

Application: LEEP Dual Language Academy Charter School

Johana Andujar - jandujar@leepschools.org
2022-2023 Annual Report

Summary

ID: 0000000344

Last submitted: Nov 1 2023 09:38 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 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, 2023**) 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 800000090723

a1. Popular School Name

LEEP Dual Language Academy

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #15 - BROOKLYN

e. Date of Approved Initial Charter

Nov 6 2018

f. Date School First Opened for Instruction

Aug 26 2019

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

School Mission:

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

Key Design Elements

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

h. School Website Address

<https://www.leepacademies.org>

i. Total Approved Charter Enrollment for 2022-2023 School Year

420

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

381

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4

I. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

	Yes, 2 sites
--	--------------

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 previous year (K-5, 6-9, etc.)	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 Avenue, 2nd Floor, Brooklyn, NY 11220	(917) 819-5337	NYC CSD 15	K-2	K-3	K-3

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Johana Andujar	Principal	917-819-5337		jandujar@leepschools.org
Operational Leader	Tenille Faria	Sr. Director of Operations	917-819-5337		tfaria@leepschools.org
Compliance Contact	Luis Ventura	Business Administrator	917-819-5337		lventura@leepschools.org
Complaint Contact	Luis Ventura	Business Administrator	917-819-5337		lventura@leepschools.org
DASA Coordinator	Rafael Acosta	Director of Student Services	917-819-5337		racosta@leepschools.org
Phone Contact for After Hours Emergencies	Johana Andujar	Principal	646-925-0202		jandujar@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, 2023.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

Site 1 Certificate of Occupancy (COO)

[5323 COO Final.pdf](#)

Filename: 5323 COO Final.pdf **Size:** 52.2 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[5323 Annual Fire Inspection.pdf](#)

Filename: 5323 Annual Fire Inspection.pdf **Size:** 184.3 kB

School Site 2

m2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	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 2	475 53rd Street, 2nd Floor, Brooklyn, NY 11220	(917) 819-5337	NYC CSD 15	3-4	4-5	4-5

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Johana Andujar	Principal	917-819-5337		jandujar@leepschools.org
Operational Leader	Tenille Faria	Sr. Director of Operations	917-819-5337		tfaria@leepschools.org
Compliance Contact	Luis Ventura	Business Administrator	917-819-5337		lventura@leepschools.org
Complaint Contact	Luis Ventura	Business	917-819-5337		lventura@leepschools.org
DASA Coordinator	Rafael Acosta	Director of Student Services	917-819-5337		racosta@leepschools.org
Phone Contact for After Hours Emergencies	Johana Andujar	Principal	646-925-0202		jandujar@leepschools.org

m2b. Is site 2 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 2 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

[475 COO.pdf](#)

Filename: 475 COO.pdf **Size:** 52.1 kB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

[475 Annual Fire Inspection.pdf](#)

Filename: 475 Annual Fire Inspection.pdf **Size:** 196.7 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

Not applicable

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

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

No

ATTESTATIONS

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

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

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

Responses Selected:

Yes

As outlined in ENTRY 10:

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

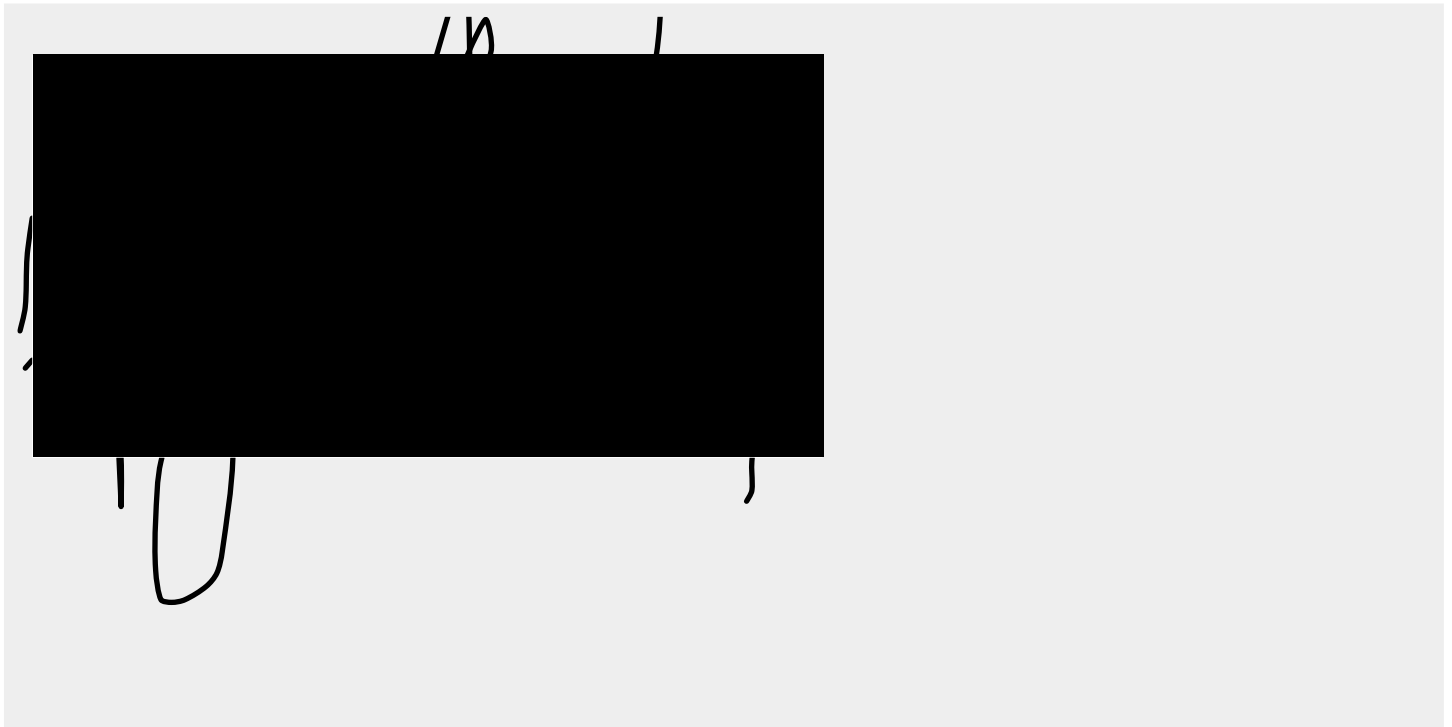
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature area. A thin, slightly curved black line extends from the right side of the redaction box across the light gray background.

Signature, President of the Board of Trustees



Date

Aug 1 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and

7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: LEEP Dual Language Academy Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<u>https://www.leepacademies.org/about/notices/</u>
2. Board meeting notices, agendas and documents	<u>https://www.leepacademies.org/about/notices/</u>
3. New York State School Report Card	<u>https://www.leepacademies.org/about/notices/</u>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<u>https://www.leepacademies.org/about/notices/</u>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<u>https://www.leepacademies.org/about/notices/</u>
6. Authorizer-approved FOIL Policy	<u>https://www.leepacademies.org/about/notices/</u>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<u>https://www.leepacademies.org/about/notices/</u>

Thank you.



Entry 3 Progress Toward Goals

Completed - Nov 1 2023

Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 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	75% of tested students enrolled in at least their second year will score at proficient levels of NYS ELA, Mathematics, and Science Assessments.	NYS Assessment Data	Not Met	The school is aggressively monitoring student data and responding to whole group, small group, and individual student needs weekly (data-driven instruction).
Academic Goal 2	85% of students, including 85% of students with disabilities, ELLs, and economically disadvantaged students, respectively, will achieve at least one year of growth on MAP Growth in Math.	MAP Assessment Data	Not Met	The school is aggressively monitoring student data and responding to whole group, small group, and individual student needs weekly (data-drive instruction). We have added resources to support language development.
Academic Goal 3	85% of students, including 85% of students with disabilities, ELLs, and economically disadvantaged students, respectively, will achieve at least one	MAP Assessment Data	Not Met	The school is aggressively monitoring student data and responding to whole group, small group, and individual student needs weekly (data-drive instruction). We

	year of growth on MAP Growth in Reading.			have added resources to support language development.
Academic Goal 4	Each year, 85% of students will show the equivalent of one year of growth in Spanish reading.	Assessment Data	Not Met	The School has invested resources and time to prioritize dual language teaching practices.
Academic Goal 5	All classes will be taught according to best practices in dual language instruction.	Curriculum and Lesson Plans	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.	Content and Language Allocation Plan and School Schedule	Met	
Academic Goal 7	Each course's curricular and instructional materials will follow or intentionally complement the Core Knowledge Sequence.	Curriculum and Lesson Plans	Met	
Academic Goal 8	Each course's curricular and instructional materials will reflect diverse world cultures with a special emphasis on Latino and indigenous cultures.	Curriculum and Lesson Plans	Met	
Academic Goal 9	Each course's curricular and instructional	Curriculum and Lesson Plans	Met	

	materials will be aligned with New York State Next Generation Learning Standards.			
Academic Goal 10	Every instructional day, for every student, will include experiences of individual connection with adults and classmates, with reference to concepts of character and social-emotional learning.	Curriculum and Lesson Plans	Met	

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	In grade 3 and above, 90% of students will report positive classroom experiences, on dimensions including Classroom Belonging, on the Panorama Education Student Survey.	N/a	Unable to Assess	Transitioned to Kelvin Survey.
Org Goal 2	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.	N/a	Unable to Assess	Transitioned to Kelvin Survey.
Org Goal 3	Every year, 100% of teachers will participate in summer training, peer partnership, and coaching opportunities.	Summer Institute Schedule, Coaching Trackers, Emails, Staff Attendance Records	Met	
Org Goal 4	100% of teachers will adopt, document, and share specific	Coaching Trackers, Emails	Met	

	improvement goals and focus professional development time on meeting them.			
Org Goal 5	Each year, 85% of parents/guardians who responded to our annual family survey will indicate their satisfaction with our academic program, with parents/guardians of at least 85% of students responding.	Family Survey	Met	
Org Goal 6	Each year, 85% of parents/guardians who responded to our annual family survey will indicate their satisfaction with our communications, with parents/guardians of at least 85 % of students responding.	Family Survey	Met	
Org Goal 7	Each year, the school will have an average daily student attendance rate of 95% or higher.	Student Attendance Data	Not Met	The School is analyzing student attendance data weekly and proactively partnering and communicating with families to ensure student attendance goal is met and that families have the necessary resources.

Org Goal 8	Each year, the Board will conduct a formal self-evaluation, including the board's effectiveness, practices, by-laws, and policies.	Evaluation Survey and Board Retreat	Met	
Org Goal 9	Each year, the Board will conduct a formal review of the school's strengths and weaknesses.	Board Retreat	Met	
Org Goal 10	Each year, the Board will conduct a formal review of the Executive Director.		Unable to Assess	Position has been eliminated.
Org Goal 11	Each year, the school will enroll and maintain a class of students equal to the projected number of enrolled students.	Enrollment Data	Not Met	The School is implementing a strategic marketing plan to meet all enrollment targets.
Org Goal 12	Each year, the school will meet or exceed enrollment and retention targets for students with disabilities, English Language Learners, and economically disadvantaged students.	Enrollment Data	Met	
Org Goal 13	The school will comply with the provisions of the charter agreement and all applicable laws and regulations.	Board Agendas, Board Meetings, NYSED Business Portal	Met	

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	The school will maintain robust internal systems for financial management, human resource management, and efficient operations, including all appropriate controls, procedures, and internal reports.	Financial Records	Met	
Financial Goal 2	Each year, the school will meet or exceed GAAP standards as demonstrated through its annual financial audit.	Annual Financial Audit Report	Met	
Financial Goal 3	Each year, the school will operate on a balanced budget.	Financial Budget	Met	Additional Comments - Although the school's audit reflects a net deficit, the school has operated within its budget to run a significant cash surplus. The net deficit position is solely due to non-cash entries related to the new GAAP standard for long term facility leases (ASC 842) which added over \$1M of

				non-cash expenses to our bottom line.
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

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

Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[Leep Dual Language Acad Charter School 2023](#)

Filename: Leep_Dual_Language_Acad_Charter_Sc_JnUhPB0.pdf Size: 363.8 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

[Instructions - SUNY-Authorized Charter Schools ONLY](#)

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

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

Completed - Nov 1 2023

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

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

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

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

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

[FY23 LEEP Financial Report](#)

Filename: FY23_LEEP_Financial_Report.xlsx Size: 73.1 kB

Entry 4c – Additional Financial Documents

Completed - Nov 1 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

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

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

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

[Board Member Passing](#)

Filename: Board_Member_Passing.pdf Size: 101.3 kB

[Leap Dual Language Acad Charter School 2023](#)

Filename: Leap_Dual_Language_Acad_Charter_Sc_IVeAEXS.pdf Size: 363.8 kB

[LEEP DUAL LANGUAGE ACAD CHARTER SCHOOL EXTENSION 8868 Jan 2022](#)

Filename: LEEP_DUAL_LANGUAGE_ACAD_CHARTER_SC_J82wHqt.pdf Size: 44.4 kB

[AUDIT WRAP-FY 2023](#)

Filename: AUDIT_WRAP-FY_2023.pdf Size: 896.9 kB

Entry 4d - Financial Contact Information

Completed - Oct 30 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

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

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Jimmy Vora	jvora@bdo.com	516-590-5902	4

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	4th Sector Solutions	Ryan Miller	8550 United Plaza Blvd, STE 601 Baton Rouge LA 70809	miller@4thsectorsolutions.com	225-436-0136	4

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Nov 1 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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

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

[FY24 Leep NYSED Budget Report](#)

Filename: FY24_Leep_NYSED_Budget_Report.xlsx **Size:** 38.9 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

[Charles Sahm Financial Disclosure](#)

Filename: Charles_Sahm_Financial_Disclosure.pdf **Size:** 92.8 kB

[Magdalena Varela-Hand Financial Disclosure](#)

Filename: Magdalena_Varela-Hand_Financial_Disclosure.pdf **Size:** 93.1 kB

[Majo MCcorkindale Financial Disclosure](#)

Filename: Majo_MCcorkindale_Financial_Disclosure.pdf **Size:** 760.3 kB

[Emily Fernandez Financial Disclosure](#)

Filename: Emily_Fernandez_Financial_Disclosure.pdf **Size:** 793.9 kB

[Alejandro Financial Disclosure Form](#)

Filename: Alejandro_Financial_Disclosure_Form.pdf **Size:** 439.7 kB

[Melody Sosa Financial Disclosure](#)

[David Estrada Financial Disclosure](#)

Filename: David_Estrada_Financial_Disclosure.pdf Size: 794.2 kB

Entry 7 BOT Membership Table

Completed - Aug 1 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Alejandro Montoya	[REDACTED]	Chair	Executive & Finance	Yes	2	08/01/2021	07/31/2023	10
2	David Estrada	[REDACTED]	Trustee/Member	Executive	Yes	2	08/01/2021	07/31/2023	11
3	Emily Fernandez	[REDACTED]	Trustee/Member	Academic & Executive	Yes	1	08/01/2022	07/31/2024	12
4	Majo McCorkindale	[REDACTED]	Vice Chair	Academic & Executive	Yes	2	08/01/2021	07/31/2023	13 or more
5	Charles Sahm	[REDACTED]	Secretary	Executive & Finance	Yes	1	08/01/2022	07/31/2024	10
6	Melody Sosa	[REDACTED]	Parent Rep	Academic	Yes	1	08/01/2021	07/31/2023	11
7	Magdalena Varela-hand	[REDACTED]	Trustee/Member	None	Yes	2	08/01/2021	07/31/2023	5 or less
8	David Douek	[REDACTED]	Treasurer	Executive & Finance	Yes	1	08/01/2021	07/31/2023	8
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	7
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-9

3. Number of Board meetings held during 2022-2023

13

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

7

Total number of Voting Members added during the 2022-2023 school year:

0

Total number of Voting Members who departed during the 2022-2023 school year:

1

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

9

Total number of Non-Voting Members on June 30, 2023:

1

Total number of Non-Voting Members added during the 2022-2023 school year:

1

Total number of Non-Voting Members who departed during the 2022-2023 school year:

1

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

N/A

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 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 1, 2023**.

LEEP Academy Board Meeting Minutes - 1-9-23

Filename: LEEP_Academy_Board_Meeting_Minutes_w9vgLiT.pdf Size: 64.1 kB

LEEP Academy Board Meeting Minutes - 5 8 23

Filename: LEEP_Academy_Board_Meeting_Minutes_akfVD2a.pdf Size: 64.1 kB

LEEP Academy Board Meeting Minutes - 2 13 23

Filename: LEEP_Academy_Board_Meeting_Minutes_nP7yDU2.pdf Size: 57.1 kB

LEEP Academy Board Meeting Minutes - 11 14 22

Filename: LEEP_Academy_Board_Meeting_Minutes_NoJfFJb.pdf Size: 59.4 kB

LEEP Academy Board Meeting Minutes - 3 13 23

Filename: LEEP_Academy_Board_Meeting_Minutes_tZkNiFi.pdf Size: 59.0 kB

LEEP Academy Board Meeting Minutes - 4 17 23

Filename: LEEP_Academy_Board_Meeting_Minutes_mpPHbMd.pdf Size: 66.4 kB

LEEP Academy Board Meeting Minutes 7-19-22

Filename: LEEP_Academy_Board_Meeting_Minutes_7-19-22.pdf Size: 131.3 kB

LEEP Academy Board Meeting Minutes 9-20-22

Filename: LEEP_Academy_Board_Meeting_Minutes_9-20-22.pdf Size: 168.4 kB

LEEP Academy Board Meeting Minutes 6

Filename: LEEP_Academy_Board_Meeting_Minutes_v5ljTDj.pdf Size: 68.4 kB

LEEP Academy Board Meeting Minutes 8-22-22

Filename: LEEP_Academy_Board_Meeting_Minutes_8-22-22.pdf Size: 155.3 kB

[LEEP Academy Board Meeting Minutes 8-11-22](#)

Filename: LEEP_Academy_Board_Meeting_Minutes_8-11-22.pdf Size: 112.5 kB

[LEEP Academy Board Meeting Minutes 10-26-22](#)

Filename: LEEP_Academy_Board_Meeting_Minutes_KFbDoVL.pdf Size: 161.4 kB

[LEEP Academy Board Meeting Minutes 12-12-22](#)

Filename: LEEP_Academy_Board_Meeting_Minutes_E7MIOG6.pdf Size: 161.1 kB

Entry 9 Enrollment & Retention

Completed - Aug 1 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

***SUNY-authorized charter schools**

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

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	Recruitment strategies include the use of fliers, videos, outreach to community groups and local businesses, and social media. The marketing materials used to describe the program and available services include an emphasis on the dual language model and overall mission. Materials are translated into Spanish and English. School tours are also offered to prospective families.	LEEP will continue the same efforts as 2022-2023.
English Language Learners	Recruitment strategies include the use of fliers, videos, outreach to community groups and local businesses, and social media. The marketing materials used to describe the program and available services include an emphasis on the dual language model and overall mission. Materials are translated into Spanish and English. School tours are also offered to prospective families.	LEEP will continue the same efforts as 2022-2023.
Students with Disabilities	LEEP's marketing materials clearly describe the special educational services available. Further, the staff, including special education team members, are available to consult with families to discuss the implementation of IEPs or answer general questions related to serving students with disabilities. School tours and other recruitment events include specific mentions regarding how SWDs are welcomed and how their needs are met.	LEEP will continue the same efforts as 2022-2023.

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	Retention efforts for EDs include providing financial assistance to families who need support in order to access after school or enrichment programs, or who may not be able to afford a uniform. Free meals are also provided for each student and frequent family workshops and other engagement efforts are a part of the culture.	LEEP will continue the same efforts as 2022-2023.
English Language Learners	LEEP routinely provides translation services in Spanish, English, Mandarin, and Cantonese, which is impactful for ELL families. Frequent family workshops and other engagement efforts are a part of the culture.	LEEP will continue the same efforts as 2022-2023.
Students with Disabilities	To retain students, the special education staff ensures the provision of IEP services and conducts frequent progress monitoring with a focus on improvement and achievement. The staff frequently coordinates meetings with parents to inform them of their child's progress and answer questions.	LEEP will continue the same efforts as 2022-2023.

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2023

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. Mathematics	5
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	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, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	5.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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	18

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	9

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	42



Thank you.

