve the June agenda at 6:12pm, Mr. Estrada seconded it, it passed. Ms. Fernandez made a motion to approve the June 12th minutes at 6:12pm, Ms. Varela-Hand seconded it, and it passed. Mr. Estrada made a motion to approve the June 14th minutes at 6:13pm, Mr. Sahm seconded it, it passed.

New Business / Principal's Report

Academic & Staffing Updates

- The leadership team shared the progress in NWEA MAP results from the end of year. There has been modest progress last year to this year, more in Math than ELA.
- A highlight in the Math data is that most grades have significantly decreased the number of students who are ending the school year at risk (in red). Progress in ELA MAP is less significant and varied across grades.
- STEP data was also reviewed. There has been significant improvement in STEP English data since last year with 26% more students achieving 3 or more step levels of growth this year than the year before. There has been a slight dip in STEP Spanish data since last year with slightly less progress overall in the number of levels of growth students are achieving. Dual Language continues to be a strategic initiative with explicit support planning in place to ensure students make significant progress on Spanish acquisition as well.
- Ms. Andujar shared some progress in planning for the year to come. The school leadership team has come together to plan and prepare for the school year this week. Teacher Institute will begin on August 3rd with new staff and all staff return August 7th. Training continues for the month of August ending on August 25th.
- Staff Vacancies - there are 14 remaining staff vacancies, only 8 of which are lead teachers. While not ideal and the team is working to fully staff the school as soon as progress this represents significant improvement from last year at this time when there were more than 20 vacancies.

Culture & SEL

Ms. Andujar shared a new initiative this year to start committees and have families join and contribute to school-wide planning. Families who are interested in engaging should reach out to Ms. Margarita Chen. Ms. Andujar also shared the dates for family orientation, scholar orientation and our Family Picnic. All families should have received a letter from Ms. Andujar by now with this and other information - one for returning families and one for new families.

Student Enrollment

Director of Operations, Ms. Tenille Faria shared an update about enrollment: - We reviewed data from the end of the school year, at which point we were at a total enrollment of 459.

- Ms. Faria highlighted our overall retention rates (90.9% excluding relocation, 86% including relocation). 100% of our current rising 5th graders are returning. Ms. Faria also shared the reasons that families are withdrawing in the instances where they are (21 students in total, only 1 student due to dissatisfaction)

- Ms. Faria shared that we are currently 458 students enrolled and we are aiming for 467 students enrolled by the start of the school year. We are budgeted at 444 students 90% of 467).

- Ms. Faria reviewed a multi-prong approach to enroll as many students as possible.

New Business / Board Report

The board reviewed and voted on many items. Some related to charter renewal and some as a matter of routine yearly updates. All items voted no are listed below.

- The board voted to approve the Charter Renewal Application. Motioned by Ms. Fernandez, seconded by Ms. Sosa, unanimously approved at 7:16.
- The board voted to approve updates to the Employee Handbook. Motioned by Mr. Estrada, seconded by Ms. Varela-Hand, unanimously approved at 7:18.
- The board voted to approve updates to the Staff & Family Handbook. Motioned by Ms. Sosa, seconded by Mr. Estrada, unanimously approved at 7:21.
- After a robust discussion, the board voted to approve a number of Charter Revisions outlined in the Agenda. Motioned by Ms. Fernandez, seconded by Mr. Estrada, unanimously approved at 7:28.
- The board voted to approve an update to the Board Meeting Dates for the 2022-2023 school year. Motioned by Mr. Estrada, seconded by Ms. Varela-Hand, unanimously approved at 7:30.
- The board voted to adopt the Strategic Initiatives and Priorities of the School. Motioned by Ms. Sosa, seconded by Mr. Sahm, unanimously approved at 7:39.

Finance Committee Report

Kyle Pellerin shared an update on our finances. Year to date, we continue to be in a slightly stronger position than originally budgeted with a solid surplus.

Executive Committee Report

Mr. Montoya shared that the exec committee met and discussed future board development.
Academic & Accountability Committee Report

On behalf of Ms. McCorkindale, who was not able to be present tonight, Mr. Montoya shared that the Academic & Accountability and reviewed the academic data was shared today with the full board.

Public Comments

There was 1 individual in attendance via video-conference. She was given the opportunity to make a comment. Ms. Woods shared that she was happy to hear about the changes for the coming school year.

There was a motion to move into Executive Session at by Ms. Sosa, seconded by Ms. Fernandez and unanimously passed at 7:45pm.

Adjournment

Mr. Estrada motioned to adjourn the meeting and Ms. Sosa seconded. The motion was carried and the meeting was adjourned at 8:25pm.



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LEEP Dual Language Academy Board Meeting Minutes Monday, November 13, 2023

Attendance/Roll Call:

- Trustees in attendance: Alejandro Montoya, Magdalena Varela-Hand, Majo McCorkindale, and Melody Sosa
 - David Estrada attended virtually but did not count towards Quorum as his address was not noticed.
- Trustees absent: Emily Fernandez and Charles Sahm.
- Employees in attendance: Johana Andujar, Luis Ventura, Tenille Faria, and Yaritza Mendez attended in person.
 - Ajana Suriel, Maria Townsend, and Margarita Cheng attended via video conference.

Call to Order

Board Chair Alejandro Montoya called the meeting to order at 6:08 p.m.

Routine Business

Trustee Melody Sosa made a motion to approve the November Agenda, Trustee Magdalena Varela-Hand seconded it, and the motion passed. Trustee Melody Sosa made a motion to approve the October minutes at 7:00 p.m., Trustee Majo McCorkindale seconded it, and the motion passed.

New Business / Principal's Report

Academic Updates

- Principal Johana Andujar shared that we administered the STEP assessments and reviewed the data at the all-day Staff PD on October 27th and adjusted the small group instruction in response to the data. Staff will continue after the Thanksgiving break, analyzing the data and making updates on how this is implemented in the classroom.
- A DEI training for all LEEP staff will take place on November 27th.

Culture & SEL

- This is the first year that we have the opportunity to do a DEI training. We've had leader training and teacher focus groups. A staff session will take place on November 27th and in January 2024 LEEP will start our new DEI Committee.
- Ajana Suriel, Dean of Students, shared how LEEP scholars shared their imaginative characters on Imagination Day,
- Ms. Suriel shared the Dia de Los Muertos celebrations on the altars the scholars created.



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- To show gratitude, this Wednesday the Sunshine Committee will be sharing favorite hot beverages with the teachers to show appreciation for all their hard work.
- There are field trips scheduled: 2nd Grade will be going to Urban Air, 4th & 5th grade will be going to museums.
- Maria Townsend, Dean of Special Projects, gave an update on the Dual Language Committee. It was launched on November 1st, when staff received students wearing capes and introduced LEEPster, our mascot. Students are working on posters to decorate the school for Spirit Day, when scholars will dress up as bilingual superheroes.
- Margarita Cheng, Director of Family Engagement, shared that the PTO will be selling capes and masks for Spirit Day as a mini-fundraiser. The senior committee is working on planning activities for the graduating scholars, including graduation ceremony, a trip, and a prom. Ms. Cheng also shared information on the guidance provided to families for the middle school transition.
- Ms. Cheng also provided details on the Open House at Sunset Yards.
- Ms. Cheng shared that families also helped work on the altars and participated in the celebration, and they suggested LEEP join the IME altars challenge.
- PTA Fun Run, organized with our trustee Melody Sosa, featured about 20 participants total. We are waiting to see how much we managed to fundraise through this event.
- The Bay Ridge Trunk-or-Treat event was very successful and very popular with 600 stickers and 500 flyers distributed in under 2 hours.

Student Enrollment

Margarita Cheng, Director of Family Engagement, Cheng shared updates about enrollment.

- We are currently at 427 seats, which is 85% of our enrollment target and we have seen some attrition in the grades. We continue the enrollment process to fill those seats, in grades K-2. We have on-going appointments and offer seats on the spots when available, with a waitlist of three students in Kindergarten. Some of the attrition is due to migrant students who are recent arrivals and find NYC too expensive, so they end up leaving the city.
- We are also starting the process of enrollment for next year, including an event on December 6th for new families.

Finance Committee Report

Ryan Miller from 4th Sector shared an update on our finances. Since the budget was for 444 students and we have 429, there are some variances in the budget. Overall, LEEP is still operating in good financial standing.

Executive Committee Report

Board Chair Alejandro Montoya shared that the executive committee met briefly and discussed two important matters in particular preparing for receiving the authorizer and making sure we



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are doing what we need to do to support the school for the visit. We also spent time discussing and vetting a potential new trustee.

Academic & Accountability Committee Report

Trustee Majo McCorkindale reported that the Academic and Accountability Committee met last month. Most of the topics discussed were covered in the Principal's Report. We also discussed measures taken to support our high achievers.

The Charter Renewal Visit will take place on Thursday Nov 30th and Friday Dec 1st. There will be a Public meeting on Charter Revisions on November 16th at 5:30 pm via zoom.

Board Norms and Development

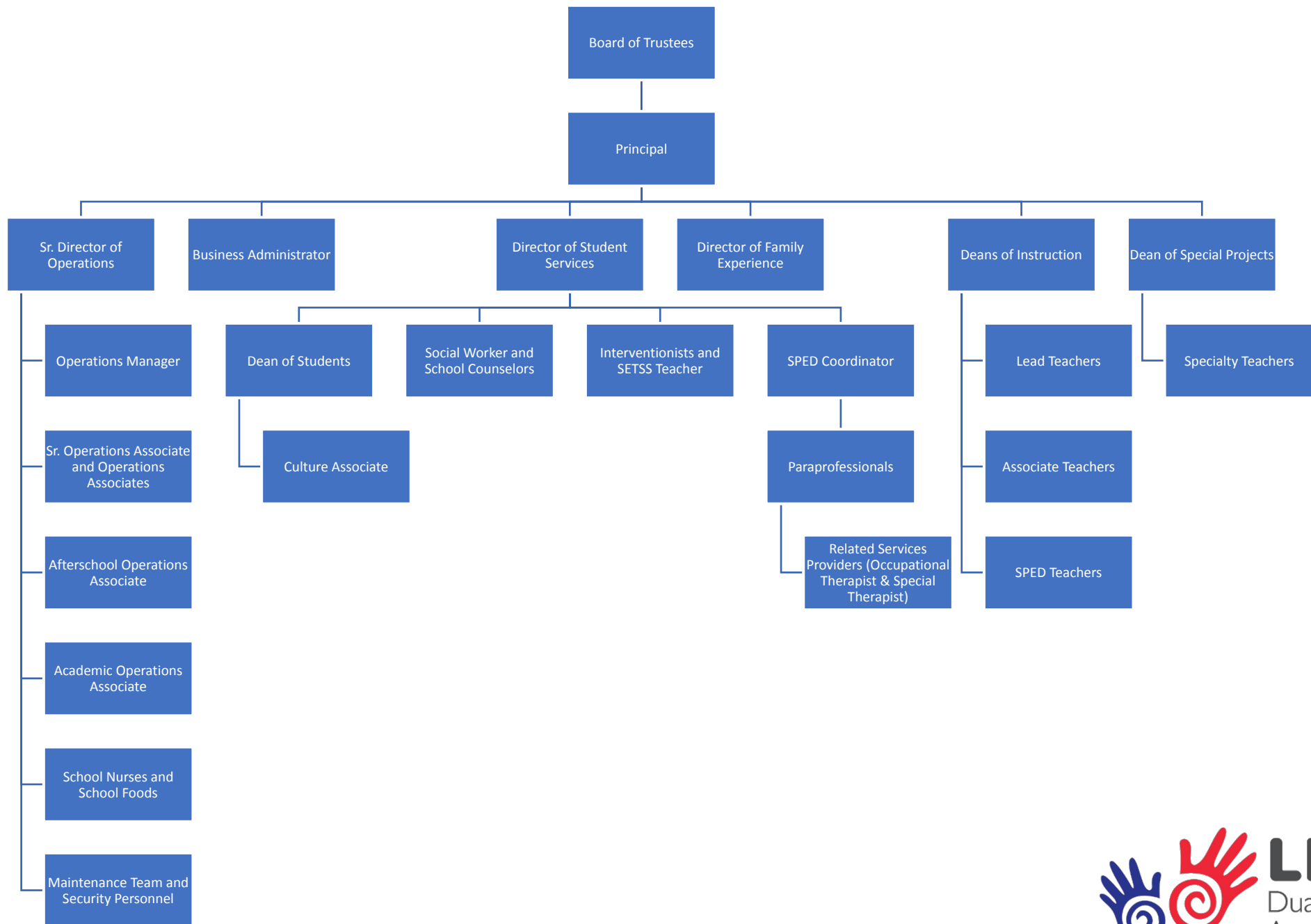
No updates were shared.

