

**NORTHERN BEDFORD COUNTY SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
Agenda for June 18, 2024**

**Opening**

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

**Public Comment and Reports**

5. Recognition of Citizens who wish to address the board.
6. Communications: Panther Youth Football use of facilities request.
7. Announcements: There will be no July board meeting. The August board meeting will be held August 13, 2024 in Room 136 of the High School.
8. Approve the minutes from the May 14, 2024 board meeting. JOHN ESHELMAN RALPH  
SCOTT
9. Final 2024/25 General Fund Budget presentation.
10. Presentation by Mr. Cerully regarding course offerings for 2025/26 school year.

**NORTHERN BEDFORD COUNTY SCHOOL DISTRICT  
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**Final 2024/25 General Fund Budget – JOHN ESHELMAN JEN MCCOY – ALL VOTED  
YES EXCEPT RALPH SCOTT VOTED NO**

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

Revenues 2024/25	Expenditures 2024/25	Deficit 2024/25
\$15,692,251	\$16,482,065	-\$789,814

Local revenue from real estate tax of \$3,289,204 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	-\$789,814

12. Recommend adoption of a resolution to allow taxpayers with homestead/farmstead property approved pursuant to Section 341 of Act 1 to be eligible to pay school property taxes in installments and to receive a homestead/farmstead exemption for property tax relief money received from the State Commonwealth. This resolution sets the exclusion amount for 1,805 qualified homesteads and 113 farmsteads at \$254.31. This sets the exclusion amount of assessed value at \$26,078 per qualified parcel. JEN MCCOY ANDREA POTEAT

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13. Per the requirements of the GASB 54 effective July 1, 2021 for the 2024/25 fiscal year's PDE 2028 Budget submission, the PSERS Stabilization fund is an Assigned fund balance totaling \$2,145,495. These funds are assigned for the payment of PSER payments. The following chart shows a breakdown of Committed Fund Balances of \$2,200,000. Total Committed and Assigned fund balance is \$4,345,495. The breakdown of this fund balance is as follows: ANDREA POTEAT JOHN ESHELMAN

Committed Fund Balance for Accumulated Sick Leaves	\$500,000
Committed Fund Balance for Capital Projects	\$1,000,000
Committed Technology Plan	\$700,000
Total Committed Fund Balance	\$2,200,000
Total Assigned Fund Balance	\$2,145,495
Total Committed and Assigned	\$4,345,495

**Personnel – CONSENT MOTION 14 – 24 WITH MR. SCOTT ABSTAINING ON #17 – JEN MCCOY ANDREA POTEAT**

14. Approve the proficient evaluation for Superintendent Todd Beatty for the 2023/24 school year. JACK BRIGGS ANDREA POTEAT
15. Approve a one year leave of absence for Barry Crawford as Head Junior High Football Coach.
16. 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:

Garry Black	Head Varsity Football Coach	\$4,910.00
Michael Cottle	Assistant Varsity Football Coach	WAIVED
Michael Wiand	Assistant Varsity Football Coach	\$2,470.00
Kevin Gable	Assistant Varsity Football Coach	\$3,090.00
Andrew Weyant	Assistant Varsity Football Coach	\$2,340.00
TBD	Head Junior High Football Coach	
Jason Free	Assistant Junior High Football Coach	\$1,430.00
Tom Foor	Assistant Junior High Football Coach	\$1,950.00
Lindsay Cherry	Head Football Cheerleader Coach	\$1,570.00
Teresa Crawford	Assistant Football Cheerleader Coach	\$1,420.00
Jennifer Davis	Assistant Varsity Volleyball Coach	\$1,600.00
Betsy Francke	Head Junior High Volleyball Coach	\$1,250.00
Deidra Mellott	Assistant Junior High Volleyball Coach	\$1,000.00
Whitley Mellott	Co-Head JH/V Cross County Coach	\$685.00

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Stuart Crocker	Co-Head Varsity Cross Country	\$400.00
Lucas Miller	Co-Head JH Cross Country	\$300.00
Dan Oberman	Head Varsity Boys Soccer Coach	\$2,330.00
Damian Corle	Assistant Varsity Boys Soccer Coach	\$1,340.00
Marcus Yeatts	Head Varsity Girls Soccer Coach	\$4,150.00
Logan Corle	Co-Assistant Varsity Girls Soccer Coach	\$685.00
Sacia Smith	Co-Assistant Varsity Girls Soccer Coach	\$655.00
Brandon Horton	Head Co-ED MS Soccer Coach	\$1,630.00
Jason Barton	Assistant Co-ED MS Soccer Coach	\$1,120.00
Alexis Mock	Band Front Advisor	\$1,122.00
Garret Evans	Band Camp	\$400.00
Brett Leavelle	Band Camp	\$400.00
Jordan Canner	Band Camp	\$400.00
Richard Kane	Band Camp	\$400.00
Emily Canner	Band Camp	\$400.00

17. 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: ABSTAINING MR. SCOTT

Shalonne Sipes	Head Varsity Volleyball Coach	\$2,700
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18. Approve the following as volunteer coaches for the 2024/25 school year.

Tina Detterline	Volunteer Cross Country Coach
Diane Berkheimer	Volunteer Elementary/JH Volleyball Coach
Emily Swanseen	Volunteer JH Football Cheer Coach
Bryan Imler	Volunteer Varsity Football Coach
Andy Barton	Volunteer Junior High Football Coach
Andrew Foor	Volunteer Junior High Football Coach
Kevin Brennan	Volunteer Junior High Football Coach
Todd Eckenroad	Volunteer Varsity Boys Soccer Coach
Madison Johnson	Volunteer Volleyball Coach

19. Approve Josh Pritchett as a volunteer advisor for the Middle/High School Classic Tractor Enthusiasts.
20. Approve Julie Grine as Elementary Head Cook beginning with the 2024/25 school year.
21. Approve Brandi Dibert as Middle/High School Head Cook beginning with the 2024/25 school year.

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- 22. Approve Marissa Graindas as a greater than 30 hour Middle High School Food Service Employee beginning with the 2024/25 school year.
- 23. Approve the transfer of 25 ill days for Christopher Perry from a previous school per the PA School Code.
- 24. Approve the job description for the following position:

Elementary Principal Secretary

**APPROVALS CONSENT MOTION 25-42 JOHN ESHELMAN RALPH SCOTT**

- 25. Approve Administration to fill vacant positions as necessary during the summer months and to make recommendations for approval at the August board meeting.
- 26. Approve the attached list of students to attend Bedford County Career and Tech Center in the 2024/25 school year.
- 27. Request approval to submit the following federal and state project applications for the 2024/25 school year. These are the budgeted amounts.

