

**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, March 14, 2023 at 7:06 p.m. at 2000 Ashbourne Road, Elkins Park, PA 19027 and also via Zoom to hold a hybrid regular legislative board meeting. The meeting was called to order by President Henry. Attendance was as follows:

**CHELtenham SCHOOL BOARD OF DIRECTORS**

Present: Mr. Charles Burdell-Williams, Mr. David L. Cohen, Mr. Zachary Epps, Mr. Joel Fishbein, Ms. Julie Haywood, Ms. Pamela Henry, Ms. Jennifer Lowman, Ms. Leah Mulhearn, Mr. Daniel Schultz.

**CHELtenham SCHOOL DISTRICT ADMINISTRATION**

Mr. Chris Barone, Director of Information Technology; Ms. Charlene Collins, Director of Secondary Education; Mr. Timothy Holman, Director of Facilities and Maintenance; Ms. Jessica Keene, Director of Student Services; Dr. Brian Reilly, Director of STEM; Dr. Tamara Thomas Smith, Assistant Superintendent; Mr. Joshua Sweigard, Director of Business Services; Ms. Adrienne Tolbert-Jackson, Director of Human Services; 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. Schultz.

**RECOGNITIONS**

Principal Griffin presented an overview of Glenside Elementary highlighting the student artwork displayed in the administration building.

**STUDENT REPRESENTATIVES REPORT**

No report given.

**SUPERINTENDENT REPORT**

Dr. Scriven discussed the 2023-2026 Strategic Plan.

**SOLICITOR'S REPORT**

Mr. Diasio announced there were no executive sessions held since the last legislative meeting.

- PUBLIC COMMENTS ON AGENDA ITEMS ONLY** There were no 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.*
- APPROVAL OF MINUTES** Upon motion by Ms. Lowman, seconded by Mr. Cohen, the minutes of the February 21, 2023 meeting were unanimously approved.
- FINANCIAL AFFAIRS COMMITTEE REPORT** Mr. Schultz reporting for the Financial Affairs committee, shared information from the meeting held on March 7, 2023. The meeting video and presentation for any Finance Committee meeting can be found [here](#). The next meeting is scheduled for April 11, 2023.
- EDUCATIONAL AFFAIRS COMMITTEE REPORT** Ms. Lowman reporting for the Educational Affairs committee, shared information from the last meeting held on February 22, 2023. The meeting video and presentation for any Educational Affairs committee meeting can be found [here](#). The next meeting is scheduled for March 21, 2023.
- EASTERN CENTER FOR ARTS AND TECHNOLOGY REPORT** Mr. Burdell-Williams, reporting for the Eastern Center for Arts and Technology, shared information from the meeting held on March 8, 2023. The minutes of any Joint Operating Committee meeting can be accessed via the [Eastern Center for Arts and Technology – Joint Operating Committee website](#). Mr. Burdell-Williams announced the next JOC meeting will be held on April 12, 2023.
- MONTGOMERY COUNTY INTERMEDIATE UNIT (MCIU) REPORT** Ms. Lowman, shared information from the meeting held on February 22, 2023. The minutes of any Montgomery County Intermediate Unit Board of Directors meeting can be accessed [here](#). The next meeting will be held on March 29, 2023.
- FACILITIES COMMITTEE REPORT** Mr. Cohen, reporting for the Facilities Committee, shared information from the meeting held on March 7, 2023. Any meeting video and presentation of the Facilities Committee can be found [here](#). Mr. Cohen announced that the next meeting will be held on April 11, 2023.
- LIAISON GROUP** Mr. Cohen, reporting for the Liaison Group, shared information from the meeting held on February 27, 2023 including:
- Update on sale of Lynnewood Hall
  - Township Facilities update
  - Bus Patrol update
  - Update on traffic safety at end of Gimble Park new trail

- Update on possible study of intersection of Mill Road, Montgomery Avenue, and Surrey Road.
- Clarification on CHS bathroom security policy
- Plastic Bag Ordinance update
- Land Development updates

Mr. Cohen announced the next meeting date is March 20, 2023.

## POLICY COMMITTEE

Ms. Haywood, reporting for the Policy Committee, shared information from the meeting held on February 28, 2023. The video and summary of any policy committee meeting can be found [here](#). The next Policy Committee meeting is scheduled for March 28, 2023.

## LEGISLATIVE REPORT

Mr. Epps reported that the Montgomery County School Directors Legislative Committee (MCS DLC) had not met in the past few months since the PA House was in recess, but shared relevant information on key federal and state legislation including:

- 2023-2024 Proposed State Budget
- House Appropriations Committee assignments update
- Notably, both houses of the PA Legislature are led by people who identify as women.

Mr. Epps shared that the next meeting date is March 15, 2023.

