

**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, November 15, 2022 at 7:04 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, Mr. Daniel Schultz. Absent: Ms. Leah Mulhearn

**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. Beverly Gallagher, Director of Special Education; Ms. Jessica Keene, Director of Student Services; Dr. Tamara Thomas Smith, Assistant Superintendent; Ms. Adrienne Tolbert-Jackson, Director of Human Services; and Dr. Brian Scriven, Superintendent.

**SOLICITOR**

Mr. Edward Diasio, Esq.

**BOARD SECRETARY**

Ms. Debra Harding

**ATTENDEES**

There were 12 attendees who joined in person for the meeting.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Cheltenham School Board member, Mr. Fishbein.

**STUDENT REPRESENTATIVES REPORT**

Student Representative Dylan Nelson reporting for the Student Council shared information regarding:

- Successful tailgate/homecoming dance
- PBL Collaboration in early January
- Climate/environmental action is major focus for the curriculum committee
- Collections for thanksgiving baskets
- Planning for future Town Halls
- Voting Drives
- Monthly meetings with Dr. Scriven

**SUPERINTENDENT  
REPORT**

Dr. Scriven shared insights on his vision for school improvement.

**SOLICITOR'S  
REPORT**

Mr. Diasio announced there were no executive sessions held since the October 11, 2022 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 Mr. Epps, seconded by Ms. Lowman, the minutes of the October 11, 2022 meeting were unanimously approved.

**FINANCIAL AFFAIRS  
COMMITTEE REPORT**

Mr. Schultz reporting for the Financial Affairs committee, shared information from the last meeting held on November 1, 2022. The next meeting is scheduled for December 8, 2022.

**EDUCATIONAL  
AFFAIRS COMMITTEE  
REPORT**

Ms. Haywood reporting for the Educational Affairs committee, shared information from the last meeting held on October 18, 2022. The meeting video and presentation for any Educational Affairs committee meeting can be found [here](#). The next meeting is scheduled for November 22, 2022.

**EASTERN CENTER  
FOR ARTS AND  
TECHNOLOGY  
REPORT**

Mr. Burdell-Williams, reporting for the Eastern Center for Arts and Technology, shared information from the last two meetings held on October 12, 2022 and November 9, 2022. 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 December 14, 2022.

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

Ms. Lowman, shared that no meeting was held since the last legislative meeting. The minutes of any Montgomery County Intermediate Unit Board of Directors meeting can be accessed [here](#). The next meeting will be held on November 16, 2022.

**FACILITIES  
COMMITTEE  
REPORT**

Mr. Cohen, reporting for the Facilities Committee, shared information from the last meeting held on November 1, 2022. Any meeting video and presentation of the Facilities Committee can be found [here](#). Mr. Cohen announced that the next meeting will be held on December 8, 2022.

**LIAISON GROUP** Mr. Cohen, reporting for the Liaison Group, shared that there has been no meeting since the last legislative meeting. The next Liaison Group meeting will be held on November 21, 2022.

**POLICY COMMITTEE** Mr. Epps, reporting for the Policy Committee, shared information from the last meeting held on October 25, 2022. The video and summary of any policy committee meeting can be found [here](#). The next Policy Committee meeting (hybrid model) is scheduled for November 29, 2022 at the Administration Building, Room 102, and also via Zoom.

**LEGISLATIVE REPORT** Mr. Epps, reported that the Montgomery County School Directors Legislative Committee (MCSDLC) had not met since June due to the House and Senate being in recess, but shared relevant information on key federal and state legislation. Mr. Epps shared that the next meeting date is to be determined.

**APPROVAL OF AGENDA ITEMS** Upon motion by Ms. Haywood, seconded by Mr. Fishbein, the following consent agenda items were unanimously approved:

Approval of Consent  
Agenda Items

**Policies for Adoption**

- #001 Name and Classification (2016)
- #002 Authority and Powers (2013)
- #003 Functions (2013)
- #004 Memberships (2013)
- #005 Organization (2013)
- #008 Board Orientation (2015)

**Appointment of Administrator**

RESOLVED: The administration recommends the ratification of the appointment of **Tracey Lank** as the Special Education Supervisor, at the Administration Building, CASSA classification, at an annual 2022-2023 salary of \$128,500, prorated, to be hired provisionally pending statutory requirements, effective August 1, 2022. (Salary Correction)

**Acceptance of Donation**

RESOLVED: In accordance with board policy 702, the administration recommends acceptance of \$2200.00 from the Glenside Elementary PTO to be donated to Glenside Elementary School.

