

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, May 13, 2025 at 7:00 p.m. to hold a hybrid legislative board meeting. The meeting was called to order by President Henry. Attendance was as follows:

CHELtenham SCHOOL BOARD OF DIRECTORS

Present: Ms. Mia Blitstein, Mr. Charles Burdell-Williams, Mr. Zachary Epps, Ms. Pamela Henry, Ms. Leah Mulhearn, Ms. Robyn Murphy, Mr. Daniel Schultz, Dr. Ross Whiting. Absent: Ms. Jennifer Lowman

CHELtenham SCHOOL DISTRICT ADMINISTRATION

Mr. Chris Barone, Director of Information Technology; Ms. Charlene Collins, Director of Curriculum & Instruction, Humanities; Mr. Kevin Kaufman, Director of Communications and Development; Dr. Stephen Catrambone, Director of Special Education; Ms. Jessica Keene, Director of Student Services; Mr. Brian Reilly, Director of Curriculum and Instruction for STEM Education; Mrs. ShaVon Savage, Assistant Superintendent; Mr. Joshua Sweigard, Director of Business Services; Ms. Adrienne Tolbert-Jackson, Director of Human Services; Mr. Jonathan White, Safety and Security Manager; and Dr. Brian Scriven, Superintendent.

SOLICITOR

Mr. Kenneth Roos, Esq.

BOARD SECRETARY

Ms. Debra Harding

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member, Dr. Whiting.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

There was one (1) public comment on agenda items.

Julie Reid (nurse), Adonica Gibson-Huggins (parent), Glenside: voiced concerns regarding an issue at one of the schools in which she felt she was treated unfairly. They attended the board meeting to gain access to Dr. Scriven to present documentation and request a meeting.

*\*\*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.*

RECOGNITIONS

Principal Lytle presented highlights of Diversity, Equity, and Inclusion efforts at Myers Elementary School specifically surrounding the autistic support program.

Five employees were acknowledged for achieving 25 years of service.

- Dawn Woods
- Christopher Steele
- Mary Metzger
- Constance Solomon
- Geraldine Flynn-Austin

**STUDENT COUNCIL  
REPORT**

Student Council member Emma Zubairu shared information about the following:

- Student Council Debate
- Student Council Elections
- Junior Prom
- Blood Drive

**SOLICITOR REPORT**

Mr. Roos announced the board has not met in executive session since the last legislative meeting.

**SUPERINTENDENT  
REPORT**

Dr. Scriven shared information on the following topics:

- Strategic Plan Overview
- Portrait of a Graduate
- Teaching and Learning
- Social Emotional and Mental Health
- Diversity, Equity, Belonging and Inclusion
- Climate and Culture for Student Success
- Communications
- Infrastructure, Facilities and Finance

**FINANCIAL AFFAIRS  
COMMITTEE REPORT**

Ms. Henry, reporting for the Financial Affairs committee, shared information from the last meeting held on May 6, 2025. The meeting video and presentation for any Finance Committee meeting can be found [here](#). The next meeting is scheduled for June 3, 2025.

**EDUCATIONAL  
AFFAIRS COMMITTEE  
REPORT**

Dr. Whiting, reporting for the Educational Affairs committee, shared information from the last meeting held on April 22, 2025. The meeting video and presentation for any Educational Affairs committee meeting can be found [here](#). The next meeting is scheduled for May 21, 2025.

**EASTERN CENTER  
FOR ARTS AND  
TECHNOLOGY  
REPORT**

Mr. Burdell-Williams, reporting for the Eastern Center for Arts and Technology, shared information from the last meeting held on April 9, 2025. The minutes of any Joint Operating Committee meeting can be accessed via the [Eastern](#)

Center for Arts and Technology – Joint Operating Committee website. The next JOC meeting will be held on May 14, 2025.

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

Mr. Schultz (for Ms. Lowman), reporting for the Montgomery County Intermediate Unit, shared information from the meeting held on April 23, 2025. The minutes of any MCIU meeting can be found [here](#). The next meeting is scheduled for May 21, 2025.

**FACILITIES  
COMMITTEE  
REPORT**

Ms. Mulhearn, reporting for the Facilities Committee, shared information from the last meeting held on May 6, 2025. Any meeting video and presentation of the Facilities Committee can be found [here](#). The next meeting will be held on June 3, 2025.

**LIAISON GROUP**

Ms. Mulhearn, reporting for the Liaison Group, shared that the Liaison Group has not met since the last legislative meeting. The next meeting date is to be determined.