Entry 12 Organization Chart

Completed - Aug 1 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[LEEP Organizational Chart](#)

Filename: LEEP_Organizational_Chart.pdf Size: 83.3 kB

Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

[LEEP Calendar 23-24](#)

Filename: LEEP_Calendar_23-24.pdf Size: 265.9 kB

Entry 14 Staff Roster

Completed - Aug 1 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

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

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

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[faculty-staff-roster-2023](#)

Filename: faculty-staff-roster-2023.xlsx Size: 25.1 kB

Optional Additional Documents to Upload (BOR)

Incomplete

LEEP Dual Language Academy Charter School

Financial Statements
Years Ended June 30, 2023 and 2022
and Supplemental Schedule of Expenditures
of Federal Awards
Year Ended June 30, 2023

LEEP Dual Language Academy Charter School

Financial Statements
Years Ended June 30, 2023 and 2022
and Supplemental Schedule of Expenditures of Federal Awards
Year ended June 30, 2023

LEEP Dual Language Academy Charter School

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Independent Auditor's Report

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

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of LEEP Dual Language Academy Charter School (the School), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Emphasis of Matter - Adoption of New Accounting Pronouncement

As discussed in Note 2 to the financial statements, the School has elected to change its method of accounting for leases in the year ended June 30, 2023 due to the adoption of ASC Topic 842, Leases. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's



ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audits.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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



Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2023 on our consideration of LEEP Dual Language Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering LEEP Dual Language Academy Charter School's internal control over financial reporting and compliance.

BDO USA, P.C.

November 1, 2023

LEEP Dual Language Academy Charter School

Statements of Financial Position

<i>June 30,</i>	2023	2022
Assets		
Cash and cash equivalents	\$ 540,404	\$ 128,112
Restricted cash	100,020	75,006
Grants and other receivables, net	520,004	374,784
Due from Friends of LEEP Dual Language Academy Charter School	12,656	7,832
Prepaid expenses and other assets	308,919	217,142
Right of use asset, finance leases, net	40,615,068	42,119,331
Right of use asset, operating lease, net	1,454,425	-
Property and equipment, net	660,502	691,821
Total Assets	\$ 44,211,998	\$ 43,614,028
Liabilities and Net Deficit		
Liabilities		
Accounts payable and accrued expenses	\$ 250,883	\$ 457,477
Accrued salaries and other payroll related expenses	232,727	260,724
Due to NYC Department of Education	-	89,040
Finance lease liability	43,971,725	44,370,516
Operating lease liability	1,509,120	-
Total Liabilities	45,964,455	45,177,757
Commitments and Contingencies		
Net Deficit		
Net deficit - without donor restrictions	(1,752,457)	(1,563,729)
Total Net Deficit	(1,752,457)	(1,563,729)
Total Liabilities and Net Deficit	\$ 44,211,998	\$ 43,614,028

See accompanying notes to financial statements.

LEEP Dual Language Academy Charter School

Statement of Activities

<i>Year ended June 30, 2023</i>	Without Donor Restrictions	With Donor Restrictions	Total
Revenue and Support			
State and local per pupil operating revenue	\$ 9,288,090	\$ -	\$ 9,288,090
Government grants and contracts	1,112,707	-	1,112,707
Contributions and other grants	195,030	-	195,030
Interest income	27	-	27
Other income	210,694	-	210,694
Total Revenue and Support	10,806,548	-	10,806,548
Expenses			
Program services:			
General education	7,311,422	-	7,311,422
Special education	1,790,992	-	1,790,992
Total Program Services	9,102,414	-	9,102,414
Supporting services:			
Management and general	1,892,862	-	1,892,862
Total Expenses	10,995,276	-	10,995,276
Change in Net Assets	(188,728)	-	(188,728)
Net Deficit, beginning of year	(1,563,729)	-	(1,563,729)
Net Deficit, end of year	\$ (1,752,457)	\$ -	\$ (1,752,457)

See accompanying notes to the financial statements.

LEEP Dual Language Academy Charter School

Statement of Activities

<i>Year ended June 30, 2022</i>	Without Donor Restrictions	With Donor Restrictions	Total
Revenue and Support			
State and local per pupil operating revenue	\$ 7,450,659	\$ -	\$ 7,450,659
Government grants and contracts	905,134	-	905,134
Contributions and other grants	57,145	-	57,145
Interest income	13	-	13
Other income	220,712	-	220,712
Net assets released from restrictions	5,000	(5,000)	-
Total Revenue and Support	8,638,663	(5,000)	8,633,663
Expenses			
Program services:			
General education	5,733,015	-	5,733,015
Special education	1,376,081	-	1,376,081
Total Program Services	7,109,096	-	7,109,096
Supporting services:			
Management and general	2,363,925	-	2,363,925
Total Expenses	9,473,021	-	9,473,021
Change in Net Assets	(834,358)	(5,000)	(839,358)
Net Assets, beginning of year	(729,371)	5,000	(724,371)
Net Assets, end of year	\$ (1,563,729)	\$ -	\$ (1,563,729)

See accompanying notes to the financial statements.

LEEP Dual Language Academy Charter School

Statement of Functional Expenses

Year Ended June 30, 2023

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

See accompanying notes to financial statements.

LEEP Dual Language Academy Charter School

Statement of Functional Expenses

Year Ended June 30, 2022

	Number of Positions	Program Services			Management and General	Total
		General Education	Special Education	Total Program Services		
Personnel Service Costs						
Administrative staff personnel	13	\$ 283,241	\$ 55,170	\$ 338,411	\$ 1,012,378	\$ 1,350,789
Instructional personnel	33	2,235,365	692,110	2,927,475	157,053	3,084,528
Total Salaries and Staff	46	2,518,606	747,280	3,265,886	1,169,431	4,435,317
Fringe benefits and payroll taxes		512,663	99,856	612,519	179,079	791,598
Retirement benefits		23,099	4,499	27,598	8,069	35,667
Legal services		-	-	-	38,579	38,579
Audit services		-	-	-	27,000	27,000
Other purchased, professional and consulting services		167,753	32,675	200,428	182,107	382,535
Board expense		-	-	-	2,599	2,599
Building rent		42,780	8,333	51,113	14,943	66,056
Repairs and maintenance		15,885	3,094	18,979	5,549	24,528
Insurance		30,694	5,979	36,673	10,722	47,395
Supplies and materials		311,786	63,428	375,214	-	375,214
Equipment and furnishings		28,760	5,602	34,362	10,046	44,408
Professional development		76,577	14,916	91,493	26,749	118,242
Student and staff recruitment		67,494	13,147	80,641	23,577	104,218
Information technology		110,533	21,530	132,063	38,611	170,674
Student services		31,579	6,151	37,730	-	37,730
Office expense		57,524	11,205	68,729	20,094	88,823
Travel and conferences		1,823	355	2,178	652	2,830
COVID-19 expenses		3,759	732	4,491	1,313	5,804
Depreciation and amortization		838,716	163,364	1,002,080	292,873	1,294,953
Interest		871,913	169,831	1,041,744	304,570	1,346,314
Miscellaneous		21,071	4,104	25,175	7,362	32,537
Total Expenses		\$ 5,733,015	\$ 1,376,081	\$ 7,109,096	\$ 2,363,925	\$ 9,473,021

See accompanying notes to financial statements.

LEEP Dual Language Academy Charter School

Statements of Cash Flows

<i>Year Ended June 30,</i>	2023	2022
Cash Flows from Operating Activities		
Cash received from operating revenue	\$ 10,161,713	\$ 8,265,399
Cash paid to employees and suppliers	(8,965,029)	(8,080,959)
Cash received from interest income	27	13
Other cash received	405,724	277,857
Net Cash Provided by Operating Activities	1,602,435	462,310
Cash Flows from Investing Activities		
Purchase of property and equipment	(192,660)	(109,681)
Cash Flows from Financing Activities		
Payments on obligation under capital lease	(972,469)	(259,397)
Net Increase in Cash	437,306	93,232
Cash and Restricted Cash, beginning of year	203,118	109,886
Cash and Restricted Cash, end of year	\$ 640,424	\$ 203,118
Reconciliation of Change in Net Assets to Net Cash Provided by Operating Activities:		
Change in net assets	\$ (188,728)	\$ (839,358)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	1,728,242	1,294,953
Operating lease expense	639,947	-
Bad Debt	11,000	15,000
Changes in operating assets and liabilities:		
Grants and other receivables	(156,220)	(306,363)
Prepaid expenses and other assets	(91,777)	8,359
Accounts payable and accrued expenses	(218,168)	(36,520)
Accrued salaries and other payroll related expenses	(27,997)	125,270
Due from Friends of LEEP Dual Language Academy Charter School	(4,824)	113,559
Due to NYC Department of Education	(89,040)	87,410
Net Cash Provided by Operating Activities	\$ 1,602,435	\$ 462,310
Supplemental Disclosure of Cash Flow Information		
Cash and cash equivalents	\$ 540,404	\$ 128,112
Restricted cash	100,020	75,006
Cash and Restricted Cash, end of year	\$ 640,424	\$ 203,118
Cash Paid During the Period		
Interest	\$ 4,482	\$ 10,764

See accompanying notes to financial statements

LEEP Dual Language Academy Charter School

Notes to Financial Statements

1. Nature of the Organization

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

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

2. Significant Accounting Policies

Financial Statement Presentation

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

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

These classes are defined as follows:

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

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

The School had no net assets with donor restrictions at June 30, 2023 and 2022.

LEEP Dual Language Academy Charter School

Notes to Financial Statements

Cash and Cash Equivalents

The School considers highly liquid investments with original maturities of 90 days or less to be cash and cash equivalents. The School has not experienced any losses on these accounts. At June 30, 2023 and 2022, an escrow account of \$100,020 and \$75,006, respectively, was held aside under the provisions of the School's charter to pay for legal and audit expenses that would be associated with a dissolution should it occur, as required by the New York State Education Department.

Grants and Other Receivables

Grants and other receivables represent unconditional promises by government agencies and donors. Grants and other receivables that are expected to be collected within one year and are recorded at net realizable value are \$520,004 and \$374,784 at June 30, 2023 and 2022, respectively. The School has determined that no allowance for uncollectible accounts for grants and other receivables is necessary as of June 30, 2023 and 2022. Such estimate is based on management's assessments, the aged basis of its receivables, as well as current economic conditions.

Contributions

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

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

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

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

Revenue Recognition

Per-Pupil Revenue

The School recognizes revenues from per-pupil funding in the fiscal year in which the academic programs are provided. Per-pupil revenue is billed and received based on the total number of full-time equivalent (FTE) students and the basic charter school tuition rate for the school district of residence of the students attending the School in any given fiscal year for general education and special education. The FTE is formula-driven and based on the number of days the student has been with the School as a proportion of the number of days in the entire school year (the calculation is

LEEP Dual Language Academy Charter School

Notes to Financial Statements

done by using the New York State calculator online). The School's total student population includes general education and special education students. The School has determined that revenue from its students has the same performance obligations, types of contract, and services rendered. As a result, the student body is viewed as one customer base for revenue purposes. The School uses a portfolio approach to account for per-pupil contracts as a collective group rather than recognizing revenue on an individual-contract basis. The School believes that revenue recognized by utilizing the portfolio approach approximates the revenue that would have been recognized if an individual contract approach were used.

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

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

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

LEEP Dual Language Academy Charter School

Notes to Financial Statements

Revenue with customers is comprised of the following:

<i>June 30,</i>	2023	2022
State per-pupil operating revenue	\$ 9,288,090	\$ 7,450,659
Total Revenue Subject to ASC 606	9,288,090	7,450,659
Total Revenue Not Subject to ASC 606	1,518,458	1,183,004
Total Revenue and Support	\$ 10,806,548	\$ 8,633,663

Government Grants

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

Contract Assets and Contract Liabilities

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

Contributions of Nonfinancial Assets

The School may receive contributed services that are an integral part of its operations. Such services are only recorded as contributions of nonfinancial assets, at their fair value, provided the services received create or enhance nonfinancial assets, require specified skills provided by individuals possessing those skills, and typically need to be purchased, if not provided by donation. The School did not receive any contributed services for the years ended June 30, 2023 and 2022.

Property and Equipment

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

LEEP Dual Language Academy Charter School

Notes to Financial Statements

Impairment

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were recognized for the years ended June 30, 2023 and 2022.

Advertising

The School expenses advertising costs as incurred. The School incurred \$106,115 and \$104,218 of advertising costs for the years ended June 30, 2023 and 2022, which is included in the accompanying statement of functional expenses under student and staff recruitment.

Functional Allocation of Expenses

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

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

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

Estimates

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

Income Taxes

The School is exempt from federal, state and local income taxes under Section 501(c)(3) of the Internal Revenue Code (the IRC) and, therefore, has made no provision for income taxes in the accompanying financial statements. In addition, the School has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the IRC. There was no unrelated business income for the years ended June 30, 2023 and 2022.

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

LEEP Dual Language Academy Charter School

Notes to Financial Statements

School is subject to routine audits by a taxing authority. As of June 30, 2023, the School was not subject to any examination by a taxing authority.

Recently Adopted Accounting Pronouncement

Lease Accounting

In February 2016, the FASB issued ASU 2016-02, *Accounting for Leases*, which applies a right-of-use (ROU) model that requires a lessee to record, for all leases with a lease term of more than 12 months, an asset representing its right to use the underlying asset and a liability to make lease payments. For leases with a term of 12 months or less, a practical expedient is available whereby a lessee may elect, by class of underlying asset, not to recognize an ROU asset or lease liability. At inception, lessees must classify all leases as either finance or operating based on five criteria. Balance sheet recognition of finance and operating leases is similar, but the pattern of expense recognition in the income statement, as well as the effect on the statement of cash flows, differs depending on the lease classification. In addition, lessees and lessors are required to provide certain qualitative and quantitative disclosures to enable users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases. The FASB issued ASU 2020-05, which deferred the effective date for the Organization until annual periods beginning after December 15, 2021. Effective July 1, 2022, the Organization adopted this ASU following the modified retrospective method of application, see Note 8.

Recently Issued but not yet Adopted Accounting Pronouncements

Financial Instruments - Credit Losses

In June 2016, the FASB issued ASU 2016-13, *Financial Instruments - Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*. The new credit losses standard changes the impairment model for most financial assets and certain other instruments. For trade and other receivables, contract assets recognized as a result of applying ASC 606, loans and certain other instruments, entities will be required to use new forward looking “expected loss” model that generally will result in earlier recognition of credit losses than under today’s incurred loss model. ASU 2016-13 is effective for annual periods beginning after December 15, 2022. The School is currently evaluating the impact of this ASU on its financial statements.

Reclassification

Certain amounts in the 2022 financial statements were reclassified to conform with the 2023 presentation. These reclassifications had no effect on the School’s financial position and change in net assets.

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LEEP Dual Language Academy Charter School

Notes to Financial Statements

3. Liquidity and Availability of Resources

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

<i>June 30,</i>	2023	2022
Cash and cash equivalents	\$ 540,404	\$ 128,112
Restricted cash	100,020	75,006
Grants and other receivables	520,004	374,784
Due from Friends of LEEP Dual Language Academy Charter School	12,656	7,832
Total Financial Assets Available Within One Year	1,173,084	585,734
Less: amounts unavailable for general expenditures within one year due to:		
Restricted by contract	(100,020)	(75,006)
Total Financial Assets Available To Management for General Expenditures Within One Year	\$ 1,073,064	\$ 510,728

Liquidity Management

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

As June 30, 2023, LEEP has no board designated net assets.

Considering the recurring loss for year ended June 30, 2023 and June 30, 2022, management has reviewed its operating and capital outlays for savings. Friends of LEEP Dual Language Academy Charter School, a related party that shares management with the Organization, is committed to provide financial support through November 1, 2024.

4. Related Party Transactions

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

The balance due from Friends of LEEP at June 30, 2023 and 2022 amounted to \$12,656 and \$7,832, respectively, which is comprised of reimbursements for utilities, leasehold improvements, and custodial services, offset by rental payments, and is included in due from Friends of LEEP in the statements of financial position.

LEEP Dual Language Academy Charter School

Notes to Financial Statements

5. Property and Equipment

Property and equipment consist of the following:

<i>June 30,</i>		2023		2022	Estimated Useful Lives (Years)
Furniture, fixtures, and equipment	\$	244,197	\$	146,646	7
Computers and software		223,124		128,014	3
Capital leases - computer, equipment and furniture		287,849		287,849	3-4
Leasehold improvements		467,578		467,578	Lesser of useful life of asset or lease term
		1,222,748		1,030,087	
Less: accumulated depreciation and amortization		(562,246)		(338,266)	
Property and Equipment, Net	\$	660,502	\$	691,821	

Depreciation and amortization expense for the year ended June 30, 2023 and 2022 was \$223,980 and \$156,594, respectively.

6. Risk Management

The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to help protect itself from such risks. The School also intends to defend its positions on these matters. As of June 30, 2023, there are no matters for which the School believes the ultimate outcome would have a material adverse effect on the School's financial position.

The School entered into contractual relationships with certain governmental funding sources. The governmental agencies may request return of funds as a result of noncompliance by the School, as well as additional funds for the use of facilities. The accompanying financial statements make no provision for the possible disallowance or refund. The School is of the opinion that such cost disallowances, if any, will not have a material effect in the School's financial statements and will record them in the fiscal year they become known.

7. Concentration Risks

Financial instruments that potentially subject the School to a concentration of credit risk include cash accounts at a major financial institution that, at times, exceeded the Federal Deposit Insurance Corporation insured limit of \$250,000. The School has not experienced any losses in such accounts and does not believe it is exposed to any significant credit risk on its cash accounts.

The School received approximately 89% and 86% of its total revenue from per-pupil funding from the NYCDOE during the year ended June 30, 2023 and 2022, respectively.

LEEP Dual Language Academy Charter School

Notes to Financial Statements

The School's grants and other receivables consist of two and three major grantors accounting for approximately 77% and 68% at June 30, 2023 and 2022, respectively.

The School's payables consist of two and three major vendors accounting for approximately 57% and 48% at June 30, 2023 and 2022, respectively.

8. Leases

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

Finance Lease

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

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

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

Year ended June 30, 2023

Lease Costs

Finance lease cost:

Amortization of right-of-use assets	\$	1,504,262
Interest on lease liabilities		1,328,290

Total Lease Cost	\$	2,832,552
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LEEP Dual Language Academy Charter School

Notes to Financial Statements

Year ended June 30, 2023

Right-of-use assets and liabilities:	
Finance lease right-of-use assets, net of amortization	\$ 40,615,068
Finance lease liabilities	\$ 43,971,725

Weighted-average remaining lease term - Finance leases (years)	28
Weighted-average discount rate - Finance leases (%)	3.11

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

The following is a schedule of future minimum lease payments, including interest, under the term of the leases, together with the present value of the net minimum lease payments, as of June 30, 2023:

Year ended June 30, 2023,

2024	\$ 1,688,416
2025	1,744,061
2026	1,924,796
2027	1,980,726
Thereafter	60,228,652
Total Minimum Lease Payments	67,566,651
Less: imputed interest	(23,594,926)
Present Value of Net Minimum Lease Payments	\$ 43,971,725

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LEEP Dual Language Academy Charter School

Notes to Financial Statements

Operating Lease

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

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

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

Year ended June 30, 2023

Lease Costs

Operating lease cost:		
Amortization of right-of-use assets	\$	639,947
Interest on lease liabilities		62,831
Total Lease Cost	\$	702,778

Year ended June 30, 2023

Right-of-use assets and liabilities:

Operating lease right-of-use assets, net of amortization	\$	1,454,425
Operating lease liabilities	\$	1,509,120

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

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

The following is a schedule of future minimum lease payments, including interest, under the term of the leases, together with the present value of the net minimum lease payments, as of June 30, 2023:

Year ended June 30, 2023,

2024	\$	739,404
2025		776,375
2026		64,956
Total Minimum Lease Payments		1,580,735
Less: imputed interest		(71,615)
Present Value of Net Minimum Lease Payments	\$	1,509,120

LEEP Dual Language Academy Charter School

Notes to Financial Statements

9. Subsequent Events

The School has evaluated events through November 1, 2023, which is the date the financial statements were available to be issued.