## APPROVAL OF AGENDA ITEMS

Upon motion by Mr. Fishbein, seconded by Ms. Haywood, the following consent agenda items were unanimously approved:

Approval of Consent Agenda Items

### **Adopted Policies**

#113 Special Education (2009)

#113.1 Screening and Evaluations for Students with Disabilities (New)

#113.3 Discipline of Students with Disabilities (New)

### **Approval of Strategic Plan**

RESOLVED: The administration recommends adoption of the 2023-2026 Strategic Plan as attached.

### **Board Appointment for MCIU Board**

RESOLVED: The Board of School Directors appoints **Jennifer Lowman** to serve as the School District of Cheltenham representative to the MCIU #23 Board of Directors, to serve a three-year term beginning July 1, 2023 through June 30, 2026.

### **Approval of Conferences**

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Joshua Sweigard**, Director of Business

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Services, and **Lieu Kim**, Assistant Director of Business Services, to attend the PASBO 68th Annual Conference and Exhibits on March 14-17, 2023, with the total estimated cost of \$1,378.93 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Patrick Fleury**, Athletic Director, to attend the PSADA 55th Annual Conference on March 21-24, 2023, with the total estimated cost of \$1,623.27 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Brynn Johnson**, Teacher-Cheltenham High School, to attend the NCTM Virtual Conference on March 29 - April 1, 2023, with the total estimated cost of \$302 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Dr. Tamara Thomas Smith**, Assistant Superintendent, to attend the PAFPC 55th Annual Federal Programs Conference on April 16-19, 2023, with the total estimated cost of \$1,177 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Arielle Brown**, Speech-Language Pathologist-Cheltenham High School, to attend the NBASLH Convention on April 20-22, 2023, with the total estimated cost of \$930 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Dr. Tamara Thomas Smith**, Assistant Superintendent, to attend the PASA 2023 Women's Caucus Conference on May 21-23, 2023, with the total estimated cost of \$1,629.87 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Heather Scriven**, Data Systems Specialist, and **Katie McKeegan**, Secretary to the Vice Principal-Cheltenham High School, to attend PowerSchool University on July 24-27, 2023, with the total estimated cost of \$8,570 (for both) to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Jaclyn DiGianvittorio**, Supervisor of Special Education, to attend the Safety-Care Trainer Training on April 17

- 19, 2023, with the total estimated cost of \$1,750 to be paid from the general fund account.

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

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

Student #: 408256

Student #: 403246

Student #: 403212

### **Approval of Volunteers**

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

Darnell Bowser

Camryn Clark (Cheltenham ES, Myers ES, Wyncote ES)

Kristan Davis

Niles S. Desphy

Marie M. Ferritin

Chelise Firmin

Meryl Fisher

Sarita Fobbs

James Gugger

Jocelyn Hoffman

Kathleen Lamb

Kristopher Lamb

Luis Otero-Barreto

Michael Ramberg

Danielle Tillman

Larry G. Wapnitsky

Jennifer Waring

Ross Whiting

Dawn Williams

### **Appointment of Temporary Staff**

RESOLVED: The administration recommends the ratification of the appointment of **Jeanette Collazo**, Special Education Teacher at Elkins Park School, at a salary of \$81,097 (Step 9/M+24), to be hired provisionally pending statutory requirements, effective February 13, 2023.

### **Appointment of Support Staff**

RESOLVED: **Edwin Arroyo** as a HVAC Technician Maintenance Mechanic, Grade 13 at the Administration Building, 8 hours per day for

260 days, at an annual rate of \$61,448 prorated, to be hired provisionally pending statutory requirements, effective February 21, 2023. A 90-day probation period is required.

RESOLVED: **Kahlea Harris** as Paraeducator, Emotional Support, Tier III, at Cheltenham Elementary School, 7 hours per day for 184 days, at an hourly rate of \$18.34 to be hired provisionally pending statutory requirements, effective February 6, 2023. A 90-day probation period is required.

RESOLVED: **Raven Kaplan** as Paraeducator, Life Skills, Tier III, at Elkins Park Elementary School, 7 hours per day for 184 days, at an hourly rate of \$18.34 to be hired provisionally pending statutory requirements, effective February 7, 2023. A 90-day probation period is required.

RESOLVED: **Tyeshia Kelly** as Kindergarten Assistant, Tier IA, at Cheltenham Elementary School, 7 hours per day for 182 days, at an hourly rate of \$15.92 to be hired provisionally pending statutory requirements, effective February 15, 2023. A 90-day probation period is required.

RESOLVED: **Jarrod Caldwell** as Paraeducator, 1:1, Tier III, at Elkins Park Elementary School, 7 hours per day for 184 days, at an hourly rate of \$18.34 to be hired provisionally pending statutory requirements, effective February 15, 2023. A 90-day probation period is required.

RESOLVED: **Asha Nixon** as Paraeducator, 1:1, Tier III, at Myers Elementary School, 7 hours per day for 184 days, at an hourly rate of \$18.34 to be hired provisionally pending statutory requirements, effective February 27, 2023. A 90-day probation period is required.

