

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

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**65 West Demarest Ave  
Englewood, New Jersey 07631**

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**WEDNESDAY, AUGUST 13, 2024  
6:30 P.M. WORK SESSION / 7:00 P.M. REGULAR MEETING AGENDA**

**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	_____ Judy Khan, President	_____ Felise Matlock, Vice-President
	_____ Aree Booker	_____ Glenn Coley
	_____ Christopher McEvilly	
	_____ Dana Clark, Lead Person	_____ David Block, SBA/BS

**Flag Salute**

**Open Public Comment:**

**Teacher Comment:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**Educational Report by Lead Person / Principal Ms. Dana Clark (Attachment #1)**

-2023-2024 HIB Self-Assessment

-2023-2024 ACCESS Testing Results

INSTRUCTIONAL REPORT:

RECOMMENDATIONS OF THE LEAD PERSON / PRINCIPAL:

A. Election of Board Officers

A1. WHEREAS, the Board of Trustees of Englewood on the Palisades School has an approved charter from the Department of Education that provides for the creation and appointment of the following Board Officers: President and Vice-President and;

WHEREAS, the following named individuals have been deemed qualified to fill the positions of officers to Englewood on the Palisades School and are willing to serve in said positions;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Englewood on the Palisades School, County of Bergen, State of New Jersey that the officers and terms of office are approved as listed below.

OFFICE	TERM OF OFFICE
President:	July 1, 2024 to June 30, 2025
Vice-President:	July 1, 2024 to June 30, 2025

Motion \_\_\_\_\_

Second \_\_\_\_\_

Roll Call:

_____ Judy Khan, President	_____ Felise Matlick, Vice-President	_____ Aree Booker
_____ Glenn Coley	_____ Christopher McEvilly	

**B. Approval of Minutes**

B1. 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 June 20, 2024 (**Attachment #2**):

Motion \_\_\_\_\_

Second \_\_\_\_\_

Roll Call:

_____ Judy Khan, President	_____ Felise Matlick, Vice-President	_____ Aree Booker
_____ Glenn Coley	_____ Christopher McEvilly	

## **B. Personnel**

### **B1. RESOLUTION FOR STAFF HIRES BETWEEN BOARD OF TRUSTEE MEETINGS BY LEAD PERSON**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ on recommendation of the Lead Person, authorize Ms. Dana Clark, to hire staff during the periods August 13, 2024 until the September 18, 2024 Board Meeting; with the understanding that these requests for appointments will be brought before the full Englewood on the Palisades School Board of Trustees at the next regularly scheduled board meeting.

Roll Call:

\_\_\_\_\_ Judy Khan, President      \_\_\_\_\_ Felise Matlick, Vice-President      \_\_\_\_\_ Aree Booker  
\_\_\_\_\_ Glenn Coley      \_\_\_\_\_ Christopher McEvilly

### **B2. RESOLUTION TO APPOINT AFFIRMATIVE ACTION OFFICER FOR THE 2024-2025 SCHOOL YEAR**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ on recommendation of the Lead Person, to appoint Michael Owens as Affirmative Action Officer for the 2024-2025 School Year.

Roll Call:

\_\_\_\_\_ Judy Khan, President      \_\_\_\_\_ Felise Matlick, Vice-President      \_\_\_\_\_ Aree Booker  
\_\_\_\_\_ Glenn Coley      \_\_\_\_\_ Christopher McEvilly

### **B3. RESOLUTION TO REVIES JOB TITLE FROM SUPERVISOR OF SPECIAL SERVICES TO SUPERVISOR OF SPECIAL SERVICES / ASSISTANT PRINCIPAL**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ on recommendation of the Lead Person, to revise the job title of Supervisor of Special Services to Supervisor of Special Services / Assistant Principal.

