

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
November 16, 2015**

The 76th regular meeting of the Board of Trustees of The Equity Project Charter School was held on November 16, 2015 in Trailer #28 at The Equity Project Charter School at 549 Audubon Ave., NY, NY 10040 pursuant to due notice to Trustees via electronic mail sent on 8/17/15. 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: Zeke Vanderhoek and Sean Juan. Nicole Leach, Laura Tavormina, Brooks Clark and Crystal Harmon attended via video conference.

The following additional staff members were present: Casey Ash, Susan Yue, and Shelly Gupta.

Meeting called to order at 5:30 pm.

1. Approval of recommended updates to Fiscal Policies and Procedures (FPP). Approved by unanimous vote: Zeke Vanderhoek, Brooks Clark, Laura Tavormina, Crystal Harmon, Sean Juan and Nicole Leach
2. Presentation from TEP Auditor Gus Saliba on final 2014-15 TEP Audit
3. Review & Approval of Q1 Financials: Approved by unanimous vote: Zeke Vanderhoek, Brooks Clark, Laura Tavormina, Crystal Harmon, Sean Juan and Nicole Leach
4. Brief look at just released 2014-15 School Quality Snapshot/Guide
5. Recent Personnel Issue – Summary
6. Elementary School Expansion Update
 - Approval Timeline
 - Student Recruitment
 - Facility Search
 - Hiring
7. Fundraising & Facility Development
 - The latest
 - End-of-year Board Give/Get

Meeting adjourned at 6:45 pm.

Minutes recorded by Secretary Crystal Harmon.