Supplementary Information

LEEP Dual Language Academy Charter School

Schedule of Expenditures of Federal Awards

Year ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Cluster or Program Title	Federal Assistance Listing Number	Pass-through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
United States Department of Education				
Pass-through the New York State Education Department:				
Title I - Grants to Local Educational Agencies (Title I Part A of the ESEA)	84.010	Not Applicable	\$ -	\$ 186,851
Title II - Supporting Effective Instruction State Grants	84.367	Not Applicable	-	27,900
Title III - English Language Acquisition Grants	84.424A	Not Applicable	-	96,751
Title IV - Student Support and Academic Enrichment Program	84.424A	Not Applicable	-	10,000
Emergency Connectivity Fund Program, Elementary and Secondary School Emergency Relief Fund (ESSER II)	32.009	Not Applicable	-	27,963
Elementary and Secondary School Emergency Relief Fund (ESSER III)	84.425D	Not Applicable	-	227,495
Special Education Cluster (IDEA): Education - Grants to States (IDEA, Part B)	84.425U	Not Applicable	-	392,947
	84.027	Not Applicable	-	57,961
Total United States Department of Education				1,027,868
<hr/>				
Total Expenditures of Federal Awards			\$ -	\$ 1,027,868

The accompanying notes are an integral part of this schedule.

LEEP Dual Language Academy Charter School

Schedule of Expenditures of Federal Awards

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of LEEP Dual Language Academy Charter School (the School) under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the School.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Indirect Cost Rate

The School has elected not to use the 10% de minimis indirect costs rate allowed under the Uniform Guidance.



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

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of LEEP Dual Language Academy Charter School (the School), which comprise the statements of financial position as of June 30, 2023 and 2022, the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated November 1, 2023.

Report on Internal Control Over Financial Reporting

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

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

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



Report on Compliance and Other Matters

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

Purpose of this Report

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

BDO USA, P.C.

November 1, 2023



Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance

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

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited LEEP Dual Language Academy Charter School's (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.



Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in



internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the *Auditor's Responsibilities for the Audit of Compliance* section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BDO USA, P.C.

November 1, 2023

LEEP Dual Language Academy Charter School

Schedule of Findings and Questioned Costs Year Ended June 30, 2023

Section I - Summary of Auditor's Results

Financial Statements

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

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None reported
- Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None Reported

Type of auditor's report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported, in accordance with 2 CFR 200.516(a)?

☐ Yes ☒ No

Identification of major federal programs:

Assistance Listing Number	Name of Federal Program or Cluster
84.425R	Coronavirus Response and Relief Supplemental Appropriations Act, 2021 - Emergency Assistance to Non-Public School (CRRSA EANS) Program
84.425U	American Rescue Plan - Elementary and Secondary School Emergency Relief (ARP ESSER)

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

☐ Yes ☒ No

Section II - Financial Statement Findings

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

Section III. Federal Award Findings and Questioned Costs

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



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www.LEEPacademies.org 917-819-LEEP (5337)
A Public Charter School authorized by the
New York State Board of Regents/University of the State of New York

August 1, 2023

To whom it may concern:

As previously reported, our beloved board member, David Douek, passed away on April 7, 2023. Accordingly, there will be no financial disclosure submitted from him for our Annual Report. Please reach out if you have any questions via email at jandujar@leepschools.org.

Sincerely,

A solid black rectangular box used to redact the signature of Johana Andujar.

Johana Andujar
Principal

LEEP Dual Language Academy Charter School

**Financial Statements
Years Ended June 30, 2023 and 2022
and Supplemental Schedule of Expenditures
of Federal Awards
Year Ended June 30, 2023**

LEEP Dual Language Academy Charter School

Financial Statements
Years Ended June 30, 2023 and 2022
and Supplemental Schedule of Expenditures of Federal Awards
Year ended June 30, 2023

LEEP Dual Language Academy Charter School

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Independent Auditor's Report

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

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of LEEP Dual Language Academy Charter School (the School), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Emphasis of Matter - Adoption of New Accounting Pronouncement

As discussed in Note 2 to the financial statements, the School has elected to change its method of accounting for leases in the year ended June 30, 2023 due to the adoption of ASC Topic 842, Leases. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's



ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audits.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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



Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2023 on our consideration of LEEP Dual Language Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering LEEP Dual Language Academy Charter School's internal control over financial reporting and compliance.

BDO USA, P.C.

November 1, 2023

LEEP Dual Language Academy Charter School

Statements of Financial Position

<i>June 30,</i>	2023	2022
Assets		
Cash and cash equivalents	\$ 540,404	\$ 128,112
Restricted cash	100,020	75,006
Grants and other receivables, net	520,004	374,784
Due from Friends of LEEP Dual Language Academy Charter School	12,656	7,832
Prepaid expenses and other assets	308,919	217,142
Right of use asset, finance leases, net	40,615,068	42,119,331
Right of use asset, operating lease, net	1,454,425	-
Property and equipment, net	660,502	691,821
Total Assets	\$ 44,211,998	\$ 43,614,028
Liabilities and Net Deficit		
Liabilities		
Accounts payable and accrued expenses	\$ 250,883	\$ 457,477
Accrued salaries and other payroll related expenses	232,727	260,724
Due to NYC Department of Education	-	89,040
Finance lease liability	43,971,725	44,370,516
Operating lease liability	1,509,120	-
Total Liabilities	45,964,455	45,177,757
Commitments and Contingencies		
Net Deficit		
Net deficit - without donor restrictions	(1,752,457)	(1,563,729)
Total Net Deficit	(1,752,457)	(1,563,729)
Total Liabilities and Net Deficit	\$ 44,211,998	\$ 43,614,028

See accompanying notes to financial statements.

LEEP Dual Language Academy Charter School

Statement of Activities

<i>Year ended June 30, 2023</i>	Without Donor Restrictions	With Donor Restrictions	Total
Revenue and Support			
State and local per pupil operating revenue	\$ 9,288,090	\$ -	\$ 9,288,090
Government grants and contracts	1,112,707	-	1,112,707
Contributions and other grants	195,030	-	195,030
Interest income	27	-	27
Other income	210,694	-	210,694
Total Revenue and Support	10,806,548	-	10,806,548
Expenses			
Program services:			
General education	7,311,422	-	7,311,422
Special education	1,790,992	-	1,790,992
Total Program Services	9,102,414	-	9,102,414
Supporting services:			
Management and general	1,892,862	-	1,892,862
Total Expenses	10,995,276	-	10,995,276
Change in Net Assets	(188,728)	-	(188,728)
Net Deficit, beginning of year	(1,563,729)	-	(1,563,729)
Net Deficit, end of year	\$ (1,752,457)	\$ -	\$ (1,752,457)

See accompanying notes to the financial statements.

LEEP Dual Language Academy Charter School

Statement of Activities

<i>Year ended June 30, 2022</i>	Without Donor Restrictions	With Donor Restrictions	Total
Revenue and Support			
State and local per pupil operating revenue	\$ 7,450,659	\$ -	\$ 7,450,659
Government grants and contracts	905,134	-	905,134
Contributions and other grants	57,145	-	57,145
Interest income	13	-	13
Other income	220,712	-	220,712
Net assets released from restrictions	5,000	(5,000)	-
Total Revenue and Support	8,638,663	(5,000)	8,633,663
Expenses			
Program services:			
General education	5,733,015	-	5,733,015
Special education	1,376,081	-	1,376,081
Total Program Services	7,109,096	-	7,109,096
Supporting services:			
Management and general	2,363,925	-	2,363,925
Total Expenses	9,473,021	-	9,473,021
Change in Net Assets	(834,358)	(5,000)	(839,358)
Net Assets, beginning of year	(729,371)	5,000	(724,371)
Net Assets, end of year	\$ (1,563,729)	\$ -	\$ (1,563,729)

See accompanying notes to the financial statements.

LEEP Dual Language Academy Charter School

Statement of Functional Expenses

Year Ended June 30, 2023

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

See accompanying notes to financial statements.

LEEP Dual Language Academy Charter School

Statement of Functional Expenses

Year Ended June 30, 2022

	Number of Positions	Program Services			Management and General	Total
		General Education	Special Education	Total Program Services		
Personnel Service Costs						
Administrative staff personnel	13	\$ 283,241	\$ 55,170	\$ 338,411	\$ 1,012,378	\$ 1,350,789
Instructional personnel	33	2,235,365	692,110	2,927,475	157,053	3,084,528
Total Salaries and Staff	46	2,518,606	747,280	3,265,886	1,169,431	4,435,317
Fringe benefits and payroll taxes		512,663	99,856	612,519	179,079	791,598
Retirement benefits		23,099	4,499	27,598	8,069	35,667
Legal services		-	-	-	38,579	38,579
Audit services		-	-	-	27,000	27,000
Other purchased, professional and consulting services		167,753	32,675	200,428	182,107	382,535
Board expense		-	-	-	2,599	2,599
Building rent		42,780	8,333	51,113	14,943	66,056
Repairs and maintenance		15,885	3,094	18,979	5,549	24,528
Insurance		30,694	5,979	36,673	10,722	47,395
Supplies and materials		311,786	63,428	375,214	-	375,214
Equipment and furnishings		28,760	5,602	34,362	10,046	44,408
Professional development		76,577	14,916	91,493	26,749	118,242
Student and staff recruitment		67,494	13,147	80,641	23,577	104,218
Information technology		110,533	21,530	132,063	38,611	170,674
Student services		31,579	6,151	37,730	-	37,730
Office expense		57,524	11,205	68,729	20,094	88,823
Travel and conferences		1,823	355	2,178	652	2,830
COVID-19 expenses		3,759	732	4,491	1,313	5,804
Depreciation and amortization		838,716	163,364	1,002,080	292,873	1,294,953
Interest		871,913	169,831	1,041,744	304,570	1,346,314
Miscellaneous		21,071	4,104	25,175	7,362	32,537
Total Expenses		\$ 5,733,015	\$ 1,376,081	\$ 7,109,096	\$ 2,363,925	\$ 9,473,021

See accompanying notes to financial statements.

LEEP Dual Language Academy Charter School

Statements of Cash Flows

<i>Year Ended June 30,</i>	2023	2022
Cash Flows from Operating Activities		
Cash received from operating revenue	\$ 10,161,713	\$ 8,265,399
Cash paid to employees and suppliers	(8,965,029)	(8,080,959)
Cash received from interest income	27	13
Other cash received	405,724	277,857
Net Cash Provided by Operating Activities	1,602,435	462,310
Cash Flows from Investing Activities		
Purchase of property and equipment	(192,660)	(109,681)
Cash Flows from Financing Activities		
Payments on obligation under capital lease	(972,469)	(259,397)
Net Increase in Cash	437,306	93,232
Cash and Restricted Cash, beginning of year	203,118	109,886
Cash and Restricted Cash, end of year	\$ 640,424	\$ 203,118
Reconciliation of Change in Net Assets to Net Cash Provided by Operating Activities:		
Change in net assets	\$ (188,728)	\$ (839,358)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	1,728,242	1,294,953
Operating lease expense	639,947	-
Bad Debt	11,000	15,000
Changes in operating assets and liabilities:		
Grants and other receivables	(156,220)	(306,363)
Prepaid expenses and other assets	(91,777)	8,359
Accounts payable and accrued expenses	(218,168)	(36,520)
Accrued salaries and other payroll related expenses	(27,997)	125,270
Due from Friends of LEEP Dual Language Academy Charter School	(4,824)	113,559
Due to NYC Department of Education	(89,040)	87,410
Net Cash Provided by Operating Activities	\$ 1,602,435	\$ 462,310
Supplemental Disclosure of Cash Flow Information		
Cash and cash equivalents	\$ 540,404	\$ 128,112
Restricted cash	100,020	75,006
Cash and Restricted Cash, end of year	\$ 640,424	\$ 203,118
Cash Paid During the Period		
Interest	\$ 4,482	\$ 10,764

See accompanying notes to financial statements

LEEP Dual Language Academy Charter School

Notes to Financial Statements

1. Nature of the Organization

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

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

2. Significant Accounting Policies

Financial Statement Presentation

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

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

These classes are defined as follows:

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

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

The School had no net assets with donor restrictions at June 30, 2023 and 2022.

LEEP Dual Language Academy Charter School

Notes to Financial Statements

Cash and Cash Equivalents

The School considers highly liquid investments with original maturities of 90 days or less to be cash and cash equivalents. The School has not experienced any losses on these accounts. At June 30, 2023 and 2022, an escrow account of \$100,020 and \$75,006, respectively, was held aside under the provisions of the School's charter to pay for legal and audit expenses that would be associated with a dissolution should it occur, as required by the New York State Education Department.

Grants and Other Receivables

Grants and other receivables represent unconditional promises by government agencies and donors. Grants and other receivables that are expected to be collected within one year and are recorded at net realizable value are \$520,004 and \$374,784 at June 30, 2023 and 2022, respectively. The School has determined that no allowance for uncollectible accounts for grants and other receivables is necessary as of June 30, 2023 and 2022. Such estimate is based on management's assessments, the aged basis of its receivables, as well as current economic conditions.

Contributions

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

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

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

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

Revenue Recognition

Per-Pupil Revenue

The School recognizes revenues from per-pupil funding in the fiscal year in which the academic programs are provided. Per-pupil revenue is billed and received based on the total number of full-time equivalent (FTE) students and the basic charter school tuition rate for the school district of residence of the students attending the School in any given fiscal year for general education and special education. The FTE is formula-driven and based on the number of days the student has been with the School as a proportion of the number of days in the entire school year (the calculation is

LEEP Dual Language Academy Charter School

Notes to Financial Statements

done by using the New York State calculator online). The School's total student population includes general education and special education students. The School has determined that revenue from its students has the same performance obligations, types of contract, and services rendered. As a result, the student body is viewed as one customer base for revenue purposes. The School uses a portfolio approach to account for per-pupil contracts as a collective group rather than recognizing revenue on an individual-contract basis. The School believes that revenue recognized by utilizing the portfolio approach approximates the revenue that would have been recognized if an individual contract approach were used.

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

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

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

LEEP Dual Language Academy Charter School

Notes to Financial Statements

Revenue with customers is comprised of the following:

<i>June 30,</i>	2023	2022
State per-pupil operating revenue	\$ 9,288,090	\$ 7,450,659
Total Revenue Subject to ASC 606	9,288,090	7,450,659
Total Revenue Not Subject to ASC 606	1,518,458	1,183,004
Total Revenue and Support	\$ 10,806,548	\$ 8,633,663

Government Grants

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

Contract Assets and Contract Liabilities

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

Contributions of Nonfinancial Assets

The School may receive contributed services that are an integral part of its operations. Such services are only recorded as contributions of nonfinancial assets, at their fair value, provided the services received create or enhance nonfinancial assets, require specified skills provided by individuals possessing those skills, and typically need to be purchased, if not provided by donation. The School did not receive any contributed services for the years ended June 30, 2023 and 2022.

Property and Equipment

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

LEEP Dual Language Academy Charter School

Notes to Financial Statements

Impairment

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were recognized for the years ended June 30, 2023 and 2022.

Advertising

The School expenses advertising costs as incurred. The School incurred \$106,115 and \$104,218 of advertising costs for the years ended June 30, 2023 and 2022, which is included in the accompanying statement of functional expenses under student and staff recruitment.

Functional Allocation of Expenses

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

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

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

Estimates

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

Income Taxes

The School is exempt from federal, state and local income taxes under Section 501(c)(3) of the Internal Revenue Code (the IRC) and, therefore, has made no provision for income taxes in the accompanying financial statements. In addition, the School has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the IRC. There was no unrelated business income for the years ended June 30, 2023 and 2022.

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

LEEP Dual Language Academy Charter School

Notes to Financial Statements

School is subject to routine audits by a taxing authority. As of June 30, 2023, the School was not subject to any examination by a taxing authority.

Recently Adopted Accounting Pronouncement

Lease Accounting

In February 2016, the FASB issued ASU 2016-02, *Accounting for Leases*, which applies a right-of-use (ROU) model that requires a lessee to record, for all leases with a lease term of more than 12 months, an asset representing its right to use the underlying asset and a liability to make lease payments. For leases with a term of 12 months or less, a practical expedient is available whereby a lessee may elect, by class of underlying asset, not to recognize an ROU asset or lease liability. At inception, lessees must classify all leases as either finance or operating based on five criteria. Balance sheet recognition of finance and operating leases is similar, but the pattern of expense recognition in the income statement, as well as the effect on the statement of cash flows, differs depending on the lease classification. In addition, lessees and lessors are required to provide certain qualitative and quantitative disclosures to enable users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases. The FASB issued ASU 2020-05, which deferred the effective date for the Organization until annual periods beginning after December 15, 2021. Effective July 1, 2022, the Organization adopted this ASU following the modified retrospective method of application, see Note 8.

Recently Issued but not yet Adopted Accounting Pronouncements

Financial Instruments - Credit Losses

In June 2016, the FASB issued ASU 2016-13, *Financial Instruments - Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*. The new credit losses standard changes the impairment model for most financial assets and certain other instruments. For trade and other receivables, contract assets recognized as a result of applying ASC 606, loans and certain other instruments, entities will be required to use new forward looking “expected loss” model that generally will result in earlier recognition of credit losses than under today’s incurred loss model. ASU 2016-13 is effective for annual periods beginning after December 15, 2022. The School is currently evaluating the impact of this ASU on its financial statements.

Reclassification

Certain amounts in the 2022 financial statements were reclassified to conform with the 2023 presentation. These reclassifications had no effect on the School’s financial position and change in net assets.

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LEEP Dual Language Academy Charter School

Notes to Financial Statements

3. Liquidity and Availability of Resources

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

<i>June 30,</i>	2023	2022
Cash and cash equivalents	\$ 540,404	\$ 128,112
Restricted cash	100,020	75,006
Grants and other receivables	520,004	374,784
Due from Friends of LEEP Dual Language Academy Charter School	12,656	7,832
Total Financial Assets Available Within One Year	1,173,084	585,734
Less: amounts unavailable for general expenditures within one year due to:		
Restricted by contract	(100,020)	(75,006)
Total Financial Assets Available To Management for General Expenditures Within One Year	\$ 1,073,064	\$ 510,728

Liquidity Management

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

As June 30, 2023, LEEP has no board designated net assets.

Considering the recurring loss for year ended June 30, 2023 and June 30, 2022, management has reviewed its operating and capital outlays for savings. Friends of LEEP Dual Language Academy Charter School, a related party that shares management with the Organization, is committed to provide financial support through November 1, 2024.

4. Related Party Transactions

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

The balance due from Friends of LEEP at June 30, 2023 and 2022 amounted to \$12,656 and \$7,832, respectively, which is comprised of reimbursements for utilities, leasehold improvements, and custodial services, offset by rental payments, and is included in due from Friends of LEEP in the statements of financial position.

LEEP Dual Language Academy Charter School

Notes to Financial Statements

5. Property and Equipment

Property and equipment consist of the following:

<i>June 30,</i>		2023		2022	Estimated Useful Lives (Years)
Furniture, fixtures, and equipment	\$	244,197	\$	146,646	7
Computers and software		223,124		128,014	3
Capital leases - computer, equipment and furniture		287,849		287,849	3-4
Leasehold improvements		467,578		467,578	Lesser of useful life of asset or lease term
		1,222,748		1,030,087	
Less: accumulated depreciation and amortization		(562,246)		(338,266)	
Property and Equipment, Net	\$	660,502	\$	691,821	

Depreciation and amortization expense for the year ended June 30, 2023 and 2022 was \$223,980 and \$156,594, respectively.

6. Risk Management

The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to help protect itself from such risks. The School also intends to defend its positions on these matters. As of June 30, 2023, there are no matters for which the School believes the ultimate outcome would have a material adverse effect on the School's financial position.

The School entered into contractual relationships with certain governmental funding sources. The governmental agencies may request return of funds as a result of noncompliance by the School, as well as additional funds for the use of facilities. The accompanying financial statements make no provision for the possible disallowance or refund. The School is of the opinion that such cost disallowances, if any, will not have a material effect in the School's financial statements and will record them in the fiscal year they become known.

7. Concentration Risks

Financial instruments that potentially subject the School to a concentration of credit risk include cash accounts at a major financial institution that, at times, exceeded the Federal Deposit Insurance Corporation insured limit of \$250,000. The School has not experienced any losses in such accounts and does not believe it is exposed to any significant credit risk on its cash accounts.

The School received approximately 89% and 86% of its total revenue from per-pupil funding from the NYCDOE during the year ended June 30, 2023 and 2022, respectively.

LEEP Dual Language Academy Charter School

Notes to Financial Statements

The School's grants and other receivables consist of two and three major grantors accounting for approximately 77% and 68% at June 30, 2023 and 2022, respectively.

The School's payables consist of two and three major vendors accounting for approximately 57% and 48% at June 30, 2023 and 2022, respectively.

