

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
July 10th, 2019**

The **119th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **July 10th** at The Equity Project Charter School at the **Middle School** campus at 153 Sherman Avenue, NY, NY 10034 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:

David Coleman, Brooks Clark, and Sean Juan joined via videoconference. Andrew Buher joined via phone. All joined 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 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: Laura Tavormina

The following additional staff members were present:

Zeke Vanderhoek, Casey Ash, Jessica Rojas, Denise Munoz, Vanessa VanSickle, and Joelle Fenton.

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Intro & Welcome to Vanessa VanSickle and Joelle Fenton, Co-Assistant Directors of TEP Elementary (currently 2nd and 3rd grade, then adding 4th grade in 2020-21)
 - a. Introduction b. Q & A
- 2) September 15th Building Dedication Event

a. Guest list

b. Event details

3) Updates

- Denise Munoz promoted to Early Childhood Director
- The Move(s)!
- Staffing (Teachers, Social Workers, Operations, Facility, Kitchen)
- Enrollment
- 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
August 26th, 2019**

The **120th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **August 26th** at The Equity Project Charter School at the **Early Childhood Campus** at 4280 Broadway New York, NY 10033 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:

David Coleman, Laura Tavormina, 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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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

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1) Financials

- a. Review and Approve FY19 Budget vs. Actuals
- b. Review and Approve FY20 Budget

2) September 15th Building Dedication Event

3) Updates

- School Launch! 3 campuses, New Sherman Building!
- Leadership Team for 2019-20
- Curricular Updates for 2019-20
- Talent/Hiring
- Operations
- Facilities
- Student Spotlight

4) Next Meeting: Review of 2019 Exam Results

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 16th, 2019**

The **121st** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **September 16th** at The Equity Project Charter School at the **Early Childhood Campus** at 4280 Broadway New York, NY 10033 pursuant to due notice to Trustees via electronic mail sent on 07/01/2019. 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, Brooks Clark and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board
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Floor 17
New York, NY 10281

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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: Andrew Buher

The following additional staff members were present:

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

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1) September 15 - Event Reflections & Follow Up!

2) Fiscal Year '21 Financial Snapshot

3) Updates

- Staffing
- 3rd Grade State Exam
- Student Spotlight

4) Next Meeting: Review of 2019 Exam Results

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 7th, 2019**

The **122nd** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **October 7th** at The Equity Project Charter School at the **Early Childhood Campus** at 4280 Broadway New York, NY 10033 pursuant to due notice to Trustees via electronic mail sent on 07/01/2019. 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.

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

The College Board
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Floor 17
New York, NY 10281

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CoWerk
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Asbury Park, NJ 07712

Starbucks
605 Third Avenue
New York, NY 10016

The following Trustee was absent: David Coleman and Brooks Clark

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) Updates

- Elem Leadership
- 3rd Grade State Exam (a K – 3 effort)
- Budget Follow Up (Specific Roles, OT policies)

- Parent Challenge
- Staff Food Program
- Student Spotlight

2) Board Support

- Media Re New Building

3) Next Meeting: Review of 2019 Exam Results (Awaiting SQR, anticipated end of October)

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 18th, 2019**

The **123rd** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **November 18th** at The Equity Project Charter School at the **Middle School Campus** at 153 Sherman Ave. New York, NY 10034 pursuant to due notice to Trustees via electronic mail sent on 07/01/2019. 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 Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board
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Floor 17
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CoWerk
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Asbury Park, NJ 07712

Starbucks
605 Third Avenue
New York, NY 10016

The following Trustees were absent: David Coleman, Andrew Buher

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) School Quality Report 2018-19: Review & Discussion

2) Updates:

- Fall Institute Highlights
- JBFCs Expansion
- Facility Updates: Sherman, 4280
- 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 2nd, 2019**

The **124th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **December 2nd** at The Equity Project Charter School at the **Elementary Campus** at 549 Audubon. New York, NY 10040 pursuant to due notice to Trustees via electronic mail sent on 07/01/2019. 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.

