

**Cheltenham School District
Hybrid Legislative Board Meeting of the Board of School Directors
November 16, 2021**

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 in a virtual model on Tuesday, November 16, 2021 at 7:05 p.m. via Zoom to hold a regular legislative board meeting. The meeting was called to order by President, Ms. Henry. Attendance was as follows:

CHELtenham SCHOOL BOARD OF DIRECTORS

Mr. Charles Burdell-Williams, Mr. David L. Cohen, Mr. William England, Mr. Joel Fishbein, Ms. Julie Haywood, Ms. Pamela Henry, Ms. Jennifer Lowman, Mr. Christopher Pender, Sr., Mr. Daniel Schultz.

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; Mrs. 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 38 attendees who joined online for the virtual meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Cheltenham School Board member, Ms. Haywood.

PRESIDENT'S WELCOME AND REPORT

Ms. Henry recognized two retiring school board members, William England and Christopher Pender, Sr., for their contributions to the district during their tenures. Ms. Henry also welcomed new superintendent Dr. Brian Scriven to the district.

STUDENT REPRESENTATIVES REPORT

Student Representatives Sadie Leary and Dylan Nelson, reporting for the Student Council shared information regarding:

- Homecoming
- Environmental Justice

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- Charity

SUPERINTENDENT'S WELCOME AND REPORT

Superintendent Dr. Scriven shared information regarding the following topics:

- Lower Merion School District Tragedy
- Introduction of New Facilities Director
- Facilities Updates
- Test to Stay Program Update
- Vaccine Clinic for Township Youth Information
- Mask Mandate Update
- Listen and Learn Tour Highlights
- Recognition of Retiring Board Members

SOLICITOR'S REPORT

Mr. Diasio reported there was one (1) executive session held since the last legislative meeting regarding personnel. He also shared an update on court discussions regarding masking mandates.

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 are transcribed verbatim for the meeting minutes.*

APPROVAL OF MINUTES

Upon motion by Ms. Lowman, seconded by Ms. Haywood, the minutes of the October 12, 2021 Legislative Meeting of the Board of School Directors was unanimously approved.

FINANCIAL AFFAIRS COMMITTEE

Mr. Schultz reporting for the Financial Affairs committee, shared information from the meeting held on November 8, 2021. The meeting video and presentation can be found [here](#). The next meeting is scheduled for December 7, 2021.

EDUCATIONAL AFFAIRS COMMITTEE

Ms. Henry, reporting for the Educational Affairs committee, shared information from the meeting held on October 19, 2021. The meeting video and presentation can be found [here](#). The next meeting is scheduled for November 23, 2021.

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 November 10, 2021. 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 8, 2021.

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

Mr. England, reported that the Montgomery County Intermediate Unit did not meet in October 2021. Mr. England did share information highlighting the importance and value of the Intermediate Unit. The next meeting is scheduled for November 17, 2021.

**FACILITIES
COMMITTEE**

Mr. Burdell-Williams, reporting for the Facilities Committee, shared highlights from the Facilities Committee meeting held on November 9, 2021. The meeting video and presentation can be found [here](#). Mr. England announced that the next meeting will be held on December 7, 2021.

LIAISON GROUP

Mr. Cohen, reporting for the Liaison Group, shared highlights from the meeting held on November 15, 2021 including but not limited to the following:

- Introduction of new School Superintendent Dr. Brian Scriven
- Recognition of retiring Liaison Group member, William England
- Bus Driver Shortages update
- Stormwater Management Initiative and Budget update
- Township vandalism and preventative efforts discussion
- Overlapping services, facilities and contractual needs
- Cost sharing of Tax Office expenses
- Speeding School Buses concerns
- High School Events discussion
- Traffic concerns
- LeBron James: I Promise Schools update
- Library closures
- Township Facilities Committee update
- Land Development updates

The next Liaison Group meeting is scheduled for December 20, 2021.

**POLICY
COMMITTEE**

Mr. Schultz, reporting for the Policy Committee, shared agenda items discussed at the October 27, 2021 meeting. The meeting video and summary can be found [here](#). The next Policy Committee meeting is scheduled for November 17, 2021.

