

**INTERBORO SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
MINUTES OF PUBLIC MEETING – DECEMBER 13, 2023**

There was a regular public meeting of the Board of School Directors of the Interboro School District on Wednesday, December 13, 2023, at 7:00 P.M. held at 900 Washington Avenue, Prospect Park, PA 19076.

The meeting was called to order by Mr. Justin Shivone, President and roll call was taken. The following members were present:

Mr. William Phelps  
Ms. Jaime Wilkin  
Mr. Chas Willis  
Mr. Edward Harris  
Ms. Kelly Joseph  
Ms. Danielle Fagan  
Mr. Glenn Goldsborough  
Mr. Jack Evans  
Mr. Justin Shivone

Also present were Mrs. Bernadette C. Reiley, Superintendent; Mr. Michael Puppio, Solicitor; Mr. Martin Heiskell, Director of Finance; Mr. William Galloway, Director of Operations; Mr. Robert Kelly, Director of Human Resources; Ms. Rachel Lambert, Director of Student Services; Ms. Jennifer Peszek, Supervisor of Special Education; Dr. Valerie Eckman, Director of Curriculum & Instruction; Mr. Jonathan Regino, Supervisor of Math; Mr. Eric Paterson, Supervisor of Literacy; Mr. Robert Sonet, Director of Technology; Principals, Mr. Brad Kohlhepp, Dr. Miesja Cubito, Mrs. Kimberly Boswell, Mr. Brian Lytz; Assistant Principals, Ms. Nicole Nolan, Mr. Reed Stubbe, Dr. Tracy Costa, Mr. Michael Hooven, Ms. Lisa Ford. Approximately twenty attendees.

**RECOGNITION – Mr. William Phelps – Years of Service**

**COMMENTS FROM PERSONS IN ATTENDANCE –**

**Amanda Hoffman, IEA Vice-President**

- On behalf of the Interboro Education Association, expressed their heartfelt gratitude for Mr. Phelps' unwavering commitment and betterment of education during his tenure as School Board President.

**Board and Superintendent comments**

**MOTION**  
*Public Minutes*

Motion by Mr. Goldsborough, seconded by Mr. Evans, *that the Minutes of the Interboro Board of School Directors' regular public meeting held on November 15, 2023, be approved.*

**VOTE**

*All members present voted 'aye' - motion carried 9-0.  
(Agenda Item 4.1 –12/13/2023)*

**MOTION**  
*Reorganization Minutes*

Motion by Mr. Goldsborough, seconded by Mr. Evans, *that the Minutes of the Interboro Board of School Directors' Reorganization meeting held on December 4, 2023, be approved.*

**VOTE**

*All members present voted 'aye' - motion carried 9-0.  
(Agenda Item 4.2 –12/13/2023)*

**SOLICITORS REPORT**

1) Commented on Mr. William Phelps' years of service.

**MOTION**  
*Treasurer's Report*

Motion by Mr. Goldsborough, seconded by Mr. Evans, *that the Treasurer's Report for the month ending November 30, 2023, be approved.*

**VOTE**

*All members present voted 'aye' – motion carried 9-0.  
(Agenda Item 6.1 –12/13/2023)*

**MOTION**

*Funds Disbursement*

*Motion by Mr. Goldsborough, seconded by Mr. Evans, to ratify and approve All Fund Disbursements in the amount of \$6,782,037.74.*

**VOTE**

*All members present voted 'aye' - motion carried 9-0  
(Agenda Item 6.2 –12/13/2023)*

**CORRESPONDENCE –**

**None**

**COMMITTEE UPDATES****Audit Committee – Mr. Justin Shivone – December 11, 2023**

- The committee discussed the draft audited financial statements for the 2022/2023 general fund budget.
- Overall, the auditors had no findings and reported a clean audit. They commended our internal controls, specifically relating to the controls to track federal money. And also commend Mrs. Heiskell for his handling of the finance department.
- In total the expenditures for the 2022/2023 budget were \$532k above what was budgeted due to an emergency boiler replacement and purchases of transportation vehicles. Our expenditures also came in over what was budgeted by \$3.8 million; most of this came from additional state money that we received after we passed our budget. Other reasons include additional money coming in from the airport parking lot tax and favorable returns on investment earnings. This numbers allow us to put approximately 3.4 million in our fund balance. Which has been one of the major goals of the board over the last 6 years.
- I want to thank Mr. Heiskell and Dr Eckman for their effective oversight of their departments and the flow of money and management of money. They do an amazing job.