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

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New York, NY 10281

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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: David Coleman

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffery Mittman, and Denise Munoz

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) FY 2019 Audit: Review & Discussion with guest presenter Gus Saliba
- 2) FY 2020 Q1 Actuals: Review & Approval
- 3) Updates:

- Revising FY 2020 Annual Budget: Discussion
- 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
January 27th, 2020**

The **125th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **January 27th** at The Equity Project Charter School at the **Middle School Campus** at 153 Sherman. New York, NY 10034 pursuant to due notice to Trustees via electronic mail sent on 11/20/19. 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, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

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Asbury Park, NJ 07712

Starbucks
605 Third Avenue
New York, NY 10016

The following Trustee was absent: None

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) 2018-19 Middle School Teacher Bonus – Review & Approval
- 2) Board Feedback: TEP Perks

Board Feedback is a new semi-regular feature of our Board Meetings in which we ask you to consider a current TEP initiative and provide your feedback. For today's meeting, please review the attached TEP Perks flier and consider the following questions:

How do the benefits that TEP offers its staff compare to those in your industry?

What surprises you most?

Which Perk would you like to learn more about?

What suggestion do you have for TEP with respect to its benefits offerings?

3) Hiring Update:

New Senior Director of Alumni Engagement

4) 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 24th, 2020**

The **126th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **February 24th** at The Equity Project Charter School at the **Middle School Campus** at 153 Sherman Ave. New York, NY 10034 pursuant to due notice to Trustees via electronic mail sent on 11/20/19. 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:

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

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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, Jeffrey Mittman

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Q2 Budget vs. Actuals – Review & Approval
- 2) Updates
 - Student Enrollment
 - Spring Institute
 - Family Communication Tool

3) Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
March 23rd, 2020**

The **127th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **March 23rd** for The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/19. 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, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from their private residence due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffrey Mittman, Jessica Rojas, Denise Munoz, Joelle Fenton, Vanessa VanSickle

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1) COVID-19 Situation

- Virtual Learning Program for each campus
- Grab & Go Breakfast & Lunch Program
- Technology Device Loaner Program
- Board Support

2) High School Placement News

- Specialized High Schools
- Music Placements
- Overall Placement Data
- Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
April 6th, 2020**

The **128th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **April 6th** at The Equity Project Charter School at the **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/19. 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, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from their private residence due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffrey Mittman, Jessica Rojas, Denise Munoz, Joelle Fenton

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) COVID-19 Situation - Update
 - Virtual Learning Program for each campus
 - Grab & Go Breakfast & Lunch Program
 - Technology Device Loaner Program
 - Financial Implications for TEP
 - Board Support
- 2) HR Policies & Challenges During Current Situation
 - Teaching Staff
 - Facilities and Security Staff
 - Kitchen Staff
 - Operations Staff
 - Part time Staff

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
April 17th, 2020**

The **129th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **April 17th** at The Equity Project Charter School at the **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/19. 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:

David Coleman, Laura Tavormina, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from the private residence due to COVID-19.

The following Trustee was absent: None

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffrey Mittman, Jessica Rojas, Denise Munoz

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Paycheck Protection Program (PPP) Loan Discussion & Board Resolutions

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
May 4th, 2020**

The **130th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **May 4th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/19. 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, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from their private residence due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jessica Rojas, Denise Munoz

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1) COVID-19 Situation - Update

- Payroll Protection Program (PPP) Loan Update
- Grab & Go Breakfast & Lunch Program – over 5000 meals last week.
- Operation Access: Technology, Curricular Materials, Basic Supplies

2) Virtual Learning – Update

- Student Attendance
- Student Grades
- Program Highlights

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
June 8th, 2020**

The **131st** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **June 8th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/2019. 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, Laura Tavormina, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from their private residence due to COVID-19.

The following Trustee was absent: None

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Denise Munoz, Aaron Villela, Joelle Fenton, Jeff Mittman, Vanessa VanSickle

Meeting called to order at 5:00 pm.

Meeting Agenda and Notes:

- 1) TEP Parents attending the meeting speak to Board.
- 2) Review & Approval of Q3 Financials
- 3) Adoption of Board Resolution for NYC Capital Grant
- 4) Thank you to COO Jeffrey Mittman, transitioning out of TEP on June 30th.
- 5) Introduction to Aaron Villela (TEP's Director of Talent for the past 2+ years) who will be permanently assuming the COO role (renamed CSPO) effective July 1st.
- 6) Updates:
 - TEP's Response to Current Events
 - Virtual Stepping Up & Graduation Ceremonies
 - TEP's PRLC (Pandemic Response Leadership Committee) and plans for upcoming school year
 - Student Spotlight

Minutes recorded by Sean Juan.