**COMMUNICATIONS
COMMITTEE**

Ms. Lowman, reporting for the Communications Committee, shared highlights from the meeting held on October 28, 2021. The meeting video and presentation can be found [here](#). The next Communications Committee meeting is scheduled for November 18, 2021.

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**LEGISLATIVE
REPORT**

Ms. Haywood, reporting for the Montgomery County School Directors Legislative Committee (MCSDLC), shared highlights from the meeting held on October 20, 2021 including:

- Positive impact of Federal Infrastructure Bill on education

Ms. Haywood announced that the next Legislative Committee meeting will be held on October 20, 2021 via Zoom.

**APPROVAL OF
AGENDA ITEMS**

**Approval of
Treasurer's Report**

Upon motion by Mr. England, seconded by Mr. Burdell-Williams, the Treasurer's report for the period ending October 31, 2021 as presented in financial statements to the Board and as attached to the original minutes was unanimously approved.

**Approval of BEC
Collective Bargaining
Agreement**

Upon motion by Mr. Schultz, seconded by Mr. Burdell-Williams, the Board unanimously voted to table this agenda item for a future meeting.

**Approval of Agenda
Items (Consent)**

Upon motion by Ms. Cohen, seconded by Mr. England, the following items were unanimously approved.

Appointment of Administrator

RESOLVED, the administration recommends the ratification of the appointment of Allison Kuchler as the Special Education Supervisor, Administration Building, CASSA classification, at an annual 2021-2022 salary of \$128,500, prorated, to be hired provisionally pending statutory requirements, effective October 21, 2021.

Appointment of Long-Term Substitutes

RESOLVED, the administration recommends the ratification of the appointment of Harrison Highland Long-Term Substitute Social Studies Teacher at Cheltenham High School, at a salary of \$51,050 (Step 2/Masters), to be hired provisionally pending statutory requirements, effective November 11, 2021, through the end of the 2021-2022 school year.

RESOLVED, the administration recommends the appointment of Gwyneth Cooney, Long-Term Substitute Social Studies Teacher at Cheltenham High School, at a salary of \$45,916 (Step 1/BA), to be hired

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provisionally pending statutory requirements, effective November 22, 2021, through the end of the 2021-2022 school year.

Appointment of Support Staff

RESOLVED, the administration recommends the ratification of the appointment of Yadira Seman as a Secretary to the Principal, at Glenside Elementary School, full-time per day for 200 days, at an annual rate of \$37,132 to be hired provisionally pending statutory requirements, effective November 3, 2021. (2020-21 salary schedule) A 90-day probation period is required.

RESOLVED, the administration recommends the ratification of the appointment of Saori Parris, as a Kindergarten Assistant, Tier IA, at Myers Elementary School, 7 hours per day for 182 days, at an hourly rate of \$15.30, to be hired provisionally pending statutory requirements, effective November 8, 2021 (2020-21 salary schedule). A 90-day probation period is required.

RESOLVED, the administration recommends the ratification of the appointment of Cynthia Roulhac as a full-time Paraeducator, Tier IIA, at Glenside Elementary School, full-time 7 hours per day for 184 days, at an hourly rate of \$15.76, to be hired provisionally pending statutory requirements, effective October 25, 2021 (2020-21 salary schedule). A 90-day probation period is required.

RESOLVED, the administration recommends the ratification of the appointment of Shawn D. Green as part-time Building Aide, Tier 1, at Cheltenham High School, part-time 4.5 hours per day for 182 days, at an hourly rate of \$14.37, to be hired provisionally pending statutory requirements, effective November 8, 2021. (2020-21 salary schedule) A 90-day probation period is required.

RESOLVED, the administration recommends the ratification of the appointment of Kevin Hite, Safety Officer, at Cheltenham High School, full-time per day for 200 days, at an annual rate of \$31,465 to be hired provisionally pending statutory requirements, effective November 8, 2021. (2020-21 salary schedule) A 90-day probation period is required.