Roll Call:

\_\_\_\_\_ Judy Khan, President      \_\_\_\_\_ Felise Matlick, Vice-President      \_\_\_\_\_ Aree Booker  
\_\_\_\_\_ Glenn Coley      \_\_\_\_\_ Christopher McEvilly

## **C. Financial**

### **C1. APPROVAL OF MONTHLY FINANCIAL REPORTS**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ BE IT HEREBY RESOLVED BY THE ENGLEWOOD ON THE PALISADES BOARD OF TRUSTEES, to approve the following  
**(Attachment #3)**

Bill's List for FY24 & FY25

Roll Call:

\_\_\_\_\_ Judy Khan, President      \_\_\_\_\_ Felise Matlick, Vice-President      \_\_\_\_\_ Aree Booker  
\_\_\_\_\_ Glenn Coley      \_\_\_\_\_ Christopher McEvilly

**D. Additional Reports and Discussion:**

**D1. RESOLUTION TO APPROVE THE 2023-2024 ENGLEWOOD ON THE PALISADES CHARTER SCHOOL ANNUAL REPORT**

WHEREAS, the Board of Trustees has reviewed the 2023 - 2024 Annual Report as prepared by the Director; and

WHEREAS, the Board of Trustees finds the Report to be a factual and accurate depiction of the 2023 - 2024 school year at Englewood on the Palisades Charter School;

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 Annual Report is accepted and approved. **(Attachment #4)**

*Motion* \_\_\_\_\_

*Second* \_\_\_\_\_

Roll Call:

\_\_\_\_\_ Judy Khan, President      \_\_\_\_\_ Felise Matlick, Vice-President      \_\_\_\_\_ Aree Booker  
\_\_\_\_\_ Glenn Coley      \_\_\_\_\_ Christopher McEvilly

**D2. RESOLUTION TO APPROVE THE EMERGENCY VIRTUAL / REMOTE INSTRUCTION PLAN FOR THE 2024-2025 SCHOOL YEAR**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ on recommendation of the Lead Person to approve the Emergency Virtual / Remote Instruction Plan for the 2024-2025 school year.

Roll Call:

\_\_\_\_\_ Judy Khan, President      \_\_\_\_\_ Felise Matlick, Vice-President      \_\_\_\_\_ Aree Booker  
\_\_\_\_\_ Glenn Coley      \_\_\_\_\_ Christopher McEvilly

**D3. RESOLUTION TO JOIN THE NJSBA FOR THE 2024-2025 SCHOOL YEAR**

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter "Board") recognizes the benefit of support from state organizations; and

WHEREAS, the Board has been presented by the Business Administrator with the application to join New Jersey School Boards Association,

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 Englewood on the Palisades Charter School agrees to join NJSBA for the 2024-2025 school year with payment of dues in the amount \$3,300.

*Motion* \_\_\_\_\_

*Second* \_\_\_\_\_

Roll Call:

\_\_\_\_\_ Judy Khan, President      \_\_\_\_\_ Felise Matlick, Vice-President      \_\_\_\_\_ Aree Booker  
\_\_\_\_\_ Glenn Coley      \_\_\_\_\_ Christopher McEvilly

#### D4. RESOLUTION TO JOIN THE NJPCSA FOR THE 2024-2025 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter “Board”) recognizes the need to unite with charter schools throughout that State and advocate to promote the success of charter schools; and

WHEREAS, the Board of Trustees recognizes that the New Jersey Charter Public Schools Association is one method through which ACHS may be accomplish the above goal;

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 Englewood on the Palisades Charter School joins the New Jersey Charter Public Schools Association at a cost of \$25 per student or \$ 7,875 *Budget Line: 11-000-240-300*

*Motion* \_\_\_\_\_

*Second* \_\_\_\_\_

Roll Call:

\_\_\_\_\_ Judy Khan, President      \_\_\_\_\_ Felise Matlick, Vice-President      \_\_\_\_\_ Aree Booker  
\_\_\_\_\_ Glenn Coley      \_\_\_\_\_ Christopher McEvilly

#### D5. RESOLUTION TO ACCEPT AND APPLY FOR THE FY25 IDEA GRANT

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter “Board”) has reviewed the Grant Application for IDEA FY 25 in the following amounts:

Basic Grant Award - \$ 65,931  
Preschool Grant Award - \$1,019

Tota IDEA Award - \$66,950

WHEREAS, the Board certifies that the grant shall be used for the purposes described in the grant application in compliance with the structure of the grant,

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 Englewood on the Palisades Charter School agrees to accept the IDEA - B allocation.

