BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

Regular Meeting - Board of School Directors
Tuesday, March 11, 2025, 7:00 P.M.

A G E N D A

I. Call to Order – Daniel S. Chubb, President

II. Pledge of Allegiance – Jennifer Goldhahn, Secretary

III. Roll Call – Jennifer Goldhahn, Secretary

IV. Reception of Visitors – Jennifer Goldhahn, Secretary

V. Hearing of Scheduled Delegations or Individuals

VI. Public Comment

VII. *Consent Agenda – The following items have been moved to the consent agenda for Board approval:

A. Approval of Minutes

February 10, 2025 – Special Meeting (pages 1-6)

B. Financial Reports

General Fund	-	(pages 7-13)
Cafeteria Fund	-	(pages 14-15)
Capital Reserve Fund	-	(page 16)
Scholarship Fund	-	(page 17)

C. Personnel

1. Please approve the following resignation:

   a. From Jackie Noerpel, due to her retirement, effective at the end of the 2024-2025 school year. (page 18)

2. Please approve the following professional staff:

   a. Transfer Katie Nelson from an Elementary School Grade 3 Teacher to a Middle School Grade 8 Special Education Teacher, replacing Allison Bentley, who resigned. The transfer is effective for the 2025-2026 school year.

3. The Administration is recommending the Board approve Heather Dengler as a Volunteer Track Coach for the 2024-2025 school year.

D. Bus & Van Driver Approval

Board approval is requested for Courtney Reever and Cindy Scott to be employed by E & B Transportation as bus drivers for the 2024-2025 school year.

*Roll Call Vote

E. Disposal of Obsolete Equipment

The High School Administration is seeking Board approval to dispose of the following equipment. A copy of the equipment list is attached on page 19.

Board approval is recommended for all consent items.

VIII. Financial Reports

A. Bills Payable
*1. General Fund - (pages 20-25)
*2. Cafeteria Fund - (page 26)

IX. Correspondence

A. Jackie Noerpel (see page 18)

X. Reports and Related Action (pages 27-41)

A. Solicitor's Report
B. Superintendent's Report
C. Assistant Superintendent's Report

XI. Old Business - None

XII. New Business

A. Personnel

*1. The Administration is recommending the Board approve the following Employees to enter into a contract with the District serving in the following positions for Summer Camp 2025. A list of employees and the contracted stipend amounts are listed below:

a. Andrea Dowell, Kindergarten Camp Director - $1,350.00
b. Alexa Groft, Cursive Camp Director - $ 400.00
c. Laura Hughes, Literacy Camp Director - $2,900.00
d. David Morning, STEAM Camp Director - $2,500.00

*2. The Administration is recommending the Board approve the following extracurricular contracts for the remainder of the 2024-2025 school year:

a. Timothy Walck, Auditorium Manager - $ 415.00
b. Timothy Walck, Secondary Instrumental Music Director - $ 496.83

*3. The Administration is recommending the Board approve the extracurricular contract for Gregory Kline, Head Varsity Girls Tennis Coach, at a stipend of $4,450.00 for the 2025-2026 school year.

*B. Chapter 339: School Counseling Plan

The Administration recommends approval of Chapter 339: School Counseling Plan for the period of July 1, 2025, through June 30, 2028, as required by the Pennsylvania Department of Education. The plan is attached to pages 42-79. Board approval is recommended.

*C. Revised Board Policies

The Policy Committee recommends the Board of School Directors adopt, as a first read, the following set of revised policies. Upon final approval of the second read of each policy listed below, the Policy Committee recommends the Board of School Directors retire each original 300/400/500 policy that is being replaced by the corresponding policy approved.

1. Policy No. 301 Creating a Position - (pages 80-81)
2. Policy No. 302 Employment of Superintendent/Assistant Superintendent - (pages 82-86)
3. Policy No. 308 Employment Contract/Board Resolution - (pages 87-89)
4. Policy No. 309 Assignment and Transfer - (pages 90-91)
5. Policy No. 311 Reduction of Staff - (pages 92-94)
6. Policy No. 312 Performance Assessment of Superintendent/Assistant Superintendent - (pages 95-96)
7. Policy No. 313 Evaluation of Employees - (pages 97-99)
8. Policy No. 314 Physical Examination - (pages 100-102)
9. Policy No. 314.1 HIV Infection - (pages 103-104)
10. Policy No. 317 Conduct/Disciplinary Procedures - (pages 105-107)
11. Policy No. 319 Outside Activities - (page 108)

Board approval is recommended.

*D. New Board Policies

The Policy Committee recommends the Board of School Directors adopt, as a first read, the following set of new policies. Upon final approval of the second read of each policy listed below, the Policy Committee recommends the Board of School Directors retires each original 300/400/500 policy that is being replaced by the corresponding policy approved.

1. Policy No. 304 Employment of District Staff - (pages 109-112)
2. Policy No. 306 Employment of Summer School Staff - (pages 113-114)

Board approval is recommended.

*E. Retired Board Policies

The Policy Committee recommends the Board of School Directors retires the following set of board policies:

1. Policy No. 310 Abolishing a Position - (page 115)
2. Policy No. 316 Nontenured Employees - (page 116)

Board approval is recommended.

XIII. Other Business

XIV. Adjournment

4879

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

The special meeting of the Bermudian Springs School Board was called to order at 7:00 p.m. on Monday, February 10, 2025, in the Middle School Learning Commons A room and via remote connection. President Daniel S. Chubb presided.

The Pledge of Allegiance was recited.

ROLL CALL -	Members Present:	Dianna L. Canapp, Daniel S. Chubb, Brian A. Davis, Jennifer Goldhahn, Ruth E. Griffie, Mary R. Kemper, Chad M. Mowery, Matthew P. Nelson, and Neil R. Tate
	Members Absent:	None
	District Staff:	Dr. Brad Sterner, Dr. Shannon Myers, and Justin Peart
	Others:	None
	Visitors:	None

HEARING OF SCHEDULED DELEGATIONS OR INDIVIDUALS – None

SCHOOL BOARD VACANCY –

On a Mary Kemper, Jennifer Goldhahn motion, Dianna Canapp was appointed as a Board Member. Roll call vote: Matthew Nelson abstained. Daniel Chubb, Brian Davis, Jennifer Goldhahn, Ruth Griffie, Mary Kemper, Chad Mowery, and Neil Tate voted Yea. Motion carried.

PUBLIC COMMENT – None

APPROVAL OF MINUTES –

The Board, on a Brian Davis, Neil Tate motion, the following minutes were approved:

1. January 13, 2025 – Work/Study Session
2. January 14, 2025 – Regular Meeting

Roll call vote: All members present voted Yea. Motion carried.

FINANCIAL REPORTS –

General Fund bills (copy attached) in the amount of $1,721,030.22 were approved for payment following a motion by Brian Davis, seconded by Mary Kemper. Roll call vote: Motion carried.

Cafeteria Fund bills (copy attached) in the amount of $113,596.90 were approved for payment following a motion by Brian Davis, seconded by Mary Kemper. Roll call vote: Motion carried.

The General Fund Report (copy attached) was approved on a Brian Davis, Mary Kemper motion. Roll call vote: All members present voted Yea. Motion carried.

The Cafeteria Fund Report (copy attached) was approved on a Brian Davis, Mary Kemper motion. Roll call vote: All members present voted Yea. Motion carried.

The Capital Reserve Fund Report (copy attached) was approved on a Brian Davis, Mary Kemper motion. Roll call vote: All members present voted Yea. Motion carried.

The Scholarship Funds Report (copy attached) was approved on a Brian Davis, Mary Kemper motion. Roll call vote: All members present voted Yea. Motion carried.

REPORTS AND RELATED ACTION – No action was taken by the Board.

OLD BUSINESS – None

NEW BUSINESS –

Personnel

The Board, on a Matthew Nelson, Chad Mowery motion, approved the following resignations:

1. From Gianna De Lotto, a High School Food Service Employee, effective February 19, 2025.
2. From Thomas Flaherty, due to his retirement, effective at the end of the 2024-2025 school year.

The Board, on a Matthew Nelson, Mary Kemper motion, approved the employment of Sarah Redding, 435 Hilltop Rd, Gardners, PA, in the capacity of a Middle and High School Family and Consumer Science Teacher, replacing Valerie Dixon, who resigned. Ms. Redding will be placed on Step 6 of the Master's Salary Schedule effective for the 2025-2026 school year. Employment is pending receipt of all necessary clearances and employment background checks. Roll call vote: All members present voted Yea. Motion carried.

The Board, on a Matthew Nelson, Mary Kemper motion, approved granting a professional contract to Elizabeth Rhon based on the completion of six semesters of satisfactory service. Roll call vote: All members present voted Yea. Motion carried.

The Board, on a Matthew Nelson, Ruth Griffie motion, approved the following support staff:

1. Transfer Brittany Bathurst from a High School Food Service Employee working 180 days at five (5) hours per day to a High School Food Service Employee working 180 days at seven (7) hours per day, replacing Emily Kaiser, who resigned. The transfer will be effective February 11, 2025.
2. Transfer Kathleen Irvin from a Substitute Support Staff Employee to a High School Food Service Employee, replacing Brittany Bathurst, who transferred. Mrs. Irvin will work 180 days at five (5) hours per day at an hourly rate of $15.10, effective February 11, 2025.

Roll call vote: All members present voted Yea. Motion carried.

The Board, on a Matthew Nelson, Brian Davis motion, approved the employment of Gianna De Lotto as Substitute Support Staff for the 2024-2025 school year. Roll call vote: All members present voted Yea. Motion carried.

The Board, on a Mary Kemper, Chad Mowery motion, approved the following to be employed as teacher mentors for the 2024-2025 school year at a stipend of $400.00:

1. Jalana Firestone for Katelynn Smith
2. Jessica Seighman for Megan Walck
3. Stefanie Yost for Timothy Walck

Roll call vote: All members present voted Yea. Motion carried.

The Board, on a Matthew Nelson, Neil Tate motion, approved to rescind the following extracurricular contract for Emily Ensor, HS Spring Musical Co-Costume Designer for the 2024-2025 school year. Roll call vote: All members present voted Yea. Motion carried.

The Board, on a Mary Kemper, Matthew Nelson motion, approved the following revised extracurricular contract for Jalana Firestone, HS Spring Musical Costume Designer at a stipend of $1,103.76 for the 2024-2025 school year. Roll call vote: All members present voted Yea. Motion carried.

The Board, on a Brian Davis, Mary Kemper motion, approved the following extracurricular contracts for the 2024-2025 school year:

1. Kevin Kline, Varsity Assistant Baseball Coach - $2,350.00
2. Tanya Tanner, Jr. High Assistant Track Coach - $2,100.00
3. Alison Watts, Jr. High Assistant Track Coach - $2,000.00

Roll call vote: All members present voted Yea. Motion carried.

The Board, on a Ruth Griffie, Matthew Nelson motion, approved the following Adult Education instructors for the 2024-2025 school year:

1. *Bonnie Deck
2. *Gwen Weidler
3. *Vicki Laughman

*Not Regular employees of the district

Roll call vote: All members present voted Yea: Motion carried.

The Board, on a Neil Tate, Jennifer Goldhahn motion, approved the following Volunteer Coaches for the 2024-2025 school year:

1. Tanner Byers, Varsity Baseball
2. Paul Fredericksen, Varsity Baseball
3. Autumn Klunk, Jr. High Volleyball
4. Rob McNulty, Soccer
5. Brendan Reinert, Varsity Baseball
6. Douglas Speelman, Varsity Baseball

<u>Bus & Van Driver Approval</u>

The Board, on a Mary Kemper, Matthew Nelson motion, approved the following bus drivers employed by E & B Transportation for the 2024-2025 school year. A list of drivers is attached to these minutes.

York Adams Academy Operating Budget

The Board, on a Brian Davis, Chad Mowery motion, approved the 2025-2026 General Operating Budget of the York Adams Academy. Basic membership fee per seat for the 2025-2026 school year will remain at $4,042.00 per seat. A copy of the budget is attached to these minutes. Roll call vote: All members present voted Yea. Motion carried.

High School Course Guide

The Board, on a Brian Davis, Mary Kemper motion, approved the High School Course Guide for the 2025-2026 school year. The Course Guide is attached to these minutes.

2025-2026 Calendar

The Board, on a Neil Tate, Chad Mowery motion, approved the 2025-2026 School Calendar. The calendar is attached to these minutes.

