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

The 144th regular meeting of the Board of Trustees of The Equity Project Charter School was held on July 19th at The Equity Project Charter School via Zoom due to COVID-19 pursuant to due notice to Trustees via electronic mail sent on 03/25/21. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

David Coleman, Brooks Clark, Laura Tavormina, Andrew Buher, Jennifer Mulhern 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:

Casey Ash, Aaron Villela, Alisa Giaco, Shelly Gupta

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Management Committee’s Vision for Finance
   a. Stewardship of public funds
   b. Human capital strategy
   c. Expansion of food program across all campuses
   d. Fundraising focus remains on TEP Facility and TEP Alumni Program
2. Approval of FY22 Budget
   • 5 to 0 vote for approval
3. Resolution to approve Casey Ash, Head of School, as a signer on TEP bank accounts
   • 5 to 0 vote for approval
4. New Guidance: TEP Board Meetings and Open Meetings Law
5. Updates
   a. Start of 2021-2022 School Year

Minutes recorded by Sean Juan.
Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
August 16th, 2021

The 145th regular meeting of the Board of Trustees of The Equity Project Charter School was held on August 16th at The Equity Project Charter School at the Middle School campus located at 153 Sherman Avenue, New York, NY 10034 pursuant to due notice to Trustees via electronic mail sent on 07/21/21. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina joined in person.

Andrew Buher, Jennifer Mulhern, and Sean Juan joined via videoconference. Sean Juan joined from the following public location posted in advance on TEP’s website:

Ear Inn
326 Spring St
New York, NY 10013

The following Trustees were absent: David Coleman and Brooks Clark

The following additional staff members were present:

Casey Ash, Aaron Villela, and Anatea Carpenter

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. New 2021-2022 School Year Update
2. COVID-19 Vaccination for Staff
3. Staffing Update: Interim MS Director
4. Student Spotlight

Minutes recorded by Sean Juan.
The 146th regular meeting of the Board of Trustees of The Equity Project Charter School was held on September 20th at The Equity Project Charter School via Zoom due to COVID-19 pursuant to due notice to Trustees via electronic mail sent on 09/10/21. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

Brooks Clark, Laura Tavormina, David Coleman, Jennifer Mulhern, Sean Juan, and Andrew Buher joined via videoconference due to COVID-19.

The following Trustee was absent: None

The following additional staff members were present:

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

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Approval of School Safety Plan
   a. Emergency Procedures Manual & District-Wide Safety Plan (School Year 2021-2022)
2. Health & Safety Update
3. Student Spotlight
4. Personnel Update (Executive Session)

Minutes recorded by Sean Juan.
Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
October 18th, 2021

The 147th regular meeting of the Board of Trustees of The Equity Project Charter School was held on October 18th at The Equity Project Charter School via Zoom due to COVID-19 pursuant to due notice to Trustees via electronic mail sent on 09/10/21. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

   Brooks Clark, Laura Tavormina, Andrew Buher, Jennifer Mulhern and Sean Juan joined via videoconference due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

Casey Ash, Aaron Villela, Alisa Giaco, Stella Ma

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

   1. Vote to approve TEP School Safety Plan for the 2021-2022 School Year
      • 5 to 0 vote for approval
   2. Vote to approve Budget vs. Actuals for FY21
      • 5 to 0 vote for approval
   3. Staffing Update
   4. Student Spotlight

Minutes recorded by Sean Juan.
Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
November 15th, 2021

The 148th regular meeting of the Board of Trustees of The Equity Project Charter School was held on November 15th at The Equity Project Charter School via Zoom due to COVID-19 pursuant to due notice to Trustees via electronic mail sent on 09/10/21. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

    Brooks Clark, Laura Tavormina, Andrew Buher, Jennifer Mulhern, and Sean Juan joined via videoconference due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

    Casey Ash, Aaron Villela, Shelly Gupta, Alisa Giaco, Kathryn McKenna

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Staffing Update
2. PPP Loan
3. Vote to Approve FY22 Q1 Financials
   • 5 to 0 vote for approval
4. TEP Alumni Program Spotlight

Minutes recorded by Sean Juan.
Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
December 13th, 2021

The 149th regular meeting of the Board of Trustees of The Equity Project Charter School was held on December 13th at The Equity Project Charter School via Zoom due to COVID-19 pursuant to due notice to Trustees via electronic mail sent on 09/10/21. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

Andrew Buher, David Coleman, and Sean Juan joined via videoconference due to COVID-19.

