

LEGISLATIVE BOARD MEETING

The Legislative Meeting of the Board of School Directors of the Cheltenham School District was held on Tuesday, December 10, 2019, at 7:09 p.m. in the Administration Building, 2000 Ashbourne Road, Elkins Park, PA. The meeting was called to order by President: Ms. Haywood. Those present were: Mr. Cohen, Ms. Haywood, Mr. Scott, Mr. England, Mr. Pender, Mr. Schultz, Ms. Henry, Mr. Burdell Williams, Mr. Fishbein, Dr. Marseille-Superintendent, Dr. Smith – Assistant Superintendent, Mr. Roos -Solicitor, Ms. Michaels, Business Manager, and Mrs. Mance -Secretary.

Dr. Horsey was absent.

The following members of the staff were present:
Mr. Barone, Director of Technology
Ms. Collins, Director of Secondary Education
Mr. Kaufman, Director of Communications
Ms. Tolbert- Jackson, Director of Human Resources
Dr. Gallagher, Director of Special Education

There were 6 signatures in the guest register.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Cedarbrook students and they each received a certificate from the Board.

RECOGNITIONS

Mr. Ryan acknowledged the Cheers for Volunteers: Susan Levey and Jennifer Lowman and they each received a certificate from the Board. Mr. Ryan also shared a few highlights and updates from Cedarbrook on the following: Project Lit, PBL and Cross-Fit and he acknowledged the students art work. Mr. Kaufman presented the donation from the Forst Group to the Cheltenham School District Foundation.

SUPERINTENDENT'S REPORT

Dr. Marseille shared the following with the Board and community:

- The District is currently working on an Equity policy and statement.
- Calendar reminders for early dismissal and important dates for school and office closure during the Winter break.
- Reminder about upcoming Educational Affairs, Communications Committee, and Facilities and Financial Affairs Committee Meetings.

SOLICITOR'S REPORT

Mr. Roos announced there were two Executive Sessions since the last board meeting:

SUNSHINE ANNOUNCEMENTS

Tuesday, November 19, 2019
Educational Affairs Meeting
Wednesday, November 20, 2019
Policy Committee Meeting
Thursday, November 21, 2019
Communications Committee Meeting
Tuesday, November 26, 2019
Executive Session - Personnel
Tuesday, December 3, 2019
Board Reorganization Meeting
Immediately followed by Agenda Build
Immediately followed by Facilities Affairs Committee Meeting
Immediately followed by Financial Affairs Committee Meeting
Tuesday, December 10, 2019
Executive Session - Personnel
Agenda Review

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

There were no comments on agenda items.

APPROVAL OF
REAPPOINTMENT OF
SUPERINTENDENT

Upon motion by Mr. England, seconded by Mr. Schultz, the following resolution was adopted:

RESOLVED, Pursuant to Section 1073 of the Public-School Code, the Board of School Directors approves the reappoint of Dr. Wagner Marseille as District Superintendent for a five-year term to commence July 1, 2020, and end June 30, 2025. The Board of School Directors also approves the Superintendents' Employment Agreement between the District and Dr. Marseille in the form attached.

On roll call, the following voted in the affirmative: Mr. Cohen, Ms. Haywood, Mr. Burdell Williams, Mr. England, Mr. Pender, Mr. Schultz, Ms. Henry, Mr. Fishbein and Mr. Scott. Absent: None. Negative: None. Motion adopted.

APPOINTMENT OF
EASTERN CENTER FOR
ARTS & TECHNOLOGY
REPRESENTATIVE

Upon motion by Mr. Fishbein, seconded by Ms. Henry, the following resolution was adopted:

RESOLVED, upon recommendation The Board of School Directors appoints Charles Burdell Williams to serve as the Cheltenham School District's representative to the Eastern Center for Arts Technology Joint Operating Committee for the remainder of the three-year term of former Board member Jean McWilliams beginning July 1, 2017, through November 30, 2020.

