

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
October 21st, 2024**

The **184th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **October 21st** 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 10/18/24. 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, Anyeli Matos joined via videoconference from the following public locations posted in advance on TEP's website:

1350 Massachusetts Avenue
Cambridge, MA 02138

600 Park Ave
New York, NY 10065

600 Third Avenue
New York, NY 10016

The following staff members were present:

Casey Ash, Aaron Villela, and Stella Ma.

Meeting called to order at 5:32 pm.

Meeting Agenda and Notes:

1. FY2024 Financial – Review & Approval

Casey Ash, Head of School, presented the FY2024 Budget vs. Actuals report to the Board of Trustees. Mr. Ash highlighted the organization's strong financial performance for the 2024 fiscal year, reinforcing TEP's full enrollment (1080 students) for the year and lower expenses, due to certain open positions and savings on some of the capital expenses that were budgeted for the year.

After a comprehensive overview of the school's financial performance, Laura Tavormina proceeded with a motion for a vote to approve the report. All board members voted to approve the FY2024 Budget vs. Actuals report.

2. Project Updates

Mr. Ash shared an update regarding the school's efforts and conversations with various stakeholders about potential improvements to our facilities, to maximize the experience for students, families, and staff.

Aaron Villela, CEO, shared an update about the school's interest in expanding to Pre-K and recent partnership with other school leaders to explore the possibility of expanding into Pre-K for the 2025-26 school year, which is dependent on the release of new RFP's by the NYC DOE. As of today, we are awaiting an update on the potential release of an RFP for charter schools to apply for a Pre-K program.

3. Staffing Updates

Aaron Villela, provided an update on two important positions. Specifically, highlighting that TEP was in the final interview stages for TEP's new Managing Director of Finance position. Mr. Villela expressed appreciation to Laura Tavormina for her continued participation in the interview process for this position.

Additionally, Mr. Villela shared that the open position within TEP's Talent Acquisition team has officially been filled. TEP welcomed its new Talent Acquisition Manager on October 7th, 2024 and we are excited for this new season within the organization, highlighting that our new Talent Acquisition Manager brings strong Talent Acquisition experience in the non-profit sector as well as a deep commitment to TEP's vision and the school community.

4. Student Spotlight

Stella Ma, Early Childhood Director, provided insight into an individual TEP student, highlighting the child's academic and social-emotional growth throughout the school year. Ms. Ma shared about the school's partnership and positive experience with the family, as a result of continuous outreach and relationship building since the start of student and family's journey with TEP.

Meeting adjourned at 6:17 pm.

Minutes recorded by Laura Tavormina.