8. Leases

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

Finance Lease

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

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

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

Year ended June 30, 2023

Lease Costs

Finance lease cost:

Amortization of right-of-use assets	\$	1,504,262
Interest on lease liabilities		1,328,290

Total Lease Cost	\$	2,832,552
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LEEP Dual Language Academy Charter School

Notes to Financial Statements

Year ended June 30, 2023

Right-of-use assets and liabilities:	
Finance lease right-of-use assets, net of amortization	\$ 40,615,068
Finance lease liabilities	\$ 43,971,725

Weighted-average remaining lease term - Finance leases (years)	28
Weighted-average discount rate - Finance leases (%)	3.11

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

The following is a schedule of future minimum lease payments, including interest, under the term of the leases, together with the present value of the net minimum lease payments, as of June 30, 2023:

Year ended June 30, 2023,

2024	\$ 1,688,416
2025	1,744,061
2026	1,924,796
2027	1,980,726
Thereafter	60,228,652
Total Minimum Lease Payments	67,566,651
Less: imputed interest	(23,594,926)
Present Value of Net Minimum Lease Payments	\$ 43,971,725

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LEEP Dual Language Academy Charter School

Notes to Financial Statements

Operating Lease

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

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

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

Year ended June 30, 2023

Lease Costs

Operating lease cost:		
Amortization of right-of-use assets	\$	639,947
Interest on lease liabilities		62,831
Total Lease Cost	\$	702,778

Year ended June 30, 2023

Right-of-use assets and liabilities:

Operating lease right-of-use assets, net of amortization	\$	1,454,425
Operating lease liabilities	\$	1,509,120

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

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

The following is a schedule of future minimum lease payments, including interest, under the term of the leases, together with the present value of the net minimum lease payments, as of June 30, 2023:

Year ended June 30, 2023,

2024	\$	739,404
2025		776,375
2026		64,956
Total Minimum Lease Payments		1,580,735
Less: imputed interest		(71,615)
Present Value of Net Minimum Lease Payments	\$	1,509,120

LEEP Dual Language Academy Charter School

Notes to Financial Statements

9. Subsequent Events

The School has evaluated events through November 1, 2023, which is the date the financial statements were available to be issued.

Supplementary Information

LEEP Dual Language Academy Charter School

Schedule of Expenditures of Federal Awards

Year ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Cluster or Program Title	Federal Assistance Listing Number	Pass-through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
United States Department of Education				
Pass-through the New York State Education Department:				
Title I - Grants to Local Educational Agencies (Title I Part A of the ESEA)	84.010	Not Applicable	\$ -	\$ 186,851
Title II - Supporting Effective Instruction State Grants	84.367	Not Applicable	-	27,900
Title III - English Language Acquisition Grants	84.424A	Not Applicable	-	96,751
Title IV - Student Support and Academic Enrichment Program	84.424A	Not Applicable	-	10,000
Emergency Connectivity Fund Program, Elementary and Secondary School Emergency Relief Fund (ESSER II)	32.009	Not Applicable	-	27,963
Elementary and Secondary School Emergency Relief Fund (ESSER III)	84.425D	Not Applicable	-	227,495
Special Education Cluster (IDEA): Education - Grants to States (IDEA, Part B)	84.425U	Not Applicable	-	392,947
	84.027	Not Applicable	-	57,961
Total United States Department of Education				1,027,868
<hr/>				
Total Expenditures of Federal Awards			\$ -	\$ 1,027,868

The accompanying notes are an integral part of this schedule.

LEEP Dual Language Academy Charter School

Schedule of Expenditures of Federal Awards

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of LEEP Dual Language Academy Charter School (the School) under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the School.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Indirect Cost Rate

The School has elected not to use the 10% de minimis indirect costs rate allowed under the Uniform Guidance.



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

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of LEEP Dual Language Academy Charter School (the School), which comprise the statements of financial position as of June 30, 2023 and 2022, the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated November 1, 2023.

Report on Internal Control Over Financial Reporting

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

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

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



Report on Compliance and Other Matters

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

Purpose of this Report

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

BDO USA, P.C.

November 1, 2023



Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance

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

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited LEEP Dual Language Academy Charter School's (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.



Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in



internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the *Auditor's Responsibilities for the Audit of Compliance* section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BDO USA, P.C.

November 1, 2023

LEEP Dual Language Academy Charter School

Schedule of Findings and Questioned Costs Year Ended June 30, 2023

Section I - Summary of Auditor's Results

Financial Statements

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

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None reported
- Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None Reported

Type of auditor's report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported, in accordance with 2 CFR 200.516(a)?

☐ Yes ☒ No

Identification of major federal programs:

Assistance Listing Number	Name of Federal Program or Cluster
84.425R	Coronavirus Response and Relief Supplemental Appropriations Act, 2021 - Emergency Assistance to Non-Public School (CRRSA EANS) Program
84.425U	American Rescue Plan - Elementary and Secondary School Emergency Relief (ARP ESSER)

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

☐ Yes ☒ No

Section II - Financial Statement Findings

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

Section III. Federal Award Findings and Questioned Costs

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

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

► **File a separate application for each return.**
► **Go to www.irs.gov/Form8868 for the latest information.**

OMB No. 1545-0047

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

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

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

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

Enter the Return Code for the return that this application is for (file a separate application for each return) **01**

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

- The books are in the care of ► **THE ORGANIZATION**

5323 5TH AVENUE BROOKLYN NY 11220

Telephone No. ► 917 819-5337

Fax No. ►

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

- 1** I request an automatic 6-month extension of time until 05/15, 2024, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

► ☐ calendar year 20____ or► ☒ tax year beginning 07/01, 2022, and ending 06/30, 2023.

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

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	NONE
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	NONE
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	NONE

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

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

Form **8868** (Rev. 1-2022)

REPORT TO THE BOARD OF TRUSTEES

LEAP DUAL LANGUAGE ACADEMY CHARTER SCHOOL

AUDIT WRAP UP:
YEAR ENDED JUNE 30, 2023

Contents

QUICK ACCESS TO THE
FULL REPORT

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

Welcome

November 1, 2023

Those Charged with Governance

LEEP Dual Language Academy Charter School

Professional standards require us to communicate with you regarding matters related to the audit, that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. On September 5, 2023, we presented an overview of our plan for the audit of the financial statements including the schedule of expenditures of federal awards of LEEP Dual Language Academy Charter School, (the “School”) as of and for the year ended June 30, 2023, including a summary of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

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

We are pleased to be of service to the School and look forward to meeting with you on October 31, 2023 to discuss our audit findings, as well as other matters that may be of interest to you, and to answer any questions you might have.

Respectfully,

BDO USA, P.C.

BDO USA, P.C., a Virginia professional corporation, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO is the brand name for the BDO network and for each of the BDO Member Firms.



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Executive Summary

Status of Our Audit

We have substantially completed our audit of the financial statements as of and for the year ended June 30, 2023. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. This audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

- ▶ The objective of our audit was to obtain reasonable - not absolute - assurance about whether the financial statements are free from material misstatements.
- ▶ The scope of the work performed was substantially the same as that described to you in our earlier Audit Planning communications.
- ▶ We expect to issue an unmodified opinion on the financial statements and release our report in October 2023.
- ▶ We expect to issue an unmodified opinion on the School's Single Audit report, including the Schedule of Expenditures of Federal Awards (SEFA).
- ▶ In planning and performing our audit of the SEFA, we considered the *School's internal* control over compliance with requirements that could have a direct and material effect on its major federal program(s) to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with GAS and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.
- ▶ Our responsibility for other information in documents containing the School's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform procedures to corroborate such other information. However, in accordance with professional standards, we will read the information included by the School and consider whether such information, or the manner of its presentation, is materially inconsistent with its presentation in the financial statements. Our responsibility also includes calling to management's attention any information that we believe is a material misstatement of fact. We have not identified any material inconsistencies or concluded there are any material misstatements of facts in the other information that management has chosen not to correct
- ▶ All records and information requested by BDO were freely available for our inspection.
- ▶ Management's cooperation was excellent. We received full access to all information that we requested while performing our audit, and we acknowledge the full cooperation extended to us by all levels of Schools personnel throughout the course of our work.

Results of the Audit

ACCOUNTING PRACTICES, POLICIES, ESTIMATES

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

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

- ▶ A summary of recently issued accounting pronouncements is included in Note 2 to the School’s financial statements.
- ▶ The School adopted Accounting Standard Update(ASU) 2016-02, *Accounting for Leases* (Topic842) which did not have a material impact on the financial statements.
- ▶ There were no changes in significant accounting policies and practices during FY23

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

Significant Accounting Estimates

Allowances on grants and other receivables

Useful lives of fixed assets

Fair value measurements

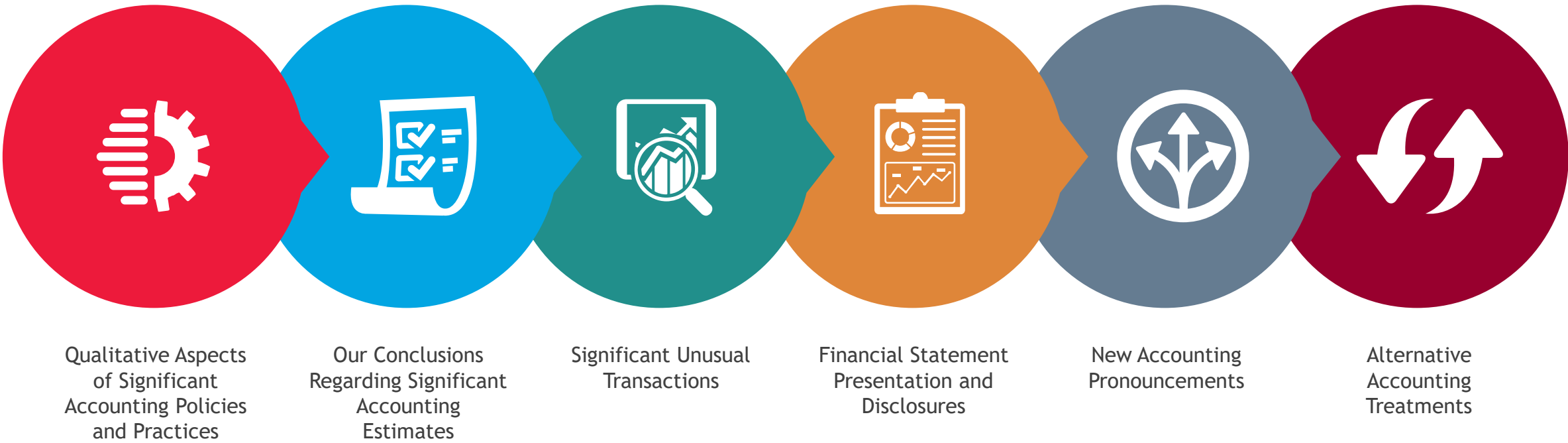
Allocation of functional expenses

- ▶ Management did not make any significant changes to the processes or significant assumptions used to develop the significant accounting estimates during the year ended June 30, 2023.

Results of the Audit

QUALITATIVE ASPECTS OF THE SCHOOL’S FINANCIAL REPORTING

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



Results of the Audit

CORRECTED AND UNCORRECTED MISSTATEMENTS

Please refer to the Adjusting Journal Entries (AJEs) report in Appendix A for the full list of adjusting journal entries made during the year ended June 30, 2023.

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



Highlights: Results of the Audit - Assets

ASSETS					
	2023		2022		Change
Cash	\$	540,404	\$	128,112	\$ 412,292
Cash - restricted		100,020		75,006	25,014
Grants and other receivables, net		520,004		374,784	145,220
Due from Friends of LEEP Dual Language Academy Charter School		12,656		7,832	4,824
Prepaid expenses and other assets		308,919		217,142	91,777
Right of use asset, finance Leases, net		40,615,068		42,119,331	(1,504,263)
Right of use asset, operating lease, net		1,454,425		-	1,454,425
Property and equipment, net		660,502		691,821	(31,319)
	\$	44,211,998	\$	43,614,028	\$ 597,970

- ▶ The increase in Grants and other receivables is due to an increase in ESSER and Title Grant claims in 2023.
- ▶ The decrease in Property and equipment, net is due to annual depreciation on the Schools Fixed Assets.
- ▶ The School has recognized a Right of Use Asset, Finance Lease, for the lease over the Property held by the school in 2023.
- ▶ The School has recognized a Right of Use Asset, Operating Lease, for the 3-year lease over the Property held by the school in 2023.

Highlights: Results of the Audit - Liabilities and Net Deficit

LIABILITIES AND NET DEFICIT				
	2023		2022	Change
Accounts payable and accrued expenses	\$	250,883	\$ 457,477	\$ (206,594)
Accrued salaries and other payroll related expenses		232,727	260,724	(27,997)
Due to NYC Department of Education		-	89,040	(89,040)
Finance lease liability		43,971,725	44,370,516	(398,791)
Operating lease liability		1,509,120	-	1,509,120
Total Liabilities	\$	45,964,455	\$ 45,177,757	\$ 786,698
Net deficit - without donor restrictions	\$	(1,752,457)	\$ (1,563,729)	(188,728)
Net assets - with donor restrictions		-	-	-
Total Net Deficit	\$	(1,752,457)	\$ (1,563,729)	\$ (188,728)
Total Liabilities and Net Deficit	\$	44,211,998	\$ 43,614,028	\$ 597,970

- ▶ The variance in the Finance lease is due to the annual reduction in the lease liability due to the monthly lease repayments.
- ▶ The increase in the Operating lease is due to LEEP entering a new lease for building space in the current financial year.

Highlights: Results of the Audit - Net Deficit

NET DEFICIT				
	2023	2022	Change	
Net deficit - without donor restrictions	\$ (1,752,457)	\$ (1,563,729)	\$ (188,728)	
Net assets - with donor restrictions	-	-	-	
Total Net Deficit	\$ (1,752,457)	\$ (1,563,729)	\$ (188,728)	
Reconciliation of the Change in Net Deficit	2023	2022		
Change in Net Deficit	(188,728)	(839,358)		
Net change	650,630			
The following represents significant fluctuations in the change in net assets between the current and prior year:				
Increase in revenue and support	\$ 2,172,885	Refer to page 13		
Increase in expenses	(1,522,255)	Refer to page 14		
	\$ 650,630			

Highlights: Results of the Audit - Revenues

REVENUE AND OTHER SUPPORT					
	<i>Without Donor Restrictions</i>	<i>With Donor Restrictions</i>	2023	2022	Change
State and local per pupil operating revenue	\$ 9,288,090	\$ -	\$ 9,288,090	\$ 7,450,659	\$ 1,837,431
Government grants and contracts	1,112,707	-	1,112,707	905,134	207,573
Forgiveness of debt - Paycheck Protection Program	-	-	-	-	-
Contributions and other grants	195,030	-	195,030	57,145	137,885
Interest income	27	-	27	13	14
Other income	210,694	-	210,694	220,712	(10,018)
	<u>\$ 10,806,548</u>	<u>\$ -</u>	<u>\$ 10,806,548</u>	<u>\$ 8,633,663</u>	<u>\$ 2,172,885</u>

- ▶ The increase in State and local per-pupil operating is mainly due to the increase in scholar count in both general education and special education FTEs in the School (see below).
- ▶ The increase in Grants and other receivables is due to an increase in ESSER and Title Grant claims in 2023

FTE BREAKDOWN			
	2023	2022	Change
Total General Education FTE	379	313	66
Special Education FTE Breakdown			
Less than 20%	28	20	8
Between 20% and 60%	8	4	4
More than 60%	28	27	1
	64	51	13

Highlights: Results of the Audit - Expenses

EXPENSES					
	2023		2022		Change
Program services:					
General education	\$	7,311,422	\$	5,733,015	\$ 1,578,407
Special education		1,790,992		1,376,081	414,911
Total Program services	\$	9,102,414	\$	7,109,096	\$ 1,993,318
Supporting services:					
Management and general	\$	1,892,862	\$	2,363,925	\$ (471,063)
Total Expenses	\$	10,995,276	\$	9,473,021	\$ 1,522,255

- ▶ The increase in program services expenses is mainly due to the increase in personnel service costs in FY 2023.

Highlights: Results of the Audit - Expenses (cont.)

	2023	2022	Change
Program services expense	\$ 9,102,414	\$ 7,109,096	\$ 1,993,318
Management and general	1,892,862	2,363,925	(471,063)
Total FTE of Gen Ed Scholars	379	313	66
Program services expense per Scholar	24,017	22,713	1,304
General and administrative per Scholar	4,994	7,552	(2,558)
	\$ 29,011	\$ 30,265	\$ (1,254)

- ▶ Program services expense consist mostly of payroll and payroll related expenses.

	2023	2022	Change
Significant Expense Fluctuations			
Salaries and staff	\$ 4,871,054	\$ 4,435,317	\$ 435,737

- ▶ Increase in salaries is due to the increase in average number of employees in the current year, in conjunction with annual raises given to employees.

Highlights: Results of the Audit - Expenses (cont.)

FUNCTIONAL CLASS ANALYSIS (\$)					
	Program Services			Supporting Services	Total Expenses
	General Education	Special Education	Total	Management and General	
June 30, 2023	\$ 7,311,422	\$ 1,790,992	\$ 9,102,414	\$ 1,892,862	\$ 10,995,276
June 30, 2022	5,733,015	1,376,081	7,109,096	2,363,925	9,473,021
Increase / (Decrease) (\$)	\$ 1,578,407	\$ 414,911	\$ 1,993,318	\$ (471,063)	\$ 1,522,255

FUNCTIONAL CLASS ANALYSIS (%)					
	Program Services			Supporting Services	Total Expenses
	General Education	Special Education	Total	Management and General	
June 30, 2023	66.50%	16.29%	82.78%	17.22%	100%
June 30, 2022	61.00%	15.00%	75.05%	24.95%	100%
Increase / (Decrease) (%)	5.50%	1.29%	7.74%	-7.74%	

► Refer to Historical trends section for the School's functional expenses categories relationship for FY 2021 through FY 2023.