RESOLVED: In accordance with board policy 702, the administration recommends acceptance of \$1,445.00 from the Sean F. Hogan Sr. Foundation to be donated to Cedarbrook Middle School.

**Approval of Conferences**

RESOLVED: The administration recommends the ratification of attendance and payment of expenses for the following Board members, to attend the 2022 PASA/PSBA Annual Conference, in Poconos, PA, all to be paid from the general fund account.

- Ms. Henry attended from October 30 - November 1, 2022 with an estimated cost of \$604.65
- Mr. Schultz attended from October 30 - November 1, 2022 with an estimated cost of \$604.65

RESOLVED: The administration recommends approval of the attendance and payment of expenses for the following Board members, administrators and staff to visit High Tech High in San Diego, CA, from December 5 - 8, 2022, at no cost to the District. The total cost of the trip is being funded by the Avalon Foundation.

**December 5 - 7, 2022**

- Dr. Brian Scriven, Superintendent
- Daniel Schultz, Vice President, School Board
- Charles Burdell-Williams, Board Member
- David L. Cohen, Board Member
- Zachary Epps, Board Member
- Joel Fishbein, Board Member
- Julie Haywood, Board Member
- Jennifer Lowman, Board Member
- Leah Mulhearn, Board Member
- James D'Andrea, Principal

**December 5 - 8, 2022**

- Brian Reilly, Director of STEM
- Matthew Pimental, Gifted Coordinator
- Jaime Osea, Teacher
- Kristin Krause, Teacher
- Gerald Aungst, Teacher
- Tavia Brooks, Teacher
- Brian Costello, Teacher
- Mary Aiken, Teacher
- Elizabeth Kenna, Teacher
- Elizabeth Susanin, Teacher
- Johanna Cella, Teacher
- Steven Janke, Teacher
- Michael Ogbuehi, Teacher
- Kevin Murphy, Teacher
- Emily Towey, Teacher
- Isaac Stanford, Teacher
- Ellen Park, Teacher

- Omar Rose, Teacher

RESOLVED: The administration recommends ratification of the attendance and payment of expenses for **Brittney McKenna**, Cooperative Education Teacher/Coordinator - Cheltenham High School, to attend the 2022 PA Cooperative Education Conference held on October 13 - 14, 2022 with an estimated cost of \$979.39 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for the following persons to attend the Conference on Integrated Learning: The School-to-Career Connection on November 2 - 4, 2022 with an estimated cost as listed to be paid from the general fund account:

- **Lori Felgoise**, Vice Principal - Cheltenham High School: \$595.00
- **Brittney McKenna**, Cooperative Education Teacher/Coordinator - Cheltenham High School: \$1,076.50

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Sarah Putterman**, Teacher - Cheltenham High School, to attend the National Initiative for Cybersecurity Education (NICE) K12 Cybersecurity Education Conference on December 5 - 6, 2022 with an estimated cost of \$619.25 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Charlene Collins**, Director of Secondary Education, to attend the Standards Aligned System (SAS) Institute 2022 Strategic Leadership - Guiding Schools to Excellence on December 4 - 7, 2022 with an estimated cost of \$1,145 to be paid from the general fund account.

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Dr. Rian Brown-Beasley**, Board-Certified Behavior Analyst, to attend a Safety Care Recertification training on December 12, 2022 with an estimated cost of \$525 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, to attend the Pennsylvania Department of Education (PDE) Data Summit on March 27 - 29, 2023 with an estimated cost of \$720.78 to be paid from the general fund account.

### Approval to Engage Consultants

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

### Approval of Agreement

RESOLVED: The administration recommends that the Board approve the attached quote from EAI Education for the purchase of Texas Instruments TI-84 Plus CE EZ-Spot Graphing Calculators for Cheltenham High School in an amount totaling \$268,871.40.

