

Application: The Equity Project Charter School

Shelly Gupta - [REDACTED]
Annual Reports

Summary

ID: 0000000301

Status: Annual Report Submission

Last submitted: Oct 28 2020 02:32 PM (EDT)

Entry 1 School Info and Cover Page

Completed Aug 17 2020

[Instructions](#)

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

THE EQUITY PROJECT CHARTER SCHOOL 310600860929

a1. Popular School Name

TEP Charter School

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

c. DISTRICT / CSD OF LOCATION

CSD # 6 - MANHATTAN

d. DATE OF INITIAL CHARTER

1/2008

e. DATE FIRST OPENED FOR INSTRUCTION

9/2009

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The school’s name – The Equity Project – emerges from the dual meaning of the word equity. Equity means the value of an investment. TEP is particularly interested in teacher equity, the value of teachers in student achievement. Equity also means fairness and equality. TEP is focused on providing students from low-income families with equal access to outstanding teachers as a means of achieving educational equity. Ultimately, TEP’s mission is a synthesis of these ideas:

Teacher Level: TEP aims to re-imagine the teaching profession as a place in which teachers prioritize their own growth – as pedagogical experts, content specialists, intellectual seekers, and community leaders.

Student Level: TEP aims to achieve educational equity for students from low-income families by utilizing world-class teachers to maximize every student’s academic and personal potential.

Societal Level: TEP aims to inspire others to effect positive systemic change by investing in teacher equity in the form of rigorous qualifications, redefined expectations, and revolutionary compensation.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	Using Master Teachers to serve at-risk students:- To attract master teachers, TEP uses a three-pronged strategy that it terms the 3 R’s: Rigorous Qualifications, Redefined Expectations, & Revolutionary Compensation; all master teachers earn a \$125K annual salary.
KDE 2	To provide a comprehensive and motivating educational experience, TEP students take a full academic program as well as daily instruction in music and physical education. TEP has competitive music and arts clubs and over a dozen athletic teams.

KDE 3	For tested grades, Student Achievement Reports (SARs) are used by all teachers to measure individual student progress towards the 3 to 4 most important learning outcomes for each subject and grade level. Assessment data is updated regularly & analyzed 3 times per year to drive instruction.
KDE 4	In the Early Childhood and Elementary grades, TEP utilizes the Core Knowledge Language Arts (CKLA) program, which incorporates the development of literacy skills in the content areas. In the Middle School, TEP students take 4 daily periods focused on Common Core literacy standards: small group reading, small group writing, social studies, and science. The integration of literacy skills across content areas promotes shared accountability in this area.
KDE 5	Each cohort has one dedicated bilingual Social Worker; this structure enables the Social Worker to build long-lasting relationships with students and their families and to focus on students' social/emotional development.
KDE 6	Each teacher spends time each week observing in the classroom of a partner teacher, followed by weekly debriefs of those observations. All TEP staff attend 3 one-to-two week development institutes focused on data analysis and collaborative curricular planning.
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<http://www.tepcharter.org>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

960

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

958

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1, 2, 3, 5, 6, 7, 8

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

	Yes, 3 sites
--	--------------

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	549 Audubon Ave, T30, New York, NY 10040	[REDACTED]	NYC CSD 6	2-4	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Zeke Vanderhoek			
Operational Leader	Aaron Villela			
Compliance Contact	Zeke Vanderhoek			
Complaint Contact	Zeke Vanderhoek			
DASA Coordinator	Zeke Vanderhoek			
Phone Contact for After Hours Emergencies	Aaron Villela			

m1b. Is site 1 in public (co-located) space or in private space?

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1						Yes

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.


Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	4280 Broadway, 2nd Floor, New York, NY 10033		NYC CSD 6	K,1	K,1

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Zeke Vanderhoek			
Operational Leader	Aaron Villela			
Compliance Contact	Zeke Vanderhoek			
Complaint Contact	Zeke Vanderhoek			
DASA Coordinator	Zeke Vanderhoek			
Phone Contact for After Hours Emergencies	Aaron Villela			

m2b. Is site 2 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 2 Certificate of Occupancy (COO)

[4280 Broadway TCO valid until 11-15-20.pdf](#)

Filename: 4280 Broadway TCO valid until 11-15-20.pdf **Size:** 36.0 kB

Site 2 Fire Inspection Report

[4280 Broadway Fire Inspection Report.jpg](#)

Filename: 4280 Broadway Fire Inspection Report.jpg **Size:** 565.4 kB

School Site 3

m3. SCHOOL SITES

Please provide information on site 3 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 3	153 Sherman Ave, New York, NY 10034	[REDACTED]	NYC CSD 6	5-9	No

m3a. Please provide the contact information for Site 3.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Zeke Vanderhoek	[REDACTED]		[REDACTED]
Operational Leader	Aaron Villela	[REDACTED]		[REDACTED]
Compliance Contact	Zeke Vanderhoek	[REDACTED]		[REDACTED]
Complaint Contact	Zeke Vanderhoek	[REDACTED]		[REDACTED]
DASA Coordinator	Zeke Vanderhoek	[REDACTED]		[REDACTED]
Phone Contact for After Hours Emergencies	Aaron Villega	[REDACTED]		[REDACTED]

m3b. Is site 3 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m3d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 3 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 3 Certificate of Occupancy (COO)

[153 Sherman TCO 071620.pdf](#)

Filename: 153 Sherman TCO 071620.pdf **Size:** 36.7 kB

Site 3 Fire Inspection Report

[153 Sherman Fire Inspection.pdf](#)

Filename: 153 Sherman Fire Inspection.pdf **Size:** 34.5 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

(No response)

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Shelly Gupta
Position	Chief Financial Officer
Phone/Extension	[REDACTED]
Email	[REDACTED]

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, appearing to read "John Underwood".

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, appearing to read "David Green".

Date

Aug 3 2020

Thank you.



Entry 2 NYS School Report Card

Completed Aug 17 2020 Hidden from applicant

Instructions

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

THE EQUITY PROJECT CHARTER SCHOOL 310600860929

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/profile.php?instid=800000061094>

Entry 3 Progress Toward Goals

Completed Oct 28 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the			

Academic Goal 1	New York State ELA examination must exceed such percentage for the Community School District (CSD) in which the school is located.	N/A	Unable to Assess	
Academic Goal 2	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination must exceed such percentage for New York City.	N/A	Unable to Assess	
Academic Goal 3	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination must exceed such percentage for the Community School District (CSD).	N/A	Unable to Assess	
	For each year of the school's renewal charter term, the			

Academic Goal 4	percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination must exceed such percentage for New York City.	N/A	Unable to Assess	
Academic Goal 5	Based on the proficiency rates on the New York State ELA examination, the school will demonstrate positive academic growth in each year of the charter term.	N/A	Unable to Assess	
Academic Goal 6	Based on the proficiency rates on the New York State Mathematics examination, the school will demonstrate positive academic growth in each year of the charter term.	N/A	Unable to Assess	
Academic Goal 7	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate	N/A	Unable to Assess	