Overnight/Sunday Activity

The Board, on a Chad Mowery, Mary Kemper motion, approved the following Overnight/Sunday Activities:

1. The High School Administration is requesting Board approval for Cheyenne Wivell, Anna Sweeten, and 13 members of the Bermudian Springs High School FFA to attend an overnight trip for the annual 2025 ACES (Agriculture Cooperation Establishes Success) Conference, at the Harrisburg/Hershey Sheraton Inn, Harrisburg, PA, from February 1st-February 2nd. This Conference helps develop leadership skills in our FFA students.
2. The High School Administration is requesting Board approval for Sarah Smith and seven members of the Model UN Club to attend an overnight trip to the Model UN Conference in Washington, D.C., from March 20th to March 23rd.

Roll call vote: All members present voted Yea. Motion carried.

Settlement Agreement

The Board, on a Mary Kemper, Neil Tate motion, approved the settlement agreement between the District and the parents of a District student, subject to final solicitor approval.

Adams County Technical Institute Board

Jennifer Goldhahn nominated Brian Davis as Bermudian Springs School representative on the Adams County Technical Institute Board. Mary Kemper seconded the motion. Roll call vote: All members present voted Yea. Motion carried.

Jennifer Goldhahn nominated Neil Tate as an alternate representative on the Adams County Technical Institute Board. Chad Mowery seconded the motion. Roll call vote: All members present voted Yea. Motion carried.

DISCUSSION ITEMS –

1. 2025-2026 Budget Presentation

2. 2024-2025 Calendar Revision

    a. Matthew Nelson motioned to change the 2024-2025 school calendar from a day-based schedule to an hour-based schedule for the remainder of the 2024-2025 school year. Neil Tate seconded the motion. Roll call vote: all members present voted Yea. Motion carried.

OTHER BUSINESS – None

ADJOURNMENT – The meeting was adjourned by the President at 9:14 p.m.

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Secretary

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

Financial Summary of General Fund

BALANCE REVIEW - GENERAL FUND:

Previous Undesignated Balance - February 11, 2025	$12,342,986.38
Previous Designated Balance - February 11, 2025	$0.00
Revenue - February 12, 2025 - March 11, 2025	$2,323,013.70
Transfer from General Fund to Cafeteria Fund	$23,000.00
Expenditures - February 12, 2025 - March 11, 2025	$1,197,402.57
Expenditures - Payroll	$1,152,234.66
CURRENT BALANCE - March 11, 2025	$12,293,362.85

DISTRIBUTION OF CASH ASSETS:

ACNB Checking	$401,018.56
ACNB Money Market	$42,142.76
Payroll Checking (Interest Rec.)	$117.92
PSDLAF Investments	$3,389,267.86
PSDMAX Series	$8,460,815.75
PSDLAF Overnight Account	$0.00
	$12,293,362.85

COMPARISON OF REVENUE VS. EXPENDITURES 2024-2025

	7/1/24-2/11/25	CURRENT	ACCUM TOTAL
Revenue	$27,484,600.46	$2,323,013.70	$29,807,614.16
Expenditures	$22,640,973.59	$2,349,637.23	$24,990,610.82
		($26,623.53)	$4,817,003.34

CURRENT INVESTMENT STATUS:

	AMOUNT	PERCENT	TERM	DUE
ACNB Classic Money Market	$42,142.76	0.15%	***	
PSDLAF (MAX Account)	$8,460,815.75	4.226%	***	2/28/2025
PSDLAF (CD)	$3,389,267.86	4.200%	***	2/28/2025
	$11,892,226.37		*** 30 Day Yield	

INTEREST EARNED:

	Current:	To Date:
ACNB Money Market	$4.85	$41.98
ACNB General Fund Checking	$51.26	$2,164.55
ACNB Payroll Checking	$11.80	$106.34
PSDLAF CD/Pool Investments	$10,885.00	$103,048.14
PSDLAF MAX Series	$27,224.86	$200,166.50
	$38,177.77	$305,527.51

PAYROLL ACCOUNT:

7/1/24-2/11/25	CURRENT	ACCUM TOTAL
$9,030,357.39	$1,152,234.66	$10,182,592.05

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	**Trans Date**	**Invoice #**	**Invoice Date**			**Pymt Date**		
BSES - BERMUDIAN SPRINGS ELEMENTARY			10-2250-640-000-10-200-000-000-0000	22101	D45		0.00	(16.51)
RV3447000001	02/14/2025							
Desc: BSES - LIBRARY LOST BOOKS								
RV	RV3447000001							
1040 - ADAMS COUNTY TAX CLAIM BUREAU			10-6990-000-000-00-000-000-000-0000	69003	D45		0.00	(7.37)
RV3447000002	02/14/2025							
Desc: ADAMS COUNTY MAGISTRATE - FINES								
RV	RV3447000002							
0209 - COMMONWEALTH OF PA			10-2380-610-000-30-800-000-000-0000	23102	D45		0.00	(71.00)
RV3447000003	02/14/2025							
Desc: COMM OF PA - DISABILITY DETERMINATION								
RV	RV3447000003							
BSHS - BERMUDIAN SPRINGS HIGH SCHOOL			10-1110-610-000-30-800-000-000-0000	11150	D45		0.00	(88.56)
RV3447000004	02/14/2025							
Desc: BSHS - PO #25ADM01313 UPS MAILING								
RV	RV3447000004							
3585 - HUNTINGTON TOWNSHIP			10-6111-000-000-00-000-000-116-0000	61040	D45		0.00	(4,842.97)
RV3447000005	02/14/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3447000005							
3585 - HUNTINGTON TOWNSHIP			10-6120-000-000-00-000-000-116-0000	61052	D45		0.00	(27.50)
RV3447000006	02/14/2025							

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	**Trans Date**	**Invoice #**	**Invoice Date**			**Pymt Date**		
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3447000006							
3585 - HUNTINGTON TOWNSHIP			10-6141-000-000-00-000-000-116-0000	61058	D45		0.00	(27.50)
RV3447000007	02/14/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3447000007							
1040 - ADAMS COUNTY TAX CLAIM BUREAU			10-6400-000-000-00-000-000-000-0000	64001	D45		0.00	(33,218.91)
RV3447000008	02/14/2025							
Desc: ADAMS COUNTY TAX CLAIM BUREAU - JANUARY 2025								
RV	RV3447000008							
Number of Transactions: 8								
			Fund 10 - GENERAL FUND		**EXP**		**0.00**	**(176.07)**
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(38,124.25)**
2024 - WAGEWORKS INC.			10-0462-272-000-00-000-000-000-0000		R63		0.00	(56.25)
RV3448400001	02/12/2025							
Desc: DENTAL INS PAYMENTS - COBRA PAYMENT								
RV	RV3448400001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**GEN**		**0.00**	**(56.25)**
BERM - BERMUDIAN SPRINGS SCHOOL DIST.			10-0462-271-000-00-000-000-000-0000		D46		0.00	(13,963.67)
RV3448500001	02/20/2025							
Desc: HEALTH INS PAYMENTS - FEBRUARY/RET/PT								
RV	RV3448500001							

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	**Trans Date**	**Invoice #**	**Invoice Date**			**Pymt Date**		
BERM - BERMUDIAN SPRINGS SCHOOL DIST.			10-0462-272-000-00-000-000-000-0000		D46		0.00	(1,631.25)
RV3448500002	02/20/2025							
Desc: DENTAL INS PAYMENTS - FEBRUARY/RET/PT								
RV	RV3448500002							
BERM - BERMUDIAN SPRINGS SCHOOL DIST.			10-0462-275-000-00-000-000-000-0000		D46		0.00	(107.78)
RV3448500003	02/20/2025							
Desc: VISION INS PAYMENTS - FEBRUARY/RET/PT								
RV	RV3448500003							
Number of Transactions: 3								
			Fund 10 - GENERAL FUND		**GEN**		**0.00**	**(15,702.70)**
1011 - YORK ADAMS TAX BUREAU			10-6151-000-000-00-000-000-000-0000	61026	R64		0.00	(1,611.22)
RV3448600001	02/20/2025							
Desc: YATB - JANUARY 2025 DISTRIBUTION								
RV	RV3448600001							
1011 - YORK ADAMS TAX BUREAU			10-6151-000-000-00-000-000-000-0000	61026	R64		0.00	(682,365.12)
RV3448600002	02/20/2025							
Desc: YATB - PRIOR YEAR'S TAX COLLECTED								
RV	RV3448600002							
Number of Transactions: 2								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(683,976.34)**
0209 - COMMONWEALTH OF PA			10-8514-000-412-00-000-000-000-0000	80005	R65		0.00	(45,244.54)
RV3448800001	02/21/2025							

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	**Trans Date**	**Invoice #**	**Invoice Date**			**Pymt Date**		
Desc: COMM PA WIRE - 24/25 TITLE I (013-250031)								
RV	RV3448800001							
0209 - COMMONWEALTH OF PA			10-8754-000-997-00-000-000-000-0000		R65		0.00	(9,131.00)
RV3448800002	02/21/2025							
Desc: COMM PA WIRE - 20/21 ARP ESSER HOMELESS CHILDREN AND YOUTH (181-212033)								
RV	RV3448800002							
Number of Transactions: 2								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(54,375.54)**
BSHS - BERMUDIAN SPRINGS HIGH SCHOOL			10-6740-000-000-00-000-000-000-IPAD		D47		0.00	(10.00)
RV3449600001	02/24/2025							
Desc: IPAD PROTECTION FEE								
RV	RV3449600001							
1695 - JENNIFER MILLER TAX COLLECTOR			10-6120-000-000-00-000-000-112-0000	61048	D47		0.00	(5.50)
RV3449600002	02/24/2025							
Desc: YORK SPRINGS BORO TAXES								
RV	RV3449600002							
1695 - JENNIFER MILLER TAX COLLECTOR			10-6141-000-000-00-000-000-112-0000	61054	D47		0.00	(5.50)
RV3449600003	02/24/2025							
Desc: YORK SPRINGS BORO TAXES								
RV	RV3449600003							
BSATH - BERMUDIAN SPRINGS HIGH SCHOOL			10-6910-000-000-00-000-000-000-0000	69001	D47		0.00	(600.00)
RV3449600004	02/24/2025							
Desc: KEYSTONE SOCCER - USE OF FACILITY RENTAL								

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	Trans Date	Invoice #	Invoice Date			Pymt Date		
RV	RV3449600004							
3585 - HUNTINGTON TOWNSHIP			10-6111-000-000-00-000-000-116-0000	61040	D47		0.00	(8,196.17)
RV3449600005	02/24/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3449600005							
3585 - HUNTINGTON TOWNSHIP			10-6120-000-000-00-000-000-116-0000	61052	D47		0.00	(148.50)
RV3449600006	02/24/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3449600006							
3585 - HUNTINGTON TOWNSHIP			10-6141-000-000-00-000-000-116-0000	61058	D47		0.00	(148.50)
RV3449600007	02/24/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3449600007							
3585 - HUNTINGTON TOWNSHIP			10-6112-000-000-00-000-000-116-0000	61046	D47		0.00	(106.99)
RV3449600008	02/24/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3449600008							
2010 - KAREN HEFLIN - RECORDER OF DEEDS			10-6153-000-000-00-000-000-000-0000	61033	D47		0.00	(17,841.71)
RV3449600009	02/24/2025							
Desc: K.HEFLIN - JANUARY TRANSFER TAX								
RV	RV3449600009							
1695 - JENNIFER MILLER TAX COLLECTOR			10-6111-000-000-00-000-000-114-0000	61038	D47		0.00	(17,458.26)

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	Trans Date	Invoice #	Invoice Date			Pymt Date		
RV3449600010	02/24/2025							
Desc: READING TOWNSHIP TAXES								
RV	RV3449600010							
1695 - JENNIFER MILLER TAX COLLECTOR			10-6120-000-000-00-000-000-114-0000	61050	D47		0.00	(88.00)
RV3449600011	02/24/2025							
Desc: READING TOWNSHIP TAXES								
RV	RV3449600011							
1695 - JENNIFER MILLER TAX COLLECTOR			10-6141-000-000-00-000-000-114-0000	61056	D47		0.00	(88.00)
RV3449600012	02/24/2025							
Desc: READING TOWNSHIP TAXES								
RV	RV3449600012							
PAYROLL - BERMUDIAN SPRINGS SCHOOL DISTRICT			10-0462-271-000-00-000-000-000-0000		D47		0.00	(51,981.30)
RV3449600013	02/24/2025							
Desc: BSSD-EMPLOYEE COST SHARE/SPOUSAL SURCHARGE MEDICAL								
RV	RV3449600013							
Number of Transactions: 13								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(44,697.13)**
			Fund 10 - GENERAL FUND		**GEN**		**0.00**	**(51,981.30)**
BERM - BERMUDIAN SPRINGS SCHOOL DIST.			10-6943-000-000-00-000-000-000-0000	69005	R48		0.00	(455.00)
RV3452500001	02/28/2025							
Desc: ADULT ED REGISTRATIONS								
RV	RV3452500001							
1659 - SHANNON MYERS			10-2360-580-000-00-000-000-000-0000	23027	R48		0.00	(50.00)

