

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
November 13th, 2023**

The **173rd** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **November 13th** at The Equity Project Charter School's Middle School location at **153 Sherman Avenue, New York, NY 10034** pursuant to due notice to Trustees via electronic mail sent on 11/9/23. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina joined in person.

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

600 Third Avenue
New York, NY 10016

630 Park Avenue
Brielle, NJ 08730

1350 Massachusetts Avenue
Cambridge, MA 02138

The following staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, and Jenoah Jerome.

The following guests were present:

Gus Saliba and John Bianca representing the audit firm PKF O'Conner Davies.

Meeting called to order at 5:36 pm.

Meeting Agenda and Notes:

1. 153 Sherman Loan Closing

Shelly Gupta, CFO, shared that the refinancing of the Deutsche Bank loan was completed successfully. She also gave a summary of the new financing structure including the creation of Sherman Tiger, a wholly owned subsidiary of TEP Charter School. The refinanced loan was closed on November 2nd, 2023 utilizing tax-exempt bonds floated by BuildNYC and investor Provident Bank. The new loan has a term of 12 years (with a rate adjustment at 7-year mark based on US treasury rates then) and an interest rate of 5.14%.

Casey Ash, Principal, shared that this closing will result in substantial operational savings for the school in the upcoming years.

2. Audit Report – presented by Gus Saliba

Mr. Gus Saliba presented their opinion and findings for TEP's FY23 audit report. He stated that this was a clean audit. There were no deficiencies and no recommendations. Mr. Saliba discussed changes from the last fiscal year to this one, which showed mostly increases in cash flow and government funding.

Mr. Saliba moved on to the Financial Statements and ran through that report discussing the following:

- Auditors' opinion
- Change of accounting policy specifically around Lease accounting
- Report on supplementary and required government standards (Single Audit)

Mr. Saliba highlighted the strong fiscal performance as compared to other charter schools in NYC that his firm audits. He also highlighted the strong student enrollment numbers for TEP for FY23.

Mr. Bianca shared that the audit process was smooth highlighting the management's responsiveness to open items and questions during the audit.

Mr. Saliba concluded by sharing that in his opinion TEP is well prepared and in good standing.

3. FY24 Q1 Financials – Review & Approval

Shelly Gupta, CFO, presented the FY24, Quarter 1 financial report to the board for review and approval. She highlighted key positive variance for per pupil revenue, positive variance for overall compensation, negative variance due to delayed billing from a vendor and an update on CAP Grant.

Laura Tavormina made a motion to approve the FY24 Q1 Financial report.

Unanimous vote to approve.

4. Student Spotlight

This month's student spotlight has been rescheduled. The school looks forward to introducing another student to the Board in the next meeting.

Meeting was adjourned at 6:17 PM.

Minutes recorded by Laura Tavormina (Secretary Jen Mulhern was not present).