

LEGISLATIVE BOARD  
MEETING

The Legislative meeting of the Board of School Directors of the Cheltenham School District was held on Tuesday, November 12, 2019, at 7:15 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, Dr. McWilliams, Mr. England, Mr. Pender, Mr. Schultz, Ms. Henry, Mr. Burdell Williams, Dr. Marseille-Superintendent, Dr. Smith – Assistant Superintendent, Mr. Roos -Solicitor, Ms. Michaels, Business Manager, and Mrs. Mance -Secretary.

Mr. Fishbein was absent.

The following members of the staff were present:

Mr. Barone, Director of Technology  
Ms. Collins, Director of Secondary Education  
Dr. Horsey, Director of Student Services  
Mr. Kaufman, Director of Communications  
Ms. Tolbert- Jackson, Director of Human Resources  
Dr. Gallagher, Director of Special Education

PLEDGE OF  
ALLEGIANCE

There was 13 signatures in the guest register.

The Pledge of Allegiance was led by Board President Ms. Haywood

## RECOGNITIONS

Arcadia University President, Dr. Nair gave an update on the Arcadia University/Cheltenham School District partnership.

SUPERINTENDENT'S  
REPORT

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

- Calendar reminders for early dismissal and dates for school and office closure
- Student successes

## SOLICITOR'S REPORT

Mr. Roos announced there was one Executive Session since the last board meeting:

SUNSHINE  
ANNOUNCEMENTS

**Tuesday, October 15, 2019**

Educational Affairs Meeting

**Monday, October 21, 2019**

Liaison Group Meeting - CSD Admin

**Wednesday, October 23, 2019**

Policy Committee Meeting

**Thursday, October 24, 2019**

Communications Committee Meeting

**Wednesday, October 30, 2019**

Executive Session - Personnel

PUBLIC COMMENTS ON  
AGENDA ITEMS ONLY

Amber Malone, Cheltenham asked about Policy 810, and asked why her son was denied bus transportation when their house is 300 feet from the bus stop.

Dr. Marseille responded to her question.

APPROVAL OF  
MINUTES

Upon motion by Dr. McWilliams, seconded by Mr. Burdell Williams, the minutes of October 7, 2019 Legislative Board Meeting Minutes were unanimously approved.

STUDENT  
REPRESENTATIVES  
Kamaria Green, Isabelle  
Beatus, and Sojourna  
Orlena

The Cheltenham High School Student representative presented the following information:

- Senior Girls Miss Pageant was successful and over 50 female students participated
- 3 High School students attended State Rep. McCarter's Climate Town Hall on October 22, 2019.
- CHS Football team continues to win and move towards the championship.
- CHS students qualified and participated in the Cross-Country state championship in Hershey, PA.

TREASURER'S REPORT	Upon motion of Mr. England, seconded by Ms. Henry, the Treasurer's Report for the period ending October 2019, as presented in the financial statements to the board and as attached to the original minutes, was unanimously approved.
MCIU REPORT	Mr. England did not have a report for the MCIU Committee but announced the next meeting is scheduled this month.
EASTERN CENTER REPORT	Dr. McWilliams reported the Eastern Center for Arts and Technology Joint Operating Committee met on October 18, 2019 and discussed the following agenda items: Honored October Students of the Month, 2020-2021 Budget presentation, and Approved the CTC Comprehensive plan. Dr. McWilliams announced the next meeting is scheduled for Wednesday, November 13, 2019.
FINANCIAL AFFAIRS COMMITTEE	Mr. Schultz reported the Financial Affairs Committee discussed the following agenda items at the November 6, 2019, meeting: Approval of Minutes, 2020-21 Cost-Saving Recommendations and 2019-20 Budget Status. Mr. Schultz announced the next meeting is scheduled for Tuesday, December 3, 2019, at the Administration Building in room 119.
EDUCATIONAL AFFAIRS COMMITTEE	Dr. McWilliams reported the Educational Affairs Committee discussed the following agenda items at the October 15, 2019, meeting: Approval of Minutes, CHS Course, Calendar Recommendations, and Challenge Program Update. Dr. McWilliams announced the next meeting is scheduled for Tuesday, November 19, 2019, at the Administration Building in room 119.
FACILITIES COMMITTEE	Mr. Cohen, reported the Facilities Committee discussed the following agenda items at the November 6, 2019, meeting: Approval of Minutes, School District Building Maintenance Updates, Vehicle Replacement Options, Grounds Equipment Replacement Options, Facilities Capital Improvement Plan, Sustainability Update, and School Dude Monthly Maintenance Update. Mr. Cohen announced the next meeting is scheduled for Tuesday, December 3, 2019, at the Administration building in room 119.
LIAISON GROUP	Mr. England reported the Liaison Group discussed the following agenda items at the October 21, 2019, meeting: Approval of minutes, Residency, Community Outreach, Elkins Park Modularity, School Traffic Safety, Sewer System, Transition to Clean Energy, PBL Team, Township Budget, 2020 Census, and Fire Chief retirement. Mr. England announced the next meeting is Monday, November 18, 2019, at the Cheltenham School District Administration building in room 119.
POLICY COMMITTEE	Dr. McWilliams reported the Policy Committee discussed the following agenda items at the October 23, 2019, meeting: Approval of Minutes, <b>Old Business</b> Policy 713 Commercial Advertising, Policy and AR 211 Student Accident Insurance, Policy and AR 212 Assessment and Reporting Student Progress (combining P212 and P213), Policy 213 Assessment and Reporting of Student Progress for Repeal (combining with Policy 212), Policy 308 Employment Contract (New), and Policy 308/408/508 Employment Contract (1992) for Repeal and <b>New Business</b> 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), Policy 107 Adoption of Planned Instruction for Repeal (merge 106 and 107), Policy and AR 238 Parental Custody (1991), AR 922 Civility, Policy and AR 201 Admission of Beginners, Policy and AR 240 Foreign Exchange Students, Policy 321 Political Activities (New), and Policy 321/421 Political Activities (1992) for Repeal. Dr. McWilliams announced the next Policy committee meeting is scheduled for Wednesday, November 20, 2019, at 8:00 a.m. at the Administration building in room 119.

