

**Minutes of the Regular Meeting of  
The Equity Project (TEP) Charter School Board of Trustees  
December 16<sup>th</sup>, 2024**

The 186<sup>th</sup> regular meeting of the Board of Trustees of The Equity Project Charter School was held on **December 16<sup>th</sup>** 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 12/12/24. 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, Anyeli Matos and joined via video conference from the following public locations posted in advance on TEP's website:

1350 Massachusetts Avenue  
Richard A. and Susan. F. Smith Campus Center  
Cambridge, MA 02138

630 Park Avenue  
Brielle, NJ 08730

253 N Mountain Avenue  
NJ 07043

**The following staff members were present:**

Casey Ash, Aaron Villela, Majestee Morris, and Anatea Carpenter.

Meeting called to order at 5:31 pm.

**Meeting Agenda and Notes:**

**1. Q1 Budget vs. Actuals**

Mr. Casey Ash, TEP's Principal presented the Q1 Budget vs. Actuals report to the Board of Trustees. Mr. Ash provided a comprehensive overview of the school's revenue and expenses for the first quarter of the year, highlighting TEP's healthy financial position as of the end of Quarter 1. Mr. Ash provided context regarding TEP's collaboration with CSBM during the first quarter of the year and in the development of the final Q1 Budget vs. Actuals report.

After a comprehensive overview, Laura Tavormina proceeded with a motion for a vote to approve the report. All board members voted to approve the Q1 Budget vs. Actuals.

**2. Introduction to TEP's new Managing Director of Finance**

Majestee Morris, TEP's new Managing Director of Finance joined her first Board meeting after joining TEP on December 2<sup>nd</sup>, 2024. Ms. Morris introduced herself to the team and provided insight into her professional experience, referencing her specific background in finance and education. Ms. Morris expressed excitement to serve as a new member of our school community and ensure the continued financial health of the organization.

**3. Board Resolution on Banking Privileges**

As Majestee Morris was welcomed to TEP as the new Managing Director of Finance, Casey Ash presented a resolution for the Board of Trustees to approve the addition of the Managing Director of Finance, Majestee Morris, to transact on the School's current Bank accounts, in alignment to the terms and conditions defined in the School's Fiscal Policies & Procedures manual.

After the Board's review of the resolution, Laura Tavormina proceeded with a motion for a vote to approve the resolution. All board members voted to approve.

**4. Campus Spotlight – Thankful Giving**

Anatea Carpenter, TEP's Middle School Director, presented to the Board of Trustees on an important school-wide initiative to support TEP families and members of our school community, during the Thanksgiving holiday.

Thankful Giving included a significant collection and distribution of perishable and non-perishable food items, which was led by the Middle School leadership, in collaboration with our staff, TEP's Parent Association, and multiple volunteers. After approximately three weeks of outreach and collection of donations, which included donations from local groceries and supermarkets, TEP was able to provide over 100 families with the opportunity to come to the Middle School during the week of November 25<sup>th</sup> and select food items that could provide for a Thanksgiving meal. Families expressed deep appreciation for this significant support and Ms. Carpenter was recognized for her vision and leadership of this project.

Meeting adjourned at 6:02 pm

Minutes recorded by Jennifer Mulhern