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	Trans Date	Invoice #	Invoice Date			Pymt Date		
RV3452500002	02/28/2025							
Desc: MEMBERS 1ST FCU - PO #25ADM01604 REIMBURSEMENT/S.MYERS								
RV	RV3452500002							
BSHS - BERMUDIAN SPRINGS HIGH SCHOOL			10-2380-610-000-30-800-000-000-0000	23102	R48		0.00	(108.12)
RV3452500003	02/28/2025							
Desc: BSHS - PO #'S 25HS001385, 1400, 1416 GRAD GOWN REIMBURSEMENT								
RV	RV3452500003							
3962 - ADAMS COUNTY OFFICE OF THE CONTROLLER			10-2750-513-000-00-000-000-000-0000	27018	R48		0.00	(399.56)
RV3452500004	02/28/2025							
Desc: ADAMS COUNTY OFFICE OF THE CONTROLLER - FOSTER STUDENT TRANSPORTATION								
RV	RV3452500004							
0394 - J.P. HARRIS ASSOCIATES LLC.			10-6400-000-000-00-000-000-000-0000	64001	R48		0.00	(671.12)
RV3452500005	02/28/2025							
Desc: J.P.HARRIS - DELINQUENT TAX								
RV	RV3452500005							
1155 - FAIRFIELD AREA SCHOOL DISTRICT			10-6944-000-000-00-000-000-000-0000	60001	R48		0.00	(2,444.44)
RV3452500006	02/28/2025							
Desc: FAIRFIELD AREA SD - 24/25 CONSORTIUM TUITION								
RV	RV3452500006							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0402-000-000-00-000-000-000-0000		R48		0.00	(24,351.15)
RV3452500007	02/28/2025							
Desc: BSSD CAFE - GROSS PAYROLL/JANUARY 2025								
RV	RV3452500007							

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	Trans Date	Invoice #	Invoice Date			Pymt Date		
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-211-000-00-000-000-000-0000	04006	R48		0.00	(5,924.13)
RV3452500008	02/28/2025							
Desc: BSSD CAFE - HEALTH INS/JANUARY 2025								
RV	RV3452500008							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-212-000-00-000-000-000-0000	04007	R48		0.00	(348.75)
RV3452500009	02/28/2025							
Desc: BSSD CAFE - DENTAL INS/JANUARY 2025								
RV	RV3452500009							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-213-000-00-000-000-000-0000		R48		0.00	(12.90)
RV3452500010	02/28/2025							
Desc: BSSD CAFE - LIFE INS/JANUARY 2025								
RV	RV3452500010							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-215-000-00-000-000-000-0000		R48		0.00	(41.98)
RV3452500011	02/28/2025							
Desc: BSSD CAFE - VISION INS/JANUARY 2025								
RV	RV3452500011							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-220-000-00-000-000-000-0000		R48		0.00	(1,822.77)
RV3452500012	02/28/2025							
Desc: BSSD CAFE - SOCIAL SECURITY/JANUARY 2025								
RV	RV3452500012							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-7810-000-000-00-000-000-000-0000	78002	R48		0.00	911.38
RV3452500013	02/28/2025							

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	**Trans Date**	**Invoice #**	**Invoice Date**			**Pymt Date**		
Desc: BSSD CAFE - SOCIAL SECURITY/JANUARY 2025								
RV	RV3452500013							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-230-000-00-000-000-000-0000		R48		0.00	(8,255.07)
RV3452500014	02/28/2025							
Desc: BSSD CAFE - RETIREMENT/JANUARY 2025								
RV	RV3452500014							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-7820-000-000-00-000-000-000-0000	78003	R48		0.00	4,127.53
RV3452500015	02/28/2025							
Desc: BSSD CAFE - RETIREMENT/JANUARY 2025								
RV	RV3452500015							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-2360-530-000-00-000-000-000-0000	23178	R48		0.00	(42.29)
RV3452500016	02/28/2025							
Desc: BSSD CAFE - CELL PHONE/JANUARY 2025								
RV	RV3452500016							
Number of Transactions: 16								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**1,468.35**
			Fund 10 - GENERAL FUND		**EXP**		**0.00**	**(599.97)**
			Fund 10 - GENERAL FUND		**GEN**		**0.00**	**(40,756.75)**
0209 - COMMONWEALTH OF PA			10-7810-000-000-00-000-000-000-0000	78002	R66		0.00	(160,355.26)
RV3452600001	02/27/2025							
Desc: COMM PA WIRE - 24/25 SOCIAL SECURITY								
RV	RV3452600001							

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	**Trans Date**	**Invoice #**	**Invoice Date**			**Pymt Date**		
0209 - COMMONWEALTH OF PA			10-7330-000-000-00-000-000-000-0000	73003	R66		0.00	(32,618.69)
RV3452600002	02/27/2025							
Desc: COMM PA WIRE - 23/24 SHARRS REIMBURSEMENT								
RV	RV3452600002							
0209 - COMMONWEALTH OF PA			10-7220-000-000-00-000-000-000-0000	72002	R66		0.00	(16,434.00)
RV3452600003	02/27/2025							
Desc: COMM PA WIRE - 23/24 VOC ED								
RV	RV3452600003							
0209 - COMMONWEALTH OF PA			10-7110-000-000-00-000-000-000-0000	71001	R66		0.00	(1,135,228.00)
RV3452600004	02/27/2025							
Desc: COMM PA WIRE - 23/24 BASIC ED								
RV	RV3452600004							
Number of Transactions: 4								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(1,344,635.95)**
1043 - ACNB			10-6510-000-000-00-000-000-000-0000	65001	PR17		0.00	(11.80)
RV3455300001	02/28/2025							
Desc: ACNB PAYROLL INTEREST - FEBRUARY								
RV	RV3455300001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(11.80)**
1043 - ACNB			10-6510-000-000-00-000-000-000-0000	65001	R67		0.00	(51.26)
RV3455400001	02/28/2025							
Desc: ACNB CHECKING INTEREST - FEBRUARY								

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	**Trans Date**	**Invoice #**	**Invoice Date**			**Pymt Date**		
RV	RV3455400001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(51.26)**
1043 - ACNB			10-6510-000-000-00-000-000-000-0000	65001	R68		0.00	(4.85)
RV3455500001	02/28/2025							
Desc: ACNB MONEY MARKET INTEREST - FEBRUARY								
RV	RV3455500001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(4.85)**
1044 - PSDLAF			10-6510-000-000-00-000-000-000-0000	65001	R69		0.00	(27,224.86)
RV3455600001	02/28/2025							
Desc: PSDMAX INTEREST - FEBRUARY								
RV	RV3455600001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(27,224.86)**
1044 - PSDLAF			10-6510-000-000-00-000-000-000-0000	65001	R70		0.00	(10,885.00)
RV3455700001	02/28/2025							
Desc: PSDLAF FLEX INTEREST								
RV	RV3455700001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(10,885.00)**
1671 - SUSAN GRAGG TAX COLLECTOR			10-6111-000-000-00-000-000-113-0000	61037	D49		0.00	(11,050.13)
RV3456300001	03/06/2025							
Desc: LATIMORE TOWNSHIP TAXES								

TRANSACTION LEDGER

Year: 25 From 2/12/2025 to 3/11/2025 Funds: 10

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	**Trans Date**	**Invoice #**	**Invoice Date**			**Pymt Date**		
RV	RV3456300001							
1671 - SUSAN GRAGG TAX COLLECTOR			10-6120-000-000-00-000-000-113-0000	61049	D49		0.00	(66.00)
RV3456300002	03/06/2025							
Desc: LATIMORE TOWNSHIP TAXES								
RV	RV3456300002							
1671 - SUSAN GRAGG TAX COLLECTOR			10-6141-000-000-00-000-000-113-0000	61055	D49		0.00	(66.00)
RV3456300003	03/06/2025							
Desc: LATIMORE TOWNSHIP TAXES								
RV	RV3456300003							
1671 - SUSAN GRAGG TAX COLLECTOR			10-6112-000-000-00-000-000-113-0000	61043	D49		0.00	(39.90)
RV3456300004	03/06/2025							
Desc: LATIMORE TOWNSHIP TAXES								
RV	RV3456300004							
Number of Transactions: 4								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(11,222.03)**
Transaction Type RV Totals: 58							**0.00**	**(2,323,013.70)**

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807
Financial Summary of Cafeteria Fund

BALANCE REVIEW - CAFETERIA FUND:

Previous Balance - January 31, 2025	($88,148.95)
Revenue - February 1, 2025 - February 28, 2025	$103,362.21
Transfer from General Fund to Cafeteria Fund	$23,000.00
Expenditures - Payroll for February 2025	$52,345.36
Expenditures - February 1, 2025 - February 28, 2025	$64,059.87
CURRENT BALANCE February 28, 2025	($78,191.97)

DISTRIBUTION OF CASH ASSETS:

NOW Checking Account	($78,191.97)
PSDMAX Series	$0.00
	($78,191.97)

COMPARISON OF REVENUES VS EXPENDITURES 2024-2025

	7/1/24-1/31/25	CURRENT	ACCUM TOTAL
Revenues	$497,400.78	$103,362.21	$600,762.99
Expenditures	$749,884.63	$116,405.23	$866,289.86
		($13,043.02)	($265,526.87)

INTEREST EARNED:

	Current	To Date
NOW Checking Account	$2.09	$25.25
	$2.09	$25.25

FUND BALANCE ESTIMATE: February 1, 2025 - February 28, 2025

Cash and Investments on Hand	**($78,191.97)**
Fed/State Reimbursement (February) -	$78,936.25
Total Revenue Estimate.....	**$744.28**
Total Expense Estimate.....	$0.00
TOTAL ESTIMATED FUND BALANCE (LESS BENEFITS DUE)	**$744.28**

TRANSACTION LEDGER

Year: 25 From 2/1/2025 to 2/28/2025 Funds: 50

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	**Trans Date**	**Invoice #**	**Invoice Date**			**Pymt Date**		
			50-6400-000-000-00-000-000-000-0000		D116	35729	0.00	(43.40)
RV3451600001	02/27/2025							
Desc: JP HARRIS 4TH RPT 2023								
RV	RV3451600001							
Number of Transactions: 1								
			Fund 50 - ENTERPRISE FUND		**REV**		**0.00**	**(43.40)**
			50-7600-000-000-00-000-000-000-0000	76001	R725		0.00	(3,135.34)
RV3452000001	02/27/2025							
Desc: NON-CATEGORICAL DISTRICTWIDE								
RV	RV3452000001							
			50-7600-000-720-00-000-000-000-0000	76002	R725		0.00	(7,580.03)
RV3452000002	02/27/2025							
Desc: NON-CATEGORICAL DISTRICTWIDE								
RV	RV3452000002							
			50-8531-000-000-00-000-000-000-0000	85001	R725		0.00	(66,343.81)
RV3452000003	02/27/2025							
Desc: NON-CATEGORICAL DISTRICTWIDE								
RV	RV3452000003							
			50-8531-000-720-00-000-000-000-0000	85003	R725		0.00	(11,951.31)
RV3452000004	02/27/2025							
Desc: NON-CATEGORICAL DISTRICTWIDE								
RV	RV3452000004							
Number of Transactions: 4								
			Fund 50 - ENTERPRISE FUND		**REV**		**0.00**	**(89,010.49)**
			50-0480-000-000-00-000-000-000-0000		R731		0.00	(10,431.70)