On roll call, the following voted in the affirmative: Mr. Cohen, Ms. Haywood, Mr. Burdell Williams, Mr. England, Mr. Pender, Mr. Schultz, Ms. Henry, Mr. Fishbein and Mr. Scott. Absent: None. Negative: None. Motion adopted.

STUDENT
REPRESENTATIVES
Kamaria Green, and
Naomi Aires

The Cheltenham High School Student representative presented the following information:

- The CHS Panthers football team continue to excel to the next level.
- The CHS Panthers Basketball teams season has just started and they are doing well.
- The CHS Student Council out Thanksgiving baskets together for Cheltenham families in need. Each homeroom also raised money as well.
- A blood drive was held on December 6, 2019.
- Three new trees were planted in the newly renovated courtyard by the CHS Environmental Club.

TREASURER'S REPORT

Upon motion of Mr. England, seconded by Mr. Burdell - Williams, the Treasurer's Report for the period ending November 2019, as presented in the financial statements to the board and as attached to the original minutes, was unanimously approved.

MCIU REPORT

Mr. England reported the MCIU Committee discussed the following at their last meeting: Head start 5-year Renewal Program, Safety Grants, Change Orders for the Early Learning Academy, New Parking Lot in Norristown, and they Approved Payments. Mr. England announced the next meeting is scheduled for Wednesday, January 22, 2020.

EASTERN CENTER
REPORT

Mr. Burdell – Williams did not have a report for the Eastern Center for Arts and Technology, but announced the next meeting is scheduled for Wednesday, January 11, 2020.

FINANCIAL AFFAIRS
COMMITTEE

Mr. Schultz reported the Financial Affairs Committee discussed the following agenda items at the December 3, 2019, meeting: Approval of Minutes, 2019-2020 Budget Update and 2020-2021 Preliminary Budget. Mr. Schultz announced the next meeting is scheduled for Tuesday, January 7, 2020, at the Administration Building in room 119.

APPROVAL OF
ADVERTISEMENT

Upon motion by Mr. Cohen, seconded by Mr. Pender, the following resolution was adopted:

RESOLVED, upon recommendation of The Financial Affairs Committee the Board gives the Administration authorization to advertisement for the preliminary budget showing estimated expenditures for the school year beginning July 1, 2020.

On roll call, the following voted in the affirmative: Mr. Cohen, Ms. Haywood, Mr. Burdell Williams, Mr. England, Mr. Pender, Mr. Schultz, Ms. Henry, Mr. Fishbein and Mr. Scott. Absent: None. Negative: None. Motion adopted.