*Motion* \_\_\_\_\_

*Second* \_\_\_\_\_

Roll Call:

\_\_\_\_\_ Judy Khan, President      \_\_\_\_\_ Felise Matlick, Vice-President      \_\_\_\_\_ Aree Booker  
\_\_\_\_\_ Glenn Coley      \_\_\_\_\_ Christopher McEvilly

D6. RESOLUTION TO ACCEPT AND APPLY FOR THE FY25 ESEA GRANT

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter “Board”) has reviewed the Grant Application for ESEA FY 24 in the following amounts:

Title I Award	- \$69,625
Title IIA Award	- \$9,829
Title IV	- <u>\$10,000</u>
 Total Award	 - \$89,454

WHEREAS, the Board certifies that the grant shall be used for the purposes described in the grant application in compliance with the structure of the grant,

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 Englewood on the Palisades Charter School agrees to accept the FY25 ESSA Grant Awards for Title I, Title IIA, & Title IV.

*Motion*\_\_\_\_\_

*Second*\_\_\_\_\_

Roll Call:

_____ Judy Khan, President	_____ Felise Matlick, Vice-President	_____ Aree Booker
_____ Glenn Coley	_____ Christopher McEvilley	

D7. RESOLUTION TO REFUSE FY25 ESEA TITLE III GRANT FUNDS

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter “Board”) has reviewed the Grant Application for ESEA FY 25 in the following amounts:

Title III Award - \$2,985

Total Award - \$2,985

WHEREAS, the Board certifies that the grant shall be used for the purposes described in the grant application in compliance with the structure of the grant,

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 Englewood on the Palisades Charter School refuses to accept and apply for the FY25 ESSA Grant Awards for Title III.

*Motion*\_\_\_\_\_

*Second*\_\_\_\_\_

Roll Call:

_____ Judy Khan, President	_____ Felise Matlick, Vice-President	_____ Aree Booker
_____ Glenn Coley	_____ Christopher McEvilley	

D8. RESOLUTION TO APPROVE THE ENGLISH LANGUAGE SERVICE THREE-YEAR PROGRAM PLAN

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ to approve the Englewood on the Palisades Charter School English Language Service Three-Year Program Plan for the school year 2024-2027 as presented to the Board of Trustees. (**Attachment #5**)

D9. APPROVAL OF FOOD SERVICE MANAGEMENT CONTRACT RENEWAL FOR THE 2024-2025 SCHOOL YEAR

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 Food Service Management contract is renewed with Maschio's Food Service Inc. from July 1, 2024 through June 30, 2025 with a Management Fee of \$12,180.00, no guarantee, and a total cost of \$132,052.87.

*Motion* \_\_\_\_\_

*Second* \_\_\_\_\_

Roll Call:

\_\_\_\_\_ Judy Khan, President      \_\_\_\_\_ Felise Matlick, Vice-President      \_\_\_\_\_ Aree Booker  
\_\_\_\_\_ Glenn Coley      \_\_\_\_\_ Christopher McEvelley

**Open Public Forum:**

**Board Comments:**

**Announcement**

The next Board of Trustees meeting is scheduled for Wednesday, September 18, 2024 at 6:00 pm

**Adjourn**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn at \_\_\_\_pm.  
Ayes\_\_\_\_\_ Nays\_\_\_\_\_