

**Cheltenham School District
Virtual Legislative Board Meeting of the Board of School Directors
May 10, 2022**

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 in a virtual model on Tuesday, May 10, 2022 at 7:00 p.m. via Zoom to hold a regular legislative board meeting. The meeting was called to order by President, Ms. Henry. Attendance was as follows:

CHELtenham SCHOOL BOARD OF DIRECTORS

Present: Mr. Charles Burdell-Williams, Mr. David L. Cohen (excused late), Mr. Zachary Epps, Mr. Fishbein, Ms. Julie Haywood, Ms. Henry, Ms. Jennifer Lowman, Ms. Leah Mulhearn, and Mr. Daniel Schultz.

CHELtenham SCHOOL DISTRICT ADMINISTRATION

Mr. Chris Barone, Director of Information Technology; Ms. Charlene Collins, Director of Secondary Education; Mr. Kevin Kaufman, Director of Communications; Dr. Beverly Gallagher, Director of Special Education; Ms. Jessica Keene, Director of Student Services; Dr. Tamara Thomas Smith, Assistant Superintendent; Ms. Adrienne Tolbert-Jackson, Director of Human Services; and Dr. Brian Scriven, Superintendent.

SOLICITOR

Mr. Edward Diasio, Esq.

BOARD SECRETARY

Ms. Debra Harding

ATTENDEES

There were 49 attendees who joined online for the virtual meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Cheltenham School Board member, Ms. Lowman.

STUDENT REPRESENTATIVES REPORT

No report given

ACKNOWLEDGEMENT OF RETIREES AND YEARS OF SERVICE

Staff retiring as of June 30, 2022 and those staff who achieved 25 years of service with Cheltenham School District were honored by their direct supervisors. These employees will receive commemorative gifts from the district via U.S. Mail.

SUPERINTENDENT'S REPORT

Superintendent Dr. Scriven shared information regarding the following topics:

- Strategic Planning update
- Interim High School Principal
- Career & Industry Expo

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- National School Nurse Day
- Superintendent Student Shadowing
- Update on German curriculum

SOLICITOR'S REPORT	Mr. Diasio announced there were no executive sessions held since the last legislative meeting.
PUBLIC COMMENTS ON AGENDA ITEMS ONLY	<p>There was one (1) public comment on agenda items. <i>**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.</i></p> <p>Dennis Cullen, Cheltenham Village: Offered congratulations and well wishes to Cindy Brickman on her service milestone.</p>
APPROVAL OF MINUTES	Upon motion by Ms. Haywood, seconded by Mr. Fishbein, the minutes of the April 19, 2022 legislative meeting were unanimously approved.
FINANCIAL AFFAIRS COMMITTEE	Mr. Fishbein reporting for the Financial Affairs committee, shared information from the meeting held on May 3, 2022. The meeting video and presentation can be found here . The next meeting is scheduled for June 7, 2022.
EDUCATIONAL AFFAIRS COMMITTEE	Ms. Mulhearn reporting for the Educational Affairs committee, shared information from the meeting held on April 26, 2022. The meeting video and presentation can be found here . The next meeting is scheduled for May 18, 2022.
EASTERN CENTER FOR ARTS AND TECHNOLOGY REPORT	Mr. Burdell-Williams, reporting for the Eastern Center for Arts and Technology, shared there had been no meeting since the last legislative meeting . The minutes of any Joint Operating Committee meeting can be accessed via the Eastern Center for Arts and Technology – Joint Operating Committee website . Mr. Burdell-Williams announced the next JOC meeting will be held on May 11, 2022.
MONTGOMERY COUNTY INTERMEDIATE UNIT (MCIU) REPORT	<p>Ms. Lowman, reporting for the Montgomery County Intermediate Unit, shared information from the last meeting held on April 28, 2022.</p> <ul style="list-style-type: none">• Program Highlight – SePAST• Earth Day• Recruitment Fair – 100% participation• Budget Approvals• Contract Approvals• Contract Service Agreements <p>Ms. Lowman announced that the next meeting will be held on May 25, 2022.</p>

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**FACILITIES
COMMITTEE**

Mr. Cohen, reporting for the Facilities Committee, shared highlights from the Facilities Committee meeting held on May 3, 2022. The meeting video and presentation can be found [here](#). Mr. Cohen announced that the next meeting will be held on June 7, 2022.

