

Application: LEEP Dual Language Academy

Roberto Gutierrez - rgutierrez@leepschools.org
Annual Reports

Summary

ID: 0000000078
Status: Liaison Review
Last submitted: Nov 30 2020 07:49 AM (EST)
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Nov 2 2020

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2019-20 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, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL 331500861158

a1. Popular School Name

LEEP Dual Language Academy

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD #15 - BROOKLYN

d. DATE OF INITIAL CHARTER

11/2018

e. DATE FIRST OPENED FOR INSTRUCTION

8/2019

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

MISSION STATEMENT

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

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

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

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

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.leepacademies.org>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

153

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

121

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1

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

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

	No, just one site.
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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 to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	5323 5th Ave, Brooklyn, NY 11220	(917)819-5337	NYC CSD 15	K02	Yes: K-2

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Roberto Gutierrez		574-210-3600	rgutierrez@leepschools.org
Operational Leader	Michael Regnier		347-860-1206	mregnier@leepschools.org
Compliance Contact	Michael Regnier		347-860-1206	mregnier@leepschools.org
Complaint Contact	Michael Regnier		347-860-1206	mregnier@leepschools.org
DASA Coordinator	Michael Regnier		347-860-1206	mregnier@leepschools.org
Phone Contact for After Hours Emergencies	Michael Regnier		347-860-1206	mregnier@leepschools.org

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 1 Certificate of Occupancy (COO)

[Leep - COO.pdf](#)

Filename: Leep - COO.pdf **Size:** 38.4 kB

Site 1 Fire Inspection Report

[LEEP Fire Inspection Update 11.2.20.pdf](#)

Filename: LEEP Fire Inspection Update 11.2.20.pdf **Size:** 162.5 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

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

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

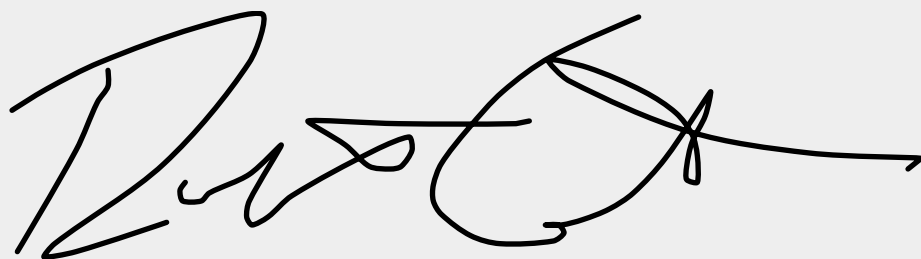
Name	Robert Keogh
Position	Vice President
Phone/Extension	504-250-3347
Email	rkeogh@4thsectorsolutions.com

p. 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. Check **YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to read 'R. Keogh', with a long horizontal stroke extending to the right.

Signature, President of the Board of Trustees



Date

Jul 21 2020

Thank you.



Entry 2 NYS School Report Card

Incomplete Hidden from applicant

Instructions

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL 331500861158

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

(No response)

Entry 3 Progress Toward Goals

Completed Nov 2 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-20 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.	State Testing		Truncated year - pandemic - NA
Academic Goal 2	Each year, 85% of students, including 85% of students with disabilities, ELLs, and economically disadvantaged students, respectively, will achieve at least	MAP Assessment	Unable to Assess	Truncated year - pandemic - NA

	one year of growth on MAP Growth in Math.			
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	Unable to Assess	Truncated year - pandemic - NA
Academic Goal 4	Each year, 85% of students will show the equivalent of one year of growth in Spanish reading on the EDL2.	EDL Assessment	Unable to Assess	Truncated year - pandemic - NA
Academic Goal 5	All classes will be taught according to best practices in dual language instruction.	90:10 Immersion	Met	
Academic Goal 6	All teachers will use the designated language for each subject/activity in a given grade level, according to the 90:10 immersion schedule.	90:10 Immersion	Met	
Academic Goal 7				
Academic Goal 8				

Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

(No response)

2019-2020 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 Meet	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 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				

Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

4. ORGANIZATION GOALS

For the 2019-2020 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”.

2019-2020 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	Every instructional day, for every student, will include experiences of individual connection with adults and classmates, with reference to concepts of character and social-emotional learning.	Internal	Met	

Org Goal 2	In grade 3 and above, 90% of students will report positive classroom experiences, on dimensions including Classroom Belonging, on the Panorama Education Student Survey.	Survey	Unable to Assess	No third grade cohort
Org Goal 3	Students in grade 3 and above will show social-emotional competencies that exceed those of students in peer schools nationally, on the Panorama Education Social-Emotional Learning Survey.	Survey	Unable to Assess	No third grade cohort
Org Goal 4	Every year, 100% of teachers will participate in summer training, peer partnership, and coaching opportunities.	Training	Unable to Assess	NA Pandemic
Org Goal 5	Every year, 100% of teachers will adopt, document, and share specific improvement goals and focus professional development time on meeting them.	Training	Unable to Assess	NA Pandemic

Org Goal 6	Each year, 85% of parents/guardians who that responded to our annual family survey will indicate their satisfaction with our academic program, with parents/guardians of at least 85% of students responding.	Survey	Unable to Assess	NA Pandemic
Org Goal 7	Each year, 85% of parents/guardians who that responded to our annual family survey will indicate their satisfaction with our communications, with parents/guardians of at least 85 % of students responding.	Survey	Unable to Assess	NA Pandemic
Org Goal 8	Each year, the school will have an average daily student attendance rate of 95% or higher.	Attendance	Unable to Assess	NA Pandemic
Org Goal 9				
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

2019-2020 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2019-2020 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 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Nov 2 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

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 2019-2020 school year must complete a signed:

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

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

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

FY21 LEEP - Annual Disclosure

Filename: FY21 LEEP Annual Disclosure.pdf **Size:** 564.8 kB

LEEP MEMO

Filename: LEEP MEMO.pdf **Size:** 39.5 kB

Entry 8 BOT Membership Table

Completed Nov 2 2020

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 8 BOT Table

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

1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Gabrielle Mosquera [REDACTED]	Chair	Executive, Academic & Accountability, Finance	Yes	1	11/06/2018	11/05/2020	11
2	Melissa Jarvis-Cedeno / [REDACTED]	Vice Chair	Academic & Accountability, Executive	Yes	1	11/06/2018	11/05/2020	10
3	David Douek / [REDACTED]	Trustee/Member	None	Yes	1	03/01/2020	02/28/2022	5 or less
4	Charles Sahm / [REDACTED]	Secretary	Executive	Yes	1	03/01/2020	02/28/2022	5 or less
	Magdalena Varela-Hand /	Trustee/M				11/06/20	11/05/20	

5		ember	None	Yes	1	18	20	5 or less
6	Majo McCorkin dale /	Parent Rep	None	Yes	1	03/01/20 20	02/28/20 22	5 or less
7	Ashok Chandra /	Trustee/M ember	None	Yes	1	11/06/20 18	07/16/20 20	5 or less
8	Joaquin Matias /	Trustee/M ember	Finance, Executive	Yes	1	11/06/20 18	07/21/20 20	12
9								