Title I	\$230,702
Title II, Part A	\$35,672
Title IV	\$17,578

- 28. Approve Panther Youth Football Association to use school facilities for the 2024 football season beginning July 30, 2024 thru October 30, 2024 with a football rodeo to be held July 30 – August 2, 2024.
- 29. Approve to renew the copier lease agreement for 4 year period (48 months) ending in the 2027/28 school year with Queen City Business for 7 district wide Canon copiers at a per month rate of \$2,252.00. Black and white copies are \$.004/page and color copies are \$.035/page and a limit of 3,000,000 copies per year across the district. Will include the Uniflo software for user management.
- 30. Approve the attached resolution with submission of the PA DCED Public Facility grant in the amount of \$777,261. This grant requires a 25% local match. It was submitted for replacement of the slip line of the sewer line from the Elementary building to the South Woodbury Township main line and replacement of the Elementary windows and blinds.
- 31. Approve the following handbooks: (hard copies available upon request). A summary of changes is included in the agenda packet.

**NORTHERN BEDFORD COUNTY SCHOOL DISTRICT  
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- Substitute Teacher
- Coaches Handbook
- Therapeutic Support Staff (TSS) Handbook
- Elementary Faculty & Student Handbook
- Middle School & Student Faculty Handbook
- High School & Student Faculty Handbook

32. Approve the Course Catalogs for the Middle and High School as attached.

33. Approve the following vendors for food service for the 2024/25 school year.

Milk	Ritchey's Dairy	Middle/Senior & Elementary
Bread Products	Pacifico Bakery	Middle/Senior & Elementary

34. Approve to advertise for wood chip suppliers for 2024/25.

35. Authorize payment of all necessary bills and execution of necessary transfers to close out the 2023/24 general fund budget.

36. Approve the following policies as second and final approval:

Policy 903                      Public Comment in Board Meetings

37. Approve the change in numbering of the following policy:

Policy 815.1    Email                      change to                      Policy 815.2    Email

38. Approve the following policies as first and final approval:

- Policy 222      Tobacco and Vaping Products
- Policy 227      Controlled Substances/Paraphernalia
- Policy 323      Tobacco and Vaping Products
- Policy 325      Dress and Grooming
- Policy 351      Controlled Substance Abuse
- Policy 815.1    Use of Generative Artificial Intelligence in Education
- Policy 913      Non School Organizations/Groups/Individuals

39. Approve the following Substitute rates effective with the 2024/25 school year:

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Substitute Teacher (days 1-19)	\$100/day
Substitute Teacher (days 20-89)	\$120/day
Support Staff Substitute	\$11/hour

40. Approve Garry Black and Jen Aungst to take students to National FBLA Competition in Orlando, Florida to be held June 26, 2024 – July 2, 2024 at a cost of approximately \$7,000 the school district. \$2,000 of this is unbudgeted expenditures.
41. Approve an Agreement for School-age Education Services with Appalachia Intermediate Unit 8 beginning with the 2024/25 school year.
42. Approve the field trip for Middle/High School Classic Tractor Enthusiast for Friday, August 16 to the 76<sup>th</sup> Annual Threshermen’s Reunion in Kinzers, PA. All associated costs to be paid by the club.

**Administrative Reports – RALPH SCOTT STEVE COTTLE**

43. Approve the following reports and invoices

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

44. Executive session for reasons of school safety with the

45. Adjournment -- STEVE COTTLE JEN MCCOY 7 PM

The Board of Directors of the Northern Bedford County School District met on Tuesday, May 14, 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, and Randy Wiand. Absent Kelly Steele

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 John Eshelman.
3. Roll call was held with all members present except Kelly Steele.
4. There were no citizens who wished to address the board.
5. The student representative report was given by Savannah Hershberger.
6. Communications included: 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
7. It was announced that the June board meeting will be held June 18, 2024 in Room 136 of the High School. The Final 2024/25 Budget will be adopted
8. John Eshelman moved, seconded by Jen Mccoy to approve the minutes from the April 9, 2024 board meeting. All members present voted "yes".
9. The Preliminary 2024/25 General Fund Budget presentation was given by Mr. Beatty.
10. Mike Cottle moved, seconded by Jack Briggs, to adopt the 2024/25 Preliminary General Fund Budget.

11. 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

11. John Eshelman moved, seconded by Jen McCoy, to approve the following the consent motion with all members present voting "yes".
  - 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.
  - Approve the resignation of Lauren Eckenroad as Head Junior High Volleyball Coach.
  - Approve the resignation of Emma Eckenroad as Assistant Jr High Volleyball Coach.
  - 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

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

Jim Lloyd	Volunteer JH/Varsity Boys Basketball
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12. Andrea Poteat moved, seconded by Jenn McCoy, to approve the Act 93 Agreement for the period July 1, 2024 thru June 30, 2027. All members present voting "yes".
13. John Eshelman moved, seconded by Mike Cottle, to approve the Business Manager Agreement for the period July 1, 2024 thru June 30, 2027. All members present voting "yes".
14. Jen McCoy moved seconded by Andrea Poteat to do the following items as a consent motion with all members present voting "yes":
  - Approve Northern Bedford County School District Mid Point Review Comprehensive Plan.
  - Approve agreement with Merakey Pennsylvania for the 2024/25 school year.
  - Approve agreement with Tuscarora Intermediate Unit 11 for partial hospitalization program for the 2024/25 school year.

- Approve agreement with Extended Family Programs, Inc. for the 2024/25 school year.
- Approve the cooperative agreement with Mount Aloysius College for the 2024/25 school year.
- Approve the dual credit agreement with Pennsylvania Highland Community College for the 2024/25 school year.
- 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.
- Approve the creation of an alumni chapter for Northern Bedford to be called Northern Bedford FFA Alumni.
- Approve participation in Appalachia Intermediate Unit 08 Substitute Teacher Program for the 2024/25 school year.
- Approve participation in Appalachia Intermediate Unit 08 ESL Consortium agreement for the 2024/25 school year.
- 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.
- 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	M & T Bank
Athletic and Student Activity Funds	M & T Bank
Student Activity Fund CD	PA School Liquid Asset Fund
Investment	PA Local Gov't Investment Trust

- 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.
- 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.