Public Comments
















There were a few members of the public present, but there were no public comments.

Adjournment

Trustee Melody Sosa motioned to adjourn the meeting and Trustee Magdalena Varela-Hand seconded it, the motion passed and the meeting was adjourned at 6:52 p.m.


























JULIO 2023









Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					30	1
2	3	4 Independence Day	5 LEEP Summer School Staff Training	6	7 <i>DLC Meeting</i>	8
9	10 	11 	12 	13 	14 	15
	LEEP Summer School and Summer Camp					
	Leader Institute					
16	17  <i>DLC Meeting</i>	18 	19 	20 	21 	22
	LEEP Summer School and Summer Camp					
	Leader Institute					
23	24 	25 	26 	27 	28 	29
	LEEP Summer School and Summer Camp					
				Leader Training- Adelante		

AGOSTO 2023

Virtud del Mes: Valentía

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 	1 	2 	3 	4 	5
	LEEP Summer School and Camp				New Staff Summer Institute	
6	7 	8 	9 	10 	11 	12
	All Staff Summer Institute					
			Jeremy PD (101)	Jeremy PD (201)	Jeremy PD (MW)	
13	14 	15 	16 	17	18 	19
	All Staff Summer Institute					
20	21 	22 	23  Day 1	24  Day 2	25  Day 3	26
T1W1	All Staff Summer Institute					
	Family Orientation (K only) @5:30PM	K Classroom & Learning Display Set-Up Complete Family Orientation (1-2) @5:30PM	K Orientation (First Day for K) Family Orientation (3-5) @5:30PM	K Orientation (1st-5th) Classroom & Learning Display Set-Up Complete	First Day of School for Grades 1-5 1:20-1:30 Early dismissal for students Staff PD	
27	28  Day 4	29  Day 5	30  Day 6	31  Day 7		
T1W2	K-5 Orientation 1:30 dismissal					
Soft launch of CICO						

SEPTIEMBRE 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>T1W2</div> <div>Virtud del Mes: Valentía</div>				<div>All Staff Summer Institute</div>	<div>1  Day 8 2 p.m. Staff Early Release (Balance Day)</div> <div>1:20-1:30 Early dismissal for students</div>	2
<div>3</div> <div>T1W3</div> <div>Regular Hours Begin (K-3rd 7:20-3:30) → (4th-5th 7:20-3:20)→</div>	<div>4</div> <div>Labor Day - No School</div>	<div>5  Day 9</div>	<div>6 Day 10</div>	<div>7 Day 11</div> <div>Bus Orientation</div>	<div>8  Day 12</div> <div>1:20-1:30 Early dismissal for students</div> <div>Staff PD</div>	9
<div>10</div> <div>T1W4</div>	<div>11 Day 13</div> <div>First Day of Bussing</div>	<div>12 Day 14</div>	<div>13 Day 15</div>	<div>14 Day 16</div> <div>Family Workshop</div> <div>Elena Visit</div>	<div>15  Day 17</div> <div>1:20-1:30 Early dismissal for students</div> <div>K-3 NYSITELL</div> <div>Staff PD</div> <div>Hispanic Heritage Month begins</div> <div>Rosh Hashanah</div>	16
<div>17</div> <div>T1W5</div> <div>GR/LG Begins</div> <div>Learning Displays Due 9/22- for Back to School Night</div>	<div>18 Day 18</div> <div>Lockdown Drill #1</div> <div>Afterschool Allstars Starts</div> <div>Jeremy Visit (K-3)</div>	<div>19  Day 19</div> <div>MAP Reading K-5</div> <div>Employee Benefits Open Enrollment Window Opens</div>	<div>20  Day 20</div> <div>MAP Math K-5</div>	<div>21 Day 21</div> <div>Evacuation Drill #1</div> <div>K-3 NYSITELL: Administration Complete</div>	<div>22  Day 22</div> <div>K-3 NYSITELL-Scan</div> <div>1:20-1:30 Early dismissal for students</div> <div>Staff PD/First Day of Autumn</div> <div>Learning Displays Due</div>	<div>23</div> <div>Family Workshop</div> <div>Picnic at Sunset Park</div>
<div>24</div> <div>T1W6</div>	<div>25 Day 23</div> <div>Jeremy Visit (4-5)</div>	<div>26 Day 24</div>	<div>27 Day 25</div> <div>Back to School Night (Red Campus) - 5:00-6:30 pm</div> <div>DL Consultant Visit</div>	<div>28 Day 26</div> <div>Back to School Night (Blue Campus) - 5:00-6:30 pm</div> <div>Afterschool Allstars at Red Campus</div> <div>Employee Benefits Open Enrollment Window Closes</div>	<div>29  Day 27</div> <div>1:20-1:30 Early dismissal for students</div> <div>Staff PD</div>	30

OCTUBRE 2023

Virtud del Mes: Respeto

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 <div>T1W7</div>	2 Day 28 National Bullying Prevention Month Elena Visit	3 Day 29	4 Day 30	5 Day 31	6  Day 32 <div>1:20-1:30 Early dismissal for students</div> Staff PD	7
8 <div>T1W8</div> RTI / RTB 2 Round 1 begins	9 Indigenous Peoples' Day - No School	10 Day 33 Lockdown Drill #2 Elena Visit	11 Day 34 Vision Screening K-1	12 Day 35 Vision Screening K-1	13  Day 36 2 p.m. Staff Early Release (Balance Day) <div>1:20-1:30 Early dismissal for students</div> Hispanic Heritage Month Parade Learning Displays Due (Fall/Literacy)	14 Family Workshop
15 <div>T1W9</div>	16 Day 37 Respect for All Week DL Consultant Visit	17  Day 38 4-5 Interim (ELA) Assessment #1 DL Consultant Visit	18  Day 39 4-5 Interim (Math) Assessment #1	19 Day 40 Evacuation Drill #2	20  Day 41 <div>1:20-1:30 Early dismissal for students</div> Staff PD	21
22 <div>T1W10</div> Term 1 Progress Reports (Related Service Providers)	23 Day 42 Shelter-in Drill Jeremy Visit (K-2)	24  Day 43 K-3 Interim Assessment #1 (ELA) Half Day Elena 12-4 (3rd Grade)	25  Day 44 Foundations Regional Virtual Workshop (ILT only)	26 Day 45 Red Campus Picture Day K-3 Interim Assessment #1 (Math) Half Day Elena 12-4 (4th-5th Grade)	27  All Day PD-No School	28
29 <div>T1W11</div>	30 Day 46 Blue Campus Picture Day Jeremy Visit (3-5)	31 Day 47 Coffee with the Principal (8am) Imagination Day				

NOVIEMBRE 2023

Virtud del Mes: Gratitude

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
T1W11	30 STEP English Round 1	31 STEP English Round 1	1 Day 48 NewSchool Venture Fund Survey begins	2 Day 49 Día de los Muertos	3 Day 50 1:20-1:30 Early dismissal for students Staff PD Staff Fellowship Happy Hour 5pm	4
T1W12	5 6 Day 51 NewSchool Venture Fund Survey (last day) Sunset Yards Middle School Open House 6pm STEP English Round 1	7 Election Day No School	8 Day 52	9 Day 53 STEP Spanish Round 1	10 Day 54 No Afterschool Allstars Program	11 Veteran's Day
T1W13	12 13 Day 55 STEP Spanish Round 1 Report card Grading Window Opens	14 Day 56	15 Day 57	16 Day 58 Elena's Visit	17 Day 59 Thanksgiving Potluck 1:20-1:30 Early dismissal for students 2 p.m. Staff Early Release (Balance Day)	18
19	20 Thanksgiving Break 11/20-11/24	21 Thanksgiving Break 11/20-11/24	22 Thanksgiving Break 11/20-11/24	23 Thanksgiving Break 11/20-11/24	24 Thanksgiving Break 11/20-11/24	25
T2W1	26 27 Day 60 All Day PD - No School Report Card Grading Window Closes Learning Displays Due	28 Day 60 Jeremy Visit (K-2) 4th & 5th Grade Field Trip - Museum DOIS Review RCs	29 Day 61 Jeremy Visit (3-5) 2nd Grade Field Trip - Urban Air Maria C. Visit DOIS Review RCs	30 Day 62 Report Cards Final NYSED Visit		




DICIEMBRE 2023

Virtud del Mes: Alegría

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>T2W1</div>	<div>27 </div> <div>All Day PD - No School</div> <div>Report Card Grading Window Closes</div> <div>Learning Displays Due</div>	<div>28 Day 60</div> <div>Jeremy Visit (K-2)</div> <div>4th & 5th Grade Field Trip - Museum</div> <div>DOIS Review RCs</div>	<div>29 Day 61</div> <div>Jeremy Visit (3-5)</div> <div>2nd Grade Field Trip - Urban Air</div> <div>Maria C. Visit</div> <div>DOIS Review RCs</div>	<div>30 Day 62</div> <div>Report Cards Final</div> <div>NYSED Visit</div>	<div>1  Day 63</div> <div>1:20-1:30 Early dismissal for students</div> <div>Staff PD</div> <div>Jeremy Training</div> <div>NYSED Visit</div>	2
<div>3</div> <div>T2W2</div> <div>RTI / RTB 2 Round 2 begins</div>	<div>4 Day 64</div> <div>Evacuation Drill #3</div>	<div>5 Day 65</div> <div>Winter Show-Dress Rehearsal</div>	<div>6 Day 66</div> <div>Winter Show</div>	<div>7 Day 67</div> <div>1:20-1:30 Early dismissal for students</div> <div>Parent Teacher Conferences</div>	<div>8  Day 68</div> <div>1:20-1:30 Early dismissal for students</div> <div>Parent Teacher Conferences</div> <div>ART SHOW</div>	9 <div>Holiday Party</div>
<div>10</div> <div>T2w3</div>	<div>11 Day 69</div> <div>Evacuation Drill #4</div> <div>Elena Visit</div>	<div>12 Day 70</div>	<div>13 Day 71</div> <div>Jeremy Visit (K-2)</div> <div>Evacuation Drill #5</div>	<div>14 Day 72</div> <div>Jeremy Visit (3-5)</div> <div>Educlimber Training</div> <div>Family Workshop (Red Campus MPR) - Housing</div> <div>AfterSchool Holiday Celebration (Blue Campus MPR)</div>	<div>15  Day 73</div> <div>Pajama Day</div> <div>1:20-1:30 Early dismissal for students</div> <div>Hanukkah (last day)</div> <div>2 p.m. Staff Early Release (Balance Day)</div> <div>Coffee with the LT</div>	16
17	18	19	20	21	22	23
	Winter Break					
24	25	26	27	28	29	30
	<div>25</div> <div>MERRY CHRISTMAS</div>	Winter Break				






