

**NORTHERN BEDFORD COUNTY SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
Agenda for May 14, 2024**

Opening

1. Call to Order
2. Pledge and Prayer led by John Eshelman.
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 was given by Savannah Hershberger.
7. Communications: Resignation of Lauren Eckenroad as Head Junior High Volleyball Coach; Resignation of Emma Eckenroad as Assistant Jr High Volleyball Coach; Resignation of Carolyn Smith as Head Cook for Food Service
8. Announcements: June board meeting will be held June 18, 2024 in Room 136 of the High School. The Final 2024/25 Budget will be adopted.
9. Approve the minutes from the April 9, 2024 board meeting. JOHN ESHELMAN JEN MCCOY
10. Preliminary 2024/25 General Fund Budget presentation.

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Preliminary 2024/25 General Fund Budget – Mike Cottle Jack Briggs

11. Approve the Preliminary General Fund Budget for 2024/25.

Revenues 2024/25	Expenditures 2024/25	Deficit 2024/25
\$15,706,835	\$16,480,332	-\$773,497

Local revenue from real estate tax of \$3,289,987 is anticipated at 94 percent collection rate by the imposition of a real estate tax levy of not less than 9.62 per thousand dollars of assessed valuation as certified by the Bedford County tax assessor.

Other local levies and anticipated revenues are re-enacted as follows:

\$5 per capita (Section 579 of the School Code)	\$22,210
\$5 per capita (Local Tax Enabling Act 511)	\$14,800
One half of one percent (.5%) earned income/net profit	\$700,000
Emergency Municipal Services Tax	\$18,000
\$10 flat rate occupation	\$29,500
Realty Transfer at .5%	\$65,000
Amusement Tax	\$10,000
Transfer to Capital Reserve	\$148,488
Estimated carryover from unreserved fund balance	-\$773,497

Personnel – CONSENT MOTION 12-16 – JOHN ESHELMAN JEN MCCOY

12. Approve the resignation for purposes of retirement, with regret, of Carolyn Smith as Head Cook for the Food Service department as of May 30, 2024.
13. Approve the resignation of Lauren Eckenroad as Head Junior High Volleyball Coach.
14. Approve the resignation of Emma Eckenroad as Assistant Jr High Volleyball Coach.
15. 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:

Head JH Volleyball Coach	Betsy Francke (Pending Paperwork)	\$1,250
Assistant JH Volleyball Coach	Deidra Mellott	\$1,000
Assistant Varsity Boys Basketball	Jesse Love	\$2,310
Assistant JH Boys Basketball	Joey Smith	\$1,250

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16. Approve the following as volunteer coaches for the 2024/25 school year.

Jim Lloyd Volunteer JH/Varsity Boys Basketball

17. Approve the Act 93 Agreement for the period July 1, 2024 thru June 30, 2027. ANDREA POTEAT JEN MCCOY

18. Approve the Business Manager Agreement for the period July 1, 2024 thru June 30, 2027. JOHN ESHELMAN MIKE COTTLE

Approvals – CONSENT MOTION 19 – 36 – JEN MCCOY ANDREA POTEAT

19. Approve Northern Bedford County School District Mid Point Review Comprehensive Plan.

20. Approve agreement with Merakey Pennsylvania for the 2024/25 school year.

21. Approve agreement with Tuscarora Intermediate Unit 11 for partial hospitalization program for the 2024/25 school year.

22. Approve agreement with Extended Family Programs, Inc. for the 2024/25 school year.

23. Approve the cooperative agreement with Mount Aloysius College for the 2024/25 school year.

24. Approve the dual credit agreement with Pennsylvania Highland Community College for the 2024/25 school year.

25. Approve a two year agreement with CAMCO Physical and Occupational Therapy, LLC for rehabilitation services to students for the period of August 1, 2024 thru July 31, 2026.

26. Approve the creation of an alumni chapter for Northern Bedford to be called Northern Bedford FFA Alumni.

27. Approve participation in Appalachia Intermediate Unit 08 Substitute Teacher Program for the 2024/25 school year.

28. Approve participation in Appalachia Intermediate Unit 08 ESL Consortium agreement for the 2024/25 school year.

29. Approve extended school year services thru Chestnut Ridge, Soaring Heights, Everett Area, Bedford Area, Spring Cove and Merakey as well as Northern Bedford beginning with the summer session preceding the 2024/25 school year.

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30. In compliance with Section 621 of the School Code, recommend approval of depositories for the school district as follows for the 2024/25 school year.

General Fund and Food Service
Athletic and Student Activity Funds
Student Activity Fund CD
Investment

M & T Bank
M & T Bank
PA School Liquid Asset Fund
PA Local Gov't Investment Trust

31. Approve the members of the Class of 2024 for graduation contingent upon the satisfactory completion of all requirements set by the Commonwealth of Pennsylvania and the Northern Bedford County School District.

32. In accordance with Sections 404 and 434 of the School Code, recommend action to appoint Andrea Poteat as school board treasurer. This is an unpaid position.

33. In compliance with Section 2401 of the School Code, approve Ritchey, Ritchey and Koontz to serve as the school auditor during the 2024/25 school year.

34. Approve the district to work in collaboration with the Everett Library to provide additional library resources to middle school and high school students. The Everett Library is responsible for all costs associated with this program.

35. Approve the following job description:

Secretary -- Middle School Principal
Secretary – High School Principal
Secretary – Special Education/Athletics

36. Approve the following board policy on the first reading:

Policy 903 Public Comment in Board Meetings

37. Approve signing letter of intent for 2024/25 fiscal year for the following Cyber Security/Technology contracts:

Securly \$5,547
Sentinel One \$12,531 - ANDREA POTEAT STEVE COTTLE

38. Approve revised Resolution for Occupational Flat tax resolution as attached. JACK BRIGGS
MIKE COTTLE

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39. Retroactively approve an agreement with CES Engineering to conduct a needs assessment for the Elementary Window replacement and Elementary water/sewage line in conjunction with the PA Public Facility Grant in the amount of \$1,000 to be paid from General Fund within budgeted items. RALPH SCOTT JEN MCCOY

40. Approve sealed bids for obsolete equipment to the following: JOHN ESHELMAN STEVE COTTLE

Grizzly 6" x 48" jointer 1 horsepower single phase	Bill Fisher	\$100
Rockwell Shaper – 2 horsepower 3 phase	Brian Frederick	\$50
Qty 2 - Millermatic Model 252 Mig Welder	Josh Pritchett	\$1,000
9000 lb Rotary twin post lift (Internal electrical and Burnt pump as is)	Ken Dibert	\$65

41. Approve band equipment bid with Musicians Friend being awarded the following items in the amount of \$3,791.25. This is to be paid from the ESSERS 7% Set Aside Allocation for Summer and After School uses. MIKE COTTLE JACK BRIGGS