	<p>positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.</p>			
Academic Goal 8	<p>Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.</p>	N/A	Unable to Assess	
Academic Goal 9	<p>Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the free or reduced price lunch program, the school will demonstrate positive academic growth on New York State ELA</p>	N/A	Unable to Assess	

	examination proficiency rates for that applicable population in each year of the charter term.			
Academic Goal 10	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.	N/A	Unable to Assess	

2. Do have more academic goals to add?

Yes

2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure

Academic Goal 11	<p>Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.</p>	N/A	Unable to Assess	
Academic Goal 12	<p>Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the free or reduced price lunch program, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.</p>	N/A	Unable to Assess	
Academic Goal 13				

Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
	Each year, the school self-reported average			

Org Goal 1	daily student attendance rate shall meet or exceed the average daily attendance for the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.	N/A. N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2019-20 school year.	Unable to Assess	
Org Goal 2	Each year, the percentage of students enrolled in ATS on 10/31 of a given school year that are enrolled in ATS on 10/31 the following school year will exceed the rate of the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.	N/A. TEP Re-enrollment rate TBD. This information is typically provided to TEP by NYC DOE. This has not yet been provided to TEP	Unable to Assess	
Org Goal 3	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for English language learners.	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2019-20 school year.	Unable to Assess	

Org Goal 4	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students with disabilities.	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2019-20 school year.	Unable to Assess	
Org Goal 5	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students eligible for free and reduced price lunch.	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2019-20 school year.	Unable to Assess	
Org Goal 6	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for English language learners.	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2019-20 school year.	Unable to Assess	
Org Goal 7	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students with disabilities.	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2019-20 school year.	Unable to Assess	

Org Goal 8	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students eligible for free and reduced price lunch.	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2019-20 school year.	Unable to Assess	
Org Goal 9	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of parents participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.	N/A. Results of the 2020 NYC DOE School Survey have not yet been released.	Unable to Assess	
	In each year of the			

Org Goal 10	<p>charter term, staff will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of staff participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.</p>	N/A. Results of the 2020 NYC DOE School Survey have not yet been released.	Unable to Assess	
Org Goal 11	<p>In each year of the charter term, students will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box</p>	N/A. Results of the 2020 NYC DOE School Survey	Unable to Assess	

	responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of students participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.	have not yet been released.		
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially	If not met, describe efforts
--	-----------------	-----------------------------------	-----------------------------------	------------------------------

			Met	the school will take to meet goal.
Financial Goal 1	Each year, the school will maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit.	Independent Financial Audit. As demonstrated by TEP's audited financial statements, TEP maintained a stable cash flow for the period from July 1, 2019 June 30, 2020.	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget. A budget will be considered "balanced" if revenues equal or exceed expenditures.	Independent Financial Audit.	Not Met	TEP moved into its new middle school building and incurred additional expenses related to this move. This is unique to this year and TEP anticipates meeting this goal in the coming year, as it as always done in the past.
Financial Goal 3	Each year, the school will meet or exceed 85% of their authorized enrollment on 10/31 as recorded in ATS. (This goal applies only to schools that are no longer "growing" grades within the current charter term.)	Independent Financial Audit. Met: Full enrollment for the 2019-20 school year as defined in TEP's charter is 960 students. TEP maintained an average daily enrollment of 957 students. This was within 1% of TEP's full student enrollment.	Met	

Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Aug 17 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

Each member of the charter school’s Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)**
- **SUNY- Authorized Charter Schools: [Trustee Financial Disclosure Form](#)**

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to

complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[BuherFinancialDisclosure2020](#)

Filename: BuherFinancialDisclosure2020.pdf **Size:** 77.0 kB

[FinancialDisclosure2020 DColeman](#)

Filename: FinancialDisclosure2020 DColeman.pdf **Size:** 170.7 kB

[Disclosure of Financial Interest_BrooksClark](#)

Filename: Disclosure of Financial Interest BrooksClark.pdf **Size:** 225.8 kB

[Disclosure of Financial Interest_SeanJuan](#)

Filename: Disclosure of Financial Interest SeanJuan.pdf **Size:** 1.7 MB

[FinancialDisclosure2020 Tavormina](#)

Filename: FinancialDisclosure2020 Tavormina.pdf **Size:** 397.2 kB

Entry 8 BOT Membership Table

Completed Aug 17 2020

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	David Coleman; [REDACTED]	Chair	n/a	Yes	12	07/01/2019	06/30/2020	7
2	Laura Tavormina; [REDACTED]	Vice Chair	Finance and Board Treasurer	Yes	12	07/01/2019	06/30/2020	11
3	Sean Juan; [REDACTED]	Secretary	n/a	Yes	4	07/01/2019	06/30/2020	12
4	Andrew Buher; [REDACTED]	Trustee/Member	n/a	Yes	4	07/01/2019	06/30/2020	11
5	Brooks Clark; [REDACTED]	Trustee/Member	n/a	Yes	8	07/01/2019	06/30/2020	11
6								

7								
8								
9								

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

- 1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
- 2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	5
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2019-2020

13

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Aug 17 2020

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

[2020-TEP-BOT-Meeting-Minutes_01_27-20](#)

Filename: 2020 TEP BOT Meeting Minutes 01 27 20.pdf Size: 105.8 kB

[2020-TEP-BOT-Meeting-Minutes_03_23-20](#)

Filename: 2020 TEP BOT Meeting Minutes 03 23 20.pdf Size: 126.5 kB

[2020-TEP-BOT-Meeting-Minutes_06_08-20 \(003\)](#)

Filename: 2020 TEP BOT Meeting Minutes 06 08 20 003.pdf Size: 151.9 kB

[2020-TEP-BOT-Meeting-Minutes_05_04-20](#)

Filename: 2020 TEP BOT Meeting Minutes 05 04 20.pdf Size: 141.4 kB

[2020-TEP-BOT-Meeting-Minutes_04_06-20](#)

Filename: 2020 TEP BOT Meeting Minutes 04 06 20.pdf Size: 103.5 kB

[2020-TEP-BOT-Meeting-Minutes_04_17-20](#)

Filename: 2020 TEP BOT Meeting Minutes 04 17 20.pdf Size: 101.5 kB

[2020-TEP-BOT-Meeting-Minutes_02_24-20](#)

Filename: 2020 TEP BOT Meeting Minutes 02 24 20.pdf Size: 313.3 kB

[2019-TEP-BOT-Meeting-Minutes_11_18-19](#)

Filename: 2019 TEP BOT Meeting Minutes 11 18 19.pdf Size: 105.7 kB

[2019-TEP-BOT-Meeting-Minutes_10_07_19](#)

Filename: 2019 TEP BOT Meeting Minutes 10 07 19.pdf Size: 128.4 kB

[2019-TEP-BOT-Meeting-Minutes_09_16-19](#)

Filename: 2019 TEP BOT Meeting Minutes 09 16 19.pdf Size: 104.6 kB

[2019-TEP-BOT-Meeting-Minutes_12_02-19](#)

Filename: 2019 TEP BOT Meeting Minutes 12 02 19.pdf Size: 535.1 kB

[2019-TEP-BOT-Meeting-Minutes_07_10-19](#)

