

**CALL TO ORDER**

In accordance with Sections 402 and 404 of the Pennsylvania School Code, the Board of School Directors of Cheltenham School District met on Tuesday, February 13, 2024 at 7:00 p.m. via Zoom to hold a virtual regular legislative board meeting. The meeting was called to order by President Henry. Attendance was as follows:

CHELTENHAM SCHOOL BOARD OF DIRECTORS

Present: Ms. Mia Blitstein, Mr. Charles Burdell-Williams, Mr. Zachary Epps, Ms. Pamela Henry, Ms. Jennifer Lowman, Ms. Leah Mulhearn, Ms. Robyn Murphy, Mr. Daniel Schultz, Dr. Ross Whiting.

CHELTENHAM SCHOOL DISTRICT ADMINISTRATION

Mr. Chris Barone, Director of Information Technology; Ms. Charlene Collins, Director of Secondary Education; Mr. Kevin Kaufman, Director of Communications; Dr. Stephen Catrambone, Director of Special Education; Mr. Timothy Holman, Director of Facilities; Ms. Jessica Keene, Director of Student Services; Mr. Brian Reilly, Director of STEM; Mr. Joshua Sweigard, Director of Business Services; Ms. Adrienne Tolbert-Jackson, Director of Human Services; Mr. Jonathan White, Safety and Security Manager; and Dr. Brian Scriven, Superintendent.

SOLICITOR

Mr. Edward Diasio, Esq.

BOARD SECRETARY

Ms. Debra Harding

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Board Member, Mr. Epps.

**STUDENT  
REPRESENTATIVES  
REPORT**

Student Representative Emma Zubairu reporting for the Student Council shared information regarding:

- Senior Night
- Curriculum Night
- Valentine’s Day Flower Sale

**SOLICITOR REPORT**

Mr. Diasio announced the board has met twice in executive session since the last legislative meeting on, January 30 and February 6, 2024, regarding Collective Bargaining for CEA.

**APPROVAL OF MINUTES** Upon motion by Ms. Blitstein and seconded by Ms. Murphy, the minutes of the January 16, 2024 meeting were unanimously approved.

**RECOGNITIONS** Cheltenham High School shared a video which highlighted its student artwork and an overview of College-Level Coursework opportunities.

**SUPERINTENDENT REPORT** Dr. Scriven shared information on the following topics:

- Black History Month
- Presentation of PA Commonwealth Citation to Dr. Smith by Rep. Napoleon Nelson
- Farewell to Dr. Smith Video

**PUBLIC COMMENTS ON AGENDA ITEMS ONLY** There were five (5) public comments on agenda items.  
*\*\*Public comments heard during the meeting are summarized for the meeting minutes. Public comments received via [csdboardmeetingcomments@cheltenham.org](mailto:csdboardmeetingcomments@cheltenham.org) are transcribed verbatim for the meeting minutes.*

Craig Metcalfe, Principal of Cedarbrook Middle School, expressed his gratitude to Dr. Smith for her service and contributions to the District.

Elizabeth Karras, Cheltenham High School parent, expressed her gratitude to Dr. Smith for her service and contributions to the District.

Dana Burnley, alumni and current parent, expressed her gratitude to Dr. Smith for her service and contributions to the District.

Ms. Smith, no location given, expressed her gratitude to Dr. Smith for her service and contributions to the District.

Dr. Tamara Smith, Asst Superintendent, thanked the Cheltenham community for all the support she has received during her tenure.

**FINANCIAL AFFAIRS COMMITTEE REPORT** Mr. Schultz reporting for the Financial Affairs committee, shared information from the meeting held on February 6, 2024. The meeting video and presentation for any Finance Committee meeting can be found [here](#). The next meeting is scheduled for March 5, 2024.

**EDUCATIONAL AFFAIRS COMMITTEE REPORT** Dr. Whiting reporting for the Educational Affairs committee, shared information from the last meeting held on January 23, 2024. The meeting video and presentation for any Educational Affairs committee meeting can be found [here](#). The next meeting is scheduled for February 20, 2024.

