

**PUBLIC MEETING OF
BOARD OF SCHOOL DIRECTORS
PENN DELCO SCHOOL DISTRICT
2821 CONCORD ROAD
ASTON, PA 19014**

**Minutes of the Board of School Directors
July 24, 2024**

A regular meeting of the Board of School Directors of the Penn-Delco School District convened on Wednesday, July 24, 2024, at 7:40 p.m., pursuant to advertisement published in the Delaware County Daily Times.

School Directors Present:

Stephanie Ellis
Brent Hefton
Melissa Huber
Dawn Jones
Pat Twisler
Leon Armour

School Directors Absent:

Kate Denney
John Mancinelli
Bernie Seasock

Others in Attendance:

Dr. George Steinhoff, Superintendent of Schools
Dr. Eric Kuminka, Assistant Superintendent of Schools
Erik Zebley, Business Administrator
Dr. Dave Criscuolo, Director of Human Resources

MINUTES AND MONTHLY REPORTS

The Agenda for this meeting is attached hereto as Appendix "1".

1. **APPROVAL OF MINUTES** – Upon considering the draft minutes attached hereto as Appendix "2", it was resolved that the minutes of the special meeting of June 18, 2024, as presented, be and are hereby approved.

Motion to approve the resolution was made by Mrs. Jones and seconded by Mr. Hefton the motion was unanimously approved.

Voting Yea: All
Voting No: None

MINUTES AND MONTHLY REPORTS - Continued

2. **APPROVAL OF INVOICE LISTING** – Upon considering the invoice listing attached hereto as Appendix “3”, it was resolved that the invoice listing for June – July 2024 as presented, be and is hereby approved.

Motion to approve the resolution was made by Mrs. Jones and seconded by Mrs. Ellis the motion was unanimously approved.

Voting Yea: All
Voting No: None

3. **APPROVAL OF TREASURER’S REPORT** – Upon considering the draft Treasurer’s Report attached hereto as Appendix “4”, it was resolved that the Treasurer’s Report of June, 2024, as presented, be and is hereby approved.

Mr. Zebley presented the Treasurer’s Report for June, 2024.

Motion to approve the resolution was made by Mrs. Ellis and seconded by Mrs. Jones the motion was unanimously approved.

Voting Yea: All
Voting No: None

ANNOUNCEMENTS FOR THE PUBLIC

President Armour announced, pursuant to Act 48 – Sunshine Act, this evening, the Board met in executive session to discuss legal and personnel issues.

COMMENTS BY MEMBERS OF THE BOARD

None

ITEMS FOR BOARD INFORMATION AND DISCUSSION

- District Update – Dr. Steinhoff
It’s been a productive July within the District. Dr. Steinhoff is happy with the outstanding applicants who are apply to the District.

Leadership Team Training is currently taking place, with various speakers and activities for the Administrative Team.

Central Administration Building is now a drop box location for our tax payments and has seen an influx of traffic.

Facilities Department is very busy preparing for the new school year.

New teacher orientation will take place the end of August. Teachers will return August 28 – 30.

Dr. Steinhoff gave a PowerPoint presentation on the new website which will be launching soon. He shared a comparison from the current site to the new site; pages will have pictures with a summary/description associates with the photos.

- 108-AR-3 Disposal of Textbooks
Dr. Steinhoff noted this policy will give direction to the schools of proper disposal of textbooks.

PUBLIC COMMENTS

**PREPARED AND INFORMAL COMMENTS AND INQUIRIES FROM CITIZENS
GUIDELINES FOR PUBLIC PARTICIPATION IN BOARD MEETINGS**

The Board recognizes the value to school governance of public comment on educational issues with the importance of involving members of the public in Board meetings. In order to permit fair and orderly expression of such comments, the Board will provide for two periods for public participation during Board meetings. The presiding officer at each public Board meeting will follow these guidelines:

- Public participation shall be permitted only as indicated on the order of business in the procedures of this Board, or at the discretion of the presiding officer on a given issue.
- Participants must be recognized by the presiding officer, and must preface their comments by an announcement of their name, address, and group affiliation, if appropriate.
- All statements shall be directed to the presiding officer; no participant may address or question Board members individually.
- Public participation at the beginning of the agenda will be limited to 15 minutes total and to three minutes per person, on agenda topics only.
- **Public participation at the end of the agenda will be limited to 30 minutes total and to three minutes per person.**

The presiding officer may interrupt or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

Approved January 24, 1990

PUBLIC COMMENT:

None

ITEMS FOR BOARD ACTION

7.01 Personnel – Professional

(1) Appointment

- (a) Keren Russell, School Psychologist - Coebourn, at a salary of \$80,000, with benefits in accordance with the Act 93 Agreement, effective upon the completion of pre-employment paperwork.
- (b) Samantha Karr, Certified School Nurse at Northley Middle School, effective 8/20/24, pending pre-employment paperwork

Education

West Chester University
BS Nursing

Professional Experience

Penn Delco School District

Cert/Assign

R.N./Anticipated Emergency Permit
Certified School
Nurse/NMS

Salary

B/1 \$55,276

Rationale

Betsy King, Transfer

- (c) Robert Liles, Long-term Substitute, effective 08/20/2024 through 06/17/2025

Education

University of Tennessee
MA in Education
University of Tennessee
BA English Literature
Minor in Secondary Education

Professional Experience

Penncrest High School

Cert/Assign

English 7-12
English/Sun Valley

Salary

M/1 \$57,758

Rationale

EE #1979 Sabbatical

ITEMS FOR BOARD ACTION - Continued

- (d) Liza Dellaratta, Temporary Professional Employee, effective 08/20/2024, pending pre-employment paperwork
- | | |
|---|--|
| <u>Education</u>
La Salle University
BA Early Education (preK-4)/
Special Education (K-8)
La Salle University
MA, Education | <u>Cert/Assign</u>
Anticipated Special Ed K-12
Special Education
Teacher/Aston |
| <u>Professional Experience</u>
Radnor Township School District
The School District of Philadelphia | <u>Salary</u>
M/1 \$57,758 |
| | <u>Rationale</u>
Sara Lynch, Resignation |
- (e) Honora Melton, Long-term Substitute, effective 08/20/2024 through 01/22/2025, pending pre-employment paperwork
- | | |
|--|---|
| <u>Education</u>
Temple University
BA English
West Chester University
MA of Secondary Education | <u>Cert/Assign</u>
Instructional I English 7-12
LTS Teacher/Sun Valley |
| <u>Professional Experience</u>
Penn Delco School District | <u>Salary</u>
M/1 \$57,758 |
| | <u>Rationale</u>
EE# 3746, Leave |
- (f) Joseph D. Kendrick, Long-term Substitute, effective 08/20/2024 through 01/22/2025, pending pre-employment paperwork
- | | |
|---|---|
| <u>Education</u>
Neumann University
BA English, with
Secondary Edu Certification | <u>Cert/Assign</u>
Instructional I English 7-12
LTS Teacher/Sun Valley |
| <u>Professional Experience</u>
Penn Delco School District
West Chester School District | <u>Salary</u>
B/1 \$55,276 |
| | <u>Rationale</u>
EE# 3374, Leave |
- (g) Megan Gilligan, Temporary Professional Employee, effective 08/20/2024, pending pre-employment paperwork
- | | |
|--|--|
| <u>Education</u>
West Chester University
BS Early Grades and Special Edu
Penn State University
MA Special Education | <u>Cert/Assign</u>
Instructional I Grades PK-4; 5-6 and
Special Education PK-8
Special Edu Teacher/Aston |
| <u>Professional Experience</u>
Delaware County Intermediate Unit
Garnet Valley School District | <u>Salary</u>
M/6 \$61,951 |
| | <u>Rationale</u>
Brittany Pierce-Lapinski, Resignation |
- (h) Wendy D'Angelo, Temporary Professional Employee, effective 08/20/2024
- | | |
|---|--|
| <u>Education</u>
Pennsylvania State University
BA, American Studies
Widener University
MA, Secondary Education | <u>Cert/Assign</u>
Social Studies 7-12,
Family Consumer Sci
PK-12
Sun Valley – Social Studies |
| <u>Professional Experience</u>
Kelly Education
Penn-Delco School District | <u>Salary</u>
M/3 \$58,697 |
| | <u>Rationale</u>
EE #529, Leave |

ITEMS FOR BOARD ACTION - Continued

- (i) Brianna DiGiacomo, Temporary Professional Employee, effective 08/20/2024, pending pre-employment paperwork
- | | |
|---------------------------------------|---|
| <u>Education</u> | <u>Cert/Assign</u> |
| West Chester University | Instructional I Special Education PK-12 |
| B.S., Lifestyle Nutrition | Special Education |
| Neumann University | Teacher/Sun Valley |
| M.S., General Education Prek-4 | <u>Salary</u> |
| Special Education Prek-12 | M/2 \$58,218 |
| <u>Professional Experience</u> | <u>Rationale</u> |
| Saint James Regional Catholic School | Erica Guidetti, Resignation |
| Ridley School District | |
| Marple Newtown School District | |