Filename: 2019 TEP BOT Meeting Minutes 07 10 19.pdf Size: 535.7 kB

[2019-TEP-BOT-Meeting-Minutes_08_26-19](#)

Filename: 2019 TEP BOT Meeting Minutes 08 26 19.pdf Size: 534.1 kB

Entry 10 Enrollment & Retention

Completed Aug 17 2020

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

THE EQUITY PROJECT CHARTER SCHOOL 310600860929

Recruitment/Attraction Efforts Toward Meeting Targets

--	--	--

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	<p>As of October 31, 2019, 91 % of students enrolled at TEP qualified for free and reduced price lunch. This rate was higher than that of TEP’s district, NYC CSD #6 (79.4%).</p> <p>Source: NYC Department of Education 2018-19 ACR for The Equity Project Charter School</p>	<p>As of October 31, 2019, 91 % of students enrolled at TEP qualified for free and reduced price lunch. This rate was higher than that of TEP’s district, NYC CSD #6 (79.4%).</p> <p>Source: NYC Department of Education 2018-19 ACR for The Equity Project Charter School</p>
		<p>TEP will maintain its current practices.</p> <p>Each year, TEP’s Admissions Lottery process explicitly preferences students classified as English Language Learners. With every new cohort that TEP enrolls, a percentage of the open seats are reserved for ELL students. This ensures that TEP enrolls comparable ratios of ELL students, as compared to its Community School District. While TEP’s grade-level expansion unfolds, TEP will have 2 entering cohorts in each Admissions Lottery – students entering 5th grade and Kindergarten in the Fall. Each year, TEP determines a percentage of 5th grade seats to reserve for ELL students (typically 30%). TEP does not employ a set aside percentage for the Kindergarten cohort, as NYS students begin formal ELL assessment and classification in the Kindergarten year.</p> <p>TEP will maintain its current practices.</p> <p>Each year, TEP’s Admissions</p>

English Language Learners/Multilingual Learners

As of October 31, 2019, 27.0% of students enrolled at TEP were classified as ELLs. This rate was slightly lower than that of TEP's district, NYC CSD #6 (28.7%).

Source: NYC Department of Education 2018-19 ACR for The Equity Project Charter School.

Lottery process explicitly preferences students classified as English Language Learners. With every new cohort that TEP enrolls, a percentage of the open seats are reserved for ELL students. This ensures that TEP enrolls comparable ratios of ELL students, as compared to its Community School District. While TEP's grade-level expansion unfolds, TEP will have 2 entering cohorts in each Admissions Lottery - students entering 5th grade and Kindergarten in the Fall. Each year, TEP determines a percentage of 5th grade seats to reserve for ELL students (typically 30%). TEP does not employ a set aside percentage for the Kindergarten cohort, as NYS students begin formal ELL assessment and classification in the Kindergarten year.

TEP holds Open House events for prospective parents and families. From January through March of each year, TEP holds 3 Open House events for each incoming grade, which are publicized through postcard mailings to families of ALL rising 5th graders and rising Kindergarten students in Community School District 6. During each Open House event, a TEP school leader (e.g. Principal) gives a presentation (with a Spanish translator) in which s/he encourages parents of English Language Learner students to apply to the school, while specifically outlining the variety of supports TEP has in place for these students. Of note

is that all of TEP’s Social Workers and core office staff are bilingual; in addition, many TEP teachers are bilingual. These staff members are available to meet with parents of prospective ELL students who express interest in learning more about how TEP can meet the particular needs of their child.

To further support the enrollment process for ELL students and their families, all TEP application materials - including the student application, brochures, and letters—are in both English & Spanish and include a variety of information that emphasizes TEP’s unique curricular focus on language development, aimed at attracting parents of English Language Learners. An application brochure is mailed to families of ALL rising 5th graders and rising Kindergarten students in Community School District #6. In addition, parents of current TEP students assist TEP staff in posting recruitment fliers and distributing applications throughout the Washington Heights community.

This year TEP roll out larger marketing efforts with bilingual bus shelter ads across District 6 to continue to engage our community to offset challenges to recruitment posed by COVID19.

TEP will maintain its current practices.

Each year, TEP’s Admissions Lottery process explicitly

Students with Disabilities

As of October 31, 2019, 21.9% of students enrolled at TEP had IEPs. This rate was higher than that of TEP's district, NYC CSD #6 (21.2%).

Source: NYC Department of Education 2018-19 ACR for The Equity Project Charter School.

preferences students with disabilities. With every new cohort that TEP enrolls, a percentage of the open seats are reserved for students with disabilities. This ensures that TEP enrolls comparable ratios of SPED students, as compared to its Community School District. While TEP's grade-level expansion unfolds, TEP will have 2 entering cohorts in each Admissions Lottery - for students entering 5th grade and Kindergarten in the Fall. Each year, TEP determines a percentage of open seats to reserve for students with IEPs (typically 15% for 5th grade and 17.5% for Kindergarten). Additionally, TEP holds Open House events for prospective parents and families. From January through March of each year, TEP holds 3 Open House events for each incoming grade, which are publicized through postcard mailings to families of ALL rising 5th graders and rising Kindergarten students in Community School District 6. During each Open House event, a TEP school leader (e.g. Principal) gives a presentation (with a Spanish translator) in which he encourages parents of Special Education students to apply to the school, while specifically outlining the variety of supports TEP has in place for these students. Beyond the Open House events, TEP's Social Workers and Special Education faculty are available to meet with parents of prospective SPED

students who express interest in learning more about how TEP can meet the particular needs of their child. Lastly, TEP's Student Application form specifically encourages Special Education students to apply to TEP.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<p>TEP retained 98% of students who qualified for free and reduced price lunch. This rate was significantly above that of TEP's CSD #6 (85%). This data is based on the most recently updated data from NYC DOE (from the 2017-18 school year).</p> <p>Source: NYC Department of Education 2018-19 ACR for The Equity Project Charter School.</p>	TEP will maintain its current practices.
English Language Learners/Multilingual Learners	<p>TEP retained 97% of ELL students. This rate was significantly above that of TEP's CSD #6 (84%), This data is based on the most recently updated data from NYC DOE (from the 2017-18 school year).</p> <p>Source: NYC Department of Education 2018-19 ACR for The Equity Project Charter School.</p>	TEP will maintain its current practices.
Students with Disabilities	<p>TEP retained 92% of SPED students. This rate was significantly above that of TEP's CSD #6 (83%). This data is based on the most recently updated data from NYC DOE (from the 2017-18 school year).</p> <p>Source: NYC Department of Education 2018-19 ACR for The Equity Project Charter School.</p>	TEP will maintain its current practices.

Entry 12 Percent of Uncertified Teachers

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Entry 12 Uncertified Teachers

School Name: THE EQUITY PROJECT CHARTER SCHOOL 310600860929

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	6
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	6.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	6
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	6.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	16

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	60

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	76



Thank you.