TRANSACTION LEDGER

Year: 25 From 2/1/2025 to 2/28/2025 Funds: 50

Sort: Transaction Type, Batch, Batch Count

Vendor	Transaction Number	PO #	Account Code	ASN	Jrnl/Rev Ctrl #	Pymt #	Enc/Liq	Expd/Rcvd
Trans #	**Trans Date**	**Invoice #**	**Invoice Date**			**Pymt Date**		
RV3456700001	02/28/2025							
Desc: SCHOOLCAFE ONLINE PYMT								
RV	RV3456700001							
Number of Transactions: 1								
			Fund 50 - ENTERPRISE FUND		**GEN**		**0.00**	**(10,431.70)**
			50-6510-000-000-00-000-000-000-0000		R729		0.00	(2.09)
RV3456800001	02/28/2025							
Desc: ACNB BANK INTEREST - FEB 2025								
RV	RV3456800001							
Number of Transactions: 1								
			Fund 50 - ENTERPRISE FUND		**REV**		**0.00**	**(2.09)**
			50-0480-000-000-00-000-000-000-0000		R730		0.00	(3,874.53)
RV3456900001	02/28/2025							
Desc: ACNB CAFE DEP - FEB 2025								
RV	RV3456900001							
Number of Transactions: 1								
			Fund 50 - ENTERPRISE FUND		**GEN**		**0.00**	**(3,874.53)**
Transaction Type RV Totals: 8							**0.00**	**(103,362.21)**

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

Financial Summary of Capital Reserve Fund

BALANCE REVIEW - CAPITAL RESERVE FUND:

Previous Balance - February 11, 2025	$1,024,607.12
Revenue - February 12, 2025 - March 11, 2025	$443.58
Expenditures - February 12, 2025 - March 11, 2025	$0.00
CURRENT BALANCE - March 11, 2025	$1,025,050.70

DISTRIBUTION OF CASH ASSETS:

ACNB Super NOW Checking Account	$909,358.30
PSDLAF Investments	$0.00
PSDMAX Series	$115,692.40
PSDLAF Overnight Account	$0.00
	$1,025,050.70

CURRENT INVESTMENT STATUS:

	AMOUNT	PERCENT	TERM	DUE
PSDLAF CD Pool Investment				
PSDLAF (MAX Account)	$115,692.40	4.226%	***	
PSDLAF (Overnight Account)	$0.00	0.000%	***	

*** 30 Day Yield

INTEREST EARNED:

	Current:	To Date:
Checking Super Now Account	$69.76	$289.62
PSDLAF MAX Series	$373.82	$3,537.38
PSDLAF Overnight Account	$0.00	$0.00
PSDLAF Investment	$0.00	$0.00
	$443.58	$3,827.00

CAPITAL RESERVE FUND REVENUES:

ACNB Checking Interest	$69.76
PSDLAF/MAX Investment	$373.82
Fund Transfers (General)	$0.00
	$443.58

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

Financial Summary of Scholarship Fund

BALANCE REVIEW - SCHOLARSHIP FUND:

Previous Balance - February 11, 2025	$54,030.72
Revenue	$4.14
Expenditures	$0.00
CURRENT BALANCE - March 11, 2025	$54,034.86

DISTRIBUTION OF CASH ASSETS:

ACNB Checking	$54,034.86
	$54,034.86

INTEREST EARNED:

	Current:	Accum Total
Checking Account	$4.14	$25.05
		$25.05

SCHOLARSHIP FUND REVENUES:

ACNB Checking	$4.14
	$4.14

SCHOLARSHIP FUND EXPENDITURES:

SCHOLARSHIP ACCOUNT BALANCE SUMMARY:

Bermudian Alumni Award	$1,500.58
Max Kaufman	$690.96
Jordan C. Selfe	$0.00
William E. Smith	$34,032.64
W. Roy Starry	$6,575.78
Lloyd W. Wagener	$2,747.63
Jessica D. Webb	$5,892.68
Taylor Zimmerman	$2,594.59
	$54,034.86

March 1, 2025

Dr. Sterner, Mr. Brooks, and Ms. Shaffer
Bermudian Springs School District
7335 Carlisle Pike
York Springs, PA 17372
717-528-4113

Dr. Sterner, Mr. Brooks and Ms. Shaffer,

I write this letter with the utmost appreciation to the Bermudian Springs School District. Please accept this as confirmation of my retirement at the end of the 2024-2025 school year.

I started working at Bermudian Springs in 1994, in the Middle School, and after 5 years moved up to the High School. At both schools, I have fond memories of many, many students. I appreciate the opportunities that I have been given to make a difference for students, including Transition Coordinator, Interact Advisor, Class Advisors, and Musical Stage Manager, set builder, and painter. I also appreciate the numerous opportunities to add to the learning support program over the years.

It has been an honor teaching and working with students for all these years. I have also been honored working with many, many dedicated teachers who put their students first. I am proud to have been a teacher in a public school system.

While I will miss the camaraderie and respect shared at the high school, I look forward to spending time with my grandsons and watching them grow.

Best Regards,

Jackie Noerpel

Jackie Noerpel

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807
High School

ASSET I.D.	DESCRIPTION	DELETION DATE	REASON DELETED
22133	Panasonic Super 4-Head VHS Player	1/30/25	Broken

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 02/12/2025 - 03/11/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000023595	02/12/2025	AGSALT PROCESSING LLC	MELTING SALT		3,024.00
0000023596	02/12/2025	AHOLD DELHAIZE USA	CLASSROOM SUPPLIES		82.97
0000023597	02/12/2025	BEST BUY BUSINESS ADVANTAGE ACCOUNT	Office		198.00
0000023598	02/12/2025	BRIGHTSPEED	24/25 MONTHLY LOCAL TELEPHONE SERVICE		1,572.89
0000023599	02/12/2025	CAPITAL ELECTRIC	SUPPLIES		150.02
0000023600	02/12/2025	CAROLINA BIOLOGICAL SUPPLY COMPANY	CLASSROOM SUPPLIES/HIGH		12.15
0000023601	02/12/2025	CASHMAN'S ACE HARDWARE	SUPPLIES		9.99
0000023602	02/12/2025	CATHOLIC CHARITIES OF THE DIOCESE	SERVICE		1,350.00
0000023603	02/12/2025	CHESTER COUNTY INTERMEDIATE UN	SERVICE		151.12
0000023604	02/12/2025	COMMONWEALTH CHARTER ACADEMY	CYBER CHARTER		88,961.90
0000023605	02/12/2025	DIRECT ENERGY BUSINESS	24/25 MONTHLY ELECTRIC GENERATION		28,659.55
0000023606	02/12/2025	E & B TRANSPORTATION CO.	TRANSPORTATION		12,051.90
0000023607	02/12/2025	ERIN KIRKPATRICK	CONTRACTED CARRIERS DISTRICT		369.17
0000023608	02/12/2025	GETTYSBURG MONTESSORI CHARTER SCHOOL	RECON		24,394.69
0000023609	02/12/2025	G-FORCE SECURITY SOLUTIONS LLC	SERVICE	WINTER SPORTS SECURITY	6,827.01
0000023610	02/12/2025	HANOVER AREA ARTS GUILD	Menser - Art		50.00
0000023611	02/12/2025	LINCOLN INTERMEDIATE UNIT	24-25 MONTHLY SCHEDULE A		32,192.00
0000023612	02/12/2025	LOWE'S	CLASSROOM SUPPLIES		92.86
0000023613	02/12/2025	MARCO	CONTRACT		6,416.91
0000023614	02/12/2025	MARCO TECHNOLOGIES LLC	RENTALS DISTRICT		56.40

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 02/12/2025 - 03/11/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000023615	02/12/2025	MASON'S PROPANE SERVICE LLC	PROPANE		4,826.32
0000023616	02/12/2025	MENCHEY MUSIC SERVICE	CLASSROOM SUPPLIES		6.00
0000023617	02/12/2025	MET-ED	24/25 MONTHLY ELECTRIC SERVICE		5,769.37
0000023618	02/12/2025	MSTS RECEIVABLES LLC	SUPPLIES		123.96
0000023619	02/12/2025	MUSICIAN'S FRIEND INC.	K Smith - chior		44.85
0000023620	02/12/2025	NASCO	Sweeten		528.60
0000023621	02/12/2025	NAVIGATEHCR	SERVICE		2,685.00
0000023622	02/12/2025	NCS PEARSON INC.	SUPPLIES		597.45
0000023623	02/12/2025	NHS SWIMMING BOOSTERS	MID PENN PLUNGE		24.00
0000023624	02/12/2025	PA DISTANCE LEARNING CHARTER SCHOOL	CYBER CHARTER		1,161.65
0000023625	02/12/2025	PA FBLA	L Miller - FBLA		105.00
0000023626	02/12/2025	PA TURNPIKE TOLL BY PLATE	CONTRACTED CARRIERS DISTRICT		55.70
0000023627	02/12/2025	PASBO	REGISTRATION		80.00
0000023628	02/12/2025	PASBO	CERTIFICATION		50.00
0000023629	02/12/2025	PIAA	LACROSSE COOPERATIVE AGREEMENT		200.00
0000023630	02/12/2025	PITNEY BOWES BANK INC	GENERAL SUPPLIES DISTRICT		1,400.00
0000023631	02/12/2025	PRO-ED INC	MANUALS		261.80
0000023632	02/12/2025	REB SPORTS INC	QUOTE		324.00
0000023633	02/12/2025	RIDDELL/ALL AMERICAN SPORTS CORP.	FOOTBALL EQUIPMENT		416.95
0000023634	02/12/2025	ROLLER PRINTING CO. INC.	SOAR Tickets		1,034.69
0000023635	02/12/2025	SPIRIT MONKEY LLC	Attendance Spirit Sticks		350.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 02/12/2025 - 03/11/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000023636	02/12/2025	STEVE WEISS MUSIC	CLASSROOM SUPPLIES/HIGH		72.00
0000023637	02/12/2025	STOCK AND LEADER, ATTORNEYS AT LAW	PURCH PROFESS/TECH SERVICES		4,122.50
0000023638	02/12/2025	TELESYSTEM	PHONE SYSTEM		405.78
0000023639	02/12/2025	THERAPRO	SUPPLIES		25.00
0000023640	02/12/2025	VERITIV OPERATING COMPANY	SUPPLIES		224.00
0000023641	02/12/2025	VEX ROBOTICS INC	George - Robotics		433.77
0000023642	02/12/2025	VIDA CHARTER SCHOOL	6969.91	CYBER CHARTER	12,622.13
0000023643	02/12/2025	WAGEWORKS INC.	PURCH PROFESS/TECH SERVICES		153.25
0000023644	02/12/2025	WALTERS SERVICES INC.	OTHER PROF SERVICES HIGH		588.00
0000023645	02/12/2025	WEIS MARKETS INC	Firestone - Culinary II		232.86
0000023646	02/12/2025	YELLOW BREECHES EDUCATIONAL CENTER INC	SERVICE		25,119.20
0000023647	02/20/2025	CATHOLIC CHARITIES OF THE DIOCESE	SERVICE		2,100.00
0000023648	02/20/2025	CRITICAL RESPONSE GROUP	SERVICE		4,847.50
0000023649	02/20/2025	FAIRFIELD AREA SCHOOL DISTRICT	SERVICE		2,112.50
0000023650	02/20/2025	GETTYSBURG TIMES	AD		42.55
0000023651	02/20/2025	HOLABIRD SPORTS	GIRLS TENNIS SUPPLIES		397.50
0000023652	02/20/2025	KES & B	16/17 ANNUAL AUDITING SERVICES		9,400.00
0000023653	02/20/2025	LAW OFFICES OF KENNETH S COOPER	SERVICE		0.00
0000023654	02/20/2025	LINCOLN INTERMEDIATE UNIT	18/19 INTERNET WAN		4,659.54
0000023655	02/20/2025	LODGES AT GETTYSBURG	RETREAT		2,000.00
0000023656	02/20/2025	LOWE'S	SUPPLIES		1,583.30