Highlights: Results of the Single Audit

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS				
FEDERAL GRANTOR/PASS-THROUGH GRANTOR/PROGRAM OR CLUSTER TITLE	FEDERAL ASSISTANCE LISTING NUMBER	PASS-THROUGH ENTITY IDENTIFYING NUMBER	PROVIDED TO SUBRECIPIENTS	FEDERAL EXPENDITURES
<u>U.S. Department of Education:</u>				
Passed through the New York State Education Department:				
Title I - Grants to Local Educational Agencies (Title I Part A of the ESEA)	84.010	Not Applicable	\$ -	\$ 186,851
Title II - Supporting Effective Instruction State Grants	84.367	Not Applicable	-	27,900
Title III - English Language Acquisition Grants	84.424A	Not Applicable	-	96,751
Title IV - Student Support and Academic Enrichment Program	84.424A	Not Applicable	-	10,000
Emergency Connectivity Fund Program	32.009	Not Applicable	-	27,963
Elementary and Secondary School Emergency Relief Fund (ESSER II)	84.425D	Not Applicable	-	227,495
Elementary and Secondary School Emergency Relief Fund (ESSER III)	84.425U	Not Applicable	-	392,947
IDEA	84.027	Not Applicable	-	57,961
Total U.S. Department of Education				\$ 1,027,868
Total Expenditures of Federal Awards			\$ -	\$ 1,027,868

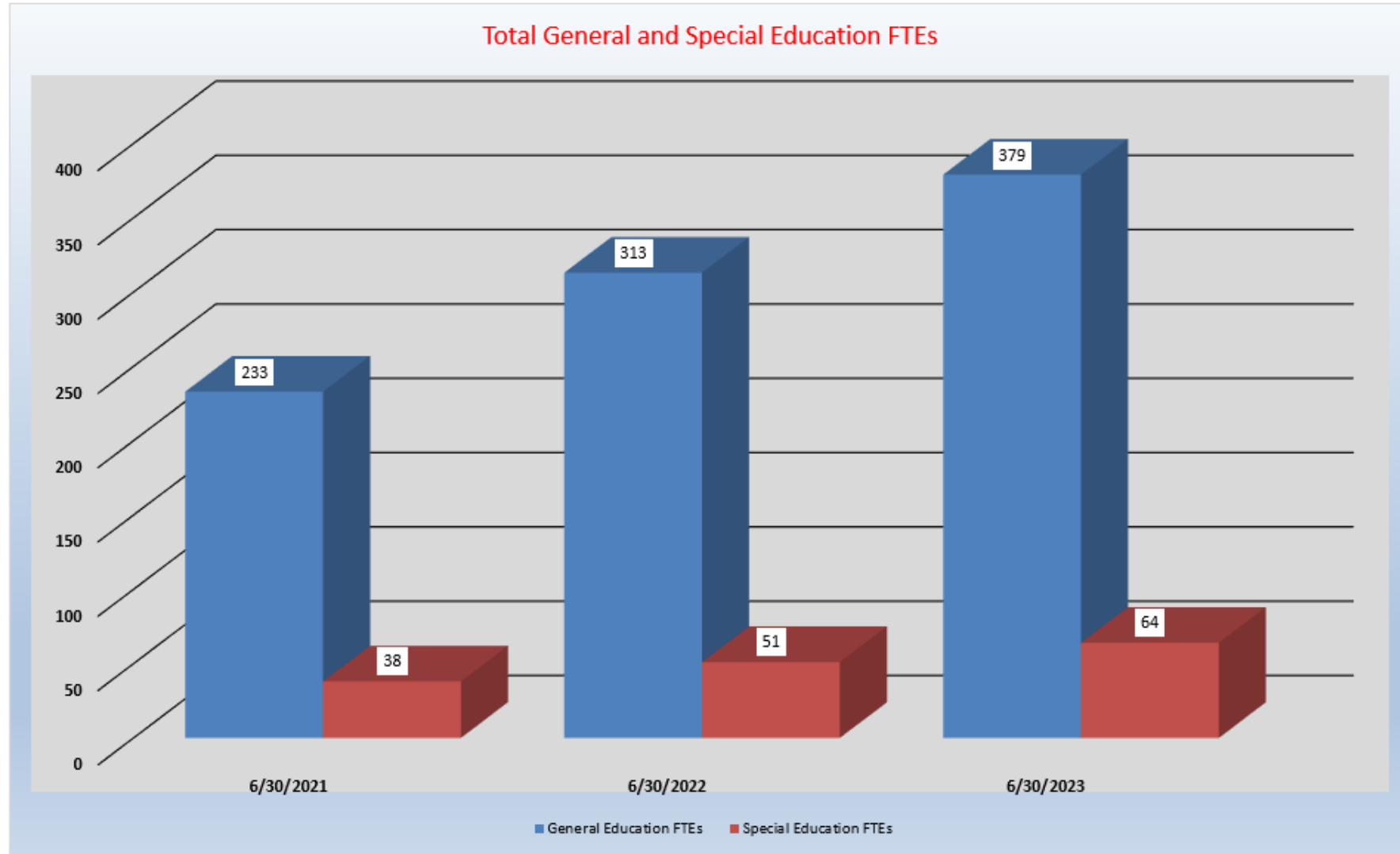
Highlights: Results of the Single Audit (cont.)

IDENTIFICATION OF MAJOR FEDERAL PROGRAMS	
CFDA Number	Name of Federal Program or Cluster
84.425R	Coronavirus Response and Relief Supplemental Appropriations Act, 2021 - Emergency Assistance to Non-Public School (CRRSA EANS) Program
84.425U	American Rescue Plan - Elementary and Secondary School Emergency Relief (ARP ESSER)

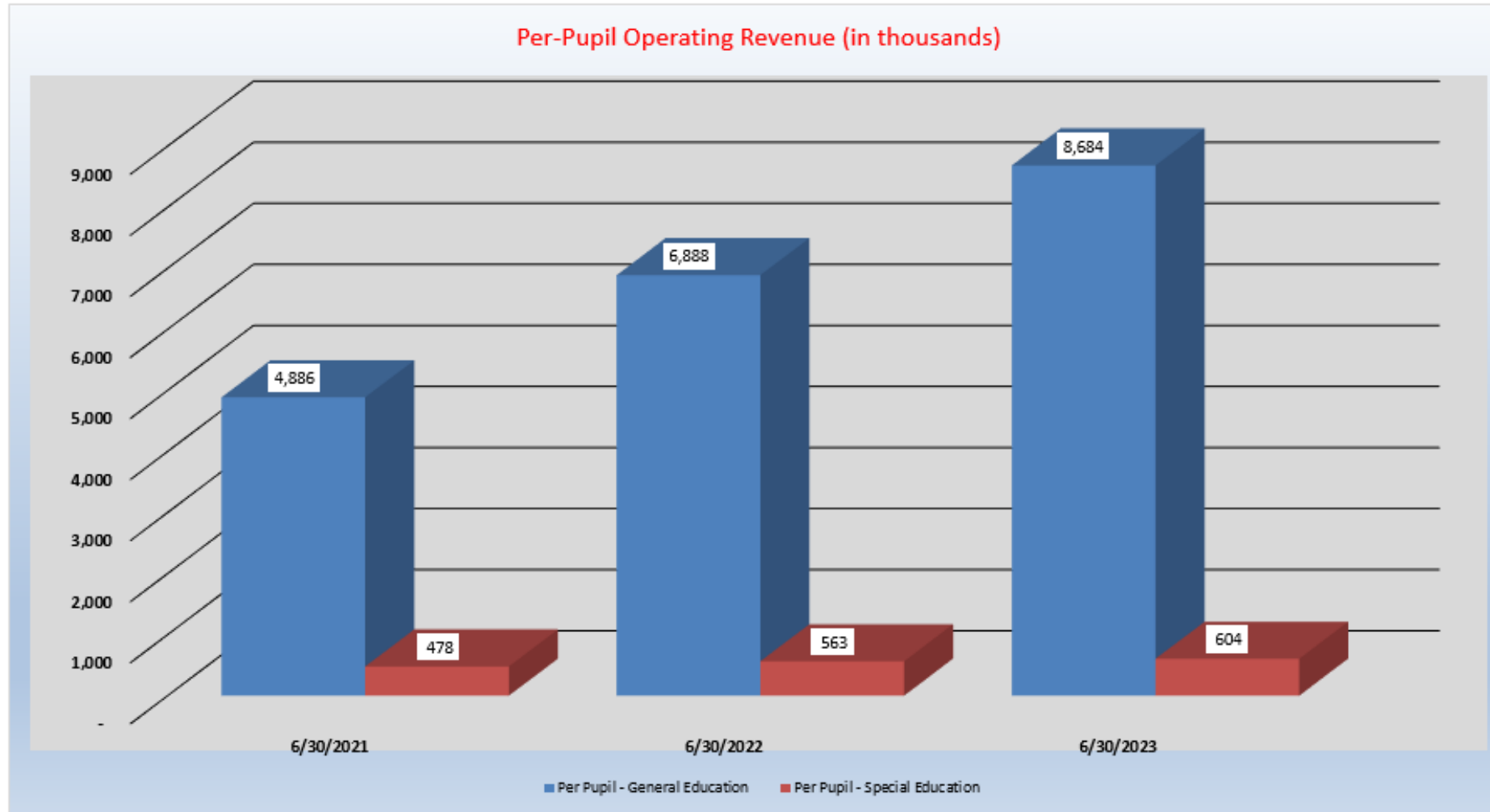
- Based on our evaluations of federal programs included in the Schedule of Expenditures of Federal Awards (SEFA), the major program audited in FY 2023 is the Education Stabilization Fund which consisted of subprograms ESSER II and ESSER III.

SUMMARY OF AUDITORS RESULTS ON FEDERAL AWARDS			
Internal control over major programs:			
Material weakness(es) identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Significant deficiency(ies) identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> None reported	
Type of auditor's report issued on compliance for major federal programs:			
	<input type="checkbox"/> Modified	<input checked="" type="checkbox"/> Unmodified	
Any audit findings disclosed that are required to be reporting in accordance with 2 CFR 20.516(a)?			
	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

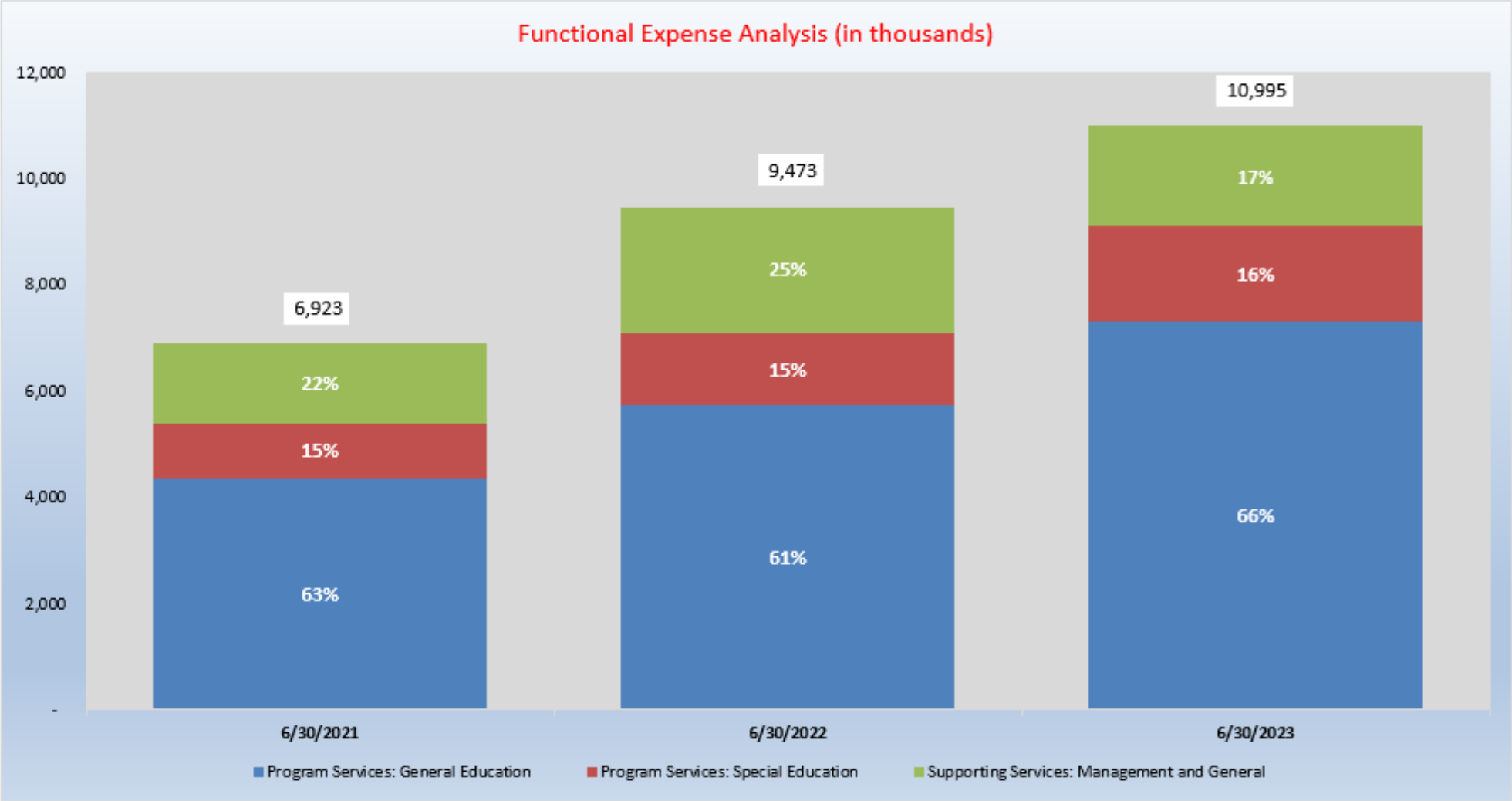
LEEP Dual Language Academy Charter School - Historical Trends



LEEP Dual Language Academy Charter School - Historical Trends



LEEP Dual Language Academy Charter School - Historical Trends





Internal Control Over Financial Reporting

Internal Control Over Financial Reporting

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

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

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

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

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



Additional Required Communications

Other Required Communications

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

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

Other Required Communications

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

Requirement	Discussion Point
Significant difficulties encountered during the audit	There were no significant difficulties encountered during the audit.
Matters that are difficult or contentious for which the auditor consulted outside the engagement team	There were no difficult or contentious matters that we consulted with others outside the engagement team that we reasonably determined to be relevant to those charged with governance regarding their oversight of the financial reporting process.
If applicable, other matters significant to the oversight of the School’s financial reporting process, including complaints or concerns regarding accounting or auditing matters	There are no other matters that we consider significant to the oversight of the School’s financial reporting process that have not been previously communicated.
The School is required to be in compliance with New York State Education Department (“NYSED”) requirements.	<p>NYSED requires the School to have no more than 15 uncertified teachers, with the provision that 5 of these teachers are teaching math, science, computer science, technology, or career and technical education, with the remaining 10 teachers not restricted. The teacher certification exemption allows charter schools to have up to 15 uncertified teachers. The School has 39 teachers that were uncertified.</p> <p>We recommend the School review its hiring and recruitment procedures and staff retention policies in order to be in compliance with the NYSED teacher qualification requirements.</p>
Representations requested from management	Please refer to the management representation letter.

Independence

Our engagement letter to you dated April 12, 2023 describes our responsibilities in accordance with professional standards and certain regulatory authorities with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the School with respect to independence as agreed to by the School. Please refer to that letter for further information.






Appendix

Appendix A - Schedule of Adjusting Journal Entries Report

ADJUSTED JOURNAL ENTRIES REPORT			
<u>Item #</u>	<u>Account Name and Adjustment Description</u>	<u>Debit</u>	<u>Credit</u>
1	To adjust revenue to the correct amount based on per-pupil reconciliation		
	1100-Accounts Receivable	\$ 37,485	
	4001-State Grants:Per Pupil General Education	\$ 12,779	
	4005-State Grants:Per Pupil Special Education		\$ 50,264
2	To reclass Due from Friends of LEEP.		
	1330-Other Receivables:Due from Friends of LEEP	\$ 12,656	
	1100-Accounts Receivable		12656
3	To adjust revenue to the correct amount based on per-pupil reconciliation		
	4005-State Grants:Per Pupil Special Education	\$ 22,383	
	1100-Accounts Receivable		\$ 22,383
4	Reclassification of Fixed Asset to ROU Asset: Finance		
	BDO4-ROU Finance Lease - (2950 & 475)	\$ 46,490,423	
	1550-Furniture, Fixtures & Equipment:Capital Lease		\$ 46,490,423
5	To adjust revenue to the correct amount based on per-pupil reconciliation		
	4005-State Grants:Per Pupil Special Education	\$ 10,780	
	1100-Accounts Receivable		\$ 10,780



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

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

Trustee Name:

Charles Sahn

Name of Charter School Education Corporation:

LEEP Dual Language Academy Charter School

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

Secretary, Finance Committee Member

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

☒ None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7-24-23

Signature

Date

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last revised 04/2022

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

Trustee Name:

Magdalena Varela-Hand

Name of Charter School Education Corporation:

LEEP Dual Language Academy Charter School

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

Board Member

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

[REDACTED]

Signature

Date

7/24/23

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last revised 04/2022

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

Trustee Name:

Majo McCorkindale

Name of Charter School Education Corporation:

LEEP Dual Language Academy Charter School

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

Parent representative, Vice-Chair.

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

I am related by blood to two students currently enrolled in the school, but the do not benefit from my participation.

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

 **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

 **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:


[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

 07/26/23

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Title	Financial Disclosure_Majo McCorkindale
File name	Majo McCorkindale...I Disclosures.pdf
Document ID	7cd7cd6f6a4c5b7b7150a415aff1dae171a4db08
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Status	● Signed

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23:10:31 UTC

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(mmccorkindale@leepschools.org) from
jandujar@leepschools.org
IP: 67.87.150.149



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07 / 27 / 2023

00:38:42 UTC

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IP: 108.46.136.249



SIGNED

07 / 27 / 2023

00:42:14 UTC

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IP: 108.46.136.249



COMPLETED

07 / 27 / 2023

00:42:14 UTC

The document has been completed.

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

Trustee Name:

Emily Fernandez

Name of Charter School Education Corporation:

LEEP Dual Language Academy Charter School

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

Chair, Trustee

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

 **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

 **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7/21/23

Signature**Date**

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Title	Financial Disclosure_Emily Fernandez
File name	Emily Fernandez -...l Disclosures.pdf
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Status	● Signed

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07 / 18 / 2023

23:03:34 UTC

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(efernandez@leepschools.org) from jandujar@leepschools.org
IP: 67.87.150.149



VIEWED

07 / 21 / 2023

19:48:53 UTC

Viewed by Emily Fernandez (efernandez@leepschools.org)
IP: 68.192.154.125



SIGNED

07 / 21 / 2023

19:51:03 UTC

Signed by Emily Fernandez (efernandez@leepschools.org)
IP: 68.192.154.125



COMPLETED

07 / 21 / 2023

19:51:03 UTC

The document has been completed.

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

Trustee Name:

Alejandro Montoya

Name of Charter School Education Corporation:

LEEP Dual Language Academy Charter School

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

Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7/28/2023

Signature

Date

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last revised 04/2022

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

Trustee Name:

Melody Sosa

Name of Charter School Education Corporation:

LEEP Dual Language Academy Charter School

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

Parent Representative

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

I am related to a student enrolled at the school, but that student does not benefit from my participation.

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7/27/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

David Estrada

Name of Charter School Education Corporation:

LEEP Dual Language Academy Charter School

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

 **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

 **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

([REDACTED]) _____

Business Address:

[REDACTED] _____

E-mail Address:

[REDACTED] _____

Home Telephone:

[REDACTED] _____

Home Address:

[REDACTED] _____

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

Title	Financial Disclosure_David Estrada
File name	David Estrada - F...I Disclosures.pdf
Document ID	5fb241dfba28ff52e5ad3b0f38f6b6838d6f406b
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



SENT

07 / 18 / 2023

23:07:04 UTC

Sent for signature to David Estrada
(destrada@leepschools.org) from jandujar@leepschools.org
IP: 67.87.150.149



VIEWED

07 / 24 / 2023

21:50:56 UTC

Viewed by David Estrada (destrada@leepschools.org)
IP: 100.2.53.66



SIGNED

07 / 24 / 2023

21:53:04 UTC

Signed by David Estrada (destrada@leepschools.org)
IP: 100.2.53.66



COMPLETED

07 / 24 / 2023

21:53:04 UTC

The document has been completed.

LEEP Dual Language Academy Board Meeting Minutes

Monday, January 9, 2023

Attendance:

- Trustees in attendance: Majo McCorkindale, Alejandro Montoya, Emily Fernandez, David Douek, David Estrada via video conference
- Trustees absent: Charles Sahm, Melody Sosa, Magdalena Varela-Hand
- Employees in attendance: Johana Andujar, Tenille Faria, Yaritza Mendez, Roberto Gutierrez
- Guests in attendance: Due public notice was provided.

A quorum was not present to start the meeting

Call to Order: LEEP's chair Alejandro Montoya called the meeting to order at 6:15 p.m. All voting matters will take place at the February board meeting. The board will move through the agenda for the January meeting that was made public in advance of the meeting without adjustment. David Estrada joined mid-way through the board meeting and the board was able to vote to enter executive session.

New Business / Principal's Report

Academic Updates

Ms. Andujar shared that we have started test prep for grades 3-4 and students are getting targeted instruction in small groups. She also shared that we were able to host external coach Jeremy Abarno on Monday, January 2nd to do a deep dive on intellectual preparation for math instruction.

Culture & SEL

Ms. Andujar shared updates on SEL initiatives for the month - celebration of Three Kings Day in morning meeting

Family Engagement

Ms. Andujar encouraged family attendance at the upcoming, in-person family workshop on 3rd & 4th grade test prep as well as a homework & reading strategies session for families with students in grades K-2. Ms. Andujar also noted the success of our in-person, December Parent Teacher conferences, highlighting the increase in family attendance at this event with only 2-3 students per class *not* represented by a family member at the conferences.

Staff & Student Enrollment

Director of Operations, Ms. Tenille Faria shared an update about our enrollment timeline and efforts to increase enrollment next year including tours, info sessions and additional community outreach efforts. Ms. Faria reported that total school enrollment stands at 386 students. We have a goal of 411. She also shared that we have 65 current applications for SY23-24 already. Ms. Faria shared that we will hope to participate in the charter school center virtual fare and that we

are working to connect with Mr. Gonzalez as well. All efforts to increase enrollment for the coming year. Mr. Gutierrez emphasized the need to maintain and increase faith based relationships with community faith leaders as well as Catholic Charities USA.

New Business / Board Report

Ms. McCorkindale noted that anyone who is interested in becoming a parent representative to the board should email the board at board@leepschools.org with their name and interest. The board email address was not functioning since the last board meeting but has been corrected so that it is fully functional now. Families were encouraged to sign up.