D'Andrea ACE Greenwich Vintage reissue Strap	\$24.25
Malltech M-Tech 5.0 Octave Padouk Marimba	\$107.00
Gear Musicians Gear MG Meg Molded ABS Electric Guitar Case	\$135.00
PRS SE McCarty 594 Electric Guitar	\$899.00
Shires TBQ36R Series Professional Bass Trombone Lacquer Gold Brass	\$2,626.00

42. Approve band equipment bid with Chuck Levin's Washington Music Center being awarded the following items in the amount of \$6,824.00. This is to be paid from the ESSERS 7% Set Aside Allocation for Summer and after school uses. JEN MCCOY JOHN ESHELMAN

Gator GW Bass Laminated Wood Bass Guitar case	\$107.00
Roland KC600 Keyboard Amplifier	\$729.00
Ibanez SR 600E 4 string electric bass guitar cosmic blue starburst	\$589.00
Adams – Alpha Series 3.0 Octave Vibraphone, silver bars motor traveler Frame, walnut rails, satin gold resonators	\$5,399

43. Approve outdoor furniture bid with Nolt's Furniture for 14 Poly Octagonal shaped tables with seating for 8 to be used for outdoor classroom areas. This is to be purchased with ESSER 7% State Set Aside and ARP ESSER III for the Middle/High School Courtyard, 6th grade entrance and Elementary building in the amount of \$18,130. JACK BRIGGS STEVE COTTLE

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44. Approve the sealing of the lower roof of the Career and Technical building with a 20 year warranty in the amount of \$17,417 by RJ Seamless Roof Systems to be paid from Capital Reserve fund. ANDREA POTEAT MIKE COTTLE

45. Approve replacement of High School Domestic Water pump and two check valves by Mervac Plumbing and Heating Inc. at a cost of \$5,455 to be paid from budgetary reserve. JACK BRIGGS JEN MCCOY

46. Approve the following lunch and breakfast rates as recommended for 2024/25. No increase in the lunch and breakfast rates for students 2024/25. The adult breakfast price was required to be raised to \$2.85 from \$1.95. ANDREA POTEAT JOHN ESHELMAN

	Lunch	Breakfast
Elementary	\$2.55	\$1.25
Secondary	\$2.65	\$1.25
Adult	\$4.00	\$2.85

47. Approve the following extended contract and supplemental contract days for the 2024/25 school year. STEVE COTTLE ANDREA POTEAT

PROFESSIONAL EMPLOYEE	EXTENDED CONTRACT DAYS AT PER DIEM	SUPPLEMENTAL CONTRACT
Bethany Kensinger	8	
James Over	8	
Pamela Brown	4	
Kenneth Dibert		\$2,000
Starla Snyder	4	
Madison Brumbaugh	2	
Alexa Patton	6	
Emily Swanseen	12	

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Administrative Reports – JEN MCCOY MIKE COTTLE

48. Approve the following reports and invoices

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

49. Executive session for reasons of personnel with the board not returning for any further action.

50. Adjournment – 7:15 pm – JOHN ESHELMAN ANDREA POTEAT

The Board of Directors of the Northern Bedford County School District met on Tuesday, April 9, 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.

1. Randy Wiand called the meeting to order.
2. Prayer and pledge to the flag was led by Mike Cottle.
3. Roll call was held with all members present.
4. There were no citizens who wished to address the board.
5. There was no student representative report.
6. Communications included: Amended retirement resignation from Cindy Keith; Request for FMLA Michaela Gartland; resignation of Jesse Love as Assistant Junior High Baseball coach.
7. It was announced that the May board meeting will be held May 14, 2024 in Room 136 of the High School. The Preliminary 2024/25 Budget will be adopted.
8. John Eshelman moved, seconded by Andrea Poteat to approve the minutes from the March 12, 2024 board meeting. All members present voted "yes".
9. The Preliminary 2024/25 General Fund Budget presentation was given by Mr. Beatty.
11. Ralph Scott moved, seconded by Jen McCoy, to approve the following the consent motion with all members present voting "yes".
 - Retroactively accept the resignation of Cindy Keith from May 31, 2024 to April 5, 2024.
 - Accept the resignation of Jesse Love as Assistant Junior High Basketball coach.
 - 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.
 - 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.
 - 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.
 - 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.

- Approve the following as substitute teachers:

Clay McIlnay	Act 91
Mandi Koontz	IU08

- 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

- 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

12. Andrea Poteat moved, seconded by Jen McCoy to 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. All members present voted “yes”.
13. Jen McCoy moved, seconded by Jack Briggs, to approve the job description for Stacy Pressel, Director of HR, Transportation, Data Management Coordinator as attached. All members present voted “yes”.
14. John Eshelman moved, seconded by Mike Cottle, to request to do a sealed bid or online bid for obsolete equipment as noted with all members present voting “yes”.
 - 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

15. Andrea Poteat moved, seconded by Jack Briggs to approve the following Elementary Field Trips for the 2023/24 school year with all members present voting "yes".
 - 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
16. Steve Cottle moved, seconded by Kelly Steele, to approve Jan Gable as the graduation speaker for Commencement services for the Class of 2024. All members present voted "yes".
17. Ralph Scott moved, seconded by Steve Cottle, to approve a resolution to participate in the Appalachia IU08 Paper supplies bid for the 2024/25 school year and beyond as attached. All members present voted "yes".
18. Jen McCoy moved, seconded by Andrea Poteat, to approve the purchase of a Pass-thru Heated Cabinet for the Elementary Cafeteria at a cost of \$10206 to be paid from Tri-Mark with State Contract 036-006. This is to be paid from the food service account. All members present voted "yes".
19. John Eshelman moved, seconded by Andrea Poteat, to 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. All members present voted "yes".
20. Steve Cottle moved, seconded by Jen McCoy, to 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. Vote was 8-1 with Mike Cottle voting "no".
21. John Eshelman moved, seconded by Mike Cottle, to 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 re-lining of sanitary lines from Elementary to township main line in the amount of \$650,000 All members present voted "yes".
22. Andrea Poteat moved, seconded by Jen McCoy, to 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. All members present voted "yes".
23. Jack Briggs moved, seconded by Mike Cottle, to 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. All members present voted "yes".
24. Jen McCoy moved, seconded by Andrea Poteat, to 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. All members present voted "yes".

25. John Eshelman moved, seconded by Steve Cottle, 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".
26. Andrea Poteat moved, seconded by Jen McCoy to adjourn the meeting at 7:35 pm.

Teri L. Biddle
Business Manager/Board Secretary

Northern Bedford County High School

Class of 2024

Breanna Saige Akers

Brian Lee Amick, Jr.