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 02/12/2025 - 03/11/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000023657	02/20/2025	MASON'S PROPANE SERVICE LLC	PROPANE		6,106.50
0000023658	02/20/2025	MENCHEY MUSIC SERVICE	CLASSROOM SUPPLIES		57.20
0000023659	02/20/2025	MERAKEY PENNSYLVANIA	SERVICE		26,968.15
0000023660	02/20/2025	NATIONAL ART & SCHOOL SUPPLIES	CLASSROOM SUPPLIES		1,259.14
0000023661	02/20/2025	PA CYBER CHARTER SCHOOL	CYBER CHARTER		22,608.91
0000023662	02/20/2025	PASA	CONFERENCE		838.00
0000023663	02/20/2025	PAUL'S GARAGE	SERVICE		7,048.14
0000023664	02/20/2025	PROASYS	SERVICE		557.50
0000023665	02/20/2025	PROCARE THERAPY	SERVICE		3,885.00
0000023666	02/20/2025	REACH CYBER CHARTER SCHOOL	CYBER CHARTER		9,137.18
0000023667	02/20/2025	RIVER ROCK ACADEMY LLC	TUITION - PRIVATE SCHOOLS	SERVICE	12,210.00
0000023668	02/20/2025	STOCK AND LEADER, ATTORNEYS AT LAW	PURCH PROFESS/TECH SERVICES		470.00
0000023669	02/20/2025	THE CHAMBER OF GETTYSBURG & ADAMS COUNTY	22/23 MEMBERSHIP RENEWAL		310.00
0000023670	02/20/2025	WELLSPAN PHILHAVEN	SERVICE		727.50
0000023671	02/21/2025	LOWE'S	MAINTENANCE SUPPLIES/DIST		131.66
0000023672	02/25/2025	AMAZON CAPITAL SERVICES	Dorak	Sweeten	2,198.91
0000023673	02/26/2025	MEMBERS 1ST FCU	CREDIT CARD CHARGES		5,907.49
0000023674	03/03/2025	APPALACHIA TECHNOLOGIES LLC	OTHER PROFESSIONAL SERVICES		23,100.00
0000023675	03/03/2025	ASCD	Brooks - Office		83.74
0000023676	03/03/2025	CAPITAL BLUE CROSS	24/25 MONTHLY EMPLOYEE MEDICAL INSURANCE		390,883.59

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 02/12/2025 - 03/11/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000023677	03/03/2025	CAPITAL ELECTRIC	SUPPLIES		102.14
0000023678	03/03/2025	CASHMAN'S ACE HARDWARE	SUPPLIES		73.96
0000023679	03/03/2025	CCIU SPECIAL EVENTS	S Miller		100.00
0000023680	03/03/2025	DOVER AREA SCHOOL DISTRICT	TRANSPORTATION		1,258.92
0000023681	03/03/2025	E & B TRANSPORTATION CO.	23/24 PUBLIC TRANSPORTATION CONTRACT	TRANSPORTATION	123,371.01
0000023682	03/03/2025	G-FORCE SECURITY SOLUTIONS LLC	SERVICE		3,407.76
0000023683	03/03/2025	JOHN DEERE FINANCIAL	SUPPLIES		29.30
0000023684	03/03/2025	JOHNSON CONTROLS SECURITY SOLUTIONS	SERVICE		2,093.93
0000023685	03/03/2025	KELLER ENGINEERS INC	PERMIT		141.59
0000023686	03/03/2025	LABORATORY ANALYTICAL &	24/25 WATER TESTING SERVICE		374.00
0000023687	03/03/2025	LINCOLN INTERMEDIATE UNIT	PURCH PROFESS/TECH SERVICES DIST		1,648.00
0000023688	03/03/2025	MASON'S PROPANE SERVICE LLC	PROPANE		17,667.58
0000023689	03/03/2025	NEIDERER SANITATION	SERVICE		331.55
0000023690	03/03/2025	PA VIRTUAL CHARTER SCHOOL	CYBER CHARTER		2,323.30
0000023691	03/03/2025	ROBOTICS EDUCATION & COMPETITION FOUNDATION	Robotics - George		180.00
0000023692	03/03/2025	SAUVE BROS. ATHLETIC EXPRESS	SPRING COACHES ATHLETIC SHIRTS		1,298.00
0000023693	03/03/2025	T-MOBILE	SERVICE		600.00
0000023694	03/03/2025	UNIFIRST CORP	SERVICE		843.24
0000023695	03/03/2025	UPS	DELIVERY		10.68
0000023696	03/03/2025	USABLE LIFE	24/25 EMPLOYEE LIFE INSURANCE	24/25 OTHER EMPLOYEE BENEFITS ELEM	1,314.72

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 02/12/2025 - 03/11/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000023697	03/03/2025	VERIZON WIRELESS	24/25 MONTHLY CELLULAR PHONE SERVICE	24/25 MONTHLY CELLULAR SERVICE	885.46
0000023698	03/03/2025	WEIS MARKETS INC	Firestone - Culinary II		183.71
0000023699	03/03/2025	WELLSPAN HEALTH	SERVICE		4,000.00
0000023700	03/03/2025	WELLSPAN PHILHAVEN	SERVICE		690.00
0000023701	03/03/2025	YORK SPRINGS LIONS CLUB	Ruberg - LEO Membership Dues		200.00
0000023702	03/05/2025	ABARTA COCA-COLA BEVERAGES LLC	DRINKS		817.92
0000023703	03/05/2025	ADAMS COUNTY TECHNICAL INSTITUTE	TECH PREP		43,910.00
0000023704	03/05/2025	AHOLD DELHAIZE USA	CLASSROOM SUPPLIES		93.45
0000023705	03/05/2025	CAPITAL AREA INTERMEDIATE UNIT	SERVICE		807.23
0000023706	03/05/2025	CASHMAN'S ACE HARDWARE	SUPPLIES		30.11
0000023707	03/05/2025	CHRISTINA YOST	CONTRACTED CARRIERS DISTRICT		156.78
0000023708	03/05/2025	DILLSBURG POST OFFICE	ANNUAL BULK MAILING PERMIT FEES		350.00
0000023709	03/05/2025	DR RAY W CHRISTNER LLC	SERVICE		437.50
0000023710	03/05/2025	FAIRFIELD AREA SCHOOL DISTRICT	SERVICE		12,703.33
0000023711	03/05/2025	GAIL ELWOOD	CONTRACTED CARRIERS DISTRICT		482.40
0000023712	03/05/2025	GANNETT PENNSYLVANIA LOCALIQ	ADVERTISING DISTRICT		20.57
0000023713	03/05/2025	HANOVER AREA ARTS GUILD	REGISTRATION FEES		50.00
0000023714	03/05/2025	HILLYARD/MID-ATLANTIC	SUMMER CLEANING		3,876.03
0000023715	03/05/2025	JON DEFOE	TRAVEL DISTRICT		180.00
0000023716	03/05/2025	LOWE'S	SUPPLIES		528.64
0000023717	03/05/2025	PROCARE THERAPY	SERVICE		2,100.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 02/12/2025 - 03/11/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000023718	03/05/2025	SCHOOL EXPRESS INC.	CONTRACTED CARRIERS DISTRICT		69,296.19
0000023719	03/05/2025	TK ELEVATOR CORP	24/25 ANNUAL MAINT CONTRACT - HS GYM ELEVATOR		1,376.02
0000023720	03/05/2025	WALTERS SERVICES INC.	OTHER PROF SERVICES HIGH		588.00
0000023721	03/05/2025	WILLIAM V MACGILL & CO	NURSE'S ROOM SUPPLIES		30.10
0000023722	03/05/2025	WM CORPORATE SERVICES INC	GARBAGE/RECYCLE		1,565.91
0000023723	03/06/2025	DANIEL COOPER	OTHER PROFESSIONAL SERVICES		4,998.00
* 00MS030525	03/05/2025	MAZZITTI & SULLIVAN EAP SERVICES	PURCH PROFESS/TECH SERVICES		1,080.00
* 0HSA021225	02/12/2025	MEMBERS 1ST FEDERAL CREDIT UNION	OTHER BENEFITS		2,083.35
* 0RET022125	02/21/2025	PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM	RETIREMENT CONTRIBUTIONS		86.45
* 0STS022125	02/21/2025	SUBSTITUTE TEACHER SERVICE INC	SUB TCHR		20,839.08
* 0STS030725	03/07/2025	SUBSTITUTE TEACHER SERVICE INC	SUB TCHR		26,661.29
* AC02142025	02/14/2025	COUNTY OF ADAMS	A.C.TAX CLAIM BUREAU - JANUARY 2025 COMMISSION		1,660.97
* KH02242025	02/24/2025	KAREN HEFLIN - RECORDER OF DEEDS	K.HEFLIN - JANUARY TRANSFER TAX COMMISSION		356.83
* YA02202025	02/20/2025	YORK ADAMS TAX BUREAU	YATB - 1.75% COLLECTION FEES		11,969.59

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 02/12/2025 - 03/11/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

10 - GENERAL FUND	**1,184,563.45**
Grand Total All Funds	**1,184,563.45**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**(4,998.00)**
Grand Total Other Disbursement Non-negotiables	**64,737.56**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**1,124,823.89**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**1,184,563.45**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GP - PSDLAF - GF **Payment Dates:** 02/12/2025 - 03/11/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* 00DD022825	02/28/2025	DELTA DENTAL OF PA	24/25 MONTHLY EMPLOYEE DENTAL INSURANCE		13,236.62

10 - GENERAL FUND	**13,236.62**
Grand Total All Funds	**13,236.62**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**13,236.62**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**0.00**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**13,236.62**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: GF - GENERAL FUND **Payment Dates:** 10/10/2024 - 10/10/2024

Payment Categories: Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000023016	02/18/2025	OD3447300001	25ATH00117		10-3200-610-000-00-000-000-00F-0015		(397.50)
1907-HOLABIRD SPORTS				**Order ID O-1**	**Payment Date: 10/10/2024**	**Payment Amt:**	**(397.50)**
					10 - GENERAL FUND		**(397.50)**
					Grand Total All Funds		**(397.50)**
					Grand Total Credit Cards		**0.00**
					Grand Total Direct Deposits		**0.00**
					Grand Total Manual Checks		**(397.50)**
					Grand Total Other Disbursement Non-negotiables		**0.00**
					Grand Total Procurement Card Other Disbursement Non-negotiables		**0.00**
					Grand Total Regular Checks		**0.00**
					Grand Total Virtual Payments		**0.00**
					Grand Total All Payments		**(397.50)**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND **Payment Dates:** 02/12/2025 - 03/11/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003233	03/04/2025	AMANDA KUHN	REFUND LUNCH MONEY		34.50
0000003234	03/04/2025	AMAZON CAPITAL SERVICES	MS OVEN BLOWER FAN		531.80
0000003235	03/04/2025	B.S.S.D. GENERAL FUND	CAFE GROSS PAYROLL - FEB 2025	CAFE RETIREMENT - FEB 2025	52,345.36
0000003236	03/04/2025	FEESER'S FOOD DISTRIBUTORS	FEB INV		39,614.29
0000003237	03/04/2025	GOLD STAR FOODS - PENN	SUPPLIES		11,286.09
0000003238	03/04/2025	HERSHEY CREAMERY CO	FEB INV		682.20
0000003239	03/04/2025	K & D FACTORY SERVICE INC.	SERVICE		597.04
0000003240	03/04/2025	KINT	FEB INV		2,585.25
0000003241	03/04/2025	MORABITO BAKING	FEB INV		2,009.15
0000003242	03/04/2025	SERENA A KIRCHNER INC	FEB INV		363.00
0000003243	03/04/2025	SWISS PREMIUM DAIRY	FEB INV		6,356.55

50 - ENTERPRISE FUND	**116,405.23**
Grand Total All Funds	**116,405.23**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**0.00**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**116,405.23**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**116,405.23**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

BERMUDIAN SPRINGS SCHOOL DISTRICT

York Springs, Pennsylvania 17372-8807

SPECIAL EDUCATION DIRECTOR'S REPORT

March

Ms. Brooke Shaffer
Director of Special Education

Special Education Students: 228
Gifted Students: 43
504 Plans: 92

Consortium

We continue to share students with Fairfield Area and Upper Adams to ensure we provide the necessary support as well as the cost benefit of working collaboratively with each other.

Early Intervention

We are excited to host an Early Intervention Registration Day on Friday, March 7th! Twelve families have been scheduled to participate in this important event. Our team—including the Psychologist, Director of Special Education, Occupational Therapist, Guidance Secretary, and an IU translator—will be on hand to support families throughout the process.

Families will move through designated stations designed to provide assistance with registration, conduct student screenings, and offer a Q&A session to address any questions about the Special Education process. We look forward to welcoming our families and ensuring a smooth and informative experience for everyone involved.

Highly Qualified Paraeducators

This month, the Director of Special Education met with the Special Education Paraeducators to review the requirements for Highly Qualified Certification.

To support compliance with state standards, a comprehensive plan has been developed to ensure all Special Education Paraeducators meet the Highly Qualified designation. Additionally,

tailored professional development opportunities have been shared to help staff achieve and maintain certification.

Highly Qualified Requirements:

Special education paraprofessionals must meet Pennsylvania's regulatory requirements contained in 22 Pa. Code §14.105, which include one of the following:

- Have completed at least 2 years of postsecondary study (PDE has determined that 48 credit hours would constitute two years of postsecondary education as described in Section 14.105).
- Possess an associate degree or higher.
- Meet a rigorous standard of quality as demonstrated through a State or local assessment.