- (j) **High School Summer School Staff at \$45.00/hour, July 1, 2024 through August 1, 2024.**

Allyson Coughlin	Jamie Lansberry
Amy Grady	Cori Larck-Fiorilli

- (k) **Northley Middle School Summer School Staff at \$45.00/hour, July 1, 2024 through August 1, 2024**

Suzanne Brindle	Jaclyn Mazuk
Alyssa Gantz	Kelly Morales

(2) **Leaves of Absence**

- (a) Employee #3844, FMLA leave from 11/01/2024 through 01/22/2025
- (b) Employee #3746, FMLA leave from 09/27/2024 through 01/22/2025

(3) **Resignation**

- (a) Sara Lynch, Special Education Teacher at Aston Elementary School, effective June 28, 2024
- (b) Brittany Pierce-Lapinski, Special Education Teacher at Coebourn Elementary School, effective June 27, 2024
- (c) Kian Muniz, Interventionist at Pennell Elementary, effective July 2, 2024
- (d) Jenn McDougall, Elementary Teacher at Pennell Elementary, effective not later than, September 9, 2024.
- (e) Rachele Carstensen, Science Teacher at Northley Middle School, effective not later than, September 15, 2024.
- (f) Chrissy Soper, Special Education Teacher at Aston Elementary School, effective not later than, September 15, 2024.
- (g) Danielle Lee, Spanish/ESL Teacher at Northley Middle School, effective not later than, September 18, 2024.
- (h) Erica Guidetti, Special Education Teacher at Sun Valley High School, effective not later than, September 17, 2024.
- (i) Michele Lehman, Special Education Teacher at Sun Valley High School, effective not later than, September 18, 2024.

ITEMS FOR BOARD ACTION - Continued

(4) Tuition Reimbursement

2023-2024 School Year

Budget Code: 10-2834-240-000-30-00-00-000

Ryan Buterbaugh \$1,025 Gwynedd Mercy University
Doctorate of Education -Leadership in PK-12
Schools and School Districts

Budget Code: 10-2271-240-000-10-00-00-000

Samantha Perrotta \$1,500 Wilmington University
Aston -Instructional Design

Kristen Rutecki \$374 Immaculata University
Pennell -Diversity Awareness in
Education

Gabrielle Trofa \$374 Immaculata University
Pennell -Diversity Awareness in
Education

Budget Code: 10-2271-240-000-30-00-00-000

Renee DiPietro \$548 Immaculata University
Northley -Mindfulness for
Educators and their
Students

2024-2025 School Year

Budget Code: 10-2271-240-000-10-00-00-000

Bridget McCaffrey \$1,800 Neumann University
Aston EDU 601-R Emerging
Trends/Prof.

Responsibilities

Jacqueline Zingani \$1,800 Widener University
Parkside ED 624-01 Teaching Engl
Lang Learners

Budget Code: 10-2271-240-000-30-00-00-000

Elizabeth Boccella \$1620 La Salle University
Sun Valley EDM 565- Increasing
Student Responsibility
and

Self-discipline in Learning
Communities

Cori Larck-Fiorilli \$1620 La Salle University
Sun Valley EDM 565- Increasing
Student Responsibility
and

Self-discipline in Learning
Communities

ITEMS FOR BOARD ACTION - Continued

- (5) **Extra Duty Pay Assignments 2024/2025 School Year**
 - Athletics (see attached)
 - Non-Athletics (see attached)

(6) **Wage and Salary Adjustment**

- (a) Jasmine Darras, Speech-Language Pathologist at Coebourn, from Master's Step 9 @ \$69,021, to Master's 60 step 9 @ \$73,481, effective 07/01/2024.

(7) **Extra Pay – Extended Employment**

- (a) **SVHS, Guidance Hours, Outside of Contractual Hours**
#10-2120-123-000-30-80-00-000

	<u>Hours</u>		<u>Hours</u>
Jillian Foster	6.50	Erin Judge	8.50
Francine Im	13.50	Kat James	5.00

- (b) **SVHS, Curriculum Revision, Outside of Contractual Hours, (6/2024)**
#10-2260-123-000-30-80-00-00-000

	<u>Hours</u>
Allyson Coughlin	10.00
Mallory Genna	20.00
Annette Helmandollar	20.00

- (c) **District Safety Cares Training and Recertification (6/2024 - 8/2024)**
#10-1241-123-000-10-00-00-000 - Elementary