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2020	8
b.Total Number of Members Added During 2019-2020	3
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

3. Number of Board meetings held during 2019-2020

13

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Nov 2 2020

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

[LEEP - FY20 Board Minutes](#)

Filename: LEEP FY20 Board Minutes.pdf **Size:** 3.7 MB

Entry 10 Enrollment & Retention

Completed Nov 2 2020

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

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL 331500861158

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	Recruitment via fliers, community groups, and online outreach. All marketing materials describe available services including afterschool programs, financial aid, and bus transportation.	Continue the same efforts of 2019-20
English Language Learners/Multilingual Learners	Recruitment via fliers, community groups, and online outreach. All materials in Spanish and English. Website and application completely bilingual. Targeted outreach and marketing to Chinese-speaking audiences. Presentations emphasize the dual language model, being clear that every class is for language learners, whether they already speak English, Spanish, both, or neither.	Continue the same efforts of 2019-20
Students with Disabilities	Mention of special education services on all marketing materials. Consultation with special education coordinator regarding any IEP questions. School tours include mention of special education services.	Continue the same efforts of 2019-20

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	Provided financial assistance for uniform expenses and afterschool/enrichment program costs. Raised and distributed relief funds for families in need of groceries, rent money, and similar basic needs during COVID crisis.	Continue the same efforts of 2019-20
English Language Learners/Multilingual Learners	Conducted Family Workshops and ongoing family engagement work with simultaneous translation in English, Spanish, Mandarin, and Cantonese. Provided all school communications in languages spoken in the home.	Continue the same efforts of 2019-20
Students with Disabilities	Provision of all services mandated by students' IEPs. Coordinated meeting with parents, informing them consistently of student progress.	Continue the same efforts of 2019-20

Entry 12 Percent of Uncertified Teachers

Completed Nov 2 2020

Instructions

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

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

Entry 12 Uncertified Teachers

School Name: LEEP DUAL LANGUAGE ACADEMY CHARTER SCHOOL 331500861158

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
Total Category A: 5 or 30% whichever is less	4.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	3.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	3

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	15



Thank you.

Entry 13 Organization Chart

Completed Nov 2 2020

[Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

Organizational Chart 2019-20 - LEEP Academy

Filename: Organizational Chart 2019 20 LEEP Academy.pdf **Size:** 315.7 kB

Entry 14 School Calendar

Completed Nov 2 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

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

LEEP Academy Calendar 2020-21 - ENGLISH and SPANISH

Filename: LEEP Academy Calendar 2020 21 ENGLIS k0Hq2ax.pdf **Size:** 634.7 kB

Entry 15 Links to Critical Documents on School Website

Completed Nov 2 2020

Instructions

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

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

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: LEEP Dual Language Academy

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	https://www.leepacademies.org/Not_Applicable
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	https://www.leepacademies.org/board-meetings/
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.leepacademies.org/admin/website/pages/edit/?page_id=/board-meetings/
3. Link to NYS School Report Card	https://www.leepacademies.org/board-meetings/
4. Most Recent Lottery Notice Announcing Lottery	https://www.leepacademies.org/board-meetings/
5. Authorizer-Approved DASA Policy	https://www.leepacademies.org/board-meetings/
6. District-wide Safety Plan	https://www.leepacademies.org/board-meetings/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.leepacademies.org/families/
7. Authorizer-Approved FOIL Policy	https://www.leepacademies.org/board-meetings/
8. Subject matter list of FOIL records	https://www.leepacademies.org/board-meetings/
9. Link to School Reopening Plan	https://www.leepacademies.org/reopen/

Thank you.



Entry 16 COVID 19 Related Information

Completed Nov 2 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: LEEP Dual Language Academy

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	121	86	97

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants

															ting Stud ents
	DRA Rea ding (En glis h) via Zoo m, June 202 0	✓	✓	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	
	EDL Rea ding (Sp anis h) via Zoo m, June 202 0	✓	✓	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	
		✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	
		✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	
		✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	
		✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	
		✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	
		✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	
		✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	
		✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	

[illegible]

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Nov 2 2020

INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

LEEP - Staff Roster

Filename: LEEP Staff Roster.xlsx **Size:** 12.1 kB

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

Name:

Ashok Chandra

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

LEEP Dual Language Academy

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

Trustee

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

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

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

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

No

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

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

No

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

No

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

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

___ Yes ☒ No

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

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

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

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

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

Ashok Chandra

July 13, 2020

Signature

Date

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

Business Telephone:

Business Address:

E-mail Address:



Home Telephone:

Home Address:

last revised 06/8/2020

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

Name:

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

LEEP Dual Language Academy

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

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

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

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

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

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

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

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

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

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

___Yes ___No

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

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

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

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

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



Signature

Date

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

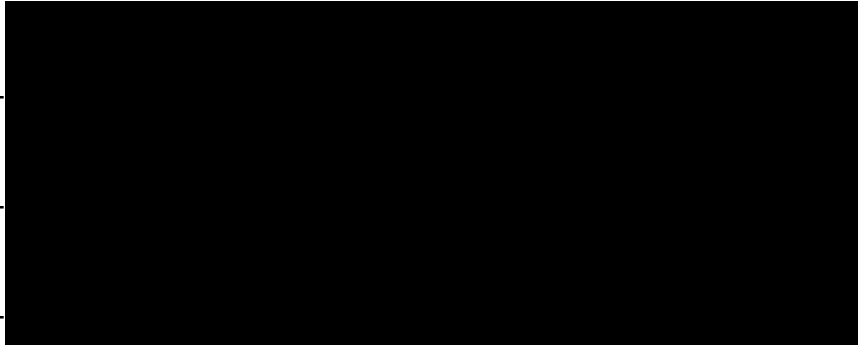
Business Telephone:

Business Address:

E-mail Address:

Home Telephon

Home Address:



last revised 06/8/2020

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

Name:

David Douek

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

LEEP Dual Language Academy

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

Trustee

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

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

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

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

No

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

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

No

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

No

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

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

☐ Yes ☒ No

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

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

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

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

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

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David B. Dowd

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July 13, 2020

Signature

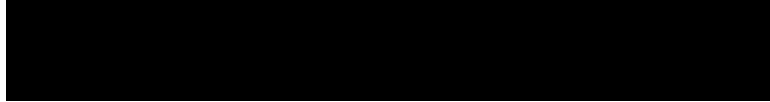
Date

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Business Telephone:

Business Address:

E-mail Address:



Home Telephone:

Home Address:

last revised 06/8/2020

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

Name:

Melissa Jarvis-Cedeno

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

LEEP Dual Language Academy

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

Trustee

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

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

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

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

No

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

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

No

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

No

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
- Yes X No

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

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

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

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

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

DocuSigned by:

 Signature

July 13, 2020

Date

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

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

last revised 06/8/2020

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

Name:

Joaquin Matias

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

LEEP Dual Language Academy

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

Treasurer

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

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

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

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

No

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

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

No

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

No

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

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

☐ Yes ☒ No


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

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

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

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

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

DocuSigned by:

