

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
September 14th, 2026**

The 207th regular meeting of the Board of Trustees of The Equity Project Charter School was held on **September 14th** 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 9/9/26. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Andrew Buher, Jennifer Mulhern, Brooks Clark, Shelly Gupta
joined via video conference from the following public locations posted in advance on TEP's website:

630 Park Avenue
Brielle, NJ 08730

253 Mountain Avenue
NJ 07043

600 Third Avenue
New York, NY 10016

50 Valparaiso Ave
Atherton, CA 94027

The following staff members were present:

Casey Ash, Aaron Villela, Kisis Cruz-Penalba, and Sophia Senhaji

Meeting called to order at 5:35 pm.

1. School Safety Plan – Review & Approval

Mr. Villela presented the TEP Schoolwide Safety Plan for review and approval. Mr. Villela explained this is a yearly plan that must be approved by the BOT and submitted to the New York State Education Department. This plan addresses safety procedures across all campuses for the 2026-27 school year.

After review, all board members voted to approve the district safety plan.

2. Finance Updates

Mrs. Kisis Cruz-Penalba shared that the audit fieldwork has officially begun and is progressing positively. The Finance Team is supporting the auditors by providing all requested documents and information. No questions were raised.

3. AI Policy

Mr. Villela shared TEP's new AI Policy developed in conjunction with the NYC Department of Education's restrictions on the use of AI in schools. The policy aligns with applicable NYC public school requirements and was shared with Trustees prior to the meeting. The policy will also be shared with staff to ensure awareness and consistent implementation.

4. Student Spotlight

TEP's Head of School, Casey Ash, presented a student spotlight highlighting the experience of an elementary school student who recently joined TEP after moving to the United States from another country. As TEP is the student's first school in the U.S., the student is navigating a significant transition while building connections and becoming familiar with a new school and community. TEP is supporting the student throughout this transition and working to ensure they feel welcomed, supported, and connected.

Meeting adjourned at 6:05 pm

Minutes recorded by Andrew Buher.