**1. First Read Policy**

- a. a. #301 Creating a Position
- b. #301/401/501 Creating a Position (1992) for Repeal - merge into one policy 301
- c. #314/ Medical Examination (New)
- d. #314/414/514 Physical Examination (1998) for Repeal - merge into one policy 314

POLICY COMMITTEE  
(continued)

- e. #106 Guides for Planned Instruction rename "Course Guides and Planned Instruction" (merge 106 and 107)
- f. #107 Adoption of Planned Instruction for Repeal (merge 106 and 107)

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

**Policies for Adoption**

- a. #713 Commercial Advertising
- b. #211 Student Accident Insurance
- c. #212 Assessment and Reporting Student Progress
- d. #213 Assessment of Student Progress for Repeal (merged with P212).
- e. #308 Employment Contract/ Board Resolution (New)
- f. #308/408/508 Employment Contract (1992) for Repeal (merged into new Policy 308)

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

COMMUNICATION  
COMMITTEE

Mr. Burdell - Williams reported the Communications Committee discussed the following agenda items at the October 24, 2019, meeting: Approval of Minutes, Communications Analytics, Data Dashboard, and Family Engagement. Mr. Burdell - Williams announced the next meeting is scheduled for Thursday, November 21, 2019, at 7:00 p.m. at the Administration building in room 119.

## LEGISLATIVE REPORT

Ms. Haywood, representative for the Montgomery County Legislative Committee did not have a report.

## PERSONNEL

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

Appointment of Long –  
Term Substitute  
Teachers

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the appointment of Dana Farrell as Long Term Substitute Teacher, Special Education Teacher at Wyncote Elementary School, at a salary of \$51,388 (Step 4/Masters) prorated, 2018-2019 salary schedule, to be hired provisionally pending statutory requirements, effective November 04, 2019, through the end of the 2019-2020 school year.

Appointment of  
Support StaffApproval of Changes in  
AssignmentApproval of Leadership  
Stipend Positions

## Approval of

Termination of  
Classified Employees

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the appointment of Nicole Adler as Long Term Substitute Teacher, Special Education Teacher at Cheltenham High School, at a salary of \$54,002 (Step 7/Bachelor's) prorated, 2018-2019 salary schedule, to be hired provisionally pending statutory requirements, effective November 11, 2019, through the end of the 2019-2020 school year.

## Appointment of

## Homebound Instructors

## Approval of Extra

## Duty/Extra Pay

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the appointment of Vivian Jarvis as a part-time C.L.A.S.P. Aide, Assistant Group Supervisor, Tier I, at Myers Elementary School, 3 hours per day for 182 days, at an hourly rate of \$14.23, to be hired provisionally pending statutory requirements, effective October 10, 2019. A 90-day probation period is required.

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the appointment of Andrea Pineda as a part-time Lunch Aide, Tier I, at Cheltenham High School, 3 hours per day for 182 days, at an hourly rate of \$14.23, to be hired provisionally pending statutory requirements, effective October 15, 2019. A 90-day probation period is required.

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the appointment of Deja Clark as a part-time Lunch Aide, 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 October 22, 2019. A 90-day probation period is required.

PERSONNEL  
(continued)

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the appointment of Amber Wayns-Gauthney as a part-time C.L.A.S.P. Aide, Assistant Group Supervisor, Tier I, at Myers Elementary School, 4.75 hours per day for 182 days, at an hourly rate of \$14.23, to be hired provisionally pending statutory requirements, effective November 8, 2019. A 90-day probation period is required.