RESOLVED, the administration recommends the ratification of the appointment of Tyrone Smith as Custodian, Grade 18, at Cheltenham High School, full-time 8 hours per day for 260 days, at an annual rate of \$41,794, to be hired provisionally pending statutory requirements, effective November 8, 2021. (2020-21 salary schedule) A 90-day probation period is required.

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RESOLVED, the administration recommends the ratification of the appointment of Kimberly Allen, Safety Officer, at Cheltenham High School, full-time per day for 200 days, at an annual rate of \$31,465 to be hired provisionally pending statutory requirements, effective October 25, 2021. (2020-21 salary schedule) A 90-day probation period is required.

RESOLVED, the administration recommends the ratification of the appointment of Steven Smith as Part Time Building Aide, Tier 1, at Cedarbrook Middle School, part-time 4.9 hours per day for 182 days, at an hourly rate of \$14.37, to be hired provisionally pending statutory requirements, effective November 8, 2021. (2020-21 salary schedule) A 90-day probation period is required.

RESOLVED, the administration recommends the ratification of the appointment of JoVan Rogers as part-time Building Aide, Tier 1, at Cheltenham High School, part-time 4.5 hours per day for 182 days, at an hourly rate of \$14.37, to be hired provisionally pending statutory requirements, effective November 9, 2021. (2020-21 salary schedule) A 90-day probation period is required.

RESOLVED, the administration recommends the ratification of the appointment of Kaseema Scott as Lunch/Recess Aide, Tier 1, at Cheltenham High School, part-time 4.5 hours per day for 182 days, at an hourly rate of \$14.37, to be hired provisionally pending statutory requirements, effective November 12, 2021. (2020-21 salary schedule) A 90-day probation period is required.

Approval of Change of Assignment

RESOLVED, the administration recommends the ratification of the approval of a change in position for Laura Heard from: Paraeducator at Cheltenham High School to Secretary to Vice Principal, Grade 5, at Cheltenham High School, 7.5 hours per day for 260 days, at annual rate of \$53,122 prorated, effective November 8, 2021.

RESOLVED, the administration recommends the ratification of the approval of a change in position for Mark Hoff from: Social Studies Teacher at Cheltenham High School to Interim Vice Principal, at Cheltenham High School, CASSA classification, at an annual 2021-2022 salary of \$125,000 prorated, effective November 5, 2021.

Termination of Classified Employees

RESOLVED, the administration recommends the termination of employment of classified employee #10766 pursuant to Section 5-514 of

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the Pennsylvania School Code and information provided to the Board of School Directors, effective June 16, 2021.

Approval of Salary Adjustment

RESOLVED, the administration recommends horizontal salary column movement, effective August 24, 2021 for professional employees per the attachment, in as much as they have submitted official evidence of credits earned.

Award of Tenure

RESOLVED, the individuals listed per the attachment, have been awarded tenure after serving a three-year probationary period in the public schools of Pennsylvania, have had a satisfactory physical examination, received written notification of their current status, and that this change in status be recorded in the minutes.

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.

Leadership Stipend Positions

RESOLVED, the administration recommends the ratification of the approval of the professional personnel per the attachment for mentor positions for the 2021-2022 school year, at an annual rate of \$300 each.

Approval of Conference

RESOLVED, the administration recommends approval of the attendance and payment expenses for Lieu Kim, Assistant Director of Business Services, to attend the Pennsylvania Association of School Business Officials (PASBO) Annual Conference and Exhibits on 3/8/2022 - 3/11/2022, with an estimated cost of \$1,107.74 to be paid from the general fund account.

RESOLVED, the administration recommends approval of the attendance and payment expenses for Kimberly Allen, School Safety Officer, to participate virtually in the School Security Personnel Training on the following dates, 11/15/2021 - 11/19/2021, with an estimated cost of \$450.00 to be paid from the general fund account.

RESOLVED, the administration recommends approval of the attendance and payment expenses for John Seman, Director of Athletics and Activities, to participate in the National Interscholastic Athletic Administration Association Conference on the following dates, 12/9/2021

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- 12/14/2021, with an estimated cost of \$1,680.00 to be paid from the general fund account.