ENERO 2024

Virtud del Mes: Respeto

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 <div>T2W4</div>  Test Prep: Phase 1 begins	1 New Year's Day No School	2  Day 74	3 Day 75 Evacuation Drill #6	4 Day 76 Vision Screening 2-5	5  Day 77 <div>1:20-1:30 Early dismissal for students</div> Staff PD	6
7 <div>T2W5</div>	8 Day 78 Test Prep Phase 1 begins	9  Day 79	10  Day 80	11 Day 81 Elena Visit 4-5 SEL Workshop	12  Day 82 <div>1:20-1:30 Early dismissal for students</div> Staff PD	13
14 <div>T2W6</div>	15 MLK, Jr. Day - No School	16  Day 83 David's Cookies Fundraiser begins	17  Day 84	18 Day 85 MOCK CBT State Test ELA - 3rd K-2 Family Workshop Elena Visit	19  Day 86 MOCK CBT State Test ELA - 4th/5th <div>1:20-1:30 Early dismissal for students</div> Staff PD	20
21 <div>T2W7</div> RTI / RTB Round 2 begins	22 Day 87 Board Meeting Maria C. Visit	23 Day 88 MAP Reading (K-5) Maria C. Visit	24 Day 89 MAP Math (K-5)	25 Day 90 3-5 Family Workshop Lockdown Drill #3	26  Day 91 <div>1:20-1:30 Early dismissal for students</div> Staff PD Learning Displays Due CICO Graduation	27
28 <div>T2W8</div>	29 Day 92 Jeremy Visit	30 Day 93 2nd. Gr Community Meeting	31 Day 94 Kinder Community Meeting Jeremy Visit			












FEBRERO 2024

Virtud del Mes: Cariño

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div>T2W8</div>				1 Day 95 Black History Month begins Picture Retake Day/Graduation Red Campus MPR Elena Visit 1st Gr. Community Meeting	2  Day 96 <div>1:20-1:30 Early dismissal for students</div> Staff PD - K-2 Stations & Number Stories/3-5 Test Prep Student Portfolios Due David's Cookies Fundraiser Ends	3
4 <div>T2W9</div> National School Counseling Week	5 Day 97	6 Day 98 2nd. Gr Community Meeting Evacuation Drill #7	7  Day 99 Kinder Community Meeting	8  Day 100 1st Gr. Community Meeting 100th Day of School Competencia de Deletreo	9  Day 101 <div>1:20-1:30 Early dismissal for students</div> Staff PD K-2 Shared Reading/3-5 Test Prep Lunar New Year Celebration	10
11 <div>T2W10</div> Test Prep: End of Phase 1	12 Day 102 DOE Family/Staff Survey begins Jeremy Visit	13 Day 103 2nd. Gr Community Meeting Jeremy Visit	14 Day 104 Valentine's Day Celebration Coffee with LT	15 Day 105 1st Gr. Community Meeting Kindergarten Field Trip	16  Day 106 <div>1:20-1:30 Early dismissal for students</div> 2 p.m. Staff Early Release (Balance Day) Report Cards/IEP Reports Window Opens Evacuation Drill #8	17
18	19 President's Day	20	21	22	23	24
	Mid-Winter Break					
25 <div>T2W11</div>	26 Day 107 LockDown Drill #4 Maria T. in person Report Card Window Opens SpEd Reports Open	27 Day 108 2nd. Gr Community Meeting Maria C. Visit	28 Day 109 Kinder Community Meeting Maria C. Visit	29 Day 110 1st Gr. Community Meeting Black History Month Performance Staff PD: DL (K-2)		







MARZO 2024

Virtud del Mes: Valentía

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
<div>T2W11</div>					<div>1  Day 111</div> <div>1:20-1:30 Early dismissal for students</div> <div>2 p.m. Staff Early Release (Balance Day)</div> <div>Women's History Month Begins</div> <div>SSR Forms Due</div>	2
<div>3</div> <div>T2W12</div> <div>National SSW Week</div>	<div>4 Day 112</div> <div>2nd. Gr Community Meeting</div> <div>Testing Anxiety Workshop (3-5)</div>	<div>5  Day 113</div> <div>3rd. ELA Mock Exam</div> <div>Student SEL Survey (4-5, MM)</div>	<div>6  Day 114</div> <div>3rd. ELA Mock Exam</div> <div>Student SEL Survey (4-5, MM)</div>	<div>7 Day 115</div> <div>1st Gr, Community Meeting</div> <div>4th-5th ELA Mock Exam</div>	<div>8  Day 116</div> <div>1:20-1:30 Early dismissal for students</div> <div>Staff PD</div> <div>4th-5th ELA Mock Exam (extended day Red Campus)</div> <div>K Community Mtg</div>	9
<div>10</div> <div>T2W13</div> <div>RTI / RTB Round 2 complete</div> <div>Teacher Evaluations begins</div>	<div>11 Day 117</div> <div>Elena Visit</div> <div>ELA Mock Make Ups</div> <div>SpEd Reports Due</div> <div>*Clinicians visit K-2 classrooms during MM</div> <div>CICO Graduation</div>	<div>12  Day 118</div> <div>3rd Math Mock Exam</div> <div>Student SEL Survey-make-up (4-5, during MM)</div>	<div>13  Day 119</div> <div>3rd Math Mock Exam</div> <div>Report Cards/IEP-Window Closes</div> <div>K-2 Workshop: Self Regulation/Managing Emotions</div>	<div>14 Day 120</div> <div>Family Workshop</div> <div>Elena Visit</div> <div>Learning Displays Due</div> <div>4th-5th Math Mock Exam</div>	<div>15  Day 121</div> <div>St. Patrick's Day Celebration</div> <div>1:20-1:30 Early dismissal for students</div> <div>½ Day Virtual Math Planning: Jeremy (3-5)</div> <div>4th-5th Math Mock Exam (extended day Red Campus)</div> <div>PID Letters & Scholars' List Due</div> <div>Test Prep in classroom activity (popcorn & movie)</div>	16
<div>17</div> <div>T3W1</div> <div>RTB Round 3 begins</div> <div>Leader Evaluations</div>	<div>18  Day 121</div> <div>All Day PD - No School</div> <div>Report Cards Printing</div> <div>Attendance Letters Printing</div> <div>PID Letters Printing</div> <div>SPED Report Printing</div>	<div>19 Day 122</div> <div>Math Mock MakeUps</div>	<div>20 Day 123</div> <div>Report Cards/IEP (Print/Distribution)</div> <div>First Day of Spring</div> <div>Jeremy (3-5) Half Day</div>	<div>21 Day 124</div> <div>Parent Teacher Conferences</div>	<div>22  Day 125</div> <div>1:20-1:30 Early dismissal for students</div> <div>Parent Teacher Conferences</div> <div>Teacher Evals Completed</div> <div>Test Prep in classroom activity (Sip N paint)</div>	23
<div>24</div> <div>T3W2</div> <div>RTI Round 3 begins</div>	<div>25 Day 126</div> <div>Elena Visit</div>	<div>26  Day 127</div> <div>Jeremy K-2</div> <div>2nd. Gr Community Meeting</div>	<div>27  Day 128</div> <div>Kinder Community Meeting</div>	<div>28 Day 129</div> <div>1st Gr, Community Meeting</div> <div>2nd Gr. Field Trip - NY Aquarium</div>	<div>29 Day 130</div> <div>Good Friday - 2 p.m. Staff Early Release (Balance Day)</div> <div>No Afterschool Program</div> <div>Test Prep community meeting</div>	30

ABRIL 2024

Virtud del Mes: Valentía

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 <div>T3W3</div> Easter Sunday	1 Day 131 Elena Visit	2 Day 132 2nd. Gr Community Meeting	3 Day 133 Kinder Community Meeting	4 Day 134 1st Gr, Community Meeting	5  Day 135 <div>1:20-1:30 Early dismissal for students</div> Staff PD Coffee with LT DOE Family/Staff Survey hard deadline SY2425 School Lottery	6
7 <div>T3W4</div>	8 Day 136 1st Gr Field Trip -Museum of Ice Cream	9  Day 137 3rd ELA State Exam 2nd Gr Field Trip - Central Park Zoo	10  Day 138 3rd ELA State Exam No Afterschool Allstars Program	11  Day 139 4th/5th ELA State Exam 1st Gr Field Trip - American Indian Museum	12  Day 140 4th/5th ELA State Exam (extended day)	13
14 <div>T3W5</div> RTI / RTB Round 4 begins	15 Day 141 NYSESLAT begins - through 5/24 Jeremy Visit (3-5) ELA State Exam Make Ups	16 Day 142 Jeremy Visit (K-2) ELA State Exam Make Ups	17 Day 143 2nd. Gr Community Meeting	18 Day 144 Spring Concert Kindergarten Community Meeting	19  Day 145 CICO Graduation <div>1:20-1:30 Early dismissal for students</div> Earth Day Celebration No Afterschool Allstars Program 1st Grade Community Mtg 2 p.m. Staff Early Release Happy Hour	20
21	22	23	24	25	26	27
Spring Break						
28 <div>T3W6</div>	29  Day 146	30 Day 147 2nd. Gr Community Meeting Science Mock Exam (5th)				




MAYO 2024

Virtud del Mes: Gratitude

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
T3W6			1 Day 148 Kinder Community Meeting AAPI Heritage Month Begins National Principal Day English Spelling Bee	2 Day 149 1st Gr, Community Meeting Elena Visit KG Field Trip - Central Park Zoo	3 Day 150 <div>1:20-1:30 Early dismissal for students</div>	4
5 T3W7	6 Day 151 1st Gr Field Trip - Central Park Zoo	7 Day 152 3rd CBT & PBT Math State Exam 4th & 5th Math PBT State Exam	8 Day 153 3rd CBT & PBT Math State Exam 4th & 5th Math PBT State Exam	9 Day 154 4th/5th Math State Exam	10 Day 155 <div>1:20-1:30 Early dismissal for students</div> 4th/5th Math State Exam	11
12 T3W8	13 Day 156 Career Week Math State Exam Make Ups	14 Day 157 State Science Exam (Gr5) Blue Campus NYSESLAT K Field Trip - Green Meadow Farms	15 Day 158 Make Ups: State Science Exam (Gr5) Blue Campus NYSESLAT	16 Day 159 3rd Gr Field Trip - Urban Air Blue Campus NYSESLAT	17 Day 160 <div>1:20-1:30 Early dismissal for students</div> Soccer Roof Gr. 3-5 2 p.m. Staff Early Release (Balance Day) NYSESLAT MAKEUP	18
19 T3W9 Staff Appreciation Week	20 Day 161 Jeremy Visit (K-2) 4th/5th Field Trip - Area 53	21 Day 162 2nd. Gr Community Meeting Red Campus NYSESLAT	22 Day 163 Kinder Community Meeting Elena Visit Red Campus NYSESLAT	23 Day 164 1st Gr, Community Meeting Red Campus NYSESLAT	24 Day 165 <div>1:20-1:30 Early dismissal for students</div> Learning Displays Due 2 p.m. Staff Early Release 3-5 Fashion Show NYSESLAT MakeUps	25
26 T3W10 RTI / RTB Round 5 begins	27 Memorial Day - No School	28 Day 166 STEP Spanish Data Due MAP Reading K-3	29 Day 167 MAP Reading 4-5 Class formations meeting	30 Day 168 MAP Math K-3 EOY Closeout Meeting	31 Day 169 DEI All Staff PD MAP Math 4-5	1

JUNIO 2024

Virtud del Mes: Cariño

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Day 170	4 Day 171	5 Day 172	6 Day 173	7  Day 174	8
T3W11	STEP English					
		2nd. Gr Community Meeting	Kinder Community Meeting	1st Gr, Community Meeting Elena Visit Carnival Logistics Meeting	1:20-1:30 Early dismissal for students Staff PD 5th Grade: Trip to Legoland No Afterschool Allstars Program	
9	10 Day 175 Coffee with LT	11 Day 176 2nd. Gr Community Meeting	12 Day 177 Kinder Community Meeting	13 Day 178 1st Gr, Community Meeting 5th Grade Step Up	14  Day 179	15
T3W12 Student Spirit & Family Appreciation Week	Sped Reports Due Spirit Week: Character Day	Student Art Exposition & Science Fair (Red Campus) Spirit Week: Crazy Hair Day	2nd & 3rd Gr. Science Fair Report Cards Due Spirit Week: Twin Day	Spirit Week: Crazy Sock Day	1:20-1:30 Early dismissal for students 2 p.m. Staff Early Release (Balance Day) Field Day/School Carnival	
16	17 Day 180	18 Day 181	19	20 Day 182 1st Gr, Community Meeting	21  Day 183	22
T3W13	CICO End of Year Celebration Summer School Teacher Meet & Greet	2nd. Gr Community Meeting 5th Grade Prom	Juneteenth - No School		1:20-1:30 Early dismissal for students Staff PD K Step Up Last Day of School Afterschool Allstars Ends	
23	24	25	26	27	28	29
30						

LEEP Dual Language Academy Charter School

Financial Statements
Years Ended June 30, 2024 and 2023

The report accompanying these financial statements was issued by BDO USA, P.C., a Virginia professional corporation, and the U.S. member of BDO International Limited, a UK company limited by guarantee.



