

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
July 18<sup>th</sup>, 2018**

The **107<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **July 18<sup>th</sup>** at The Equity Project Charter School at the **Early Childhood** campus at 4280 Broadway, pursuant to due notice to Trustees via electronic mail sent on 11/13/18. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

Laura Tavormina in person.

David Coleman, Brooks Clark, and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board  
250 Vesey Street  
Floor 17  
New York, NY 10281

CoWork  
619 Lake Avenue  
Asbury Park, NJ 07712

Starbucks  
605 Third Avenue  
New York, NY 10016

Culture Espresso  
72 W. 38th Street  
New York, NY 10018

**The following Trustee was absent:** Andrew Buher

**The following additional staff members were present:**

Zeke Vanderhoek, Casey Ash, Jessica Rojas.

Meeting called to order at 5:30 pm.

**Meeting Agenda and Notes:**

1. Intro to Jessica Rojas, Special Assistant to Principal and Board of Trustees liaison

2. Updates:

- Hiring Update: Teachers, Social Workers, New Staff
- 2018 Enrollment for new Kindergarten & 5<sup>th</sup> Grade cohorts
- Bridges in Mathematics – New EC/Elem Math Curriculum
- Facility Updates: 4280 Broadway, Sherman, Trailers
- Student Spotlight!

Meeting adjourned at 6:00 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
August 20<sup>th</sup>, 2018**

The **108<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **August 20<sup>th</sup>** at The Equity Project Charter School at the **Early Childhood** campus at 4280 Broadway, pursuant to due notice to Trustees via electronic mail sent on 08/17/18. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

Laura Tavormina, Andrew Buher, Brooks Clark, and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

CoWerk  
619 Lake Avenue  
Asbury Park, NJ 07712

Starbucks  
605 Third Avenue  
New York, NY 10016

Culture Espresso  
72 W. 38th Street  
New York, NY 10018

**The following Trustee was absent:** David Coleman

**The following additional staff members were present:**

Zeke Vanderhoek, Shelley Gupta, Casey Ash, Jessica Rojas.

Meeting called to order at 5:30 pm.

**Meeting Agenda and Notes:**

1. Review and Approval of FY18 (last fiscal year) financials through Q4
2. Review and Approval of FY19 (current year) BUDGET
3. Review and Approval of Modifications to Fiscal Policies & Procedures (FPP) Manual
4. Updates:
  - New Branding Strategy

- Talent Strategy 2018-19: Key Roles
- Facility Updates: 4280 Broadway, Sherman, Trailers
- Start of School Year Report
- Student Spotlight!

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
September 17<sup>th</sup>, 2018**

The **109<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **September 17<sup>th</sup>** at The Equity Project Charter School at the **Middle School** campus at 547 Audubon, pursuant to due notice to Trustees via electronic mail sent on 7/13/18. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

Laura Tavormina, Andrew Buher and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

CoWerk  
619 Lake Avenue  
Asbury Park, NJ 07712

Starbucks  
605 Third Avenue  
New York, NY 10016

Culture Espresso  
72 W. 38th Street  
New York, NY 10018

**The following Trustees were absent:** David Coleman and Brooks Clark

**The following additional staff members were present:**

Zeke Vanderhoek, Shelley Gupta, Casey Ash, Jessica Rojas

Meeting called to order at 5:30 pm.

**Meeting Agenda and Notes:**

1. Updates:

- New Branding Strategy
- Bridges in Mathematics – new EC-ELEM math curriculum
- Talent Strategy 2018-19: Key Roles
- Facility Updates: 4280 Broadway, Sherman, Trailers
- Student Spotlight!

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
October 16<sup>th</sup>, 2018**

The **110<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **October 16<sup>th</sup>** at The Equity Project Charter School at the **Middle School** campus at 549 Audubon in T30, pursuant to due notice to Trustees via electronic mail sent on 07/13/18. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

David Coleman, Brooks Clark, Andrew Buher and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board  
250 Vesey Street  
Floor 17  
New York, NY 10281

CoWerk  
619 Lake Avenue  
Asbury Park, NJ 07712

Starbucks  
605 Third Avenue  
New York, NY 10016

Culture Espresso  
72 W. 38th Street  
New York, NY 10018

**The following Trustee was absent:** Laura Tavormina

**The following additional staff members were present:**

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jessica Rojas

Meeting called to order at 5:30 pm.

**Meeting Agenda and Notes:**

1. COO Search:
  - Networking By Andrew Buher
2. Pre – K

### 3. Updates:

- Facility Updates: 4280 Broadway, Sherman, Trailers
- Recruitment
- Student Spotlight!

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
November 5<sup>th</sup>, 2018**

The **111<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **November 5<sup>h</sup>** at The Equity Project Charter School at the **Early Childhood** campus at 4280 Broadway, pursuant to due notice to Trustees via electronic mail sent on 10/30/18. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

Laura Tavormina in person.