- EDUCATIONAL AFFAIRS COMMITTEE** Ms. Henry reported the Educational Affairs Committee discussed the following agenda items at the November 19, 2019, meeting: Approval of Minutes, CSD Data, PSSA/Keystones, and PA Future Ready Index. Ms. Henry announced the next meeting is scheduled for Tuesday, December 17, 2019, at the Administration Building in room 119.
- FACILITIES COMMITTEE** Mr. England reported the Facilities Committee discussed the following agenda items at the December 3, 2019, meeting: Approval of Minutes, Presentation from EMG Facilities Condition Assessment, School District Building Maintenance Update, Sustainability Update, and School Dude Progress Update. Mr. England announced the next meeting is scheduled for Tuesday, January 7, 2020, at the Administration building in room 119.
- APPROVAL OF FACILITIES CONDITION ASSESSMENT** Upon motion by Mr. Schultz, seconded by Mr. Fishbein, the following resolution was adopted:
- RESOLVED, upon recommendation of The Facilities Committee the Board authorizes the Administration to accept the Facilities Condition Assessment to be completed by EMG Group for Cheltenham High School, Cedarbrook Middle School and Elkins Park School for a total of \$74,693 for the FCA. This is subject to solicitor approval of the contract. Funds will come from Facilities General Fund.
- RESOLVED, upon recommendation of The Facilities Committee the Board authorizes the Administration to accept the Facilities Condition Assessment to be completed by EMG Group for Cheltenham Elementary, Myers Elementary, Wyncote Elementary, Glenside Elementary and the Administration building for a total of \$39,929 which will be completed in July 2020 and will be in the 20/21 budget.
- On roll call, the following voted in the affirmative: Mr. Cohen, Ms. Haywood, Mr. Burdell Williams, Mr. England, Mr. Pender, Mr. Schultz, Ms. Henry, Mr. Fishbein and Mr. Scott. Absent: None. Negative: None. Motion adopted.
- LIAISON GROUP** Mr. Cohen did not have a report for the Liaison Group but announced the next meeting is scheduled December 16, 2019 at the Township.
- POLICY COMMITTEE** Ms. Haywood reported the Policy Committee discussed the following agenda items at the November 20, 2019, meeting: Approval of Minutes, **Old Business** Policy 301 Creating a Position (New), Policy 301/401/501 Creating a Position (1992) for Repeal, Policy 314 Medical Examination (New), Policy 314/414/514 Physical Examination (1998) for Repeal, Policy 106 Guides for Planned Instruction rename "Adoption and Guides for Planned Instruction" (merge 106 and 107), and Policy 107 Adoption of Planned Instruction for Repeal (merge 106 and 107) and **New Business** Policy and AR 238 Parental Custody (1991), AR 922 Civility, Policy 201 Admission of Beginners, Policy and AR 240 Foreign Exchange Student, Policy 321 Political Activities (New), Policy 321/421 Political Activities (1992) for Repeal, Policy 614 (Payroll Authorization) (1998), and Policy 904 (Public Attendance in School Facilities) (1997). Ms. Haywood announced the next Policy committee meeting is scheduled for Wednesday, December 18, 2019, at 8:00 a.m. at the Administration building in room 119.
- 1. First Read Policy**
- a. #238 Parental Custody (1991)
 - b. #201 Admission of Beginners
 - c. #240 Foreign Exchange Students
 - d. #614 Payroll Authorization (1998)
 - e. #904 Public Attendance in School Facilities (1997)

POLICY COMMITTEE
(continued)

2. The following AR's are for review only

AR 238 Parental Custody
AR 922 Civility
AR 240 Foreign Exchange Students

Upon motion by Mr. Pender seconded by Mr. Fishbein, the following resolution was adopted:

3. Policies for Adoption

- a. #301 Creating a Position
- b. #301/401/501 Creating a Position (1992) for **Repeal** - merged into one policy 301
- c. #314/ Medical Examination (New)
- d. #314/414/514 Physical Examination (1998) for **Repeal** - merged into one policy 314
- e. #106 Course Guides and Planned Instruction
- f. #107 Adoption of Planned Instruction for **Repeal** (merged 106 and 107)

On roll call, the following voted in the affirmative: Mr. Cohen, Ms. Haywood, Mr. Burdell Williams, Mr. England, Mr. Pender, Mr. Schultz, Ms. Henry, Mr. Fishbein and Mr. Scott. Absent: None. Negative: None. Motion adopted.

COMMUNICATION
COMMITTEE

Mr. Fishbein reported the Communications Committee discussed the following agenda items at the November 21, 2019, meeting: Approval of Minutes, Capital Campaign, and Media Relations. Mr. Fishbein announced the next meeting is scheduled for Thursday, December 19, 2019, at 7:00 p.m. at the Administration building in room 119.

LEGISLATIVE REPORT

Ms. Haywood reported the Montgomery County Legislative Committee discussed the following items at their last meeting: The Legislature is out of session, the Voucher Bill was defeated, and Governor Wolf signed a bill against selling vaping gels.

