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

65 West Demarest Ave
Englewood, New Jersey 07631

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THURSDAY, JUNE 25, 2025
6:30 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 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 ___Y___ Judy Khan, President ___Y___ Felise Matlock-Brown, Vice-President
_Abs___ Aree Booker __Abs__ Glenn Coley
___Y___ Christopher McEvilley

___Y___ Dana Clark, Lead Person / Principal ___Y___ 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:

B. Actions for 2025-2026 School Year:

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

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

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

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

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

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

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

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ 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 __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

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

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

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

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

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

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

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

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

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

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

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

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

C. Personnel

C1. RESOLUTION FOR STAFF HIRES BETWEEN BOARD OF TRUSTEE MEETINGS BY LEAD PERSON

Motion by C. McEvilley, Seconded by F. Matlock-Brown, on recommendation of the Lead Person, authorize Ms. Dana Clark, to hire staff during the periods June 27, 2025 until the August 20, 2025 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___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

C2. RESOLUTION TO APPROVE STAFF FOR 2025-2026 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 2025 –2026 school year. **(Attachment #3)**

Ryan Bernadro	MS Social Studies Teacher	$63,833 (Step 2, BA)
Rose Nappi	Elementary / MS Teacher	$65,968 (Step 1, MA)
Kassandra Vargas	Elementary Teacher	$65,620 (Step 3, BA)
Emily Lotwich	Elementary Teacher	$69,781 (Step 3, MA)
Samantha Gerson	School Counselor (12-month)	$79,685 (Step 5, MA+15)

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

D. Financial

D1. APPROVAL OF MONTHLY FINANCIAL REPORTS

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

Bill's List for FY25
Board Secretary's Report April 30, 2025

Roll Call:
___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

D2. APPROVAL OF THE SUBMISSION OF THE 2025 NJSIG SAFETY GRANT

WHEREAS, the Board of Trustees of the Englewood on the Palisades Charter School (hereinafter "Board") has reviewed the Grant Application for 2025 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 __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

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

Motion by C. McEvilley, Seconded by F. Matlock-Brown, on recommendation of the Lead Person to approve Fortitude Insurance Group as Broker of Record for all Liability & Property Insurance.

Roll Call:
___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

D4. APPROVAL OF FOOD SERVICE MANAGEMENT CONTRACT FOR THE 2025.2026 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 awarded to Maschio's Food Service Inc. from July 1, 2025 through June 30, 2026 with a Management Fee of $12,480.00, no guarantee, and a total cost of $135,270.39.

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

E. Additional Reports and Discussion:

E1. RESOLUTION TO APPROVE BOARD OF TRUSTEE MEETING SCHEDULE FOR THE 2025-2026 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
8/20/25	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
9/17/25	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
10/15/25	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
11/19/25	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
*1/14/26	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
*2/11/26	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
3/18/26	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
4/15/26	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
*5/13/26	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood
6/17/26	6:00 PM / 7:00 PM	65 W. Demarest Ave., Englewood

**Denotes Meeting Not on 3rd Wednesday of Month.*

Motion __C. McEvilley____ *Second___F. Matlock-Brown___*

___Y___ Judy Khan, President ___Y__ Felise Matlock-Brown, Vice-President _Abs__ Aree Booker
___Y___ Glenn Coley __Abs__ Christopher McEvilley

Open Public Forum:

Board Comments:

Announcement

The next Board of Trustees meeting is scheduled for Wednesday, August 20, 2025 at 6:30 pm

Adjourn

Motion by F. Matlock-Brown, Seconded by J. Khan, to adjourn at 7:27pm.
Ayes_3___ Nays___0___