Entry 13 Organization Chart

Completed Aug 17 2020

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[TEP Org Chart 2019-2020](#)

Filename: TEP Org Chart 2019 2020.pdf Size: 537.2 kB

Entry 14 School Calendar

Completed Sep 14 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

[TEP Calendar 2020-21 FACULTY](#)

Filename: TEP Calendar 2020 21 FACULTY.pdf Size: 37.3 kB

Entry 15 Links to Critical Documents on School Website

Completed Aug 17 2020

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: **The Equity Project Charter School**

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	http://www.tepcharter.org/nyc-nys-reports.php
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	http://www.tepcharter.org/boardmeetings.php
2a. Webcast of Board Meetings (per Governor's Executive Order)	http://www.tepcharter.org/boardmeetings.php
3. Link to NYS School Report Card	http://www.tepcharter.org/nyc-nys-reports.php
4. Most Recent Lottery Notice Announcing Lottery	http://www.tepcharter.org/admissions-lottery.php
5. Authorizer-Approved DASA Policy	http://www.tepcharter.org/
6. District-wide Safety Plan	http://www.tepcharter.org/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://www.tepcharter.org/
7. Authorizer-Approved FOIL Policy	http://www.tepcharter.org/
8. Subject matter list of FOIL records	http://www.tepcharter.org/
9. Link to School Reopening Plan	http://www.tepcharter.org/Reopening2020-21.php

Thank you.



Entry 16 COVID 19 Related Information

Completed Aug 17 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: The Equity Project Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
956	889	793

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants

x x x x x x x x x x x x x
x x x x x x x x x x x x x
x x x x x x x x x x x x x

Tota

0

|

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Incomplete Hidden from applicant

INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Andrew Buher_____

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

The Equity Project Charter School (TEP)_____

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).
+ Board Member

2. Are you an employee of any school operated by the education corporation?
 Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

--	--	--	--

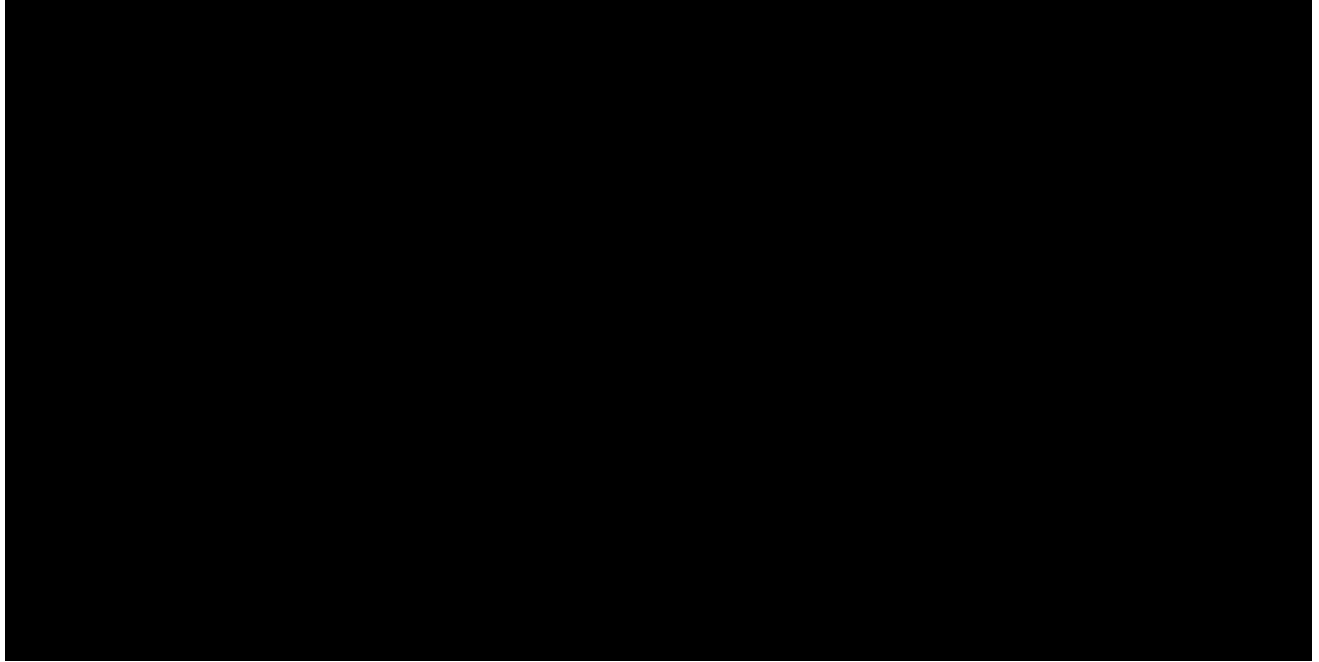
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: David Coleman

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): The Equity Project Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

President – Board of Trustees

2. Are you an employee of any school operated by the education corporation?

NO

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

NO

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

NO

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
none	none	none	none

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
none	none	none	none	none

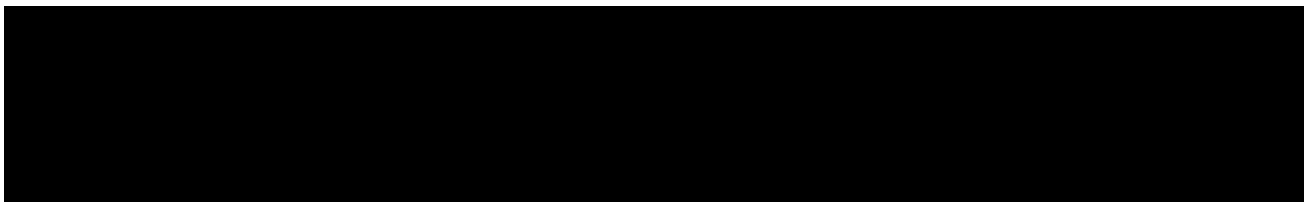


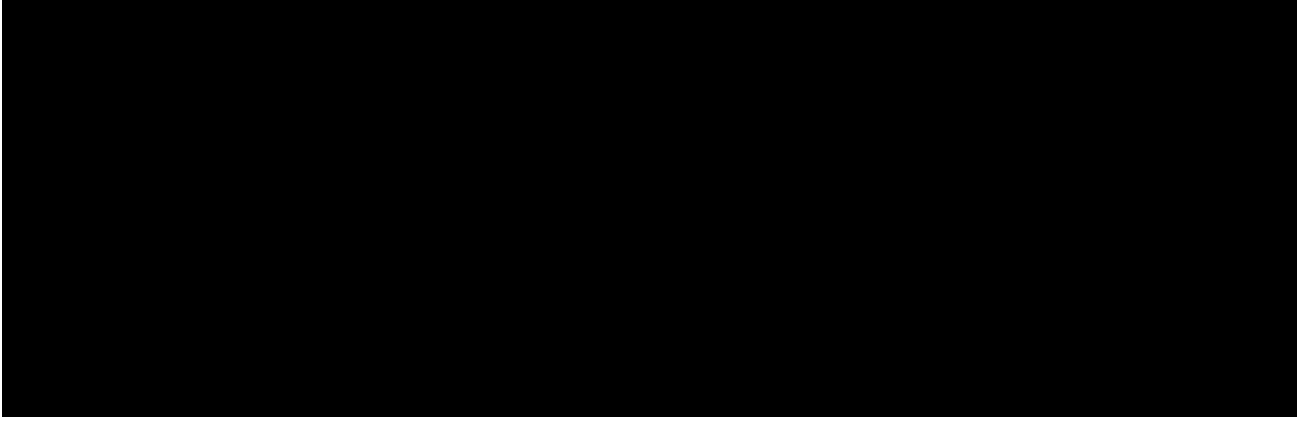
Signature

7.24.20

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Brooks Clark

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

The Equity Project Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative). **Trustee**