Addison Lee Arcq

Noah Michael Baker

Brock Robert Beach

Anna Capri Beckett

Elizabeth Ruth Berry

Rachel Marie Bithell

Nathaniel Jeffrey Blackburn

Lindsey DiAnn Bolinger

Rachel Marie Bowman

Josiah James Bowser

Miranda Beth Brown

Mason Lynn Brumbaugh

Emma Nichole Byler

Camden Michael Clapper

Nicholas Hines Clevenger

Samantha Mae Corle

Ashton Cole Detterline

Isaac Michael Dibert

Rece Alexander Dibert

Logan Michael Dick

Kara Nicole Dietz

Ava Grace Dively

Richard Leo Fisher, Jr.

Benjamin Eric Gable

Cayden Lee Garman

Reaghan Corrina Grimes

Keyan Royal Guyer

Mariah Danielle Hall

Shayna Noel Hann

Lauren Olivia Heck

Victoria Alexis Helsel

Ella Rose Humphrey

Chase Andrew Imes

Dani May Imler

Hannah Kathryn Imler-Knisely

Adam James Johnson

Araya Marie Keller

Noah Allen Kochara

Lydia Marie Koontz

Zachary Audie Lawton

Halle Marie Lingenfelter

Paeden David Logue

Lacy Jo McInay

Aidan Dane Miller

Collin Michael Lee Pepple

Logan Gregory Pepple

Hunter Scott Robinette

Aaron Michael Shawley

Abigayle Joy Singer

Alaina Chase Sipes

Andre Michael Smith

Eion Charles Snider

Tyler Phillip Spina

Brandon Michael Svitana

Leah Ingrid Swanseen

Harlie Staar Taylor

Hannah Marie Virts

Aiden Kent Wadel

Ava Marie Whisker

Alyssa Marie Wickel

Mikayla Dawn Widmann

Lacie Mae Zelanko

**Northern Bedford
County School District
Maintenance Project Update
Updated 5/12/24**

Projects Approved/In Progress

- Air Conditioning at Elementary MPR, Stage, and Faculty Room
 - Marc's Service will start in the Faculty Room on 6/3/24. Once that is in, they will start on the base bid (MPR) with the two coils. This is going to take the most time. While they are working on the inside work, they will set the condensing unit and have the subs work on putting the fence in. Lastly, they will put the new unit for the stage/classroom A/C and heat.
- Wellness Building
 - Area is ready to start footers for building.
- Black Top Reseal
 - Mattas Asphalt Maintenance will do this project during the summer. These areas are at the CTC and the stadium.
- Paint Outside of CTC Building
 - Cooper Painting will do this project during the summer.
- Painting of Elementary Office
 - Cooper Painting will start this project the week of June 3rd.
- Carpet Replacement in Elementary
 - Degol Carpet will start this project as soon as the painting is done.
- Water Line from High School to CTE
 - Guyer Brothers will work with Corle Construction on this project.

Potential Projects – Working on Details

Priority 1

- High School Office/Middle School Entrance
 - Modern Art quoted this project. Pending on security grant.
- Line Sewer Line from CTE Building to Main Sewer Line
 - With the recent issue with tree roots growing into the line, Guyer Brothers scoped these lines, and they are in bad shape. Guyer Brothers also quoted this project. Pending on economic development grant.

Priority 2

- Door Access/Camera System Upgrade
 - IT Department to work on this. Potential summer 2024 projects. Pending on security grant.
- CTC Lower Roof
 - Reuben quoted this project. Will be on the agenda to be approved during the May board meeting.

Priority 3

- Front of the school
 - Brian Lutz Painting quoted this project for painting the bricks.
- High School Gym Bleachers
 - Eichenlaub Co. quoted this project.
 - Possible 2025 summer project.
- Elementary MPR Flooring
 - The floor will need to be replaced in the future. Looking at 2028.
- School Signs
 - Art class and students to design these.
- Elementary Window Replacement
 - Several contractors are quoting this project.
 - Pending on economic development grant.
- LED Light Replacement District Wide
 - We currently have several companies looking into this.

Maintenance

- Auxiliary Gym
 - This will be done during the summer of 2024.
- Replace Hot Water Heater at Elementary
 - Marc's Service and Mervac both quoted this job. This is a 24/25 budgeted item.
 - working with HVAC contractors on quoting this. This is a 24/25 budgeted item.
- Water Leak at North wing of elementary to Little League Field
 - The line is currently shut off. Need to open the wall between Mrs. Carter and Mr. Corle to repair leak. This will be summer work.
- Pole Light at Sidewalk Outside of CTE going to Stadium Entrance
 - Currently working with Jared Wiand to figure out the issue with this pole light. This light hasn't worked in years and will help with our lighting issues leaving the stadium. This is a 24/25 budgeted item.

Monitoring—Will be removed if no further movement.

- Brick Wall by 6th Grade Pit
 - Brick is falling off the sides of walkway. Tom Swope is looking into this.

Completed Projects – Since 2015

- Sound System Upgrades in Elementary MPR – January 2024
- CTE Fire Alarm Replacement – December 2023
- Replaced domestic water pumps and check valves at high school – November 2023
- Sound System Upgrades in High School Gym – November 2023
- Control Valves for Air Conditioning Projects in High School Gym, Locker Rooms, and District Office – November 2023
- New Fuel Line Ran from CTE Generator to New Fuel Tank – November 2023
- Water line between high school and CTE was patched – November 2023
- Air Compressor Replacement for CTE Building – October 2023
- Wire Radial Arm Saw at Ag Shop – September 2023
- Hot Water Heater Replacement at CTE – September 2023
- Green House Heated Concrete – September 2023
- Elementary/Vo-tech Pneumatic Valves Replacement – Summer 2023
- Stadium Lights Upgrade – Summer 2023
- Replace Carpet in Guidance Counselor Office – Summer 2023
- Replace Carpet in Middle School Office – Summer 2023
- All Exterior Doors Replacement at the Elementary – Summer 2023
- Middle School Office Renovations – Summer 2023
- High School Gym, Locker Rooms, District Office Area Air Conditioning – Summer 2023
- Paint High School and Middle School Hallways – Summer 2023
- Auditorium Lighting Upgrade – Finished in Summer 2023
- Gym Floor Recoat – May 2023
- Replace coil in auditorium HVAC unit – March 2023
- Update HVAC Computer Controls at HS/MS – February 2023
- Replace Compressor on High School Office HVAC Unit – January 2023
- Replace Carpet in Auditorium Sound Area – November 2022
- Auditorium Seating – September 1, 2022
- Vo-tech Roof Coating – August 2022
- Abatement and New Tile of the Auditorium Pit, Hallways, and District/High School Offices – June 2022
- Paint Ceiling of Auditorium – June 2022
- Lockers and Heaters Repainted in High School and Middle School – July 2022
- Replaced 2 pumps that pump the water from front of high school to elementary tank – 6/14/22
- Gym Floor Recoat – 5/10/22
- Auditorium Rigging – 4/27/22 (2021/22)