LIAISON GROUP

Mr. Cohen, reporting for the Liaison Group, shared information from the last meeting held on April 25, 2022 regarding the following topics:

- Discussion with Township Tax Collector Marc Lieberon
- Police Traffic Stop Presentation and update on Traffic Calming Signs
- Update on Cheltenham High School Principal
- Cheltenham School District Strategic Planning Update
- Cheltenham Township Comprehensive Plan Status
- Update on new Township Staff
- New Traffic Pattern at Easton Road and Waverly Road
- Township Facilities Updates
- Cheltenham Communities that Care Volunteer Fair
- Land Development Updates

Mr. Cohen announced the next meeting will be held on May 23, 2022.

POLICY COMMITTEE

Mr. Epps, reporting for the Policy Committee, shared agenda items discussed at the April 27, 2022 meeting. The meeting video and summary can be found [here](#). The next Policy Committee meeting is scheduled for May 25, 2022.

**LEGISLATIVE
REPORT**

Mr. Epps, reporting for the Montgomery County School Directors Legislative Committee (MCS DLC) shared information on key federal and state legislation including:

- Child Nutrition Waiver
- Fairness in Women's Sports
- PA Revenue

**APPROVAL OF
AGENDA ITEMS**

Upon motion by Mr. Schultz, seconded by Mr. Fishbein, the following items were unanimously approved with the exception of the budget item. A separate motion to adopt the 2022-2023 Final Proposed Budget was made by Mr. Schultz and seconded by Mr. Fishbein. The motion passed unanimously.

**Approval of Agenda
Items (Consent)**

Appointment of Summer School and ESY (Extended School Year) Personnel

RESOLVED: The administration recommends the approval of the personnel for ESY teaching staff, per attachment entitled "2022 ESY Teaching Staff List", at an approved rate of \$36.90 per hour.

RESOLVED: The administration recommends the approval of ESY paraeducators, per attachment entitled "Summer 2022 ESY Paraeducator List". The rate of pay is the same as the individual's rate during the 2021-2022 academic school year.

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Approval of Changes in Assignment

RESOLVED: The administration recommends the ratification of the approval of a change in status for Vernordo McCoy from Full-time School Safety Officer at Cheltenham High School to: full-time Custodian, Grade 18, at Elkins Park Elementary School, 8 hours per day for 260 days, at an annual rate of \$41,380 prorated, effective May 9, 2022. A 90-day probation period is required.

RESOLVED: The administration recommends the ratification of the approval of a change in status for Gossile Martin from Full-time Lead Custodian at Elkins Park Elementary School to: Full-time Head Custodian, Grade 16, at Cheltenham High School, 8 hours per day for 260 days, at an annual rate of \$55,901 prorated, effective May 9, 2022. A 90-day probation period is required.

RESOLVED: The administration recommends the ratification of the approval of a change in status for Kelly Franklin from Full-time Custodian at Glenside Elementary School to: Full-time Lead Custodian, Grade 17, at Wyncote Elementary School, 8 hours per day for 260 days, at an annual rate of \$45,352 prorated, effective May 9, 2022. A 90-day probation period is required.

Approval of Notary Stipend

RESOLVED: The administration recommends that Dominique Peters, Confidential Secretary to the Assistant Superintendent, receive a stipend for services as the district notary in the yearly amount of \$300.