Brooks Clark and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

Starbucks  
605 Third Avenue  
New York, NY 10016

Culture Espresso  
72 W. 38th Street  
New York, NY 10018

**The following Trustees were absent:** David Coleman and Andrew Buher

**The following additional staff members were present:**

Zeke Vanderhoek, Shelley Gupta, Aaron Villela

Meeting called to order at 5:30 pm.

**Meeting Agenda and Notes:**

1. COO Search:

- Conversation with Aaron Villela, Director of Talent Acquisition

2. Updates:

- Pre – K
- Facility Updates: 4280 Broadway, Sherman, Trailers
- Student Spotlight

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
December 17<sup>th</sup>, 2018**

The **112<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **December 17<sup>th</sup>** at The Equity Project Charter School at the **Middle School** campus at 549 Audubon, pursuant to due notice to Trustees via electronic mail sent on 10/30/18. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

Brooks Clark, David Coleman, and Andrew Buher joined via videoconference from the following public locations posted in advance on TEP's website:

Starbucks  
605 Third Avenue  
New York, NY 10016

The College Board  
250 Vesey Street  
Floor 17  
New York, NY 10281

CoWerk  
619 Lake Avenue  
Asbury Park, NJ 07712

**The following Trustees were absent:** Laura Tavormina and Sean Juan.

**The following additional staff members were present:**

Zeke Vanderhoek, Shelley Gupta, Casey Ash, Kimberly Chua, Jessica Rojas, Gus Saliba

Meeting called to order at 5:30 pm.

**Meeting Agenda and Notes:**

**1. Review & Approve FY19 Q1 Financials:**

- Set in motion by David Coleman. David Coleman, Brooks Clark and Andrew Buher were all in favor. FY18 Q1 Financials were approved.

**2. Presentation from Auditor Re FY18 Final Audit Report:**

- Gus Saliba presented the audit report

**3. Updates:**

- Personnel Issue

- 2019-20 Academic Calendar
- Student Spotlight!

Meeting adjourned at 6:45 pm.

Minutes recorded by Jessica Rojas.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
January 14<sup>th</sup>, 2019**

The **113<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **January 14<sup>h</sup>** at The Equity Project Charter School at the **Early Childhood** campus at 4280 Broadway, pursuant to due notice to Trustees via electronic mail sent on 10/30/18. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

Laura Tavormina attended in person.

David Coleman, Brooks Clark, Andrew Buher and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board  
250 Vesey Street  
Floor 17  
New York, NY 10281

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619 Lake Avenue  
Asbury Park, NJ 07712

Starbucks  
605 Third Avenue  
New York, NY 10016

Culture Espresso  
72 W. 38th Street  
New York, NY 10018

**The following Trustee was absent:**

**The following additional staff members were present:**

Zeke Vanderhoek, Shelly Gupta, Jessica Rojas

Meeting called to order at 5:30 pm.

**Meeting Agenda and Notes:**

1. Review & Approve 2017-18 Teacher Bonuses

2. Updates:

a. Personnel

Leaders of TEP Elementary School

*2<sup>nd</sup> and 3<sup>rd</sup> grades opening in Trailers in August 2019 (4<sup>th</sup> grade opening in 2020)*

COO search

Executive Chef search

b. Curriculum – Wit & Wisdom

c. Facilities Update

d. Student Spotlight

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
February 25, 2019**

The **114<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **February 25<sup>th</sup>** at The Equity Project Charter School at the **Early Childhood** campus at 4280 Broadway, pursuant to due notice to Trustees via electronic mail sent on 10/30/18. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

Laura Tavormina, Brooks Clark, and Andrew Buher joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board  
250 Vesey Street  
Floor 17  
New York, NY 10281

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Asbury Park, NJ 07712

Starbucks  
605 Third Avenue  
New York, NY 10016

Culture Espresso  
72 W. 38th Street  
New York, NY 10018

**The following Trustees were absent:**

Sean Juan  
David Coleman

**The following additional staff members were present:**

Zeke Vanderhoek, Casey Ash, Jessica Rojas

Meeting called to order at 5:30pm.

**Meeting Agenda and Notes:**

1. Review & Approval of FY19 Q2 Financials
2. A New Leader for TEP: COO Hired!

3. Updates:

- a. Spring Institute for Staff (Highlights: Retreat, Cross Campus Partnerships, TEP Cares)
- b. Staffing for 2019-20
  - Teachers, Operations, Facilities, Chef
- c. Fundraising
- d. Facilities
- e. Student Spotlight

Meeting adjourned at 6:30pm.