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Signature

July 13, 2020

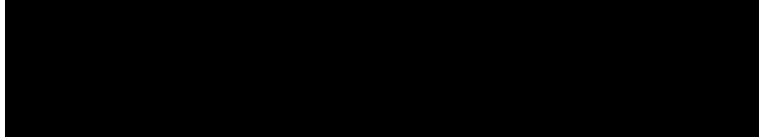
Date

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

Business Telephone:

Business Address:

E-mail Address:



Home Telephone:

Home Address:

last revised 06/8/2020

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

Name:

Gabrielle Mosquera

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

LEEP Dual Language Academy

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

President

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

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

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

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

No

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

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

No

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

No

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

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

☐ Yes ☒ No

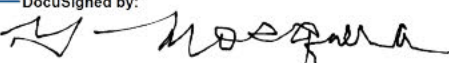
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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

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Signature

July 13, 2020

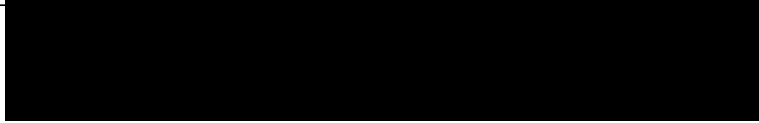
Date

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

Business Telephone:

Business Address:

E-mail Address:



Home Telephone:

Home Address:

last revised 06/8/2020

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

Name:

Charles Sahm

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

LEEP Dual Language Academy

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

Trustee

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

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

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

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

No

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

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

No

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

No

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

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

___ Yes ☒ No

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

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

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

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

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

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Signature

July 13, 2020

Date

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

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

last revised 06/8/2020

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

Name:

Magdalena Varela-Hand

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

LEEP Dual Language Academy

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

Trustee

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

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

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

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

No

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

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

No

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

No

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

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

☐ Yes ☒ No

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

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

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

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

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

DocuSigned by:



Signature

July 13, 2020

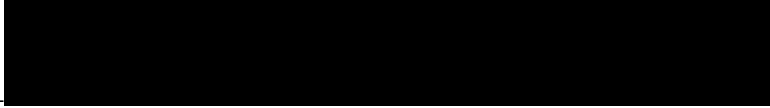
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Business Telephone:

Business Address:

E-mail Address:



Home Telephone:

Home Address:

last revised 06/8/2020

LEEP is waiting on original signatures from Board Members – being mindful of the 11/3 deadline may we email these into your office upon receipt?



LEEP Dual Language Academy Charter School

**MEETING MINUTES
Meeting of the Board of Trustees
July 23, 2019, 6:00PM
The Yard Gowanus
157 13th St, Brooklyn, NY 11215**

Trustees in attendance: Gabrielle Mosquera, Joaquin Matias, Melissa Jarvis-Cedeno

Trustees absent: Ashok Chandra, Magdalena Varela-Hand

Employees in attendance: Roberto Gutierrez, Michael Regnier

Guests in attendance: Elyssa Garcia (Raza Development Fund)

Due public notice was provided. One invited guest attended; no other members of the public attended. A quorum was present at all times. The board elected not to move into executive session.

Call to Order

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

Guest Comments

Ms. Mosquera and Ms. Garcia shared comments regarding LEEP Academy's fruitful partnership with the Raza Development Fund, a nonprofit organization that provided bridge funding during the pre-opening period.

Adoption of Agenda

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

Prior Meeting Minutes

Mr. Matias moved to approve the minutes of the June 25 board meeting. Ms. Mosquera seconded. The motion carried.

Financial Report

The board reviewed the monthly financial report.

Annual Election of Trustees and Selection of Committees

Ms. Mosquera acknowledged that, per the By-laws, the July meeting also serves as an annual meeting.

Ms. Mosquera moved to re-elect the existing trustees, officers, and committees for continued service in fiscal year 2019-20:

- Ms. Mosquera, Board Chair; Chair of the Executive Committee; Member of the Finance Committee; and Member of the Academic & Accountability Committee
- Mr. Chandra, Member of the Finance Committee
- Ms. Jarvis-Cedeno, Board Vice Chair and Chair of the Academic & Accountability Committee
- Mr. Matias, Board Treasurer and Chair of the Finance Committee
- Ms. Varela-Hand, Member of the Academic & Accountability Committee
- All board members, members of the Executive Committee

Mr. Matias seconded. The motion carried.

Calendar of Board Meetings

After discussion, Ms. Mosquera moved to adopt the following board meeting schedule for fiscal year 2019-20:

Tuesday, August 27

Tuesday, September 17

Tuesday, October 15

Tuesday, November 19

Tuesday, December 17

Tuesday, January 21

Tuesday, February 25

Tuesday, March 17

Tuesday, April 21

Tuesday, May 19

Tuesday, June 16

All meetings will be held at 6:00pm at the school. Ms. Jarvis-Cedeno seconded. The motion carried.

Employee Handbook

The board discussed the employee handbook. Mr. Gutierrez thanked the board for its close involvement in the editing process and pledged to collect comments and ideas for improvement throughout the year. Mr. Matias suggested an annual board review of the handbook. After discussion, Ms. Mosquera moved to approve the Employee Handbook. Mr. Matias seconded. The motion carried.

Daily Schedule

Ms. Mosquera moved to approve the finalized Daily Master Schedule. Ms. Jarvis-Cedeno seconded. The motion carried.

Training Facility Rental and Conflict of Interest

Mr. Regnier, Deputy Executive Director, disclosed a conflict of interest: he is a member and officer of St. Mary's Antiochian Orthodox Church in Bay Ridge, Brooklyn, which is also the proposed site of LEEP Academy's three-week staff training.

In keeping with the Conflict of Interest Policy, Mr. Regnier left the meeting while board members discussed the matter for approximately ten minutes. The points discussed included the following:

- The space is an appropriate training facility including natural light, climate control, commercial kitchen, multiple breakout spaces, proximity to subway, etc.
- The rate of \$200 per day is extremely competitive compared to other comparable spaces, including multiple conference facilities that proposed much higher prices, giving LEEP Academy a benefit from Mr. Regnier's relationship with the church;
- Mr. Regnier did not participate in price negotiations;
- Mr. Regnier has no direct or indirect financial interest in the transaction;

Mr. Matias moved to approve the facility rental transaction in which Mr. Regnier has a conflict. Ms. Jarvis-Cedeno seconded. The motion carried.

Contract Approvals

After discussion, Mr. Matias moved to approve four contracts:

A contract with Amplify Science for the purchase of curriculum;

A contract with Amplify Core Knowledge Language Arts for the purchase of curriculum;

A contract with Infinite Campus for a one-year license of student information system (SIS) software; and

A contract with SocceRoof for a partnership to provide optional sports programming on early-dismissal Wednesday afternoons, including a written assurance of background checks for all coaching staff.

Ms. Jarvis-Cedeno seconded. The motion carried.

Board Norms and Development

The board discussed plans and priorities for expansion in 2019-20.

Updates

Mr. Gutierrez and Mr. Regnier provided updates on school planning.

