

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

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

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

CALL TO ORDER BY PRESIDENT: 7:17pm

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 Bergen County Record 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 ☐Abs ☐ Aree Booker, Vice-President
 ☐P ☐ Glenn Coley ☐P ☐ Judy Khan
 ☐P ☐ Felise Matlock

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

Flag Salute

Open Public Comment:

Teacher Comment:

OLD BUSINESS:

NEW BUSINESS:

INSTRUCTIONAL REPORT: **Attachment #1**

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;

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
President: J. Khan (Nominated by F. Matlock)

TERM OF OFFICE
July 1, 2023 to June 30, 2024

Motion __F. Matlock__

Second __G. Coley__

__Y__ Travis Waller
__Y__ Judy Khan

_Abs__ Aree Booker
__Y__ Felise Matlock

__Y__ Glenn Coley

A2.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: 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
Vice-President: F. Matlock (Nominated by J. Khan)

TERM OF OFFICE
July 1, 2023 to June 30, 2024

Motion __J. Khan__

Second __G. Coley__

__Y__ Travis Waller
__Y__ Judy Khan

_Abs__ Aree Booker
__Y__ Felise Matlock

__Y__ Glenn Coley

Mr. Waller announces his resignation from the Englewood on the Palisades Charter School, effective July 20, 2023

Motion by J. Khan, Seconded by F. Matlock, to appoint Mr. Christopher McEvilly as Englewood on the Palisades Charter School Board of Trustee Member, effective August 16, 2023

Motion __J. Khan__

Second __F. Matlock__

__Y__ Travis Waller

__Abs__ Aree Booker

__Y__ Glenn Coley

__Y__ Judy Khan

__Y__ Felise Matlock

RECOMMENDATIONS OF THE LEAD PERSON:

C. Actions for 2023-2024 School Year:

C1. Appoint Board Secretary, David P. Block (1 year term)

Motion __T. Waller__

Second __G. Coley__

__Y__ Travis Waller

__Abs__ Aree Booker

__Y__ Glenn Coley

__Y__ Judy Khan

__Y__ Felise Matlock

C2. Appoint Board Attorney, the firm of Thomas Johnston, at an annual cost not to exceed \$7,500 (1 year term)

Motion __T. Waller__

Second __G. Coley__

__Y__ Travis Waller

__Abs__ Aree Booker

__Y__ Glenn Coley

__Y__ Judy Khan

__Y__ Felise Matlock

C3. Appoint Auditor, Jump, Perry & Company, at an annual cost not to exceed \$20,000

Motion __T. Waller__

Second __G. Coley__

__Y__ Travis Waller

__Abs__ Aree Booker

__Y__ Glenn Coley

__Y__ Judy Khan

__Y__ Felise Matlock

C4. Appointment of the Public Agency Compliance Officer (P.A.C.O.), David P. Block

Motion __T. Waller__

Second __G. Coley__

__Y__ Travis Waller

__Abs__ Aree Booker

__Y__ Glenn Coley

__Y__ Judy Khan

__Y__ Felise Matlock

C5. Motion to appoint David P. Block the District's Qualified Purchasing Agent, authorization to award contracts up to bid threshold (currently \$40,000 bid threshold) and set quote threshold (\$7,000 quote threshold).

Motion __T. Waller__

Second __G. Coley__

__Y__ Travis Waller
__Y__ Judy Khan

__Abs__ Aree Booker
__Y__ Felise Matlock

__Y__ Glenn Coley

C6. Motion to approve the Board Policies (NJSBA Critical Policy Manual) and Curriculum of Englewood on the Palisades Charter School Board of Trustees.

Motion __T. Waller__

Second __G. Coley__

__Y__ Travis Waller
__Y__ Judy Khan

__Abs__ Aree Booker
__Y__ Felise Matlock

__Y__ Glenn Coley

C7. Appoint Kelly Williams as the District's Affirmative Action Officer.

Motion __T. Waller__

Second __G. Coley__

__Y__ Travis Waller
__Y__ Judy Khan

__Abs__ Aree Booker
__Y__ Felise Matlock

__Y__ Glenn Coley

C8. Appoint Dana Clark as the District's Title IX Officer.

Motion __T. Waller__

Second __G. Coley__

__Y__ Travis Waller
__Y__ Judy Khan

__Abs__ Aree Booker
__Y__ Felise Matlock

__Y__ Glenn Coley

C9. Appoint Michael Owens as the District's Section 504 Officer.