**Committees:**

- **Finance:** Jaime Wilkin, Edward Harris, Kelly Joseph, Justin Shivon
- **GBO:** Chaz Willis, Danielle Fagan, Glenn Goldsborough, Jack Evans
- **Capital Improvement:** Justin Shivone, Edward Harris, Jack Evans

**Ad Hoc Committees:**

- **Curriculum:** Glenn Goldsborough, Edward Harris, Jaime Wilkin, Justin Shivone
- **Superintendent Goals:** Justin Shivone, Edward Harris, Jack Evans, Kelly Joseph
- **Audit Committee:** Justin Shivone, Edward Harris, Danielle Fagan, Jaime Wilkin
- **Negotiation:** Justin Shivone, Jack Evans

**Board Liaisons:**

- **DCIU:** Edward Harris (4-year term)
- **DCCC:** Glenn Goldsborough
- **Legislative:** Chas Willis

In the event the meeting format or location is changed, it will be posted in accordance with the law. Please visit [www.interborosd.org](http://www.interborosd.org) for information.

The Finance/GBO and Capital Improvement Meetings will be held as follows:

<b>Finance/GBO Committee Dates</b> Start time 7:00 P.M.	<b>Capital Improvement Committee Dates</b> Start time 6:30 P.M.
January 8, 2024	January 23, 2024
February 5, 2024	February 27, 2024
March 4, 2024	March 26, 2024
April 8, 2024	April 23, 2024
May 6, 2024	May 21, 2024
June 3, 2024	No meeting
No meeting	No meeting
No meeting	August 27, 2024

September 9, 2024	September 24, 2024
October 7, 2024	October 22, 2024
November 4, 2024	Thanksgiving Break
Reorganization/ Dec 2, 2024	Winter Break

**MOTION**  
*Personnel*

Motion by Mr. Goldsborough, seconded by Mr. Evans, *that the Board of School approve the following personnel actions:*

**Appointments**

Name: Stephannie Urban  
Position: 10 Month Secretary – High School  
Rate of pay: \$22,000.00 annually  
Effective: December 11, 2023  
Replacing: Helen Dalessio (Resignation)

Name: Asia Collins  
Position: LTS PreK Paraprofessional – KA/Early Learning Academy  
Rate of pay: \$19.50 per hour  
Effective: November 15, 2023  
Replacing: Olivia Marigliano (LOA)

Name: Asia Collins  
Position: Clerical Substitute - Districtwide  
Rate of pay: \$14.00 per hour  
Effective: November 17, 2023  
Replacing: As needed

Name: Debrianna Minton  
Position: LTS Library Assistant – Kindergarten/Early Learning Academy  
Rate of pay: \$14.00 per hour  
Effective: November 28, 2023  
Replacing: Bridget Zito (LOA)

Name: Jeannine Custer  
Position: Personal Care Assistant – Prospect Park  
Rate of pay: \$17.00 per hour  
Effective: November 27, 2023  
Replacing: Julia Sullender (Reclass)

Name: Heather Manton  
Position: Personal Care Assistant – Districtwide  
Rate of pay: \$17.00 per hour  
Effective: November 27, 2023  
Replacing: New

Name: Andrew Zulli  
Position: Personal Care Assistant – High School  
Rate of pay: \$17.00 per hour  
Effective: December 6, 2023  
Replacing: Contracted Agency PCA

**Please approve the following Supplementals:**

*Approve the following individuals to be paid their contracted rate of pay to provide supplemental services actually rendered as directed by administration.*



**Supplemental Appointment:**

Name: Colleen Strehlau  
Position: Assistant Marching Band Director– High School  
Rate of pay: \$2,222.00 per season  
Effective: October 25, 2023