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the appointment of Tyisha Burrell 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 November 4, 2019. A 90-day probation period is required.

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the change in position and status for Atoyia VanBeverhoudt from: part-time C.L.A.S.P. Aide at the Wyncote Elementary School; to: full-time 1:1 Paraeducator, Tier IIA, at Cedarbrook Middle School, 7 hours per day for 184 days, at an hourly rate of \$15.60, effective November 04, 2019. A 90-day probation period is required.

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

RESOLVED, upon recommendation of the Administration the Board approves the termination of employment of classified employee #10614 pursuant to Section 5-514 of the Pennsylvania School Code and information provided to the Board of School Directors, effective November 12, 2019.

RESOLVED, upon recommendation of the Administration the Board approves the appointment of personnel as listed, to be homebound instructors, for the 2019-2020 school year, at a rate of \$43.00 per hour.

- Rebecca Fairchild

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, and Dr. McWilliams. Absent: Mr. Fishbein. Negative: None. Motion adopted.

### Information Items:

#### 1. Retirements

**The Superintendent accepted the following retirements:**

a. Francis Schuck, Lead Custodian at Cheltenham Elementary School, effective October 21, 2019, end of the workday. Mr. Schuck has been a district employee for 40.5 years.

\*Correction to the previous motion

#### 2. Resignations

**The Superintendent accepted the following resignations:**

PERSONNEL  
(continued)

- a. Corrine Cole, part-time Lunch Aide at Elkins Park School, effective October 11, 2019, end of workday.
- b. Rosa Keen, part-time C.L.A.S.P. Aide at Cheltenham Elementary School, effective October 18, 2019, end of workday.
- c. Erica Green, 1:1 Paraeducator at Cedarbrook Middle School, effective October 21, 2019.
- d. Eliza Welfare-Brown, part-time C.L.A.S.P. Aide at Cheltenham Elementary School, effective October 25, 2019, end of workday.

**3. Non-discretionary Leaves of Absence**

**The following non-discretionary Leaves of Absence were granted:**

- a. Deborah Ferlitto, Health and Physical Education Teacher at Cedarbrook Middle School, be granted a sabbatical leave of absence for the second semester of the 2019-2020 school year for Health Restoration, and that she be paid one-half salary for the period as provided by Section 1169, Act 190 of the Pennsylvania School Code. Ms. Ferlitto’s return to work date is the first teacher day of the 2020-2021 school year.
- b. Anna Diaz, 1:1 Paraeducator at Elkins Park School, be granted an unpaid leave of absence from October 17, 2019 until date to be determined, pursuant to ARTICLE IX. C. of the collective bargaining agreement with the Business Employees’ Council (BEC). Ms. Diaz’s return to work date is to be determined.
- c. Cynthia Mayes, Paraeducator, Inclusion at Elkins Park School, be granted a change in an unpaid leave of absence From: September 10, 2019 until September 25, 2019; To: September 10, 2019 until date to be determined pursuant to ARTICLE IX. C. of the collective bargaining agreement with the Business Employees’ Council (BEC). Ms. Mayes’s return to work date is to be determined.
- d. Aimee Zanan, Special Education Teacher at Cheltenham High School, granted an unpaid leave of absence from November 20, 2019 until February 11, 2020, under the provisions of the Family & Medical Leave policy. Ms. Zanan’s return to work date is February 12, 2020.
- e. Kristi Perrone, Special Education Teacher at Cedarbrook Middle School, be granted a sabbatical leave of absence from October 28, 2019 until March 27, 2020, for Health Restoration, and that she be paid one-half salary for the period as provided by Section 1169, Act 190 of the Pennsylvania School Code. Ms. Perrone’s return to work date is March 30, 2020.

EDUCATIONAL AFFAIRS  
Approval of  
Conferences  
Approval of Educational  
Service Agreement  
Approval for  
Agreement for an  
Private School  
Placement  
Acceptance of  
Donation  
Approval of  
Volunteers

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

RESOLVED, upon recommendation of the Administration the Board approves the ratification of the attendance and payment of expenses for the following School Security Officers to attend the National Association of School Resource Officers Training in Norristown, PA on the following dates, 10/28/19 - 11/1/19, with an estimated cost of \$495.00, each to be paid for by the Montgomery County Intermediate Unit.

- Ellsworth Coley
- Kishea Washington
- Joe Chapman

RESOLVED, upon recommendation of the Administration the Board approves the attendance and payment of expenses for the following School Security Officers to attend the National Association of

EDUCATIONAL AFFAIRS  
(continued)

School Resource Officers Training in Doylestown, PA on 1/06/20 - 1/10/20 with an estimated cost of \$495.00, each to be paid from the general fund account.