Motion __T. Waller__

Second __G. Coley__

__Y__ Travis Waller
__Y__ Judy Khan

__Abs__ Aree Booker
__Y__ Felise Matlock

__Y__ Glenn Coley

C10. Appoint David P. Block as the District's Custodian of Petty Cash.

Motion __T. Waller__

Second __G. Coley__

__Y__ Travis Waller
__Y__ Judy Khan

__Abs__ Aree Booker
__Y__ Felise Matlock

__Y__ Glenn Coley

C11. Appoint Official Newspaper of the District- The Bergen County Record

Motion T. Waller

Second G. Coley

 Y Travis Waller

 Abs Aree Booker

 Y Glenn Coley

 Y Judy Khan

 Y Felise Matlock

D. Personnel

D1. RESOLUTION FOR STAFF HIRES BETWEEN BOARD OF TRUSTEE MEETINGS BY LEAD PERSON

Motion by T. Waller, Seconded by G. Coley, on recommendation of the Lead Person, authorize Ms. Dana Clark, to hire staff during the periods July 19, 2023 until the August 16, 2023 Summer 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.

 Y Travis Waller

 Abs Aree Booker

 Y Glenn Coley

 Y Judy Khan

 Y Felise Matlock

D2. RESOLUTION TO APPROVE STAFF FOR 2023-2024 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter “Board”) recognizes its responsibility to have highly qualified staff hired for the school year; and

WHEREAS, the Board has reviewed the recommendations of Ms. Clark, Lead Person / Principal; and

WHEREAS, the Board agrees with the recommendations as each staff member has met acceptable standards and possess the appropriate certification;

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 listed staff be contracted at the corresponding salaries for the 2023 –2024 school year.

Danielle Bianconi	Elementary Teacher	\$60,669 (Step 3)
Stephanie Cioffi	Elementary Teacher	\$82,318 (Step MA-10)

Motion T. Waller

Second G. Coley

 Y Travis Waller

 Abs Aree Booker

 Y Glenn Coley

 Y Judy Khan

 Y Felise Matlock

D3. RESOLUTION TO APPROVE STAFF FOR 2023-2024 SCHOOL YEAR PREPARATION WORK FOR THE SUMMER OF 2023

Motion by T. Waller, Seconded by G. Coley, on recommendation of the Lead Person, to approve the following staff for 2023-2024 school year preparation work to take place during the summer break at a rate of \$250 per day for teachers, and \$175 per day for teacher assistants:

Romaine Hassanah Megan Hartman Elizabeth Papania Janine Ellis Eleda House Sara Welish
Jaclyn Keegan Edwin Rivera Karalian Chouchan Laura Ferrentine Danielle Barty
___Y___ Travis Waller ___Abs___ Aree Booker ___Y___ Glenn Coley
___Y___ Judy Khan ___Y___ Felise Matlock

D4. RESOLUTION TO ACCEPT THE RESIGNATION OF MS. AYANA COLLADO, SCHOOL COUNSELOR

Motion by T. Waller, Seconded by G. Coley, on recommendation of the Lead Person, to accept the resignation of Ms. Ayana Collado, School Counselor, effective August 3, 2023.

___Y___ Travis Waller ___Abs___ Aree Booker ___Y___ Glenn Coley
___Y___ Judy Khan ___Y___ Felise Matlock

E. Financial

E1. APPROVAL OF MONTHLY FINANCIAL REPORTS

Motion by T. Waller, Seconded by G. Coley, BE IT HEREBY RESOLVED BY THE ENGLEWOOD ON THE PALISADES BOARD OF TRUSTEES, to approve the following (**Attachment #3**)

Bill's List for FY23

___Y___ Travis Waller ___Abs___ Aree Booker ___Y___ Glenn Coley
___Y___ Judy Khan ___Y___ Felise Matlock

E2. APPROVAL OF THE SUBMISSION OF THE 2023 NJSIG SAFETY GRANT

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter "Board") has reviewed the Grant Application for 2023 Safety Grant Program through the New Jersey School Insurance Group; and

WHEREAS, the Board certifies that the grant monies 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 file for the grant in the amount of \$2,000.00

Motion T. Waller

Second G. Coley

Y Travis Waller
Y Judy Khan

Abs Aree Booker
Y Felise Matlock

Y Glenn Coley

E3. RESOLUTION TO APPROVE FORTITUDE INSURANCE GROUP AS BROKER OF RECORD FOR ALL LIABILITY AND PROPERTY INSURANCE

Motion by T. Waller, Seconded by G. Coley, on recommendation of the Lead Person to approve Fortitude Insurance Group as Broker of Record for all Liability & Property Insurance.

