

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

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65 West Demarest Ave  
Englewood, New Jersey 07631

Phone: 201-569-9765  
Fax: 201-568-9576

**THURSDAY, JUNE 20, 2024**  
**5:30 P.M. WORK SESSION / 6:00 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 / Principal                      \_\_\_\_\_ 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. 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 May 8, 2024 (**Attachment #2**):

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

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

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

**RECOMMENDATIONS OF THE LEAD PERSON:**

**B. Actions for 2024-2025 School Year:**

B1. Appoint Board Secretary, David P. Block (1 year term)

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

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

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

B2. Appoint Board Attorney, the firm of Thomas Johnston, at an annual cost not to exceed \$7,500 (1 year term)

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

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

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

B3. Appoint Auditor, Jump, Perry & Company, at an annual cost not to exceed \$20,000

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

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

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

B4. Appointment of the Public Agency Compliance Officer (P.A.C.O.), David P. Block

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

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

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

B5. 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*\_\_\_\_\_

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

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

B6. Motion to approve the Board Policies (NJSBA Critical Policy Manual) and Curriculum of Englewood on the Palisades Charter School Board of Trustees.

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

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

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

B7. Appoint Kelly Williams as the District's Affirmative Action Officer.

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

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

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

B8. Appoint Dana Clark as the District's Title IX Officer.

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

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

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

B9. Appoint Michael Owens as the District's Section 504 Officer.

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

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

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

B10. Appoint David P. Block as the District's Custodian of Petty Cash.

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

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

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

B11. Appoint Official Newspaper of the District- The Bergen County Record

Motion \_\_\_\_\_

Second \_\_\_\_\_

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

**C. Personnel**

**C1. 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 June 21, 2024 until the August 14, 2024 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.

Roll Call:

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

**C2. RESOLUTION TO APPROVE STAFF FOR 2024-2025 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 2024 –2025 school year. (**Attachment #3**)

Chloe Carter	Elementary Teacher	\$63,000 (Step 3, BA+15)
A.J. Deliantis	Elementary Teacher	\$60,000 (Step 2, BA)
Meghan Hartman	Supervisor of Curr. & Instr.	\$95,000 (12-month position)

Motion \_\_\_\_\_

Second \_\_\_\_\_

Roll Call:

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

C3. RESOLUTION TO APPROVE STAFF FOR 2024-2025 SCHOOL YEAR PREPARATION WORK FOR THE SUMMER OF 2024

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ on recommendation of the Lead Person, to approve the following staff for 2024-2025 school year preparation work to take place during the summer break at a rate of \$225 per day for staff:

Samantha Gerson	Drita Colaku	Alysse Peterkin	Eleda House	Sara Welish
Jennifer LoScalzo	Edwin Rivera	Chouchan Karalin	Laura Ferrentino	Danielle Barty

Roll Call:

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

**D. Financial**

D1. 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 #4)**

Bill's List for FY24  
Board Secretary's Report April 30, 2024

Roll Call:

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

D2. APPROVAL OF THE SUBMISSION OF THE 2024 NJSIG SAFETY GRANT

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter "Board") has reviewed the Grant Application for 2024 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* \_\_\_\_\_ *Second* \_\_\_\_\_

Roll Call:

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

D3. RESOLUTION TO APPROVE FORTITUDE INSURANCE GROUP AS BROKER OF RECORD FOR ALL LIABILITY AND PROPERTY INSURANCE

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ on recommendation of the Lead Person to approve Fortitude Insurance Group as Broker of Record for all Liability & Property Insurance.

Roll Call:

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

D4. APPROVAL OF FOOD SERVICE MANAGEMENT CONTRACT FOR THE 2024.2025 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter “Board”) received a recommendation from Mr. Block on June 14, 2023 after reviewing the Food Service Management bids; and

WHEREAS, sealed bids were solicited, received, opened, recorded, and reviewed as per state law;

WHEREAS, proposals were solicited, received, opened, recorded, and reviewed as per state law;

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 Food Service Management contract is awarded to Maschio’s Food Service Inc. from July 1, 2024 through June 30, 2025 with a Management Fee of \$12,108.00, 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 McEvilly

**E. Additional Reports and Discussion:**

E1. RESOLUTION TO APPROVE THE MEMORANDUM OF AGREEMENT DATED JUNE 11<sup>TH</sup>, 2024 BETWEEN THE BOARD OF TRUSTEES AND THE EPCS TEACHERS AND STAFF

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ on recommendation of the Lead Person and School Business Administrator to approve the June 11<sup>th</sup>, 2024 Memorandum of Agreement between the Englewood on the Palisades Charter School Board of Trustees and the EPCS Teachers and Staff, Local #6450. (**Attachment #5**)

Roll Call:

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

E2. RESOLUTION TO APPROVE BOARD OF TRUSTEE MEETING SCHEDULE FOR THE 2024-2025 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
8/14/24	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
9/16/24	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
10/16/24	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
11/13/24	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
12/13/24	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
1/15/25	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
2/19/25	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
3/19/25	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
4/16/25	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
5/7/25	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
6/18/25	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood

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

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

Roll Call:

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

**Open Public Forum:**

**Board Comments:**

**Announcement**

The next Board of Trustees meeting is scheduled for Wednesday, August 14, 2024 at 6:00 pm

**Adjourn**

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