**POLICY COMMITTEE**

Mr. Epps, reporting for the Policy Committee, shared that the Policy Committee has not met since the last legislative meeting. The video and summary of any policy committee meeting can be found [here](#). The next hybrid Policy Committee meeting will be a joint meeting with Educational Affairs on May 21, 2025.

**LEGISLATIVE REPORT**

Mr. Epps, reporting for the Montgomery County School Directors Legislative Committee (MCSDLC), shared information on federal and state items of interest from the last meeting. The next meeting date is June 4, 2025.

**APPROVAL OF  
AGENDA ITEMS**

Upon motion by Mr. Burdell-Williams, seconded by Ms. Mulhearn, the following consent agenda items were unanimously approved.

**Approval of Consent  
Agenda Items**

**Approval of Volunteers**

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

**Nayjuana Stephens  
Stacie Green  
Christine Irizarry  
Ifeekam Ozonuwe  
Portia Addai  
Kevin Jones  
Alisha Lowery  
Aneya Jerman  
Lawrence Miller  
Thomas Miller Jr.  
Joe Bentz**

**Kimberly Jones**  
**Jennifer Ware**  
**Ashlei Corrigan**  
**David Mozeleski**  
**Elizabeth Thomas**  
**Mionna Truitt**  
**Portia Acheampomaa Addai**  
**Tanisha Jones-Simon**  
**Marcella Best**  
**Elonda Taliaferro**  
**Yolanda Briggs**  
**Pamela C Keon**  
**Neil Deegan**  
**Julia Ramsey**

#### **Approval of Conferences**

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Katherine Miller**, Teacher, Wyncote Elementary School, to virtually attend Wilson Advanced Strategies Workshop on 8/26-28, 2025 at the Montgomery County Intermediate Unit (MCIU) in Norristown, Pennsylvania sponsored by the MCIU. This trip has an estimated cost of \$730.00 to be paid from the general fund.

***Strategic Plan Pillar: Teaching & Learning***

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Sonia Eugene**, Teacher, Myers Elementary School, to virtually attend Wilson Advanced Strategies Workshop on 8/26-28, 2025 at the MCIU in Norristown, Pennsylvania sponsored by the MCIU. This trip has an estimated cost of \$730.00 to be paid from the general fund.

***Strategic Plan Pillar: Teaching & Learning***

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Jennifer Lennon**, Assistant Principal, Cheltenham High School, and **Jordan Mims**, School Security Officer, to attend the Pennsylvania School Safety Conference on 6/23-25, 2025 sponsored by Pennsylvania Association of School Resource Officers (PASRO) in Harrisburg, Pennsylvania. This trip has a combined estimated cost of \$1762.64 to be paid from the general fund.

***Strategic Plan Pillar: Climate & Culture for Student Success***

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Daniel Reitz**, Teacher, Wyncote Elementary School, to attend Enhancing Musical Creativity & Production in Elementary Music at Cedar Park Records, Philadelphia, Pennsylvania on May 29, 2025. The estimated cost of this trip is \$42.00 to be paid from the general account.

(Previously submitted in February 2025. Date changed from May 20th to May 29th).

***Strategic Plan Pillar: Teaching & Learning***

RESOLVED: The administration recommends approval of the attendance and payment of expenses for **Rachel Girman**, Data Specialist, to attend the STEELS Summit at the Chester County Intermediate Unit (CCIU) in Downingtown, PA on June 18, 2025. The estimated cost of this trip is \$95.90 to be paid from the general account.

***Strategic Plan Pillar: Teaching & Learning***

RESOLVED: The administration recommends approval of the attendance and payment for **Shannon Kelly-McNally**, Teacher on Assignment, to attend Structuring for Success Level 1 at the Timothy School on June 17-20, 2025 sponsored by the MCIU. The estimated cost of this trip is \$0.

***Strategic Plan Pillar: Teaching & Learning***

**Approval of Agreements for Extended School Year**

RESOLVED: The administration recommends the approval of the Extended School Year (ESY) Approved Private School Agreement presented. These agreement govern 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 #s 413062 and 405889
- Student #s 38385, 38514, 23390, 23482 and 23202
- Student # 405687
- Student # 409119
- Student # 410062
- Student # 413693
- Student # 413737

**Approval of Educational Services Agreements**

RESOLVED: The administration recommends approval of the educational services agreements between the District and the parents/guardians of the students identified below by confidential student number in the form presented to the Board:

- Student # 404845
- Student # 413051

**Approval of Contracts**

RESOLVED: The administration recommends the approval of the Master Services Agreement for a Private Academic School placement as presented. 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.

#### **Approval of Flexible Instructional Day Plan**

RESOLVED: The Cheltenham School District seeks approval of the Flexible Instructional Day Plan for submission to the Pennsylvania Department of Education. The plan allows the superintendent to utilize up to five (5) Flexible Instructional Days per school year when deemed necessary due to the inability to open school buildings safely.

#### **Approval of Revised Academic Calendar**

RESOLVED: The administration recommends that the Board of School Directors approve the following revisions to the 2024-2025 academic school year calendar:

- Schools will have early dismissal on the last day of school, June 16, 2025 per the 2024-2027 Cheltenham Education Association Collective Bargaining Agreement.

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

RESOLVED: The administration recommends the appointment of **Patrice Carter**, Long-Term Substitute Myers Elementary Teacher, at a salary of \$73,205 (Step 11a/Bachelors) 2024-2027 CEA salary schedule, to be hired provisionally pending statutory requirements, effective August 18, 2025, through the end of the 2025-2026 school year.

#### **Approval of Changes of Assignment**

RESOLVED: The administration recommends the ratification of the approval of a change in position for **Anthony Carter** from: Assistant Director of Facilities to: Interim Director of Facilities at an annual rate of \$125,000 effective March 17, 2025.

RESOLVED: The administration recommends the ratification of the approval of a change in position for **William Littles** from: Custodial Supervisor to: Interim Assistant Director of Facilities at an annual rate of \$95,000 effective March 17, 2025.

#### **Appointment of ESY (Extended School Year) Personnel**

RESOLVED: The administration recommends the approval of the personnel for ESY teaching staff, per attachment entitled "2025 ESY, Teaching Staff List (May)," at an approved rate of \$50.00 per hour.

RESOLVED: The administration recommends the approval of ESY paraeducators, per attachment entitled "2025 ESY, Paraeducator List (May)." The rate of pay is the same as the individual's hourly rate during the 2024-2025 academic school year.

### **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 \$235 per unit, as listed.

### **Approval to Adopt the 2025-2026 Final Proposed Budget**

RESOLVED: The administration recommends that the proposed final budget for the fiscal year 2025-2026 be made available for public inspection and advertised, as provided under Section 687 of the Pennsylvania School code, in the following form:

NOTICE IS HEREBY GIVEN that the Board of School Directors of Cheltenham Township has prepared a proposed budget showing estimated expenditures in the amount of \$140,231,358 for the school year beginning July 1, 2025, and the same may be examined in the office of the Secretary of the School Board and the Superintendent in the Administration Building, 2000 Ashbourne Road, Elkins Park, Montgomery County, Pennsylvania as well as online on the district's website, at any time prior to June 10, 2025, when the budget will be presented for adoption at a public meeting of the Board of School Directors to be held at 7:00 PM on that date.

### **Approval of Re-appointment of Solicitor**

RESOLVED: The administration recommends the approval of the re-appointment of Wisler Pearlstine, LLP as solicitor for the school district on a retainer basis for the fiscal years 2025-2027, beginning on July 1, 2025 and ending on June 30, 2027.

### **Approval to Fund Elementary School Traffic Calming Measures**

RESOLVED: The administration recommends the approval of an expenditure in an amount not to exceed \$61,500 to assist in funding fifty percent of the cost of traffic calming measures performed by Cheltenham Township. Traffic calming measures include increased signage, refreshed pavement markings, speed cushions and elevated crosswalks in the immediate vicinity of Glenside Elementary School, Myers Elementary School, Wyncote Elementary School, and Cheltenham Elementary School.

### **Approval of HVAC Service Bid**

RESOLVED: The administration recommends the approval of Chadwick Service Company, the lowest responsible bidder, to perform HVAC Maintenance and Mechanical Service work District-wide at an annual cost of \$50,875 and \$52,400 for 2025-2026 and 2026-2027, respectively.

### **Approval of Payments**

<b>FUND</b>	<b>Check Numbers</b>	<b>Amount</b>
<b>General Fund</b>	171981-172256 WT 250389-250404 CC 251000-251254	3,004,723.30
<b>Payroll Fund</b>	13608-13614 WT 250373-250405	1,981,836.67
<b>Food Service</b>	43002824-43002826	477,537.57
<b>Capital Reserve</b>	100101-100105	82,236.34
<b>Self-Insurance</b>	WT 250371-250372	927,252.86
<b>Student Activity</b>	52003226-52003233	29,573.97

RESOLVED: The administration recommends approval of bills for payment for the period April 1, 2025 through April 30, 2025 in the following amounts in accordance with the list submitted to the board.

**THE FOLLOWING ITEMS WERE NOT SUBJECT TO BOARD APPROVAL**

**Second Read Policies**

- #903 Public Participation in Board Meetings (2022) - Change title to "Public Comment in Board Meetings"
- #223 Tobacco and Nicotine Use (2019) - Change title to "Tobacco and Vaping Products"
- #227 Controlled Substances (2024)
- #323 Use of Tobacco and Electronic Smoking Products (2022) - Change title to "Tobacco and Vaping Products"
- #351 Drug and Substance Abuse (2021) - Change title to "Controlled Substances"
- #832 Opioid Antagonist (New)
- #250 Student Recruitment (New)

**Administrative Regulations (ARs)**

- #916 Volunteers (2022)
- #219 Student Complaint Process (2016)
- #237 Student Use of Personal Electronic Devices (2017)
- #202 Eligibility of Non-Resident Students (2024)
- #200 Enrollment of Students (2024)
- #304 Employee Resignations (2021)
- #240 Foreign Exchange Students (2020) - Change title to "Tobacco and Vaping Products"
- #223 Tobacco and Nicotine Use (2019) - Change title to "Tobacco and Vaping Products"
- #227 Controlled Substances (2024)
- #832 Opioid Antagonist (New)
- #250 Student Recruitment (New)

### Retirements

**Florence (Lisa) Friebel**, Social Studies Teacher at Cheltenham High School, effective July 7, 2025, end of the workday. Florence (Lisa) Friebel has been a district employee for 22 years.

**Janice Montgomery**, Paraeducator at Elkins Park Elementary School, effective June 18, 2025, end of workday. Janice Montgomery has been a district employee for 6 years.

### Resignations

**Keely Ochs**, Special Education Teacher at Cheltenham Elementary School, effective June 20, 2025, end of the workday.

**Zaeem Ijaz**, Paraeducator at Cheltenham Elementary School, effective April 2, 2025, end of the workday.

**Derek Platt**, Transportation Supervisor at the Administration Building, effective June 20, 2025, end of the workday.

**Rashad Dennis**, Paraeducator at Cheltenham High School, effective April 24, 2025, end of the workday.

**Jessica Bruckner**, Special Education Teacher at Wyncote Elementary School, effective June 20, 2025, end of the workday.

**Jessica Brogan**, Special Education Teacher at Myers Elementary School, effective June 20, 2025, end of the workday.

### Non-discretionary Leaves of Absence

**Timothy Holman**, Director of Facilities and Maintenance at the Administration Building, granted an unpaid FMLA Leave from May 19, 2025 until August 12, 2025. Timothy Holman's return to work date is August 13, 2025 (Revised return date).

**Keisha Connelly**, Secretary to the Director of Student Services at the Administration Building, granted an unpaid FMLA Leave from January 15, 2025 until February 28, 2025. Keisha Connelly returned to work on March 4, 2025.

**Lisa Morgan**, Teacher at Elkins Park School, granted an unpaid FMLA leave from April 30, 2025 until May 13, 2025. Lisa Morgan's return to work date is May 14, 2025 (Revised return date).

**Cheltenham School District  
Hybrid Legislative Meeting of the Board of School Directors  
May 13, 2025**

**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.*

Taryn Knox, Elkins Park, voiced concerns about community lunch, continued vaping at the high school, locked bathrooms, and the recent termination of the head football coach.

Dana Burnley, Elkins Park, voiced concerns regarding the recent termination of the head football coach and the lack of accountability within the football program.


Chowan Cowans, Elkins Park, shared a variety of observations regarding the non-uniform hiring practices for CHS team coaches, discontinued sharing of eligibility reports and overall dissatisfaction with the high school administration regarding equity among parental and student involvement with the structure of sports teams at CHS.


**RESPONSE TO PRIOR  
QUESTIONS**

There were no unanswered prior questions.

**MEETING ADJOURNED**

Upon motion by Dr. Whiting, seconded by Ms. Blitstein, the meeting adjourned at 8:33 p.m.

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

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