Finance Committee Report

Mr. Douek shared that the finance committee did meet on Thursday, 1/5. They reviewed the November statements and noted the enrollment status.

Executive Committee Report

Ms. Douek noted that the exec committee also met on Monday 1/2.

Academic & Accountability Committee Report

Ms. McCorkindale reported that the Academic and Accountability Committee met to review academic progress and had Ms. Amara Woods in attendance as well as a new, family representative to the committee. They discussed the professional development on Monday 1/2 and discussed the launch of test prep.

Board Norms and Development

Mr. Montoya noted that we did not have any significant updates here.

Public Comments

2 individuals were in attendance via video-conference and given the opportunity to make a comment. They declined.

Executive Session

Mr. Douek motioned to move into executive session and to discuss a procedural matter related to renewal. Ms. McCorkindale seconded. The board moved into executive session at 6:47pm.

Ms. McCorkindale motioned to adjourn the meeting and Mr. Douek seconded. The motion was carried and the meeting was adjourned at 7:22pm.

LEEP Dual Language Academy Board Meeting Minutes

Monday, May 8, 2023

Attendance:

- Trustees in attendance: Majo McCorkindale, Melody Sosa, Emily Fernandez with David Estrada, Charles Sahm via video conference
- Trustees absent: Magdalena Varela-Hand, Alejandro Montoya
- Employees in attendance: Johana Andujar, Tenille Faria, Yaritza Mendez, Rafael Acosto and Roberto Gutierrez via video conference

Call to Order: Board Vice-Chair Ms. McCorkindale called the meeting to order at 6:12. Ms. Fernandez made a motion to approve the May agenda at 6:14pm, Ms. Sosa seconded it, it passed. Ms. Fernandez made a motion to approve the April minutes at 6:14pm, Ms. Sosa seconded it, it passed.

New Business / Principal's Report

Academic Updates

- Ms. Andujar reviewed recent academic updates, specifically around assessment. Mr. Acosto shared the progress in the NY State Math & ELA Exams having just completed this last week. NYSESLAT testing is ongoing and we will begin STEP and MAP assessments in the coming year to close out the school year.
- Ms. Andujar shared some progress in planning for the year to come. Our academic team adjusted instructional resources based on the learnings from this year.

Culture & SEL

Ms. Andujar shared updates on SEL initiatives for the past month and upcoming events including end of year events. We are also celebrating our staff this week with some joy, and celebration for our staff!

Ms. Andujar highlighted our community event for Earth Day and the partnership with David Estrada and the Sunset Park BID. There was a brief discussion about the importance of this event and the underlying themes.

Student Enrollment

Director of Operations, Ms. Tenille Faria shared an update about enrollment:

- We are focused on finalizing offers and ensuring families get fully registered.
- We are hosting Registration Day on June 16th to welcome families into the building to complete registration with assistance from our team.
- Ms. Faria also shared that our past registration to enrollment (measured by fall school attendance) rate was 93% and we are aiming for the same or better this year.

Ms. Faria shared that the number of seats offered and accepted for the coming school year by grade. Of note is the increase of 41 new acceptances since last month in Kindergarten. There remains a waitlist of 45 students in Kindergarten.

Calendar Updates

Ms. Andujar shared important dates for the coming school year including a new practice of family orientation in which families would have a chance to meet with staff and prepare for the year ahead. It was noted that these important dates are tentative, in particular the school closure dates, pending the release of the DOE calendar. There was a brief discussion

Ms. Andujar also shared draft board meeting dates and will be sending them formally to the board to review and approve in the June board meeting.

New Business / Board Report

Finance Committee Report

Kyle Pellerin shared an update on our finances, having met with Johana and Alejandro. Year to date, we are in a slightly stronger position than originally budgeted with a solid surplus. Enrollment remains steady at 381 students.

Mr. Pellerin shared a presentation of the first version of the SY 23/24 budget to share with the board for their review and discussion. He shared the conservative approach to projected enrollment for budgeting purposes. Both in the initial numbers as well as the % of enrollment we are budgeting to (95% instead of 98%). In terms of revenue we are an increase of about 1.2 million. The most significant shift is the decrease in stimulus funding that was expected due to the structure of that funding.

The board engaged in a brief discussion including the incorporation of the Summer Boost funding and Summer Programming expenses. It will be added into the June budget when that is shared. We were formally approved for 230k of funding through Summer Boost yesterday.

We expect to approve the final SY 23/24 budget in the June board meeting.

Executive Committee Report

Mr. McCorkindale noted that the exec committee met in the past month with a focus on board development.

Academic & Accountability Committee Report

Ms. McCorkindale reported that the Academic and Accountability Committee met in the past month. The topics discussed were covered in the Principal's Report

Real Estate Update

Mr. Gutierrez shared an update about progress on the lease and the movement that we are on track to having the space needed for a K-5 building in one building. The executive committee can expect to meet between now and the end of June to review the lease.

Board Norms and Development

No updates were shared.

Public Comments

There were 2 individuals in attendance via video-conference. Both were given the opportunity to make a comment. Ms. Woods shared a question about the adjusted structure to the first day of the NYS ELA exam (open ended questions on day 1 along with the multiple choice questions).

Adjournment

Ms. Sosa motioned to adjourn the meeting and Ms. Fernande seconded. The motion was carried and the meeting was adjourned at 6:56pm

LEEP Dual Language Academy Board Meeting Minutes

Monday, February 13, 2023

Attendance:

- Trustees in attendance: Majo McCorkindale, Alejandro Montoya, Emily Fernandez, Melody Sosa, Magdalena Varela-Hand, David Estrada, with David Douek & Charles Sahm via video conference
- Trustees absent: none
- Employees in attendance: Johana Andujar, Tenille Faria, Yaritza Mendez, Roberto Gutierrez
- Guests in attendance: Due public notice was provided. Kyle Pellerin was present.

Call to Order: LEEP's chair Alejandro Montoya called the meeting to order at 6:02 p.m. Ms. McCorkindale made a motion to approve the February agenda at 6:03pm, Ms. Fernandez seconded it, it passed. Ms. Fernandez made a motion to approve the January minutes at 6:03pm, Ms. McCorkindale seconded it, and it passed.

New Business / Principal's Report

Academic Updates

- Ms. Andujar shared that we are continuing test prep for grades 3-4 and providing teacher development including school leaders modeling lessons in classes to ensure strong instruction. The school is seeing progress with students' stamina and urgency.
- We have Interim Assessments this week in Math and ELA. We will use this data for grades 3 & 4 and STEP data in grades K-2 during our upcoming data day to analyze our students progress and plan for instruction.
- We are getting training with Lilian Ardel who supported LEEP in our founding year. Lilian will be coaching Ms. Andujar and a dual language committee who will lead the training and support across the school.
- Our teacher has requested additional training in Special Education and we are focusing on this and student support in the coming weeks.

Culture & SEL

Ms. Andujar shared updates on SEL initiatives for the past month. Black History Month celebrations and study has begun with drum lessons, book readings, concerts and many joyful events. We are also celebrating Valentine's Day and our core value of Carino. We have relaunched RTI and plans to support individual support for students.

Family Engagement

Ms. Andujar shared that we have had 3 Family Workshops since our January board meeting. They were well attended with great family participation.

Staff & Student Enrollment

Director of Operations, Ms. Tenille Faria shared an update about our enrollment timeline and efforts to increase enrollment. We have public signs with qr codes for families to scan and enroll immediately in front of both campuses. School tours are continuing on Tuesdays and street tabling started today and is happening multiple days a week through April. We are using all of our social media options to get the message out as well. Ms. Faria encouraged the board and public to follow our school instagram at LEEPBrooklyn.

Ms. Faria shared that current enrollment is 387 and represents both enrollments and discharges. We have 118 applications for the coming school year with 110 in Kindergarten and 4 in 1st and 2nd grade respectively. There was a brief discussion about enrollment. Notes:

- Reasons for discharges: relocation / commute, SPED placements / services
- Created a paper application and expect to

New Business / Board Report

No new business on behalf of the board.

Finance Committee Report

Guest Mr. Pellerin shared a finance overview. We are enrolled lower than our budget goal but we are still looking at a surplus due to careful budgeting. We are beginning the process for the SY23/24 budget. The finance committee met in the past month.

Executive Committee Report

Mr. Montoya noted that the exec committee met in the past month with a focus on the renewal.

Academic & Accountability Committee Report

Ms. McCorkindale reported that the Academic and Accountability Committee met in the past month. Most of the content was covered in the Principal's Report. Ms. McCorkindale also shared about the upcoming mock exam to prepare for the NYS state exams this spring.

Board Norms and Development

Mr. Montoya noted that the executive committee has been brainstorming options for board development and the need for a board retreat and to prepare for the charter renewal.

Public Comments

3 individuals were in attendance via video-conference and given the opportunity to make a comment. They declined.

Executive Session

Ms. McCorkindale motioned to move into executive session and to discuss a personnel matter. Ms. Varela-Hand seconded. The board moved into executive session at 6:38pm.

Ms. Sosa motioned to adjourn the meeting and Mr. Estrada seconded. The motion was carried and the meeting was adjourned at 7:26pm.

LEEP Dual Language Academy Board Meeting Minutes

Monday, November 14, 2022

Attendance:

- Trustees in attendance: David Douek, David Estrada, Majo McCorkindale, Alejandro Montoya, Emily Fernandez
- Trustees absent: Charles Sahm, Melody Sosa, Magdalena Varela-Hand
- Employees in attendance: Johana Andujar, Graciela Walker, Roberto
- Guests in attendance: Due public notice was provided.

A quorum was present at all times.

Call to Order: LEEP's chair Emily Fernandez called the meeting to order at 6:10 p.m.

Approval of Agenda

Ms. McCorkindale moved to approve the agenda. Mr. Estrada seconded. The motion carried.

Approval of Minutes

Ms. Fernandez noted that the October minutes were not able to be circulated in advance of the November meeting and board members were not able to review nor vote on it. We will vote on the October minutes at the December meeting.

New Business/Principal's Report

SY 2022-223 Academic Goals and Priorities

Ms. Andujar provided an update on the LEEP Dual Language Academy's three priorities for the coming school year:

- ☐ Dual Language
- ☐ Rigor
- ☐ Continuous Monitoring

Academic Updates

Ms. Andujar and Ms. Walker shared updates regarding school-wide academic progress. The board had a brief discussion about the limitations in securing virtual or in-person Spanish speech therapists through the CSE / DOE.

Culture & SEL

Ms. Andujar and Ms. Walker shared updates on SEL initiatives for the month - month of gratitude, Dia de los Muertos, Increased counseling services etc. as well as SEL Workshops next week (Safe Touch, Unsafe Touch). Community Meetings are happening and families are welcome to attend!

Family Engagement

Ms. Andujar reported on the successful launch of PTO, highlighted family advocacy work with the CSE and encouraged family attendance at the upcoming workshop on MTSS, previewing the Winter Concert and hopefully having Councilwoman Alexa Aviles as the KeyNote Speaker

Staff & Student Enrollment

Ms. Andujar reported that total school enrollment stands at 385 students. We have a goal of 411. We have welcomed a new DOO Tenille Faria and we are continuing to work to recruit / close remaining vacancies (9 left but no classroom teachers). We have not received any migrant families yet, they have been sent to DOE schools not charter schools. Ms. Andujar is working with the Mayor's office to create a relationship where families and students can come to LEEP. Ms. McCorkindale is partnering with Mixteca, a nonprofit program as well.

Finance Committee Report

Mr. Douek gave a brief overview of LEEP finances. No significant change from last month. We need to continue to normalize the flow. Note - with the earlier schedule of early Mondays we will have a different set of finance reports, they won't be actuals in that way. This is not a challenge, simply something to be aware of. Starting in December we will look at the month plus prior, not directly prior.

Executive Committee Report

Ms. Fernandez noted that the exec committee continues to meet.

Academic & Accountability Committee Report

Ms. McCorkindale reported that the Academic and Accountability Committee met to review academic progress. Dr. Butarro will be doing teacher preparation meetings building on the PD day. A new initiative teachers will have a language objective in addition to each content objective.

Mr. Gutierrez asked to give a real estate update and shared that we are working with DBI to assess our building for space for next year and make any adjustments / execute construction as needed.

Board Norms and Development

Ms. Fernandez noted that we did not have any significant updates here and that if there were we would discuss it publicly post an exec session.

Public Comments

Several parents were in attendance. There was a question about small groups for math and about

Executive Session

Ms. McCorkindale moved to move into executive session and to discuss board development and a personnel matter. Mr. Montoya seconded. The board moved into executive session at 6:47pm.

Mr. Douek motioned to adjourn the meeting and Mr. Montoya seconded. The motion was carried and the meeting was adjourned at 7:39pm.

LEEP Dual Language Academy Board Meeting Minutes

Monday, March 13, 2023

Attendance:

- Trustees in attendance: Majo McCorkindale, Alejandro Montoya, Melody Sosa, Charles Sahm with David Estrada, Emily Fernandez, David Douek & Magdalena Varela-Hand via video conference
- Trustees absent: None
- Employees in attendance: Johana Andujar, Tenille Faria, Yaritza Mendez, Rafael Acosta, Roberto Gutierrez
- Guests in attendance: None

Call to Order: LEEP's chair Alejandro Montoya called the meeting to order at 6:09 p.m. Ms. McCorkindale made a motion to approve the February agenda at 6:10pm, Ms. Sosa seconded it, it passed. Mr. Douek made a motion to approve the December and February minutes at 6:11pm, Ms. Sosa seconded it, and it passed.

New Business / Principal's Report

Academic Updates

- Ms. Andujar shared that there is a significant focus on preparation for the New York State Exam at this time with increased assessments and data analysis.
- There was a Professional Development day today, 3/13, which focused on data analysis both of mock exams as well as ELA and Math STEP data. Further analysis on the STEP data will be shared at next month's board meeting.
- Academic Dean Rafael Acosta reviewed the 3rd and 4th grade state exam practice data and shared how overall, more and more students are demonstrating mastery and approaching proficiency.
- Ms. Andujar shared how the staff is using data to create targeted academic small groups for students and create intervention based on what each student needs, across grade levels at times.

Culture & SEL

Ms. Andujar shared updates on SEL initiatives for the past month. Women's History Month celebrations have been launched with the start of March. Field trips will be taking place in the next month as well and students & staff are excited.

We were able to have some of our students audition and participate with Ballet Tech and 5 students were accepted to participate in the program and potentially attend Ballet Tech full time.

Family Engagement

We've continued to have many families come in for

Staff & Student Enrollment

Director of Operations, Ms. Tenille Faria shared an update about our enrollment timeline and efforts to increase enrollment. We are continuing a focus on outreach. Some steps we've taken:

- Marketing swag & flyers to give out to families
- Media packets to give to CBOs
- Setting up tables in public spaces (Center for Family Life, Sunny Skies Pre-School, etc.)
- Creating new video promos
- Ensuring all video and written marketing is translated into Spanish as well

Ms. Faria shared that current enrollment is 384 and represents 3 discharges since the last board meeting. We have 143 applications for the coming school year with 118 in Kindergarten and 8 in 1st and 6 in 2nd grade.

New Business / Board Report

Board Chair Alejandro Montoya celebrated Charles Sahm's contributions to the board over the past three years. Mr. Montoya noted that Mr. Sahm would remain on the board but step down from the role as Secretary and that we would be He asked for a motion to elect David Estrada as the new board Secretary Majo, Charles, passed at 6:49. David Estrada briefly introduced himself and accepted the position.

Finance Committee Report

Mr. Douek reported that the finance committee met in the past month. There were no significant adjustments to our financial standing. Senior Fellow Roberto Gutierrez shared that we are in the midst of a promising negotiation with the landlord for space. Financial terms will be shared confidentially with the board in the executive session.

Executive Committee Report

Mr. Montoya noted that the exec committee met in the past month with a continued focus on the renewal.

Academic & Accountability Committee Report

Ms. McCorkindale reported that the Academic and Accountability Committee met in the past month. Most of the content was covered in the Principal's Report. Ms. McCorkindale also shared that the staff was going to engage in DEI training to continue to grow our staff skills and foster community and kindness with our students across lines of difference.

Board Norms and Development

No updates were shared.

Public Comments

Several individuals were in attendance via video-conference and given the opportunity to make a comment. Ms. Woods shared that she was grateful for the Dance Instructor and felt that she

was very capable in developing her own child and other students as well. All other public attendees declined to comment.

Executive Session

Ms. Sosa motioned to move into executive session and to discuss a personnel matter. Mr. Sahm seconded. The board moved into executive session at 7:01pm.

Ms. Fernandez motioned to adjourn the meeting and Ms. Varela-Hand seconded. The motion was carried and the meeting was adjourned at 7:37pm.

LEEP Dual Language Academy Board Meeting Minutes

Monday, April 17, 2023

Attendance:

- Trustees in attendance: Majo McCorkindale, Alejandro Montoya, Melody Sosa, Charles Sahm, Emily Fernandez with David Estrada via video conference
- Trustees absent: David Douek (deceased), Magdalena Varela-Hand
- Employees in attendance: Johana Andujar, Tenille Faria, Yaritza Mendez, Roberto Gutierrez
- Guests in attendance: Michael Regnier

Call to Order: LEEP's chair Alejandro Montoya called the meeting to order at 6:12p.m. Mr. Montoya took a moment to acknowledge the loss of founding board member and interim board chair, David Douek in a recent accident. The board observed a moment of silence and a number of board members shared their memories of Mr. Douek.

Ms. Fernandez made a motion to approve the February agenda at 6:20pm, Ms. McCorkindale seconded it, it passed. Mr. Salm made a motion to approve the December and February minutes at 6:21pm, Ms. Sosa seconded it, and it passed.

New Business / Principal's Report

Academic Updates

- Ms. Andujar reviewed recent academic data. Specifically:
 - STEP data in both English and Spanish.
 - We are seeing at least one STEP level of growth in both languages, all grades. We are seeing even more significant growth for our students who receive MLL and Special Education services. We are se
 - K-2 ELA Interim Assessments
 - Significant growth across the grades, particularly in Kindergarten which is strictly Foundations (English phonics).
 - K-2 Math Interim Assessments
 - Continued growth across the grades
 - The board discussed 2nd grade support in particular. Ms. Andujar shared that more 2nd graders are getting supported in small groups than other grades. She also noted a few factors that contribute to these challenges: transitions in staff, high percentage of new students, high percentage of MLL students.
 - MAP ELA & Math
 - Results discussed looking between winter administrations over the course of the year
 - New York State Exam Projections:

- Ms. Andujar shared projections for NYS Exams and reviewed the likelihood for an increase in student performance on the NYS Exams to be administered this week (ELA) and the week of May 1 (Math).
- There was a brief discussion re: the number of families that were choosing to have their students opt out of the state exam this year and Ms. Andujar shared that at this time only 2 students, 1 in each tested grade, are opting out of the exams.
- Ms. Andujar also shared that with the state exams beginning on Wednesday we are celebrating the students' efforts and having parades etc. to encourage our 3rd and 4th grade students.
- NYSESLAT testing has begun with significant support from the operations department.
- Teacher Evaluations have been completed for all staff.

Culture & SEL

Ms. Andujar shared updates on SEL initiatives for the past month.

- We are seeing students with behavioral supports make significant progress and graduate from CICO (Check In Check Out). This is due to a partnership with families and students and staff who are consistently communicating and setting goals for the students.
- Parent Teacher Conferences were held March 30th & March 31st. 90% of students were represented by family members in-person at the conferences.
- We were able to hold a very successful book fair including fundraising for our school library!
- Parents continue to join our classes as "Guest Readers". Students, families keep participating and it's becoming an ongoing thing.

Student Enrollment

Director of Operations, Ms. Tenille Faria shared an update about lottery:

- Lottery was completed April 10th. All families that were offered seats were notified the same day and encouraged to respond to their offer by April 27.
- At that time we will release offers to our waitlisted families.

Ms. Faria shared that current enrollment is 378 and represents 4 discharges since the last board meeting. We are focusing on retention efforts for our current students throughout the year.

Ms. Faria shared that the number of seats offered and accepted for the coming school year by grade. There was a brief discussion about past attrition from offer accepted to attending school in the fall. There have only been 2 families who have declined their offers. Ms. Faria will be reviewing past data to understand where we stand. Outreach to prospective students will continue.

