

**NORTHERN BEDFORD COUNTY SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
Agenda for April 9, 2024**

Opening

1. Call to Order
2. Pledge and Prayer led by Mike Cottle
3. Roll Call
4. Review of the Agenda by the Superintendent.

Public Comment and Reports

5. Recognition of Citizens who wish to address the board.
6. Report from Student Board Representative Ava Whisker. –Was not present
7. Communications: Amended retirement resignation from Cindy Keith; Request for FMLA Michaela Gartland, resignation of Jesse Love as Assistant Junior High Basketball coach.
8. Announcements: May board meeting will be held May 14, 2024 in Room 136 of the High School. The Preliminary 2024/25 Budget will be adopted.
9. Approve the minutes from the March 12, 2024 board meeting. JOHN ESHELMAN ANDREA POTEAT
10. Preliminary 2024/25 General Fund Budget presentation.

Personnel – CONSENT MOTION 11-19 – RALPH SCOTT JEN MCCOY

11. Retroactively accept the resignation of Cindy Keith from May 31, 2024 to April 5, 2024.
12. Accept the resignation of Jesse Love as Assistant Junior High Basketball coach.
13. Approve FMLA leave for Michaela Gartland beginning on or around May 19, 2024 with a return in the beginning of the 2024/25 school year.
14. Approve the transfer of Logan Corle from Elementary Grade 3 to Middle/High School Technology Education teacher effective with the start of the 2024/25 school year.
15. Approve to hire Christopher Perry as Elementary Teacher for Grade 3 beginning with the 2024/25 school year at Masters Step 11, \$54,171.69.
16. Approve to hire Brittany Brumbaugh as 3 hour per day food service employee at High School at the rate of \$15.00 per hour effective April 8, 2024.

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17. Approve the following as substitute teachers:

Clay McIlnay	Act 91
Mandi Koontz	IU08

18. Approve to hire the following as student maintenance workers for the Summer 2024 at a rate of \$11/hour.

Hunter Merritts
Caleb Wentz
McKenna Showalter
Connor Smith
Caden Troy
Jake Keller
Brian Thomas

19. Approve the following as bona fide volunteers, pending clearance submissions, for the positions listed at the nominal payment for 2024/25 as recommended by the Administration. The classification may be subject to further clarification upon solicitor's recommendations:

Andrew Weyant	Assistant Varsity Football Coach	\$2,340
Mike Cottle	Assistant Varsity Football Coach	Waived

Approvals

20. Approve to delete CIP 46.9999 from Northern Bedford County CTC program offerings. This CIP number was replaced in May 9, 2023 with a board approval in the change for Carpentry/Carpenter to 46.0201. Pennsylvania Department of Education is requesting we do a motion for the deletion of this CIP since it has been replaced. ANDREA POTEAT
JOHN ESHELMAN
21. Approve the job description for Stacy Pressel, Director of HR, Transportation, Data Management Coordinator as attached. JEN MCOCY JACK BRIGGS

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22. Request to do a sealed bid or online bid for obsolete equipment as noted:
JOHN ESHELMAN MIKE COTTLE
Grizzly 6" x 48" jointer 1 horsepower single phase
Rockwell Shaper – 2 horsepower 3 phase
Millermatic Model 252 Mig Welder (qty 2), (As Is)
9000 lb Rotary Twin Post Lift (Internal electrical and burnt pump, As Is)
1984 John Deere 850 Tractor
1990 John Deere 430 (As Is) Tractor
1995 John Deere 870 Tractor
2010 John Deere 997 Zero Turn Mower
23. Approve the following Elementary Field Trips for the 2023/24 school year: ANDREA
POTEAT JACK BRIGGS

Kindergarten – Ritchey's Dairy and Morrisons Cove Park
Grade 1 – Old Bedford Village
Grade 2 – Shawnee State Park
Grade 3 – Lincoln Caverns
Grade 4 – Pittsburgh Zoo and Touch a Truck Career Fair
Grade 5 – Baltimore Medieval Times Dinner, 5th Grade Career Field Day, and Altoona
Curve Game
24. Approve Jan Gable as the graduation speaker for Commencement services for the Class of
2024. STEVE COTTLE KELLY STEELE
25. Approve a resolution to participate in the Appalachia IU 08 paper supplies bid for the
2024/25 school year and beyond as attached. RALPH SCOTT STEVE COTTLE
26. Approve the purchase of a Pass-thru Heated Cabinet for the Elementary Cafeteria at a cost
of \$10,206 to be paid from State Contract #036-006. This is to be paid from the food
service account. JEN MCCOY ANDREA POTEAT
27. Approve the purchase of a 20" Stand on Unit with Wet Batteries from Janitor Supply in the
amount of \$10,999. This is an unbudgeted 2023/24 purchase and will be transferred from
budgetary reserve. JOHN ESHELMAN ANDREA POTEAT
28. Approve bid for water line replacement between High School building and Vo Tech
building to the sole bidder of Guyer Brothers in the amount of \$36,414.20 to be paid from
Capital Projects fund. STEVE COTTLE JEN MCCOY VOTE 8-1 WITH MIKE COTTLE
VOTING "NO"