A peek into our classrooms:



Bermudian Springs Proud!

It is our goal to have our students included in the regular education classroom and all school-wide activities. We are fortunate to have such an inclusive and supportive building!







Today was good. Today was fun. Tomorrow is another one.

- Dr. Seuss



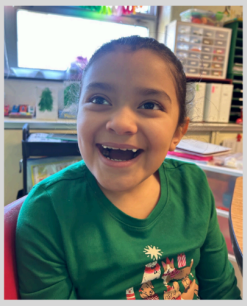












BERMUDIAN SPRINGS
SCHOOL DISTRICT
York Springs, PA, 17372

Elementary School Report

March 2025

We are so excited to announce this year's concert for our kindergarten, first, and second-grade students! This concert will take place on Thursday, March 20th, at 6:30 in the HS auditorium. Mrs. Melhorn, our music teacher, is diligently collaborating with our classroom teachers to ensure a successful performance!

During Read Across America week, we have collaborated with a community partner, Ross Orthodontics, to celebrate reading with a visit from Thing 1 and Thing 2 for our Kindergarten students, and Mrs. Hughes from the Middle School also arranged for student guest readers from the middle school to read to our young learners. Mr. Murphy and Dr. Curzi also had many opportunities to read as well and thoroughly enjoyed every minute! Our School Spirit Week also included:



And many staff and students participated!

As we roll through March, teachers will be trained on PSSA administration and have been collaborating as grade levels with Dr. Curzi and our Instructional Specialist on data analysis and curriculum writing. Most recently, the Guidance Counselor and administration have collaborated to develop an Attendance Initiative at the elementary level and we are excited to be developing a plan to help us meet our goals of 95% attendance this year!

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania

MIDDLE SCHOOL REPORT
March 2025

Mrs. Jennifer Shelley
Principal

Mr. Matthew Jenkins
Assistant Principal

Students of the Month

Congratulations to our February students of the month! Thank you for demonstrating RISE Characteristics and dedication to your studies.





5th Grade: Kyra Wagner, Ismael Felipe-Hernandez, Presley Hinkle, Leo Fletcher Garcia

6th Grade: Isaac Smith, Camilla Mleczko Paisley Litz, Christian Myers





7th Grade: Christian Bratt, Lucuis Josefino, Christopher Vera Acosta, Ava Stambaugh

8th Grade: Olivia King, Lucien Diehl, Yesenia Rueda Carmona, Delaiha Lupian Prado

PBIS Update

The middle school recently celebrated their PBIS success with a building-wide assembly on Friday, February 28th. One hundred, forty-four students got to participate

in a real-life version of the game Hungry, Hungry Hippos. Students worked together in teams of four using scooters and laundry baskets to gather up as many balls as possible. We had three games each of 5th vs. 6th graders and 7th vs 8th graders with the winners of each game vying for the championship. Teachers even got in the mix for a little friendly competition as well. There was no clear-cut winner though as some mischievous teachers may have been stealing balls out of other team's boxes! In addition, the two students from each grade who amassed the highest amount of “scans” for February for showing good behavior got to pie-a-teacher of their choice. Fourteen teachers volunteered so 6 were spared. The students had a blast and the audience had a great time watching and cheering on their classmates. The PBIS team continues to meet on a monthly basis to discuss overall discipline trends being seen in the building and how we can work together to combat them. Students needing extra support are being recommended for our Check-in/Check-Out, Tier 2 intervention and we are already seeing students be more successful through being paired up with a mentor teacher and meeting with them twice daily. Our hope is that we can minimize some of the academic and negative behavioral issues we are seeing through setting daily, achievable goals for certain students and allowing them to work towards desired incentives.
















10:00


10:00
MISSION: IMPOSSIBLE

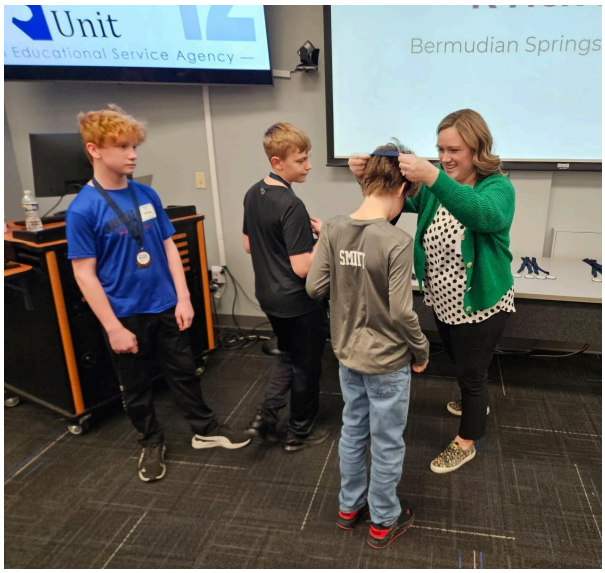




LIU STEM Competition

We are so proud of our 5th-7th grade students who represented BSMS at the LIU STEM Competition. Teams created innovative builds such as the EcoBus which uses carbon capture technology to lesson roadway congestion while removing pollution, the Eagle Engineer's green bridge which has solar and hydroelectric turbines that can raise and lower to allow boats through, and the winning K'Nex Krew's DrS-DamRepairSystem which uses unmanned spider bots and submarine to find and seal cracks on dams.

Special congratulations to Jackson Day, Tristan Biles, and Noah Smith for their 3rd place award.

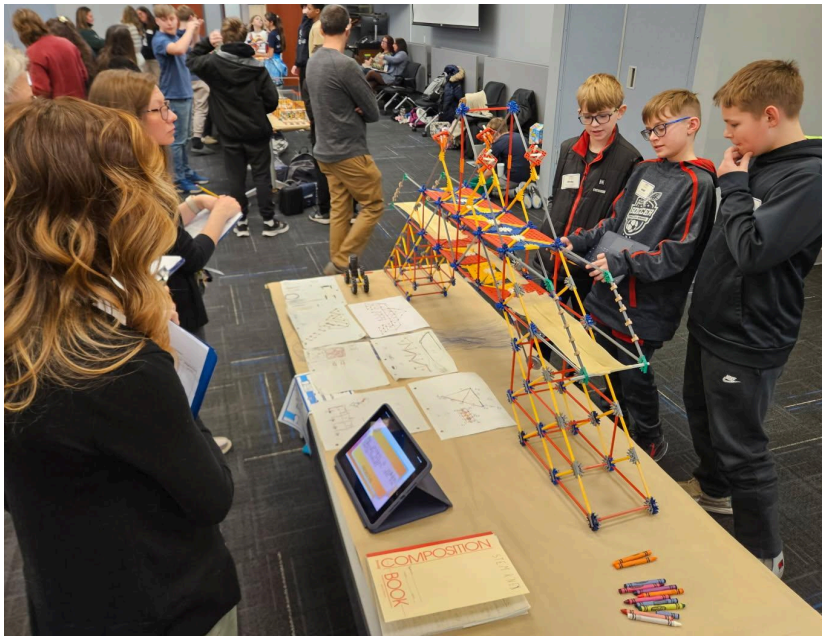









BERMUDIAN
eco-bus


COMPOSITION
BOOK

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372

HIGH SCHOOL REPORT
March 11, 2025

Michael Brooks
Principal

Laura McMillian
Assistant Principal

SPRING MUSICAL

Shrek the Musical had live performances February 28th and March 1st at 7:00 pm and March 2nd at 2:00 pm. All three performances were in front of a large audience. Congratulations and great job to all involved.

8th GRADE SCHEDULING NIGHT

Thursday, February 20th @ 6:30 PM we conducted our 8th grade scheduling night. Students heard an overview of high school requirements and had the opportunity to meet with teachers from various departments and ask questions.

FEBRUARY STUDENTS OF THE MONTH

Marcus Avaritt-Hoerner, Jeramiah Chiapetta, Lily Chubb, Traeton Clark, Logan Crouse, Katherine Eaton, Janhia Flores, Jack Gautsch, Clayton Hackman, Cameron Hackman, Cameron Henning, Juan Montes De Oca, Brynna Nelson, Landon Oehmig, Guillermo Rosas Flores, Nick Rose, Cassidy Smith and Breelyn Snyder

QUIZ BOWL

This year the Quiz Bowl team finished with a 23 and 1 record and won the York Adams league. Roman Diaz and Amelia Jones received awards for being in the top of the league individually. As a result of our finish, we are invited to represent the IU at the state tournament on May 2nd.

The team members are Roman Diaz, Amelia Jones, Olivia Gray, Adrian Karras, Mitchell Eaton, Mikolay Foursevitch, Brady Wallen, Adeline Nelson, Alexcia Lindsey

ON-LINE COURSE REQUESTS

Class meetings were held on Thursday, March 6th to discuss course selections for the 2025-2026 school year. On-line course request forms for the 2025-2026 school year will close on Friday, March 14th. Please contact your guidance counselor with any questions.

JUNIOR ACHIEVEMENT REAL LIFE

On Tuesday, April 15th the High School will be hosting JA Real Life. Real Life is a financial literacy and career readiness forum All Juniors will be participating in a variety activities throughout the day. If you are interested in volunteering to assist with Real Life on April 15th, please contact Brittany Wood at bwood@bermudian.org.

PARENT/TEACHER CONFERENCES

The HS will be conducting spring parent/teacher conferences. The times and dates will be Thursday, April 3rd, 1-6:30 PM and Friday, April 4th, 1-3 PM. Parents should schedule conferences with individual teachers using MyConferenceTime. A notification will be sent when the conference schedule goes live.

www.myconferencetime.com/bshs

ASVAB CAREER EXPLORATION TEST

The ASVAB career exploration test will be administered to all Bermudian Springs High School **10th grade students** on **March 27, 2025**. By taking this in the 10th grade year, the sole purpose is for students to gain more information about careers that align with their aptitudes and interests. The scores or personal information of tenth grade students are not shared with the military branches.

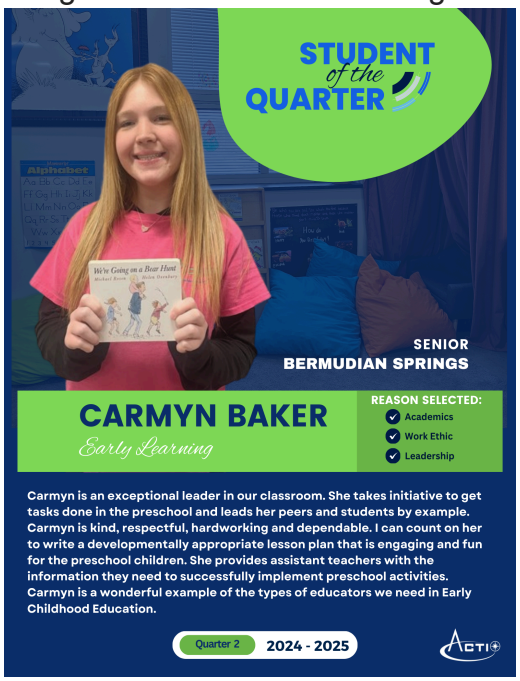
CONGRATULATIONS TO THE FOLLOWING:

The HS school would like to congratulate the following individuals/teams.