	<u>Hours</u>		<u>Hours</u>
Tara Czerwinski	14.00	Danielle Seaman	7.00
Erin Muldowney	7.00	Lauren Vitale	14.00
Melissa Pagan	7.00	Lindsey Wiley	28.00
Nicki Sayre	7.00		

- #10-1241-123-000-30-00-00-000 - Secondary**

	<u>Hours</u>		<u>Hours</u>
Molly Dwyer	7.00	Michele Lehman	7.00
Kat James	7.00	Susan Koehler	7.00
Amanda Kikut	14.00	Karen Scharrer	28.00

- (d) **AI Meetings Outside of Contractual Hours, (4/30/2024, 5/23/2024, 6/18/2024)**
#10-2260-123-000-10-00-00-000

	<u>Hours</u>		<u>Hours</u>		<u>Hours</u>
Marc Baron	2.00	Allyson Coughlin	3.00	Dan Hill	1.00
Vivienne Cameron	3.00	Renee DiPietro	3.00	Jaclyn Mazuk	1.00
Katie Cardwell	2.00	Keith Henning	1.00		

- (e) **SVHS Tutoring - (3/21/24 - 6/13/24)**
#10-2260-123-000-30-80-00-000

	<u>Hours</u>
Joseph Malaczewski	3.75
Kathleen Phelps	5.50

ITEMS FOR BOARD ACTION - Continued

(f) SVHS, Proctoring Final Exams, Outside of Contractual Hours, (6/18/24)

#10-1110-123-000-30-80-00-00-000	<u>Hours</u>
Amy Grady	4.00
Susan Koehler	4.00
Cori Larck-Fiorelli	4.00

(g) SVHS, Work Experience, Outside of Contractual Hours (6/24/24-7/18/24)

#10-2260-123-000-30-80-00-00-000	<u>Hours</u>
Dan Hill	17.00

(h) NMS, Dean of Students Additional Hours (6/3/2024 - 6/27/2024)

#10-2110-123-000-30-70-00-00-000	<u>Hours</u>
Karen Scharrer	12.50

(i) SVHS, Dean of Students Additional Hours (6/6/2024 - 6/12/2024)

#10-2110-123-000-30-80-00-00-000	<u>Hours</u>
John Moletteri	1.25

(j) Special Education Work, Outside of Contractual Hours (6/17/24 - 7/9/2024)

#10-1241-123-000-10-00-00-00-000	<u>Hours</u>	<u>Hours</u>
Monica Boccella	4.00	Kevin Siegel 5.00
Alyssa Croulet	2.00	Kate Taylor 4.00
Julianne Hill	11.00	

(k) NMS – Extended School Year Nurse

#10-2420-123-000-30-70-00-00-000	<u>Hours</u>
Betsy King	10.00

7.02 Personnel – Classified

(1) Appointment

(a) Christina Studzinski, substitute Custodian @ \$15.28/hour, on call, as needed, no benefits, effective 07/16/2024.

(2) Change in Status

(a) Tracy Marano, from Clerical Assistant at Pennell Elementary, to Secretary to the Principal at Aston Elementary (SB, step 1), @ \$18.69/hour, 37.5 hours/week, 261 days/year with full-time benefits in accordance with the PDESPA contract, effective 08/12/2024.

(b) Jennifer McClure, from Print Shop Secretary, to Secretary to the Principal at Sun Valley High School (SB, step 1), @ \$18.69/hour, 37.5 hours/week, 261 days/year with full-time benefits in accordance with the PDESPA contract, effective 08/18/2024.

(c) Lynn Guenther, from Secretary to the Principal at Sun Valley High School, to Confidential Administrative Assistant to the Superintendent, @ \$60,000/year, 7.5 hours/day, 261 days/year with full-time benefits in accordance with the Act 93 Agreement – Confidential Secretaries, effective 07/23/2024.

(3) Leaves of Absence

(a) Employee #1813, FMLA from 5/9/2024 through 8/3/2024.

ITEMS FOR BOARD ACTION - Continued

(4) Resignation

(a) Renee McClellan-Vice, Library Assistant at Coebourn, effective July 22, 2024.

(5) Retirement

(a) Leontine Brightwell, Full time Custodian at Sun Valley High School, effective September 30, 2024.

References: Penn-Delco Budget 2023-2024; Penn-Delco Budget 2024-2024; Act 93 Plans; PDEA Agreement; PDESPA Agreement; PDSSPA Agreement; PA School Code Section 1108B.