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29. Approve the attached Resolution for the Public Facility Improvement Grant to be submitted to Department of Economic Development by April 30, 2024. This grant will require a 25% local match and is being written around replacement windows/blinds at the Elementary and sanitary lines from Elementary to township main line in the amount of \$650,000. JOHN ESHELMAN MIKE COTTLE
30. Approve for dugouts to be installed in the Spring of 2024 by Mr. Frederick's class and the costs to be paid by the Softball Boosters. ANDREA POTEAT JEN MCCOY
31. Approve for a replacement storage building utilizing Mr. Frederick's class at the Little League field to be completed in the Spring of 2025 and costs to be paid by the NBC Little League. JACK BRIGGS MIKE COTTLE
32. Approve a 9 basket Disc Golf Course on the school district campus. 4 basket set is to be purchased with the ESSER Set Aside grant in conjunction with the Panther Night Out event to be held by the Middle School on May 21, 2024. JEN MCCOY ANDREA POTEAT

Administrative Reports – JOHN ESHELMAN STEVE COTTLE

33. Approve the following reports and invoices

Administrative Reports
Federal Programs Report
Athletic Report
Financial Reports, Budgetary Transfers
Approve payment of invoices

34. Adjournment -- ANDREA POTEAT JEN MCCOY – 7:36 PM

The Board of Directors of the Northern Bedford County School District met on Tuesday, March 12, 2024 at 6:00 pm in Room 136 of the high school building in Loysburg, PA.

The following board members were present: Jack Briggs, Steve Cottle, Mike Cottle, John Eshelman, Jenn McCoy, Andrea Poteat, Ralph Scott, Kelly Steele and Randy Wiand.

Also present Mr. Todd B. Beatty, Superintendent; Mr. Shawn Cerully, High School Principal; Mrs. Kendra Pritchett, Middle School Principal, Mr. Trevor Replogle, Elementary School Principal; Mrs. Lindsay Cherry, Special Education Supervisor. Miss Teri Biddle, Board Secretary/Business Manager. Members of the public included: Thomas Schmidt representing the Morrisons Cove Herald and Erica Burkholder representing the Bedford Gazette.

1. Randy Wiand called the meeting to order.
2. Prayer and pledge to the flag was led by Steve Cottle.
3. Roll call was held with all members present.
4. There were no citizens who wished to address the board.
5. The student representative report was given by Savannah Hershberger and included the following:
 - Ebbie Berry has earned a place in the PMEA All-State Concert Band on Euphonium and will be representing NBC at the PMEA All-State Conference in Erie Pennsylvania in April.
 - Two students that made it to regional chorus, have also made it on to states.
 - The musical Matilda is being performed this weekend in the Auditorium.
 - Student Council is holding a Kidnap teachers day where students can put money in to get their teachers out per period. The teacher with the most money will be taken out of the classroom for that period and the students will have no work. All money raised goes to Dance A Thon.
 - Eion Snider, Rece Dibert, Raegen Snider, and Kaylee Ebersole had a send off on Thursday. They competed at States this weekend.
6. Communications included: Hannah Hutzell, request for FMLA leave; Resignation from Gary Steele.
7. It was announced that the April board meeting will be held April 9, 2024 in Room 136 of the High School.
8. John Eshelman moved, seconded by Andrea Poteat to approve the minutes from the February 13, 2024 board meeting. All members present voted "yes".
9. The board members concluded their election of IU08 Board of Director representatives for terms running July 2024 thru June 2027.
10. Mike Cottle moved, seconded by Jen McCoy, to approve the 2024/25 IU08 Budget. Vote was 8-1 with Ralph Scott voting "no" and remaining board voting "yes".
11. Jack Briggs presented a Legislative update.
12. John Eshelman moved, seconded by Andrea Poteat to do the following motions on consent motion with all members present voting "yes".
 - Accept the resignation of Gary Steele as Assistant Varsity Boys Basketball Coach.

- Retroactively approve the request for FMLA leave for Hannah Hutzell beginning March 11, 2024 and possibly returning May 28, 2024.
- Approve to hire Sarah Smith as Secondary Math teacher beginning with the 2024/25 school year at Bachelors Step 2, \$45,343.69.
- Approve to hire Emma Suter as Elementary Special Education beginning with the 2024/25 school year at Bachelors Step 3, \$45,755.69.
- Approve the following as substitute teachers:

Alexander Snyder Secondary Math (Pending Paperwork)

11. Steve Cottle moved, seconded by Jack Briggs, to do the following items on consent motion with all members present voting "yes":

- Approve the following as bona fide volunteers, pending clearance submissions, for the positions listed at the nominal payment for 2023/24 as recommended by the Administration. The classification may be subject to further clarification upon solicitor's recommendations:

Craig Mitchell	Head JH Softball Coach	\$1,250.00 (Pending Paperwork)
Amanda Replogle	Assistant JH Softball Coach	\$1,000.00 (Pending Paperwork)
Tina Detterline	Head Jr. High Track Coach	\$1,490.00
Johnna Ritchey	Assistant Jr. High Track Coach	\$1,340.00

- Approve the following as volunteers for the Spring 2023/24 Sports:

Aaron Detterline	Volunteer Varsity Track
Madison Johnson	Volunteer Volleyball and Softball

- Approve Larry Sarvey to attend State PMEA Conference to be held April 17-20, 2024 at Erie, PA. Estimated cost to be \$888 and is budgeted for 2023/24.