PERSONNEL

Appointment of Long –

Term Substitute

Teachers

Appointment of

Support Staff

Leadership Stipend

Positions

Approval of Extra

Duty/Extra Pay

Upon motion by Mr. Burdell - Williams, seconded by Mr. England, the following resolution was adopted:

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the appointment of Mark Van Ooyen as Long -Term Substitute Teacher, Health and Physical Education Teacher at Cedarbrook Middle School, at a salary of \$62,061 (Step 7/Masters+12) prorated, 2018-2019 salary schedule, to be hired provisionally pending statutory requirements, effective December 2, 2019, through the end of the 2019-2020 school year.

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the appointment of Alexandria Anderson-Johnson as Long-Term Substitute Teacher, Special Education Teacher at Cedarbrook Middle School, at a salary of \$75,912 (Step 7/Masters+36) prorated, 2018-2019 salary schedule, to be hired provisionally pending statutory requirements, effective December 2, 2019, through the end of the 2019-2020 school year.

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the appointment of Darius Major as a part-time C.L.A.S.P. Aide, Assistant Group Supervisor, Tier I, at Cheltenham Elementary School, 3 hours per day for 182 days, at an hourly rate of \$14.23, to be hired provisionally pending statutory requirements, effective December 2, 2019. A 90-day probation period is required.

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the approval of professional personnel per the attachment for leadership positions for the 2019-2020 school year, at the rates listed.

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the approval of the professional personnel per the attachment for mentor positions for the 2019-2020 school year, at an annual rate of \$300 each.

PERSONNEL
(continued)

RESOLVED, upon recommendation of the Administration the Board approves the following Extra Duty/Extra Pay assignments, per the attachment, at a rate of \$227.50 per unit, as listed.

On roll call, the following voted in the affirmative: Mr. Cohen, Ms. Haywood, Mr. Burdell Williams, Mr. England, Mr. Pender, Mr. Schultz, Ms. Henry, Mr. Fishbein and Mr. Scott. Absent: None. Negative: None. Motion adopted.

Information Items:**1. Retirements**

The Superintendent accepted the following retirements:

a. Detria Abdulmajid, Kindergarten Assistant at Wyncote Elementary School, effective January 03, 2020, end of workday. Ms. Abdulmajid has been a district employee for 14.5 years.

2. Resignations

The Superintendent accepted the following resignations:

a. Claudette Parrott, part-time Lunch Aide at Cedarbrook Middle School, effective November 22, 2019, end of workday.

b. Donna Roussel, Emotional Support Paraeducator at Glenside Elementary School, effective November 27, 2019, end of workday.

c. Noah Mallitz, Music Teacher at Cedarbrook Middle School, effective January 21, 2020, end of workday.

3. Non-discretionary Leaves of Absence

The following non-discretionary Leaves of Absence were granted:

a. Donay Southerland, 1:1 Paraeducator at Cheltenham High School, granted an unpaid leave of absence from December 04, 2019 until March 27, 2020, under the provisions of the Family & Medical Leave policy. Ms. Southerland's return to work date is March 30, 2020.

EDUCATIONAL AFFAIRS
Approval of
Conferences
Approval of
Continuation of
Contract for 2019-2020
School Year
Acceptance of
Donation
Approval of
Volunteers

Upon motion by Mr. Fishbein, seconded by Mr. England the following resolution was adopted:

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the attendance and payment of expenses for Dr. Wagner Marseille, Superintendent to attend the AASA Superintendent's National Certification Cohort Program in San Diego, CA on the following dates, 02/10/20 - 02/12/20, with an estimated cost of \$2,000.00 to be paid from the general fund account.

RESOLVED, upon recommendation of the Administration the Board approves the attendance and payment of expenses for Dr. Wagner Marseille to attend the 2020 AASA Superintendent's Conference in San Diego, CA on the following dates, 2/13/20 - 2/15/20, with an estimated cost of \$690.00 to be paid from the general fund account.

RESOLVED, upon recommendation of the Administration the Board approves the attendance and payment of expenses for the following staff members, to attend the 2020 Pete - C Conference in Pittsburgh, PA on 02/22/20 - 02/26/20 with an estimated cost of \$880.00 to be paid from the general fund account.

