

**Dana Clark, Principal / Lead Person**  
**David Block, Business Administrator**

---

65 West Demarest Ave  
Phone: 201-569-9765

Englewood, New Jersey 07631  
Fax: 201-568-9576

**WEDNESDAY, APRIL 19, 2023**  
**6:00 P.M. WORK SESSION / 7:00 P.M. REGULAR MEETING MINUTES**

**CALL TO ORDER BY PRESIDENT:**

This meeting is being held in compliance with the provisions of Chapter 231, Public Law 1975 known as the "Open Public Meeting Act". Notice of this Meeting was furnished to the Star Ledger and posted upon the front door of the Englewood on the Palisades Charter School and/or the Bulletin Board located on the first floor of the school. There will be NO smoking during the public meeting. The exits are marked for emergency purposes.

ROLL CALL    ☐P ☐ Travis Waller, President                      ☐P ☐ Aree Booker, Vice-President  
                  ☐Abs ☐ Glenn Coley    ☐P ☐ Judy Khan  
                  ☐P ☐ Felise Matlock

☐P ☐ Dana Clark, Principal / Lead Person                      ☐P ☐ David Block, SBA/BS

**Flag Salute**

**Open Public Comment:**

**Teacher Comment:**

PRESENTATION OF FY22 FISCAL AUDIT BY SCHOOL BUSINESS ADMINISTRATOR,  
DAVID P. BLOCK

OLD BUSINESS:

NEW BUSINESS:

**INSTRUCTIONAL REPORT:**

Enrollment Report  
(Attachment #1)

## RECOMMENDATIONS OF THE PRINCIPAL / HEAD OF SCHOOL:

### A. Approval of Minutes

A1. BE IT HEREBY RESOLVED BY THE ENGLEWOOD ON THE PALISADES BOARD OF TRUSTEES to accept the minutes of the following Board of Trustees Meeting; Regular Meeting for March 16, 2023 (**Attachment #2**): **Tabled Due to Lack of Membership**

Motion \_\_\_\_\_

Second \_\_\_\_\_

Roll Call:

\_\_\_\_\_ Travis Waller, President      \_\_\_\_\_ Aree Booker, Vice-President      \_\_\_\_\_ Glenn Coley  
\_\_\_\_\_ Judy Khan      \_\_\_\_\_ Felise Matlock

### B. Personnel

B1. RESOLUTION TO APPROVE SARA WELISH AS CERTIFICATION COORDINATOR FOR THE 2022-2023 SCHOOL YEAR

Motion by F. Matlock, Seconded by J. Khan, on recommendation of the Lead Person to appoint Sara Welish as Certification Coordinator for the 2022-2023 school year at the stipend amount of \$5,000.

Roll Call:

\_\_\_Y\_\_\_ Travis Waller, President      \_\_\_Y\_\_\_ Aree Booker, Vice-President      \_\_\_Abs\_\_\_ Glenn Coley  
\_\_\_Y\_\_\_ Judy Khan      \_\_\_Y\_\_\_ Felise Matlock

B2. RESOLUTION TO RETROACTIVELY APPROVE KIM EATMAN AS A FULL-TIME SUBSTITUTE TEACHER

Motion by F. Matlock, Seconded by J. Khan, on recommendation of the Lead Person to approve Kim Eatman as a full-time substitute teacher at a rate of \$200 per day.

Roll Call:

\_\_\_Y\_\_\_ Travis Waller, President      \_\_\_Y\_\_\_ Aree Booker, Vice-President      \_\_\_Abs\_\_\_ Glenn Coley  
\_\_\_Y\_\_\_ Judy Khan      \_\_\_Y\_\_\_ Felise Matlock

### C. Instructional

C1. RESOLUTION TO APPROVE THE 2023-2024 ENGLEWOOD ON THE PALISADES CHARTER SCHOOL CALENDAR

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter "Board") has been presented the School Calendar for the 2023 - 2024 school year; and

WHEREAS, the Board has reviewed the calendar and found that it fulfills the obligations imposed by statute, code and the approved charter.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Englewood on the Palisades Charter School, County of Bergen, State of New Jersey that the 2023 – 2024 School Calendar is approved as attached. (**Attachment #3**)

*Motion* F. Matlock

*Second* J. Khan

Roll Call:

Y Travis Waller, President    Y Aree Booker, Vice-President    Abs Glenn Coley  
Y Judy Khan    Y Felise Matlock

## C2. RESOLUTION TO APPROVE THE REVISED 2022-2023 SCHOOL CALENDAR

Motion by F. Matlock, Seconded by J. Khan, on recommendation of the Lead Person to approve the revised 2022-2023 school calendar as attached.