- Approve the following policies on the second and final reading:

Policy 200	Enrollment of Students
Policy 202	Eligibility of Non-resident students
Policy 217	Graduation
Policy 254	Educational Opportunities for Military Children
Policy 810	Transportation
Policy 815	Acceptable Use of Internet, Computer and Network Resources
Policy 819	Suicide Awareness, Prevention and Response

12. Steve Cottle moved, seconded by Jen McCoy, to approve the purchase of training equipment and flooring for the Wellness Building in the amount of \$209,320 to be purchased on State Contract 014-E23-298. A PCCD Mental Health and Wellness Grant will cover \$112,800 of this purchase. This will be paid from the capital reserve fund. Vote was 8-1 with John Eshelman voting "no" and remaining board members present voting "yes".
13. Mike Cottle moved, seconded by Andrea Poteat, to approve the bids for painting to Cooper Painting for the Elementary Office and Exterior of the CTC building in the amount of \$45,430.50 to be paid from the Capital Reserve fund. All members present voted "yes".

Bid: Painting of Elementary Office and Exterior Painting	Vendor	Amount	ELEMENTARY OFFICE	EXTERIOR CTC
	COOPER PAINTING 1912 Plank Road Everett PA 15537	\$45,430.50	\$14,472.50	\$30,958.00
LUTZ PAINTING 1606 East Hamilton Lane Altoona PA 16602	\$66,700.00	\$20,200.00	\$46,500.00	

14. Jack Briggs moved, seconded by John Eshelman, to approve the bid to Mattas Asphalt Maintenance Inc. for seal coating around the track and CTC building in the amount of \$19,975.00 to be paid from the Capital Reserve Fund. All members present voted "yes".

Bid: Seal Coating Area #12	Vendor	Amount
	CLINGERMAN 8 Karns Avenue Everett PA 15537	\$24,400.00
MATTAS ASPHALT MAINTENANCE CO INC. 210 N MATTAS LANE DUNCANSVILLE PA 15537	\$19,975.00	

15. John Eshelman moved, seconded by Kelly Steele, to approve DeGol Carpet for replacement of Elementary Office, Library and Kindergarten pods with a replacement carpet tile on State Contract #008-E22-890 in the amount of \$42,161 to be paid from the Capital Reserve Fund. All members present voted "yes".
16. John Eshelman moved, seconded by Andrea Poteat, to approve the following reports and invoices: Administrative Reports, Federal Programs Report, Athletic Report, Financial Reports and Budgetary Transfers and approve the payment of invoices. All members present voted "yes".
17. Andrea Poteat moved, seconded by John Eshelman to adjourn the meeting at 7 pm.

NORTHERN BEDFORD COUNTY SCHOOL DISTRICT

Board of Directors

RESOLUTION

AUTHORIZING Northern Bedford County School District to participate in THE COOPERATIVE BIDDING PROGRAM COORDINATED BY APPALACHIA INTERMEDIATE UNIT 8

WHEREAS, it is generally financially advantageous to purchase school supplies in large quantities, and

WHEREAS, local educational agencies located in Appalachia Intermediate Unit 8, are interested in participating in the *Cooperative Bidding Program* for the purpose of purchasing paper supplies for 2024-2025 and thereafter, therefore,

BE IT RESOLVED, that the Northern Bedford County School District Board hereby agrees to have APPALACHIA INTERMEDIATE UNIT 8 coordinate an arrangement with the interested local educational agencies for the purpose of cooperative bidding of paper supplies for the 2024/25 school year and thereafter.

Motion by _____ Second by _____

___ Yes ___ No ___ Abstained

President _____

Secretary

Be it RESOLVED, that the NORTHERN BEDFORD COUNTY SCHOOL DISTRICT of BEDFORD COUNTY hereby request a Public School Facility Improvement grant of \$650,000.00 from the Commonwealth Financing Authority to be used for replacement of sewage lines from Elementary building to the township main line and to replace the windows/blinds at the Elementary building.

Be it FURTHER RESOLVED, that the Applicant does hereby designate TODD B. BEATTY, SUPERINTENDENT and TERI L BIDDLE, BUSINESS MANAGER/BOARD SECRETARY as the official(s) to execute all documents and agreements between the NORTHERN BEDFORD COUNTY SCHOOL DISTRICT and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, TERI L BIDDLE, duly qualified Secretary of the NORTHERN BEDFORD COUNTY SCHOOL DISTRICT, BEDFORD COUNTY, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the NORTHERN BEDFORD COUNTY SCHOOL BOARD at a regular meeting held April 9, 2024 and said Resolution has been recorded in the Minutes of the NORTHERN BEDFORD COUNTY SCHOOL BOARD and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the NORTHERN BEDFORD COUNTY SCHOOL DISTRICT, this 9TH day of APRIL 2024.

NORTHERN BEDFORD COUNTY SCHOOL DISTRICT

Name of Applicant

BEDFORD

County

Secretary

Job Description

Executive Secretary/Transportation

Director of HR, Transportation, and Data Management

Job Title: ~~Executive Secretary/Transportation-~~ Director of HR, Transportation, and Data Management

Qualifications: Business degree or certificate or appropriate experience in office administration

Reports to: Superintendent

Primary Functions/General Description:

- Provide administrative and ~~secretarial~~ support to the Superintendent
- **PIMS/Child Accounting Coordinator**
- Transportation **Director**
- Human Resources **Coordinator**
- ~~District Webmaster~~ **Website Information Management**
- Public Relations
- Assistant School Board Secretary
- Facilities Calendar

Major Responsibilities and Duties:

1. Superintendent's Office
 - a. Superintendent's Correspondence
 - b. ~~File required reports (PIMS, Home Education, Homeless, SUPR, etc.) with PDE in a timely manner~~
 - c. **Serves as the district Homeless Liason**
 - c. Make appropriate modifications as needed when changes are published to the Basic Education Circular (BEC), Personnel Certification and Staff Policies and Guidelines (CSPG) or School Code and Pennsylvania Code (Title 22) by PDE.
 - d. Maintain current
 - Continuing Professional Development file
 - Teacher Induction file
 - Comprehensive Planning file
 - e. Prepare and maintain District Calendar. **Submit to PDE for approval of hours/days meeting state requirement.**
 - f. Maintain file and publish ~~appropriately~~ the required annual notices, to parents, students, and employees
 - g. Baccalaureate/Commencement details: **Work with both speakers, obtain graduation information to produce the Baccalaureate and Commencement programs.**
 - h. Ministerium meeting setup and correspondence
 - i. Assist in planning and scheduling meetings as the need arises
 - j. ~~Assist with registration to workshops/meetings/conferences for employees and board members~~
 - k. Maintain **notification database** and assist **initiates procedure for** with Emergency school closing/delays/early dismissals details (**radio stations/tv**)

stations/Facebook/school website/phone system call-email system)

- l. Maintain a current file for all correspondence and reports in a manageable filing system
- m. Serve as recorder/secretary for the Workplace Safety Committee, **plan annual training for committee.** and the ~~Community School Health Advisory Council.~~
- n. Contact Person for the Health Insurance Portability and Accountability Act (HIPAA)
- o. ~~Process applications and documents for E-Rate~~
- p. Maintain and correspond as necessary with ~~Vocational~~ **Occupational** Advisory Committee
- q. **Responsible for DRC online system, requiring the reporting of student data for PSSA and Keystone testing materials and obtaining final testing reports to upload to SIS student record.** ~~Maintain current file for State Testing Information and assist with test processing and information reporting through DRG~~

2. **PIMS/Child Accounting Coordinator**

- a. **Responsible for the collection, maintenance and processing of all district reports identified in the PIMS Collection Calendar to PDE, FRCPP, and other applicable reports.**
- b. **Attend annual ACAPA Child Accounting conference and participate in PDE trainings/webinars in relation to all PIMS reporting.**
- c. **Advise and train administrators and secretaries on required student information for reporting and how this information is entered in the SIS.**
- d. **Responsible for updates to current reports and new reports developed by PDE for reporting in PIMS/PDE/FRCPP.**
- e. **Responsible for managing accurate professional staff data for reporting.**
- f. **Manage SIS for accurate student data for campus wide student body, foster students, out of district students, homeless students, cyber/private/homeschooled students.**
- g. **Submit all required reports (50+) by set deadline to PDE and FRCPP.**
- h. **Complete CRDC (Civil Rights Data Collection) state required report.**

3. **Transportation Director**

- a. **Manage Traversa transportation system.**
- b. **Establish and develop bus and van routes in coordination with the transportation contractors. This includes van transportation for all out of district student placements and the After School program. Make the changes to these routes due to student placement, entry, and withdrawals throughout the school year,**
- c. **Evaluate annually the effectiveness of routes and make adjustments accordingly.**
- d. **Maintain current passenger lists, seating charts, maps, route descriptions, and school bus information; i.e. License, Year Make/Model, VIN, capacity for school transportation.**
- e. **Prepare information necessary to calculate contracts**
- f. **Assist with contract negotiations**
- g. **Submit ETRAN and emergency evacuation** ~~File appropriate reports to~~ PDE

- h. Obtain necessary information and file for liquid fuels tax rebate
- i. **Obtain and** maintain current ~~information~~ **clearance, license, health exam, and driver trainings, for all contracted transportation personnel.** ~~for all bus drivers, state criminal, child abuse, and FBI clearances, drivers license information, health, driving record, etc.~~
- j. ~~Maintain and file report to PDE for emergency evacuations~~
- k. Correspond with drivers/contractors when necessary
- l. Verify mileage for auditing purposes
- m. Schedule field trips with contractors
- n. **Maintain 3 district vehicle schedules**
- o. **Record and report all ACCESS billing for appropriate students**
- p. **Arrange all summer transportation for ESY and ASP**
- q. **Prepare monthly billing sheets for daily van runs, ASP, field trips, and athletics transportation as well as the monthly fuel adjustment report and submit to the business office.**
- r. **Coordinate a driver and contractor meeting with the administration at NBC a week before school begins. Provide bus drivers and contractors with bus route manifests. Also obtain all bus and van driver updated clearances/trainings and bus and van data (VIN, year, model, etc.) from each contractor.**

4. Human Resources **Coordinator**

- a. Maintain current information, appropriate correspondence, forms, clearances, etc., in all personnel files.
- b. Maintain observation, **tenure, and teacher induction records** ~~file~~ for all professional employees.
- c. Maintain certificate file for all professional employees and professional substitute employees and assist with certification process as needed.
- d. **Submit to PDE and** maintain Continuing Professional Education (Act 48) for all professional employees.
- e. **Submit staff certification, course instructor, staff assignment, EL coordinator, safety coordinator, support staff, and ACT 48 hours to PDE.** ~~File personnel forms/reports with PDE.~~
- f. Respond to inquiries regarding employment including appropriate forms.
- g. Maintain current substitute list and personnel file for all substitute employees
- h. Maintain personnel file for all coaches/advisors/volunteers who are not otherwise employed by the district
- i. ~~Maintain current seniority file for professional and staff support employees~~
- j. Maintain a Professional Personnel Listing
- k. Maintain Personnel Directory
- l. Maintain current human resource information for all employees in the accounting software system.
- m. Correspond with employees, **coaches,** and substitutes ~~when necessary, i.e.,~~ **to obtain clearance renewals, PDE required training certifications, workers compensation, assurance of employment, certification, ACT 48,** etc.
- n. **Coordinate** ~~Assist as necessary with~~ employment of all employees, i.e. advertisement, accept applications, set up interviews, prepare forms, correspondence, **maintenance of auditable interview and application records. Upon hire, schedule meeting with new employee for payroll, benefit, clearance and training information to be given. Enter new employee into accounting**

system.

- o. Maintain Employee Handbook, Substitute Handbook, Coaches Handbook, TSS Handbook.
- p. Maintain current and accurate job descriptions for all classifications of employees.

5. ~~District Web Site~~ **Website Information Management**

- a. Maintain school website which communicates school-related information to district personnel, parents, students, and the community-at-large.
- b. **Manage the content and post information on the website.** ~~Add, edit, review and update the school website to ensure accuracy and up-to-date information is available (i.e. contact information, email addresses, calendar of events, list of staff members, hyperlinks to school menus, school board information, district publications, programs, history, mission statement, belief statement, emergency closing information, etc.)~~
- c. ~~Provide instruction to staff concerning the operation of the school website and how they can add or edit pages within the school website for their classroom or area.~~
- d. Review web-hosting service for efficiency of cost and effectiveness.
- e. **Maintain staff intranet/facilities calendar for events on campus.**

6. Public Relations

- a. Correspondence
- b. News Bulletins and Back 2 School Publication
- c. Policies/Reports/Special Projects
- d. Develop Forms
- e. **Manage district Facebook page**

7. Assistant School Board Secretary

- a. Correspondence with school board members as needed
 - b. Assist with compiling items for board meeting agenda.
- c. Assemble agenda and other necessary materials as required
- d. ~~Follow-up correspondence~~ **Prepare and send correspondence in relation to all Human Resource and student approved items on the board agenda.**
- e. Maintain current Online Policy Manual **Receive policy updates from PSBA, prepare documents for review by administration and circulate. Prepare new policies/revisions for school board approval. Upon approval submit new/revised policies to PSBA for legal documentation. Upload new policies to active file for public view on the website.**
- f. Fill in when secretary is unable to be present at meetings

7. Facilities Calendar

- a. Maintain Facilities Use Calendar
 - b. Complete contracts & bill outside organizations for building use
8. Miscellaneous
- a. Read professional articles, magazines, publications regarding specific school functions (i.e. PASBO, School Safety, etc.)
 - b. Attend seminars, conferences when possible
 - c. Provide information to office staff; in-service activities, etc.
 - d. It is expected that individuals that share office space will support each other during times of heavy work load.
 - e. ~~Secretaries~~ **Employee is** expected to help serve in the capacity of protecting persons and property of the district by being alert for and reporting hazardous conditions or situations anywhere on the school district campus.
 - f. Serve in the capacity specified in the Safe School's Crisis Response Plan in the event of a school emergency

Position Specifications:

Physical Demands

- Frequent visits to school buildings, classrooms, and other areas on the school campus.
- Frequent travel for meetings in IU 08 service area, Central PA region, throughout PA, and PDE in Harrisburg.
- Must be able to sit, stand, and walk for intermittent periods throughout the workday with occasional twisting, bending, carrying, squatting, climbing, pushing, grasping as necessary to carry out job duties.
- Dexterity requirements range from coordinated repetitive movements of hands/fingers to operate computer to simple movements of feet/legs and torso necessary to carry out job duties and use office equipment.
- Light work with occasional lifting and carrying of objects with weights of approximately ten to twenty pounds.

Sensory Abilities

- Ability to speak clearly and distinctly.
- Visual acuity to read correspondence, computer screen.
- Auditory acuity to be able to use telephone, interview job candidates, conduct staff meetings, in-service programs, and greet visitors.
- Ability to reason in drawing conclusions and making sound judgments in order to carry out the duties of the job.

Work Environment

- General office setting year round.
- Works indoors in adequate workspace, lighting, ventilation, and temperatures.
- Provided with appropriate staff assistance necessary to perform duties.
- Works with average indoor exposure to noise and stress.
- Works indoors with normal indoor exposure to dust/dirt.
- Periodically exposed to varying temperaments of employees, parents, or other visitors.

Temperament

- Ability to work effectively with coworkers and supervisors in accomplishing the task at hand.
- Must be courteous and able to effectively manage people.
- Must be cooperative, congenial and service-oriented, and promote these qualities with staff.
- Ability to work in an environment with frequent interruptions.

Cognitive Ability

- Ability to speak and understand the English language in order to carry out essential function of job.
- Must possess good communication and interpersonal skills.
- Must possess initiative and problem-solving skills.
- Ability to function independently, have flexibility, and the ability to work effectively with parents, faculty, and general public.
- Ability to make independent decisions when circumstances warrant such action.
- Ability to follow written and verbal directions.
- Ability to work deliberately with minimal direct supervision and manage multiple tasks, as necessary.
- Ability to pay close attention to detail and concentrate on work.
- Ability to read, write and do advanced computation.
- Ability to use correct grammar, sentence structure and spelling.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to exercise good judgment in prioritizing tasks and directing staff.
- Ability to communicate effectively at all organizational levels.
- Ability to record, convey, and present information, and explain policies and procedures.
- Ability to attend to regular daily, weekly, monthly, and yearly tasks with minimal direct supervision.
- Must possess ability to maintain confidentiality in regard to educational records.
- Attitude toward representing the school district positively toward the public generally.
- Attitude toward continual self-improvement in the skills and attitude of the job.