- 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.
- 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.
- Approve the following job description:
  - Secretary -- Middle School Principal
  - Secretary – High School Principal
  - Secretary – Special Education/Athletics
- Approve the following board policy on the first reading:

Policy 903                      Public Comment in Board Meetings

15. Andrea Poteat moved, seconded by Steve Cottle to approve signing letter of intent for 2024/25 fiscal year for the following Cyber Security/Technology contracts with all board members present voting “yes”:

Securly	\$5,547
Sentinel One	\$12,531

16. Jack Briggs moved, seconded by Mike Cottle to approve revised Resolution for Occupational Flat tax resolution as attached with all board members present voting “yes”:

17. Ralph Scott moved, seconded by Jen McCoy, to 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 with all board members present voting “yes”:

18. John Eshelman moved, seconded by Steve Cottle, to approve sealed bids for obsolete equipment to the following with all board members present voting "yes":

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

19. Mike Cottle moved, seconded by Jack Briggs, to 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. All all board members present voting "yes".

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

20. Jen McCoy moved, seconded by John Eshelman, to 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. All board members present voting "yes".

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

21. Jack Briggs moved, seconded by Steve Cottle, to 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, 6<sup>th</sup> grade entrance and Elementary building in the amount of \$18,130. All board members present voting "yes".

22. Andrea Poteat moved, seconded by Mike Cottle, to 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 Captial Reserve fund. All board members present voting "yes".

23. Jack Briggs moved, seconded by Jen McCoy, to 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. All board members present voting "yes".

24. Andrea Poteat moved, seconded by John Eshelman to 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. All board members present voting "yes".

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

25. Steve Cottle moved, seconded by Andrea Poteat, to approve the following extended contract and supplemental contract days for the 2024/25 school year. All board members present voting "yes".

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	

26. Jen McCoy moved, seconded by Mike 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".

27. John Eshelman moved, seconded by Andrea Poteat to adjourn the meeting at 7:15 pm.

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Teri L. Biddle  
Business Manager/Board Secretary

**2024 PRESIDENTIAL ACADEMIC AWARD RECIPIENTS  
SENIORS**

**Seniors**

**Parents**

Elizabeth Berry.....	Jerry & Jean Berry Hopewell, PA
Reaghan Grimes.....	Randy & Valerie Grimes New Enterprise, PA
Mariah Hall.....	Ryan & Megan Hall New Enterprise, PA
Chase Imes.....	Corey & Nicole Imes Hopewell, PA
Dani Imler .....	Dan & Amy Imler New Enterprise, PA
Lydia Koontz.....	Mark & Brooke Koontz Hopewell, PA
Aiden Wadel.....	Dawn Albright New Enterprise, PA

**2024 PRESIDENTIAL ACADEMIC AWARD RECIPIENTS  
EIGHTH GRADE**

**GRADE 8**

**Parents**

Kyan Baas.....Andrew & Onieka Baas  
Everett, PA

Myha Dixon.....Tyler Dixon  
Hopewell, PA

Mallory Gates.....Adam & Alaina Gates  
New Enterprise, PA

Aubrey Holsinger.....Adam & Jessica Holsinger  
New Enterprise, PA

Avery Smith .....Travis & Elizabeth Smith  
Hopewell, PA

Braden Zellers.....Shane & Jamie Zellers  
Hopewell, PA

**2024 PRESIDENTIAL ACADEMIC AWARD RECIPIENTS  
FIFTH GRADE**

**GRADE 5**

**Parents**

Aubrey Banaszak.....Josh & Amy Banaszak  
New Enterprise, PA

Sadie Barton.....Andrew & Melissa Barton  
Hopewell, PA

Mya Conley.....Zachary & Tera Conley  
Hopewell, PA

Jacob Dutchcot.....Brian & Amanda Dutchcot  
New Enterprise, PA

Christian Moyer .....Jerry & Christa Moyer  
New Enterprise, PA

Ryder Replogle.....Matthew & Michelle Replogle  
New Enterprise, PA



## **Job Description**

## **Secretary–Elementary Principal**

**Job Title:** Elementary Principal Secretary (12 month)

**Qualifications:**

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

**Reports to:** Elementary 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 elementary principal and assist with the general day-to-day duties of the school day as appropriate.

**Major Responsibilities and Duties**

1. ~~Answer telephone~~ **Phone, counter, receptionist responsibilities including registering and directing visitors.**
2. ~~Answer door bell~~
3. Type and distribute forms
4. Assist all staff with information on materials and scheduling.
5. Update Safe Schools Plan, participate in monthly drills, and serve on Safe Schools Crisis Management Team.
6. ~~Write admission slips~~ **Notify teachers by phone** for tardy students and call students to the office for early dismissals.
7. Photocopy and distribute informational memos, monthly calendars, PTO newsletters and special project informational letters, etc., to students and staff.
8. Prepare and copy forms for daily use in the office.
9. Manage collection of special school funds for school pictures, PTO projects, etc.
10. Assist children with illnesses/accidents when necessary.
11. Assist co-workers with special projects and busy times.
12. Maintain and update student information in the elementary ~~MMS computer system~~ **student information system.**
13. Maintain PIMS system for elementary building.
14. Enter class schedules for all students and maintain throughout school year.
15. ~~New Admissions~~
16. ~~Student withdrawals~~ **Student enrollments, withdrawals, transportation forms.**

17. Maintain Emergency Closing Plans for all students.
18. Assist with preparation of PSSA testing, distribution, and collection on testing days, packing of tests to return.
19. Maintain and distribution of keys for mailboxes ~~and classrooms~~ **and distribute mail as needed.**
20. Prepare ~~monthly mailings~~ for parents, ~~of children that do not reside in the same household.~~ ~~Also send~~ mid-term reports and report cards at appropriate times.
21. Print and distribute report cards and report card envelopes.
22. Make arrangements for Prekindergarten and Kindergarten registration to include advertisements in the local newspapers, working with Allegheny Lutheran Ministries, our teachers, nurses, and speech teacher to schedule dates of registration. Prepare and send mailings to all of age children inviting them to register. Maintain appointment schedule, mail registration packets. Keep all agencies involved aware of the schedule. Set up of registration space used.
23. Prepare all school field trip permission forms.
24. ~~Distribute and forward all ATOMS applications.~~
25. Prepare monthly calendar and rotation schedules and distribute to students and staff.
26. Prepare schedules for the book fair, plant sale, religious release, picture days, etc.
27. Maintain custody files.
28. Prepare lists and ribbons/certificates every marking period students obtaining All A's and Achievement Awards
29. Prepare correspondence to parents.
30. Memos to faculty and staff
31. ~~Assist with class lists~~ **Type and maintain class lists**
32. ~~Distribute/collect teacher data~~
33. Type and update master schedule
34. Assist with revisions of the student and staff handbooks, printing, and distribution.
35. Attend staff meetings **when necessary**
36. ~~Maintain school and bus discipline referrals~~ **Discipline records and mailings**
37. ~~Assist principal in special clerical, scheduling and administrative activities~~
38. Maintain elementary learning support files
39. Oversee the confidential records of referred and identified students
40. ~~Prepare and distribute budget requests to teachers~~ **Inventory supplies, prepare budget requests**
41. ~~Maintain stock supply~~
42. Unpack deliveries and distribute orders to all teachers
43. Submit budget order to the administrative office
44. Maintain student activity account: write checks, make deposits, receive monies for field trips.
45. ~~Prepare payroll report biweekly for submission to the administrative office,~~ Maintain daily time slips for substitutes for all staff members.
46. Prepare new student and cumulative folders
47. Maintain all student cumulative folders with appropriate documentation to include PSSA results, yearly student pictures, report cards and end of the year attendance/grade report labels.
48. Copy and forward records of any student withdrawing from the district to the new school and filing our record appropriately with proper withdrawal paperwork.
49. Pre-Kindergarten and Kindergarten registration – obtain transportation information to forward to transportation secretary and assist with bus assignments if necessary