PIAA AA SE Regional Wrestling tournament and qualifying for the PIAA AA state championship tournament.
Hayden Yacoviello-Andrus- 3rd Place
Carter Storm - 5th Place
Cole Schisler - 5th place

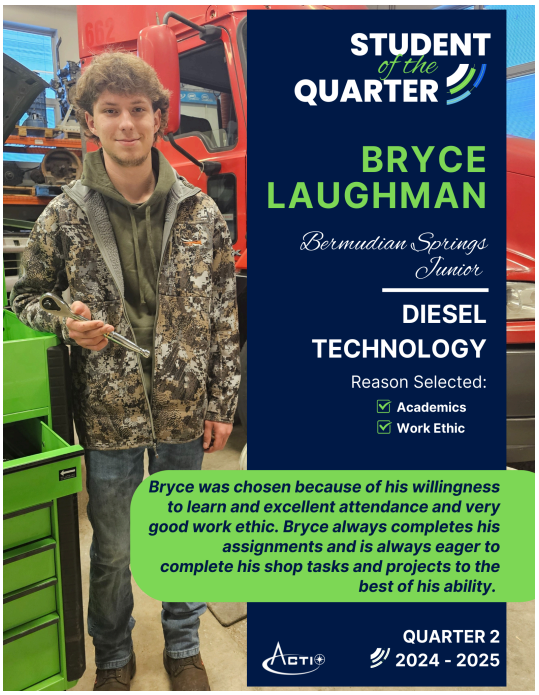
ACTI STUDENTS OF QUARTER 2 AWARD

Congratulations to the following students for being named Students of Quarter 2 Award:

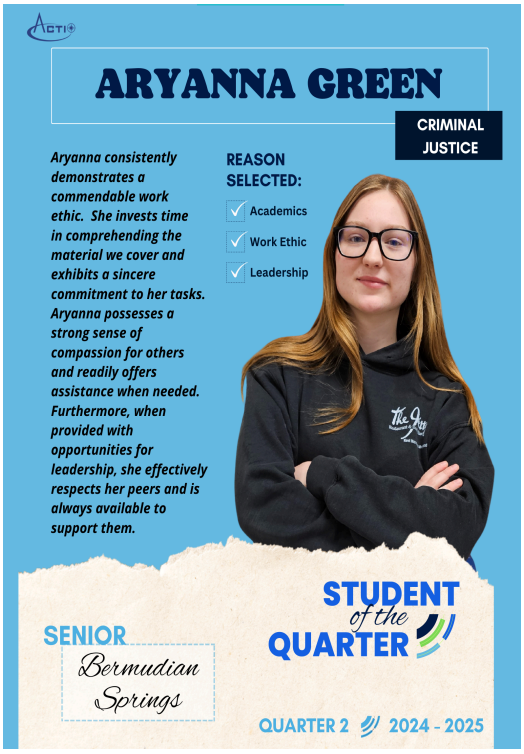





KEEGAN
YOST
Building Trades
Keegan is constantly anticipating what I need while demonstrating a skill or task and making sure he has it ready for me. He gets to work on the assigned task immediately and works to the best of his ability.
REASON SELECTED:
Work Ethic
QUARTER 2
24 - 25
JUNIOR
Bermudian Springs
STUDENT of the QUARTER


STUDENT of the QUARTER
BRYCE
LAUGHMAN
Bermudian Springs
Junior
DIESEL
TECHNOLOGY
Reason Selected:
Academics
Work Ethic
Bryce was chosen because of his willingness to learn and excellent attendance and very good work ethic. Bryce always completes his assignments and is always eager to complete his shop tasks and projects to the best of his ability.
QUARTER 2
2024 - 2025


STUDENT of the QUARTER
Computer Networking
Bermudian Springs
Senior
JOSEPH
SCHRIVER
Joe has consistently demonstrated understanding of topics and has volunteered to compete in the Internetworking SkillsUSA competition despite having worked with the systems used in that competition for only three months. In order to prepare and train, he jumped ahead in the curriculum to more advanced topics and assumed a bulk of the responsibility to learn those concepts on his own.
REASON SELECTED:
Academics
Quarter 2
2024
-
2025


ARYANNA GREEN
CRIMINAL JUSTICE
Aryanna consistently demonstrates a commendable work ethic. She invests time in comprehending the material we cover and exhibits a sincere commitment to her tasks. Aryanna possesses a strong sense of compassion for others and readily offers assistance when needed. Furthermore, when provided with opportunities for leadership, she effectively respects her peers and is always available to support them.
REASON SELECTED:
Academics
Work Ethic
Leadership
SENIOR
Bermudian Springs
STUDENT of the QUARTER
QUARTER 2 2024 - 2025

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, PA 17372 – 8807

ATHLETIC REPORT
March 11, 2025

Jon DeFoe
Athletic Director

SPRING SPORTS SEASON

The first spring sports practices begin Monday, March 3rd.

ALL SPORTS BANQUET

The "All Sports Awards Assembly" will be held Wednesday, May 14, 2025, at the Bermudian Springs High School. The athletic awards assembly is planned to take place in the auditorium at 6:30 p.m.

CONGRATULATIONS TO THE FOLLOWING ATHLETES:

SWIMMING-Kennedy Turocy (200 Free-19th & 100 breaststroke-13th) and Kylie Meddock (100 Free-19th) qualified and competed at the District 3 AA swim meet @ Cumberland Valley HS.

BOYS WRESTLING-
Sectionals (Top 6 advance to Districts):
Hayden Yacoviello-Andrus-1st, Noel Gonzalez-1st, Cole Schisler-1st, Reece Daniels-2nd, Preston Gladfelter-2nd, Carter Storm-2nd, Austin Anderson-3rd, Sladen Wolf-3rd, Brady Harder-6th, and Camdyn Storm-6th
*Team was crowned Sectional Champions.

District 3 (Top 5 advance to Regionals):
Hayden Yacoviello-Andrus-3rd, Cole Schisler-3rd, Carter Storm-4th, Austin Anderson-5th, Reece Daniels-5th, Noel Gonzalez-8th, Preston Gladfelter-5th

Regionals (Top 5 advance to States):
Hayden Yacoviello-Andrus-3rd, Cole Schisler-5th, Carter Storm-5th

PIAA:
Hayden Yacoviello-Andrus, Cole Schisler, & Carter Storm will compete in the PIAA AA championship tournament at the Giant Center in Hershey, PA March 6-8, 2025.

GIRLS WRESTLING-
Sectionals (Top 4 advance to Regionals):
Riley Jackson-2nd
*Addie Madara-5th, Addie Elliott, Emma Hughes, Lily Shafer all competed in the Sectional tournament.

REGIONALS (Top 4 advance to States):
Riley Jackson-6th

Bermudian Springs

SCHOOL DISTRICT

PA CHAPTER 339
SCHOOL COUNSELING PLAN
2025-2028

Chapter 339 K-12 Guidance Plan Outline

Bermudian Springs School District

SCHOOL COUNSELING PLAN

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Chapter 339 K-12 Guidance Plan Outline
Bermudian Springs School District
SCHOOL COUNSELING PLAN

1. BSSD Counseling Team	Counselor/Student Ratio	Assignment
Mr. Mitch Nace	307/1	BSHS 11-12
Mrs. Jacqui Null	266/1	BSHS 9-10
Mrs. JaneTroxell		BSSD K-12
Ms. Sherri Umbaugh	535/1	BSMS 5-8
Mrs. Tanya Gelb	594/1	BSES K-4

Chapter 339 K-12 Guidance Plan Outline
Bermudian Springs School District
SCHOOL COUNSELING PLAN

2. BSSD Counseling Department Mission Statement

MISSION STATEMENT

The mission of the Bermudian Springs School District Counseling Department is to partner with parents, community, faculty, and staff to provide a comprehensive program that will assist students in acquiring the skills, knowledge, and attitudes necessary to become effective students, responsible citizens, productive workers, and lifelong learners. The School Counseling Department addresses all students' academic, career, and personal/social needs and is committed to supporting every student's unique abilities and valuing their diversity.

CORE BELIEFS

- Serve and support students, parents, and staff
- Present opportunities for career exploration for all students
- Provide individual and/or group counseling
- Make available crisis and prevention counseling as needed
- Offer information regarding referral services
- Provide appropriate scheduling relating to a student's interest/career path
- Reinforce appropriate decision-making skills
- Support and prepare students for transitions
- Help students to feel empowered

PHILOSOPHY

The BSSD School Counseling Department believes each student has the ability to make positive life choices that contribute to personal growth and self-actualization.

We believe an effective school counseling program should provide counseling, coordinating, and consulting services. Students, family, staff, and community members have an important role in the developmental growth of our students. Resources should be provided for all members of our educational community. Individual, classroom, and group programs should be implemented to engage students in the process of becoming productive citizens.

We believe continuous and comprehensive evaluation of the school counseling program will ensure that the needs of our diverse student population will be met.

Chapter 339 K-12 Guidance Plan Outline
Bermudian Springs School District
SCHOOL COUNSELING PLAN

3. BSSD Advisory Council

Name	Role	Name	Role
Dr. Brad Sterner	Administrator	Miss Eleanor Keough	Student
Dr. Shannon Myers	Administrator	Ms. Lori Munson	Post-Secondary
Mr. Dan Chubb	School Board Member	Mr. Rocco Devita	Parent
Mr. Michael Brooks	Administrator	Micah Danner	Student
Mrs. Jennifer Shelley	Administrator	Mrs. Kathleen Meckley	Teacher
Dr. Danielle Curzi	Administrator	Mrs. Laura Hughes	Teacher
Mr. Mitch Nace	School Counselor	Mr. Nathan Biles	Parent
Mrs. Jacqui Null	School Counselor	Mr. John Kmetz	Business
Ms. Sherri Umbaugh	School Counselor	Mr. Larry Baker	Business
Mrs. Tanya Gelb	School Counselor	Mr. Brian Oswald	Teacher
Mrs. Jane Troxell	School Counselor		School Counselor

Chapter 339 K-12 Guidance Plan Outline
Bermudian Springs School District
SCHOOL COUNSELING PLAN

Stakeholder Roles and Responsibilities

Students

Students are the center of the delivery of the school counseling program. They are immersed daily throughout the curriculum in numerous ways. For example, projects, individual assignments, cooperative learning, and direct instruction. Student feedback is crucial in evaluating the ongoing effectiveness of the program. The program's overall goal is to help prepare students to become successful and productive.

Parents

Parents will participate in regular communication with the school to reinforce collaboration between all stakeholders. The intimate knowledge shared between home and school will be crucial to effectively allowing students a variety of cohesive opportunities both in and out of the school environment.

Educators

Educators will support and advocate for the counseling curriculum and standards and actively embed activities and resources cross curricularly. Educators will contribute to the involvement of Community Partners and support students with ways to provide feedback that is correlated to the effectiveness of the program.

Business/Community

The local businesses and community will develop partnerships with the district. Through these partnerships, opportunities such as but not limited to: mentoring, job shadowing, and informational sessions will be made available to the students.

Post-Secondary Partners

Post-Secondary institutions will develop partnerships with the district to make students aware of the programs and opportunities available. Students will have the opportunity to meet with Post-Secondary institutions to learn about options available to them after high school.

Chapter 339 K-12 Guidance Plan Outline
Bermudian Springs School District
SCHOOL COUNSELING PLAN

4. BSSD Counselor Role and Responsibilities

Leader

- Responsible for the development, delivery, and evaluation of a comprehensive school counseling program for all students
- Serves on school-based leadership/school improvement teams related to the welfare of students
- Supports the school as a safe and welcoming learning community
- Coordinates stakeholders in helping the school achieve its mission
- Uses data to promote and evaluate the school counseling program

Advocate

- Promote success and ensure access to an academic curriculum that meets students' needs
- Remove barriers that prevent student learning and create opportunities to support student achievement
- Ensure the academic, personal/social, and career development of all students

Collaborator

- Work in conjunction with all stakeholders to promote commitment to the comprehensive school counseling program and mission of the school.
- Serves actively on school leadership teams

Systemic Change

- Establish opportunities for collaboration to address problems.
- Identify needs and work to create solutions
- Embrace the ethical obligation to ask hard questions and challenge current thinking

Chapter 339 K-12 Guidance Plan Outline
Bermudian Springs School District
SCHOOL COUNSELING PLAN

5. Program Calendar

Counseling Responsibilities: Year Long/ On-Going		
BSES	BSMS	BSHS
June & July		
• New Student File Review • PBIS meetings • School Improvement Team Meetings	• New Student File Review • PBIS meetings • School Improvement Team meetings • Create and adjust schedules • Finalize master schedule • Balance sections for academic/social needs • Schedule new students • Review special education/gifted schedules • Enter high school credits for middle school students •	• New Student File Review • Create and adjust schedules • Finalize master schedule • Balance sections • Balance sections for social needs • Schedule all new students • Enter historical grades/credits of all new students • Review special education/gifted schedules • Contact students with graduation problems • Change schedules of students who failed and did not take summer school • Add summer school grades to Sapphire • Determine who qualifies for Intervention • Adjust all schedules of students who qualify for Intervention • Schedule change days – meet with students in person or virtually
August		
BSES	BSMS	BSHS
• Review and distribute 504 plans • New Student File Review • Career folder review • SOAR Assembly **Ongoing** • Individual counseling • 504 evaluations and development • Parent contact	• Current and new student open house • Finalize schedules • Review and distribute 504 plans • New Student File Review • Career folder review **Ongoing** • Team meetings • Individual counseling • New student schedules	• Current and new student open house • Finalize and fine-tune schedules • Review and distribute 504 plans • New Student File Review • Check credits of seniors • Field parent calls/emails regarding student schedules • Assist with Agriculture and STEM career fair • Field parent calls/emails regarding student schedules **Ongoing**