Specific Skills

- Ability to operate office equipment and other job related equipment.
- Ability to use computer technology efficiently.
- Must possess the technical knowledge of operating personal computers and business software.
- Typing and clerical skills to meet the job requirements.
- Must possess knowledge and ability to perform general office practices and procedures including basic math skills, typing, filing, faxing, photocopying, telephone, and scheduling of appointments.
- Must possess some knowledge of contract language, school code, and educational policies.
- The ability to greet all visitors to the school cordially and make them feel welcome.
- The ability to greet persons on the telephone and skillfully direct their calls and/or get them the necessary information.
- Ability to work in a complex setting with varied changes and service demands.

The position specifications described above are representative of those that must be met by an employee to successfully perform the major responsibilities and duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the major responsibilities and duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Terms of Employment:

Twelve (12 months)

Daily hours as necessary to successfully fulfill the responsibilities and duties of the position.

Salary, work schedule and other conditions of employment in accordance with administrative compensation plan.

Performance Evaluation:

Annual evaluation by superintendent.

Benefits:

According to Act 93 Administrative Compensation agreement.

4/9/2024

NORTHERN BEDFORD COUNTY BOARD OF SCHOOL DIRECTORS



Administrative Reports

Superintendent Administrative Report

Todd Beatty
Superintendent

Elementary School Report

Trevor Replogle
Elementary Principal

Middle School Report

Kendra Pritchett
Middle School Principal

High School Report

Shawn Cerully
High School Principal

SUPERINTENDENT

2024/25 Preliminary Budget Presentation

This month marks the normal presentation of a very preliminary 24/25 school budget. Many changes/adjustments occur between now and the final approval in June. The federal/state grant monies will still be connected to this budget. Although we are very diligent in our spending, costs have continued to increase as we see it every day in our personal lives. Supplies, shipping, wages, transportation, and health insurance are just a few examples of increases. We have received a tremendous financial gain through the grants to have many upgrades to our campus, but it still impacts our local expenditures. Currently our budget stands at \$795K deficit which includes a 3.65% tax increase. The budget committee will be in communication again prior to the May board meeting to finalize a recommendation on a tax increase and a final review of the budget before the recommendation for tentative approval of the budget.

ELEMENTARY

Kindergarten and Pre-Kindergarten Registrations

We recently had our Kindergarten and Pre-Kindergarten (PK) registrations. We had 12 new students register for Kindergarten for next school year and we had 35 students register for next year's PK and Head Start. We are anticipating more students to register in the next few weeks.

PSSA Testing Schedule

Students in grades 3-5 will take the PSSA math and ELA (English Language Arts) assessment and grade 4 students will also take a PSSA science assessment beginning in April. The ELA assessment will take place April 23-25. The math assessment will be April 30-May 1 and science assessments will be May 2-3.

Grade 4 Career Day

Grade 4 students will attend the Touch-a-Truck Career Day activity at the Bedford County Airport on April 18. The activity is sponsored by the Bedford County Chamber of Commerce and is available to all the Bedford County elementary schools. Some of the companies that have attended in the past included Allegany College of Maryland, Bedford Speedway, New Enterprise Stone and Lime, Pennsylvania Army National Guard, Reynoldsdale Fish Hatchery, PA State Police, and Sheetz. Historically students enjoyed this trip and teachers have had very positive comments about the activity.

Religious Release

The Religious Release program sponsored by the Southern Cove Ministerium begins on April 9 for students in grades 3-5. We currently have 60 students participating in this 5-week activity.

Community Reading Day

Community Reading Day, sponsored by the Bedford County Chamber of Commerce, is scheduled for April 9. Community volunteers will be here to read to the students in grades PK through grade 3.

PTO Book Fair

The annual PTO spring book fair is scheduled for April 15-18.

ELEMENTARY (cont'd)

Books

We are in the process of phasing out outdated books previously utilized for small group reading sessions. These materials, having served their academic purpose, hold no significant monetary value. Our approach has involved displaying these books, thereby giving students the opportunity to peruse and select the titles which interest them. Over the past several weeks, students have been actively selecting books to add to their personal libraries.

Following the conclusion of the student selection, our intention is to responsibly dispose of the remaining books. We plan to donate them to the Read to Feed Bookstore, located in the Woodbury Community Center. This aligns with our commitment to encourage reading within the community.

March Character Kids

The elementary school recognizes a Character Kid of the month based on the Character Traits of Responsibility, Citizenship, Caring, Respect, Trustworthiness, Fairness, and Kindness. Students receive a certificate, and a picture is placed on the school Facebook page and sent to the local newspapers. The March Character Kids are listed below.

PK – Owen Cooper, K – Briggs Grimes, 1 – Hazel Bowser, 2 – Elsa Mowery, 3 – Haylee Mayne, 4 – Blakely McCoy, and 5 – Ryder Replogle.

FEDERAL PROGRAMS REPORT

Annual parent meeting scheduled for April 24 at 5:00 PM.