Y Travis Waller
Y Judy Khan

Abs Aree Booker
Y Felise Matlock

Y Glenn Coley

F. Additional Reports and Discussion:

F1. RESOLUTION TO ACCEPT AND APPLY FOR THE FY24 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 24 in the following amounts:

Basic Grant Award - \$ 62,425
Pre-K - \$1,054
Total Award - \$ 63,479

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 T. Waller

Second G. Coley

Y Travis Waller
Y Judy Khan

Abs Aree Booker
Y Felise Matlock

Y Glenn Coley

F2. RESOLUTION TO ACCEPT AND APPLY FOR THE FY24 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	- \$66,093
Title IIA Award	- \$9,924
Title IV Award	<u>-\$10,000</u>
Total Award	- \$86,017

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 FY23 ESSA Grant Awards for Title I, Title IIA, & Title IV.

Motion T. Waller

Second G. Coley

 Y Travis Waller

 Abs Aree Booker

 Y Glenn Coley

 Y Judy Khan

 Y Felise Matlock

F3. RESOLUTION TO JOIN THE NJPCSA FOR THE 2023-2024 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 EPCS 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 Monmouth, State of New Jersey that Englewood on the Palisades Charter School joins the New Jersey Charter Public Schools Association at a cost of \$20 per student or \$6,480. *Budget Line: 11-000-240-300*

Motion T. Waller

Second G. Coley

 Y Travis Waller

 Abs Aree Booker

 Y Glenn Coley

 Y Judy Khan

 Y Felise Matlock

F4. RESOLUTION TO JOIN THE NJSBA FOR THE 2023-2024 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 2023-2024 school year with payment of dues in the amount \$ 2,500.

Motion T. Waller

Second G. Coley

 Y Travis Waller

 Abs Aree Booker

 Y Glenn Coley

 Y Judy Khan

 Y Felise Matlock

F5. RESOLUTION TO APPROVE CONTRACT WITH CREATIVE COACHING CONSULTANTS FOR THE 2023-2024 SCHOOL YEAR

Motion by T. Waller, Seconded by G. Coley, on recommendation of the Lead Person to approve the contract with Creative Coaching Consultants for Curriculum Writing Services for the 2023-2024 school year at a rate of \$65,000. (**Attachment #4**)

☐Y___ Travis Waller ☐Abs___ Aree Booker ☐Y___ Glenn Coley
☐Y___ Judy Khan ☐Y___ Felise Matlock

F6. RESOLUTION TO APPROVE BOARD OF TRUSTEE MEETING SCHEDULE FOR THE 2023-2024 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter “Board”) has the responsibility to establish a time and place for all regular and public meetings; and

WHEREAS, it is agreed that the meeting schedule will be as follows;

DATE	WORK SESSION / REGULAR SESSION	LOCATION
7/19/23	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
8/16/23	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
9/20/23	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
10/18/23	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
11/15/23	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
12/20/23	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
1/17/24	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
2/21/24	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
3/20/24	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
4/17/24	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
5/8/24	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
6/19/24	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood

Motion T. Waller

Second G. Coley

☐Y___ Travis Waller ☐Abs___ Aree Booker ☐Y___ Glenn Coley
☐Y___ Judy Khan ☐Y___ Felise Matlock

G. POLICY

G1. APPROVAL OF FIRST 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 #5**):

Harassment, Intimidation, and Bullying
Chapter 27 Emergency Virtual or Remote Instruction Plan

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 first reading.

Motion T. Waller

Second G. Coley

 Y Travis Waller
 Y Judy Khan

 Abs Aree Booker
 Y Felise Matlock

 Y Glenn Coley

Open Public Forum:

Board Comments:

Announcement

The next Board of Trustees meeting is scheduled for Wednesday, August 16, 2023 at 6:00 pm

Adjourn

Motion by F. Matlock, seconded by G. Coley, to adjourn at 8:01pm.

Ayes 4 Nays 0