Administrative Recommendation: To approve all personnel items as presented.

Following a motion by Mrs. Jones and seconded by Mr. Twisler, the above motions were unanimously approved.

Voting Aye: All
Voting No: None

7.03 Disposal of Items

MOTION: To approve the disposal of items, which are obsolete, as presented.

7.04 School Board Policies - Second Reading/Adoption

MOTION: To approve for adoption the following policy:

- Policy #713 - Video Camera Surveillance

7.05 Provision of Transportation Services for the Aston Community Day

Whereas, a request was made by Aston Township to have the School District provide busing services for Aston Community Day, Saturday, September 14, 2024 (rain date: September 21, 2024); and

Whereas, it is believed such services for the community are in the best interest of the School District and its residents;

Now, therefore, be it resolved, that the school district shall provide such busses and drivers as reasonably necessary, at the District's cost and expense, for Aston Community Day 2024, provided the District receives the necessary forms for facilities usage, and the Township's hold harmless agreement.

7.06 Special Education Agreements

7.06.01MOTION: To approve the Independent Contractor Agreement with Child Guidance for Student #25561, as presented.

7.06.02MOTION: To approve the ESY Placement Agreement with Elwyn for Student #44097, as presented.

7.06.03MOTION: To approve the Letter of Agreement between PDSD and Holcomb Behavioral Health Systems, as presented.

7.06.04MOTION: To approve the Private School Tuition Agreement with Child Guidance for the 2024-2025 School Year for Student #25561, as presented.

ITEMS FOR BOARD ACTION - Continued

7.06.05MOTION: To approve the Private School Tuition Agreement with Child Guidance for the 2024-2025 School Year for Student #43797, as presented.

7.06.06MOTION: To approve the CADES 2024-2025 School Year – Intensive Support Supplement and One-to-One Staffing Agreement for Student #43486, as presented.

7.06.07MOTION: To approve the CADES 2024-2025 School Year – Base Tuition Agreement and One-to-One Staffing for Student #77050, as presented.

7.06.08MOTION: To approve the CADES 2024-2025 School Year – Base Tuition Agreement for Student #25626, as presented.

7.06.09MOTION: To approve the CADES 2024-2025 School Year – Base Tuition Agreement for Student #82099, as presented.

7.07 Student Handbooks

MOTION: To approve the PDSB Student handbooks for the 2024-2025 school year, as presented.

7.08 Credit Recovery Program

MOTION: To authorize payment for the Sun Valley Credit Recovery Program instructional hours from 7/1/24 through 8/1/24, at the extra duty rate of \$45 per hour.

7.09 Leader in Me Administrative Liaison

MOTION: To approve the addition of one (1) \$2,500 annual stipend to the PDSB Act 93 agreement, for the coordination and oversight of districtwide “Leader in Me” programming.

7.10 Approval of Depositories

MOTION: To approve TD Bank, PSDLAF, and PLGIT as depositories for Penn-Delco School District funds due.

7.11 Aston Youth Soccer Donation

MOTION: To accept the proposed donation from Aston Youth Soccer of \$12,120 for turf maintenance and improvements at Pennell Elementary field. Approval is subject to receipt of the funds from Aston Youth Soccer.

7.12 Chester County Intermediate Unit

MOTION: To approve the Contract Agreement between PDSB and CCIU for Marketplace Program Pricing in the amount of \$23,750.00, as presented.

7.13 School Bus Stop Arm Agreement

MOTION: To approve the agreement with BusPatrol America, LLC, subject to solicitor review.

Following a motion by Mrs. Jones and seconded by Mrs. Ellis, the above motions 7.03 – 7.13, were unanimously approved.

Voting Aye: All
Voting No: None

COMMENTS BY MEMBERS OF THE PUBLIC

None

COMMENTS BY MEMBERS OF THE BOARD

Mrs. Ellis thanked the Board, Administration and Community for the support shown to her and her daughters during the passing of her husband; it is greatly appreciated.

Dr. Steinhoff, on behalf of the District, again gave condolences and to see the outpouring of support shows the impact he had on the Community. He added that we are here for her and her daughters.

ADJOURNMENT

Following a motion by Mrs. Jones and seconded by Mrs. Ellis the Board adjourned by unanimous consent at 7:57 p.m.

Respectfully Submitted,



Erik Zebley
Board Secretary

Next Meetings: Wednesday, August 21, 2024 – Study Session – Service Center – 7:30 p.m.
Wednesday, August 28, 2024 – Business Meeting – Service Center – 7:30 p.m.

Draft