MIDDLE SCHOOL

Students of the Month

NBC Middle School March Students of the Month:

	Student	Parents/Guardians
Grade 6	Berkley Musselman	Jason & Bonnie Musselman
	Brenan Miller	Janelle Supik & Jeremy Miller
Grade 7	Carson Miller	Lucas & Jennie Miller
	Neal Zimmerman	Sampson & Cassandra Zimmerman
Grade 8	Hannah Yeatts	Marcus & Emily Yeatts
	Ethan Miller	Diane Berkheimer & Mitchell Miller

PRIDE Staff of the Month (March) - Mr. Ewart

Matilda

Middle school and high school students worked together to put on a fabulous musical performance of "Matilda" over the course of four showings this year. Students spent a great deal of time at after school rehearsals as they memorized lines, learned choreography, and worked together to create the perfect stage set to meet the theatrical needs of this performance. Thank you to all of the adults who supported our young performers throughout this endeavor!

Egg Hunt

The annual Dance-a-Thon Adult Egg Hunt took place on Wednesday, March 20th. Over 400 community members hunted and gathered around 10,000 eggs in a matter of seconds. Students and staff worked together to organize and label prizes and to cover the football fields with eggs prior to the hunt. This hard work and chilly, but fun evening brought in over \$8,000 to benefit the 2024 Dance-a-Thon recipients!

Dance-a-Thon Donations

Students came up with all kinds of ideas on how to raise money for this year's Dance-a-Thon. One group of middle school students worked together to ask for donations and offered to do little "odd jobs" for people in the community as their way of helping out. This crew of about fifteen sixth graders were able to raise approximately \$1500! Many thanks to everyone who sought out (and made) donations for this great cause! Over \$35,000 was raised through the Thon efforts this year!

MIDDLE SCHOOL (cont'd)

Reading Competition

Two middle school students competed in the Bedford County Reading Competition on Thursday, March 21st. This annual competition was hosted at Tussey Mountain High School. Teams from each Bedford County school battled as they answered questions from 35 different book titles.

Our NBC "Riding Readers" held their own. While we didn't place that evening, our young ladies (Tiffany Scott and Mallory Gates) represented NBC with confidence and determination. Between the two of them, they read 35 books in three months!

Best Community for Music Education

Mr. Keith recently informed us that NBC has been awarded the designation of Best Community for Music Education (BCME). This award recognizes the efforts of teachers, staff, parents, students, and community leaders who are making music part of a well-rounded education for children in their communities. The BCME is sponsored by the National Association of Music Merchants (NAMM). Approximately 950 school districts from all over the United States were awarded this designation, and this is the third consecutive year NBC has been recognized with this award! To see a complete list of awardees, go to:

<https://www.nammfoundation.org/articles/bcme-2024-districts>

What's So Cool About Manufacturing Video Contest

Mrs. Mowery and students in the After 3 program visited MDL Manufacturing and worked together to create a video clip promoting this manufacturing company. This video was entered into a contest with the other Bedford County schools and Fulton County schools. Voting for "the best video" begins April 9th and ends April 11th. Please be sure to visit this website and vote often for our NBC video! Yes, you can (and should) vote more than once!

www.bedfordcountycool.com

Middle School Field Trips

As the end of the year approaches, the middle school students are gearing up for some exciting field trips! Sixth grade will be visiting the Pittsburgh Zoo & Aquarium on May 17th. Seventh grade will be visiting the Lake Tobias Wildlife Park, and eighth grade will be touring the Antietam Battlefield in Maryland with both trips occurring on May 23rd. These trips are funded this year through the ESSER set aside grant. We are looking forward to these special educational opportunities!

MIDDLE SCHOOL (cont'd)

Middle School Upcoming Events

- Apr. 23-24 PSSA - ELA Testing
- Apr. 25 Teacher Detention
- Apr. 26 2-hour Early Dismissal - NBCAA Invitational Track Meet
- Apr. 29 Midpoint of MP4
- Apr. 30 PSSA - Math Testing
- May 1 PSSA - Science Testing & Interim Reports
- May 6 2-hour Early Dismissal - ICC Track Meet May 8 Gr. 6-8 Envirothon Competition
- May 9 Gr. 6 & 8 ImPACT Testing
- May 14-15 Keystone - Algebra I Testing
- May 15 2-hour Early Dismissal - District V Track Meet

HIGH SCHOOL

Spring Keystone and NOCTI Testing

Spring Keystone testing is scheduled, as follows, for any student that is currently enrolled in algebra 1, algebra 1B, honors biology, biology, honors English 10, English 10 or any student that has previously taken a keystone exam and has not passed. The NOCTI will be given to all CTE senior students who are "completers" in their respective program. Students have been working very diligently in preparation for the upcoming exams.

NOCTI - April 23 and 24

Keystone Algebra 1 – May 13 and 14

Keystone Biology – May 16 and 17

Keystone Literature – May 20 and 21

School Musical Performance

On March 14-17, 2024 the NBC Choral and Music Department presented the Spring Musical Matilda to the public and school community. The performance brought together the collaboration between students from the performing, visual, and industrial arts content areas. In addition, it was a celebration of uniting an entire community in the large event in our newly renovated auditorium. We'd like to thank all of the students, parents, and community members who were able to support this year's production.

Dance-a-Thon

On Thursday, March 28th and Friday, March 29th, NBC held another successful Dance-A-Thon. This tradition continues to represent the very best of our district as this year we raised \$35,412 to help local families in need. I'd like to thank Mr. Black, Mrs. England, and the many other staff members who run this incredible event.

