

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
July 27th, 2020**

The **132nd** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **July 27th** 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, Aaron Villela, Alisa Giaco

Meeting called to order at 4:30 pm.

Meeting Agenda and Notes:

1) Re-Opening Plans:

- TEP's PRLC (Pandemic Response Leadership Committee)
- NY State Guidance
- Plans for upcoming school year

2) 8th Grade Scholarship Gift – Thank you!

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
August 31st, 2020**

The **133rd** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **August 31st** 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, Aaron Villela, Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Review and approval of FY21 Budget
- 2) Re-Opening Plans:
 - TEP's Vision for re-opening
 - Hybrid and remote-only options
 - Staff accommodations

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
September 21st, 2020**

The **134th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **September 21st** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 6/12/20. 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, Aaron Villela, Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Review and approval of FY20 Actuals
- 2) Re-Opening – First Two Weeks:
 - Successes
 - Challenges
 - Feedback
- 3) Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
October 19th, 2020**

The **135th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **October 19th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 06/12/20. Public notice was posted on TEP's website at www.tepcharter.org.

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, Aaron Villela, Alisa Giaco, Joelle Fenton

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1) Updates:

- COVID Testing Partnership with MedRite
- Trimester 2 Planning: Increasing In-Person Instruction
- Bringing TEP Kitchen Meals to EC & ELEM!

2) Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
November 16th, 2020**

The **136th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **November 16th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 06/12/20. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina, Andrew Buher, David Coleman, 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, Aaron Villela, Denise Munoz, Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Reviewed and Approved FY21 Q1 Actuals
 - Vote: 5 for Approval
- 2) Updates:
 - Switch to All-Remote Learning
 - Student Spotlight
 - Executive Session: Transition Planning and Timeline

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
December 16th, 2020**

The **137th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **December 16th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/2/20. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina, Andrew Buher, David Coleman, 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

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Executive Session: Deliberated and Approved Transition Plan

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
January 11th, 2021**

The **138th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **January 11th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/2/20. Public notice was posted on TEP's website at www.tepcharter.org.

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, Aaron Villela, Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Review and Approval of Middle School Bonus
 - 4 to 0 vote for approval

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
February 8th, 2021**

The **139th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **February 8th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/2/20. Public notice was posted on TEP's website at www.tepcharter.org.

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, Aaron Villela, Alisa Giaco, Denise Munoz, Kirsis Genao

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Review and Approval of Q2 Actuals
 - 5 to 0 vote for approval
- 2) New Board Member Discussion
 - 5 to 0 vote for approval of Jennifer Mulhern
- 3) Reopening Plan
- 4) Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
March 8th, 2021**

The **140th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **March 8th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/2/20. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

David Coleman, Laura Tavormina, Andrew Buher, Jennifer Mulhern and Sean Juan joined via videoconference from their private residence due to COVID-19.

The following Trustee was absent: Brooks Clark

The following additional staff members were present:

Zeke Vanderhoek, Casey Ash, Aaron Villela, Alisa Giaco, Denise Munoz, Joelle Fenton

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Introduction of Jennifer Mulhern as a new Board member
- 2) NYS Testing Updates
- 3) COVID-19 Testing
- 4) Return to Hybrid Learning (including potential move to 5 days)
- 5) Staffing Challenges
- 6) Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
April 19th, 2021**

The **141st** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **April 19th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/2/20. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Brooks Clark, Laura Tavormina, Jennifer Mulhern and Sean Juan joined via videoconference from their private residence due to COVID-19.

The following Trustees were absent: David Coleman, Andrew Buher

The following additional staff members were present:

Zeke Vanderhoek, Casey Ash, Aaron Villela, Alisa Giaco, Stella Ma

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- I. Highlights from Return to 5x In-Person Learning
- II. Health & Safety Updates (COVID Testing and 3-feet update)
- III. NYS ELA & Math Exams
- IV. Staffing Update
- V. Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
May 24th, 2021**

The **142nd** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **May 24th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 3/25/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Andrew Buher, Laura Tavormina, Jennifer Mulhern and Sean Juan joined via videoconference from their private residence due to COVID-19.

The following Trustee was absent: David Coleman, Brooks Clark

The following additional staff members were present:

Zeke Vanderhoek, Casey Ash, Aaron Villela, Alisa Giaco, Andres Esguerra, Shelly Gupta

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Resolution to Approve New Board Member (Jennifer Mulhern)
 - 3 to 0 vote for approval
- 2) FY20-21 Q3 Budget vs. Actuals
 - 3 to 0 vote for approval
- 3) Resolution to Approve Teacher Bonus Program for Early Childhood and Elementary School Teachers
 - 3 to 0 vote for approval
- 4) Campus Director and Assistant Director Compensation Structure
- 5) Vote to approve FPP Manual Updates for FY 21-22
 - 3 to 0 vote for approval
- 6) Updates
 - a. Staffing: MS Director and ELEM Assistant Director
 - b. New York State Testing
 - c. Vaccination for children ages 12 to 15 years
 - d. 8th Grade Graduation & End of Year Ceremonies
- 7) Student Spotlight with Andres Esguerra, MS Assistant Director & 5th Grade Social Worker

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
June 7th, 2021**

The **143rd** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **June 7th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 3/25/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

David Coleman, Brooks Clark, Laura Tavormina, Jennifer Mulhern and Sean Juan joined via videoconference from their private residence due to COVID-19:

The following Trustee was absent: Andrew Buher

The following additional staff members were present:

Zeke Vanderhoek, Casey Ash, Aaron Villela, Alisa Giaco, Stephanie Urena, Shelly Gupta

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Follow-up on TEP's first COVID-19 Vaccination Event
2. End of Year Ceremonies Schedule
 - a. Monday, June 21st
 - i. Middle School (8 AM through 12 PM)
 1. 7th Grade Stepping Up Ceremony: 8 AM to 9 AM
 2. 6th Grade Stepping Up Ceremony: 9:30 AM to 10:30 AM
 3. 5th Grade Stepping Up Ceremony: 11 AM to 12 PM
 - ii. Early Childhood (1 PM through 3:15 PM)
 1. Kindergarten Cub Paw Ceremony: 1 PM to 2 PM
 2. 1st Grade Cub Paw Ceremony: 2:15 PM to 3:15 PM
 - b. Wednesday, June 23rd
 - i. Elementary School (12 PM through 3:30 PM)
 1. 2nd Grade Stepping Up Ceremony: 12 PM to 1 PM
 2. 3rd Grade Stepping Up Ceremony: 1:15 PM to 2:15 PM
 3. 4th Grade Stepping Up Ceremony: 2:30 PM to 3:30 PM
 - ii. 8th Grade Graduation: 6 PM to 8 PM
3. Spotlight on Students: Class of 2021 High School Admissions Update
4. Management Committee Compensation – Review & Discussion (Executive Session: Board + Zeke only)

Minutes recorded by Sean Juan.