- Sand and Paint Auditorium Stage at High School—3/29/22(2021/22)
- Soccer Scoreboard Replacement at Route 36 Field—(2021/22)
- Auditorium Audio/Visual System—(2021/22).
- Replaced Fire Suppression System in Home Economics Room—(2021/22).
- Elementary Water Pumps—(2021/22).
- Fire Alarm System Replacement
 - Project was completed on 12/29/21 (2021/22).
- High School/Middle School Hallways were Abated with New Flooring Installed Part 2 – 2021/22
- Elementary Roof Project Completed – 2021/22
- Middle School Office HVAC Rooftop System was Replaced – 2021/22
- Abatement and Floor Tile Replacement HS/MS Hallways Part 1—2021/22
- Replace Steps and Sidewalks at Elementary—2021/22
- Elementary Freezer Unit was Replaced – 2021/22
- Elementary HVAC Rooftop Units Replaced – 2020/21
- High School Classrooms Abated. New Flooring and Windows Installed with Required Infill – 2020/21
- Track Resurfaced -- 2019/20 (and 2013/14)
- Hot Water Heater Replaced in High School/Middle School – 2019/20
- The Gymnasium Floor was Resurfaced—2019/20
- New Blacktop in North Parking Lot, Front Drive of High School and Middle School, and Handicap Sidewalk Repaired – 2017/18
- Remaining Blacktop Area Cracks Sealed and a Topcoat Sealant Applied -- 2017/18
- Cooler and freezer Added to Middle School/High School Kitchen – 2016/17
- Renovated Kitchen – 2016/17
- HVAC System in Middle School – 2016/17
- High School and Middle School Roof -- 2015/16 (done with bond proceeds)

Northern Bedford County School District Maintenance/Custodial Department Summer 2024 Timeline Updated 5/13/24

Major Projects

- Gym Floor Recoat – All American
 - Floor to be recoated on 5/23/24. The gym will be closed until 5/28/24.
- Air Conditioning at Elementary MPR, Stage, and Faculty Room
 - Marc's Service will start in the Faculty Room on 6/3/24. Once that is in, they will start on the base bid (MPR) with the two coils. This is going to take the most time. While they are working on the inside work, they will set the condensing unit and have the subs work on putting the fence in. Lastly, they will put the new unit for the stage/classroom A/C and heat.
- Wellness Building
 - Area is ready to start footers of building.
- Black Top Reseal
 - Mattas Asphalt Maintenance will do this project during the summer. These areas are at the CTC and the stadium.
- Paint Outside of CTC Building
 - Cooper Painting will do this project during mid-summer.
- Painting/Carpeting of Elementary Areas
 - Office
 - Move all furniture/items out on 5/31 and 6/3.
 - Move Mr. Replogle and Mrs. Hann to Randy Meck's room during the duration of the project.
 - Cooper Painting to start on 6/4.
 - Carpet to start after painting is done.
 - Kindergarten
 - Move all furniture/items after done moving the office out.
 - Painting all 4 rooms. – This will be done in house.
 - Carpet to start after painting is done and library carpet is finished.
 - Library
 - Remove computer desks.
 - No painting will be done in this area.
 - Move everything out the week of 6/3/24.
 - Degol Carpet will be in the week of 6/10/24 to start tearing out the old carpet and putting new down.
 - Degol Carpet will be delivering the materials the week of 6/3/24.

- Water Line from High School to CTE
 - Guyer Brothers will work with Corle Construction on this project.
- Auxiliary Gym
 - Need to work out the details with Mike Cottle
- Replace Hot Water Heater at Elementary
 - Marc's Service and Mervac both quoted this job. This is a 24/25 budgeted item.

Other Items during Summer

- After 3 Summer Camp (Elem)
 - Starts 6/3/24 and will end at the end of June.
 - Monday through Wednesday 8am to 12pm.
 - After School Room/Mrs. Stoltzfus's Room.
- 7 on 7 Tournament
 - 6/19/24
 - Stadium
- Bus Driver Training
 - 6/19/24 – 6/20/24
 - 4:30pm to 8:30pm
 - Room 129
- Data Days – MS
 - 7/8/24 – 7/9/24
 - 8am to 3pm
 - They will use 1 classroom in MS.
- 3 on 3 Basketball Tournament
 - 7/23/24
 - Elem Outdoor Courts
- Middle School Orientation
 - 8/14/24
 - 6pm to 8pm
- NFHS System Upgrade
 - Stadium Press box

Cleaning Schedule

- We will start at the Elementary North Wing and then head to the South Wing. Above the ramp will be done after HVAC project is done.
- The high school, middle school, and CTE will follow after the elementary is done.

Miscellaneous

- Elementary MPR will be closed during the months of June and July for construction work and cleaning.
- Teacher In Service will be on 8/19/24 and 8/20/24.
- First day of school will be 8/21/24.

RESOLUTION OCCUPATIONAL FLAT TAX: MAY 14, 2024

A RESOLUTION OF THE NORTHERN BEDFORD COUNTY SCHOOL DISTRICT, BEDFORD COUNTY, PENNSYLVANIA, AMENDING THE EFFECTIVE TAX YEAR, AND RECITING AND IMPOSING EXONERATIONS FOR THE OCCUPATION TAX CURRENTLY LEVIED ON EACH AND EVERY GAINFULLY EMPLOYED PERSON 18 YEARS OF AGE OR OLDER RESIDING IN THE DISTRICT, PURSUANT TO THE PROVISIONS OF THE LOCAL TAX ENABLING ACT OF 1965, THE ACT OF THE GENERAL ASSEMBLY OF THE COMMONWEALTH OF PENNSYLVANIA, NO. 511, ITS SUPPLEMENTS AND AMENDMENTS, WHICH SAID TAX SHALL CONTINUE IN FORCE ON A CALENDAR YEAR BASIS WITHOUT ANNUAL REENACTMENT, UNLESS THE RATE OF THE TAX IS SUBSEQUENTLY CHANGED.

WHEREAS, under the terms and provisions of the Local Tax Enabling Act of 1965, the Act of the General Assembly of the Commonwealth of Pennsylvania, No. 511, its supplements and amendments the School District assesses Occupation Taxes upon individuals within the limits of the School District; and

WHEREAS, by Resolution effective beginning with the 1984 tax year, the School District assesses an Occupation Tax of ten (\$10.00) dollars annually upon gainfully employed residents of the School District;

WHEREAS, the Occupation Taxes applicable for each tax year are payable on April 15 of the succeeding calendar year; and

WHEREAS, this Resolution amends and establishes the annual effective tax year and formalizes the exonerations applicable to the Occupation Taxes.