Name: Dylan LaJudice  
Position: Assistant Coach Middle School Wrestling – Districtwide  
Rate of pay: \$1,850.00 per season  
Effective: December 14, 2023

Name: Amanda Butler  
Position: Assistant Coach Varsity Softball – High School  
Rate of pay: \$3,145.00 per season  
Effective: Spring 2024

**Please approve the following Reclassifications:**

Dennis O'Dell  
From: Bus Driver – Transportation  
Rate of Pay: \$25.15 per hour  
To: Van Driver – Transportation  
Rate of Pay: \$20.00 per hour  
Effective: November 11, 2023

Julia Sullender  
From: Personal Care Assistant – Prospect Park  
Rate of Pay: \$17.00 per hour  
To: Instructional Care Assistant – Norwood School  
Rate of Pay: \$16.00 per hour  
Effective: November 27, 2023

Francis Edwards  
From: Personal Care Assistant, Class 5 – Glenolden  
Rate of Pay: \$18.50 per hour  
To: Personal Care Assistant – Glenolden  
Rate of Pay: \$17.00 per hour  
Effective: November 27, 2023

**Please approve the following IEA Reclassifications effective December 1, 2023:**

Evelyn Shanefield, Kirstyn Carey, Edward Kloss

**Please approve the following people as High School Entrance Event Workers for the 2023–2024 school year at a rate of \$14.00 per hour effective November 29, 2023 through February 16, 2024:**

Kelly Pescatore, Diane Boon, Marion Johnson

**Please approve the following people as Extra Curricular Workers for the 2023-2024 school year at the rate of \$35.00 per game and \$45.00 for two (2) back-to-back games:**

Donna Schumacher, Thomas Mack

**Please approve the following people for a Leave of Absence:**

Jennifer Olivieri, Teacher at the High School, be approved for an Intermittent Medical Leave of Absence from November 2023 through March 2024 based on the guidelines and regulations of FMLA.

*Marguerite Merola, Instructional Assistant at Norwood School, be approved for an Intermittent Medical Leave of Absence from October 12, 2023 through February 13, 2024 based on the guidelines and regulations of the FMLA.*

*Marcie Daly, Custodian at Prospect Park School, be approved for a Medical Leave of Absence from November 6, 2023, through January 1, 2024 with an expected return date of January 3, 2024 based on the guidelines and regulations of FMLA.*

*Emily Grentz, Teacher at the Kindergarten/Early Learning Academy, be approved for a Childbearing/Rearing Leave of Absence from April 2, 2024, through June 2, 2024 with an expected return date of June 3, 2024 based on the guidelines and regulations of the FMLA.*

**Please accept the following Resignations:**

*Darrin Brown – Van Driver – Transportation  
Effective: November 3, 2023*

*Eileen Casey – Bus Monitor – Transportation  
Effective: November 17, 2023*

*Bryan Mooney – Custodial Engineer - High School  
Effective: December 1, 2023*

*Katelyn Blair – Head Day Custodian – Prospect Park  
Effective: January 5, 2024*

**VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item 9 – 12/13/2023)*

**MOTION**

*Office of Curriculum  
& Instruction*

*Motion by Mr. Goldsborough, seconded by Mr. Evans, that the Board of School Directors approve the following:*

*That the Board of School Directors approve the following staff to support ongoing evening family engagement events throughout the 2023-2024 school year at their extra rate of pay not to exceed fifteen (15) hours per person to be paid from Title I funds:*

*Diana Chartier, Kate Kalman, Tara Doherty, Dawn Gardener-Marshall, Angela Gentilini, Maria Steere, Crystal Wilchensky*

*That the Board of School Directors approve the following IESP staff to support the Title I Winter Family Engagement event at an amount not to exceed five (5) hours at their hourly rate of pay to be paid from Title I funds:*

*Diane Reifer, Cara Caulder, Tammy Corcoran, Sharon Longale, Nicole Miller, Sharon K. Domingo-Whitfield, Roberta Mayfield, Catherine Alfeche, Colleen Glackin, Bridget Nestor*

