

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

The **144<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **July 19<sup>th</sup>** 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](http://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 16<sup>th</sup>, 2021**

The **145<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **August 16<sup>th</sup>** 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](http://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.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
September 20<sup>th</sup>, 2021**

The **146<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **September 20<sup>th</sup>** 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](http://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 18<sup>th</sup>, 2021**

The **147<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **October 18<sup>th</sup>** 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](http://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 15<sup>th</sup>, 2021**

The **148<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **November 15<sup>th</sup>** 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](http://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 13<sup>th</sup>, 2021**

The **149<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **December 13<sup>th</sup>** 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](http://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 10<sup>th</sup>, 2022**

The **150<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **January 10<sup>th</sup>** 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](http://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 7<sup>th</sup>, 2022**

The **151<sup>st</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **February 7<sup>th</sup>** 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](http://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.



**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
February 17<sup>th</sup>, 2022**

The **152<sup>nd</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **February 17<sup>th</sup>** 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](http://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 14<sup>th</sup>, 2022**

The **153<sup>rd</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **March 14<sup>th</sup>** 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](http://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 11<sup>th</sup>, 2022**

The **154<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **April 11<sup>th</sup>** 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](http://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.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
May 16<sup>th</sup>, 2022**

The **155<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **May 16<sup>th</sup>** 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](http://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.

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
June 13<sup>th</sup>, 2022**

The **156<sup>th</sup>** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **June 13<sup>th</sup>** 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](http://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 3<sup>rd</sup> Avenue, 42<sup>nd</sup> 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.