- Brandon Lutz, Supervisor of Instructions Technology
- Tim McCleary, Supervisor of Technology
- Lisa Rock, Technology Staff Developer
- Tami Flood, Cheltenham High School, Teacher

RESOLVED, upon recommendation of the Administration the Board approves the attendance and payment of expenses for Brandon Lutz, Supervisor of Instructional Technology, to attend the 2020

EDUCATIONAL AFFAIRS
(continued)

PASBO Conference in Pittsburgh, PA on 03/17/20 - 03/20/20 with an estimated cost of \$1,100.00 to be paid from the general fund account.

RESOLVED, upon recommendation of the Administration the Board approves the continuation award of a contract with Einstein Medical Center of Philadelphia for mandated physicals at a cost of \$35 per student and physician consultation at a cost of \$85 per hour for the 2019-2020 school year.

RESOLVED, upon recommendation of the Administration the Board accepts the donation of \$5,000.00 for the Cheltenham School District Foundation from the Forst Foundation.

RESOLVED, upon recommendation of the Administration the Board approves the approval of long-term and overnight volunteers pursuant to Policy 916, per attachment.

On roll call, the following voted in the affirmative: Mr. Cohen, Ms. Haywood, Mr. Burdell Williams, Mr. England, Mr. Pender, Mr. Schultz, Ms. Henry, Mr. Fishbein and Mr. Scott. Absent: None. Negative: None. Motion adopted.

FINANCIAL AFFAIRS
Approval of 2019-20
Budget Transfers
Approval of Payments

Upon motion by Mr. Schultz, seconded by Ms. Henry, the following resolution was adopted:

Resolved, upon recommendation of the administration, the Board gives authorization to make budget transfers and assignments for the 2019-2020 fiscal year as required by state and mandated auditing procedures.

RESOLVED, upon recommendation of the Administration the Board approves the bills for payment for the period November 12, 2019, through December 10, 2019, in the following amounts in accordance with the list submitted to the board.

| <u>FUND</u> | <u>Check Numbers</u> | <u>Amount</u> |
|--------------------------|----------------------|----------------|
| General Fund | 154872-155187 | \$2,079,448.23 |
| Payroll Fund | 12135-12193 | \$43,932.68 |
| Food Service Fund | 2506-2511 | \$627.99 |

On roll call, the following voted in the affirmative: Mr. Cohen, Ms. Haywood, Mr. Burdell Williams, Mr. England, Mr. Pender, Mr. Schultz, Ms. Henry, Mr. Fishbein and Mr. Scott. Absent: None. Negative: None. Motion adopted.

RESPONSE TO PRIOR
QUESTIONS

There were no prior questions.

PUBLIC COMMENTS

Robin and Damian Gray, Glenside stated they were concerned about the letter they received last week regarding the note found in the bathroom at the Elkins Park School. They also asked if there is a protocol for active shooter threats? Ms. Gray asked for the link to the policies page on the District website and what are the safety protocols? Ms. Gray suggested that there be an on the ground communication team that notifies the families when something is happening at the school. She further stated that it was hard to navigate what the letter meant and what was said to the children? Ms. Gray said there appeared to be no communication about the severity of the threat in the letter. She also wanted to know the language that was used to share the information with the students.

Dr. Marseille responded by stating the District receives Ms. Grays recommendations and will put it to good use. He further stated Mr. Wallace was deeply involved in the matter and was very well aware of the situation. Dr. Marseille also mentioned our District Safety Manager, Mr. Jon White who was also in the meeting and his involvement in the matter.

Mr. Schultz asked if there would be further communication about the incident.

Dr. Marseille responded by stating no further information will be shared.

Ms. Haywood asked will information be shared on how to access the information Mr. & Mrs. Gray requested?

Dr. Marseille responded he would be in touch with the family.

MEETING ADJOURNED

Upon motion by Mr. England, seconded by Mr. Burdell - Williams and unanimously approved, the meeting was adjourned at 9:41 p.m.


Secretary


President