50. Schedule busses for all field trips
51. Update bus assignments for new students and students that move during the school year.
52. Approve all daily bus and ramp notes and maintain list of students with permanent changes for the current school year. Maintain copies of bus and ramp notes.
53. Enter, update, maintain, and assist with questions regarding class schedules.
54. Keep faculty and staff attendance/maintain late arrival and early departure staff log
55. Place long distance calls and keep log.
56. ~~Prepare lists and letters every marking period for students who have all "A's" and for students who receive BUG awards.~~
57. Assist counselor with correspondence, and other responsibilities
58. Assist with questions regarding class schedules, MMS, Gradequick, **student information system**, and report cards.
59. Prepare and submit computerized daily attendance report to faculty and staff.
60. ~~Record excuses daily and try to obtain excuses that have not been returned.~~
61. ~~Print out reports of excessive absences and send correspondence to notify parents.~~
62. ~~Send First and Second Offense Notices when there are three or more illegal absences.~~
63. ~~Print and distribute classroom attendance reports every nine weeks.~~
64. ~~Prepare and print end of year attendance reports.~~
65. **Student attendance, truancy, notice to parents, schedule SAIP's**
66. ~~Update student withdrawal – changes on computer and notify faculty and staff of this information.~~
67. ~~Prepare and forward student withdrawal information to new school.~~
68. Process educational trip applications.
69. ~~Write admission slips for tardy students and call students to office for early dismissal.~~
70. PA System announcements
71. Clean and organize records/storage room and supply closets.
72. Prepare information packets for students, teachers, and staff for school opening

### **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 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

- 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 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:**

12-month employee

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

**Performance Evaluation:**

Annual performance evaluation completed by elementary principal.

**Benefits:**

Per the support staff collective bargaining agreement.

Be it RESOLVED, that the NORTHERN BEDFORD COUNTY SCHOOL DISTRICT of BEDFORD COUNTY hereby request a Public School Facility Improvement grant of \$777,261 from the Commonwealth Financing Authority to be used for .

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 June 18, 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 18<sup>th</sup> day of JUNE 2024.

NORTHERN BEDFORD COUNTY SCHOOL DISTRICT

\_\_\_\_\_  
Name of Applicant

BEDFORD

\_\_\_\_\_  
County

## NORTHERN BEDFORD COUNTY SCHOOL DISTRICT

### 2024 Homestead and Farmstead Exclusion Resolution

**RESOLVED**, by the Board of School Directors of Northern Bedford County School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2024, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

1. **Aggregate amount available for homestead and farmstead real estate tax reduction.** The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2024:

a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$481,120.

b. **Philadelphia tax credit reimbursement funds.** PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$0.00.

c. **Tax shifting funds.** Based on the voter referendum directing School District levy of an increased earned income tax, and on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board estimating Act 1 earned income tax receipts for real estate tax reduction of \$0, minus \$0 representing 2% of such receipts retained to offset School District expenses, funds will be available from tax shifting during the school year for real estate tax reduction pursuant to Act 1, 53 P.S. § 6926.334(a)(3) or (4), in the amount of \$0.

d. **Other sources.** Funds will be available during the school year for real estate reduction from other sources, in the amount of \$0.

e. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$408,482.

2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:

a. **Homestead property number.** The number of approved homesteads within the School District is 1,805.



b. **Farmstead property number.** The number of approved farmsteads within the School District is 113.

c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 1,918.

3. **Real estate tax reduction calculation.** The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(e) aggregate amount available during the school year for real estate tax reduction of \$481,120 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 1,918 (before considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead and farmstead exclusion amount), the preliminary calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$250.84.

Based on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board, considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead exclusion and the farmstead exclusion amount, an additional aggregate amount of \$6,524.83 will be available during the school year for real estate tax reduction applicable to approximately 1,918 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$3.47. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$254.31, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$254.31.

3. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$254.31 by the School District real estate tax rate of 9.62 mills (.00962), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is \$26,078, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is \$26,078.

4. **Homestead/farmstead exclusion authorization – July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$26,078.00. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$26,078.00. For purposes of this Resolution, "approved homestead" and "approved farmstead" shall mean homesteads and farmsteads listed in

the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

Northern Bedford County School District

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Teri L. Biddle, Board Secretary

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Date

## 2024 – 2025 Elementary/Middle/High School Student Handbook Proposed Changes

TOPIC	STATEMENT	ES/MS/HS
Credit Requirement	The Northern Bedford County School District has specified in Policy No. 217, Graduation Requirements, a minimum of 28.5 credits for a standard high school diploma.	HS
Credit Requirement	A student may deviate from specific course credit requirements with principal approval based on PA Chapter 4 regulations, school board policy 217, and stated career goals.	HS
Homework	Absent students should check their teachers' Google Classroom, Canvas, <del>Canvas/webpage</del> or phone a friend who has the same or similar classes to obtain assignments.	MS
Honor Roll	Add: Students who move into the district must be enrolled for the entire marking period to be eligible for honor roll recognition.	MS
Math Policy Guidelines - PreAlgebra 7 and Algebra I	<p>1. <del>Seventh grade students are scheduled for Math 7 or PreAlgebra I based on their past academic performance in Math. The highest top one half (approximately) of the seventh graders are placed in Pre-Algebra 7. Most of the students completing this course go on to Algebra I in grade 8. A few of the students who are not successful in Pre Algebra 7 may be scheduled into Pre Algebra 8 and then into Algebra I in grade nine. Students move on to the next appropriate level of Math in eighth grade, which consists of PreAlgebra I, PreAlgebra II, or Algebra I.</del></p> <p>2. (becomes #3) <del>Students who do not take Algebra I in middle school will be scheduled for Algebra in ninth grade. The remaining seventh graders are placed in Math 7. All students completing this course successfully advance to Pre Algebra 8 in grade eight, with the expectation of scheduling Algebra I or Algebra IA in grade nine.</del></p> <p>3. (becomes #2) <del>Students who complete Pre Algebra 7, score Advanced or Proficient on the Grade 7 Math PSSA and maintain a "B" or higher final grade for Pre-Algebra 7 I will be placed in Algebra I in Grade 8.</del>            Add: A student's cumulative math performance may also be taken into consideration.</p> <p style="padding-left: 40px;"><del>4. Students scoring Advanced or Proficient in Math 7 may be enrolled in Algebra I on a provisional status.</del></p> <p>5. (becomes #4) <del>Students who do not pass Algebra I in Grade 8 will repeat Algebra I in Grade 9. Students taking Algebra I in Grade 8 not scoring Advanced or Proficient will repeat Algebra I in Grade 9.</del></p>	MS
Partial-Credit Courses	<del>Band, chorus, instrumental and physical education will be the courses using a Pass/Fail (P/F) letter grade. Most courses in the middle school will use a numerical grading scale.</del>	MS
Physical Education	<del>Appropriate athletic attire consists of a plain or school logo white or gray t-shirt for boys and a plain or school logo gray t-shirt for girls, black mid-thigh length shorts, and athletic shoes. Students may also</del>	MS/HS