### Approval of Educational Service Agreement

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

Student # 408130

Student # 409596

Student # 408225

### Approval for Agreement for an Approved Private School Placement

RESOLVED: The administration recommends the Board approve the Approved Private School Agreement. This agreement governs the contractual terms and conditions for placement of students when a non-traditional placement is required in order to provide the student with an appropriate program:

Student # 405304

### Approval of Volunteers

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

- Bridget Meehan
- Lisa Worman
- Adriane Holmes
- Leslie O'Neill
- Jennifer Silverman
- Joel Grubman
- Meghan Leube
- Brenda Ruttenberg

- Marie Sweeney
- Kristine Alvarez
- Amirah Lewis
- Sara Nutt
- Brenda Senseny
- Olga Del Real
- Tamika Scott

#### **Appointment of Professional Staff**

RESOLVED: The administration recommends the ratification of the appointment of **Edward Waters**, Special Education Teacher at Cedarbrook Middle School, at a salary of \$86,767 (Step 9/Masters+36), to be hired provisionally pending statutory requirements, effective August 23, 2022. (Tenure Status Correction)

RESOLVED: The administration recommends the ratification of the appointment of **Rena Griggs**, Special Education Teacher at Elkins Park School, at a salary of \$91,986 (Step 10/Doctorate), to be hired provisionally pending statutory requirements, effective October 17, 2022.

#### **Appointment of Long-Term Substitute**

RESOLVED: The administration recommends the ratification of the appointment of **Susan Salvino**, Long-Term Substitute Art Teacher at Elkins Park Elementary School, at a salary of \$51,550 (Step 4/Bachelors), to be hired provisionally pending statutory requirements, effective November 1, 2022, through the end of the 2022-2023 school year.

#### **Appointment of Support Staff**

RESOLVED: The administration recommends the ratification of the appointment of **Nathaniel Hammond** as Custodian, Grade 18, at Cheltenham High School, full-time 8 hours per day for 260 days, at an annual rate of \$43,483, to be hired provisionally pending statutory requirements, effective October 17, 2022. A 90-day probation period is required.

RESOLVED: The administration recommends the ratification of the appointment of **Noriona McClain** as Paraeducator 1:1, 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 October 18, 2022. A 90-day probation period is required.

RESOLVED: The administration recommends the ratification of the appointment of **Desiree Broadnax** as Paraeducator, 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 October 31, 2022. A 90-day probation period is required.

RESOLVED: The administration recommends the ratification of the appointment of **Starlita Johnson**, Part-Time Building Aide, at Elkins Park Elementary School, 4.9 hours per day for 182 days, at an hourly rate of \$14.95, to be hired provisionally pending statutory requirements, effective November 1, 2022. A 90-day probation period is required.

RESOLVED: The administration recommends the ratification of the appointment of **Tiffany Rogers**, Part-Time Building Aide, at Cedarbrook Middle School, 4.9 hours per day for 182 days, at an hourly rate of \$14.95, to be hired provisionally pending statutory requirements, effective August 23, 2022. A 90-day probation period is required. (Updated start date)

RESOLVED: The administration recommends the appointment of **Shanaz Duncan** as Paraeducator, Tier III, at Cheltenham High School, 7 hours per day for 184 days, at an hourly rate of \$18.34 to be hired provisionally pending statutory requirements, effective September 28, 2022. A 90-day probation period is required.

#### **Approval of Mentors**

RESOLVED: The administration recommends the ratification of the approval of the professional personnel listed below for mentor positions for the 2022-2023 school year, at an annual rate of \$300 each.

- Mentee **Mechel Horsey**, Home and School Visitor/Social Worker at the Administration Building with Jennifer Mosher as the Mentor

#### **Salary Adjustment**

RESOLVED: The administration recommends the approval of a salary adjustment for **Lieu Kim**, Assistant Director of Business Services, CASSA classification, to the amount of \$117,000 prorated, effective July 1, 2022 to match the term of the Agreement with the Cheltenham Association of School Supervisors and Administrators (CASSA), effective July 1, 2022 through June 30, 2025.

#### **Amendment to the Cheltenham Association of School Supervisors and Administrators (CASSA) Act 93 Agreement**

RESOLVED: The administration recommends the approval of an adjustment to Appendix A of the Agreement with the Cheltenham Association of School Supervisors and Administrators (CASSA), effective



July 1, 2022 through June 30, 2025, increasing the maximum salary for the "Principal, Elementary" classification to \$150,000 for 2022-2023, \$153,000 for 2023-2024, and \$156,060 for 2024-2025.

**Approval of Payments**

RESOLVED: The administration recommends approval of bills for payment for the period October 1, 2022 through October 31, 2022, in the following amounts in accordance with the list submitted to the board.