*That the Board of School Directors approve the following staff to support ongoing evening family engagement events throughout the 2023-2024 school year at their extra rate of pay not to exceed fifteen (15) hours per person to be paid from ARP ESSER III funds:*

*Eva Botta, Kate Eicholtz, Lisa Marusco, Lisa Madormo*

*That the Board of School Directors approve Nikole Lutteroty to attend the virtual IMSE Comprehensive Orton Gillingham Training from December 4 - 8, 2023 at a cost not to exceed \$1,500.00 to be paid from Title 1 funds.*

*That the Board of School Directors approve the cost proposal from SAVVAS for the 1-year renewal of the student licenses for Magruder's American Government in the amount of \$3,952.00 to be paid from District funds.*

*That the Board of School Directors approve the following teachers to facilitate the After-School Math Tutoring during the 2023-2024 school year at their extra rate of pay to be funded through ARP ESSER After-School Set Aside funds:*

*Victoria Devaney, Thomas Lucas, Stacy Foreacre, Kathryn Hill, Christa Bresnahan, Sean Samar, Evelyn Shanefield, Cynthia Rost-Frick, Megan Cassidy, Rose McHale*

*That the Board of School Directors approve the cost proposal from Explore Learning for a 17-month Gizmos School Site License at a cost not to exceed \$12,564.06. (\$4,434.37 will be paid from ARP ESSER III for the months of February 2024 to September 2024 and \$8,129.69 will be paid from District funds for the months of October 2024 to June 2025).*

*That the Board of School Directors approve the individual Memorandums of Understanding between the Interboro School District and the following PreK Counts Providers: Today's Child Learning Center, Rising Stride, Step by Step Child Care, and Widener Child Development Center to establish a partnership so that the PKC partners newly hired Instructional I Teachers can participate in the District's Educator Induction Program, pending solicitor review.*

*That the Board of School Directors approve the following professional staff as New Teacher Induction Mentors under terms and conditions of the MOU between Interboro School District and the MOU between the Interboro School District and the applicable PKC Partners. Costs will be paid by each participating PKC Partner under the terms and conditions of the respective Memorandums of Understanding:*

- *Christine Bryan – Step by Step Child Care Mentee*
- *Nikole Lutteroty – Today's Child Learning Center Mentee*
- *Robyn Redfern – Rising Stride, 2 Mentees*
- *Leslie Sinclair – Today's Child Learning Center Mentee*

*That the Board of School Directors approve Valerie Eckman to receive a stipend of \$500.00 to coordinate the PreK Counts Partnership Induction Program according to the terms and conditions of the MOU with each of the following PreK Counts Providers: Today's Child Learning Center, Rising Stride, and Step by Step Child Care. Costs will be paid by each participating PKC Partner under the terms and conditions of the respective Memorandums of Understanding.*

*That the Board of School Directors approve the contract amendment with Francyne Wharton, PreK Counts Consultant, to facilitate professional learning and coaching for Interboro's new teacher induction PreK Counts partnership program with Today's Child Learning Center, Step by Step Child Care, and Rising Stride, not to exceed \$7,500.00, to be paid by the outside partners under the terms and conditions of the respective Memorandums of Understanding. (BA 8/16/203 for \$7,000.00)*

*That the Board of School Directors approve Valerie Eckman and Bernadette Reiley to attend the 2024 PDE Data Summit on March 12, 2024 in Hershey, PA at a cost not to exceed \$700.00 to be paid from District funds.*

*That the Board of School Directors approve Lauren Irby to teach the After-School Reading Program during the 2023-2024 school year at her extra rate of pay to be paid from ARP ESSER Learning Loss Set Aside funds.*

## **VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item 10 – 12/13/2023)*



**MOTION**  
Office of  
Special Education

Motion by Mr. Goldsborough, seconded by Mr. Evans, *that the Board of School Directors approve the following:*

*That the Board of School Directors approve Student Z to attend the Delaware County Intermediate Unit programs during the 2023-2024 school year. All costs to be paid from District funds pending revised DCIU Cost Report.*

*That the Board of School Directors approve the Master Services Agreement for Student AA to attend Devereux School during the 2023-2024 school year. Total cost not to exceed \$79,128.00 to be paid from District and ACCESS funds.*

*That the Board of School Directors approve the Learning Ability Evaluation Payment Agreement from Lindamood Bell for Student BB. Total cost not to exceed \$449.00 to be paid from District funds.*

*That the Board of School Directors approve the quote from Central Reach to provide Life Skills Assessment Professional Development to Administrators and Teachers during the 2023-2024 school year. Total cost not to exceed \$2,000.00 to be paid from District funds.*

*That the Board of School Directors approve compensation to Carolyn Gardener to provide nursing services during Theater and Jazz Band practices not to exceed thirty (30) hours at her extra rate of pay to be paid from District funds.*

**VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #11 – 12/13/2023)*

**MOTION**  
Office of  
Technology

Motion by Mr. Goldsborough, seconded by Mr. Evans, *that the Board of School Directors approve the following:*

*That the Board of School Directors approve the PowerSchool Performance Matters Renewal. Total cost for the 2023-2024 school year is \$20,691.80 to be paid from District Funds.*

**VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #12 – 12/13/2023)*

**MOTION**  
Office of  
Finance

Motion by Mr. Goldsborough, seconded by Mr. Evans, *that the Board of School Directors approve the following:*

*That the Board of School Directors approve the Index Resolution (not to exceed a 7.2% increase) for the fiscal year 2024-2025 consistent with Special Session Act 1 of 2006.*

*That the Board of School Directors approve the audited financial statements prepared by Barbacane, Thornton & Company LLP for the school year ending June 30, 2023.*

**VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #13 – 12/13/2023)*

**MOTION**  
Blackburn Contract  
Amendment

Motion by Mr. Goldsborough, seconded by Mr. Evans, *that the Board of School Directors approve the amendment to the Independent Contractor Agreement for Burchard Blackburn, Transportation Consultant, for an additional amount of \$500.00 total cost not to exceed \$2,000.00 for the 2023-2024 school year to be paid from District funds. (BA 7/19/2023 for \$1,500.00)*

**Board Comment**

**VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #14 – 12/13/2023)*

**MOTION**  
Admin Address  
Change

Motion by Mr. Goldsborough, seconded by Mr. Evans, *that the Board of School Directors approve the change of mailing/location address for the Administrative Offices of the Interboro School District to reflect 200 S. MacDade Blvd, Glenolden, PA 19036 effective January 1, 2024.*

**Board Comment**

**VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #15 –12/13/2023)*

**MOTION**  
Phelps Resignation

Motion by Mr. Goldsborough, seconded by Mr. Evans, *that the Board of School Directors accept the resignation of William L. Phelps, Prospect Park Board Member (Region 7, Precinct 1, 3, 4) effective December 31, 2023.*

**Board Comment**

**VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #16 –12/13/2023)*

**OLD BUSINESS –** None

**NEW BUSINESS –** None

*Please visit the Interboro School District website at [www.interborosd.org](http://www.interborosd.org) for further information on the meetings listed below.*

*On Monday, January 8, 2024, a Finance Committee Meeting with the GBO Meeting immediately following will be held virtually at 7:00 P.M.*

*The next Work Session of the Interboro Board of School Directors will be held virtually on Monday, January 15, 2024, at 7:00 P.M.*

*The next regular monthly public meeting of the Interboro Board of School Directors will be held at the Administration Building on Wednesday, January 17, 2024, at 7:00 P.M.*

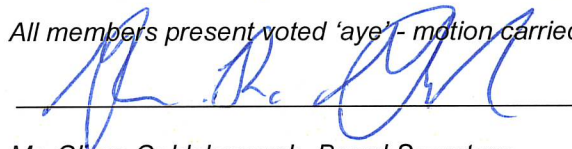
*On Tuesday, January 23, 2024, a Capital Improvement Committee Meeting will be held virtually at 6:30 P.M.*

**MOTION**  
Adjournment

Mr. Shivone called for the meeting to adjourn at 7:27 P.M.

**VOTE**

*All members present voted 'aye' – motion carried 9-0.*



Mr. Glenn Goldsborough, Board Secretary