Approval to Adopt the 2022-2023 Final Proposed Budget

RESOLVED via separate vote: The administration recommends that the proposed final budget for the fiscal year 2022-2023 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 \$127,600,000 for the school year beginning July 1, 2022, 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 14, 2022, when the budget will be presented for adoption at a public meeting of the Board of School Directors to be held at 7:00 P.M. on that date.

Appointment of Board Treasurer

RESOLVED: The Superintendent recommends that Lieu Kim be appointed as Board Treasurer effective July 1, 2022 through June 30, 2023.

Approval of Food Service Contractor for 2022-2027

RESOLVED: The administration recommends that the Board approve Whitson's Culinary Group as the Food Service Contractor for the 2022-2023 through 2026-2027 School Year.

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Approval of Audit Contractor for 2022-2027

RESOLVED: The administration recommends that the Board approve BBD, LLC as the Auditor for the 2022-2023 through 2026-2027 School Year at a cost not to exceed \$33,000 per year.

Approval of Student Accident Insurance

RESOLVED: The administration recommends that Axis Insurance Company, through American Management Advisors, Inc./ Alive Risk, be approved to provide the following for 2021-2022:

All Sports Insurance, Primary Excess over \$100, Plan MA (2021-22 Budget)	\$7,720.00
Voluntary Student Accident Insurance, Primary Excess over \$100, Plan AA:	\$100.00
K-12 School Time Coverage	\$30.00
24 Hour Coverage	\$116.00

Approval of Conference

RESOLVED: The administration recommends approval of the attendance and payment of expenses for Timothy Holman, Director of Facilities, and Michael Nickson, Custodial Supervisor, to attend the Montgomery County Facilities Directors' Inaugural Conference in Lehigh Valley, PA on the following dates 5/12-13/2022, with the total estimated cost of \$808.54, each, to be paid from the general fund account.

Approval for 2022 Educational Leadership Summit Attendance

RESOLVED: The administration recommends approval of the attendance and payment expenses for Nick Perez, Principal-Cheltenham Elementary School, to attend the 2022 Educational Leadership Summit in Lancaster, PA on the following dates, 08/07/2022 - 08/09/2022, with an estimated cost of \$802.92 to be paid from the general fund account.

Approval for Agreement for an Approved Private School Placement

RESOLVED: The administration recommends the approval of 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: 405687

Approval of Triennial Assessment for the 2021/2022 School Year

RESOLVED: The administration recommends the approval of the Triennial Assessment for the 2021/2022 school year. Federal regulations at [7 CFR 210.31](#) require local education agencies (LEAs) participating in the National School Lunch Program to complete an assessment of their local school wellness policy at least once every three years and make the results available

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to the public. This triennial assessment must measure the implementation of the local school wellness policy and includes, the extent to which schools under the jurisdiction of the LEA are in compliance with the local school wellness policy; the extent to which the LEA's local school wellness policy compares to model local school wellness policies; and a description of the progress made in attaining the goals of the local school wellness policy.

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 \$227.50 per unit, as listed.

Approval of Volunteers

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

- Maeve Gavin
- Emily Burke
- Michelle Diamond
- Robyn Pancoast
- Gina Conallen
- Grace Moon
- Jordan Miller
- Erica Young
- Rachel King
- Beverly Franks-Sullivan
- Lindsey Rosenberg
- Lindsay Boglioli
- Victoria Edwards
- Erika Melecio
- Joyce Taylor
- Melissa Baugh
- Joyresa Howell
- Ashley Justice
- Gabrielle Gonzalez (Harris)
- Laura Honig
- Jennefer Mozeleski
- Elisa Davidson
- Gloria Duran
- Alan Kaufman
- Joseph Thomas
- Sharna Basu
- Jason Schadel
- Seth Goldberg
- Rashi Tate
- Sara Knodt
- Lisa Beitman
- Heather Hubert
- Yolanda Malone-Bates

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Adopted Policies

- #011 Principles for Governance and Leadership (2019)
- #914 Parent Involvement (2003) for Repeal (Language included in other policies and ARs, i.e., policies and ARs #212, #213, #829, #916, #918, #921)
- #216 Assignment within District (2008)
- #207 Confidential Communications of Students (2011)
- #707.1 Use of School Facilities Regulation and Enforcement (2009) for Repeal (Language included in Policy and AR 707)
- #707.2 Use of School Facilities Adult School (2008) for Repeal (Language included in Policy and AR 707)

Approval of Treasurer's Report

RESOLVED: Approval of Treasurer's Report as presented in financial statements to the Board.