2. Are you an employee of any school operated by the education corporation?
 Yes X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc. **None**.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are

doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None." **None.**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

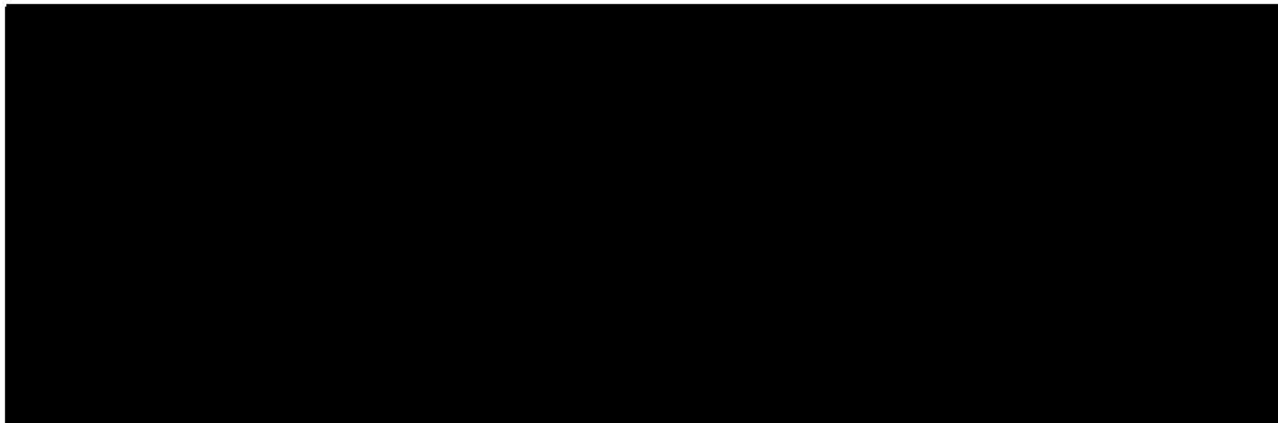
[Handwritten Signature]

7-24-20

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Wen-Hsiang (Sean) Juan

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

The Equity Project

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Secretary

2. Are you an employee of any school operated by the education corporation?
 Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

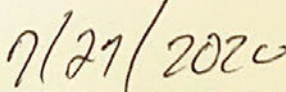
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

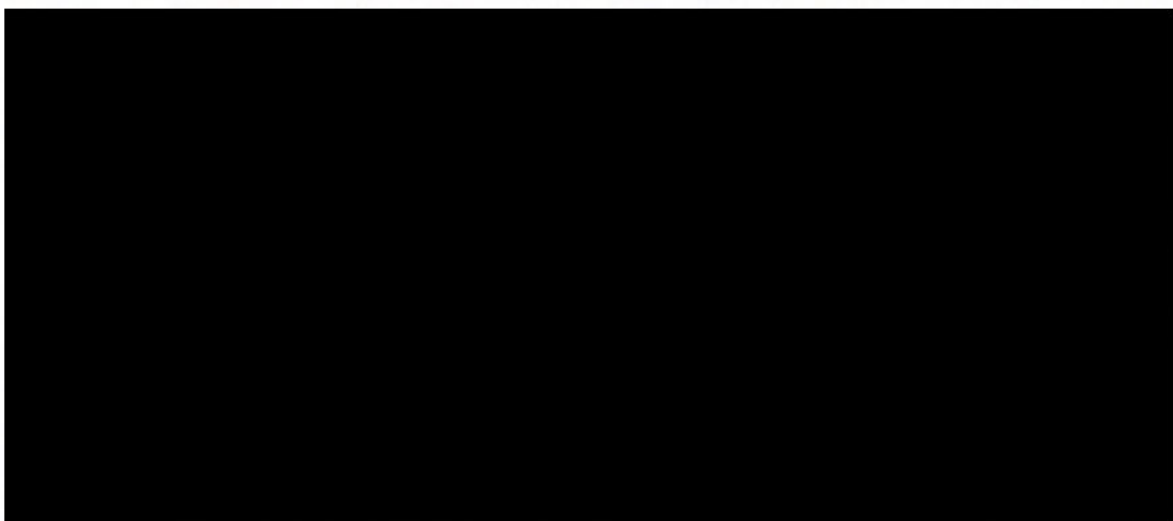
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				

Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:



last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Laura M. Tavormina

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

The Equity Project Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice President, Treasurer

2. Are you an employee of any school operated by the education corporation?
Yes x **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes x **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in

the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
West Side Federation for Senior and Supportive Housing, Inc. (WSFSSH)	WSFSSH was the not-for-profit developer of the middle school facility.	TEP and TEPCSA owe WSFSSH \$400,000 for its developer services. No fees had been paid as of 7/25/2020.	Laura Tavormina; I am employed by WSFSSH. I have no financial interest in WSFSSH which is a NYS not-for-profit organization.	Will recuse herself from any votes regarding transactions between TEP and WSFSSH.

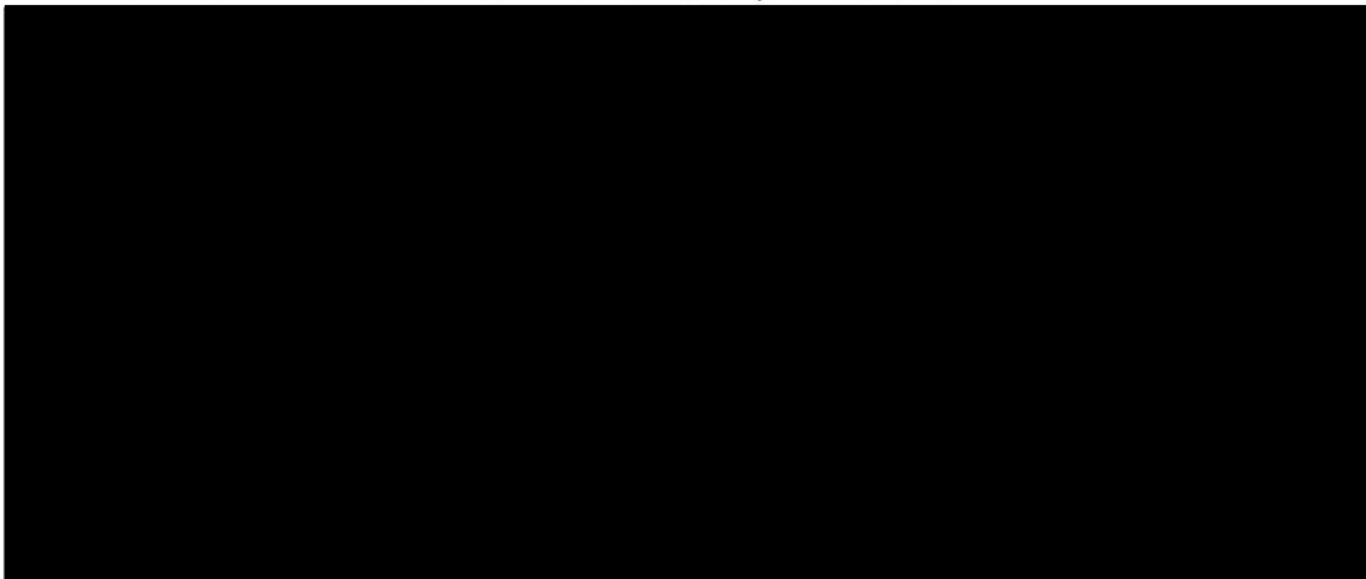
L. N. T.