RESOLVED: **Shelly Johnson** as Part Time Building Aide, Tier 1, at Elkins Park Elementary School, part-time 4.5 hours per day for 182 days, at an hourly rate of \$14.95, to be hired provisionally pending statutory requirements, effective February 28, 2023. A 90-day probation period is required.

RESOLVED: **Will Rockemore** as Paraeducator, Life Skills, Tier III, at Elkins Park Elementary School, 7 hours per day for 184 days, at an hourly rate of \$18.34 to be hired provisionally pending statutory requirements, effective February 21, 2023. A 90-day probation period is required.

### **Approval to Engage Consultants**

RESOLVED: The administration recommends approval for the engagement of consultant **Angela Epperson** and to authorize the compensation and scope of services, per the contract agreement submitted to the Board.

RESOLVED: The administration recommends approval for the engagement of consultant **Arlan Johnson** and to authorize the compensation and scope of services, per the contract agreement submitted to the Board.

RESOLVED: The administration recommends the approval of **KCBA Architects** to perform a Facilities Feasibility Study for Cheltenham School District at a cost of \$14,200 per the proposal as submitted to the Board.

#### **Approval of Agreements**

RESOLVED: The administration recommends the approval of a service agreement between the School District of Cheltenham and **Austill's Rehabilitation Services, Inc** for supplemental therapists and behavioral services.

RESOLVED: The administration recommends the approval of the attached proposal with **Brett DiNovi & Associates** through the end of the 2022-2023 school year, total not to exceed \$40,000.

#### **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 27, 2023 for professional employees per the attachment, in as much as they have submitted official evidence of credits earned.

#### **Approval of Bus Drivers**

RESOLVED: The administration recommends the approval of the Bus Drivers as submitted to the Board.

#### **Approval of Payments**

RESOLVED: The administration recommends approval of bills for payment for the period February 1, 2023 through February 28, 2023, 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>      | 164548 - 164780<br>WT230266          | 2,027,534.71         |
| <b>Payroll Fund</b>      | 13342 – 13350<br>WT230239-<br>230268 | 1,756,836.83         |
| <b>Student Activity</b>  | 52003124-52003129                    | 5,344.25             |
| <b>Food Service Fund</b> | 2732                                 | 1034.00              |

**Acceptance of 2021-2022 Audit Report**

RESOLVED: The administration recommends authorization to accept the 2021-2022 Audit Report.

**Acceptance of 2021-2022 General Fund Balance Allocations**

RESOLVED: The administration recommends the approval of the changes in fund balance commitments and assignments for the year ended June 30, 2022 as listed in the 2021-2022 audit report.

**Approval to Engage Appraiser**

RESOLVED: The administration recommends approval of **Valbridge Property Advisors** to assist in certain appraisals and or consultations as part of the real estate tax assessment appeal process at a fee of \$4,000.

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

**First Read Policies**

- #011 Principles for Governance and Leadership (2022)
- #828 District-Wide Safety (2022)
- #709 Building Security (2013) for Repeal
- #236 Threat Assessment (2021)
- #827 Conflict of Interest (2016)
- #825 Reporting Waste and Wrongdoing in District Operations - Whistleblower (2015)
- #920 Non-school Organizations/Groups/Individuals (2020)

**Repeat First Read Policy**

- #113.2 Behavior Support (2011)

**Administrative Regulations**

- #828 District-Wide Safety (2022)



#709 Building Security (2013) for Repeal  
#236 Threat Assessment (2021)  
#825 Reporting Waste and Wrongdoing in District Operations -  
Whistleblower (2015)

**Retirements**

**Lise Marlowe**, Teacher at Elkins Park Elementary, effective the last teacher day in June 2023 end of workday. Lise Marlowe has been a district employee for 25 years.

**Andrew Altman**, Teacher at Elkins Park Elementary, effective the last teacher day in June 2023 end of workday. Andrew Altman has been a district employee for 8 years.

**Resignation**

**Howard Pettey**, Building Aide at Elkins Park Elementary School, effective December 21, 2022 end of workday

There was one (1) public comment 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.*

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

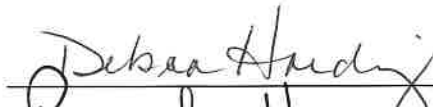
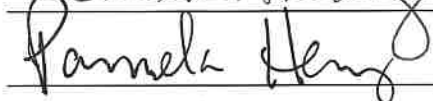
Special Education Alliance of Cheltenham Member Lauren Pembroke, Rolling Hills, read a prepared statement on behalf of a District parent who wished to remain anonymous. The statement was to raise awareness around the use of seclusion and restraint in schools.

**RESPONSE TO PRIOR QUESTIONS**

There were no prior unanswered questions or comments.

**MEETING ADJOURNED**

Upon motion by Mr. Fishbein, seconded by Ms. Mulhearn, the meeting adjourned at 8:45 p.m.

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