Approval of Payments

RESOLVED: The Administration recommends approval of bills for payment for the period April 1 through April 30, 2022, in the following amounts in accordance with the list submitted to the board.

FUND	Check Numbers	Amount
General Fund	161818-162008	1,681,462.84
Payroll Fund	13109-13132 WT220046-220076	1,329,481.82
Food Service Fund	2691-2693	207,236.51
Student Activity	3050-3074	13,442.34
Capital Reserve	100049	36,000.00

The following items were not subject to vote:

Policies for First Read

- #620 Designation of Fund Balance (2011) – Change to “Fund Balance”
- #622 Financial Reporting (2008) - Change to "Capital Assets and GASB Statement 34"
- #610 Purchases (2014) – Change to “Procurement”
- #258 Gender Expansive and Transgender Students (2016)
- #711 Naming of Facilities (2008) - Change to “Naming Rights”

ARs for Review Only

- AR 216 Assignment within District (2008)
- AR 207 Confidential Communications of Students (2011)
- AR 258 Gender Expansive and Transgender Students (2016)

Retirements

Laura Rankin, Special Education Teacher at Cheltenham Elementary, effective June 16, 2022. Ms. Rankin has been a district employee for 3 years.

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Beth Petermichl, German Teacher at Cedarbrook Middle School and Cheltenham High School, effective September 23, 2022. Ms. Petermichl has been a district employee for 23 years. (Revised Date)

Resignations

Jeffrey Hopkins, Social Studies Teacher at Cedarbrook Middle School, effective June 16, 2022, end of workday.

John Seman, Director of Athletics and Activities at Cheltenham High School, effective July 1, 2022, end of workday.

Non-discretionary Leaves of Absence

Elsie Russell, First Grade Teacher at Wyncote Elementary School, granted an unpaid leave of absence from May 25, 2022 until June 16, 2022, under the provisions of the Family & Medical Leave policy. Dr. Russell's return to work date is August 23, 2022.

Tracey Oliver-Davis, Science Teacher at Cedarbrook Middle School, be granted a Sabbatical Leave for Professional Development for the 2022-2023 school year, and that she be paid one-half salary for the period as provided by Section 1169, Act 190 of the Pennsylvania School Code. Ms. Oliver-Davis' return to work date is the first teacher day of the 2023-2024 school year.

Jaquelyn Sullivan, Title I Math Teacher at Cheltenham Elementary School, granted an unpaid leave of absence from March 25, 2022 until May 3, 2022, under the provisions of the Family & Medical Leave policy. Ms. Sullivan's return to work date is May 4, 2022.

Kaitlyn Ferraro, Reading Specialist at Elkins Park Elementary, granted an unpaid leave of absence from June 6, 2022 until June 16, 2022, under the provisions of the Family & Medical Leave policy. Ms. Ferraro's return to work date is August 23, 2022.

**PUBLIC COMMENTS
ON NON-AGENDA
ITEMS**

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

Elisa Davidson, Wyncote: Spoke about safe gun storage. Asked for guidance on how best to educate members of the district on the Be Smart initiative. Her questions were addressed by Dr. Scriven.

**RESPONSE TO PRIOR
QUESTIONS**

There were no prior questions.

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MEETING
ADJOURNED

Upon motion by Mr. Fishbein, seconded by Mr. Burdell-Williams the meeting adjourned at 9:10 p.m.

Secretary

President