Signature

7/25/2020

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
January 27th, 2020**

The **125th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **January 27th** at The Equity Project Charter School at the **Middle School Campus** at 153 Sherman. New York, NY 10034 pursuant to due notice to Trustees via electronic mail sent on 11/20/19. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

Laura Tavormina joined in person.

David Coleman, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board
250 Vesey Street
Floor 17
New York, NY 10281

Culture Espresso
66 W 38th St
New York, NY 10018

CoWerk
619 Lake Avenue
Asbury Park, NJ 07712

Starbucks
605 Third Avenue
New York, NY 10016

The following Trustee was absent: None

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jessica Rojas

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) 2018-19 Middle School Teacher Bonus – Review & Approval
- 2) Board Feedback: TEP Perks

Board Feedback is a new semi-regular feature of our Board Meetings in which we ask you to consider a current TEP initiative and provide your feedback. For today's meeting, please review the attached TEP Perks flier and consider the following questions:

How do the benefits that TEP offers its staff compare to those in your industry?

What surprises you most?

Which Perk would you like to learn more about?

What suggestion do you have for TEP with respect to its benefits offerings?

3) Hiring Update:

New Senior Director of Alumni Engagement

4) Student Spotlight

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
March 23rd, 2020**

The **127th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **March 23rd** for The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/19. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

Laura Tavormina, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from their private residence due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffrey Mittman, Jessica Rojas, Denise Munoz, Joelle Fenton, Vanessa VanSickle

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) COVID-19 Situation
 - Virtual Learning Program for each campus
 - Grab & Go Breakfast & Lunch Program
 - Technology Device Loaner Program
 - Board Support
- 2) High School Placement News
 - Specialized High Schools
 - Music Placements
 - Overall Placement Data
 - Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
June 8th, 2020**

The **131st** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **June 8th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/2019. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

David Coleman, Laura Tavormina, Andrew Buher, Brooks Clark 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:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Denise Munoz, Aaron Villela, Joelle Fenton, Jeff Mittman, Vanessa VanSickle

Meeting called to order at 5:00 pm.

Meeting Agenda and Notes:

- 1) TEP Parents attending the meeting speak to Board.
- 2) Review & Approval of Q3 Financials
- 3) Adoption of Board Resolution for NYC Capital Grant
- 4) Thank you to COO Jeffrey Mittman, transitioning out of TEP on June 30th.
- 5) Introduction to Aaron Villela (TEP's Director of Talent for the past 2+ years) who will be permanently assuming the COO role (renamed CSPO) effective July 1st.
- 6) Updates:
 - TEP's Response to Current Events
 - Virtual Stepping Up & Graduation Ceremonies
 - TEP's PRLC (Pandemic Response Leadership Committee) and plans for upcoming school year
 - Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
May 4th, 2020**

The **130th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **May 4th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/19. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

Laura Tavormina, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from their private residence due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jessica Rojas, Denise Munoz

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1) COVID-19 Situation - Update

- ☐ Payroll Protection Program (PPP) Loan Update
- ☐ Grab & Go Breakfast & Lunch Program – over 5000 meals last week.
- ☐ Operation Access: Technology, Curricular Materials, Basic Supplies

2) Virtual Learning – Update

- ☐ Student Attendance
- ☐ Student Grades
- ☐ Program Highlights

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
April 6th, 2020**

The **128th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **April 6th** at The Equity Project Charter School at the **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/19. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

Laura Tavormina, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from their private residence due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffrey Mittman, Jessica Rojas, Denise Munoz, Joelle Fenton

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) COVID-19 Situation - Update
 - Virtual Learning Program for each campus
 - Grab & Go Breakfast & Lunch Program
 - Technology Device Loaner Program
 - Financial Implications for TEP
 - Board Support
- 2) HR Policies & Challenges During Current Situation
 - Teaching Staff
 - Facilities and Security Staff
 - Kitchen Staff
 - Operations Staff
 - Part time Staff

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
April 17th, 2020**

The **129th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **April 17th** at The Equity Project Charter School at the **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/19. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

David Coleman, Laura Tavormina, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from the private residence due to COVID-19.

The following Trustee was absent: None

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffrey Mittman, Jessica Rojas, Denise Munoz

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Paycheck Protection Program (PPP) Loan Discussion & Board Resolutions

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
February 24th, 2020**

The **126th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **February 24th** at The Equity Project Charter School at the **Middle School Campus** at 153 Sherman Ave. New York, NY 10034 pursuant to due notice to Trustees via electronic mail sent on 11/20/19. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

David Coleman, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board
250 Vesey Street
Floor 17
New York, NY 10281

Culture Espresso
66 W 38th St
New York, NY 10018

CoWerk
619 Lake Avenue
Asbury Park, NJ 07712

Starbucks
605 Third Avenue
New York, NY 10016

The following Trustee was absent: Laura Tavormina

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffrey Mittman

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Q2 Budget vs. Actuals – Review & Approval
- 2) Updates
 - Student Enrollment
 - Spring Institute
 - Family Communication Tool

3) Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
November 18th, 2019**

The **123rd** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **November 18th** at The Equity Project Charter School at the **Middle School Campus** at 153 Sherman Ave. New York, NY 10034 pursuant to due notice to Trustees via electronic mail sent on 07/01/2019. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

Laura Tavormina joined in person.