RESOLVED, the administration recommends approval of the attendance and payment expenses for Adrienne Tolbert-Jackson, Director of Human Resources, to participate in the 36th Annual Pennsylvania Association of School Personnel Administrators (PASPA) Conference on the following dates, 2/23/2022 - 2/25/2022, with an estimated cost of \$1,060.28 to be paid from the general fund account.

Approval for Agreement for an Approved Private School Placement

RESOLVED, the administration recommends the Board approve the Approved Private School Agreement and Addendum. 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: 410594

Approval of Educational Settlement Agreement

RESOLVED, the administration recommends approval of the educational service agreement between the District and parent of the student identified below by confidential student number in the form presented to the Board.

Student: 237543

Approval of Contract for 2021-2022 School Year

RESOLVED, the administration recommends the Board approve a contract with U.S. Security Care Inc. to provide surveillance and investigatory services for student residency investigations at a cost of \$65.00 per investigation officer per hour for the 2021-2022 school year.

Approval of Volunteers

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

Donna Fitzpatrick

Danielle Baxter

Arlita Abdur Rahim

Rhea Budin

Janice Salerno

Approval of Payments

RESOLVED, the administration recommends approval of bills for payment for the period October 1, 2021 through October 31, 2021, in the following amounts in accordance with the list submitted to the board.

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Fund	Check Numbers	Amount
General Fund	160036-160525	3,408,795.27
Food Service	2667-2679	133,681.48
Payroll Fund	12977-12986	13,114.20
Student Activity	2985-2989	1,147.50
Capital Reserve	100042-100043	23,971.67

Approval of New Student Activity

RESOLVED, the administration recommends the board approve the creation of a student account for the Unified Coffee Company, a school based enterprise at the high school involving Skills for Life students.

Policies Adopted

- #816-B Website Development (2010) for Repeal
- #312 Evaluation of Employees (2014)
- #412 Evaluation of Professional and TPEs (2014) for Repeal
- #413 Evaluation of TPEs (1993) for Repeal
- #512 Evaluation of Classified Employees (1993) for Repeal
- #313 Evaluation of Superintendent and Assistant Superintendent (2014)
- #810.1 Drug/Alcohol Testing - Covered Drivers (1999) change to "School Bus Drivers and School Commercial Motor Vehicle Drivers"
- #810.3 School Vehicle Drivers (New)
- #254 Student Wellness (2017)
- #236 Threat Assessment (New)

The Superintendent accepted the following actions:

Retirement

Angela Epperson, Special Education Teacher at Glenside Elementary, effective January 9, 2022, end of workday.

Resignations

Dale Mitchell, Custodian at Cheltenham High, effective October 15, 2021, end of workday.

Maurice Fields, School Safety Officer, effective November 16, 2021, end of workday.

Natasha Truitt, Receptionist at the Administration Building, effective November 5, 2021, end of workday.

Non-discretionary Leaves of Absence

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Angelina Schalk, Grade 2 Teacher at Cheltenham Elementary, be granted a sabbatical leave of absence from August 24, 2021 through June 20, 2022 for Restoration of Health, and that she be paid one half salary for the period as provided by Section 1169, Act 190 of the Pennsylvania School Code. Ms. Schalk's return to work date is the first teacher day of the 2022-2023 school year. (Resubmitted with correct leave.)

Ellen Park, Mathematics Teacher at Cedarbrook Middle School, granted an unpaid leave of absence from October 6, 2021 until January 7, 2022, under the provisions of the Family & Medical Leave policy.

Ellen Park, Mathematics Teachers at Cedarbrook Middle School, granted an unpaid child-rearing leave from January 10, 2022 until the end of the 2021-2022 school year. Ms. Park's return to work date is the first teacher day of the 2022-2023 school year.

**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 are transcribed verbatim for the meeting minutes.*

**RESPONSE TO
PRIOR QUESTIONS**

There were no prior questions or comments.

**MEETING
ADJOURNED**

Upon motion by Mr. England, seconded by Ms. Haywood, the meeting adjourned at 8:20 p.m.

Secretary

President