**EASTERN CENTER FOR  
ARTS AND  
TECHNOLOGY REPORT**

Mr. Burdell-Williams, reporting for the Eastern Center for Arts and Technology, shared that the committee did not meet in January. The minutes of any Joint Operating Committee meeting can be accessed via the [Eastern Center for Arts and Technology – Joint Operating Committee website](#). The next JOC meeting will be held on February 14, 2024.

**MONTGOMERY  
COUNTY  
INTERMEDIATE UNIT  
(MCIU) REPORT**

Ms. Lowman, shared information from the meeting held on January 24, 2024. The minutes of any Montgomery County Intermediate Unit Board of Directors meeting can be accessed [here](#). The next meeting will be held on February 28, 2024.

**FACILITIES COMMITTEE  
REPORT**

Mr. Burdell-Williams, reporting for the Facilities Committee, shared information from the meeting held on February 6, 2024. Any meeting video and presentation of the Facilities Committee can be found [here](#). The next meeting will be held on March 5, 2024.

**LIAISON GROUP**

Ms. Mulhearn, reporting for the Liaison Group, shared information from the meeting held on January 22, 2024 including:

- Joint Facilities update
- Fires at the High School
- Bus Patrol Program
- Expectations for the Liaison group
- Safety concerns at Myers Elementary

The next meeting date is February 26, 2024.

**POLICY COMMITTEE**

Mr. Epps, reporting for the Policy Committee, shared information from the meeting held on January 30, 2024. The video and summary of any policy committee meeting can be found [here](#). The next Policy Committee meeting (hybrid model) is scheduled for March 26, 2024 in a hybrid format at the administration Building, Room 102.

Mr. Epps concluded his report by acknowledging Dr. Smith for her leadership and contributions to the Policy Committee during her tenure.

**LEGISLATIVE REPORT**

Mr. Epps, reporting for the Montgomery County School Directors Legislative Committee (MCSDLC) shared that no meeting was held since the last legislative meeting. The next meeting date is virtual on February 15, 2024.

**APPROVAL OF AGENDA  
ITEMS**

Upon motion by Mr. Schultz, seconded by Mr. Epps, the following consent agenda items were unanimously approved. Members of the board, solicitor Ed

Diasio, director of business services Mr. Sweigard and superintendent Dr. Scriven offered their gratitude to Dr. Smith for her leadership and extended well wishes for the new chapter of her career.

Approval of Consent  
Agenda Items

**Adopted Policies**

- #109 School Library Philosophy/Policy (2016) - Proposed Title Change to "School Library Materials"
- #218.2 - Weapons and Other Dangerous Items (2017) - Proposed Title Change to "Weapons"
- #904 Public Attendance in School Facilities (2020)
- #356 Weapons (2021)
- #918 Title I Parent/Family Member Engagement (2019)
- #247 Bullying and Harassment (2020)

**Appointment of Acting Assistant Superintendent**

RESOLVED: The administration recommends that the Board appoint Dr. Marykay Feeley as Acting Assistant Superintendent of Schools for a term beginning on March 4, 2024 and ending upon the commencement of employment of the next Assistant Superintendent of Schools, at a per diem rate of pay for days worked of \$900.

**Approval of Volunteers**

RESOLVED: The administration recommends the approval of the following volunteer pursuant to Policy 916:

- Michael Fitzpatrick
- Maria M. Villar
- Allison Wilson
- Diamond Woolford
- Chevonne Trueheart \*Correction to the spelling of first name from previously reported motion

**Approval of Conferences**

RESOLVED: The administration recommends ratification of the attendance and payment of expenses for **Jaclyn DiGianivittorio**, Supervisor of Special Education, to attend the Safety Care Recertification Training held on February 9, 2024 with an estimated total cost of \$714.00 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Dr. Tracey Lank**, Supervisor of Special Education, to attend the PDE Annual Conference on February 28-March 1, 2024 with an estimated total cost of \$845.68 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Joshua Sweigard**, Director of Business Services, to attend the 69th PASBO Annual Conference on March 6-7, 2024 with an estimated total cost of \$325.00 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Kevin Kaufman**, Director of Communications, to attend the 2024 Pennsylvania School Public Relations Association (PenSPRA) Symposium on March 7-8, 2024 with an estimated total cost of \$881.00 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Stephen Catrambone**, Director of Special Education, to attend the Safety Care Trainer Recertification on March 11, 2024 with an estimated total cost of \$700.00 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for Data and Curriculum Specialists, **Kaitlyn Ferraro** (elementary) and **Rachel Girman** (secondary), to attend the PDE Data Summit on March 11-13, 2024 with the combined estimated total cost of \$2,388.86 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Amy Gadea**, Certified School Nurse - Elkins Park School, to attend the Pennsylvania Association of School Nurses and Practitioners (PASNAP) Annual Education Conference on March 22-24, 2024 with an estimated total cost of \$564.75 to be paid from the general fund account.