<b>FUND</b>	<b>Check Numbers</b>	<b>Amount</b>
General Fund	163365 - 163704	2,761,057.21
Payroll Fund	13229 – 13247 WT 230101-230135	1,996,276.74
Food Service Fund	2720-2724	21,343.16

**Approval of Resolution**

RESOLVED: The administration recommends approval of the resolution authorizing the waiver of additional charges for the late payment of real estate taxes in certain circumstances to comply with Act 57 of 2022.

**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.

**The following actions were not subject to vote:**

**Policies for First Read**

- #143 District Issued Chromebooks (2016) for Repeal
- #816 Acceptable Use of Technology (2018)
- #824 GPS on District Vehicles (2014) for Repeal
- #808 Food Services (2018)
- #259 Homeless Students (2017) - Rename Policy to "Students Experiencing Homelessness"
- #257 Suicide Prevention and Self-Harming Behavior (2015)
- #112 School Counseling (2016)

**ARs for Review Only**

- AR 816 Acceptable Use of Technology (2018)
- AR 808 Food Services (2018)
- AR 259 Homeless Students (2017) - Rename Policy to "Students Experiencing Homelessness"
- AR 257 Suicide Prevention and Self-Harming Behavior (2015)

### Retirement

**Sandra Schurr**, Paraeducator at Cheltenham High School, effective October 3, 2022 end of workday. Sandra Schurr has been a district employee for 29 years.

### Resignations

**Anna Diaz**, Paraeducator 1:1 at Cheltenham High School, effective October 28, 2022 end of workday.

**Joyce Taylor**, Lunch/Recess Aide at Elkins Park Elementary School, effective October 17, 2022 end of workday.

**Demetria Jones-Gaines**, Second Grade Teacher at Wyncote Elementary School, effective December 22, 2022 end of workday.

**Muhiba Sabljic**, Paraeducator 1:1 at Wyncote Elementary School, effective October 28, 2022 end of workday.

**Melanie Caruso**, Special Education Teacher at Elkins Park Elementary School, effective December 30, 2022 end of workday.

### Non-discretionary Leaves of Absence

**Stephanie Weinfeld**, First Grade Teacher at Myers Elementary School, granted an unpaid leave of absence from November 9, 2022 until December 22, 2022 under the provisions of the Family & Medical Leave policy. Stephanie Weinfeld's return to work date is January 3, 2023.

**Lauren Tracy**, Special Education Teacher at Myers Elementary School, granted an unpaid leave of absence from October 24, 2022 until November 22, 2022 under the provisions of the Family & Medical Leave policy. Lauren Tracy's return to work date is November 28, 2023.

**Nicole Myrick**, Third Grade Teacher at Cheltenham Elementary School, granted an unpaid leave of absence from October 14, 2022 until November 30, 2022 under the provisions of the Family & Medical Leave policy. Nicole Myrick's return to work date is December 1, 2022. (Revised dates)

**Andrew Filipczak**, Science Teacher at Cheltenham High School, granted an unpaid Military Leave of absence from August 23, 2022 until January 27, 2023 for qualifying military service. Andrew Filipczak's return to work date is January 30, 2023. (Leave extended)

**Elisabeth Hurley**, Fourth Grade Teacher at Cheltenham Elementary School, granted an unpaid leave of absence from October 28, 2022 until

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February 2, 2023 under the provisions of the Family & Medical Leave policy. Elisabeth Hurley's return to work date is February 3, 2022.

**Michelle Robinson**, Principal at Glenside Elementary School, granted a sabbatical leave of absence for the second semester of the 2022-2023 school year for Professional Development and be paid one-half salary for the period as provided by Section 1169, Act 190 of the Pennsylvania School Code. Michelle Robinson's return to work date will be July 1, 2023.

**Heather Scriven**, Data Specialist at the Administration Building, be granted fifteen (15) intermittent unpaid leave days for educational pursuits effective November 2, 2022 through August 25, 2023, pursuant to Article IV.C of the collective bargaining agreement with the Business Employees' Council (BEC). Heather Scriven's dates have been submitted to the Director of Human Resources.

**Bertha Allen**, Custodian at the Administration Building, be granted an unpaid leave of absence from October 24, 2022 until December 16, 2022 under the provisions of the Family & Medical Leave policy. Bertha Allen's return to work date is December 19, 2022.

**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. Epps, seconded by Ms. Lowman, the meeting adjourned at 7:56 p.m.

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

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