LEEP Dual Language Academy Charter School

Financial Statements
Years Ended June 30, 2024 and 2023

LEEP Dual Language Academy Charter School

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Independent Auditor's Report

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

Opinion

We have audited the financial statements of LEEP Dual Language Academy Charter School (the School), which comprise the financial position as of June 30, 2024 and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2024 and 2023, and the changes in its net deficit and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.



Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.



Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 30, 2024 on our consideration of the 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 the School's internal control over financial reporting and compliance.

BDO USA, P.C.

October 30, 2024

LEEP Dual Language Academy Charter School

Statements of Financial Position

<i>June 30,</i>	2024	2023
Assets		
Cash and cash equivalents	\$ 1,350,864	\$ 540,404
Restricted cash	100,039	100,020
Grants and other receivables, net	186,624	520,004
Due from Friends of LEEP Dual Language Academy Charter School	50,003	12,656
Prepaid expenses and other assets	792,117	308,919
Right-of-use asset, finance lease, net	39,110,807	40,615,068
Right-of-use asset, operating lease, net	756,301	1,454,425
Property and equipment, net	734,853	660,502
Total Assets	\$ 43,081,608	\$ 44,211,998
Liabilities and Net Deficit		
Liabilities		
Accounts payable and accrued expenses	\$ 243,028	\$ 250,883
Accrued salaries and other payroll related expenses	260,270	232,727
Finance lease liability	43,602,461	43,971,725
Operating lease liability	814,989	1,509,120
Total Liabilities	44,920,748	45,964,455
Commitments and Contingencies		
Net Deficit, without donor restrictions	(1,839,140)	(1,752,457)
Total Net Deficit	(1,839,140)	(1,752,457)
Total Liabilities and Net Deficit	\$ 43,081,608	\$ 44,211,998

See accompanying notes to financial statements.

LEEP Dual Language Academy Charter School

Statements of Activities

<i>Year ended June 30,</i>	2024	2023
	<u>Without Donor Restrictions</u>	
Revenue and Support		
State and local per pupil operating revenue	\$ 10,808,933	\$ 9,288,090
Government grants and contracts	835,953	1,112,707
Contributions and other grants	15,006	195,030
Interest income	20	27
Other Income	349,709	210,694
Total Revenue and Support	12,009,621	10,806,548
Expenses		
Program services:		
General education	7,555,825	7,311,422
Special education	2,148,312	1,790,992
Total Program Services	9,704,137	9,102,414
Supporting services:		
Management and general	2,392,167	1,892,862
Total Expenses	12,096,304	10,995,276
Change in Net Deficit	(86,683)	(188,728)
Net Deficit, beginning of year	(1,752,457)	(1,563,729)
Net Deficit, end of year	\$ (1,839,140)	\$ (1,752,457)

See accompanying notes to financial statements.

LEEP Dual Language Academy Charter School

Statement of Functional Expenses

Year ended June 30, 2024

	Number of Positions	Program Services			Management and General	Total
		General Education	Special Education	Total Program Services		
Personnel Service Costs						
Administrative staff personnel	29	\$ 674,530	\$ 169,959	\$ 844,489	\$ 833,396	\$ 1,677,885
Instructional personnel	41	2,811,360	912,471	3,723,831	-	3,723,831
Total Salaries and Staff	70	3,485,890	1,082,430	4,568,320	833,396	5,401,716
Fringe benefits and payroll taxes		600,200	186,373	786,573	143,494	930,067
Retirement benefits		33,085	10,274	43,359	7,910	51,269
Legal services		-	-	-	67,455	67,455
Audit services		-	-	-	62,040	62,040
Other purchased, professional, and consulting services		174,588	47,099	221,687	145,307	366,994
Board expense		-	-	-	3,048	3,048
Repairs and maintenance		-	-	-	8,000	8,000
Insurance		35,651	8,983	44,634	14,689	59,323
Supplies and materials		301,309	76,122	377,431	-	377,431
Equipment and furnishings, non-capitalizable		82,408	20,764	103,172	29,392	132,564
Professional development		196,435	49,495	245,930	80,938	326,868
Student and staff recruitment		27,665	6,971	34,636	6,723	41,359
Information technology		123,044	31,003	154,047	50,698	204,745
Student services		216,424	54,532	270,956	-	270,956
Office expense		18,703	4,713	23,416	7,706	31,122
Travel and conferences		2,968	748	3,716	1,223	4,939
Depreciation and amortization		1,017,351	257,163	1,274,514	417,242	1,691,756
Building rent/lease		418,874	104,719	523,593	174,531	698,124
Interest		820,031	206,621	1,026,652	337,880	1,364,532
Miscellaneous		1,199	302	1,501	495	1,996
Total Expenses		\$ 7,555,825	\$ 2,148,312	\$ 9,704,137	\$ 2,392,167	\$ 12,096,304

See accompanying notes to financial statements.

LEEP Dual Language Academy Charter School

Statement of Functional Expenses

Year ended June 30, 2023

	Number of Positions	Program Services			Management and General	Total
		General Education	Special Education	Total Program Services		
Personnel Service Costs						
Administrative staff personnel	30	\$ 620,828	\$ 122,677	\$ 743,505	\$ 422,106	\$ 1,165,611
Instructional personnel	38	2,841,889	848,808	3,690,697	14,746	3,705,443
Total Salaries and Staff	68	3,462,717	971,485	4,434,202	436,852	4,871,054
Fringe benefits and payroll taxes		617,054	173,118	790,172	77,847	868,019
Retirement benefits		16,033	4,498	20,531	2,023	22,554
Legal services		-	-	-	12,959	12,959
Audit services		-	-	-	34,189	34,189
Other purchased, professional, and consulting services		121,611	29,023	150,634	136,343	286,977
Board expense		-	-	-	9,837	9,837
Insurance		29,533	5,836	35,369	12,673	48,042
Supplies and materials		243,438	49,590	293,028	-	293,028
Equipment and furnishings, non-capitalizable		66,752	13,190	79,942	25,726	105,668
Professional development		152,610	30,156	182,766	65,489	248,255
Student and staff recruitment		69,632	13,759	83,391	22,724	106,115
Information technology		107,154	21,174	128,328	45,982	174,310
Student services		48,194	9,523	57,717	-	57,717
Office expense		26,842	5,304	32,146	11,518	43,664
Travel and conferences		777	154	931	333	1,264
Depreciation and amortization		1,062,405	209,933	1,272,338	455,904	1,728,242
Building rent/lease		393,396	77,736	471,132	168,815	639,947
Interest		857,922	169,527	1,027,449	368,154	1,395,603
Miscellaneous		35,352	6,986	42,338	5,494	47,832
Total Expenses		\$ 7,311,422	\$ 1,790,992	\$ 9,102,414	\$ 1,892,862	\$ 10,995,276

See accompanying notes to financial statements.

LEEP Dual Language Academy Charter School

Statements of Cash Flows

<i>Year ended June 30,</i>	2024	2023
Cash Flows from Operating Activities		
Cash received from operating revenue	\$ 11,940,919	\$ 10,161,713
Cash paid to employees and suppliers	(10,169,934)	(8,965,029)
Cash received from interest income	20	27
Other cash received	364,715	405,724
Net Cash Provided by Operating Activities	2,135,720	1,602,435
Cash Flows from Investing Activities		
Purchase of property and equipment	(261,847)	(192,660)
Cash Flows from Financing Activities		
Payments on obligation under capital lease	(1,063,394)	(972,469)
Net Increase in Cash	810,479	437,306
Cash and Restricted Cash, beginning of year	640,424	203,118
Cash and Restricted Cash, end of year	\$ 1,450,903	\$ 640,424
Reconciliation of Change in Net Assets to Net Cash Provided by Operating Activities		
Change in net deficit	\$ (86,683)	\$ (188,728)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation and amortization	1,691,756	1,728,242
Operating lease expense	698,124	639,947
Bad debt	-	11,000
Changes in operating assets and liabilities:		
Grants and other receivables	333,380	(156,220)
Prepaid expenses and other assets	(483,198)	(91,777)
Accounts payable and accrued expenses	(7,855)	(218,168)
Accrued salaries and other payroll related expenses	27,543	(27,997)
Due from Friends of LEEP Dual Language Academy Charter School	(37,347)	(4,824)
Due to NYC Department of Education	-	(89,040)
Net Cash Provided by Operating Activities	\$ 2,135,720	\$ 1,602,435
Supplemental Disclosure of Cash Flow Information		
Cash and cash equivalents	\$ 1,350,864	\$ 540,404
Restricted cash	100,039	100,020
Cash and Restricted Cash, end of year	\$ 1,450,903	\$ 640,424
Cash Paid During the Period		
Interest	\$ 106	\$ 4,482

See accompanying notes to financial statements.

LEEP Dual Language Academy Charter School

Notes to Financial Statements

1. Nature of the Organization

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 through second grade.

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

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 (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 - This class consists 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 - This class consists 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.

The School had no net assets with donor restrictions at June 30, 2024 and 2023.

Cash and Cash Equivalents

The School considers highly liquid investments with original maturities of 90 days or less to be cash and cash equivalents. The School has not experienced any losses on these accounts. At June 30, 2024 and 2023, an escrow account of \$100,039 and \$100,020, respectively, was held aside under the

LEEP Dual Language Academy Charter School

Notes to Financial Statements

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.

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 \$186,624 and \$520,004 at June 30, 2024 and 2023, respectively. The School has determined that no allowance for uncollectible accounts for grants and other receivables is necessary as of June 30, 2024 and 2023. 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. There were no conditional contributions for the years ended June 30, 2024 and 2023.

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

LEEP Dual Language Academy Charter School

Notes to Financial Statements

the portfolio approach approximates the revenue that would have been recognized if an individual contract approach were used.

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 and July 31, 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 tried 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.

Revenue with customers is comprised of the following:

<i>June 30,</i>	2024	2023
State and local per-pupil operating revenue	\$ 10,808,933	\$ 9,288,090
Total Revenue Subject to Accounting Standards Codification (ASC) 606	10,808,933	9,288,090
Total Revenue Not Subject to ASC 606	1,200,688	1,518,458
Total Revenue and Support	\$ 12,009,621	\$ 10,806,548

⁽¹⁾ Other revenues not subject to ASC 606 include government grants and contracts, contributions and other grants, interest, and other income.

LEEP Dual Language Academy Charter School

Notes to Financial Statements

The School had \$0 and \$4,322 accounts receivable subject to ASC 606 at June 30, 2024 and 2023, respectively.

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 Financial Accounting Standards Board (FASB) 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. The School did not receive any contributed services for the years ended June 30, 2024 and 2023.

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 years ended June 30, 2024 and 2023.

LEEP Dual Language Academy Charter School

Notes to Financial Statements

Advertising

The School expenses advertising costs as incurred. The School incurred \$41,359 and \$106,115 of advertising costs for the years ended June 30, 2024 and 2023, 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 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.

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 years ended June 30, 2024 and 2023.

Under 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, 2024, the School was not subject to any examination by a taxing authority.

Credit Losses

The School recognizes credit losses for financial assets carried at amortized cost to present the net amount expected to be collected as of the year-end. Such amounts are based on the credit losses expected to arise over the life of the asset (contractual term), which includes consideration of prepayments and is based on the expectation as of the financial position date.

LEEP Dual Language Academy Charter School

Notes to Financial Statements

Assets are written off when the School determines that such financial assets are deemed uncollectible or based on regulatory requirements, whichever is earlier. Write-offs are recognized as a deduction from the allowance for credit losses. Expected recoveries of amounts previously written off, not to exceed the aggregate of the amount previously written off, are included in determining the necessary reserve at the financial position date.

The School pools its accounts receivable based on similar risk characteristics in estimating expected credit losses. In situations where certain accounts receivable do not share same risk characteristics with other receivables, the School measures the expected credit losses for those receivables individually. The School also continuously evaluates such pooling decisions and adjusts as needed from period to period as risk characteristics change.

The School determines its estimated credit losses for accounts receivable using a loss rate approach in determining its lifetime expected credit losses on its receivables from customers. This method is used for calculating an estimate of losses based primarily on the School's historical loss experience. In determining its loss rates, the School evaluates information related to its historical losses, adjusted for current conditions, and further adjusted for the period of time that the School can reasonably forecast. Qualitative and quantitative adjustments related to current conditions and the reasonable and supportable forecast period consider all of the following: the customers' creditworthiness, changes in policy and procedures, existence, and effect of any concentration of credit and changes in level of such considerations, and the current and forecasted direction of the economic and operation environment.

Recently Adopted Accounting Pronouncement

Financial Instruments - Credit Losses

In June 2016, the FASB issued Accounting Standards Update (ASU) 2016-13, *Financial Instruments - Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*. The new credit losses standard changes the impairment model for most financial assets and certain other instruments. For trade and other receivables, contract assets recognized as a result of applying ASC 606, loans and certain other instruments, entities will be required to use new forward looking "expected loss" model that generally will result in earlier recognition of credit losses than under today's incurred loss model. ASU 2016-13 is effective for annual periods beginning after December 15, 2022. The School adopted the ASU effective July 1, 2023, and the adoption did not have a material impact on the financial statements.

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LEEP Dual Language Academy Charter School

Notes to Financial Statements

3. Liquidity and Availability of Resources

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:

<i>June 30,</i>	2024	2023
Cash and cash equivalents	\$ 1,350,864	\$ 540,404
Restricted cash	100,039	100,020
Grants and other receivables, net	186,624	520,004
Due from Friends of LEEP Dual Language Academy Charter School	50,003	12,656
Total Financial Assets Available Within One Year	1,687,530	1,173,084
Less: amounts unavailable for general expenditures within one year due to:		
Restricted by contract	(100,039)	(100,020)
Total Financial Assets Available to Management for General Expenditures Within One Year	\$ 1,587,491	\$ 1,073,064

Liquidity Management

LEEP maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities, and other obligations come due. LEEP's management meets monthly to address projected cash flows to meet its operational expenditures.

As June 30, 2024, LEEP has no board designated net assets.

Considering the recurring loss for years ended June 30, 2024 and 2023, management has reviewed its operating and capital outlays for savings. Friends of LEEP Dual Language Academy Charter School, a related party that shares management with the Organization, is committed to provide financial support through November 1, 2024.

4. Related Party Transactions

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, 2024 and 2023 amounted to \$50,003 and \$12,656, respectively, 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

Notes to Financial Statements

5. Property and Equipment

Property and equipment consist of the following:

June 30,

	2024	2023	Estimated Useful Lives (Years)
Furniture, fixtures, and equipment	\$ 459,074	\$ 244,197	7
Computers and software	434,364	223,124	3
Capital leases - computer, equipment, and furniture	-	287,849	3-4
Leasehold improvements	591,156	467,578	Lesser of useful life of asset or lease term
	1,484,594	1,222,748	
Less: accumulated depreciation and amortization	(749,741)	(562,246)	
Property and Equipment, Net	\$ 734,853	\$ 660,502	

Depreciation and amortization expense for the year ended June 30, 2024 and 2023 was \$187,495 and \$223,980, respectively.

6. Risk Management

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, 2024, there are no matters for which the School believes the ultimate outcome would have a material adverse effect on the School's financial position.

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 and will record them in the fiscal year they become known.

7. Concentration Risks

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 has not experienced any losses in such accounts and does not believe it is exposed to any significant credit risk on its cash accounts.

The School received approximately 90% and 89% of its total revenue from per-pupil funding from the New York City Department of Education during the year ended June 30, 2024 and 2023, respectively.

LEEP Dual Language Academy Charter School

Notes to Financial Statements

The School's grants and other receivables consist of two and three major grantors accounting for approximately 70% and 77% at June 30, 2024 and 2023, respectively.

The School's payables consist of two major vendors accounting for approximately 57% at June 30, 2024 and 2023.

8. Leases

The Organization has adopted the provisions of ASC 842, *Leases*. For leases with initial terms of greater than one year (or initially, greater than one year remaining under the lease at the date of the adoption of ASC 842), the Organization records the related right-of-use assets and liabilities at the present value of the remaining lease payments to be paid over the life of the related lease. Lease payments related to periods subject to renewal options are excluded from the amounts used to determine the present value of the remaining lease payments unless the School is reasonably certain to exercise the option to extend the lease. The lease require monthly payments of principal and interest at a rate averaging 2.98%. The present value of the lease payments is calculated by utilizing the discount rate stated in the lease, when readily determinable. For leases for which a discount rate is not readily available, the organization has elected to use the risk-free rate plus a reasonable premium comparative for entities of similar risk. The Organization has made an accounting policy election not to separate lease components from non-lease components in contracts when determining its lease payments for all of its asset classes, as permitted by ASC 842. As such, the Organization accounts for the applicable non-lease components together with the related lease components when determining the right-of-use assets and liabilities. The Organization has made an accounting policy election not to record leases with an initial term of less than one year as right-of-use assets and liabilities in the statements of financial position.

Finance Lease

On July 1, 2020, the School entered into a sublease agreement with Friends of LEEP, a related party of the school, from July 1, 2020 to June 30, 2050 for the premises at 5323 5th Avenue, 2nd Floor, Brooklyn, NY 11220. The lease is deemed to be a finance lease based on the underlying terms of the agreements and the criteria included in ASC 842.

The future minimum lease payment schedule includes amounts the School is liable to Friends of LEEP.

The following tables summarize information related to the finance lease assets and liabilities:

<i>Year ended June 30,</i>	2024	2023
Lease Costs		
Finance lease cost:		
Amortization of right-of-use assets	\$ 1,504,261	\$ 1,504,262
Interest on lease liabilities	1,319,152	1,328,290
Total Lease Cost	\$ 2,823,413	\$ 2,832,552
<i>June 30,</i>	2024	2023
Right-of-use assets and liabilities:		
Finance lease right-of-use assets, net of amortization	\$ 39,110,807	\$ 40,615,068
Finance lease liabilities	43,602,461	43,971,725

LEEP Dual Language Academy Charter School

Notes to Financial Statements

Weighted-average remaining lease term - finance leases	26 years
Weighted-average discount rate - finance leases	3.11%

For finance leases, right-of-use assets are recorded in finance lease right-of-use assets, net and lease liabilities are recorded in finance lease liabilities in the accompanying statements of financial position. Amortization expense is recorded as a component of amortization expense within the statement of functional expense. Interest expense is recorded as a component of interest expense within the statement of functional expense.

The following is a schedule of future minimum lease payments, including interest, under the term of the leases, together with the present value of the net minimum lease payments, as of June 30, 2024:

Year ending June 30,

2025	\$	1,744,061
2026		1,924,796
2027		1,980,726
2028		2,036,804
2029		2,093,034
Thereafter		56,098,814
Total Minimum Lease Payments		65,878,235
Less: imputed interest		22,275,774
Present Value of Net Minimum Lease Payments	\$	43,602,461

Operating Lease

The School entered into a sublease agreement with Friends of LEEP, a related party of the School, from July 1, 2022 to July 31, 2025 for the premises at 5224 5th Avenue, 2nd Floor, Brooklyn, NY 11220.

The future minimum lease payment schedule includes amounts the School is liable to Friends of LEEP.

The following tables summarize information related to the operating lease assets and liabilities:

<i>Year ended June 30,</i>	2024	2023
Lease Costs		
Operating lease cost:		
Amortization of right-of-use assets	\$ 698,124	\$ 639,947
Interest on lease liabilities	45,380	62,831
Total Lease Cost	\$ 743,504	\$ 702,778
<i>June 30,</i>	2024	2023
Right-of-use assets and liabilities:		
Operating lease right-of-use assets, net of amortization	\$ 756,301	\$ 1,454,425
Operating lease liabilities	814,989	1,509,120

LEEP Dual Language Academy Charter School

Notes to Financial Statements

Weighted-average remaining lease term - operating leases	2 years
Weighted-average discount rate - operating leases	2.85%

For operating leases, right-of-use assets are recorded in operating lease right-of-use assets, net and lease liabilities are recorded in operating lease liabilities in the accompanying statements of financial position. Amortization expense is recorded as a component of building rent/lease within the statement of functional expense. Interest expense is recorded as a component of interest expense within the statement of functional expense.

The following is a schedule of future minimum lease payments, including interest, under the term of the leases, together with the present value of the net minimum lease payments, as of June 30, 2024:

Year ending June 30,

2025	\$	776,375
2026		64,956
Total Minimum Lease Payments		841,331
Less: imputed interest		26,342
Present Value of Net Minimum Lease Payments		\$ 814,989

9. Subsequent Events

The School has evaluated events through October 30, 2024, which is the date the financial statements were available to be issued.

Supplementary Information



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*

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

We have audited, in accordance with the 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 School's statements of financial position as of June 30, 2024 and 2023, 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 30, 2024.

Report on 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 entity'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 or significant deficiencies may exist that were not identified.



Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from 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, P.C.

October 30, 2024

LEEP Dual Language Academy Charter School

Schedule of Findings and Questioned Costs Year Ended June 30, 2024

Section I - Summary of Auditor's Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP.

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported

Noncompliance material to financial statements noted? _____ yes X no

Section II. Financial Statement Findings

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

Section III. Federal Award Findings and Questioned Costs

There were no findings and questioned costs for federal awards (as defined in 2 CFR 200.516(a)) that are required to be reported.

REPORT TO THE BOARD OF TRUSTEES

LEAP DUAL LANGUAGE ACADEMY CHARTER SCHOOL

AUDIT WRAP UP:
YEAR ENDED JUNE 30, 2024

Contents

QUICK ACCESS TO THE
FULL REPORT

WELCOME	3
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ADDITIONAL REQUIRED COMMUNICATIONS	20

The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., Board of Directors and Audit Committee) and, if appropriate, management of the School, and is not intended and should not be used by anyone other than these specified parties.

Welcome

October 30, 2024

To the Audit Committee
LEEP Dual Language Academy Charter School

Professional standards require us to communicate with you regarding matters related to the audit, that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. On July 22, 2024, we presented an overview of our plan for the audit of the financial statements of LEEP Dual Language Academy Charter School (the “School”) as of and for the year ended June 30, 2024, including a summary of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

This communication is intended to elaborate on the significant findings from our audit, including our views on the qualitative aspects of the School’s accounting practices and policies, management’s judgments and estimates, financial statement disclosures, and other required matters.

We are pleased to be of service to the School and look forward to meeting with you to discuss our audit findings, as well as other matters that may be of interest to you, and to answer any questions you might have.

Respectfully,

BDO USA, P.C.

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Executive Summary

Status of Our Audit

We have substantially completed our audit of the financial statements as of and for the year ended June 30, 2024. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America. This audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

- ▶ The objective of our audit was to obtain reasonable - not absolute - assurance about whether the financial statements are free from material misstatements.
- ▶ The scope of the work performed was substantially the same as that described to you in our earlier Audit Planning communications.
- ▶ We expect to issue an unmodified opinion on the financial statements and release our report in October 2024.
- ▶ Our responsibility for other information in documents containing the School's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform procedures to corroborate such other information. However, in accordance with professional standards, we will read the information included by the School and consider whether such information, or the manner of its presentation, is materially inconsistent with its presentation in the financial statements. Our responsibility also includes calling to management's attention any information that we believe is a material misstatement of fact. We have not identified any material inconsistencies or concluded there are any material misstatements of facts in the other information that management has chosen not to correct.
- ▶ All records and information requested by BDO were freely available for our inspection.
- ▶ Management's cooperation was excellent. We received full access to all information that we requested while performing our audit, and we acknowledge the full cooperation extended to us by all levels of the School's personnel throughout the course of our work.



Results of the Audit

ACCOUNTING PRACTICES, POLICIES, AND ESTIMATES

The following summarizes the more significant required communications related to our audit concerning the School’s accounting practices, policies, and estimates:

The School’s significant accounting practices and policies are those included in Note 2 to the financial statements. These accounting practices and policies are appropriate, comply with the applicable financial reporting framework and industry practice, were consistently applied, and are adequately described within Note 2 to the financial statements.

- ▶ A summary of recently issued accounting pronouncements is included in Note 2 to the School’s financial statements.
- ▶ The School adopted Accounting Standard Update (ASU) 2016-13, *Financial Instruments - Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments* (Topic 2016-13) which did not have a material impact on the financial statements.
- ▶ There were no other changes in significant accounting policies and practices during the year ended June 30, 2024.

Significant estimates are those that require management’s most difficult, subjective, or complex judgments, often as a result of the need to make estimates about the effects of matters that are inherently uncertain. The School’s significant accounting estimates, including a description of management’s processes and significant assumptions used in development of the estimates, are disclosed in Note 2 of the financial statements.

Significant Accounting Estimates

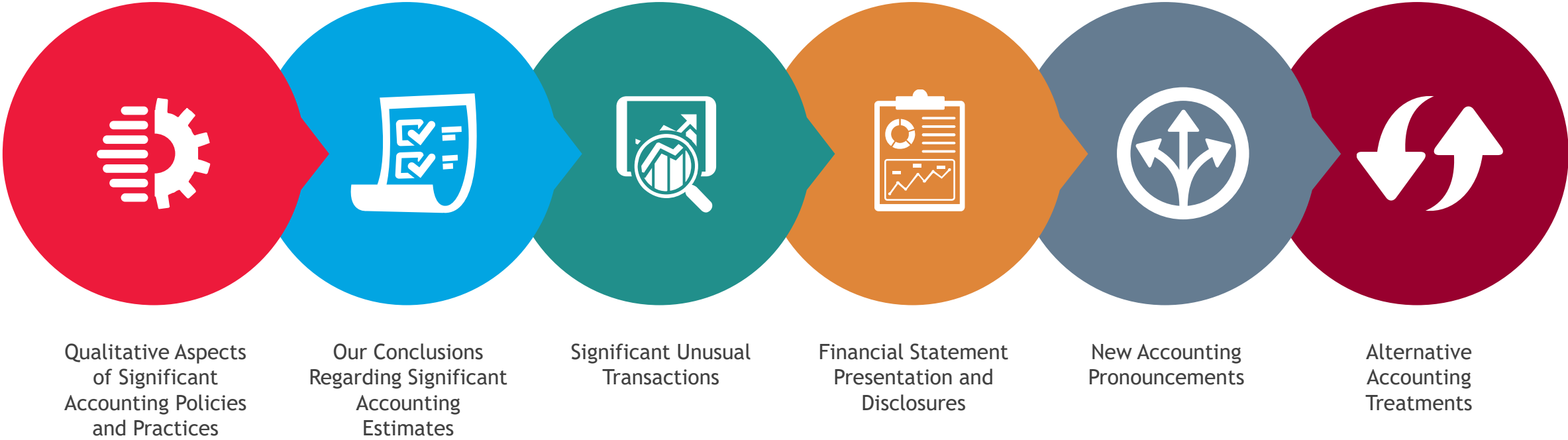
Allowances on grants and other receivables
Useful Lives of Fixed Assets
Fair value measurements
Allocation of functional expenses

- ▶ Management did not make any significant changes to the processes or significant assumptions used to develop the significant accounting estimates in FY 2024.

Results of the Audit

QUALITATIVE ASPECTS OF THE SCHOOL’S FINANCIAL REPORTING

A discussion was will be held regarding the quality of the School’s financial reporting, which will include:



Results of the Audit

CORRECTED AND UNCORRECTED MISSTATEMENTS

Certain entries were provided by the School as part of their closing process after the initial trial balance was provided. BDO was aware these entries were to come, and they are not considered audit entries and therefore not included in this audit wrap-up.

There were no uncorrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we presented to management.



Highlights: Results of the Audit - Assets

ASSETS					
	2024		2023		Change
Cash	\$	1,350,864	\$	540,404	\$ 810,460
Cash - restricted		100,039		100,020	19
Grants and other receivables, net		186,624		520,004	(333,380)
Due from Friends of LEEP Dual Language Academy Charter School		50,003		12,656	37,347
Prepaid expenses and other assets		792,117		308,919	483,198
Right of use asset, Finance Leases, net		39,110,807		40,615,068	(1,504,261)
Right of use asset, Operating Lease, net		756,301		1,454,425	(698,124)
Property and equipment, net		734,853		660,502	74,351
	\$	43,081,608	\$	44,211,998	\$ (1,130,390)

- ▶ Increase in cash is due collections from grants and other receivables and increased state and local per-pupil operating revenue.
- ▶ The decrease in ROU Asset is because of the annual amortization.

Highlights: Results of the Audit - Liabilities and Net Assets

LIABILITIES AND NET DEFICIT				
	2024		2023	
				Change
Accounts payable and accrued expenses	\$	243,028	\$	250,883
Accrued salaries and other payroll related expenses		260,270		232,727
Finance lease liability		43,602,461		43,971,725
Operating lease liability		814,989		1,509,120
Total Liabilities	\$	44,920,748	\$	45,964,455
Net deficit - without donor restrictions	\$	(1,839,140)	\$	(1,752,457)
Total Net Deficit	\$	(1,839,140)	\$	(1,752,457)
Total Liabilities and Net Deficit	\$	43,081,608	\$	44,211,998

- The decrease in lease liabilities is because of the annual amortization on the ROU asset.

Highlights: Results of the Audit - Liabilities and Net Assets

NET DEFICIT			
	2024	2023	Change
Net deficit - without donor restrictions	\$ (1,839,140)	\$ (1,752,457)	\$ (86,683)
Total Net Deficit	\$ (1,839,140)	\$ (1,752,457)	\$ (86,683)
Reconciliation of the Change in Net Deficit	2024	2023	
Change in Net Deficit	(86,683)	(188,728)	
Net change	102,045		
The following represents significant fluctuations in the change in net assets between the current and prior year:			
Increase in revenue and support	\$ 1,203,073	Refer to page 12	
Increase in expenses	(1,101,028)	Refer to page 13	
	\$ 102,045		

► The change in Net assets is equal to CY Net Deficit.

Highlights: Results of the Audit - Revenue

REVENUE AND OTHER SUPPORT			
	<u>Without Donor Restrictions</u>		
	2024	2023	Change
State and local per pupil operating revenue	\$ 10,808,933	\$ 9,288,090	\$ 1,520,843
Government grants and contracts	835,953	1,112,707	(276,754)
Contributions and other grants	15,006	195,030	(180,024)
Interest income	20	27	(7)
Other income	349,709	210,694	139,015
	<u>\$ 12,009,621</u>	<u>\$ 10,806,548</u>	<u>\$ 1,203,073</u>

- ▶ The increase in revenue is due to 5th grade added newly in FY24.

FTE BREAKDOWN			
	2024	2023	Change
Total General Education FTE	425	379	46
Special Education FTE Breakdown			
Less than 20%	33	28	5
Between 20% and 60%	38	8	30
More than 60%	15	28	(13)
	<u>86</u>	<u>64</u>	<u>22</u>

Highlights: Results of the Audit - Expenses

EXPENSES					
	2024		2023		Change
Program services:					
General education	\$	7,555,824	\$	7,311,422	\$ 244,402
Special education		2,148,312		1,790,992	357,320
Total Program services	\$	9,704,136	\$	9,102,414	\$ 601,722
Supporting services:					
Management and general	\$	2,392,168	\$	1,892,862	\$ 499,306
Total Expenses	\$	12,096,304	\$	10,995,276	\$ 1,101,028

- ▶ The increase in expenses is due an increase of staff member count by 18 given the additional grade level for FY24. This resulted in the increase in payroll expense.

	2024		2023		Change
Program services expense	\$	9,704,136	\$	9,102,414	\$ 601,722
Management and general		2,392,168		1,892,862	499,306
Total FTE of Gen Ed Scholars		425		379	46
Program services expense per Scholar		22,812		24,017	(1,205)
General and administrative per Scholar		5,623		4,994	629
	\$	28,436	\$	29,011	\$ (576)

- ▶ Management and general expenses include payroll costs for School Operations and Administrative employees.

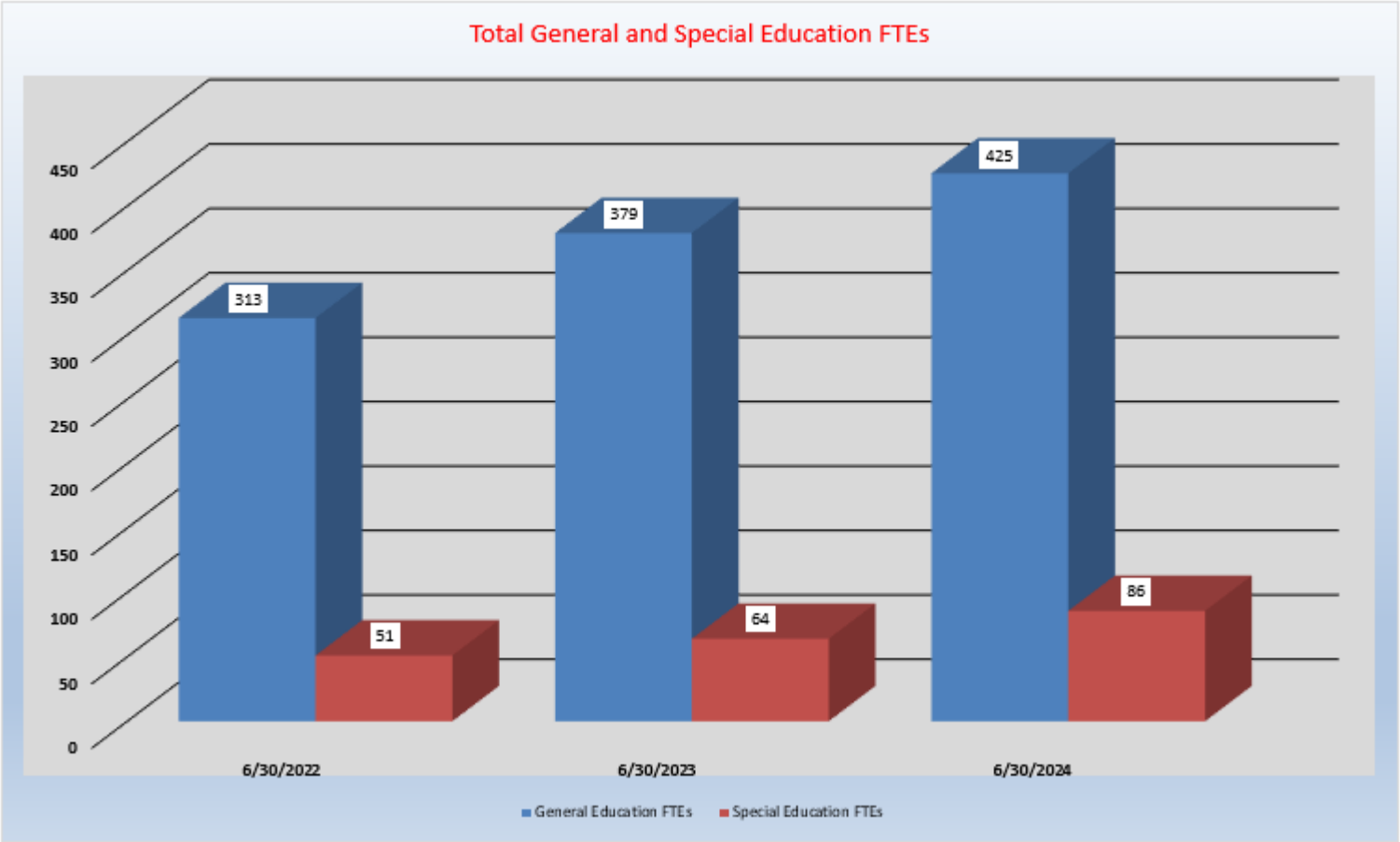
Highlights: Results of the Audit - Expenses (continued)

FUNCTIONAL CLASS ANALYSIS (\$)					
	Program Services			Supporting Services	Total Expenses
	General Education	Special Education	Total	Management and General	
June 30, 2024	\$ 7,555,824	\$ 2,148,312	\$ 9,704,136	\$ 2,392,168	\$ 12,096,304
June 30, 2023	7,311,422	1,790,992	9,102,414	1,892,862	10,995,276
Increase / (Decrease) (\$)	\$ 244,402	\$ 357,320	\$ 601,722	\$ 499,306	\$ 1,101,028

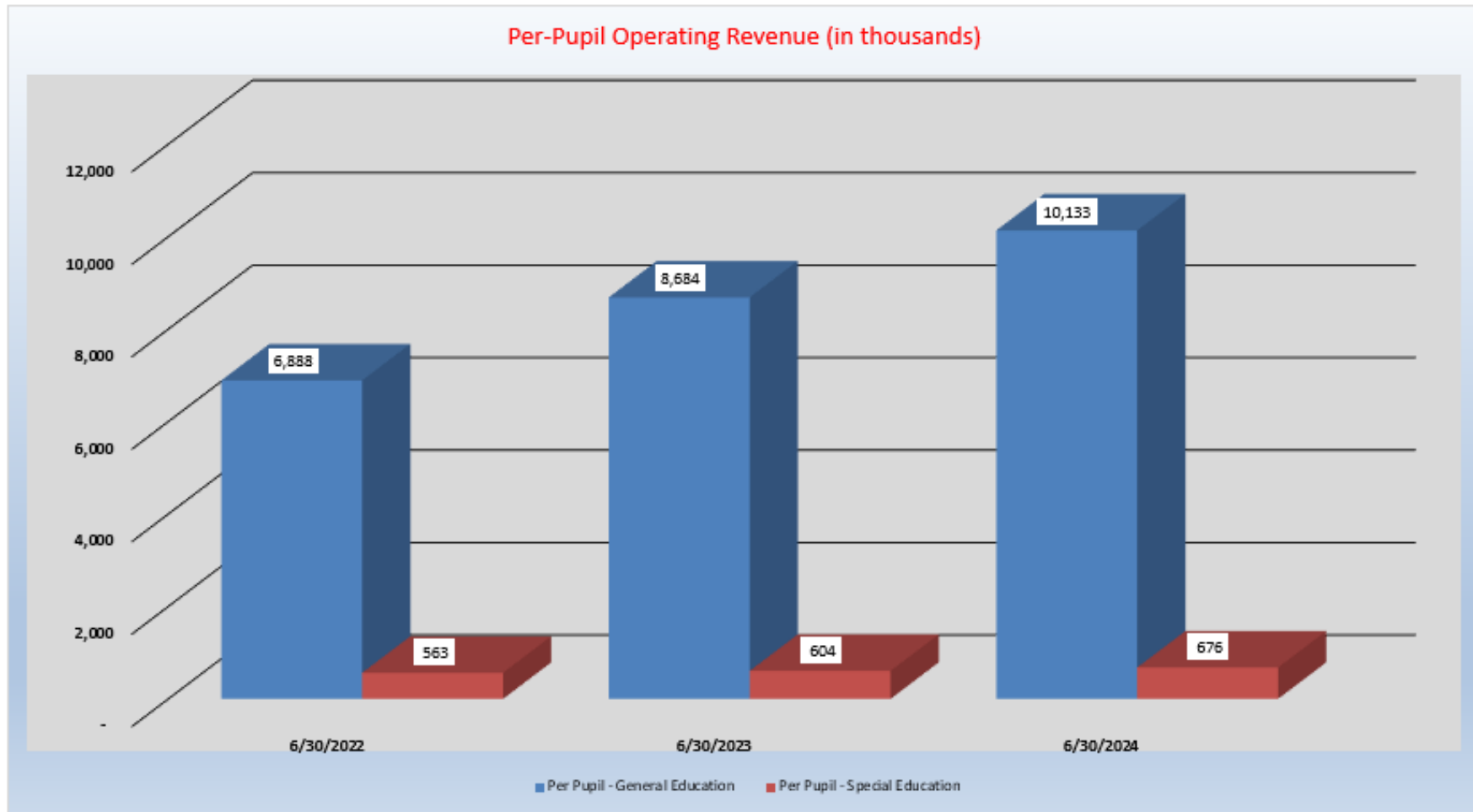
FUNCTIONAL CLASS ANALYSIS (%)					
	Program Services			Supporting Services	Total Expenses
	General Education	Special Education	Total	Management and General	
June 30, 2024	62.00%	18.00%	80.22%	19.78%	100%
June 30, 2023	66.00%	16.00%	82.78%	17.22%	100%
Increase / (Decrease) (%)	-4.00%	2.00%	-2.56%	2.56%	

- ▶ Refer to Historical Trends section for the School's functional expenses categories relationship for FY 2022 through FY 2024.

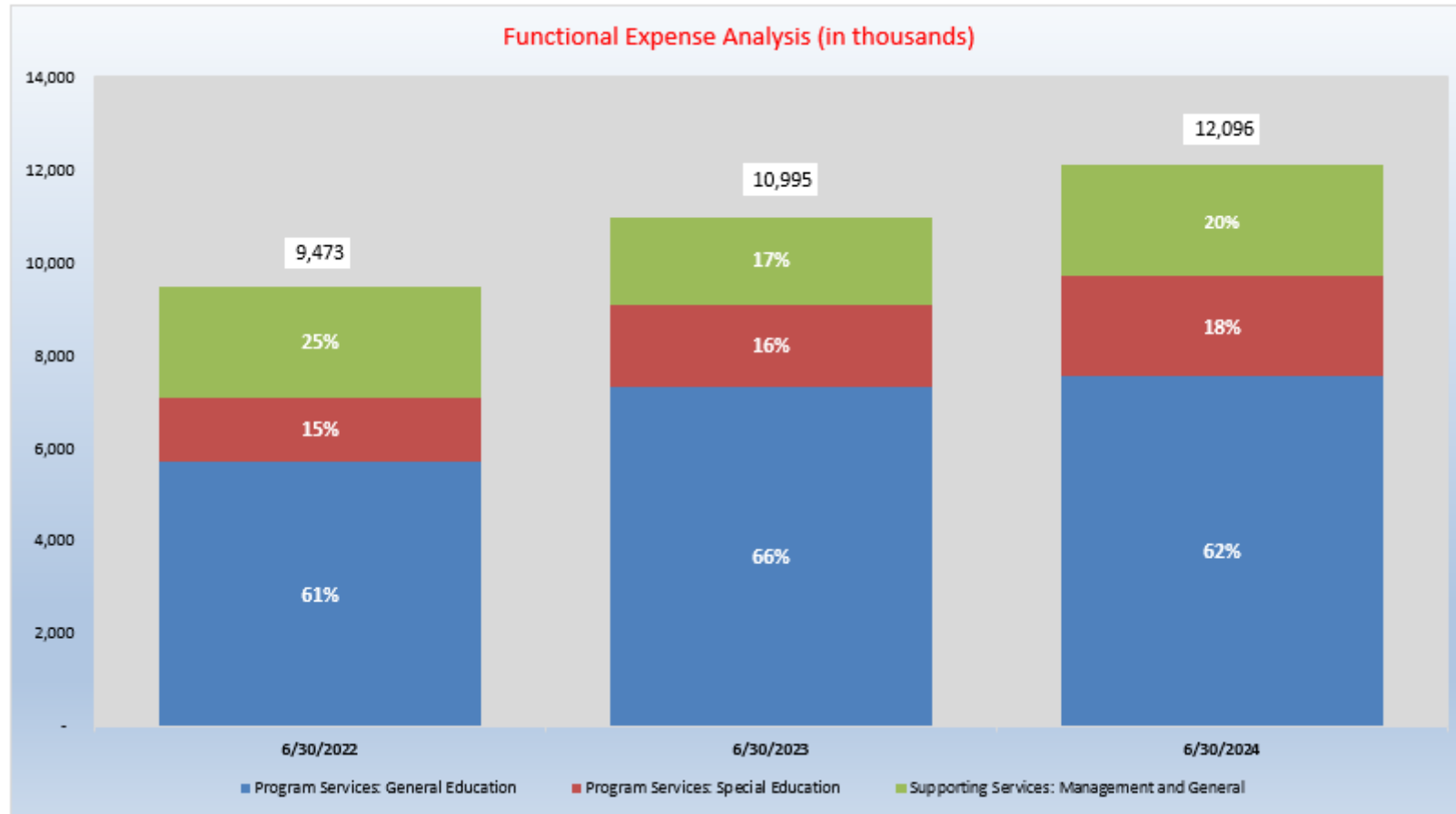
Historical Trends



Historical Trends



Historical Trends





Internal Control Over Financial Reporting

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 our auditing procedures 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.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

We are required to communicate, in writing, to those charged with governance all material weaknesses and significant deficiencies that have been identified in the School’s internal control over financial reporting. The definitions of control deficiency, significant deficiency and material weakness follow:

Category	Definition
Control Deficiency	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.
Significant Deficiency	A deficiency or 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.
Material Weakness	A deficiency or 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.

In conjunction with our audit of the financial statements, we noted no material weaknesses.



Additional Required Communications

Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the School:

Requirement	Discussion Point
Significant changes to planned audit strategy or significant risks initially identified	There were no significant changes to the planned audit strategy or significant risks initially identified and previously communicated to those charged with governance as part of our Audit Planning communications.
Obtain information from those charged with governance relevant to the audit	There were no matters noted relevant to the audit, including, but not limited to: violations or possible violations of laws or regulations; risks of material misstatement, including fraud risks; or tips or complaints regarding the School’s financial reporting that we were made aware of as a result of our inquiry of those charged with governance.
Nature and extent of specialized skills or knowledge needed related to significant risks	There were no specialized skills or knowledge needed, outside of the core engagement team, to perform the planned audit procedures or evaluate audit results related to significant risks.
Consultations with other accountants	We are not aware of any consultations about accounting or auditing matters between management and other independent public accountants. Nor are we aware of opinions obtained by management from other independent public accountants on the application of requirements of an applicable financial reporting framework.
Significant findings and issues arising during the audit in connection with the School’s related parties	We have evaluated whether the identified related party relationships and transactions have been appropriately identified, accounted for, and disclosed and whether the effects of the related party relationships and transactions, based on the audit evidence obtained, prevent the financial statements from achieving fair presentation.
Significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management	There were no significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management.

Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the School:

Requirement	Discussion Point
Disagreements with management	There were no disagreements with management about matters, whether or not satisfactorily resolved, that individually or in aggregate could be significant to the School’s financial statements or to our auditor’s report.
Significant difficulties encountered during the audit	There were no significant difficulties encountered during the audit.
Matters that are difficult or contentious for which the auditor consulted outside the engagement team	There were no difficult or contentious matters that we consulted with others outside the engagement team that we reasonably determined to be relevant to those charged with governance regarding their oversight of the financial reporting process.
If applicable, other matters significant to the oversight of the School’s financial reporting process, including complaints or concerns regarding accounting or auditing matters	There are no other matters that we consider significant to the oversight of the School’s financial reporting process that have not been previously communicated.
Representations requested from management	Please refer to the management representation letter.

Use of Other Auditors and Persons Not Employed by BDO USA

BDO RISE Private Limited (BDO RISE India)

India/Bengaluru, Karnataka

Responsibilities include:

- ▶ Perform internal control testing procedures
- ▶ Perform substantive audit testing areas

The use of other auditors, outside the core engagement team, including the use of third party-contractors are under the direct supervision of the core engagement team in accordance with applicable auditing standards.

Independence

Our engagement letter to you dated April 23, 2024 describes our responsibilities in accordance with professional standards and certain regulatory authorities with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the School with respect to independence as agreed to by the School. Please refer to that letter for further information.



Audit Firm System of Quality Management

An audit firm's system of quality control (aka system of quality management) is essential to how the firm conducts audits and is in place to protect donors, stakeholders and other users of financial statements.

QUALITY MANAGEMENT STANDARDS

In June 2022, the AICPA Auditing Standards Board (ASB) issued the following interrelated standards on audit quality management (collectively, the QM standards), which are designed to improve a CPA firm's risk assessment and audit quality. The effective date of the QM standards is December 15, 2025.

Statement on Quality Management Standards (SQMS) No. 1	Statement on Quality Management Standards (SQMS) No. 2	Statement on Auditing Standards (SAS) No. 146
<i>A Firm's System of Quality Management</i>	<i>Engagement Quality Reviews</i>	<i>Quality Management for an Engagement Conducted in Accordance With Generally Accepted Auditing Standards</i>

BDO has assessed the requirements of the QM standards and has analyzed our firm's current system of quality management to identify changes and improvements necessary for compliance. This includes the identification of quality objectives, quality risks and the assessment of those quality risks, and responses to address those risks. We are further working with BDO Global to appropriately integrate processes deployed at a global level into our firm's system of quality management.

2020 BDO AUDIT QUALITY REPORT

CONTINUING TO BUILD TRUST



We will continue to provide you with updates on our progress. Currently, you may find discussion of BDO's system of quality control within our annual [Audit Quality Reports](#), the most recent of which is accessible [here](#).

At BDO, our purpose is helping people thrive, every day. Together, we are focused on delivering exceptional and sustainable outcomes – for our people, our clients and our communities. Across the U.S., and in over 160 countries through our global organization, BDO professionals provide assurance, tax and advisory services for a diverse range of clients.

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FDNY

May 16, 2024

LEAP DUAL LANGUAGE ACADEMY CHARTER SCHOOL (RED CAMPUS)

475 53 Street
Brooklyn, NY 11220--2712

Re: Fire Safety Inspection Report

BIN: 3013917

FDNY Account: 42229815

DCID:

Facility Type: Charter School

DBA:

Premises: 475 53 STREET BROOKLYN NY 11220

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Building Inspection Unit conducted an inspection of the above-referenced premises on 05/16/2024 at 11:50 AM

The inspection of the above-referenced premises and review of records maintained for such premises **DISCLOSED** the existence of unsafe and non-compliant fire and life safety conditions contrary to the requirements of the New York City Fire Code and/or other law, rule or regulation enforced by the Fire Department and within the scope of the inspection conducted by the above-referenced inspectional unit. Please use the FDNY Business portal to review non-compliant conditions, the link to which is as follows: <https://fires.fdnyccloud.org>
Such conditions must be promptly corrected to maintain the premises safe for use and occupancy.



The inspection of the above-referenced premises and review of records maintained for such premises **DID NOT DISCLOSE** the existence of unsafe or non-compliant fire or life safety conditions contrary to requirements of the New York City Fire Code or other law, rule or regulation enforced by the Fire Department and within the scope of the inspection conducted by the above-referenced inspectional unit.

This report does not constitute a permit or other FDNY approval for any material, operation of facility at the premises. FDNY does not certify that the premises are free from any unsafe or non-compliant condition for which the premises has not been inspected by the above-referenced inspectional unit or that would not be disclosed by inspection in accordance with standard FDNY inspection protocols.

By Order of the Chief of Fire
Prevention

Fire Department, City of New York
9 MetroTech Center, Brooklyn New York 11201-3857



FDNY

Oct 29, 2024

LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL

5323 5 Avenue
Brooklyn, NY 11220--3110

Re: Fire Safety Inspection Report

BIN: 3330237

FDNY Account: 39261938

DCID:

Facility Type: Charter School

DBA:

Premises: 5323 5 AVENUE BROOKLYN NY 11220

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Building Inspection Unit conducted an inspection of the above-referenced premises on 10/09/2024 at 09:01 AM

The inspection of the above-referenced premises and review of records maintained for such premises **DISCLOSED** the existence of unsafe and non-compliant fire and life safety conditions contrary to the requirements of the New York City Fire Code and/or other law, rule or regulation enforced by the Fire Department and within the scope of the inspection conducted by the above-referenced inspectional unit. Please use the FDNY Business portal to review non-compliant conditions, the link to which is as follows: <https://fires.fdnyccloud.org>. Such conditions must be promptly corrected to maintain the premises safe for use and occupancy.



The inspection of the above-referenced premises and review of records maintained for such premises **DID NOT DISCLOSE** the existence of unsafe or non-compliant fire or life safety conditions contrary to requirements of the New York City Fire Code or other law, rule or regulation enforced by the Fire Department and within the scope of the inspection conducted by the above-referenced inspectional unit.

This report does not constitute a permit or other FDNY approval for any material, operation of facility at the premises. FDNY does not certify that the premises are free from any unsafe or non-compliant condition for which the premises has not been inspected by the above-referenced inspectional unit or that would not be disclosed by inspection in accordance with standard FDNY inspection protocols.

By Order of the Chief of Fire
Prevention

Fire Department, City of New York
9 MetroTech Center, Brooklyn New York 11201-3857



Certificate of Occupancy

CO Number:3013917-0000014

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.*

A.	Borough: BROOKLYN Address: 5224 5 AVENUE Building Identification Number(BIN): 3013917	Block Number: 807 Lot Number(s): 46 Additional Lot Number(s): Application Type: A1 - ALTERATION TYPE 1	Full Building Certificate Type: Temporary Date Issued: 05/23/2024
This building is subject to this Building Code: 1968			
This Certificate of Occupancy is associated with job# 321500853-01			
B.	Construction Classification: 3: NON-FIREPROOF STRUCTURES Building Occupancy Group classification: M - MERCANTILE Multiple Dwelling Law Classification: Not Available		
	No.of stories: 3	Height in feet: 39	No.of dwelling units: 0
C.	Fire Protection Equipment: Fire Alarm System, Sprinkler System		
D.	Parking Spaces and Loading Berths: Open Parking Spaces: 0 Enclosed Parking Spaces: 0 Total Loading Berths: Not available		
E.	This Certificate is issued with the following legal limitations: Restrictive Declaration: None Zoning Exhibit: None BSA Calendar Number(s): None CPC Calendar Number(s): None		
Borough Comments: Remove "n/a" from C of O comments in BSO prior to next renewal.			

Borough Commissioner

Commissioner



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Cellar	M	160	OG	6		ALT 1023/80.	Final	
Description of Use: Sales rooms STORAGE,SALES ROOM AND BOILER ROOM						Exceptions:		
Floor 1	M	260	100	6		ALT 1023/80	Final	
Description of Use: Retail or wholesale stores stores and bank						Exceptions:		
Floor 2	E	180	100	3		321500853	Temporary	08/21/2024
Description of Use: Schools						Exceptions:		
Floor 3	A-3	240	120	4		ALT 1023/80	Final	
Description of Use: Custodial care facilities with 75 or more persons, providing care to persons over the age of 2, where no more than four occupants are incapable of responding to an emergency situation without physical assistance from staff COMMUNITY CENTER FOR SENIOR CITIZENS						Exceptions:		

CofO Comments: n/a

Borough Commissioner

Commissioner



Certificate of Occupancy

CO Number: 3330237-0000014

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.*

A.	Borough: BROOKLYN Address: 5323 FIFTH AVENUE Building Identification Number(BIN): 3330237	Block Number: 816 Lot Number(s): 1 Additional Lot Number(s): Application Type: A1 - ALTERATION TYPE 1	Full Building Certificate Type: Temporary Date Issued: 05/30/2024
This building is subject to this Building Code: 1968			
This Certificate of Occupancy is associated with job# 321591005-01			
B.	Construction Classification: I-C: 2 HOUR PROTECTED Building Occupancy Group classification: E - EDUCATIONAL Multiple Dwelling Law Classification: Not Available		
	No. of stories: 4	Height in feet: 62	No. of dwelling units: Not Available
C.	Parking Spaces and Loading Berths: Open Parking Spaces: 0 Enclosed Parking Spaces: 0 Total Loading Berths: Not available		
D.	This Certificate is issued with the following legal limitations: Restrictive Declaration: None Zoning Exhibit: None BSA Calendar Number(s): None CPC Calendar Number(s): None		
Borough Comments: Revise PW1(19) to indicate OSP, update C of O comments on schedule A and OSP to remove BSA note prior to next renewal. updated elevator sign off is required prior to next renewal.			

Borough Commissioner

Commissioner



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Cellar	S-2	20	OG	6		301366590	Final	
Description of Use: Storage of non combustible Materials STORAGE, BANK VAULTS, BOILER ROOM, LOUNGE, BATHROOMS						Exceptions:		
Floor 1	B	100	100	6		301366590	Final	
Description of Use: Business and Service BANK, RETAIL						Exceptions:		
Floor 2	E	150	40	3		301366590	Final	
Description of Use: Academies and schools SCHOOL						Exceptions:		
Floor 3	E	150	40	3		301366590	Final	
Description of Use: Academies and schools SCHOOL						Exceptions:		
Floor 4	E	296	100	3		321591005	Temporary	08/28/2024
Description of Use: Academies and schools CLASSROOMS, OFFICES, STORAGE						Exceptions:		
Roof	E	N/A	100	3		321591005	Temporary	08/28/2024
Description of Use: Academies and schools STAIR BULKHEAD (MAINTENANCE ACCESS ONLY)						Exceptions:		

CofO Comments: OSP: BSA CAL#127-04-BZ (1) GRANT LIMITED TO A TERM OF 8 YEARS FROM JUNE 7, 2005; EXPIRING JUNE 7, 2013 (2) THERE SHALL BE NO CHANGE IN OWNERSHIP OR OPERATING CONTROL OF THE PHYSICAL CULTURE ESTABLISHMENT WITHOUT PRIOR APPLICATION TO & APPROVAL FROM THE BOARD (3) THE HOURS OF OPERATION SHALL BE LIMITED TO 5AM TO 12PM MONDAY THROUGH THURSDAY 5AM TO 10PM ON FRIDAY & 8AM TO 8PM ON SATURDAY & SUNDAY. TEACHING STAFF IS INCLUDED IN THE NUMBER O F EACH CLASSROOM.ACCESSORY STORAGE ACCESSORY..... PARKING FOR 12 CARS PER BSA CAL#127-04-BZ

Borough Commissioner

Commissioner