#### **Approval of Agreements**

RESOLVED: The administration recommends the Board approve the attached quotes from Scholastic, Inc. for the Grab and Go Take-Home Book Packs and My Books Summer Book Bundles in an amount totaling \$392,801.40

#### **Approval of Educational Service Agreement**

RESOLVED: The administration recommends approval of the educational service agreement between the District and the parents of the students identified below by confidential student number in the form presented to the Board: Student # 411321

#### **Approval of Contract**

RESOLVED: The administration recommends the Board approve the agreement with ProCare Therapy, as presented, for the provision of nursing services subject to final solicitor review.

#### **Approval of Additional Academic Courses**

RESOLVED: The administration recommends the addition of the following academic courses to the 2024-2025 Cheltenham High School schedule:

- Advanced Placement Seminar
- Data Literacy
- Financial Algebra
- Environmental Engineering
- Rename Computer Programming I to Introduction to Java\*

#### **Approval of Special Counsel Engagement Letter**

RESOLVED: The administration recommends the Board approve the attached Engagement Letter with Stock and Leader to provide hearing officer services in connection with an employee termination matter.

#### **Appointment of Long-Term Substitutes**

RESOLVED: **Dr. Danielle Melvin-Darby**, Long-Term Substitute Special Education Teacher at Cedarbrook Middle School, at a salary of \$88,895 (Step 9/Doctorate), to be hired provisionally pending statutory requirements, effective January 16, 2024, through the end of the 2023-2024 school year.

RESOLVED: **Challee Allen**, Long-Term Substitute Special Education Teacher at Elkins Park Elementary School, at a salary of \$69,660 (Step 8/M+12), to be hired provisionally pending statutory requirements, effective January 10, 2024, through the end of the 2023-2024 school year.

RESOLVED: **Matthew Grant**, Long-Term Substitute Social Studies Teacher at Cheltenham High School, at a salary of \$51,550 (Step 4/Bachelors), to be hired provisionally pending statutory requirements, effective January 24, 2024, through the end of the 2023-2024 school year.

RESOLVED: **Joseph Humnicky**, Long-Term Substitute Social Studies Teacher at Cheltenham High School, at a salary of \$73,320 (Step 4/M+36), to be hired provisionally pending statutory requirements, effective February 1, 2024, through the end of the 2023-2024 school year.

#### **Approval of Changes of Assignment**

RESOLVED: The administration recommends the ratification of the approval of a change in position for **Cody Holman** from: Groundskeeper at Administration

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to: Custodian, at Cedarbrook Middle School, 8 hours per day for 260 days, at an hourly rate of \$23.25 prorated effective January 8, 2024. A 90-day probation period is required.

**Extra Duty/Extra Pay**

RESOLVED: The administration recommends the approval of the following Extra Duty/Extra Pay assignments, per the attachment, at a rate of \$227.50 per unit, as listed.

**Approval of Salary Adjustment**

RESOLVED: The administration recommends horizontal salary column movement, effective January 22, 2024 for professional employees per the attachment, in as much as they have submitted official evidence of credits earned. (Pending addition to the agenda)

**Approval of Payments**

RESOLVED: The administration recommends approval of bills for payment for the period January 1, 2024 through January 31, 2024, in the following amounts in accordance with the list submitted to the board.

<b><u>FUND</u></b>	<b><u>Check Numbers</u></b>	<b><u>Amount</u></b>
<b>General Fund</b>	167896 - 168150 WT 240230	2,240,707.78
<b>Payroll Fund</b>	13478 – 13488 WT 240213 - 240244	2,314,547.45
<b>Food Service</b>	43002782- 43002786	230,630.11
<b>Self Insurance</b>	WT 240211- 240212	893,190.69
<b>Student Activity</b>	52003159- 52003161	5,558.84
<b>Capital Reserve</b>	100073-100074	50,125.00

**Approval of Bus Drivers**

RESOLVED: The administration recommends the board approve the following drivers as listed.

<b>Name</b>	<b>Job Title</b>	<b>Hire Date</b>	<b>License #</b>
Jesica Wright	CDL (in training)	TBD	34857779

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Name	Job Title	Hire Date	License #
Bazil Jackson	Non-CDL Van Driver	1/29/24	34762443

Name	Job Title	Hire Date	License #
Stephen Holley	CDL (in training)	TBD	32611114

**THE FOLLOWING CONSENT AGENDA ITEMS WERE NOT SUBJECT TO VOTE**

**First Read Policies**

- #608 Bank Accounts (2017)
- #615 Payroll Deductions (2017)
- #617 Petty Cash (2017)
- #206.1 Supplemental Discipline Records (New)
- #816 Acceptable Use of Technology (2022)
- #255 Educational Opportunity for Military Children (New)
- #202 Eligibility of Non-Resident Students (2018)
- #006 Meetings (2022)

**Administrative Regulations (ARs)**

- #247 Bullying and Harassment (2020)
- #617 Petty Cash (2017)
- #816 Acceptable Use of Technology (2022)
- #202 Eligibility of Non-Resident Students (2018)

**Resignations**

**Dr. Tamara Thomas Smith**, Assistant Superintendent at the Administration building, effective March 1, 2024 end of workday.

**Rafeeq Fitzgerald**, Secretary at Elkins Park Elementary School, effective February 2, 2024 end of work day.

**Sierrah Edwards**, Paraeducator at Cedarbrook Middle School, effective January 23, 2024 end of work day.

**Penelope Rothberg**, Paraeducator at Cheltenham Elementary School, effective February 9, 2024 end of work day.

**Deceased**

Anne Sudzina, Lunch/Recess Aide at Glenside Elementary, on January 29, 2024.



**Retirement**

**Kwang Lee**, English Language Learner teacher at Elkins Park and Myers Elementary Schools, effective June 13, 2024. Kwang Lee has been a district employee for 22 years.

**Lynn Trumbette**, Vice Principal at Elkins Park Elementary School, effective September 6, 2024, end of workday. Lynn Trumbette has been a district employee for 26 years.

**Non-discretionary Leaves of Absence**

**Ellen Park**, Mathematics Teacher at Cedarbrook Middle School, granted an unpaid Childrearing leave from February 5, 2024 until February 5, 2025. Ellen Park's return to work date is February 6, 2025.

**Kyen Pearcy-Jenkins**, Social Studies Teacher at Cheltenham High School, granted an unpaid leave of absence from December 4, 2023 until March 5, 2024 under the provisions of the Family & Medical Leave policy. Kyen Pearcy-Jenkin's return to work date is March 6, 2024. (Extended FMLA Leave)

**Rena Griggs**, Special Education Teacher at Elkins Park School, granted an unpaid leave of absence from February 28, 2024 until May 14, 2024 under the provisions of the Family & Medical Leave policy. Rena Grigg's return to work date is May 15, 2024.

**Karen Rose**, Paraeducator at Cedarbrook Middle School, granted an unpaid leave of absence from January 31, 2024 until February 15, 2024 under the provisions of the Family & Medical Leave policy. Karen Rose's return to work date is February 20, 2024.

**PUBLIC COMMENTS ON  
NON-AGENDA ITEMS**

There were no public comments on non-agenda items.  
*\*\*Public comments heard during the meeting are summarized for the meeting minutes. Public comments received via [csdboardmeetingcomments@cheltenham.org](mailto:csdboardmeetingcomments@cheltenham.org) are transcribed verbatim for the meeting minutes.*

**RESPONSE TO PRIOR  
QUESTIONS**

There were no prior unanswered questions or comments.

**MEETING ADJOURNED**

Upon motion by Mr. Burdell Williams, seconded by Mr. Epps, the meeting adjourned at 8:29 p.m.

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\_\_\_\_\_, Board Secretary

\_\_\_\_\_, Board President