New Business / Board Report

Finance Committee Report

Kyle Pellerin shared an update on our finances, having met with Johana and Alejandro. Year to date, we are in a slightly stronger position than originally projected. Mr. Pellerin shared the progress on the budget planning and expect to have the first version of the budget to share with the board for their review and discussion at the May board meeting. We hope to approve the final budget in the June board meeting.

Executive Committee Report

Mr. Montoya noted that the exec committee met in the past month informally in light of Mr. Douek's passing. We are working particularly towards renewal and a board retreat.

Academic & Accountability Committee Report

Ms. McCorkindale reported that the Academic and Accountability Committee met in the past month briefly and discussed the upcoming exams and support of external academic consultants.

Board Norms and Development

No updates were shared.

Public Comments

There was one individual in attendance via video-conference and one individual in attendance in-person. Both were given the opportunity to make a comment. Mr. Reigner shared his condolences for the loss of board member Mr. Douek and expressed his gratitude for Mr. Douek's work with LEEP. All other public attendees declined to comment.

Executive Session

Ms. McCorkindale motioned to move into executive session and to discuss a personnel matter. Ms. Sosa seconded. The board moved into executive session at 7:02pm.

Ms. McCorkindale motioned to adjourn the meeting and Mr. Sahm seconded. The motion was carried and the meeting was adjourned at 7:48pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Annual Meeting of the Board of Trustees

July 19, 2022 @ 6:15 PM

In-Person & Via Videoconference

Trustees in attendance: David Estrada, Emily Fernandez, Majo McCorkindale, Alejandro Montoya, Charles Sahm, Melody Sosa

Trustees absent: David Douek, Magdalena Varela-Hand

Employees in attendance: Johana Andujar, Roberto Gutierrez, Michael Regnier, Graciela Walker

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

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

Call to Order

LEEP's board chair Emily Fernandez called the meeting to order at 6:35 p.m.

Approval of Agenda

Ms. McCorkindale moved to approve the agenda. Mr. Montoya seconded. The motion carried.

Approval of Minutes

Ms. McCorkindale moved to approve the minutes from the board's June meeting as drafted. Mr. Montoya seconded. The motion carried.

Annual Meeting Business

Re-election of Trustees

According to the bylaws of LEEP Dual Language Academy, trustees are elected to a two-year term of service coinciding with the annual meeting of the Board. With the terms of David Douek, Emily Fernandez, and Charles Sahm expiring, a motion was made by Mr. Estrada to re-elect Mr. Douek, Ms. Fernandez, and Mr. Sahm for additional two-year terms of service as trustees of the LEEP Dual Language Academy board. Ms. McCorkindale seconded. The motion carried.

Election of Officers

According to the bylaws of LEEP Dual Language Academy, at each annual meeting of the Board, the Officers of the Corporation shall be elected for a term of one year. Mr. Estrada made a motion to re-elect all four of the Board's officers in their current roles: Ms. Emily Fernandez as Board Chair,

Ms. Majo McCorkindale as Vice Chair, Mr. Douek as Board Treasurer, and Mr. Sahm as Board Secretary. Ms. Sosa seconded. The motion carried.

Election of Committee Members

According to the bylaws of LEEP Dual Language Academy, unless a shorter term is prescribed by the Board in its resolution creating a special committee, all Committee members shall be elected for a one-year term at each annual meeting of the Board. Ms. Fernandez stated that all committee members intended to stay on the committees to which they are currently assigned. Mr. Estrada moved to re-elect all current board members to their current committees. Mr. Montoya seconded. The motion carried.

Calendar of Monthly Meetings

Mr. Regnier shared with the board the proposed calendar of monthly board meetings for July 2022 through June 2023. As in the past, the Board will meet on the third Tuesday of each month, with the exception of December 2022 when the Board will meet on the second Tuesday, December 13. Ms. Fernandez moved to approve the calendar of monthly meetings. Ms. McCorkindale seconded. The motion carried.

New Business/Executive Director's Report

Summer School/Camp

Mr. Regnier noted that LEEP summer school/summer camp are going well, with LEEP offering academic support for students and a day camp filled with enrichment activities, including Friday trips. LEEP students visited the Museum of Natural History last week. Ms. Andujar noted that the extra funding provided by Bloomberg Philanthropies has allowed LEEP to provide intensive academic support to the students who need it the most. Mr. Regnier noted that summer instruction also allows LEEP instructional leaders to begin working with teachers and allows incoming LEEP teachers to get to know students before the school year starts.

Campus Rojo

Ms. Andujar reported that LEEP staff are working hard to prepare LEEP's new space at 5224 5th Avenue, dubbed Campus Rojo, which will house LEEP's third and fourth grades in the 2022-23 school year. Mr. Estrada asked about signage. Mr. Gutierrez reported that he was working with the landlord on new signage. Mr. Montoya asked about lease renewal. Mr.

Enrollment for SY22-23

Mr. Regnier reported that LEEP Academy is 100% enrolled for the 2022-23 school year, with 420 out of a possible 420 seats currently filled.

Operations Updates

Ms. Andujar reported that LEEP has hired a new director of operations, Melissa Araza, who comes to LEEP from another charter school. Ms. Andujar stated that she has hit the ground running.

Leadership Transition

Mr. Regnier noted that this will be his last board meeting as executive director of LEEP Academy. He told the board that he was honored to help launch LEEP Dual Language Academy and proud that LEEP Academy has always put students first. Mr. Gutierrez, Mr. Sahm, and Ms. Fernandez offered words of gratitude for Mr. Regnier's service on behalf of the entire LEEP board. Mr. Regnier noted that he knew the school was in good hands with Ms. Andujar and her team.

EdOPs Contract

Mr. Regnier reported that LEEP has been partnering with the firm EdOPs for the past year for assistance with student data analytics. LEEP has been very pleased with their services and Mr. Regnier recommended that the Board approve a new one-year \$54,000 contract for EdOps to continue to provide their services to LEEP. Mr. Montoya noted that the support EdOps provides is well worth the cost of the contract. Ms. Fernandez moved to approve the EdOps contract. Mr. Montoya seconded. The motion carried.

Fiscal Policies and Procedures Revision

Given Mr. Regnier's departure, the board considered a resolution to amend LEEP Academy's Fiscal Policies and Procedures (FPP) to replace "Executive Director" with "Executive Director or Principal" throughout the document. The finance committee will conduct a formal review of LEEP's Fiscal Policies and Procedures and may offer further revisions at a later date. Ms. Fernandez moved to approve the FPP language revision resolution. Mr. Sahm seconded. The motion carried.

Finance Committee Report

Mr. Keogh reported that LEEP ended fiscal year 2022 with a surplus of about \$418,000. Mr. Keogh reported that fiscal year 2023 is already off to a good start and LEEP remains in a strong financial position. Mr. Regnier thanked Mr. Keogh for his tireless service and the rest of the board expressed their appreciation as well.

Executive Committee Report

Ms. Fernandez stated that Executive Committee had met to discuss Mr. Regnier's departure and how to best support Ms. Andujar and her team in the coming school year.

Academic & Accountability Committee Report

Ms. McCorkindale reported that the Academic and Accountability Committee met and reviewed an update from the LEEP academic team on new curricula being adopted and teacher training taking place this summer. Ms. Andujar that LEEP will be doing academic assessments of incoming LEEP students for the first time.

Board Norms and Development

Ms. Fernandez stated that the board is scheduling a vision-setting and self-assessment meeting.

Public Comments

There were no public comments.

Executive Session

Mr. Estrada moved to have the board meeting move into Executive Session to discuss personnel matters related to the employment of an individual. Ms. McCorkindale seconded. The motion carried. At approximately 7:20 p.m. the board moved into Executive Session. The board returned from Executive Session at 7:27 p.m.

Adjournment

Mr. Estrada moved to adjourn the meeting. Ms. Sosa seconded. The motion carried. The meeting was adjourned at 7:49 p.m.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Annual Meeting of the Board of Trustees

September 20, 2022 @ 6:00 p.m.

In-Person & Via Videoconference

Trustees in attendance: David Douek, David Estrada, Majo McCorkindale, Alejandro Montoya, Charles Sahm, Melody Sosa, Magdalena Varela-Hand

Trustees absent: Emily Fernandez

Employees in attendance: Johana Andujar, Graciela Walker

Guests in attendance: Due public notice was provided. A quorum was present at all times.

Call to Order

LEEP's vice chair Majo McCorkindale called the meeting to order at 6:15 p.m.

Approval of Agenda

Mr. Sahm moved to approve the agenda. Ms. McCorkindale seconded. The motion carried.

Approval of Minutes

Ms. McCorkindale moved to approve the minutes from the board's August meeting as drafted. Mr. Sahm seconded. The motion carried.

New Business/Principal's Report

SY 2022-223 Academic Goals and Priorities

Ms. Andujar provided an update on the LEEP Dual Language Academy's three priorities for the coming school year:

- Dual Language – Implementing Social Language of the Day;
- Rigor – Consultant visits from Jeremy Arbano (math specialist) and Lavinia Group, Elena Straus, consultant for FUNdations scheduled, Parent Workshop 9/15/22, 48 participants;
- Continuous Monitoring – DOIs have started coaching meetings, teachers have begun TPDs.

Academic Updates

Ms. Andujar reported on the NYS Exam Results, LEEP students performed above city averages. Ms. Andujar reported on upcoming Back to School Night and fall MAP Assessments.

Culture & SEL

Ms. Andujar reported on LEEP activities for Hispanic Heritage Month and SEL workshops.

Family Engagement

Ms. Andujar reported on the successful family workshop, parent surveys, and the PTA's initial meeting.

Enrollment

Ms. Andujar reported that total school enrollment stands at 402 students.

Finance Committee Report

Mr. Douek gave a brief overview of LEEP finances. He reported that LEEP remains in a strong financial position and is projecting a year-end surplus.

Executive Committee Report

Ms. McCorkindale reported that Executive Committee met to discuss board development and how to best support Ms. Andujar and her team in the coming school year.

Academic & Accountability Committee Report

Ms. McCorkindale reported that the Academic and Accountability Committee met to review the NYS test score results and educational priorities for the coming year.

Board Norms and Development

New board meeting dates for the 2022-23 school year were discussed to accommodate board members who have conflicts on Tuesdays.

Public Comments

Several parents were in attendance and asked questions related to the school opening and the new Campus Rojo/Red Campus.

Adjournment

Mr. Sahm moved to adjourn the meeting. Ms. McCorkindale seconded. The motion carried. The meeting was adjourned at 7:15 p.m.

LEEP Dual Language Academy Board Meeting Minutes

Monday, June 12, 2023

Attendance:

- Trustees in attendance: Alejandro Montoya, Majo McCorkindale, Magdalena Varela-Hand, Melody Sosa
- Trustees absent: Emily Fernandez, and Charles Sahm. David Estrada attended via video conference, but did not count towards quorum as his address was not posted.
- Employees in attendance: Johana Andujar, Yaritza Mendez, Rafael Acosta and Luis Ventura

Call to Order: Mr Montoya called the meeting to order at 6:23pm. At the moment we don't have a quorum, so we'll jump into the New Business/Principal's Report, and vote on regular items once there's a quorum.

New Business / Principal's Report

Academic Updates

Mr Acosta shared the Step data in English and in Spanish. Has not been completed yet, because of last week's Field Day and air quality closures.

Getting classes ready for summer school. Starts July 10th.

Staff recruitment is continuing apace. 25 vacancies at this point last year, now 16 left at this time. Working on Teacher and Leadership Institutes and planning summer school and summer camp as well as working hard on a successful closing out of the school year. There is high enrollment in summer camp.

Culture

Ms Andujar shared that the week of May 8th had been Staff Appreciation week, in which we all appreciated and celebrated all their hard work. Appreciation for all their hard work on the academic and socio-emotional aspects, and shared joyful images of both staff and students.

The Spring Show was a success and showed off everyone's hard work! Ms Andujar shared some images from the concert. There was a great turnout and great performances. Ms Andujar shared that Ms Astroza, the dance teacher, will be leaving the LEEP community as she is relocating and starting her own family.

Ms. Loreto joined remotely and shared well wishes to the LEEP community. She's moving to New Orleans and is sad to leave our LEEP Community as it has been one of the most wonderful experiences in her life, one of the most gratifying experiences in her 15 years as a teacher. She read a heartfelt and moving letter she wrote to the community. We are all sad to

see her leave.

The Student Art Exhibit Starts tomorrow June 13th for blue campus, June 14th for red campus. It's a great opportunity for parents to see the artwork that children have created this year. Ms Andujar gave thanks to Ms Townsend and the Specials Teachers who have made this art exhibit possible.

Spirit week is next week to celebrate our scholars and the kids may come to school dressed in different outfits.

The Kindergarten Step Up Ceremony will be on June 23rd.

Family Engagement

There has been a lot of collaboration between families and the school. There were a lot of volunteers for field trips, field day, spring concert, and families showed up and strongly supported the school. Ms Andujar expressed appreciation for Ms. Sosa, who volunteered and sewed skirts for the Spring Show. She also expressed appreciation for parent and PTO member Yvette Villablobos who has helped with the Taller de Familias; she facilitated a workshop on mental health wellness.

Report Cards going out on the 21st, 23rd for Kindergarten.

Enrollment

Mr Ventura, our new Business Administrator shared updates on student enrollment and recruitment. We are in Stage 3, and the focus is on registration and family outreach. We are also hosting a registration day on June 16th at the school, and following up with families we have not heard back from and making offers to those on the waiting list.

This past weekend we partnered with Mixteca for an event and managed to enroll four new applicants. Mr Ventura also shared details on the number of seats remaining as well as the number applicants on the waitlist by year.

Mr Montoya asked for clarification on the numbers and Ms. Andujar responded.

There is no waiting list for 1st or 2nd grade for this year.

Regular Business

As of 6:30pm we had a quorum. Ms. McCorkindale made a motion to approve the agenda. Ms. Sosa seconded, it passed. Ms Sosa made a motion to approve the May Minutes, Ms Varela-Hand seconded, it passed.

NYS requires 181 days of instruction. This calendar covers 183, which provides additional coverage. Mr Montoya reviewed and compared with DOE. Motion to approve made by Ms McCorkidnale, and seconded by Ms Sosa. The motion passed.

Approving July 24th meeting date. Motion to approve by Ms Sosa, seconded by Ms Valera-Hand. The motion passed. We will vote on the rest of the dates then.

Financial Report

Shout out to Kyle Pellerin from 4th Sector and to Luis for all their hard work on the Proposed Budget. It was reviewed with the Finance Committee last Thursday.

Mr Pellerin shared a presentation of the budget including how the enrollment numbers affect the school's revenue. He shared the approved Per Pupil rate, which gives us a positive swing on the budget. Received Summer Boost funds and federal funding.

Afterschool is budgeted with 5 %5 loss to cover any payments not received. Summer Boost is fully funded.

There's been increased spending on program costs and hiring. Mr Pellerin also shared a new slide with spending per student. We're spending more because of the invested in additional staff and curriculum increases for next year, as well as tuition for teachers to ensure quality of education for our students.

Mr Pellerin is confident we'll be able to maintain the integrity of the budget with the projected enrollment.

Mr. Montoya provided additional context, mentioning it better represents the level of spending we expect to have and successfully incorporates having a k-5 for the first time. He has no reservations on the budget.

Ms. Sosa asked about an item of 65k. Mr Pellerin mentioned it was a security deposit for Red Campus which would not be needed for the FS2025, as we're planning on not being in that campus by then.

Ms Sosa made a motion to approve the Budget for FY2024. Ms McCorkindale seconded. Motion passed.

Minor adjustments for forecast for next month, but numbers look solid at the moment. There should be minimal changes for the end of the year.

Mr Pellerin shared the April Finance Report.

Executive Report

We held an Executive Committee Meeting. We also held the Annual Board Retreat. It was a spirited affair with board members, staff and Empire Charter Consultants. We engaged in Strategic Planning and we're motivated to capitalize on the energy from the meeting. Looking forward to next year and to working on the renewal application.

Academic & Accountability

We met, it was brief, and covered earlier in the Principal Reports.

Public Comments

No public comments. There were parents in attendance, and their attendance was recognized and appreciated.

Closing

Motion to adjourn the June Board meeting Ms Sosa, seconded by Ms Varela-Hand. All in favor.
Meeting adjourned at 7:10pm.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Annual Meeting of the Board of Trustees

August 22, 2022 @ 6:15 PM

In-Person & Via Videoconference

Trustees in attendance: Emily Fernandez, Majo McCorkindale, Alejandro Montoya, Charles Sahm, Melody Sosa

Trustees absent: David Douek, David Estrada, Magdalena Varela-Hand

Employees in attendance: Johana Andujar, Roberto Gutierrez, Graciela Walker

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

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

Call to Order

LEEP's board chair Emily Fernandez called the meeting to order at 6:28 p.m.

Approval of Agenda

Mr. Sahm moved to approve the agenda. Ms. McCorkindale seconded. The motion carried.

Approval of Minutes

Ms. McCorkindale moved to approve the minutes from the board's July meeting as drafted. Ms. Fernandez seconded. The motion carried.

New Business/Principal's Report

SY 2022-223 Academic Goals and Priorities

Ms. Andujar provided an overview of the LEEP Dual Language Academy's three priorities for the coming school year: Academic Rigor, Continuous Monitoring, and Strengthening Dual Language Practices.

Academic Updates

Ms. Andujar reported on the professional development taking place in August at LEEP's New Teacher Institute and Returning Teacher Institute. Ms. Andujar reported that for the first time ever LEEP will be conducting pre-entry assessments of incoming students in English and Math.

Charter Revision: Red Campus

Ms. Andujar reported that LEEP staff are working hard to prepare LEEP's new space at 5224 5th Avenue, dubbed "Campus Rojo/Red Campus," which will house LEEP's third and fourth grades in the 2022-23 school year.

Ms. Fernandez made a motion to officially approve LEEP's expansion into the new space at 5224 5th Avenue, which will house LEEP's "Campus Rojo/Red Campus." Ms. Sosa seconded the motion. All five board members present voted to approve the motion. The motion carried.

Finance Committee Report

There were no updates from the Finance Committee.

Executive Committee Report

Ms. Fernandez stated that Executive Committee met to discuss board development and how to best support Ms. Andujar and her team in the coming school year.

Academic & Accountability Committee Report

Ms. Fernandez reported that the Academic and Accountability Committee met to review LEEP's three educational priorities for the coming year: Academic Rigor, Continuous Monitoring, and Strengthening Dual Language Practices.

Board Norms and Development

Ms. Fernandez stated that the board is scheduling a vision-setting and self-assessment meeting.

Public Comments

Several parents were in attendance and asked questions related to the school opening and the new Campus Rojo/Red Campus.

Adjournment

Mr. Sahm moved to adjourn the meeting. Ms. Fernandez seconded. The motion carried. The meeting was adjourned at 7:04 p.m.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

August 11, 2022 @ 6:30 PM

Via Videoconference

Trustees in attendance via zoom: Emily Fernandez, David Douek, Majo McCorkindale, and Melody Sosa

Trustees absent: Alejandro Montoya, Magdalena Varela-Hand, Charles Sahm, David Estrada

Employees in attendance: Johana Andujar, Roberto Gutierrez

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

Call to Order

LEEP's board chair Emily Fernandez called the meeting to order at 6:36 p.m.

Ms Fernandez announced that this is a special board meeting for one vote related to the specific requirements of the state in order to move into the new building.

Ms. Sosa made a motion for approval for an additional campus, known as red campus, that will house 3rd & 4th grades.

Mr. Douek seconded. The motion carried.

Mr. Gutierrez wanted to make a note to keep in mind when discussing with authorizer that this new campus is the former site of the Brooklyn Rise school.

Public Comments

Ms. Jaely Jimenez asked about Michael's comment at the last board meeting about his leaving. Ms. Fernandez replied confirming that Michael had moved to a different role outside the school, mentioned what steps the board is taking, and what school leadership looks like at the moment. Ms Jimenez enthusiastically praised the school and the community and volunteered that she's been talking friends and family into bringing their kids to LEEP.

There were no other public comments.

Adjournment

Ms. McCorkindale moved to adjourn the meeting. Ms. Sosa seconded. The motion carried. The meeting was adjourned at 6:44 p.m.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

October 26, 2022 @ 6:00 p.m.

In-Person & Via Videoconference

Trustees in attendance: Emily Fernandez, David Douek, David Estrada, Majo McCorkindale, Charles Sahm, Melody Sosa

Trustees absent: Alejandro Montoya, Magdalena Varela-Hand

Employees in attendance: Johana Andujar, Roberto Gutierrez, Graciela Walker

Guests in attendance: Jaely Jiménez Duran, Michael Regnier, Kyle Pellerin (4th Sector Solutions)

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

Call to Order

LEEP's Chair Emily Fernández called the meeting to order at 6:15 p.m.

