

Cheltenham School District
Hybrid Legislative Meeting of the Board of School Directors
August 12, 2025

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, August 12, 2025 at 7:05 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. Jennifer Lowman, Ms. Leah Mulhearn, Dr. Ross Whiting
Absent: Ms. Robyn Murphy, Mr. Daniel Schultz.

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; 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. Edward Diasio, Esq.

BOARD SECRETARY

Ms. Debra Harding

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board President, Mrs. Henry.

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 a motion by Mr. Epps, seconded by Ms. Mulhearn, the minutes of the June 10 and June 27, 2025 meetings were unanimously approved.

RECOGNITIONS

A special recognition was made by Superintendent, Dr. Brian Scriven and Board President, Mrs. Pamela Henry, to Mrs. Debra Harding in honor of her 4.75 years of dedicated service. Mrs. Harding was presented with a gift and plaque in appreciation of her commitment and contributions.

- SOLICITOR REPORT** Mr. Diasio reported that there is no executive session to announce.
- SUPERINTENDENT'S REPORT** The Superintendent's Report can be found on the Cheltenham School District website at: [Superintendent's Report](#)
- FINANCIAL AFFAIRS COMMITTEE REPORT** Mrs. Henry, reporting for the Financial Affairs committee, shared information from the last meeting held on August 5, 2025. The meeting video and presentation for any Finance Committee meeting can be found [here](#). The next meeting is scheduled for September 9, 2025.
- EDUCATIONAL AFFAIRS COMMITTEE REPORT** Dr. Whiting, reporting for the Educational Affairs committee, shared information from the last meeting held on June 17, 2025. The meeting video and presentation for any Educational Affairs committee meeting can be found [here](#). The next meeting is scheduled for August 19, 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 June 16, 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 August 13, 2025.
- MONTGOMERY COUNTY INTERMEDIATE UNIT (MCIU) REPORT** Ms. Lowman, reporting for the Montgomery County Intermediate Unit, shared information from the meeting held on June 26, 2025. The minutes of any MCIU meeting can be found [here](#). The next meeting is scheduled for August 27, 2025.
- FACILITIES COMMITTEE REPORT** Ms. Mulhearn, reporting for the Facilities Committee, shared information from the last meeting held on August 5, 2025. Any meeting video and presentation of the Facilities Committee can be found [here](#). The next meeting will be held on September 2, 2025.
- LIAISON GROUP** Ms. Mulhearn, reporting for the Liaison Group, shared the following information from the last meeting held on June 16, 2025:
- Details on Juneteenth celebration
 - Curtis Arboretum meadow installation
 - Easton Road Bridge Schedule
 - Parks & Recreation Innovations-summer programs
 - ICE
 - Land Development Updates

The next meeting date TBD.

POLICY COMMITTEE

Mr. Epps, reporting for the Policy Committee, shared that the committee has not met since last legislative meeting. Any meeting video and presentation of the Policy Committee can be found here. The next hybrid Policy Committee meeting is August 26, 2025.

LEGISLATIVE COMMITTEE

Mr. Epps, reporting for the Legislative Committee, shared that the committee has not met since last legislative meeting. The next meeting is scheduled to meet in October 2025.

APPROVAL OF AGENDA ITEMS

Upon motion by Mr. Burdell-Williams, seconded by Mr. Epps, 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:

- **Redell Crabbe**
- **Cristina Schwarz**

Approval of Conferences

RESOLVED: The administration recommends the approval of the attendance and payment of expenses for **Lauren Moser**, Special Education Teacher, Wyncote Elementary School, to virtually attend Wilson Advanced Strategies Workshop on 8/5-7/2025 sponsored by the MCIU. This training has an estimated cost of \$730.00 to be paid from the general fund.

Strategic Plan Pillar: Teaching & Learning

RESOLVED: The administration recommends the approval of the attendance and payment of expenses for **Cheree Atwood**, Vice Principal, Cedarbrook Middle School, to attend Power School University on July 27-31, 2025 in Washington DC sponsored by Power School. This trip and training has an estimated cost of \$4,216 to be paid from the general fund.