Adjournment

Ms. Mosquera moved to adjourn the meeting at 7:37pm. Ms. Jarvis-Cedeno seconded. The motion carried.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

August 27, 2019, 6:00PM

**LEEP Dual Language Academy Charter School
5323 Fifth Avenue, 2nd Floor, Brooklyn, NY 11220**

Trustees in attendance: Gabrielle Mosquera, Joaquin Matias, Magdalena Varela-Hand, Ashok Chandra, Melissa Jarvis-Cedeno

Trustees absent: None

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

Due public notice was provided. No members of the public attended. A quorum was present at all times. The board elected not to move into executive session.

Call to Order

After a walking tour of the school building, Ms. Mosquera called the meeting to order at 6:40pm.

Prior Meeting Minutes

Mr. Chandra moved to approve the minutes of the July 23 board meeting. Ms. Varela-Hand seconded. The motion carried.

Updates

Mr. Gutierrez, Mr. Regnier, and Ms. Rodriguez provided updates about the launch of the school.

Bus transportation

The board discussed the need for bus service for enrolled students beyond those served by available DOE bus service. Mr. Matias moved to authorize the leadership team to enter into a contract with a private bus company to provide daily school transportation, not to exceed 30 students, with routes to be determined. Ms. Mosquera seconded. The motion carried.

Student & Family Handbook

Ms. Mosquera moved to authorize the draft Student and Family Handbook. The board discussed its intention to continue to review handbook policies and consider additional amendments at the September meeting. Mr. Chandra seconded. The motion carried.

Building Safety & Emergency Management Plan

Ms. Mosquera moved to adopt the draft Building Safety & Emergency Management Plan. Mr. Matias seconded. The motion carried.

Revised Academic Calendar

Ms. Mosquera moved to amend the academic calendar to reflect a trimester-based schedule, with dates as follows:

End of Trimester 1: November 26

End of Trimester 2: March 13

End of Trimester 3: June 24

Mr. Matias seconded. The motion carried.

Board Norms & Development

The board discussed several potential new board members, with further biographical information to be circulated.

Adjournment

Ms. Mosquera moved to adjourn the meeting at 7:57pm. Ms. Jarvis-Cedeno seconded. The motion carried.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

September 24, 2019, 6:00PM

**LEEP Dual Language Academy Charter School
5323 Fifth Avenue, 2nd Floor, Brooklyn, NY 11220**

Trustees in attendance: Gabrielle Mosquera, Melissa Jarvis-Cedeno, Joaquin Matias

Trustees absent: Ashok Chandra, Magdalena Varela-Hand

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

Guests in attendance: David Douek, Charles Sahm

Due public notice was provided. No members of the public attended. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

Call to Order

Ms. Mosquera called the meeting to order at 6:22PM and welcomed the board's guests.

Adoption of the Agenda

Ms. Mosquera moved to adopt the proposed agenda. Mr. Matias seconded the motion. The motion carried.

Approval of August Minutes

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

Financial report

The board reviewed and discussed the August financial reports.

Updates

Mr. Gutierrez, Mr. Regnier, and Ms. Rodriguez presented updates on school planning, with a particular focus on bus transportation and special education program needs.

Revised Student & Family Handbook

After discussion, Ms. Mosquera moved to adopt a set of revisions to the Student & Family Handbook. Ms. Jarvis-Cedeno seconded the motion. The motion carried.

Contract adoption

Ms. Mosquera moved to adopt a contract with 4th Sector Solutions for financial consulting, accounting, and reporting services, in the amount of \$95,000 in Year 1. Mr. Matias seconded the motion. The motion carried.

Adjournment

Ms. Mosquera moved to adjourn the meeting. Ms. Jarvis-Cedeno seconded the motion. The motion carried. The meeting was adjourned at 8:03pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

October 22, 2019, 6:00PM

**LEEP Dual Language Academy Charter School
5323 Fifth Avenue, 2nd Floor, Brooklyn, NY 11220**

Trustees in attendance: Gabrielle Mosquera, Joaquin Matias, Ashok Chandra

Trustees absent: Magdalena Varela-Hand, Melissa Jarvis-Cedeno

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

Guest in attendance: Robert Keogh of the financial consulting firm 4th Sector Solutions

Due public notice was provided. No members of the public attended. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

Call to Order

Ms. Mosquera called the meeting to order at 6:20PM.

Approval of September Minutes

Mr. Chandra moved to approve the Minutes of the board's September meeting as drafted. Mr. Matias seconded the motion. The motion carried.

Financial report

The board reviewed and discussed the September financial reports.

Updates

Mr. Gutierrez, Mr. Regnier, and Ms. Rodriguez presented updates on school performance and planning.

Board Norms & Development

After discussion, Ms. Mosquera called for a resolution to adopt Mr. David Douek and Mr. Charles Sahm as Trustees of LEEP Dual Language Academy Charter School, pending NYSED approval. Mr. Chandra seconded. The motion carried unanimously, representing a majority of the entire Board of Trustees, consistent with the requirements for adding Trustees according to the By-Laws.

Adjournment

Ms. Mosquera moved to adjourn the meeting. Mr. Matias seconded the motion. The motion carried. The meeting was adjourned at 7:39pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

November 19, 2019, 6:00PM

**LEEP Dual Language Academy Charter School
5323 Fifth Avenue, 2nd Floor, Brooklyn, NY 11220**

Trustees in attendance: Gabrielle Mosquera, Joaquin Matias, Magdalena Varela-Hand

Trustees absent: Ashok Chandra, Melissa Jarvis-Cedeno

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

Guest in attendance: Robert Keough of the financial consulting firm 4th Sector Solutions

Due public notice was provided. No members of the public attended. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

Call to Order

Ms. Mosquera called the meeting to order at 6:21pm.

Approval of September Minutes

Ms. Mosquera moved to approve the Minutes of the board's October 22 meeting as drafted. Mr. Matias seconded the motion. The motion carried.

Financial report

The board reviewed and discussed the October financial reports.

Updates

Mr. Gutierrez, Mr. Regnier, and Ms. Rodriguez presented updates on school performance and planning.

Contract with Roads to Success

Ms. Mosquera moved to approve a contract for after-school programming with Roads to Success. Ms. Varela-Hand seconded. The motion carried.

Board Norms & Development

After discussion, Ms. Mosquera called for a resolution to adopt Ms. Majo McCordkindale as Trustee of LEEP Dual Language Academy Charter School, in the role of parent representative, pending NYSED approval. Ms. Varela-Hand seconded. The motion carried unanimously, representing a majority of the entire Board of Trustees, consistent with the requirements for adding Trustees according to the By-Laws.

Adjournment

Ms. Mosquera moved to adjourn the meeting. Ms. Varela-Hand seconded the motion. The motion carried. The meeting was adjourned at 7:45pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

December 17, 2019, 6:00PM

**LEEP Dual Language Academy Charter School
5323 Fifth Avenue, 2nd Floor, Brooklyn, NY 11220**

Trustees in attendance: Gabrielle Mosquera, Joaquin Matias, Melissa Jarvis-Cedeno, Ashok Chandra

Trustees absent: Magdalena Varela-Hand

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

Guest in attendance: Robert Keough of the financial consulting firm 4th Sector Solutions; pending trustees David Douek and Majo McCorkindale

Due public notice was provided. No members of the public attended. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

Call to Order

Ms. Mosquera called the meeting to order at 6:15pm.