NOW, THEREFORE BE IT RESOLVED by the School District, and it is hereby resolved and enacted by the authority granted to a School District in the Commonwealth of Pennsylvania by the Local Tax Enabling Act of 1965, as amended, and supplemented, as follows:

1. Beginning with the year 2025 and thereafter, the effective tax year for Occupation Taxes shall correspond to the calendar year in which the Occupation Taxes are payable. The due date for tax year 2025 Occupation Taxes shall be April 15, 2025. If April 15 of a given calendar year falls on a weekend or holiday, Occupation Taxes shall be due on the next business day.
2. The tax collector shall be exonerated from collecting occupation taxes from those persons who qualify under the following conditions:
 - a. Persons who are under the age of eighteen (18) as of January 1st during the subject tax year;

- b. Persons who move out of the School District as of January 1st during the subject tax year;
 - c. Persons who are unemployed, retired or homemakers as of January 1st during the subject tax year;
 - d. Persons with earnings and net profits less than \$1,000.00 per year; and
 - e. Persons who are deceased as of January 1st during the subject tax year.
3. Persons seeking an exoneration must apply for the exoneration each tax year.
 4. Occupation Taxes that are not paid or exonerated by December 31st of the taxing year will be turned over to a delinquent tax collector.

This Resolution has been adopted pursuant to the authority of the Local Tax Enabling Act of 1965, the Act of the General Assembly of the Commonwealth of Pennsylvania, No. 511, its supplements and amendments.

This Resolution shall become effective upon execution.

Any resolution or part of any resolution conflicting with the provisions of this Resolution be and the same are hereby repealed to the extent of such conflict.

ADOPTED, this _____ day of _____, 2024.

ATTEST:

NORTHERN BEDFORD COUNTY SCHOOL
DISTRICT

Secretary

By: _____

Job Title: Middle School Office Secretary (10 Month)

Qualifications:

- High School Diploma
- Secretarial School graduate or 1-2 years office experience preferred

Reports to: Middle School Principal

Job Related Skills: Must

- Demonstrate proficiency in personal computer skills, computer operating systems, and productivity software in a skills based assessment.

Primary Function/General Description:

Provide clerical support to the middle school principal and assist with the general day-to-day duties of the school day as appropriate.

Major Responsibilities and Duties:

1. Assist with Middle School Principal's work
2. Student attendance, **truancy, notice to parents, schedule SAIP's**
3. ~~Teacher attendance~~
4. Discipline/Detention records **and mailings**
5. Student record information
6. Emergency forms
7. **Coordinate Student of the Month (nominations, voting, & media communication); EOY awards/assembly, MS fundraisers, laptop distribution**
8. **PSSA & Keystone testing (organize testing materials and prepare staff information packets for PSSA training)**
9. **Student enrollments/withdrawals/transportation forms**
10. **Weekly schedule**
11. **Lamination for MS/HS/District Office**
12. **Prepare parent/teacher conference information**
13. ~~Honor passes~~
14. Honor/Achievement roll
15. Photocopying
16. Distribute mail
17. Maintain bulletin boards
18. ~~Minor nursing care (during nurse's absence)~~

19. Assist teachers/counselors as needed
20. Phone/counter/receptionist responsibilities
21. Ineligibility lists
22. PA System (announcements)
23. Inventory supplies, prepare budget requests
24. ~~Class~~ **School** picture distribution
25. Filing
26. Clean and organize supply room
27. Prepare and distribute report cards **and mid-terms**
28. Maintain student demographic information
29. Collect and organize permission forms from students and teachers for student activities.
30. Place final grades/activities on student records
31. Assign homerooms
32. Assign lockers
33. Place pictures in permanent records
34. ~~Unpack and distribute supplies~~
35. Assist in preparing students schedules
36. Prepare information packets for students, teachers, and staff for school opening
37. Any additional work to be done for the administrative office as needed

Additional Assignments:

1. It is expected that individuals that share office space will support each other during times of heavy work load such as end of marking periods, semester, and school year.
2. Secretaries are 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.
3. Serve in the capacity specified in the Safe School's Crisis Response Plan in the event of a school emergency.
4. **Secretaries are expected to organize and maintain an efficient and effective office while fostering a welcoming and positive environment.**
5. Perform various duties as needed under the direction of the appropriate principal.

Position Specifications:

Physical Demands

- Frequent visits throughout school buildings, to classrooms, and other areas on the school campus.

- Travel to meetings in IU 08 service area, Central PA region, and throughout PA when directed and as necessary.
- 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 carry out the duties of the job, use telephone, conduct and/or participate in 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, students, or other visitors.

Temperament

- Ability to work effectively with coworkers and supervisors in accomplishing the task at hand.
- Must be courteous with coworkers, students, and visitors to the school.
- 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, productivity software, student information management system, Internet and e-mail.
- 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:

10-month employee

Daily hours: 8; additional hours may be assigned by principal to complete necessary tasks.

Performance Evaluation:

Annual performance evaluation completed by middle school principal.

Benefits:

Per the current collective bargaining agreement.

Job Description

Secretary–High School Principal

Job Title: High School Principal Secretary (12 Month)

Qualifications:

- High School Diploma
- Secretarial School graduate or 1-2 years office experience preferred

Reports to: Senior High School Principal, and School Counselor(☞)

Job Related Skills: Must

- Demonstrate proficiency skills in personal computer skills, computer operating systems, and productivity software in a skills-based assessment.

Primary Function/General Description:

Provide clerical support to the senior high school principal and school counselor(☞) and assists with the general day-to-day duties of the school day as appropriate.

Major Responsibilities and Duties

1. Receptionist serving the needs of students, teachers, and parents at the high school office counter.
2. Answers phone in high school office, directing calls where needed or provide necessary information to caller; operates district switchboard as needed.
3. Answers door, registers and directs visitors.
4. Maintains student attendance records; notices to parents regarding attendance. ~~phone parents when necessary regarding attendance matters; filing.~~
5. ~~Assist principal with~~ **Coordinates** non-financial obligations related to graduation (cap/gown, diplomas, practices, etc.).
6. Issues worker's permits as needed.
7. Assist with mailing of Mid-term reports and student mailings.
8. Assist high school principal with student voting related to homecoming and prom.
9. Prepare Honor, Achievement and High Honor Rolls for publication.
10. Assists high school principal with parent/community communications.
11. Maintains student demographic information.
12. Prepare daily attendance bulletins.
13. Prepares high school academic awards program.
14. Performs tasks for nurse as requested.
15. Assist principal with student and teacher handbook preparation.
16. Assist principal with school opening and closing tasks.
17. ~~Maintains Master Locker file~~
18. Maintains an orderly and well-organized work-related area.
19. Coordinates photocopying for the high school office, including teacher use of copying equipment.
20. Provides student emergency forms to teachers for field trips.
21. Collects and organizes permission forms from students and teachers for student activities.
22. Collects and maintains senior project information. Schedules and coordinates senior project

presentations.

23. Prepares staff emergency calling lists for high school and middle school.
24. Prepares and maintains student directory information.
25. Assists principal in maintaining ~~vocational~~ **CTC** records and preparing ~~vocational~~ **CTC** reports.
26. Assists principal in coordinating student participation in BCTC programs.
27. Prepares high school weekly schedule.
28. Prepares standardized testing booklets **and seating charts** for Keystone and NOCTI.
29. Maintains PIMS information in student system for ~~middle school~~ and high school students.
30. Provides club advisor support with lists and information.