Strategic Plan Pillar: Teaching & Learning

RESOLVED: The administration recommends the approval of the attendance and payment of expenses for **Stacy Epstein**, Teacher, Glenside ES, to attend Link It Data Forward Summer Institute on August 5-6th at the Bucks County IU in Doylestown, PA sponsored by Link It. This trip has an estimated cost of \$350.00 to be paid from the general fund.

Strategic Plan Pillar: Teaching & Learning

Approval of Agreements 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 #405766

Student #409596

Approval of Educational Services Agreements

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

Student #407218

Student #409872

Student #410373

Student #411278

Student #409496

Student #411928

Student #411994

Student #409851

Student #407269

Approval of Contracts

RESOLVED: The administration recommends approval of a contract with **Playworks**. Playworks provides training and planning to support safe and healthy play during enrichment and recess, as well as support with conflict resolution, strategies to support recess, and systems development for positive educational cultures during recess. The estimated total for one year is \$110,500 for all four elementary schools to be funded from the general fund account.

Strategic Plan Pillar: Climate and Culture for Student Success

RESOLVED: The administration recommends the approval of the revised services, school facilities license and building use agreement with **Right at School, LLC**. The revision reflects the removal of the Elkins Park School as a site for programming.

Strategic Plan Pillar: Climate and Culture for Student Success

RESOLVED: The administration recommends approval of an enterprise license for **iReady** with accompanying virtual professional development sessions. iReady is an online adaptive platform that creates a pathway for skill building for students based upon diagnostics in reading and math. The estimated total for one year is \$73,446.65 to be funded from the general fund account.

Strategic Plan Pillar: Teaching and Learning

Approval of Change Order

RESOLVED: The administration recommends the approval of a change order for the Cheltenham High School partial roof replacement project. The change order is for Weatherproofing Technologies, Inc. in the amount of \$41,600.37, covering masonry repairs and hydro shed application.

Rejection of Food Service Equipment Bids

RESOLVED: The administration is recommending to reject all bids for the Kitchen Steamers and Convection Ovens Bid #25-26-1.

Approval of Food Service Equipment Bid

RESOLVED: The administration recommends the approval of the purchase of 3 steamers, 2 convection ovens, and a steam table from **Singer Equipment Company** in the amount of \$101,210.94 per Co-Stars Contract #036-E22-036. The equipment will replace broken and obsolete equipment across secondary and elementary school cafeterias.

Approval of Payments

RESOLVED: The administration recommends approval of bills for payment for the period June 1, 2025 through June 30, 2025 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	172554-172760 WT250449 CC251420-251652	2,695,204.57
Payroll Fund	13625-13631 WT 250437-250471	8,435,322.28
Food Service	43002828-43002830	234,588.36
Capital Reserve	100114-100116	343,370.65
Self-Insurance	WT 250435-250436	927,252.86
Student Activity	52003244-52003247	2,367.79

Cheltenham School District
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RESOLVED: The administration recommends approval of bills for payment for the period July 1, 2025 through July 31, 2025 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	172761-173040 WT260032 CC 251653-251667	3,130,104.89
Payroll Fund	13634-13637 WT 260002-260034	1,257,584.17
Food Service	43002831-43002844	23,674.09
Capital Reserve	100117-100123 WT 260019	3,430,596.51
Self-Insurance	WT 260000-260001	1,009,853.11
Student Activity	52003249-52003250	1,210.00

Appointment of Administrators

RESOLVED: The administration recommends the ratification of the approval of **Kellie Porter** as Vice Principal at Cheltenham Elementary School, CASSA classification, to be hired provisionally pending statutory requirements, at an annual 2025-2026 salary of \$134,711 [Level 1] effective date July 1, 2025.

RESOLVED: The administration recommends the appointment of **Dr. Adicia Cohen-Johnson** as Vice Principal at Cedarbrook Middle School, CASSA classification, to be hired provisionally pending statutory requirements, at an annual 2025-2026 salary of \$148,144 [Level 8] effective date September 2, 2025.

Approval of Salary Adjustment

RESOLVED: The administration recommends the approval of a salary adjustment for **Joshua Sweigard**, Director of Business Services, to the amount of \$197,500 prorated, effective July 1, 2025.

Appointment of Professional Staff

RESOLVED: The administration recommends the appointment of **Katherine Martin**, Special Education Teacher Position at Myers Elementary School at a salary of \$82,727 (Step 4/Masters+24) to be hired provisionally pending statutory requirements, effective August 18, 2025.