Approval of November Minutes

Ms. Mosquera moved to approve the Minutes of the board's November 19 meeting as drafted. Mr. Matias seconded the motion. The motion carried.

Financial report

The board reviewed and discussed the November financial reports.

Updates

Mr. Gutierrez, Mr. Regnier, and Ms. Rodriguez presented updates on school performance and planning, with a focus on fall academic data and planned adjustments.

Enrollment Policy

After discussion, Ms. Mosquera moved to revise the Enrollment Policy to extend the 2019-20 enrollment period through January 15; to add backfill enrollment for second grade; and to update the school's mailing address for paper applications. Ms. Jarvis-Cedeno seconded. The motion carried.

Contract with Charter School Business Management

Mr. Matias moved to approve a contract with CSBM for its final months of work, as negotiated. Ms. Mosquera seconded. The motion carried.

Adjournment

Ms. Mosquera moved to adjourn the meeting. Ms. Jarvis-Cedeno seconded. The motion carried. The meeting was adjourned at 8:10pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

January 21, 2020, 6:00PM

**LEEP Dual Language Academy Charter School
5323 Fifth Avenue, 2nd Floor, Brooklyn, NY 11220**

Trustees in attendance: Gabrielle Mosquera, Joaquin Matias, Melissa Jarvis-Cedeno, Ashok Chandra

Trustees absent: Magdalena Varela-Hand

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

Guests in attendance: Robert Keough of the financial consulting firm 4th Sector Solutions; pending trustees David Douek, Majo McCorkindale, and Charles Sahm; invited guest Caroline Corso

Due public notice was provided. No members of the public attended. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

Call to Order

Ms. Mosquera called the meeting to order at 6:10pm.

Approval of December Minutes

Mr. Matias moved to approve the Minutes of the board's December 17 meeting as drafted. Ms. Mosquera seconded the motion. The motion carried.

Financial report

The board reviewed and discussed the December reports and the talks underway toward a construction loan.

Updates

Mr. Gutierrez, Mr. Regnier, and Ms. Rodriguez presented updates on school performance and planning, with a focus on academic adjustments underway and a discussion of attendance challenges.

Board Development

Ms. Corso introduced herself and met the board.

Adjournment

Mr. Matias moved to adjourn the meeting. Ms. Jarvis-Cedeno seconded. The motion carried. The meeting was adjourned at 7:08pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

February 19, 2020, 6:00PM

**LEEP Dual Language Academy Charter School
5323 Fifth Avenue, 2nd Floor, Brooklyn, NY 11220**

Trustees in attendance: Joaquin Matias, Melissa Jarvis-Cedeno, Ashok Chandra, Magdalena Varela-Hand

Trustees absent: Gabrielle Mosquera,

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

Guest in attendance: Robert Keough of the financial consulting firm 4th Sector Solutions; pending trustees David Douek, Charles Sahm, and Majo McCorkindale

Due public notice was provided. No members of the public attended. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

Call to Order

Mr. Matias called the meeting to order at 6:05pm.

Approval of January Minutes

Mr. Chandra moved to approve the Minutes of the board's January 21 meeting as drafted. Ms. Jarvis-Cedeno seconded the motion. The motion carried.

Financial report

The board reviewed and discussed the January financial reports. Discussion topics included the timing of paying to create a leasehold condo on the building; and the early efforts of the fundraising committee.

Updates

Mr. Gutierrez, Mr. Regnier, and Ms. Rodriguez presented updates on school performance and planning, with a focus on 1) potential changes to the academic program including an evaluation of the Wit & Wisdom curriculum for English Language Arts; and 2) student recruitment efforts.

Contracts with Architect and Engineer

Mr. Matias moved to approve contracts with Third Party Consultants (TPC) and the Rock Brook Consulting Group for architectural design and engineering, respectively, both as part of the fourth-floor renovation project. Mr. Chandra seconded. The motion carried.

Adjournment

Mr. Chandra moved to adjourn the meeting. Mr. Matias seconded. The motion carried. The meeting was adjourned at approximately 7:05pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

March 17, 2020, 6:00PM

**LEEP Dual Language Academy Charter School
5323 Fifth Avenue, 2nd Floor, Brooklyn, NY 11220**

Trustees in attendance: Gabrielle Mosquera, Joaquin Matias, Charles Sahm, Majo McCorkindale
Melissa Jarvis-Cedeno

Trustees absent: Ashok Chandra, Magdalena Varela-Hand, David Douek

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

Guest in attendance: Robert Keough of the financial consulting firm 4th Sector Solutions

Due public notice was provided. No members of the public attended. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

Call to Order

Ms. Mosquera called the meeting to order at 6:10pm.

Approval of February Minutes

Ms. Mosquera moved to approve the Minutes of the board's February 19 meeting as drafted. Ms. McCorkindale seconded the motion. The motion carried.

Financial report

The board reviewed and discussed the February financial reports.

Updates

Mr. Gutierrez, Mr. Regnier, and Ms. Rodriguez presented on school performance and planning, with a focus on the school's closure and plans for distance learning in response to the coronavirus crisis, including implications for academics, family outreach, employee policies, and the budget.

Board Norms & Development

Ms. Mosquera acknowledged and thanked the board's three newly approved members. The board discussed the upcoming work of its various committees.

Adjournment

Ms. Mosquera moved to adjourn the meeting. Mr. Matias seconded. The motion carried. The meeting was adjourned at 7:22pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

April 21, 2020, 6:00PM

VIA VIDEOCONFERENCE

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

Trustees absent: Ashok Chandra

Employees in attendance: Roberto Gutierrez, Michael Regnier, Delines Rodriguez, Margarita Cheng

Guests in attendance: Robert Keough of the financial consulting firm 4th Sector Solutions

Due public notice was provided and the meeting was recorded. One member of the public attended via Zoom. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

Call to Order

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

Approval of March Minutes

Ms. Mosquera moved to approve the Minutes of the board's March 26 meeting as drafted. Mr. Matias seconded the motion. The motion carried.

Financial Report

The board reviewed and discussed the March financial reports and the school's pending application to the federal Paycheck Protection Program.

Updates

Mr. Gutierrez, Mr. Regnier, and Ms. Rodriguez presented updates on school performance and planning, with a focus on enrollment trends and distance learning programs in effect. The board discussed opportunities to ensure emergency food for families and peer-to-peer experiences for students.

Mr. Matias suggested the creation of a Family Relief Fund and volunteered to contribute, as did other board members.

Board Development

Mr. Matias moved to add Mr. Douek as an official member of the Finance Committee. Ms. Jarvis-Cedeno seconded. The motion carried.

Public Comment

LEEP Academy kindergarten teacher Andrea Puerta spoke in appreciation of the board's work. The feeling was mutual.