- Marc Kolsky
- Jordan Mims
- Donna Mumford

RESOLVED, upon recommendation of the Administration the Board approves the attendance and payment of expenses for Jonathan White, District Safety Manager and Maurice Fields, School Safety Officer to attend the National Association of School Resource Officers Training in Lancaster, PA on 12/02 - 12/06/19, with an estimated cost of \$495.00 to be paid from the general fund account.

RESOLVED, upon recommendation of the Administration the Board approves the attendance and payment of expenses for Sarah Putterman, Teacher, to attend Code.org Training in Morton, PA on the following dates, 11/7, 12/4/19, and 1/30/2020 with an estimated cost of \$344.25 to be paid from the general fund account.

RESOLVED, upon recommendation of the Administration the Board approves the attendance and payment of expenses for Marcie Hammond, Teacher to attend the Trauma-Informed Compassionate Classroom in King of Prussia, PA on 11/12/19, with an estimated cost of \$364.74 to be paid from the general fund account.

RESOLVED, upon recommendation of the Administration the Board approves the attendance and payment of expenses for Michelle Robinson, Principal, Glenside Elementary School, to attend the Embodied Leadership Workshop in New York, NY on 11/14 - 11/15/19 with an estimated cost of \$1,195.00 to be paid from the general fund account.

RESOLVED, upon recommendation of the Administration the Board approves the attendance and payment of expenses for Wanda Roberts, Teacher, to attend the All In: The Role of Engagement in Comprehension in Fort Washington, PA on 11/20/19 with an estimated cost of \$363.75 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, Superintendent to attend the Superintendent's Academy Part 3 in Harrisburg, PA on the following dates, 01/07/20 - 01/08/20, with an estimated cost of \$569.00 to be paid from the general fund account.

RESOLVED, upon recommendation of the Administration the Board approves the attendance and payment of expenses for Brooke Starr, Teacher, to attend the 2019 ACTFL Convention and World Language Expo in Washington, DC on 11/22 - 11/24/19 with an estimated cost of \$384.75 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. Benjamin Hammond, Vice Principal, to attend the Master Schedule Building Workshop in Norristown, PA on 02/27 - 02/28/20 with an estimated cost of \$600.00 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 Teachers to attend the Universal Design Building Workshop in Norristown, PA on the following dates, 11/13/19, 01/08, 03/18, and 05/06/20, with an estimated cost of \$459.00, each to be paid for by the general fund.

- Lovie Gooden

EDUCATIONAL AFFAIRS  
(continued)

- Leslie Brock

RESOLVED, upon recommendation of the Administration the Board approves the attendance and payment of expenses for Dr. Tamara Smith, Assistant Superintendent, to attend the 2020 PA Department of Education Annual Conference in Hershey, PA on 03/09 - 03/11/20 with an estimated cost of \$881.80 to be paid from the general fund account.

RESOLVED, upon recommendation of the Administration the Board approves the educational service agreement between the District and parents of the students identified below by confidential student number in the form presented to the Board:

- Student #: 404656

RESOLVED, upon recommendation of the Administration the Board approves the Approved Private School Agreement for Extended School Year. This agreement governs the contractual terms and conditions for the placement of students when a non-traditional placement is required in order to provide the student with an appropriate program:

- Student #: 408439
- Student #: 403377

RESOLVED, upon recommendation of the Administration the Board accepts the donation of books for the Cheltenham Elementary School Library from Michael Rosenzweig.

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, and Dr. McWilliams. Absent: Mr. Fishbein. Negative: None. Motion adopted.

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

Upon motion by Mr. England, seconded by Mr. Schultz, 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 October 10, 2019, through November 12, 2019, in the following amounts in accordance with the list submitted to the board.

<u>FUND</u>	<u>Check Numbers</u>	<u>Amount</u>
<b>General Fund</b>	154404-154872	\$2,724,724.88
<b>Payroll Fund</b>	12041-12134	\$65,414.86
<b>Student Activity Fund</b>	43756-43763	\$1,184.00
<b>Food Service Fund</b>	2501-2505	\$290,005.67
<b>Capital Reserve Fund</b>	100005-100008	\$166,630.50

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

RESPONSE TO PRIOR QUESTIONS

There were no prior questions.

PUBLIC COMMENTS

Jim Satko, Cheltenham asked about the commercial advertising policy. Ms. Haywood responded to his question. He also asked if there was a policy about the students not playing on the grass at Cheltenham Elementary school.

Dr. Marseille responded by stating he would follow up with the Principal at Cheltenham Elementary to get clarification about the grass.

MEETING ADJOURNED

Upon motion by Mr. Burdell - Williams, seconded by Dr. McWilliams and unanimously approved, the meeting was adjourned at 8:48 p.m.

  
Secretary

  
President