RESOLVED: The administration recommends the appointment of **Mary Bechtold**, Special Education Teacher at Wyncote Elementary School at a

salary of \$107,822 (Step 9/National Board Certified), to be hired provisionally pending statutory requirements, effective August 18, 2025.

RESOLVED: The administration recommends the appointment of **Avril Somerville**, 4th Grade Teacher at Glenside Elementary School at a salary of \$74,388 (Step 1/Masters+24) to be hired provisionally pending statutory requirements, effective August 18, 2025.

Appointment of Temporary Professional Staff

RESOLVED: The administration recommends the appointment of **Dominick Conte**, Music Teacher [Elementary Strings] at a salary of \$56,956 (Step 1/Bachelors) to be hired provisionally pending statutory requirements, effective August 18, 2025.

RESOLVED: The administration recommends the appointment of **Devin Gallagher**, Communication/Television Production-Broadcasting Teacher at Cheltenham High School at a salary of \$78,713 (Step 6/Masters) to be hired provisionally pending statutory requirements, effective August 18, 2025.

RESOLVED: The administration recommends the appointment of **Liam Boyles**, Elementary Teacher [STEM] at Wyncote Elementary School at a salary of \$59,232 (Step 7/Bachelors) to be hired provisionally pending statutory requirements, effective August 18, 2025.

RESOLVED: The administration recommends the appointment of **Mayah Nossbaum**, Special Education Teacher at Cheltenham Elementary School at a salary of \$56,956 (Step 1/Bachelors) to be hired provisionally pending statutory requirements, effective August 18, 2025.

RESOLVED: The administration recommends the appointment of **Achaia Koennecke**, Board Certified Behavior Specialist at the Administration Building at a salary of \$70,234 (Step 4/Masters) to be hired provisionally pending statutory requirements, effective August 18, 2025.

RESOLVED: The administration recommends the appointment of **Articecia Leach**, Special Education Teacher at Cedarbrook Middle School at a salary of \$96,311 (Step 6/Masters+36) to be hired provisionally pending statutory requirements, effective August 18, 2025.

RESOLVED: The administration recommends the appointment of **Adena Harris**, Special Education Teacher at Glenside Elementary School at a salary of \$61,783 (Step 1/Masters) to be hired provisionally pending statutory requirements, effective August 18, 2025.

RESOLVED: The administration recommends the appointment of **Darryl “DJ” Gordon, Jr.**, Elementary Teacher [Grade 4] at Glenside Elementary School at a salary of \$59,232 (Step 2/Bachelors) to be hired provisionally pending statutory requirements, effective August 18, 2025.

RESOLVED: The administration recommends the appointment of **Anna Goldsmith**, Art Teacher at Cedarbrook Middle School at a salary of \$78,713 (Step 6/Masters) to be hired provisionally pending statutory requirements, effective August 18, 2025.

Appointment of Long-Term Substitutes

RESOLVED: The administration recommends the appointment of **Dominik Williams**, Long-Term Substitute Math Teacher at Cedarbrook Middle School at a salary of \$61,783 (Step 6/Masters) to be hired provisionally pending statutory requirements, effective August 18, 2025, through the end of the 2025-2026 school year. (Update)

RESOLVED: The administration recommends the appointment of **Atoyia VanBeverhoudt**, Long-Term Substitute Math Teacher at Cedarbrook Middle School [East] at a salary of \$64,547 (Step 7/Masters) to be hired provisionally pending statutory requirements, effective August 18, 2025, through the end of the 2025-2026 school year.

RESOLVED: The administration recommends the appointment of **Jordan Carroll**, Long-Term Substitute Elementary Teacher [Grade 1] at Glenside Elementary School at a salary of \$56,956 (Step 1/Bachelors) to be hired provisionally pending statutory requirements, effective August 18, 2025, through the end of the 2025-2026 school year.

Appointment of Board Secretary

RESOLVED: The administration recommends the appointment of **Gwendolyn Hatcher** as the Secretary to the Board effective August 18, 2025, at an overtime rate of time and a half for all hours over 37.5 hours per week.