Secondary Guidance

1. Assist with the typing, copying, and distribution of department correspondence.
2. Maintain student permanent records and records requests for student enrollments and withdrawals.
3. **Review student registrations.**
4. Assist with job shadowing and School-to-Work functions.
5. Prepare transcript requests for current students and alumni.
6. Collect and prepare document information for Performance Reports, CASSP meetings, etc.
7. Help maintain student files and student 5-year career plans **as per graduation requirements.**
8. Assist with group and individual testing programs.
9. Assist with student career guidance programs and student scheduling process.
10. Answer the telephone, take messages and/or return messages for the counselor when necessary.
11. Maintains student "recruitment lists" for military and education entities.

Additional Assignments

1. It is expected that individuals that share office space will support each other during times of heavy workload such as end of marking periods, semester, and school year.
2. Secretaries are 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.
3. Serve in the capacity specified in the Safe School's Crisis Response Plan in the event of a school emergency.
4. **Secretaries are expected to organize and maintain an efficient and effective office while fostering a welcoming and positive environment.**
5. Perform various duties as needed under the direction of the appropriate principal.

Position Specifications:

Physical Demands

1. Frequent visits throughout school buildings, to classrooms, and other areas on the school campus.
2. Travel for meetings in IU 08 service area, Central PA region, and throughout PA when directed and as necessary.
3. 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.

4. Dexterity requirements range from coordinated repetitive movements of hands/fingers to operate computers to simple movements of feet/legs and torso necessary to carry out job duties and use office equipment.
5. 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 carry out the duties of the job, use telephone, conduct and/or participate in 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 with coworkers, students, and visitors to the school.
- 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 technical knowledge of operating personal computers, productivity software, student information management system, internet, and e-mail.
- 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 people 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 accommodation 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:

12-month employee

Daily hours: 8; additional hours may be assigned by senior high school principal to complete necessary tasks.

Performance Evaluation:

Annual performance evaluation completed by senior high school principal.

Benefits:

Per the support staff collective bargaining agreement.

Job Description ~~Clerical–Secretary Special Education/Substitute Calls~~ Athletics

Job Title: ~~Clerical~~ **Secretary** Special Education/~~Substitute Calls~~ **Athletics** (12 month)

Qualifications:

- High School Diploma
- Secretarial School graduate or 1-2 years office experience preferred

Reports to: Elementary, Middle, and High School Principal's, Special Education Supervisor, **Athletic Director**

Job Related Skills: Must

- Demonstrate proficiency in personal computer skills, computer operating systems, and productivity software in a skills-based assessment.

Primary Function/General Description:

Provide clerical support to the middle school principal, senior high school principal and special education supervisor, and assists with the general day-to-day duties of the school day as appropriate.

Major Responsibilities and Duties:

1. Receptionist serving the needs of students, teachers, and parents at the high school office counter.
2. Answers phone in high school office, directing calls where needed or providing necessary information to caller; operates district switchboard as needed.
3. Answers door, registers and directs visitors.
4. Arrive ~~no earlier than 6:30 am but no later than~~ **at** 7:00 am to receive calls from teachers and support staff for substitutes, contact the substitute employees assigning their location and duty, and reporting these details to the respective principals upon their arrival. (Calls may be received at home prior to arrival at work.)
5. Arrange substitute employees during the school day as requested by the respective principals, accurately maintain records and report failure to procure substitute employees to respective principals.
6. Assist with clerical and/or secretarial tasks in the school offices according to the assignment of the respective principal.
7. Maintain district special education/ESL files/records in accordance with accepted procedures.
8. Assists in maintaining storeroom inventory.
9. Issue worker permits as needed.
10. Assists with student mailings.
11. Maintains student demographic information.

12. Assist special education supervisor in scheduling meetings, correspondence, etc.
13. Assist principals and other staff members in contacting all participants in IEP and other special education-related meetings or hearings.
14. Assist the special education supervisor, the building principals, and the special education department chair/liaison with the dissemination of information regarding special education students in accordance with confidentiality guidelines.
15. Attend in-service programs and workshops to keep current in special education rules and regulations and PIMS coding.
16. **Maintains IEP Writer (special education student system)**
17. **Prepares special education calendars for staff.**
18. **Prepares special education and title IX information for state reporting.**
19. Maintains list of athletes for the school.
20. Eligibility lists
21. **Compiles information for athletic report for school board meetings.**

Additional Assignments:

1. It is expected that individuals that share office space will support each other during times of heavy workload such as end of marking periods, semester, and school year.
2. Secretaries are 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.
3. Serve in the capacity specified in the Safe School's Crisis Response Plan in the event of a school emergency.
4. **Secretaries are expected to organize and maintain an efficient and effective office while fostering a welcoming and positive environment.**
5. Perform various duties as needed under the direction of the appropriate principal.

Position Specifications:

Physical Demands

- Frequent visits throughout school buildings, to classrooms, and other areas on the school campus.
- Travel for meetings in IU 08 service area, Central PA region, and throughout PA when directed and as necessary.
- 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 computers 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

6. Ability to speak clearly and distinctly.
 - Visual acuity to read correspondence, computer screen.
 - Auditory acuity to be able to carry out the duties of the job, use telephone, conduct and/or participate in 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 with coworkers, students, and visitors to the school.
- 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 regarding 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 technical knowledge of operating personal computers, productivity software, student information management system, special education software, Internet and e-mail.
- 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 people 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 accommodation 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:

12-month employee.

Daily hours: 8; additional hours may be assigned by the principal or special education supervisor to complete necessary tasks.

Performance Evaluation:

Annual performance evaluation completed by special education supervisor.

Benefits:

Per the support staff collective bargaining agreement.

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 BUDGET

As discussed during last month's board meeting, NBC must continue to increase taxes at a moderate level. Why? The state legislature has continued to take no action on cyber school finance reform. In addition, they have level funded special education funding for over fourteen years. NBC's 24-25 budgeted cost for these two areas is over \$750,000 dollars. These are mandates from the State and Federal governments. Any concern from the public should be directed to Representative Topper's office and Senator Stefano's office. In addition, the cost of everything has been increasing by 10-15% each year for the past four years.

CYBER REFORM

Three years ago, in May I reported there seemed to be more of a ground swell for cyber finance reform than any time in the past in Harrisburg. Three years later, we are still in the exact same place. This is unfortunate. Politicians are fond of saying they can't do anything because cybers are different than charter schools and because of the law from 20 years ago, they are linked. To this layperson, it seems simple. Unlink them! Write legislation that separates cyber schools from charter schools so that cyber schools can be addressed without impacting charter schools

THANKS

Thanks to Teri for all the work she has done on the school budget for next year. Also, thanks to Teri, Tina, Stacy for all the work for teacher (staff) appreciation earlier this month. This takes a great deal of their time.

As the end of the 23-24 school year approaches, a huge thank you to the entire staff of NBC for the work they have completed to make this year successful. The community is blessed to have a staff that willingly pitch in and help when and where necessary.

Thanks to Mrs. Pritchett working with Teri to use the remaining grant money, she developed Panther Night Out providing an evening of staff providing an opportunity for students to participate in activities that staff already enjoy themselves.

CONGRATULATIONS CLASS OF 2024

Congratulations to the senior class of 2024. I wish you well in your future endeavors!

"A team becomes a family when everyone is willing to put the collective success before individual achievements." ~unknown

ELEMENTARY

Fifth grade orientation

Mrs. Patton and Mrs. Brumbaugh, school counselors, will present an informational assembly to the fifth-grade classes on May 20. The first step in the transition to sixth grade provides students an opportunity to receive information about the middle school's mission, philosophy, programs, curriculum, and schedule. The fifth-grade classes will tour the middle school with their teachers and participate in some introductory classes on May 23.

Grade 5 Career Day

Grade 5 students attended the county 5th Grade Career Day at the Bedford County Airport on May 2. The activity is sponsored by the Bedford County Chamber of Commerce. Some of the companies that attended included Bedford Gazette, Bedford Rural Electric Co-Op Inc., Bun Air, Hometown Bank, IU8, Lampire Biologicals, Bedford County Library, New Enterprise Stone & Lime, Omni Bedford Springs, PA State Police, REI, UPMC Bedford, and Walmart Distribution Center. The students enjoyed this trip and teachers have had very positive comments about the activity.

Plant Sale

The annual high school horticulture plant sale will take place the week of May 13. Ms. Kensinger and her horticulture students offer a variety of vegetable and flower plants to be purchased by the elementary students and staff.

April 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 – Cooper Carbaugh, K – Weston Ritchey, 1 – Bram Cessna, 2 – Callie Finnegan, 3 – Phillip Wentz, 4 – Levi Delozier, and 5 – Daniel Wiest.

PBIS Carnival

The elementary school will be attending a PBIS carnival to wrap up the school year on Friday, May 24. The PBIS team is planning a day of fun and engaging activities for the little Panthers as a reward for their positive choices made throughout the school year.

After School Program

The After School Program will conclude for the school year on Tuesday, May 14.

ELEMENTARY (cont'd)

Music Department and the Arts

On May 9, Mr. Sarvey, along with Mr. Berry met with the 5th grade students giving them an opportunity to play the instruments and decide if they would like to participate in band when they come to the middle school.

The elementary chorus and recorders had a concert for the community at 7:00 PM on May 7 in the HS auditorium. These groups are led by Mrs. Jones, elementary school music teacher.

Three 5th grade students, Lyric Keith, Ada Loose, and Henry Sarvey traveled to North Star with Mrs. Jones to participate in PMEA Grade 5 Songfest on May 10.

The elementary school hosted an Art Show on May 7 from 5:00-7:00 PM in the multi-purpose room. Art teacher, Mrs. Stern planned and organized the displays which included pieces of art from every elementary school student. We're proud of the work that our little panthers produced in art class this year and were excited to share it with the community. We had a great attendance and many of the families went to the chorus concert after the art show.

FEDERAL PROGRAMS REPORT

None

MIDDLE SCHOOL

Students of the Month

NBC Middle School April Students of the Month:

	Student	Parents/Guardians
Grade 6	Madison Morningstar	Mark & Melissa Morningstar
	Carson Ritchey	Chad & Ashley Ritchey
Grade 7	Elizabeth Dilling	Deron & Bonnie Dilling
	Lake Troutman	Dana & Kandy Troutman
Grade 8	Avery Smith	Travis & Elizabeth Smith
	Ezekiel Dibert	Michael & Heather Dibert

2024 PSSAs

The 2024 PSSA testing is in the books! Students in grades six, seven, and eight took tests in ELA and Math during the final week of April and the first week of May. Grade 8 students also took a Science PSSA during this timeframe. It appeared as though our students put forth a good effort! Now we wait to find out the results over the summer.

Speaking of PSSAs, Governor Shapiro recently announced that all schools will be administering the PSSAs online by 2026. We await more direction and information from PDE as we navigate this new adventure.

Bedford County Quiz Bowl

Six middle school students participated in the Bedford County Quiz Bowl this year. It was held at the Everett Area Middle School/High School. While our team did not place, they had fun answering a wide variety of questions and competing against neighboring schools!

NBSea Band Concert

The 6th grade and 7th/8th grade bands performed alongside the high school band in the one-of-a-kind "NBSea Adventures" this past month. This concert showcased our students' musical and theatrical talents while providing entertainment to the audience. Unlike typical band concerts, Mr. Sarvey and our students told an intriguing story as they "navigated the seas" through a variety of sea-related songs.

MIDDLE SCHOOL (cont'd)

MS Campus Clean Up Day

Student Council members spent a day working outside in an effort to beautify our campus for the spring. Students worked hard and accomplished the following tasks before the day was over: raked stones, picked up trash, swept under the bleachers, pulled weeds, finished mulching, cleaned up branches, filled holes in the grass, and pressure washed the 6th grade patio area. This hard-working crew was led by Mrs. England and Mrs. Mowery!

Teacher Appreciation

We celebrated Teacher and Staff Appreciation week during the week of May 6th. Many fun events took place throughout the week. The goal was to remind faculty and staff how appreciated they are and how important each individual is to the make-up of the NBC family. Students, parents, colleagues, and administrators found many fun ways to show their appreciation during the week. The MS/HS hosted a Tic Tac Toe Challenge game this year that gave staff an opportunity to engage in some fun with each other...and the opportunity to win a prize, of course! Staff members enjoyed challenges that led them to share their appreciation with each other and students, to engage in some interesting activities, and to explore some areas of the building/campus that they don't often get to see.

Envirothon

We sent four teams of students to this year's Envirothon at Shawnee State Park. Our teams competed well and scored high in several categories. Our 5th and 6th grade team brought back a first place trophy and a traveling stuffed fox that we will hold onto until (at least) next year. Our Envirothon teams were led by Mrs. Laird, Mr. Smith, and Mr. Miller.

MS Academic Awards Assembly

The 2023-24 MS Academic Awards assembly is scheduled for 8:15am on Wednesday, May 29th. We will recognize this year's eighth grade Presidential Academic Award winners as well as many other accomplishments of our middle school students.

Steam Student

On Wednesday, May 8th, the Bedford Gazette held a banquet for the Bedford County STEAM student of the week nominees. Northern Bedford County middle school had two nominees selected to be featured in STEAM student of the week - Ryen Pepple (6th grade) and Jerran Moyer (7th grade). From all 28 candidates, three were selected to receive scholarships. NBC's Jerran Moyer was awarded the 1st runner up prize of a \$300 scholarship!

MIDDLE SCHOOL (cont'd)

Planning for 24-25

Plans for next school year have already begun. The 2024-25 Meet the Teacher night will be held on Wednesday, August 14th at 6pm for incoming 7th and 8th graders and 7pm for incoming 6th graders.