Minutes recorded by Jessica Rojas.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
March 18<sup>th</sup>, 2019**

The **115<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **March 18<sup>h</sup>** at The Equity Project Charter School at the **Early Childhood** campus at 4280 Broadway, pursuant to due notice to Trustees via electronic mail sent on 11/3/18. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

David Coleman, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board  
250 Vesey Street  
Floor 17  
New York, NY 10281

CoWerk  
619 Lake Avenue  
Asbury Park, NJ 07712

Starbucks  
605 Third Avenue  
New York, NY 10016

**The following Trustee was absent:** Laura Tavormina

**The following additional staff members were present:**

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jessica Rojas

Meeting called to order at 5:30 pm.

**Meeting Agenda and Notes:**

**1. Updates:**

- a. Elementary School: Leaders, Campus Plan, Academic Program & Curriculum
- b. NYSIF
- c. COO start date: May 20th
- d. New Building Kickoff: 3 Events
  - Family/Student Event, Alumni Event, Building Dedication Event
- e. 4280 Facility Updates
- f. Website Redesign
- g. Fundraising – Current Needs & Asks
- h. Student Spotlight

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
April 3<sup>rd</sup>, 2019**

The **116<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **April 3<sup>rd</sup>** at The Equity Project Charter School at the **Middle School** campus at 549 Audubon pursuant to due notice to Trustees via electronic mail sent on 11/3/18. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

Laura Tavormina joined in person.

David Coleman, Andrew Buher and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

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250 Vesey Street  
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CoWork  
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Asbury Park, NJ 07712

Starbucks  
605 Third Avenue  
New York, NY 10016

**The following Trustee was absent:** Brooks Clark

**The following additional staff members were present:**

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jessica Rojas

Meeting called to order at 5:30 pm.

**Meeting Agenda and Notes:**

1. High School Placement
  - a. Special Guest: Anthony Levy
2. Updates:
  - a. Ackerman & Gender Identity Initiative
  - b. Hiring Updates (DOO, Executive Chef)
  - c. State Testing
  - d. Fundraising Update
  - e. Facilities Update

f. Student Spotlight

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
May 13<sup>th</sup>, 2019**

The **117<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **May 13<sup>th</sup>** at The Equity Project Charter School at the **Early Childhood** campus at 4280 Broadway pursuant to due notice to Trustees via electronic mail sent on 03/27/19. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

Laura Tavormina joined in person.

David Coleman and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board  
250 Vesey Street  
Floor 17  
New York, NY 10281

Culture Espresso  
66 W 38<sup>th</sup> St  
New York, NY 10018

CoWerk  
619 Lake Avenue  
Asbury Park, NJ 07712

Starbucks  
605 Third Avenue  
New York, NY 10016

**The following Trustee was absent:** Brooks Clark and Andrew Buher

**The following additional staff members were present:**

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jessica Rojas, Monica Sarmiento, Denise Munoz, Jason Skeeter

Meeting called to order at 5:30 pm.

**Meeting Agenda and Notes:**

1. Ackerman Institute
  - a. Special Guests: Monica Sarmiento & Denise Munoz
2. Approval of Q3 Budget vs. Actuals

3. Updates:

- a. Personnel Update
- b. Student Spotlight

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
June 3, 2019**

The **118<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **June 3<sup>rd</sup>** at The Equity Project Charter School at the **Middle School** campus at 549 Audubon pursuant to due notice to Trustees via electronic mail sent on 03/27/19. Public notice was posted in the TEP main office, posted on TEP's website at [www.tepcharter.org](http://www.tepcharter.org), and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

**The following Trustees were present:**

Laura Tavormina joined in person.

Brooks Clark and Andrew Buher joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board  
250 Vesey Street  
Floor 17  
New York, NY 10281

Culture Espresso  
66 W 38<sup>th</sup> St  
New York, NY 10018

CoWerk  
619 Lake Avenue  
Asbury Park, NJ 07712

Starbucks  
605 Third Avenue  
New York, NY 10016

**The following Trustees were absent:** David Coleman and Sean Juan

**The following additional staff members were present:**

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffrey Mittman, and Jessica Rojas

Meeting called to order at 5:30 pm.

**Meeting Agenda and Notes:**

1. Intro & Welcome to New Chief Operating Officer (COO), Jeffrey Mittman
2. The New Building!
  - a. Reflections on June 2<sup>nd</sup> New Building Celebration for Past & Current TEP Families. Approximately 1000 attendees

- b. TCO achieved! Building is now ready for occupancy.
  - c. Next Up: Building Dedication (September 15th - @ 5 PM) – SAVE THE DATE!
  - d. Also: Alumni Welcome Event on July 17<sup>th</sup>
- 3. Updates:
  - a. 2019-20 Elementary School Campus: Leadership, Trailer Upgrades
  - b. Staffing for 2019-20
  - c. Student Spotlight

Meeting adjourned at 6:30 pm.

Minutes recorded by Jessica Rojas.