	<del>wear black sweatpants.</del> Appropriate athletic attire consists of t-shirts, hoodies and sweatshirts, long sleeve shirts, leggings, shorts, sweatpants, and sneakers that tie or velcro - all applying within the school dress code.	
Schedule and Schedule Changes	Students are to make any necessary changes to their band and/or chorus schedule by the end of the <del>first second</del> six-day cycle. Dropping a class from a student's schedule requires a note from the parent. Schedule changes after the <del>first second</del> six-day cycle are made only with teacher recommendation and administrative approval.	MS
Cell Phones and Other Electronic Devices	Students who display/use/ <b>possess</b> such devices at school without teacher permission can expect to have them confiscated.	ES/MS/HS
Cell Phones and Other Electronic Devices	For the first office referral, the student will be placed on a cell phone suspension. For subsequent infractions, in addition to other disciplinary consequences, a parent/ guardian may be required to pick up the device at the office during regular operating hours.	HS
Attendance Definitions	College or postsecondary institution visit <b>for juniors and seniors</b> , with prior approval.	MS/HS
Attendance Section I	Add: Additionally, any student who leaves prior to 10:00 AM is considered absent for the entire day.	ES/MS/ HS
Discipline Category II Infractions	Add: 9. Unapproved absence from detention	MS/HS
Discipline Category IX Infractions	Add: 3. Terroristic Threats	MS/HS
Discipline Level II Consequences	<ol style="list-style-type: none"> <li>1. Additional disciplinary consequences may be issued when moving from Level I to Level II.</li> <li>2. Contact with Parents is made to explain the possibility of a developing discipline problem.</li> <li>3. A meeting may be scheduled to discuss the problems occurring.</li> <li>4. Students may receive restrictions on school privileges and participation in co-curricular or extra curricular activities.</li> </ol>	MS/HS
Discipline Level III Consequences	<ol style="list-style-type: none"> <li>1. Additional disciplinary consequences may be issued when moving from Level II to Level III.</li> <li>2. Contact with parents is made to detail the development of a significant discipline problem.</li> <li>3. It is likely a meeting will be scheduled to discuss the ongoing concerns.</li> <li>4. Students at this level should continue to expect restrictions of school privileges and participation in extra-curricular and co-curricular activities.</li> </ol>	MS/HS
Discipline Level IV Consequences	<ol style="list-style-type: none"> <li>1. Additional disciplinary consequences may be issued.</li> </ol>	MS/HS

Eligibility Procedures	<p>Co-Curricular activities are those activities that take place during or outside of school time in which the student is required and expected to participate as part of the program.</p> <p>To participate in and maintain participation in any extra curricular or co-curricular activity, a student must be passing all but one subject.</p> <p>If a student's cumulative or marking period grades drop below passing in more than one subject, the student becomes ineligible for participation in both extra curricular and co-curricular activities for the period of seven calendar days. This includes all sports, clubs, student organizations, and band/chorus.</p> <p>During the period of ineligibility, the student may continue to practice at the activity supervisor's discretion but may not participate in public performances, competitions, or otherwise represent the Northern Bedford County School District in any manner. The ineligible student is permitted to travel with the team/ organization as long as he/she is not dismissed prior to the end of the school day.</p>	MS/HS
Eligibility Procedures Special Regulations	<p>To participate in a practice, contest, or event, a student must be present for at least one-half day of school. This means students must arrive no later than 11:30 AM on the day of the contest, event, or practice.</p> <p>Exceptions are made for doctor's or dental appointments, pre-approved educational field trips, or other reasons approved by the principal or in the absence of the principal, the athletic director.</p>	MS/HS
Hair and Dress	Generally speaking, jeans, shorts, or pants with holes exposing flesh or undergarments should not extend above fingertip length.	MS/HS
Early Arrivers	Parents driving their children to school should drop them off <del>at the front entrance</del> at the end of the double walkway in the gymnasium parking lot.	ES
Late Bus		MS/HS

### 2024 – 2025 Elementary/Middle/High School Faculty Handbook Proposed Changes

TOPIC	STATEMENT	ES/MS/HS
Assemblies - Assembly Supervision	Once there, position yourselves in a location that allows you to monitor students and/or make your presence known to students. <del>sit among the students or stand along the sides of the auditorium. Your presence there will circumvent many problems that would otherwise arise. You are not providing adequate supervision by standing at the counter at the back of the auditorium!</del>	MS/HS
Blended Learning	<del>This year, you may utilize the blended courses created last year or you may revert to a more traditional teaching method.</del> However, You should utilize at least one blended day in your classes every 12 consecutive instructional days. (This is one lesson out of every two, six-day cycles.)	ES/MS/HS
Curriculum Maps/Expanded	Curriculum maps <b>and</b> expanded curriculum maps, and <del>SLOT maps (math)</del> must be updated by <del>the end of the first week of school</del> <b>the</b>	MS/HS?