Middle School Upcoming Events

- 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 Spring Chorus Concert - 7:00pm
- May 14-15 Keystone - Algebra I Testing
- May 15 2-hour Early Dismissal - District V Track Meet
- May 17 Gr. 6 Field Trip to Pittsburgh Zoo
- May 21 Panthers Night Out
- May 22 Music Department Recognition Event
- May 23 Gr. 7 Field Trip to Lake Tobias
Gr. 8 Field Trip to Antietam Battlefield
Gr. 5 Orientation
- May 24 2024-25 Sports Physicals
- May 27 NO SCHOOL – Memorial Day
- May 28 MS Fun in the Sun – Staff Polo Day
- May 29 MS Academic Awards Assembly - AM
- May 30 Last Day for Students – TWO HOUR EARLY DISMISSAL
- May 31 Teacher In-Service (Act 48)

HIGH SCHOOL

FBLA

I am pleased to report that 73 Northern Bedford County High School students attended the Future Business Leaders of America State Leadership Conference in Hershey from April 7-10. Over 5,000 students from across the commonwealth gathered for competitive events, workshops, networking, and leadership development. Of the 73 students who competed, 22 students qualified for Nationals, which will be held in Orlando this summer. Additionally, junior, Avery Aungst, was voted as the Pennsylvania FBLA Vice President. The chapter won 2nd place in Market Share with approximately 35% of the Northern Bedford student body participating in FBLA. Wesley Horsh, Nolin Snider, and Savanna Hershberger won a state championship in Partnership with Business based on a partnership project with the Coffee Coop. Since 2019, we have had 23 state champions. We are incredibly proud of our students and the skills they are learning during these events.

Baccalaureate and Commencement

The Southern Cove/Yellow Creek Ministerium will conduct a Baccalaureate service on Tuesday, May 28 at 7:00 PM in the NBC auditorium. Commencement ceremonies will be held Thursday, May 30 at 7:00 PM in Panther Community Stadium.

BCTC Senior Recognition

The BCTC Senior Recognition will take place on Tuesday, May 21st at Everett High School. Ten NBC seniors will be recognized during the event.

NOCTI Exams

The NOCTI Exams were held at NBC on April 23 and April 24. Overall, 93% of the students who took the exam scored proficient or advanced.

ACM Appreciation

On Tuesday, April 23rd, I had the pleasure of taking several students to a luncheon to meet individuals from organizations who help to fund student coursework through the Allegheny College of Maryland. Approximately 60 NBC students this school year have taken advantage of this program to earn college credits through their high school coursework at no costs. It was a great opportunity to say "Thank You" and for the donors to meet the students who are benefiting from their donations.

Career Preparation

Career exploration is a major component of the high school experience. In April, we took our sophomore students to the Blair County Career fair sponsored by the Rotary. Additionally, some students in our Automotive program toured Curry Supply and Stuckey Automotive for potential future CoOp placements. Both experiences were a great way to showcase employment opportunities and highlight business in our area.

HIGH SCHOOL (cont'd)

Real-world Application

In April, I had the opportunity to attend the field trip to Falling Waters with Mr. Frederick's class. It was a great opportunity to see architecture at its best and a unique opportunity for real-world application of academic content.

Drive your Tractor to School Day

On Friday, May 3rd, the NBC Classic Tractor Enthusiast Club sponsored "Drive Your Tractor to School Day". This was a great success as we had many participants both from the high school and middle school. Tractors ranged from newer, rather large John Deer models to smaller antique Minneapolis Molines. It was a great way to showcase our "roots".

Powerline Demonstration

This past Friday, the New Enterprise Rural Electric Company put on a Powerline Demonstration for our juniors and seniors. During the demonstration, students learned about powerline safety, how to act if they see a downed power line, and common safety practices they can use both as drivers and future homeowners.

Opportunity to Showcase NBC

I was recently invited to a reunion event for the Altoona Sunrise Rotary. Although most of the individuals represented businesses in Blair County, many of them told me how many positive things they hear about our district. It was great to hear that so many individuals think highly of NBC and our community as a whole.

I was asked to speak with students at St. Francis in the college of education about Act 158. During my presentation to the students, I used this opportunity to not only speak about Pennsylvania's graduation requirements, but I also was able to highlight NBC as many of them will be graduating in a couple of years and looking for employment. This was a unique opportunity to highlight what NBC has to offer to future educators.

ATHLETIC REPORT

TEAM RECORDS

Varsity Baseball	11-4
JH Baseball	7-4
Varsity Softball	1-15
JH Softball	8-6
Boys' Track and Field	6-5
JH Track & Field	2-4
Girls' Track and Field	5-6
JH Track & Field	5-1

Track & Field Top Place Winners:

West Central Coaches Meet:	Gr. 11	Savannah Hershberger	1600m
ICC Championship Meet:	Gr. 11	Savannah Hershberger	1600m – 5:45.65
	Gr. 10	Bella Gable	Shot Put – 31'1" - OUTSTANDING THROWER

Congratulations to the following seniors signing letters of intent:

Brock Beach	Penn College of Technology	Wrestling
Josiah Bowser	California (Pa.)	Football
Rece Dibert	Penn State – Behrend	Wrestling
Ben Gable	Misericordia	Football
Mariah Hall	Mount Aloysius	Basketball
Eion Snider	Misericordia	Football & Wrestling
Leah Swanssen	Grove City	Basketball

ATHLETIC REPORT (cont'd)

Athletic Physicals & Insurance Verifications

Athletic physicals will be conducted on Friday, May 24 for all student-athletes planning on participating in a sport next school year. Cost is \$10. This is a requirement of the PIAA in order to participate in Fall, Winter or Spring sports. Also, parents are reminded that the insurance verification form MUST be completed prior to participation in a sport by attaching a copy of the student's insurance card with your insurance verification form in addition to the athletic physical paperwork. You must provide proof of coverage. Parent reminder: if a change in the student's insurance occurs during the course of the year, it is the parent's responsibility to report that change to the school district and provide a new proof of insurance card.

Upcoming Athletic Dates

Monday, May 13- Varsity Baseball @ Everett

Monday, May 13 – Varsity Softball Home with Williamsburg

Monday, May 13 – Junior High Baseball & Softball @ Williamsburg

Monday, May 13 – Junior High Track & Field Bedford/Fulton County Meet @ Tussey Mt

Wednesday, May 15 - Junior High Baseball Double Header with Chestnut Ridge

Wednesday, May 15 - Junior High Softball @ Chestnut Ridge

Wednesday, May 15 - District V Track & Field Meet @ Panther Community Stadium

Thursday, May 16 – Varsity Baseball & Softball Home with Everett

Friday, May 17 – Varsity Baseball & Softball @ Windber

Friday, May 17 – Junior High Baseball & Softball Doubleheaders @ Everett