Approval of Agenda

Ms. McCorkindale moved to approve the agenda. Mr. Douek seconded. The motion carried.

Approval of Minutes

Ms. Sosa moved to approve the minutes from the board's September meeting as drafted. Ms. McCorkindale seconded. The motion carried.

New Business/Principal's Report

SY 2022-223 Academic Goals and Priorities

Ms. Andujar provided an update on the LEEP Dual Language Academy's three priorities for the coming school year:

Dual Language – Implementing the use of Spanish Language Screeners; Leaders attending, “LA COSECHA” in November and “LA NABE” in February. Dr. Buttaro, the dual language consultant, is scheduled for a meeting this week. Rigor- Consultant visits from Jeremy Arbano, Math Consultant from Lavinia Group; Elena Strauss Consultant from FUNdations; Dave Marsh. Continuous Monitoring – TPDs and Coaching meetings; RTD and Flex days; All day PD 9/6.

Academic Updates

Ms. Andujar reported that 59% of LEEP students scored proficient in Math and 54% scored proficient in ELA on the 2021-22 NYS Exams. Mr. Sahm noted that LEEP's math proficiency rate is

21 percentage points above the city math average and LEEP's ELA proficiency rate is five percentage points above the city ELA average. Mr. Sahm noted that while LEEP seeks to continue to improve on these rates, they are very impressive for a first testing year, particularly as test scores are down across the city, state, and nation due to educational disruptions caused by the Covid pandemic. Ms. Andujar reported that LEEP is continuing with its MAP and STEP Assessments.

Culture & SEL

Ms. Andujar reported on LEEP activities for Hispanic Heritage Month, including a parade and a pinata contest. Ms. Andujar also reported on a planned Halloween festival on Friday, October 28. Ms. Andujar also reported on a new Peaceful Bus Program, which is designed to improve student behavior on the bus rides to and from school.

Family Engagement

Ms. Andujar reported on LEEP's Parent Workshop, held on 9/15, which attracted 48 participants. She also reported on LEEP's first PTO Meeting, held on 10/17. PTO officials were elected, including PTO president Jaely Jiménez Duran. Ms. Jiménez Duran offered inspiring comments about her passion for LEEP Academy.

Enrollment

Ms. Andujar reported that enrollment stands at 389 students. LEEP is participating in Halloween events, including holding a Trick-or-Treat at LEEP event on Halloween, to increase community awareness.

Finance Committee Report

Mr. Douek reported that the Finance Committee met to review LEEP's financials. A potential budgetary concern is LEEP's lower-than-expected enrollment. Mr. Pellerin reported that LEEP Academy remains in a strong financial position and is projecting a substantial year-end surplus.

Executive Committee Report

Ms. Fernandez stated that the Executive Committee met to discuss several issues, including long-term real estate needs. Ms. Fernandez asked Mr. Gutierrez to provide an update on long-term real estate options. Mr. Gutierrez reported on a potential new property on Fifth Avenue in Sunset Park.

Academic & Accountability Committee Report

Ms. McCorkindale reported that the Academic and Accountability Committee met to review LEEP's NYS exam scores and other assessment data. Ms. Andujar mentioned that LEEP has filled several teacher vacancies, including hiring a new music teacher. Ms. Andujar also reported that LEEP has hired a Director of Operations and a Data Operations Associate, who will assist with assessments and parent engagement.

Board Norms and Development

New board meeting dates for the 2022-23 school year were proposed. A vote was tabled for the next board meeting. The next board meeting will be Monday, November 14.

Public Comments

Several parents were in attendance and asked questions related to the school opening and the new Campus Rojo/Red Campus.

Adjournment

Mr. Sahm moved to adjourn the meeting. Ms. Fernandez seconded. The motion carried. The meeting was adjourned at 7:15 p.m.



LEEP Dual Language Academy Charter School

MEETING MINUTES

Meeting of the Board of Trustees

December 12, 2022 @ 6:00 p.m.

In-Person & Via Videoconference

Trustees in attendance: Emily Fernandez, David Douek, David Estrada, Majo McCorkindale, Alejandro Montoya, Charles Sahm, Melody Sosa

Trustees absent: Magdalena Varela-Hand

Employees in attendance: Johana Andujar, Roberto Gutierrez, Graciela Walker

Guests in attendance: Kyle Pellerin (4th Sector Solutions)

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

Call to Order

LEEP's Chair Emily Fernández called the meeting to order at 6:05 p.m.

Approval of Agenda

Ms. McCorkindale moved to approve the agenda. Mr. Douek seconded. The motion carried.

Approval of Minutes

Ms. Sosa moved to approve the minutes from the board's November meeting as drafted. Mr. Douek seconded. The motion carried.

Ms. McCorkindale moved to approve the minutes from the board's October meeting as drafted. Mr. Montoya seconded. The motion carried.

New Business/Principal's Report

Academic Updates

Ms. Andujar reported on substantial student growth on MAP Assessments – on both ELA and math -- from the fall of 2021 to the fall of 2022. Preparation for the state exams will begin in January. An all-day staff professional development session will take place on January 2. Math consultant Jeremy Arbano will work with staff to support math prep and planning. Ms. Andujar also reported on a Spanish screener that will be used to assess students' Spanish proficiency.

Culture & SEL

LEEP students participated in the community lighting of the Sunset Park holiday tree. LEEP is one of 200 NYC elementary schools to participate in a new ballet program. Ms. Andujar also reported that

student behavior information will be entered in LEEP's Illuminate data system. All LEEP students recently received free eye exams.

Family Engagement

Ms. Andujar reported on LEEP's Winter Concert, which was attended by numerous parents, as well as NYC council member Alexa Aviles. Parent-teacher conferences are taking place on December 15 and 16. LEEP's PTO has helped to organize the LEEP library and a LEEP movie night is scheduled to be held on December 27; LEEP has received 270 RSVPs.

Enrollment

LEEP's new director of operations Tenille Faria discussed the many steps LEEP is taking to boost enrollment and community awareness. LEEP's 2023-24 application process has begun and applications are coming in. Mr. Gutierrez reported that he has contacted officials at Catholic Charities in charge of migration and services to make sure that refugees and new immigrants are aware of LEEP. Mr. Montoya offered to assist Ms. Faria in her efforts and suggested that a monthly enrollment

Ms. Andujar and Mr. Gutierrez reported that the construction consulting company DBI was brought in to assess LEEP's space needs for the 2023-24 school year. The consultants are formulating a plan to make minor space reallocations, particularly at LEEP's red campus, that would enable LEEP to accommodate its projected enrollment in 2023-24. Mr. Gutierrez will provide additional information early in the new year.

LEEP Safety Plan

Ms. Andujar circulated the revised LEEP safety plan prior to the board meeting, which includes minor adjustments to reflect the addition of the new red campus. Mr. Sahm moved to approve the LEEP safety plan. Ms. McCorkindale seconded. The motion carried.

Finance Committee Report

Mr. Douek reported that the Finance Committee met to review LEEP's financials. Mr. Pellerin reported that LEEP Academy remains in a strong financial position and is projecting a substantial year-end surplus.

Executive Committee Report

Ms. Fernandez reported that the Executive Committee met to discuss several issues, including a review of LEEP assessment data and LEEP Academy's upcoming charter renewal.

Academic & Accountability Committee Report

Ms. Fernandez reported that the Academic and Accountability Committee met to review LEEP's NYS exam scores and other assessment data. Ms. Fernandez announced that Ms. Amma Woods, one of the most active members of the LEEP parent community, has offered to join the Academic and Accountability Committee to provide another parent voice of input and accountability. Ms. Woods offered some remarks about her passion for LEEP and ensuring that the parent perspective and family engagement are considered in Academic & Accountability Committee meetings.

Board Norms and Development

Ms. McCorkindale enthusiastically moved to approve Ms. Amma Woods as a member of the Academic and Accountability Committee. Ms. Fernandez seconded the motion. The motion carried.

Ms. Fernandez stated that she wished to clarify that, per LEEP Academy By-Laws, the rotating Parent Representative seat on the LEEP Board (currently filled by Melody Sosa) is not related to the

role of President of the Parent Teacher Organization (PTO). Although the board is considering the current PTO president, Jaley Jiménez Duran, to fill the Parent Representative seat on the LEEP Board, other LEEP parents are invited to express interest as well. They may email board@leepschools.org or reach out to LEEP principal Johana Andujar directly.

Ms. Fernandez reported that she has been in discussions with the Executive Committee and other members of the board about her role as board chair. Due to personal time commitments, Ms. Fernandez stated that she needs to step down as board chair, while remaining an active member of the board. Ms. Fernandez moved to nominate Alejandro Montoya to serve as board chair for the remainder of her term. Ms. McCorkindale seconded. The motion carried. Mr. Montoya stated that he is excited to assume the role of board chair and help LEEP continue to thrive.

Public Comments

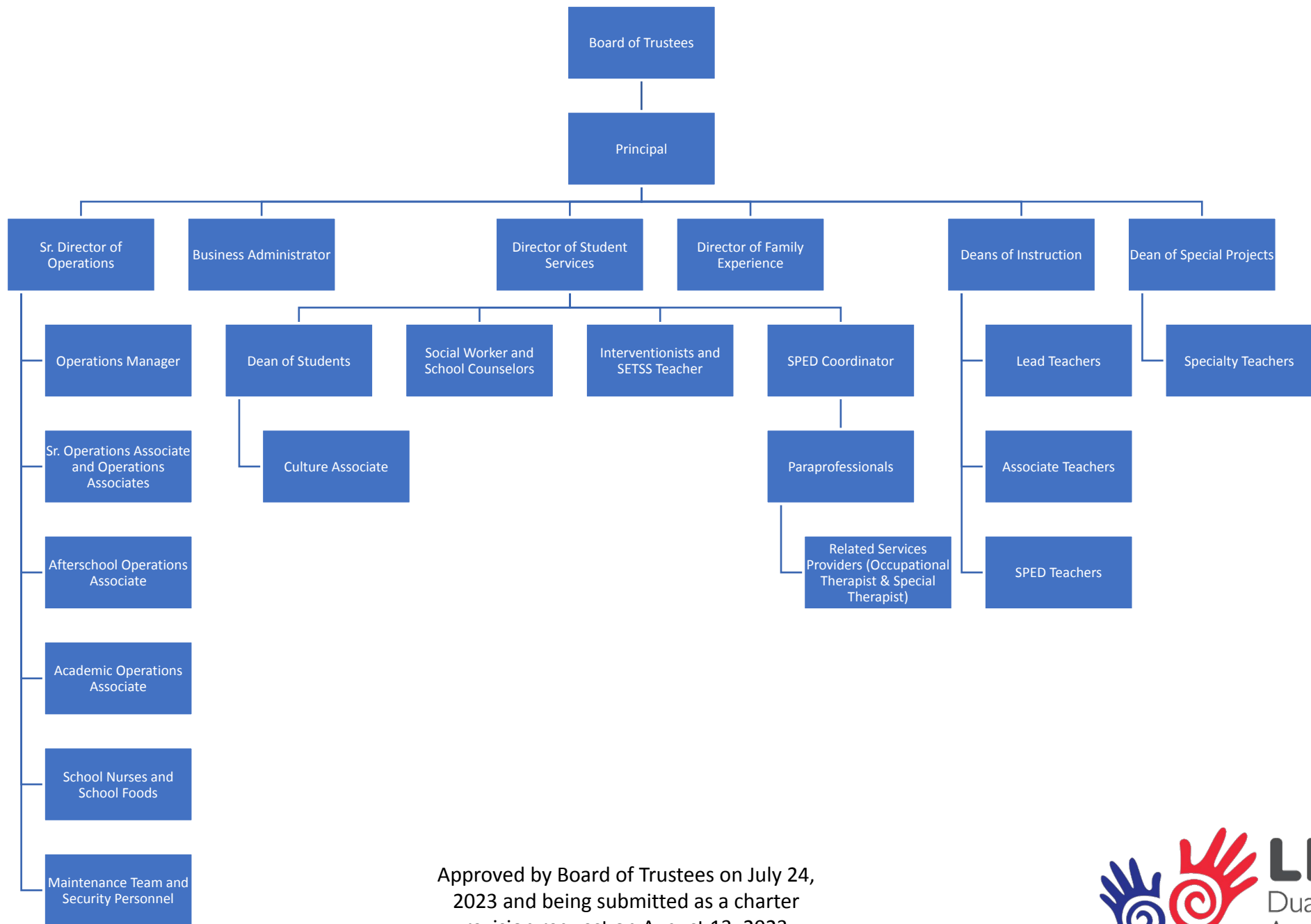
Ms. Amma Woods saluted LEEP for the wonderful Winter Spectacular. Ms. Woods also offered a heartfelt tribute to Vice Principal Graciela Walker, who will be departing LEEP at the end of the month.

Executive Session

Ms. Fernandez made a motion to move the board into Executive Session to discuss a real estate issue. Ms. Sosa seconded. The motion carried. The board moved into Executive Session at 7:05 p.m. The board returned from Executive Session at 7:19 p.m.

Adjournment

Ms. Sosa moved to adjourn the meeting. Ms. McCorkindale seconded. The motion carried. The meeting was adjourned at 7:19 p.m.



Approved by Board of Trustees on July 24, 2023 and being submitted as a charter revision request on August 13, 2023

LEEP Dual Language Academy Charter School 2023-2024 Academic Calendar

23 First Day of School – Grades K
25 First Day of School – Grades 1-5

Total School Days - 7

AUGUST 2023						
S	M	T	W	Th	F	S
	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023

S	M	T	W	Th	F	S
					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

4 School Closed - Labor Day

Total School Days - 20

9 School Closed- Indigenous People's Day
27 School Closed- Staff Professional Development Day

Total School Days - 20

OCTOBER 2023						
S	M	T	W	Th	F	S
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				

NOVEMBER 2023

S	M	T	W	Th	F	S
			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		

7 School Closed – Election Day
20-24 School Closed – Thanksgiving Break
27 School Closed- Staff Professional Development Day

Total School Days - 15

18-29 School Closed - Winter Break

Total School Days - 11

DECEMBER 2023						
S	M	T	W	Th	F	S
					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						

JANUARY 2024

S	M	T	W	Th	F	S
	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			

1 School Closed – Winter Break
15 School Closed - Martin Luther King Jr. Day

Total School Days - 21

19-23 School Closed – President's Day / February Break

Total School Days - 16

FEBRUARY 2024						
S	M	T	W	Th	F	S
				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		

MARCH 2024

S	M	T	W	Th	F	S
					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						

18 School Closed- Staff Professional Development Day

Total School Days - 20

22-26 School Closed – Spring Break

Total School Days - 17

APRIL 2024						
S	M	T	W	Th	F	S
	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				

MAY 2024

S	M	T	W	Th	F	S
			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	

27 School Closed - Memorial Day

Total School Days - 22

19 School Closed – Juneteenth
21 First Day of School – Grades K-5

Total School Days - 14

JUNE 2024						
S	M	T	W	Th	F	S
						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						



Total School Days: 183



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 04.17.2023.

PREMISES

Leep Dual Language Academy Charter School
475 53rd Street
Brooklyn NY 11220

Leep Dual Language Academy Charter School
475 53rd Street
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 **08.25.2022**.

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

Note: Violation orders dismissed on reinspection conducted on 11.07.2022.

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

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

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

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies 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.

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 04.17.2023.

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 **11.07.2022**.

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

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Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU



Certificate of Occupancy

CO Number:3013917-0000010

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

A.	Borough: BROOKLYN Address: 5224 5 AVENUE Building Identification Number(BIN): 3013917	Block Number: 807 Lot Number(s): 46 Additional Lot Number(s): Application Type: A1 - ALTERATION TYPE 1	Full Building Certificate Type: Temporary Date Issued: 06/06/2023
This building is subject to this Building Code: 1968			
This Certificate of Occupancy is associated with job# 321500853-01			
B.	Construction Classification: 3: NON-FIREPROOF STRUCTURES Building Occupancy Group classification: M - MERCANTILE Multiple Dwelling Law Classification: Not Available		
	No.of stories: 3	Height in feet: 39	No.of dwelling units: 0
C.	Fire Protection Equipment: Fire Alarm System, Sprinkler System		
D.	Parking Spaces and Loading Berths: Open Parking Spaces: 0 Enclosed Parking Spaces: 0 Total Loading Berths: Not available		
E.	This Certificate is issued with the following legal limitations: Restrictive Declaration: None Zoning Exhibit: None BSA Calendar Number(s): None CPC Calendar Number(s): None		
Borough Comments: Updated elevator signoff is required prior to next renewal. Remove "n/a" from C of O comments in BSO prior to next renewal.			

Borough Commissioner



Commissioner





Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Cellar	M	160	OG	6		ALT 1023/80.	Final	
Description of Use: Sales rooms STORAGE, SALES ROOM AND BOILER ROOM						Exceptions:		
Floor 1	M	260	100	6		ALT 1023/80	Final	
Description of Use: Retail or wholesale stores stores and bank						Exceptions:		
Floor 2	E	180	100	3		321500853	Temporary	09/04/2023
Description of Use: Schools						Exceptions:		
Floor 3	A-3	240	120	4		ALT 1023/80	Final	
Description of Use: Custodial care facilities with 75 or more persons, providing care to persons over the age of 2, where no more than four occupants are incapable of responding to an emergency situation without physical assistance from staff COMMUNITY CENTER FOR SENIOR CITIZENS						Exceptions:		

CofO Comments: n/a

Borough Commissioner

Commissioner



Certificate of Occupancy

CO Number: 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	Block Number: 00816	Certificate Type: Final
	Address: 5323 5 AVENUE	Lot Number(s): 1	Effective Date: 01/14/2011
	Building Identification Number (BIN): 3330237	Building Type: Altered	
<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

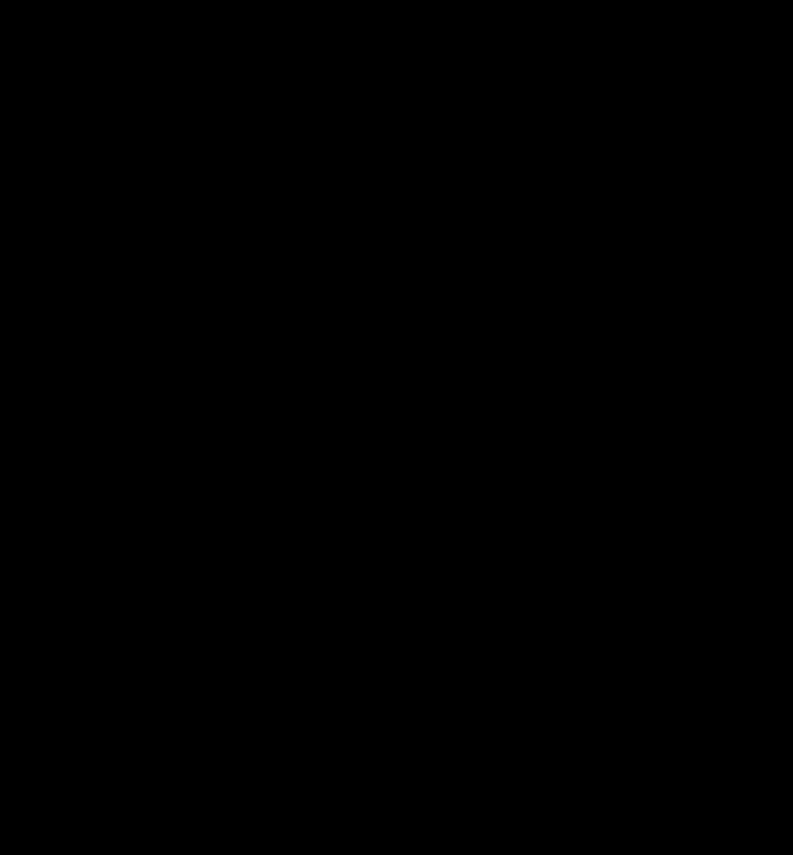
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Certificate of Occupancy

CO Number: 301366590F

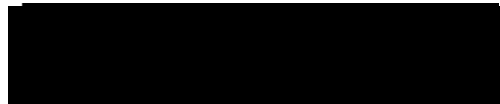
Permissible Use and Occupancy

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						



Borough Commissioner



Commissioner

END OF DOCUMENT

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