Adjournment

Ms. Mosquera moved to adjourn the meeting. Mr. Douek seconded. The motion carried. The meeting was adjourned at 7:24pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

May 19, 2020, 6:00PM

VIA VIDEOCONFERENCE

Trustees in attendance: Gabrielle Mosquera, Joaquin Matias, Charles Sahm, Majo McCorkindale
Melissa Jarvis-Cedeno

Trustees absent: Ashok Chandra, Magdalena Varela-Hand, David Douek

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

Guests in attendance: Robert Keogh of the financial consulting firm 4th Sector Solutions, Paula Orlando of the New York State Education Department's Office of Charter Schools

Due public notice was provided. No members of the public attended. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

Call to Order

Ms. Mosquera welcomed Ms. Orlando, introduced the board members, and called the meeting to order at 6:12pm.

Approval of April Minutes

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

Financial report

The board reviewed and discussed the March financial reports.

Construction Contracts

Joaquin moved to table five items related to construction contracts, which are not yet ready for consideration. Gabrielle Mosquera seconded. The motion carried.

Contract with Little Bird HR

After discussion, Gabrielle Mosquera moved to approve a contract with HR/payroll provider Little Bird HR. Joaquin Matias seconded. The motion carried.

Updates

Mr. Gutierrez, Mr. Regnier, and Ms. Rodriguez presented on school performance and planning, including plans for summer school and spring academic assessments, and shifts being planned for the new school year.

Board Norms & Development

Ms. Mosquera noted that the Executive Director's evaluation is upcoming, as is the board's annual meeting at which specific board roles are set.

Ms. Orlando noted her appreciation for the board's work and the scenario plan document.

Adjournment

Ms. Mosquera moved to adjourn the meeting. Mr. Matias seconded. The motion carried. The meeting was adjourned at 7:22pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

June 11, 2020, 6:00PM

VIA VIDEOCONFERENCE

Trustees in attendance: Gabrielle Mosquera, Joaquin Matias, Charles Sahm, Majo McCorkindale, Melissa Jarvis-Cedeno, David Douek

Trustees absent: Ashok Chandra, Magdalena Varela-Hand

Employees in attendance: Roberto Gutierrez, Michael Regnier

Guests in attendance: Robert Keogh of the financial consulting firm 4th Sector Solutions; Cliff Schneider of Cohen Schneider Law, PC

Due public notice was provided. No members of the public attended. A quorum was present at all times. The board elected not to move into Executive Session as originally scheduled.

Call to Order

Ms. Mosquera the meeting to order at 6:12pm.

Revision of Agenda

Ms. Mosquera moved to adjust the agenda, to table the DBI Projects contract and additional, facility-related items. Mr. Douek seconded. The motion carried.

Facility Lease Documents

The board had a thorough discussion of the proposed agreements between LEEP Dual Language Academy Charter School, Friends of LEEP Dual Language Academy Charter School, and the school's landlord (Sunset 5th LLC), as the proposed agreements relate to the School's mission. Mr. Shneider answered questions and offered perspective.

Mr. Matias moved to adopt the proposed Resolution, and in turn adopt four related agreements:

- An assignment of the Lease for the School to Friends of LEEP Dual Language Academy Charter School, Inc. ("Friends Of")
- A Sublease between Friends Of and the School;
- A Consent to Sublease; and
- A Subordination, Non-Disturbance and Attornment Agreement ("SNDA")

Mr. Douek seconded. The motion carried.

Adjournment

The meeting was adjourned at 6:56pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

June 16, 2020, 6:00PM

VIA VIDEOCONFERENCE

Trustees in attendance: Gabrielle Mosquera, Joaquin Matias, Majo McCorkindale, Melissa Jarvis-Cedeno, David Douek

Trustees absent: Ashok Chandra, Charles Sahm, Magdalena Varela-Hand

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

Guest in attendance: Robert Keogh of the financial consulting firm 4th Sector Solutions

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

Call to Order

Ms. Mosquera called the meeting to order at 6:10pm.

Approval of May Minutes and Special Meeting Minutes

Ms. Mosquera moved to approve the Minutes of the board's May meeting with one correction. Ms. Jarvis-Cedeno seconded the motion. The motion carried, with Mr. Douek abstaining.

Ms. Mosquera moved to approve the Minutes of the board's special meeting on June 11. Mr. Douek seconded the motion. The motion carried.

Updates

Mr. Gutierrez, Mr. Regnier, and Ms. Rodriguez presented on school performance and planning, with a focus on DRA/EDL academic data, hiring, and family engagement.

Financial report

The board reviewed and discussed the May financial reports.

Proposed MOU with Friends of LEEP Academy

Mr. Matias presented highlights of a proposed Memorandum of Understanding between the School and the “Friends Of LEEP Dual Language Academy Charter School” organization, which would outline the respective roles and responsibilities of each organization.

Facility Loan Agreement

Mr. Matias and Mr. Douek reviewed the terms of the proposed Loan Agreement to borrow \$1.44 million from Raza Development Fund for the renovation of the 4th floor. Mr. Keogh answered questions as they arose.

Mr. Matias moved to authorize the Executive Director to finalize and enter into this agreement. Ms. Mosquera seconded. The motion carried.

Annual Budget

Mr. Keogh presented on the annual budgeted, as prepared and reviewed by staff and the Finance Committee. Mr. Matias moved to adopt the budget. Ms. Mosquera seconded. The motion carried.

Board Norms & Development

Ms. Mosquera announced that Mr. Matias will be exiting the board. She and Mr. Gutierrez expressed the board’s profound thanks for his enthusiastic and diligent service going back to the school’s application, and including great contributions to the facility, financial planning, fundraising, and much more.

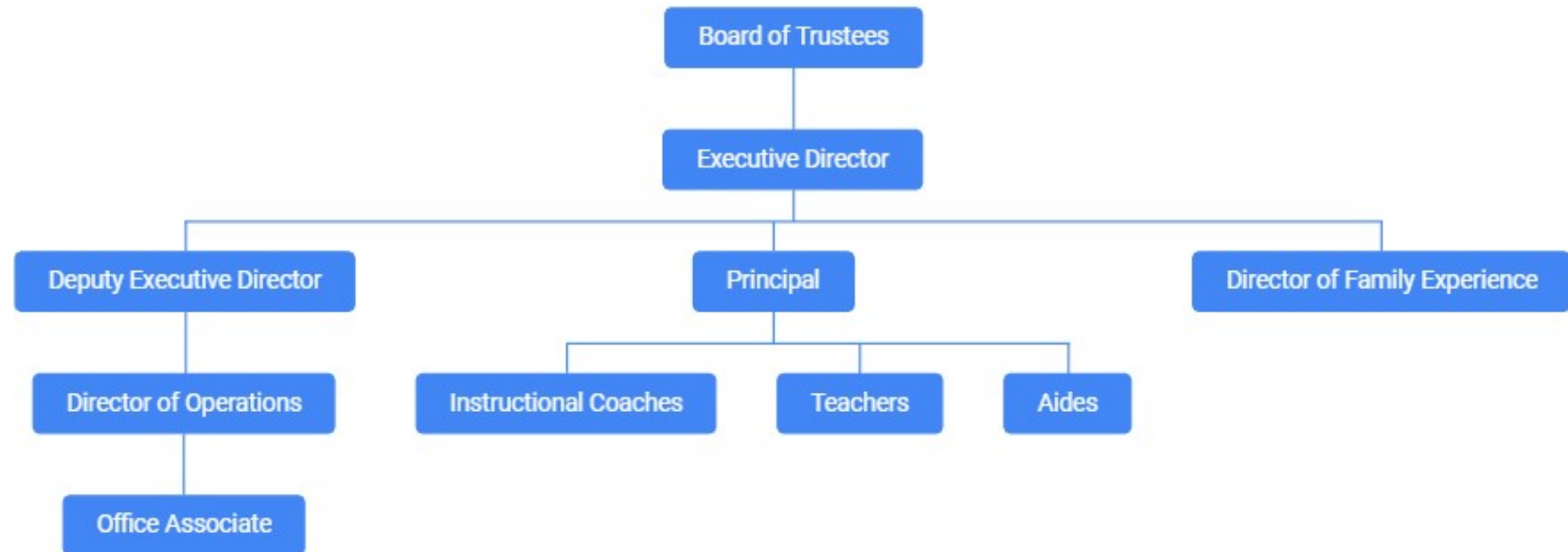
Public Comments

Ms. Amma Woods (incoming parent) asked about the language of reading assessments. Ms. Rodriguez explained that they are conducted in both English and Spanish.

Adjournment

Ms. Mosquera moved to adjourn the meeting. Mr. Matias seconded. The motion carried. The meeting was adjourned at 8:07pm.

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





REVISED 6/20/2020

2020-21 School Calendar

LEEP Dual Language Academy

Charter School

* Indicates early dismissal (Dismissal time is 1 20PM every Wednesday)

2020	Su	Mo	Tu	We	Th	Fr	Sa
AUGUST							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31*					

August 10 First day for new staff

August 12 First day for returning staff

August 31 First day of school for students

(August 31 to September 11 - Early Dismissal Students are dismissed at 1 20PM)

2020 SEPTEMBER	Su	Mo	Tu	We	Th	Fr	Sa
			1*	2*	3*	4*	5
	6	7	8	9*	10*	11*	12
	13	14	15	16*	17	18	19
	20	21	22	23*	24	25	26
	27	28	29	30*			

September 7 Labor Day (NO SCHOOL)

September 8 Staff Training (NO SCHOOL)

September 12 Family Workshop

2020	Su	Mo	Tu	We	Th	Fr	Sa
OCTOBER					1	2	3
	4	5	6	7*	8	9	10
	11	12	13	14*	15	16	17
	18	19	20	21*	22	23	24
	25	26	27	28*	29	30	31

October 12 Columbus Day (NO SCHOOL)

October 13 Staff Training (NO SCHOOL)

October 17 Family Workshop

2020	Su	Mo	Tu	We	Th	Fr	Sa
NOVEMBER	1	2	3	4*	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18*	19	20	21
	22	23	24	25	26	27	28
	29	30					

November 11 Veterans Day (NO SCHOOL)

November 14 Family Workshop

November 25 - 27 Thanksgiving Break (NO SCHOOL)

November 30 Second Trimester Begins

2020	Su	Mo	Tu	We	Th	Fr	Sa
DECEMBER			1	2*	3	4	5
	6	7	8	9*	10	11	12
	13	14	15	16*	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

December 11 Winter Spectacular

December 12 Family Workshop

December 14 Report Cards sent home

December 16 Parent-Teacher Conference

December 21 Winter Break (NO SCHOOL)

to January 4

2021	Su	Mo	Tu	We	Th	Fr	Sa
JANUARY						1	2
	3	4	5	6*	7	8	9
	10	11	12	13*	14	15	16
	17	18	19	20*	21	22	23
	24	25	26	27*	28	29	30
	31						

(December 21 to January 4 - Winter Break (NO SCHOOL))

January 4 Staff Training* (NO SCHOOL)

January 9 Family Workshop

January 18 Martin Luther King's Day (NO SCHOOL)

2021	Su	Mo	Tu	We	Th	Fr	Sa
FEBRUARY		1	2	3*	4	5	6
	7	8	9	10*	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24*	25	26	27
	28						

February 15 President's Day (NO SCHOOL)

February 16 - 17 Staff Training (NO SCHOOL)

February 20 Family Workshop

2021 MARCH	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3*	4	5	6
	7	8	9	10*	11	12	13
	14	15	16	17*	18	19	20
	21	22	23	24*	25	26	27
	28	29	30	31*			

March 8 Third Trimester Begins

March 13 Family Workshop

March 22 Report Cards sent home

March 24 Parent-Teacher Conference

2021	Su	Mo	Tu	We	Th	Fr	Sa
APRIL					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

April 5 - 9 Spring Break (NO SCHOOL)

April 17 Family Workshop

2021	Su	Mo	Tu	We	Th	Fr	Sa
MAY							1
	2	3	4	5*	6	7	8
	9	10	11	12*	13	14	15
	16	17	18	19*	20	21	22
	23	24	25	26*	27	28	29
	30	31					

May 8 Family Workshop

May 14 Spring Concert

May 28 Staff Training (NO SCHOOL)

May 31 Memorial Day (NO SCHOOL)

2021	Su	Mo	Tu	We	Th	Fr	Sa
JUNE			1	2*	3	4	5
	6	7	8	9*	10	11	12
	13	14	15	16*	17	18	19
	20	21	22	23*	24	25	26
	27	28	29	30			

June 12 Family Workshop

June 14 Report Cards sent home

June 16 Parent-Teacher Conferences

June 18 Field Day (Rain date: June 21)

June 22 Kindergarten Step-Up Day

June 23 Last day of school for students

June 24 - 25 Snow days if necessary/Last Day for Teachers

June 28 - 29 Last days for teachers (If snow days were necessary)

2020-21 Calendario Escolar

LEEP Dual Language Academy Charter School

* Indica salida temprana (cada miércoles estudiante salen a las 1 20PM)

2020	Su	Mo	Tu	We	Th	Fr	Sa
AGOSTO							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31*					

Agosto 10 Primer día para nuevo personal

Agosto 12 Primer día para personal regresando

Agosto 31 Primer día de clases para estudiantes

(Agosto 31 - Septiembre 11 Salida temprana Estudiantes salen a las 1 20PM)

2020	Su	Mo	Tu	We	Th	Fr	Sa
SEPTIEMBRE			1*	2*	3*	4*	5
	6	7	8	9*	10*	11*	12
	13	14	15	16*	17	18	19
	20	21	22	23*	24	25	26
	27	28	29	30*			

Septiembre 7 Día del Obrero (NO HAY CLASES)

Septiembre 8 Formación de personal (NO HAY CLASES)

Septiembre 12 Taller Familiar

2020	Su	Mo	Tu	We	Th	Fr	Sa
OCTUBRE					1	2	3
	4	5	6	7*	8	9	10
	11	12	13	14*	15	16	17
	18	19	20	21*	22	23	24
	25	26	27	28*	29	30	31