Roll Call:

Y Travis Waller, President    Y Aree Booker, Vice-President    Abs Glenn Coley  
Y Judy Khan    Y Felise Matlock

## **D. Financial**

### D1. APPROVAL OF MONTHLY FINANCIAL REPORTS

Motion by F. Matlock, Seconded by J. Khan, BE IT HEREBY RESOLVED BY THE ENGLEWOOD ON THE PALISADES BOARD OF TRUSTEES, to approve the following (**Attachment #4**)

Bill's List for FY23  
Board Secretary's Report for FY23

Roll Call:

Y Travis Waller, President    Y Aree Booker, Vice-President    Abs Glenn Coley  
Y Judy Khan    Y Felise Matlock

### D2. APPROVAL OF THE ENGLEWOOD ON THE PALISADES CHARTER SCHOOL 2021-2022 ANNUAL FISCAL AUDIT

WHEREAS, the Board of Trustees has been presented the Comprehensive Annual Financial Report for the Fiscal year ending June 30, 2022 prepared by Jump Perry and Company, L.L.P. for Englewood on the Palisades Charter School; and

WHEREAS, a corrective action plan addressing the recommendations of the audit is developed;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Englewood on the Palisades Charter School, County of Bergen, State of New Jersey that the FY 22 Comprehensive Annual Financial Report and Corrective Action Plan is approved. (**Attached Separately**)

*Motion* F. Matlock

*Second* J. Khan

Roll Call:

Y Travis Waller, President    Y Aree Booker, Vice-President    Abs Glenn Coley  
Y Judy Khan    Y Felise Matlock

### D3. APPROVAL OF FY24 BUDGET

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter “Board”) has been presented with the FY 24 budget; and

WHEREAS, the budget reflects allocation of expenses in accordance with school goals, Department of Education recommendations, code, statute and approved charter as best as possible under current funding;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Englewood on the Palisades Charter School, County of Bergen, State of New Jersey that the FY 24 budget is approved.  
**(Attachment #5)**

*Motion* \_\_F. Matlock\_\_

*Second* \_\_J. Khan\_\_

Roll Call:

\_\_Y\_\_ Travis Waller, President    \_\_Y\_\_ Aree Booker, Vice-President    \_\_Abs\_\_ Glenn Coley  
\_\_Y\_\_ Judy Khan    \_\_Y\_\_ Felise Matlock

### **E. POLICY**

#### E1. APPROVAL OF FINAL READING OF POLICIES

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter “Board”) has been presented with the following policies **(Attachment #6)**:

Use, Possession, or Distribution of Substances Policy  
Middle School Backpack Use Policy  
After-School Detention Policy  
Student Substance Abuse Policy  
Drug Free Workplace Policy

WHEREAS, this policy is aligned with the values of Englewood on the Palisades Charter School and recommendations of the New Jersey School Boards Association; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Englewood on the Palisades Charter School, County of Bergen, State of New Jersey that the attached policies are approved for final reading and approval.

*Motion* \_\_F. Matlock\_\_

*Second* \_\_J. Khan\_\_

Roll Call:

\_\_Y\_\_ Travis Waller, President    \_\_Y\_\_ Aree Booker, Vice-President    \_\_Abs\_\_ Glenn Coley  
\_\_Y\_\_ Judy Khan    \_\_Y\_\_ Felise Matlock

### **Open Public Forum:**

### **Board Comments:**

**Announcement**

The next Board of Trustees meeting is scheduled for Wednesday, May 10, 2023 at 6:00 pm

**Adjourn**

Motion by A. Booker, seconded by F. Matlock, to adjourn at 7:52pm.

Ayes\_4\_\_\_ Nays\_\_0\_\_\_