Appointment of Support Staff

RESOLVED: The administration recommends the appointment of **Gwendolyn Hatcher** as the Executive Administrative Assistant to the Superintendent, at the Administration Building, 7.5 hours per day for 260 days, at an annual rate of \$85,000, to be hired provisionally pending statutory requirements, effective August 18, 2025.

RESOLVED: The administration recommends the ratification of the appointment of **Koby Thompson-Daniel**, Secretary to the Athletic Director & Activities at Cheltenham High School, 7.5 hours per day for 260 days, at an hourly rate of \$24.74 (Grade 5/Step 1) [annual salary of \$48,243] to be hired

provisionally pending statutory requirements, effective August 1, 2025. A 90-day probation period is required.

RESOLVED: The administration recommends the appointment of **Thelma Williams**, Paraeducator at Cheltenham Elementary School, 7 hours per day for 184 days, at an hourly rate of \$21.00 (Tier III/Step 1) [annual salary of \$27,048] to be hired provisionally pending statutory requirements, effective August 18, 2025. A 90-day probation period is required.

Approval of Changes of Assignment

RESOLVED: The administration recommends the ratification of the approval of a change in position for **Dr. Heather Matos** from: Data Systems Specialist at the Administration Building to: Systems Integration Specialist (CASSA classification), to be hired provisionally pending statutory requirements, at an annual 2025-2026 salary of \$98,991 [Level 1] effective date July 1, 2025.

RESOLVED: The administration recommends the ratification of the approval of a change in position for **Rachel Girman** from: Data & Secondary Curriculum Specialist at the Administration Building to: Supervisor of Curriculum and Instruction (Secondary) at an annual 2025-2026 salary of \$132,061 [Level 3] effective July 1, 2025.

RESOLVED: The administration recommends the ratification of the approval of a change in position for **Kaitlyn Ferraro** from: Data & Secondary Curriculum Specialist at the Administration Building to: Supervisor of Curriculum and Instruction (Elementary) at an annual 2025-2026 salary of \$126,911 [Level 1] effective July 1, 2025.

RESOLVED: The administration recommends the ratification of the approval of a change in position for **Dr. Elsie Russell** from: Climate and Culture Administrator at Cheltenham/Glenside Elementary Schools to: Vice Principal at Wyncote Elementary School at an annual rate of \$128,750 [Level 1] effective July 1, 2025.

RESOLVED: The administration recommends the ratification of the approval of a change in position for **Kathleen Darwin** from: Long-Term Substitute Counselor at Elkins Park Elementary School to: Paraeducator at Cedarbrook Middle School [East] at an hourly rate of \$22.08 (Tier III/Step 4) effective August 18, 2025.

RESOLVED: The administration recommends the ratification of the approval of a change in position for **Lara Trainor** from: Long-Term Substitute Teacher at Cheltenham Elementary School to: Paraeducator at Cheltenham Elementary School at an hourly rate of \$24.29 (Tier III/Step 10) effective August 18, 2025.

RESOLVED: The administration recommends the ratification of the approval of a change in position for **Brenna Powell** from: Long-Term Substitute Math Specialist at Glenside Elementary School to: Kindergarten Assistant at Wyncote Elementary School at an hourly rate of \$19.09 (Tier II/Step 4) effective August 18, 2025.

RESOLVED: The administration recommends the ratification of the approval of a change in position for **Dawn Woods** from: Secretary to the Director of Facilities and Maintenance to: Transportation Supervisor (CASSA classification), to be hired provisionally pending statutory requirements, at an annual 2025-2026 salary of \$90,741 [Level 1] effective date August 4, 2025.

RESOLVED: The administration recommends the ratification of the approval of a change in position for **Clarice Pinson** from: Paraeducator at Cheltenham Elementary School to: Building Aide at Cheltenham Elementary School at an hourly rate of \$17.75 (Tier I/Step 3) effective August 18, 2025.

Approval of Stipends

RESOLVED: The administration recommends that **Dominic Mazzccua**, Groundskeeper, be paid additional compensation in the amount of a \$7,500 stipend for performing additional duties as Interim Grounds Foreman in the Facilities Department for the 24-25 fiscal year.

RESOLVED: The administration recommends that **Aisha Raye**, Staff Nurse, be paid additional compensation in the amount of a \$4,750 stipend for the Nurse Coordinator position for the 2025-2026 school year.