The following Trustees were absent: Brooks Clark, Laura Tavormina, and Jennifer Mulhern

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, Alisa Giaco, and Anatea Carpenter

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. FY21 Audit
2. COVID-19 Health & Safety Update
3. NYS Exam Results
4. Student Spotlight

Minutes recorded by Sean Juan.
Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
January 10th, 2022

The 150th regular meeting of the Board of Trustees of The Equity Project Charter School was held on January 10th at The Equity Project Charter School via Zoom due to COVID-19 pursuant to due notice to Trustees via electronic mail sent on 12/10/21. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

    Brooks Clark, Andrew Buher, Jennifer Mulhern, and Sean Juan joined via videoconference due to COVID-19.

The following Trustees were absent: Laura Tavormina and David Coleman

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

    1. Approval of TEP Teacher Bonus
    2. Return to In-Person Learning

Minutes recorded by Sean Juan.
Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
February 7th, 2022

The 151st regular meeting of the Board of Trustees of The Equity Project Charter School was held on February 7th at The Equity Project Charter School via Zoom due to COVID-19 pursuant to due notice to Trustees via electronic mail sent on 12/10/21. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

Brooks Clark, Andrew Buher, and Sean Juan joined via videoconference due to COVID-19.

The following Trustees were absent: Laura Tavormina, David Coleman, and Jennifer Mulhern.

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Return to in-person learning updates
2. Retention and hiring for 2022-23
3. Alumni partnership
4. Student spotlight

Minutes recorded by Sean Juan.
The 152nd regular meeting of the Board of Trustees of The Equity Project Charter School was held on February 17th at The Equity Project Charter School via Zoom due to COVID-19 pursuant to due notice to Trustees via electronic mail sent on 2/15/22. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

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

The following Trustees were absent: David Coleman and Brooks Clark

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, and Alisa Giaco

Meeting called to order at 5:00 pm.

Meeting Agenda and Notes:

1. Approval of TEP Staff Appreciation Bonus

Minutes recorded by Sean Juan.
Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
March 14th, 2022

The 153rd regular meeting of the Board of Trustees of The Equity Project Charter School was held on March 14th at The Equity Project Charter School via Zoom due to COVID-19 pursuant to due notice to Trustees via electronic mail sent on 12/10/21. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina, David Coleman, Jennifer Mulhern, and Sean Juan joined via videoconference due to COVID-19.

The following Trustees were absent: Andrew Buher and Brooks Clark

The following additional staff members were present:

Casey Ash, Aaron Villela, and Shelly Gupta

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Q2 Financials Budget vs Actuals
2. Staff Appreciation Bonus
3. Hiring and Retention Update

Minutes recorded by Sean Juan.
Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
April 11th, 2022

The 154th regular meeting of the Board of Trustees of The Equity Project Charter School was held on April 11th at The Equity Project Charter School via Zoom due to COVID-19 pursuant to due notice to Trustees via electronic mail sent on 12/10/21. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina, Andrew Buher, Brooks Clark, Jennifer Mulhern, and Sean Juan joined via videoconference due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, and Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Staffing Update
2. NYS Testing
3. EOY Ceremonies
4. Student Spotlight

Minutes recorded by Sean Juan.
The 155th regular meeting of the Board of Trustees of The Equity Project Charter School was held on May 16th at The Equity Project Charter School via Zoom due to COVID-19 pursuant to due notice to Trustees via electronic mail sent on 12/10/21. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

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

The following Trustees were absent: David Coleman and Brooks Clark

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, and Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. FY22 Q3 Budget Review
2. Open Meetings Law & Vote to Approve Resolution
3. Promotion of EOY Events
4. Board Transition
5. Student Spotlight

Minutes recorded by Sean Juan.
The 156th regular meeting of the Board of Trustees of The Equity Project Charter School was held on June 13th at The Equity Project Charter School at the Middle School Campus at 153 Sherman Avenue, New York, NY 10034 pursuant to due notice to Trustees via electronic mail sent on 06/10/22. Public notice was posted on TEP’s website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina joined in person at TEP.

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

90 Lexington Avenue
New York, NY 10016

Polsinelli Law Firm
600 3rd Avenue, 42nd Floor
New York, NY 10016

Lindens
2 Renwick Street
New York, NY 10013

The following Trustee was absent: Jennifer Mulhern

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, and Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Budget approval for FY23
2. Board Chair transition
   a) Transition of current Board Chair
   b) Vote on new Board Chair

Minutes recorded by Sean Juan.