Brooks Clark and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board
250 Vesey Street
Floor 17
New York, NY 10281

Culture Espresso
66 W 38th St
New York, NY 10018

CoWerk
619 Lake Avenue
Asbury Park, NJ 07712

Starbucks
605 Third Avenue
New York, NY 10016

The following Trustees were absent: David Coleman, Andrew Buher

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffrey Mittman, and Jessica Rojas

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) School Quality Report 2018-19: Review & Discussion
- 2) Updates:

- Fall Institute Highlights
- JBFCs Expansion
- Facility Updates: Sherman, 4280
- Student Spotlight

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
October 7th, 2019**

The **122nd** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **October 7th** at The Equity Project Charter School at the **Early Childhood Campus** at 4280 Broadway New York, NY 10033 pursuant to due notice to Trustees via electronic mail sent on 07/01/2019. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

Laura Tavormina joined in person.
Andrew Buher and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board
250 Vesey Street
Floor 17
New York, NY 10281

Culture Espresso
66 W 38th St
New York, NY 10018

CoWerk
619 Lake Avenue
Asbury Park, NJ 07712

Starbucks
605 Third Avenue
New York, NY 10016

The following Trustee was absent: David Coleman and Brooks Clark

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffrey Mittman, and Jessica Rojas

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Updates
 - Elem Leadership
 - 3rd Grade State Exam (a K – 3 effort)
 - Budget Follow Up (Specific Roles, OT policies)

- Parent Challenge
- Staff Food Program
- Student Spotlight

2) Board Support

- Media Re New Building

3) Next Meeting: Review of 2019 Exam Results (Awaiting SQR, anticipated end of October)

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
September 16th, 2019**

The **121st** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **September 16th** at The Equity Project Charter School at the **Early Childhood Campus** at 4280 Broadway New York, NY 10033 pursuant to due notice to Trustees via electronic mail sent on 07/01/2019. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

Laura Tavormina joined in person.

David Coleman, Brooks Clark and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board
250 Vesey Street
Floor 17
New York, NY 10281

Culture Espresso
66 W 38th St
New York, NY 10018

CoWerk
619 Lake Avenue
Asbury Park, NJ 07712

Starbucks
605 Third Avenue
New York, NY 10016

The following Trustee was absent: Andrew Buher

The following additional staff members were present:

Zeke Vanderhoek, Casey Ash, Jeffrey Mittman, and Jessica Rojas

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) September 15 - Event Reflections & Follow Up!

2) Fiscal Year '21 Financial Snapshot

3) Updates

- Staffing
- 3rd Grade State Exam
- Student Spotlight

4) Next Meeting: Review of 2019 Exam Results

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
December 2nd, 2019**

The **124th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **December 2nd** at The Equity Project Charter School at the **Elementary Campus** at 549 Audubon. New York, NY 10040 pursuant to due notice to Trustees via electronic mail sent on 07/01/2019. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

Laura Tavormina joined in person.

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

The College Board
250 Vesey Street
Floor 17
New York, NY 10281

Culture Espresso
66 W 38th St
New York, NY 10018

CoWerk
619 Lake Avenue
Asbury Park, NJ 07712

Starbucks
605 Third Avenue
New York, NY 10016

The following Trustee was absent: David Coleman

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Jeffery Mittman, and Denise Munoz

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) FY 2019 Audit: Review & Discussion with guest presenter Gus Saliba
- 2) FY 2020 Q1 Actuals: Review & Approval
- 3) Updates:

- Revising FY 2020 Annual Budget: Discussion
- Student Spotlight

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
July 10th, 2019**

The **119th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **July 10th** at The Equity Project Charter School at the **Middle School** campus at 153 Sherman Avenue, NY, NY 10034 pursuant to due notice to Trustees via electronic mail sent on 03/27/19. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

David Coleman, Brooks Clark, and Sean Juan joined via videoconference. Andrew Buher joined via phone. All joined from the following public locations posted in advance on TEP's website:

The College Board
250 Vesey Street
Floor 17
New York, NY 10281

Culture Espresso
66 W 38th St
New York, NY 10018

CoWerk
619 Lake Avenue
Asbury Park, NJ 07712

Starbucks
605 Third Avenue
New York, NY 10016

The following Trustee was absent: Laura Tavormina

The following additional staff members were present:

Zeke Vanderhoek, Casey Ash, Jessica Rojas, Denise Munoz, Vanessa VanSickle, and Joelle Fenton.

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Intro & Welcome to Vanessa VanSickle and Joelle Fenton, Co-Assistant Directors of TEP Elementary (currently 2nd and 3rd grade, then adding 4th grade in 2020-21)
 - a. Introduction
 - b. Q & A
- 2) September 15th Building Dedication Event

- a. Guest list
- b. Event details
- 3) Updates
 - Denise Munoz promoted to Early Childhood Director
 - The Move(s)!
 - Staffing (Teachers, Social Workers, Operations, Facility, Kitchen)
 - Enrollment
 - Student Spotlight

Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
August 26th, 2019**

The **120th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **August 26th** at The Equity Project Charter School at the **Early Childhood Campus** at 4280 Broadway New York, NY 10033 pursuant to due notice to Trustees via electronic mail sent on 03/27/19. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

David Coleman, Laura Tavormina, Andrew Buher and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

The College Board
250 Vesey Street
Floor 17
New York, NY 10281

Culture Espresso
66 W 38th St
New York, NY 10018

CoWerk
619 Lake Avenue
Asbury Park, NJ 07712

Starbucks
605 Third Avenue
New York, NY 10016

The following Trustee was absent: Brooks Clark

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1) Financials

- a. Review and Approve FY19 Budget vs. Actuals
- b. Review and Approve FY20 Budget

2) September 15th Building Dedication Event

3) Updates

- School Launch! 3 campuses, New Sherman Building!
- Leadership Team for 2019-20
- Curricular Updates for 2019-20
- Talent/Hiring
- Operations
- Facilities
- Student Spotlight

4) Next Meeting: Review of 2019 Exam Results

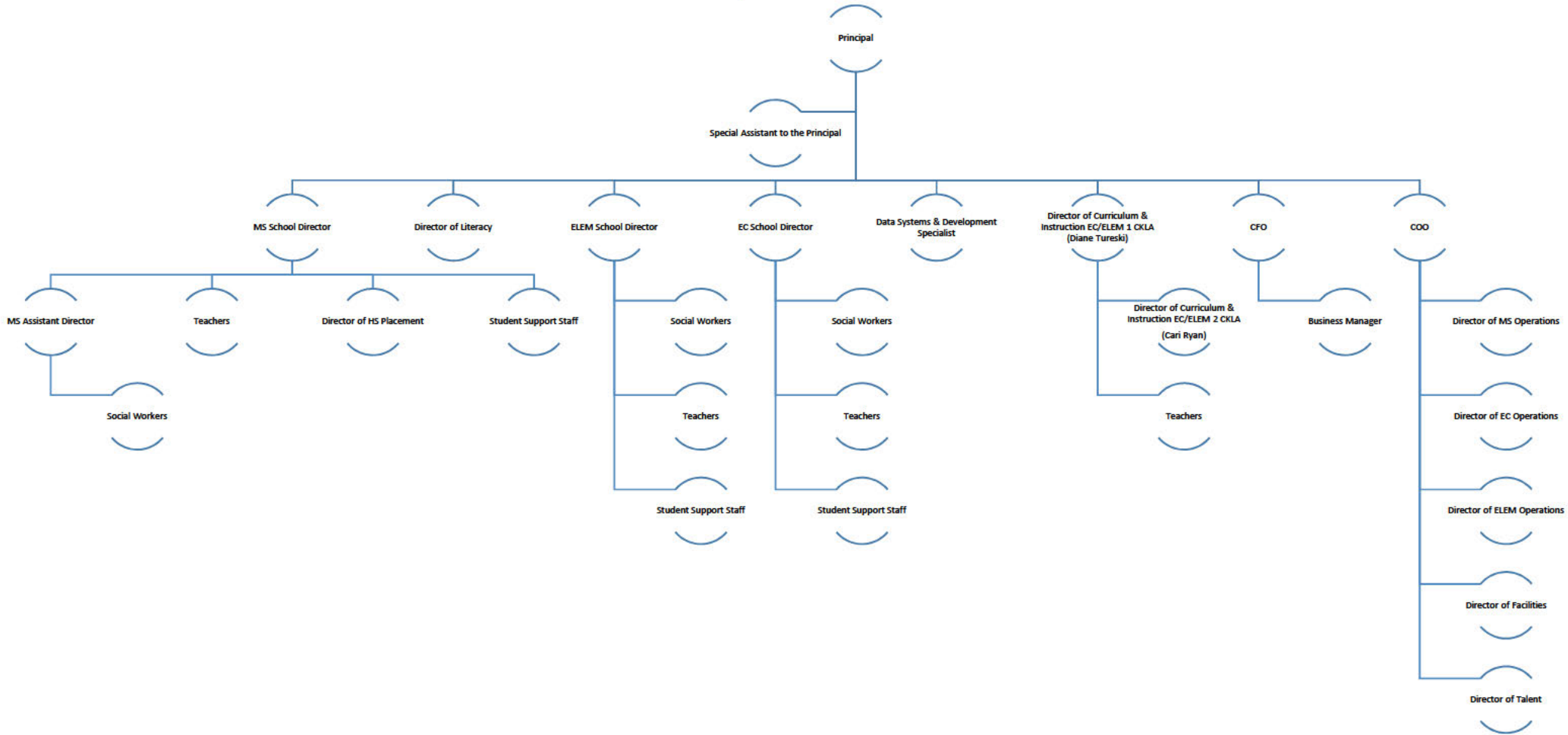
Meeting adjourned at 6:30 pm.