HS Guidance

Mrs. Swanseen has met with students in grades 8, 9, 10, and 11 to begin the scheduling process for next school year. Course selections have been entered into Focus, a tentative master schedule has been formulated, and an initial run of schedules has been completed. Final student schedules will be published in late summer after Keystone and PSSA scores are released to school districts and course needs are finalized.

During the evening of April 3rd, Mrs. Swanseen met with parents of students interested in our Dual Enrollment/Early College offerings for next year to explain the application process. We currently offer the following dual enrollment courses through ACM, SFU, MAC, and PHCC: Anatomy & Physiology II, Calculus, Statistics, EC English 12 (Freshman English 101/Intro to Literature 103), Public Speaking, EC Social Studies (Sociology 101/History of Western Civilization 101), and Government/Economics. Many students also take online courses via ACM to supplement their elective options. ACM will visit April 16 to assist students in registering for ACM early college courses and to walk current seniors through the transcript request process.

HIGH SCHOOL (cont'd)

HS Guidance (cont'd)

High school seniors seeking post-grad employment were encouraged to attend the PA CareerLink Employment Fair that was held at the Bedford Co. Fairgrounds on Wednesday, 4/3. Over 60 employers participated and offered on-the-spot interviews to attendees.

All grade 10 students will attend the Blair Co. Career Fair at the Blair Co. Convention Center on Wednesday, 4/24. Students will have the opportunity to meet with four different presenters throughout the morning and learn more about careers aligned to their interest areas.

Bedford County Scholastic Hall of Fame

Three Northern Bedford seniors will be inducted into the Bedford County Scholastic Hall of Fame. Elizabeth Berry, representing University Prep; Lydia Koontz, representing Business; and Nathan Blackburn, representing CTE will join students from all other county high schools and the Bedford County Technical Center in the 2023-24 induction ceremony. The honor is bestowed upon the students and sponsored by the Bedford County Regional Education Foundation. The banquet and award ceremony will take place on Wednesday, April 24th at 6:00PM at Bedford High School.

Staff Spotlight

Mrs. Frederick has been selected to participate in "Keystone Item Data Reviews" in conjunction with PDE. This means Mrs. Frederick will have an opportunity to work with other math teachers across the state of Pennsylvania to discuss what should and should not be included on the Algebra 1 Keystone tests. We appreciate your experience and input in helping to ensure students are tested for the appropriate skill sets.

Special Congratulations

For the third straight year, Northern Bedford has been recognized with the designation of "Best Communities for Music Education," which is sponsored by the NAMM foundation (National Association of Music Merchants). This designation recognizes the efforts of a school community who has proven to make music part of a well-rounded education for every student. Northern Bedford is one of 950 schools across America that has been selected to receive this recognition.

ATHLETIC REPORT

Team Records			
Girls Track & Field	n/a	JH Girls Track & Field	n/a
Boys Track & Field	n/a	JH Boys Track & Field	n/a
Varsity Softball	1-4	JH Softball	2-2
Varsity Baseball	3-2	JH Baseball	3-0
		Gr 7 Baseball	0-1

		<u>Bedford Gazette</u> <u>All-Stars</u>	<u>Inter-County</u> <u>Conference All-Stars</u>
<u>Grade</u>	<u>Name</u>	<u>Sport</u>	<u>Sport</u>
12	Brock Beach	Wrestling	Wrestling
11	Wyatt Clouse	Wrestling	Wrestling
12	Rece Dibert	Wrestling	Wrestling
12	Mariah Hall	Basketball	Basketball
11	Tyler Paris	Wrestling	X
11	Aiden Replogle	X	Wrestling
12	Eion Snider	Wrestling	Wrestling
12	Leah Swanseen	Basketball	Basketball

Upcoming Events:

Friday, April 19 @ 2:00

Friday, April 26 @ 3:00

Monday, May 6 @ 3:00

Wednesday, May 15 @ 3:00

West Central Coaches Meet (Windber)

NBCAA Track & Field Invitational (Home)

ICC Championship Meet (Juniata Valley)

District V Track and Field Meet (Home)

GIRLS VARSITY BASKETBALL

#2 seed varsity girls District 5A playoff action:

Semi Final Wed. February 28 th	Defeated #3 seed Southern Fulton
Championship Sat. Mar. 2 @ UPJ	Runners-Up to #1 seed Berlin
First Round State Playoffs Sat. Mar. 9 @ Ridgeway HS	Defeated D9-A Runners-Up Ridgeway
Western Quarterfinals State Playoffs Wed. Mar. 13 @ Hempfield HS	Lost to D7 #1 seed Union Area

ATHLETIC REPORT (cont'd)

	GIRLS WRESTLING		DISTRICTS	REGIONALS	STATES
Sophomore	Kaylee Ebersole	(106)	CHAMPION	CHAMPION	6 th Place
Freshman	Emily Dennis	(130)	2 nd Place		
Junior	Raegan Snider	(155)	CHAMPION	CHAMPION	3 rd Place

CORRECTION --- District 5 Athletic Director's Association All-Star Game

Seniors Mariah Hall, **Leah** Swanseen, have been chosen to play in the All-Star game at Chestnut Ridge HS on Sunday, March 24th, 2024. Girls @ 4:00 and Boys @ 6:00
Mariah Hall was named MVP for the East girls' team.