Curriculum Maps	end of the school year (for the upcoming year) and saved as directed by the building principal.	
Grades - Final Exam Procedures	<p>1. Teachers are may be required to administer comprehensive examinations....</p> <p>3. When administered, final examinations must count as 10% toward the final course grade. Each term will then count as 22.5% of the final course grade.</p> <p>4. Review must be held at a minimum of two class periods for courses meeting 46–90 days and equivalent of three class periods for courses meeting more than 90 days.</p>	MS/HS
Grades - Final Exam Procedures	<p>For grade eight students, only the core subjects of English, reading, social studies, mathematics, and science are covered under this policy. Final examinations are not required in the other subjects in grades seven and eight. Final exams for grade seven students are teacher optional but are required for eighth graders. Students may not be exempted for achieving good grades over the course of the year.</p> <p>7. Finals are not to be administered waived for any course that is assessed by a Keystone Examination.</p>	MS
Grade Procedures - Fine Arts and Practical Arts	<p><del>Specials courses should use the following format in regards to the assignment of grades at the conclusion of a marking period/final grade:</del></p> <p><del>Percentage: Art, CEW, Computer Literacy, FCS, Music, Spanish, STEM, Tech Ed</del></p> <p><del>Letter: Band, Chorus, Physical Education</del></p>	MS
Grouping Procedure for Mathematics	<p>1. Seventh grade students are scheduled for Math 7 or PreAlgebra I based on their past academic performance in Math. <del>The highest top one half (approximately) of the seventh graders are placed in Pre Algebra 7. Most of the students completing this course go on to Algebra I in grade 8. A few of the students who are not successful in Pre Algebra 7 may be scheduled into Pre Algebra 8 and then into Algebra I in grade nine.</del> Students move on to the next appropriate level of Math in eighth grade, which consists of PreAlgebra I, PreAlgebra II, or Algebra I.</p> <p>2. (becomes #3) Students who do not take Algebra I in middle school will be scheduled for Algebra in ninth grade. <del>The remaining seventh graders are placed in Math 7. All students completing this course successfully advance to Pre Algebra 8 in grade eight, with the expectation of scheduling Algebra I or Algebra IA in grade nine.</del></p> <p>3. (becomes #2) Students who <del>complete Pre Algebra 7,</del> score Advanced or Proficient on the Grade 7 Math PSSA and maintain a “B” or higher final grade for Pre-Algebra 7 I will be placed in Algebra I in</p>	MS

	<p>Grade 8. Add: A student's cumulative math performance may also be taken into consideration.</p> <p><del>4. Students scoring Advanced or Proficient in Math 7 may be enrolled in Algebra I on a provisional status.</del></p> <p>5. (becomes #4) Students who do not pass Algebra I in Grade 8 will repeat Algebra I in Grade 9. <del>Students taking Algebra I in Grade 8 not scoring Advanced or Proficient will repeat Algebra I in Grade 9.</del></p>	
Homeroom Supervision	<del>During activity period, morning homeroom teachers will have supervisory responsibility for the same group of students as in the morning homeroom.</del>	MS
Lunch Program	<del>You are expected to escort your students directly to the lunchroom, where they will remain until the end of the lunch period.</del>	MS
Office Etiquette Procedures	<p>It is important to maintain a positive atmosphere throughout the entire building. The office should serve as an especially welcoming environment for parents, guests, and staff. Faculty and staff are expected to greet parents and guests in the office and hold confidential discussions behind closed doors. Office copier use is limited 7:30-8:30 am due to attendance and beginning of day secretarial tasks. <del>Good etiquette requires that the normal operation of the office not be impeded. To allow office personnel to carry out their responsibilities, it is important for you to remember the office is not a place to engage in casual conversation. Only office personnel should be behind the counter in the office. Office personnel are held responsible for the security of materials, and the presence of additional people compromises security. Please ask the office staff for assistance if you need any supplies/services/etc. not available in this area. Someone will assist you if you wait in front of the counter.</del></p>	MS
Policy Governing the Use of School Vehicles	School vehicles consist of one nine-passenger van, <b>one seven-passenger van</b> , and one four-passenger car.	ES/MS/HS

## 2024 – 2025 Middle/High School Course Catalog Proposed Changes

TOPIC	STATEMENT
PreAlgebra 7 & 8	Revision to name of courses from PreAlgebra 7 & 8 to PreAlgebra I & II.
High School Course Selection Guide	<p><del><b>CREDIT REQUIREMENTS</b> – The Northern Bedford County School District has specified in Policy No. 217, Graduation Requirements, the following as minimum graduation credit requirements for a standard high school diploma:</del></p> <p><b>CREDIT REQUIREMENTS</b> - Northern Bedford County School District students will select one of two graduation pathways to achieve the appropriate amount of credit requirements. Both pathways, Career and Technical Education and University Preparatory, require a minimum of 28.5 credits with the recommended credit sequence below.</p>
Math Placement Criteria	<ol style="list-style-type: none"> <li>1. <del>Seventh grade students are scheduled for Math 7 or PreAlgebra I based on their past academic performance in Math. The highest top one-half (approximately) of the seventh graders are placed in Pre-Algebra 7. Most of the students completing this course go on to Algebra I in grade 8. A few of the students who are not successful in Pre-Algebra 7 may be scheduled into Pre-Algebra 8 and then into Algebra I in grade nine. Students move on to the next appropriate level of Math in eighth grade, which consists of PreAlgebra I, PreAlgebra II, or Algebra I.</del></li> <li>2. (becomes #3) Students who do not take Algebra I in middle school will be scheduled for Algebra in ninth grade. <del>The remaining seventh graders are placed in Math 7. All students completing this course successfully advance to Pre-Algebra 8 in grade eight, with the expectation of scheduling Algebra I or Algebra IA in grade nine.</del></li> <li>3. (becomes #2) Students who complete <del>Pre-Algebra 7</del>, score Advanced or Proficient on the Grade 7 Math PSSA and maintain a "B" or higher final grade for Pre-Algebra 7 I will be placed in Algebra I in Grade 8. Add: A student's cumulative math performance may also be taken into consideration.</li> <li>4. <del>Students scoring Advanced or Proficient in Math 7 may be enrolled in Algebra I on a provisional status.</del></li> <li>5. (becomes #4) Students who do not pass Algebra I in Grade 8 will repeat Algebra I in Grade 9. <del>Students taking Algebra I in Grade 8 not scoring Advanced or Proficient will repeat Algebra I in Grade 9.</del></li> </ol>



## **Northern Bedford County School District Sending Students to Bedford County CTC 2024/25**

Grade 10:

Cosmetology - Lillian Steele

Grade 11:

Cosmetology - Elizabeth Brown, Faith Memmesheimer

Culinary - Miranda Mellott, Conner Dick, Jase Suter

Health - Alayna Dick

Grade 12:

Cosmetology - Brooklyn Koontz

Culinary - Joseph Margraff

Welding - Ben Pritchett

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**

## **NBC GRADUATION**

Graduation evening was a beautiful night with some sun and just enough of a breeze to keep the temperature comfortable. As expected, the NBC community carried on the tradition of a dignified ceremony! Jan Gable, our guest speaker, commented on how every student was respected as their name was read. This is a testament to not only the students and staff, but to the parents and community members that attend as well. Congratulations to the class of 2024 and we wish them well in their future endeavors.