Minutes recorded by Sean Juan.



Organizational Structure 2019-20

Updated as of 9.26.19



Parent-Teacher Conferences

- Middle School (Half Day for MS only)
- Elementary (Half Day for ELEM only)
- Early Childhood (Half Day for EC only)
- Winter Recess (No School)



M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31					

M	T	W	T	F

MARCH 2021

- 1 First Day of Trimester 3
- Parent-Teacher Conferences**
- 9 Middle School (Half Day for MS only)
- 10 Elementary (Half Day for ELEM only)
- 11 Early Childhood (Half Day for EC only)
- 22 Staff Development (Half Day)
- 29 – 31 Spring Recess (No School)

APRIL 2021

- 1 – 2 Spring Recess (No School)
- 21 – 22 NY State English (ELA) Exam for 3rd – 8th Grades

MAY 2021

- 5 – 6 NY State Math Exam for 3rd – 8th Grades
- 13 Eid Al-Fitr (No School)
- 31 Memorial Day (No School)

JUNE 2021

- 21 Kinder & 1st Grade Tiger Paw Ceremonies (Full Day)
- 22 2nd, 3rd and 4th Grade Tiger Paw Ceremonies (Full Day)
- 23 8th Grade Graduation (Half Day for MS Only)
- 24 Last Day of School for Students (Half Day)
- 5th, 6th, 7th Stepping Up Ceremonies (No School for 8th grade)
- 25 Last Day of School for Faculty

M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31					

M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2		5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30

M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					

M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F							
	1	2	3	4	7	8	9	10	11	14	15	16	17	18	EC/ELEM	21	22	23	24	25	MS	21	22	23	24	25

Certificate of Occupancy

CO Number: [REDACTED]

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.	Borough: Manhattan	Block Number: [REDACTED]	Certificate Type: Temporary
	Address: 153 SHERMAN AVENUE	Lot Number(s): [REDACTED]	Effective Date: 07/14/2020
	Building Identification Number (BIN): 1064765	Building Type: New	Expiration Date: 10/12/2020
This building is subject to this Building Code: 2008 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: [REDACTED]	(2014/2008 Code)	
	Building Occupancy Group classification: [REDACTED]	(2014/2008 Code)	
	Multiple Dwelling Law Classification: None		
	No. of stories: [REDACTED]	Height in feet: [REDACTED]	No. of dwelling units: 0
C.	Fire Protection Equipment: Standpipe system, Fire alarm system, Sprinkler system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: Board of Standards and Appeals - Recording Info: 75-15-BZ		
Outstanding requirements for obtaining Final Certificate of Occupancy:			
There are 18 outstanding requirements. Please refer to BISWeb for further detail.			
Borough Comments: None			



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: XXXXXXXXXX

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use

END OF SECTION



Borough Commissioner



Commissioner

END OF DOCUMENT

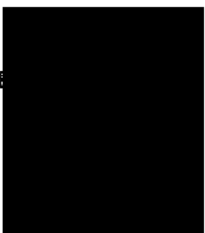


YOUR FIRE AND SECURITY SOLUTION

170 EILEEN WAY
SYOSSET, NY 11791

INSPECTION REPORT

TELEPHONE
SALES:
SERVICE:
FAX:



DATE: 7-16
TIME IN: 7:10
TIME OUT: _____

SUBSCRIBER: _____

ADDRESS: 153 Shinnong Ave

CITY: NYC STATE: NY INSPECTION TYPE: PLA

ACCOUNT #: _____ PASS: _____

CENTRAL STATION #: _____ TICKET #: 569632

SPRINKLER SYSTEM: WET 7
 DRY _____
 LOW AIR 2
 GATE VLV. 13
DEVICES TESTED: SMOKE 05
 HEAT 4
 DUCT 31
 MANUAL 17
 DOOR HOLD _____
 ROOM TEMP. _____
 A/C SHUNT _____

ALARM OUTPUT: BELL _____
 HORN ✓
 STROBE ✓
LOCAL F.A.: ALARM ✓
 TROUBLE ✓

C.O. CONNECTION: PRIMARY _____
 SECONDARY X
 SUPERVISION X

BATTERY VOLTAGE: 12.7

LOCATION OF EQUIPMENT: PLA

INSPECTOR: A. J. ...

REMARKS: Note: ...

Tested all the above

SUBSCRIBER SIGNATURE: [Signature] DATE: 7/16/20

Certificate of Occupancy

CO Number: [REDACTED]

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.	Borough: Manhattan	Block Number: [REDACTED]	Certificate Type: Temporary
	Address: 4280 BROADWAY	Lot Number(s): [REDACTED]	Effective Date: 08/17/2020
	Building Identification Number (BIN): 1063925	Building Type: Altered	Expiration Date: 11/15/2020
This building is subject to this Building Code: Prior to 1968 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: [REDACTED]	(Prior to 1968 Code designation)	
	Building Occupancy Group classification: [REDACTED]	(2014/2008 Code)	
	Multiple Dwelling Law Classification: None		
	No. of stories: [REDACTED]	Height in feet: [REDACTED]	No. of dwelling units: 0
C.	Fire Protection Equipment: Fire alarm system, Sprinkler system		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Outstanding requirements for obtaining Final Certificate of Occupancy:			
There are 18 outstanding requirements. Please refer to BISWeb for further detail.			
Borough Comments: None			



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 122755321T016

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT