



LEEP Dual Language Academy Charter School
5323 5th Avenue, 2nd Floor, Brooklyn, NY 11220
www.LEEPacademies.org | 917-819-LEEP (5337)

*A Public Charter School Authorized by
the New York State Board of Regents*

LEEP Dual Language Academy Charter School Board Meeting Minutes Monday, June 16, 2025

Attendance/Roll Call:

- Trustees in attendance: Melody Sosa, Charles Sahm, Michael Kirkbride and Magdalena Varel-Hand.
 - Alejandro Montoya attended via video conference.
- Trustees absent: David Estrada and Emily Fernandez.
- Employees Present: Johana Andujar, Luis Ventura, Ajana Suriel and Yaritza Mendez.
 - Margarita Cheng, Ryan Miller from 4th Sector Solutions, and Kyle Pellerin from 4th Sector Solutions attended via video conference.

Call to Order

Board Chair Montoya called the meeting to order at 6:05 p.m. Chair Montoya stated that at this time, there was no quorum for the meeting.

New Business / Principal's Report

Academic Updates

Johana Andujar, School Principal, began the principal's report by sharing that the school staff is currently administering STEP Assessments, and the results will be shared during the July Board Meeting. Ms. Andujar shared that the Spring NWEA MAP Test Administration was complete and shared some results. In regard to achievement (as measured by students who achieved 50th percentile and above) this decreased by 0.4% from Winter SY25 but increased by 7% from Spring SY24 in ELA. Achievement increased by 3.9% from Winter SY25 and increased by 2.2% from Spring SY24 in Math. In regard to growth (as measured by students who met Fall - Spring growth goals) increased from Spring SY24 by 1.9% in ELA and decreased by 4.8% in Math. Ms. Andujar proceeded by sharing results regarding subpopulations and grade-specific data. Ms. Andujar shared that LEEP is fully staffed for the 2025-26 school year.

Culture & SEL Update

Ajana Suriel, Dean of Students, shared that LEEP hosted a senior trip for the 5th Grade to Legoland. LEEP hosted a musical as part of its Annual Show, as well as a Popsicle Day for scholars. LEEP hosted a field day for scholars to participate in some fun outdoor activities at Sunset Park with the support of many volunteer families. Lastly, LEEP hosted an End of Year CICO Student Celebration for all students who participated in the program throughout the school year.

Family Engagement



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Margarita Cheng, Director of Family Experience, shared that LEEP hosted a family workshop on Immigration Emergency Preparedness. The workshop was co-sponsored by the Center for Family Life of Sunset Park. LEEP hosted a Family Appreciation Picnic despite the rainy weather. This event was able to bring LEEP families together as a community, as many families brought food and beverages to enjoy. LEEP partnered with the NYC Department of Youth & Community Engagement to participate in a Grocery & Chicken Distribution event for the community.

Student Enrollment

Ms. Cheng provided an update on the Student Enrollment and shared that enrollment has not changed since the previous month's report. The current enrollment is 421 students. For the upcoming 2025-26 school year, enrollment has been a challenge for LEEP as well as with other neighboring schools.

Trustee Sosa inquired whether there were only 30 Kindergarten families who had completed the enrollment process, to which Ms. Cheng confirmed. Ms. Andujar shared that LEEP has contracted with a digital marketing consultant through the end of August. The consultant is bilingual and familiar with the neighborhood and will help support student recruitment initiatives.

Committee Reports

Academic & Accountability Committee Report

The Academic Committee Report did not meet this month.

Executive Committee Report

The Academic Committee Report did not meet this month.

Finance Committee Report

Ryan Miller from 4th Sector Solutions presented the FY26 Budget and a brief update on the May 2025 Finance Report. Mr. Miller shared that the Final Draft for the FY26 Budget is ready for review and approval by the Board. 4th Sector Solutions met with the finance committee on this report, which was reviewed in detail. LEEP is projecting a \$709k surplus to end FY25 as of May. LEEP also received our final Per Pupil payment for FY25. LEEP's billed enrollment of 428 is against the budgeted 452 students. This represents a 25-student variance from what was budgeted. Lastly, LEEP is showing a billed enrollment for SPED of 85 students against our budgeted 107. This represents a 22-student variance from what was budgeted. Even with the negative decrease in student count, LEEP is still showing a surplus for SPED funding.

Routine Business

Trustee Sahm shared that quorum was reached at 6:35 p.m. Trustee Varela-Hand made a motion to approve the meeting agenda, Trustee Sosa seconded it, and the motion passed.

Trustee Kirkbride made a motion to approve the May 2025 minutes, Trustee Varela-Hand seconded it, and the motion passed.

Mr. Miller proceeded with the financial presentation and shared the final draft of budget proposal with a \$63k surplus. The primary shifts are a reduction in revenue, due to an updated projection in enrollment and staffing, to account for the lower enrollment projection. The primary focus of today's presentation will be the updates from the last version to this one as we seek approval of our budget.

Based on LEEP's current year's enrollment and expectations for next year, the target enrollment is 436 students. This was in comparison to the previous amount of 477 students last month. This lower projection is more in line with reality and assumes only nominal growth above LEEP's current enrollment of 428 students. For revenue budgeting, LEEP assumes 95% of enrollment to account for any shortfall or student attrition.

As a result of LEEP's lower enrollment projection since last month, and the given revenue is primarily driven by student count, LEEP is projecting \$12.4M in revenue in FY26, which is \$1.2M less than last month's projection. Given the enrollment projection remaining relatively flat, staffing will remain the same for FY26 with a small increase. In the previous report, we assumed a larger instructional staff count to account for the higher enrollment. With a comparison between FY25 and FY26 spending, the spending by category is stable between the two years and in line with last month's presentation.

The key takeaway in the comparison chart is the spending per student in each year. Despite the lower enrollment projection, LEEP's budget still assumes about \$28K in spending per student. With LEEP's target enrollment of 436 students and with a revenue based on 414 students, LEEP's projected net surplus is \$63K. LEEP is projecting its cash to increase by close to \$130K at the end of FY26. Projecting the next 5 years of projected net income and cash flow, LEEP's enrollment is projected to grow in the future, so the surpluses will ensure that the school remains in solid financial health.

Trustee Sosa moved to approve the FY26 budget, Trustee Kirkbride seconded it, and the motion passed. Trustee Krikbride shared that there were many revisions to the budget that were well thought out. Trustee Sahm shared that a lot of effort went into matching the revenue and the expenses.

Board Development

Trustee Sahm shared that the Board is working on completing their board retreat, self-evaluations, as well as nominations/elections.



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Public Comments

Ms. Cheng shared appreciation for the families who supported LEEP during the family picnic. One parent shared that she is grateful to support and be part of the LEEP community.

Adjournment

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