## **SUMMER PROJECTS**

Once again this summer we have multiple projects occurring on campus. The major ones include air conditioning for the elementary MPR, office repaint and carpet, and carpet in the library and K5 rooms. The blacktop around the stadium and CTC building resealing project has been completed. The new wellness building project is in progress and the CTC building will be painted as well. There are additional smaller projects occurring as well.

## **PLANNING FOR 2024/25**

Our administrative staff spent several days planning the professional development for next year and we have had a group of teachers looking over the new science standards. Later this summer, teachers will come together to review the PSSA results and identify areas that we need to focus on in the future.

The administration reviewed the school safety plans this month. It is also reviewed with the board each June. The overview of the school safety plan is located on the school website. The main points of the plan are reviewed with the staff each year. Our high school/middle school students receive training on Stop the Bleed and Run, Hide, Fight each year conducted by our physical education department.

The newsletter is available on the district website. It highlights student activities and achievements that occurred throughout the year. I encourage you to look it up to see the great accomplishments occurring here at NBC.

Although it is summer, it does not slow down for the custodial/maintenance staff and the administration. We take this time to prepare for the next school year.

Again, thanks to all staff for another great year here at NBC!

## **ELEMENTARY**

### **Presidential Achievement Awards**

Seven fifth grade students have received the Presidential Award for Academic Excellence. This prestigious award recognizes academic success in the classroom. This award is sponsored by the U.S. Department of Education in partnership with the National Association of Elementary and Secondary School Principals. The award recognizes and honors students who have achieved high academic goals through hard work and dedication to learning. The top ten percent of fifth grade students with the highest grade point average (GPA) achieved in grades three, four and five in math, reading/language arts, science, and social studies receive this honor.

This year's recipients include: Aubrey Banaszak, daughter of Josh and Amy Banaszak; Sadie Barton, daughter of Andy and Missy Barton; Mya Conley, daughter of Mr. Zachary and Mrs. Tera Conley; Jacob Dutchcot, son of Brian and Mandy Dutchcot; Christian Moyer, son of Jerry and Christa Moyer; and Ryder Replogle, son of Mr. and Mrs. Matthew Replogle.

### **Step-Up Day**

To support the students and help them make the transition into the next school year, students in Pre-K through fourth grade had the opportunity to meet next year's teachers. On the last day of school, students visited their upcoming teachers' classrooms and had an opportunity to meet and ask questions to help alleviate anxiety about next school year. This meet and greet is very well received by both students and staff.

### **5<sup>th</sup> Grade Celebration**

On May 31, the fifth-grade class was recognized with a 5<sup>th</sup> grade celebration assembly. The class took a "Farewell Walk" through the school as all of the younger students, teachers, staff, and 5<sup>th</sup> grade parents cheered, clapped, and wished them well in the middle school. The celebration continued in the MPR as the Presidential Academic Award winners were presented their certificates and pins by Mr. Beatty. The fifth-grade students were recognized by their teachers for their unique and funny superlatives, achievements in leadership, computer literacy, the arts and athletics.

### **PBIS Training**

\The Elementary PBIS team will meet on June 19 in preparation for the 2024-25 school year. The team will review their annual goals and plans for the upcoming school year and look for ways to enhance our PAWS expectations throughout the year to our students and staff.

## **FEDERAL PROGRAMS REPORT**

None

# **MIDDLE SCHOOL**

## **Middle School Students of the Month (SOM)**

NBC Middle School May Students of the Month:

	<b>Student</b>	<b>Parents/Guardians</b>
Grade 6	Annika Camenga	Andrew & Kristin Camenga
	Dylan Deitle	Ryan & Erin Deitle
Grade 7	Hadassah Brockus	James & Staci Brockus
	TJ Helsel	Kimberly Helsel & Joseph Helsel
Grade 8	Hailee Troy	Michael & Chelsea Troy
	Troy O'Neal	Ronald & Charlene O'Neal

## **MS Academic Awards Assembly**

Six 8th grade students received the Presidential Award at our annual middle school awards assembly this year. These students were in the top 10% academic standing for their middle school career:

<b>Student</b>	<b>Parents/Guardians</b>
Kyan Baas	Andrew & Nikki Baas
Myha Dixon	Tyler Dixon
Mallory Gates	Adam & Alaina Gates
Aubrey Holsinger	Adam & Jessica Holsinger
Avery Smith	Elizabeth & Travis Smith
Braden Zellers	Jamie & Shane Zellers

Congratulations to these students for working hard to maintain a high academic standard throughout their middle school years!

## **MIDDLE SCHOOL (cont'd)**

### **Envirothon**

Students representing grades 5, 6, 7, and 8 participated in the annual Envirothon event located at Shawnee State Park on May 8th. Our students achieved high scores in two categories and ultimately brought home 1st place! We will house the "Traveling Fox" at the middle school and will see if we can bring it home with us again next year!

In preparation for this event, students met throughout the year with their advisors, Mrs. Laird (5th/6th grade team), Mr. Miller (8th grade team), and Mr. Smith (7th grade team). They must be able to identify Pennsylvania trees, plants, animals, bird calls, fish, amphibians, and reptiles. Students must also demonstrate their knowledge of natural resources and how to conserve and protect them.

### **PRIDE Fun in the Sun & Student Council Social**

Students and staff enjoyed some much-needed time together outdoors during the last week of school. Fun in the Sun was organized by our middle school PRIDE team and involved kickball, disc golf, cornhole, volleyball, football, soccer, basketball, music, and freeze pops. We also gave away a Smart TV, Beats earbuds, a Snuggie, and several gift cards through a Panther PRIDE ticket drawing. The student PRIDE team did a fantastic job organizing this event for all to enjoy!

The middle school Student Council decided to do something different for our last day social this year. They organized a Homeroom vs. Homeroom Challenge in which each grade level spent time competing in three main events: kickball, dodgeball, and a water relay. Students commented that they really enjoyed these events and the opportunity to compete alongside their homeroom!

### **Middle School Field Trips**

Thanks to some funds from one of our grants, we were able to take our students on some unique field trips this year! Sixth graders enjoyed a trip to the Pittsburgh Zoo and Aquarium. Seventh graders visited Lake Tobias Wildlife Park. Eighth graders ventured to the Antietam Battlefield in Maryland. All three trips provided for some great educational opportunities!

