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

The 107th regular meeting of the Board of Trustees of The Equity Project Charter School was held on July 18th 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, 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

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: 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 & 5th 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 20th, 2018

The 108th regular meeting of the Board of Trustees of The Equity Project Charter School was held on August 20th 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, 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


4. Updates:

   • New Branding Strategy
Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.
The 109th regular meeting of the Board of Trustees of The Equity Project Charter School was held on September 17th 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, 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.
The 110th regular meeting of the Board of Trustees of The Equity Project Charter School was held on October 16th 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, 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 5th, 2018

The 111th regular meeting of the Board of Trustees of The Equity Project Charter School was held on November 5th 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, 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.
The 112th regular meeting of the Board of Trustees of The Equity Project Charter School was held on December 17th 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, 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 14th, 2019

The 113th regular meeting of the Board of Trustees of The Equity Project Charter School was held on January 14th 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, 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

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:

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
      *2nd and 3rd grades opening in Trailers in August 2019 (4th 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.
The 114th regular meeting of the Board of Trustees of The Equity Project Charter School was held on February 25th 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, 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

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:
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 18th, 2019

The 115th regular meeting of the Board of Trustees of The Equity Project Charter School was held on March 18th 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, 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 3rd, 2019

The 116th regular meeting of the Board of Trustees of The Equity Project Charter School was held on April 3rd 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, 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:

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: 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 13th, 2019

The 117th regular meeting of the Board of Trustees of The Equity Project Charter School was held on May 13th 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, 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 Expresso
66 W 38th 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 118th regular meeting of the Board of Trustees of The Equity Project Charter School was held on June 3rd 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, 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 Expresso
66 W 38th 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!
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 17th

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.