Octubre 12 Día Festivo de Cristóbal Colón (NO HAY CLASES)

Octubre 13 Formación de personal (NO HAY CLASES)

Octubre 17 Taller Familiar


2020	Su	Mo	Tu	We	Th	Fr	Sa
NOVIEMBRE	1	2	3	4*	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18*	19	20	21
	22	23	24	25	26	27	28
	29	30					

Noviembre 11 Día Festivo de los Veteranos Militares (NO HAY CLASES)

Noviembre 14 Taller Familiar

Noviembre 25 - 27 Día de Acción de Gracias (NO HAY CLASES)

Noviembre 30 Comienzo del Segundo Trimestre

2020	Su	Mo	Tu	We	Th	Fr	Sa
DICIEMBRE			1	2*	3	 4	5
	6	7	8	9*	10	11	12
	13	14	15	16*	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

Diciembre 11 Espectáculo De Invierno

Diciembre 12 Taller Familiar

Diciembre 14 Envío de Boleta de Calificaciones

Diciembre 16 Reunion de Padres y Maestros

Diciembre 21 Vacaciones de Invierno (NO HAY CLASES)

al 4 de Enero

2021	Su	Mo	Tu	We	Th	Fr	Sa
ENERO						1	2
	3	4	5	6*	7	8	9
	10	11	12	13*	14	15	16
	17	18	19	20*	21	22	23
	24	25	26	27*	28	29	30
	31						

(Diciembre 21 al 4 de Enero - Vacaciones de Invierno (NO HAY CLASES))

Enero 4 Formación de personal (NO HAY CLASES)

Enero 9 Taller Familiar

Enero 18 Día de Martin Luther King (NO HAY CLASES)

2021	Su	Mo	Tu	We	Th	Fr	Sa
FEBRERO		1	2	3*	4	5	6
	7	8	9	10*	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24*	25	26	27
	28						

Febrero 15 Día de Presidentes (NO HAY CLASES)

Febrero 16-17 Formación de personal (NO HAY CLASES)

Febrero 20 Taller Familiar

2021	Su	Mo	Tu	We	Th	Fr	Sa
MARZO		1	2	3*	4	5	6
	7	8	9	10*	11	12	13
	14	15	16	17*	18	19	20
	21	22	23	24*	25	26	27
	28	29	30	31*			

Marzo 8 Comienzo del Tercero Trimestre

Marzo 13 Taller Familiar

Marzo 22 Envío de Boleta de Calificaciones

Marzo 24 Reunion de Padres y Maestros

2021 ABRIL	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14*	15	16	17
	18	19	20	21*	22	23	24
	25	26	27	28*	29	30	

Abril 5 - 9 Vacaciones de primavera (NO HAY CLASES)

Abril 17 Taller Familiar

2021	Su	Mo	Tu	We	Th	Fr	Sa
MAYO							1
	2	3	4	5*	6	7	8
	9	10	11	12*	13	14	15
	16	17	18	19*	20	21	22
	23	24	25	26*	27	28	29
	30	31					

Mayo 8 Taller Familiar

Mayo 14 Concierto de Primavera

Mayo 28 Formación de personal (NO HAY CLASES)

Mayo 31 Día Conmemorativo de los Caidos (NO HAY CLASES)

2021 JUNIO	Su	Mo	Tu	We	Th	Fr	Sa
			1	2*	3	4	5
	6	7	8	9*	10	11	12
	13	14	15	16*	17	18	19
	20	21	22	23*	24	25	26
	27	28	29	30			

Junio 12 Taller Familiar

Junio 14 Envío de Boleta de Calificaciones

Junio 16 Reunion de Padres y Maestros

Junio 18 Día de Campo (Si llueve, se cambiara a 21 de Junio)

Junio 22 Graduacion de Kinder

Junio 23 Ultimo día de clases

Junio 24 - 25 Dias de nieve si es necesario/Ultimo días para los maestros

Junio 28 - 29 Últimos días para los maestros (Día de Nieve si es necesario)



FDNY

www.nyc.gov/fdny

Date: 10-21-2020

Dear Sir/Madam,

The Bureau of Fire Prevention of the New York City Fire Department was unable to gain access to your premises to conduct an inspection relative to you Fire Department School permit.

An Inspection Can be scheduled by Calling

718-999-2411

Monday-Friday 9:00am – 4: 00pm

When you call to

Premise Address:

Account Name:

Account Number:

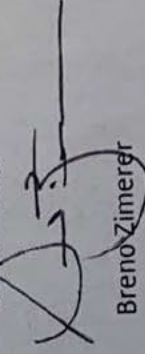
Inspector:

Jamal Khan

Please respond to this notice within 72 hours

Your interest In Fire Safety is appreciated

Respectfully,


Brendo Zimerer

Deputy Chief Inspector

Fire Department, City of New York

9 MetroTech Center, Brooklyn New York 11201-3857



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 08.21.2019.

PREMISES

Leep Dual Language Academy Charter School
5323 5th Avenue
Brooklyn NY 11220

Leep Dual Language Academy Charter School
5323 5th Avenue
Brooklyn NY 11220

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **08.16.2019**.

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

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

~~XXX~~ As of **08.20.2019** documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

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

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies it finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Tomasz Korb

Examined by: _____
Tomasz Korb, Supervising Inspector, PBU

Certificate of Occupancy

CO Number: 301366590F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A. Borough: Brooklyn Address: 5323 5 AVENUE Building Identification Number (BIN): 3330237	Block Number: 00816 Lot Number(s): 1 Building Type: Altered	Certificate Type: Final Effective Date: 01/14/2011
<i>For zoning lot metes & bounds, please see BISWeb.</i>		
B. Construction classification: 1-C (1968 Code) Building Occupancy Group classification: E (1968 Code) Multiple Dwelling Law Classification: None		
No. of stories: 4 Height in feet: 62 No. of dwelling units: 0		
C. Fire Protection Equipment: None associated with this filing.		
D. Type and number of open spaces: Parking spaces (12), Parking (4220 square feet)		
E. This Certificate is issued with the following legal limitations: Board of Standards and Appeals - Recording Info: 127-04-BZ		
Borough Comments: None		



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 301366590F

Permissible Use and Occupancy

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
						STORAGE,BANK VAULTS,BOILER ROOM, LOUNGE, BATHROOMS.
						ACCESSORY STORAGE ACCESSORY PARKING FOR 12 CARS NOTE: PER 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 WIHTOUT PRIOR APPLICATION TO & APPROVAL FROM THE BOARD (3) THE HOURS OF OPERATION SHALL BE LIMITED TO 5AM TO12PM MONDAY THROUGH THURSDAY 5AM TO 10PM ON FRIDAY & 8AM TO 8PM ON SATURDAY & SUNDAY.
						BANK, RETAIL
						SCHOOL
						SCHOOL
						GYM-PHYSICAL-CULTURE ESTABLISHMENT. ACCESSORY STORAGE
END OF SECTION						

John F. Lee, P.A.

Borough Commissioner

Robert K. Lee

Commissioner

END OF DOCUMENT