### **Panthers Night Out**

Thanks to some additional funds from one of our grants and a lot of preparation on the part of our faculty and staff, middle school students enjoyed a "Panthers Night Out" in May. Well over 100 students stayed after school to participate in a variety of teacher-led activities throughout the evening. The activities included making reverse tie-dye t-shirts, dumplings, string art, board and brush projects, trout spinners, and sessions on crocheting, ukuleles, golf, cornhole, disc golf, cupcake decorating, and scrapbooking. Students also had the opportunity to try out different band instruments. This event was well-attended and well-supported by students, staff, and parents.

## **MIDDLE SCHOOL (cont'd)**

### **Student Assistance Program (SAP) Update**

SAP is a program required in public schools across the state of Pennsylvania. This program consists of trained faculty and staff members who meet on a regular basis to review student needs. The goal is to help students overcome barriers to their educational success that are potentially connected to alcohol, drugs, and mental health.

Students can be referred to SAP by teachers, staff, parents, or peers. The middle school SAP team served seven referred students this year.

### **6<sup>th</sup> Grade Orientation & 7<sup>th</sup>/8<sup>th</sup> Grade Open House**

Our incoming sixth graders visited the middle school and enjoyed a tour with Ms. Patton and Mrs. Swanseen on May 23<sup>rd</sup>. In preparation for the upcoming school year, sixth graders and their families will be invited to attend an evening orientation on Wednesday, August 14<sup>th</sup>. They will

receive additional information about the 24-25 school year and will have the opportunity to walk through their schedules for the first time.

Seventh and eighth graders and their families are also invited to stop in on August 14<sup>th</sup> to pick up their schedules, meet their teachers, and check out their classrooms.

### **New Student Registration**

Ms. Patton and Mrs. Swanseen will be available periodically this summer to register students new to Northern Bedford. Parents may schedule a date and time by calling the guidance office at (814)766-4734 or (814)766-4754.

### **Middle School Upcoming Events**

July 8th ELA Data Day with Teachers  
July 9th Math & Science Data Day with  
Teachers August 13<sup>th</sup> 6:00pm School Board  
Meeting August 14<sup>th</sup> 6:00pm 7<sup>th</sup>/8<sup>th</sup> Grade  
Open House August 14<sup>th</sup> 7:00pm 6<sup>th</sup> Grade  
Orientation  
August 19th & 20th Teacher In-Service  
August 21st First Student Day

## **HIGH SCHOOL**

### **Commencement**

The Class of 2024 consisted of 64 seniors who attended Northern Bedford during the 2023-24 school year. The Southern Cove/Yellow Creek ministerium held a baccalaureate service on Tuesday, May 28 and commencement activities were held on Thursday, May 30. We are appreciative of the efforts from the custodial and maintenance staff members, Mrs. Detterline, Mrs. Cottle, Mrs. Swanseen, Mr. Keith, Mr. Sarvey, Mrs. Martin, and Mr. Yeatts for the efforts in helping with this year's baccalaureate and commencement services. Congratulations and best of luck to the Class of 2024!

### **Presidential Academic Award**

Recipients of this award are the top ten percent of the senior class and are annually recognized with the distinction of the Presidential Academic Award. This year's recipients are as follows: Elizabeth Berry, Reagan Grimes, Mariah Hall, Chase Imes, Dani Imler, Lydia Koontz, and Aiden Wadel.

### **Citizenship Assessment**

The following students have earned 100% on the U.S. Citizenship Exam, under the direction of Sandie Pratt: Ella Heaton, Savannah Hershberger, Benjamin Pritchett, Jaylyn Resh, Vaughn Schleinkofer, and Hailee Socie.

### **Summer School**

This summer, 5 NBCHS students will need to participate in summer school. Due to limited options, we will utilize an external service provider called Keystone Remediation.

### **Plant Sale**

The NBC community once again had an opportunity to participate in our Horticulture Club annual plant sale. The group raised roughly \$7600 from the sale and will use these funds to purchase plant materials for next year.

### **Children and Youth Services Meeting**

Bedford County Principals, Mrs. Pritchett, and I met with representatives from Children and Youth to discuss attendance trends and receive updates from District Magistrate Diehl. During the meeting, we discussed school attendance hearings, truancy courses, and the legalities of working with transient students. It was beneficial to meet with these crucial stakeholders with whom we work for the betterment of our students.

### **School Vape Decline**

I am happy to report that our vape violations were drastically down for the 2023 - 2024 school year. During this past year, we had one vape violation compared to the previous year at 11. I believe much of this was in part to the citations issued and followed through from the magistrate's office. I called District Magistrate Baker to thank him for his support.

## **HIGH SCHOOL (cont'd)**



## **Volleyball Clinic**

On Aug. 6th and 7th, Mike Kraft, head coach at Lock Haven University, will be a guest clinician at the Volleyball Open gyms workouts from 9-12 noon each day. This is a great opportunity for our girls to gain new perspectives in working with coach Kraft.

## **CTE Landscape**

With the CTE building being painted this summer, Mrs. Kensinger and her students have designed a new landscape layout for the CTE building. They will plant the new flower beds when they return in the fall.



# **ATHLETIC REPORT**

## **Team Records**

Varsity Baseball	14-7	JH Baseball	11-4-1
Varsity Softball	2-17	JH Softball	10-8
Boys Track/Field	6-5	JH Boys Track/Field	2-4
Girls Track/Field	5-6	JH Girls Track/Field	5-1

## **Athletic Awards**

Special recognition was given to athletes who participated in three varsity sports during their 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. The "Tri-Athlete" was awarded to the following student-athlete:

Brock Beach	Football	Wrestling	Track & Field
Rece Dibert	Football	Wrestling	Baseball
Ben Gable	Football	Basketball	Baseball
Lacy McIlnay	Volleyball	Basketball	Softball
Eion Snider	Football	Wrestling	Baseball
Leah Swanseen	Soccer	Basketball	Softball

## **Playoffs**

The #3 seed Black Panthers baseball team defeated #2 seed McConnellsburg in the first round of the District 5A playoff bracket, then lost to #1 North Star in the championship game.

## **Inter County Conference (ICC) – Spring All - Stars**

Track & Field:	Bella Gable	Shot Put	Sophomore
	Savannah Hershberger	1600	Junior
Baseball:	Aaron Bowers	Baseball	Junior
	Josiah Bowser	Baseball	Senior
	Ben Gable	Baseball	Senior
	Reece Musselman	Baseball	Junior

## **First Day of Fall Sports Practice**

Monday, August 12<sup>th</sup> is the first day that teams may begin official practices for fall sports according to the PIAA. Coaches are beginning their summer conditioning activities.

## **Fall Sports Physicals and Insurance Verifications**

A physical is the requirement of the PIAA 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 and attach a copy of the student's insurance card.

**Parent reminder:** if a change in the student's insurance occurs during the year, it is the parent's responsibility to report that change to the school district and provide a copy of the new insurance card.