



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, May 19, 2025

Attendance/Roll Call:

- Trustees in attendance: Alejandro Montoya, Charles Sahm, and David Estrada.
 - Michael Kirkbride attended via video conference.
- Trustees absent: Melody Sosa, Emily Fernandez, and Magdalena Varela-Hand.
- Employees Present: Johana Andujar, Luis Ventura, and Yaritza Mendez.
 - Ajana Suriel, 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 6:10 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 LEEP has completed all New York State exams for the 2024-2025 school year. Additionally, Ms. Andujar shared that upcoming assessments include STEP assessments on May 27 through June 18 and MAP assessments from May 27 to 29. The Instructional Leadership Team will be participating in a 3-day retreat starting May 20th to plan the curriculum design for the upcoming 2025-26 school year.

Culture & SEL Update

Ajana Suriel, Dean of Students, shared that LEEP celebrated National Principal Day on May 1 and recognized the hard work of our school principal, Ms. Andujar. LEEP also held Teacher Appreciation Week last week and held various daily events to celebrate our educators, including Taco Tuesdays, massages, and a breakfast. LEEP also held the Core Virtues Award for core virtue for the month of May: Respect. During the awards breakfast, scholars who demonstrated this core virtue were celebrated with their families. Lastly, LEEP held a CICO Graduation for students who graduated from the behavior support program.

Family Engagement

Margarita Cheng, Director of Family Experience, shared that LEEP has continued fundraising for the 5th Grade Graduation and raised \$798.00 from a Fun Run sponsored by the Parent Teacher Organization. Ms. Cheng shared that a LEEP Parent who is a photographer volunteered their services as part of a fundraiser for the school. The Parent Teacher Organization (PTO) held an appreciation lunch for teachers as part of LEEP's Staff Appreciation



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*

Week. LEEP held a family workshop that was focused on understanding hygiene & body changes of scholars.

Student Enrollment

Ms. Cheng provided an update on the Student Enrollment. The current student enrollment is at 420 students, and this is 88.24% of LEEP's enrollment goal. 2 new students recently started at LEEP. Ms. Cheng shared that enrollment data for the new school year as follows: 42 students for Kindergarten, 74 students for 1st Grade, and 78 students for 2nd Grade. LEEP hosted an Earth Day Book giveaway as an initiative to boost student enrollment. On April 27, LEEP participated in a Community Health & Resource Fair. On April 25, LEEP held an enrollment day for new families to complete their enrollment. Lastly, to further increase enrollment, LEEP and the PTO are hosting a Family Day Picnic at Sunset Park on Saturday, May 31, 2025, at 12 pm.

Committee Reports

Academic & Accountability Committee Report

Ms. Andujar shared that Trustee Sosa attended the Academic & Accountability Committee meeting in which discussions were held regarding upcoming assessments and curriculum design for the upcoming school year.

Executive Committee Report

Chair Montoya shared that the Executive Committee did not meet this past month.

Finance Committee Report

Trustee Sahm shared that the Finance Committee met to review the financials from the past month as well as the upcoming school year's initial budget. Ryan Miller from 4th Sector Solutions presented the FY26 Budget and a brief update on the April 2025 Finance Report. Mr. Miller discussed that 4th Sector shared these financials with the finance committee, which they reviewed in detail. LEEP is projected for a \$614k surplus to end FY25 as of April. LEEP received its final per-pupil payment for FY25. LEEP's billed enrollment of 428 was compared against the budgeted 452. This represents a 25-student variance from what was budgeted. LEEP's billed enrollment for SPED of 85 students was compared against the 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.

Mr. Miller proceeded by presenting the FY2026 Budget and started the presentation by focusing on enrollment. Based on LEEP's current year enrollment and expectations for next year, LEEP has set a target enrollment of 477 students. This is almost exactly what LEEP planned for last year at this time, and is 49 students more than are currently enrolled. For revenue budgeting, LEEP assumes 95% of enrollment to account for any shortfall or student attrition. LEEP is projecting revenue growth from this year to next year's projected budget. The primary driver for



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's \$915K increase in enrollment is based on the projected increase in students. This will be the first year without the ESSER funding, resulting in slightly less federal dollars in FY26 than LEEP had in FY25. Contributions are projected to be less next year as the school is not participating in the Summer Boost program this year.

Mr. Miller shared that enrollment is also driving our increase in spending by \$1.4M in FY26 compared to FY25. The primary driver of increased spending is the 14 additional positions that are planned in this budget compared to the staff in the building today. Program costs will slightly decrease next year. This is due to an investment in curriculum and staff development in FY25 that will not need to be reinvested in FY26. Mr. Miller shared a comparison between FY25 and FY26 spending as a % of total spending. The spending plans are very close in line as they have been in the past few years. The key takeaway is the comparison of spending per student in each year. Given that LEEP is not growing to a new level, the spending per student should remain relatively constant each year. The spending per student remains at a healthy \$28K per student, which is a great spot to be for a standalone elementary school.

With our target enrollment of 477 students, with revenue based on 453 students, LEEP's projected net surplus is \$126K. LEEP is projecting its cash to increase by close to \$200K at the end of FY26. Mr. Miller concluded by sharing the next 5 years of projected net income and cash flow. When LEEP gets to FY28 we have a large increase in net surplus. This represents the school maximizing their charter of 498 students with the future years from here flattening with the enrollment increase.

Routine Business

Chair Montoya shared that quorum was reached at this point. Trustee Estrada made a motion to approve the meeting agenda, Trustee Sahm seconded it, and the motion passed.

Trustee Estrada made a motion to approve the April 2025 minutes, Trustee Sahm seconded it, and the motion passed.

School Year 2025-26

Chair Montoya shared the proposed school calendar for the 2025-26 school year. Trustee Sahm made a motion to approve the 2025-26 school calendar, Trustee Estrada seconded it, and the motion passed.

Board Development

Chair Montoya shared some potential dates for a Board Retreat for the Trustees to consider. Chair Montoya also shared that a self-evaluation will need to be completed in advance of the retreat, and Board nominations and elections will take place at the next Board Meeting.



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*

Public Comments

There were no public comments shared.

Adjournment

Trustee Estrada motioned to adjourn the meeting, and Trustee Sahm seconded. The motion was passed, and the meeting was adjourned at 6:52 p.m.