RESOLVED: The administration recommends that **Kimyatta Taylor**, Administrative Assistant to the Assistant Superintendent, be paid additional compensation in the amount of a \$1,500 stipend for performing additional duties due to the absence of the Executive Administrative Assistant to the Superintendent.

RESOLVED: The administration recommends that **LauraLynne Farley**, School Secretary, be paid additional compensation in the amount of a \$9,000 stipend for the ESY Coordinator position for the 2025-2026 school year.

RESOLVED: The administration recommends that **Melissa Williams**, Administrative Assistant to the Director of Special Education, be paid additional compensation in the amount of a \$9,000 stipend for the Paraeducator Coordinator position for the 2025-2026 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.

Appointment of ESY (Extended School Year) Personnel

RESOLVED: The administration recommends the approval of the personnel listed to serve as ESY paraeducators for the Summer of 2025. The rate of pay is the same as the individual's hourly rate during the 2025-2026 academic school year.

- **Vickii Costanzo**
- **Marquis Smith**
- **Rashieda Norris**

Approval of Summer Interns

RESOLVED: The administration recommends the approval of **Kindred Coles-Lolley** Summer Facilities Intern, to serve as a Summer Intern for the Facilities Department for the Summer of 2025 at \$15.00 per hour, effective June 23, 2025 through August 22, 2025

Appointment of Summer Custodial Help Staff

RESOLVED: The administration recommends the approval of the personnel listed to serve as summer help workers for the Summer of 2025 at \$18.00 per hour, effective July 7, 2025 through August 15, 2025.

- **Jeffrey Buckson**
- **Cameron Hart**

THE FOLLOWING ITEMS WERE NOT SUBJECT TO BOARD APPROVAL

Second Read Policies

#121 Field Trips (2017)

#121.1 Other Student Travel (2019)

Administrative Regulations (ARs)

#121 Field Trips (2017)

#121.1 Other Student Travel (2019)

Resignations

Keirra Richardson, Building Aide at Cheltenham Elementary School, effective June 17, 2025, end of the workday.

Brian Glantz, Building Aide at Cheltenham Elementary School, effective June 19, 2025, end of the workday.

Kevin Smith, Vice Principal at Cedarbrook Middle School, effective July 2, 2025, end of the workday.

Salvatore Scaramuzzino, Social Studies Teacher at Cedarbrook Middle School, effective June 20, 2025, end of the workday.

Sabria Harvey, Paraeducator at Elkins Park Elementary, effective June 24, 2025, end of the workday.

Kristina Midzak, Math Teacher at Cedarbrook Middle School, effective June 24, 2025, end of the workday.

Tatiana Alcindor, Spanish Teacher at Cheltenham High School, effective September 16, 2025, end of the workday.

Retirement

Debra Harding, Executive Administrative Assistant to the Superintendent at the Administration Building effective July 31, 2025 end of workday. Debra Harding has been with the district for 4.75 years.

Fernando Villar, Computer Technician at Cedarbrook Middle School, effective August 1, 2025. Fernando Villar has been with the district for 4 years.

Mary Metzger, Paraeducator at Cheltenham High School effective August 15, 2025 by end of workday. Mary Metzger has been with the district for 25 years.

Non-discretionary Leaves of Absence

Dr. Heather Matos at the Administration Building, granted an unpaid FMLA leave from August 4, 2025 until August 8, 2025. Dr. Matos' return to work date is August 11, 2025.

Jack Kelly at the Cheltenham Elementary School, be granted a full-year (2025-2026 school year) sabbatical leave of absence for Restoration to Health, and that he be paid one-half salary for the period as provided by Section 1169, Act 190 of the Pennsylvania School Code. Jack Kelly's return to work date is the first teacher day of the 2026-2027 school year.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public Comments on Non-Agenda Items

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

Diana Gibson, community member, accompanied by her student's private nurse, expressed frustration that she received no follow-up to her concerns expressed at the last legislative meeting. Ms. Savage spoke with Ms. Gibson following the meeting.

RESPONSE TO PRIOR QUESTIONS

There were no unanswered prior questions.

MEETING ADJOURNED Upon motion by Dr. Ross, seconded by Mr. Burdell-Williams, the meeting adjourned at 7:52 p.m.

_____, Board Secretary

_____, Board President