Chapter 339 K-12 Guidance Plan Outline
Bermudian Springs School District
SCHOOL COUNSELING PLAN

• Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SSI requests • Student Observations • Coverage • 339 Updates • IEP Meetings	• 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • Coverage • 339 Updates	• Team meetings • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • 339 Updates • CHS Coordinator • AP Coordinator • Maintaining Counseling Webpage • Scholarship Coordinator • College applications • Counselor reports • Letters of recommendation • York Adams Academy Coordinator • Assist teachers with Sapphire • Canvas Career Course • Canvas Resources Course • NCAA Clearinghouse Maintenance • Student of the Month
September		
BSES	BSMS	BSHS
• Guidance classroom lessons • Counselor Introduction • Bullying Prevention • Career • PBIS Committee Meeting • SIT Committee Meeting • Angel Tree Program	**Ongoing** • Team meetings • Assist teachers with Sapphire • Individual counseling • New student schedules • 504 evaluations and development	• Review drop/add requests • 11th & 12th grade lessons • Administer DAR scholarship • Review senior credits • College and Career Fair Meeting • Assign Lab Assistants • Coordinate CHS applications to Seton Hill • Assist with Agriculture and STEM career fair

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Bermudian Springs School District
SCHOOL COUNSELING PLAN

• Ruth's Harvest Food Program • Monthly Motivator • SOAR VIP **Ongoing** • Individual counseling • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SSI requests • Student Observations • Coverage • 339 Updates • IEP Meetings	• Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • Coverage • 339 Updates	• Set up FCS Internships with Elementary teachers • New Student Check-ins • Financial Aid Presentation for parents/students **Ongoing** • Team meetings • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • 339 Updates • CHS Coordinator • AP Coordinator • Maintaining Counseling Webpage • Scholarship Coordinator • College applications • Counselor reports • Letters of recommendation • York Adams Academy Coordinator • Assist teachers with Sapphire • Canvas Career Course • Canvas Resources Course • NCAA Clearinghouse Maintenance • Student of the Month • ACT 158 maintenance
October		
BSES	BSMS	BSHS
• Guidance classroom lessons		• Distribute PSSA/Keystone results

Chapter 339 K-12 Guidance Plan Outline
Bermudian Springs School District
SCHOOL COUNSELING PLAN

• • PBIS Committee Meeting • SIT Committee Meeting • Budget • Angel Tree Program • Ruth's Harvest Program • Monthly Motivator • SOAR VIP **Ongoing** • Individual counseling • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SSI requests • Student Observations • Coverage • 339 Updates • IEP Meetings	**Ongoing** • Team meetings • Assist teachers with Sapphire • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • Coverage • 339 Updates	• PSAT/NMSQT • Set up student visits with College representatives • Order AP exams/portfolios • Budget • Career lessons • 9th Grade interviews • Hugh O'Brien Youth Foundation • Set up student visits with College representatives • 10th Grade Career Fair Planning meeting • 9th Grade interviews • PSAT 8/9 Presentation/Sign-ups • ACTI Presentation to 10th Graders **Ongoing** • Team meetings • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • 339 Updates • Scholarship Coordinator • College applications • Counselor reports • Letters of recommendation • York Adams Academy Coordinator • Assist teachers with Sapphire • Canvas Career Course • Canvas Resources Course • CHS Coordinator

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Bermudian Springs School District
SCHOOL COUNSELING PLAN

		• AP Coordinator • Maintaining Counseling Webpage • NCAA Clearinghouse Maintenance • Student of the Month • ACT 158 maintenance
November		
BSES	BSMS	BSHS
• Parent Teacher Conferences/Open House • PSCA Conference • PBIS Committee Meeting • Angel Tree Program • Ruth's Harvest Program • Monthly Motivator • PaPBS Implementers Forum • SIT Committee Meeting • SOAR Ambassador Toy Drive • SOAR VIP • Guidance classroom lessons **Ongoing** • Individual counseling • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SSI requests • Student Observations • Coverage • 339 Updates • IEP Meetings • Child Study Meetings	• Parent Teacher Conferences/Open House • Report cards **Ongoing** • Team meetings • Assist teachers with Sapphire • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • Coverage • 339 Updates	• Parent Teacher Conferences/Open House • Report cards • Honor roll • Failure Letter to parents of students in danger of not graduating • PSAT 8/9 • Meet with seniors in danger of not graduating • College Planning Night for Parents & Students • 10th Grade Career Fair Planning meeting **Ongoing** • Team meetings • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • 339 Updates • CHS Coordinator • AP Coordinator • Maintaining Counseling Webpage • Scholarship Coordinator • College applications

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Bermudian Springs School District
SCHOOL COUNSELING PLAN

		• Counselor reports • Letters of recommendation • York Adams Academy Coordinator • Assist teachers with Sapphire • Canvas Career Course • Canvas Resources Course • NCAA Clearinghouse Maintenance • Student of the Month • ACT 158 maintenance
December		
BSES	BSMS	BSHS
• PBIS Committee Meeting • SIT Committee Meeting • Angel Tree Program • Ruth's Harvest • Monthly Motivator • Guidance Classroom Lesson • SOAR VIP **Ongoing** • Individual counseling • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SSI requests • Student Observations • Coverage • 339 Updates • IEP Meetings	• Career day planning • Begin PSSA prep/training **Ongoing** • Team meetings • Assist teachers with Sapphire • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • Coverage • 339 Updates	• Return/Explain PSAT Results • 8/9 PSAT • Career Fair meeting with students • Meet with Junior classes – Lenfest scholarship • 10th Grade Career Fair Planning meeting • ACTI Applications Due **Ongoing** • Team meetings • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • 339 Updates • CHS Coordinator • AP Coordinator • Maintaining Counseling Webpage

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Bermudian Springs School District
SCHOOL COUNSELING PLAN

		• Scholarship Coordinator • College applications • Counselor reports • Letters of recommendation • York Adams Academy Coordinator • Assist teachers with Sapphire • Canvas Career Course • Canvas Resources Course • NCAA Clearinghouse Maintenance • Student of the Month • ACT 158 maintenance
January		
BSES	BSMS	BSHS
• Guidance classroom lessons • Budget • PBIS Committee Meeting • SIT Committee Meeting • Ruth's Harvest Program • Monthly Motivators • SOAR Assembly • PSSA Prep • SOAR VIP **Ongoing** • Individual counseling • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SSI requests • Student Observations • Coverage • 339 Updates	• Report cards • Honor Roll • Budget • Academic Warning Letters/meetings • 8th-grade scheduling prep **Ongoing** • Team meetings • Assist teachers with Sapphire • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations	• Report cards • Honor Roll • Budget • Review course selection guide • Keystone Testing • Academic Warning Letters • 10th Grade Career Fair Planning meeting **Ongoing** • Team meetings • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • 339 Updates

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SCHOOL COUNSELING PLAN

• IEP Meetings • Child Study Meetings	• Coverage • 339 Updates	• CHS Coordinator • AP Coordinator • Maintaining Counseling Webpage • Scholarship Coordinator • College applications • Counselor reports • Letters of recommendation • York Adams Academy Coordinator • Assist teachers with Sapphire • Canvas Career Course • Canvas Resources Course • NCAA Clearinghouse Maintenance • Student of the Month • ACT 158 maintenance
February		
BSES	BSMS	BSHS
• PSSA scheduling • PBIS Committee Meeting • SIT Committee Meeting • Guidance career lesson • Ruth's Harvest • Monthly Motivators • SOAR VIP **Ongoing** • Individual counseling • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SSI requests • Student Observations • Coverage • 339 Updates	• 8th grade scheduling night preparation • PSSA scheduling • 8th-grade class meetings **Ongoing** • Team meetings • Assist teachers with Sapphire • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests	• Send midyear grades to colleges and universities • Scheduling meetings with students • Conference with seniors in danger of not graduating • ACTI Acceptance confirmations • Failure Letter to parents of students in danger of not graduating • Collect Teacher recommendations for next year's course levels • Meet with Senior Self-Improvement Award candidates • 8th & 9th grade career activity (M,H) • 10th Grade Career Fair Planning meeting **Ongoing** • Team meetings • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies

Chapter 339 K-12 Guidance Plan Outline
Bermudian Springs School District
SCHOOL COUNSELING PLAN

• IEP Meetings	• Student Observations • Coverage • 339 Updates	• SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • 339 Updates • CHS Coordinator • AP Coordinator • Maintaining Counseling Webpage • Scholarship Coordinator • College applications • Counselor reports • Letters of recommendation • York Adams Academy Coordinator • Assist teachers with Sapphire • Canvas Career Course • Canvas Resources Course • NCAA Clearinghouse Maintenance • Student of the Month • ACT 158 maintenance
March		
BSES	BSMS	BSHS
• PSSA Test Prep • Guidance classroom lessons • PBIS Committee Meeting • SIT Committee Meeting Personal/Social: • SIT Committee Meeting • Ruth's Harvest • Monthly Motivators • SOAR VIP • SOAR Ambassador applications **Ongoing** • Individual counseling • 504 evaluations and development • Parent contact • Student support	• PSSA Test Prep • 8th Grade Course Selection Review • Career day prep **Ongoing** • Team meetings • Assist teachers with Sapphire • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies	• ASVAB Test • Students enter course selections • Meet with ACTI accepted students • Keystone Coordination • Keystone scheduling • 10th-grade career fair • Lenfest Application packets for semi-finalists • Meet with Lenfest semifinalists **Ongoing** • Team meetings • Individual counseling • New student schedules • 504 evaluations and development

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• Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SSI requests • Student Observations • Coverage • 339 Updates • IEP Meetings	• PBIS Committee Meeting • SIT Committee Meeting • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • Coverage • 339 Updates	• Parent contact • Student support • Communication with outside agencies • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • 339 Updates • CHS Coordinator • AP Coordinator • Maintaining Counseling Webpage • Scholarship Coordinator • College applications • Counselor reports • Letters of recommendation • York Adams Academy Coordinator • Assist teachers with Sapphire • Canvas Career Course • Canvas Resources Course • NCAA Clearinghouse Maintenance • Student of the Month • ACT 158 maintenance
April		
BSES	BSMS	BSHS
• Guidance classroom lessons • PSSA Testing • PBIS Committee Meeting • SIT Committee Meeting • Career folder review • Parent-teacher conference • SOAR VIP • SOAR Ambassador application • Monthly Motivator **Ongoing**	• PSSA Testing • Scheduling • Report cards • Honor Roll • Failure Letters/meetings • Keystone preparation • Parent-teacher conference • Career folder review • Career day prep **Ongoing**	• Scheduling • Report cards • Honor Roll • Failure Letter to parents of students in danger of not graduating • Conference with seniors in danger of not graduating • Keystone preparation • Valedictorian and Salutatorian meetings • Academic Awards Preparation • Parent-teacher conferences • Coordinate college in the high school application

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• Individual counseling • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SSI requests • Student Observations • Coverage • 339 Updates • IEP Meetings	• Team meetings • Assist teachers with Sapphire • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • Coverage • 339 Updates	• CHS meeting for interested students • Send course requests for next year to teachers and collect department plan • Failure Letter to parents of students in danger of not graduating **Ongoing** • Team meetings • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • 339 Updates • CHS Coordinator • AP Coordinator • Maintaining Counseling Webpage • Scholarship Coordinator • College applications • Counselor reports • Letters of recommendation • York Adams Academy Coordinator • Assist teachers with Sapphire • Canvas Career Course • Canvas Resources Course • NCAA Clearinghouse Maintenance • Student of the Month • ACT 158 maintenance
May		
BSES	BSMS	BSHS

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• Guidance class lessons • 4th-grade orientation • PBIS Committee Meeting • SIT Committee Meeting • SOAR Assembly • SOAR VIP • Monthly Motivator **Ongoing** • Individual counseling • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SSI requests • Student Observations • Coverage • 339 Updates • IEP Meetings	• 4th-grade orientation • Scheduling • Career day • SAP entry into Safe Schools **Ongoing** • Team meetings • Assist teachers with Sapphire • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • Coverage • 339 Updates	• CHS placement testing • Academic Awards • Meeting with senior classes • Compile senior exit interview results • Meet with seniors in danger of failing • Meet with students about summer school • Schedule changes for next year • Complete higher education report • Complete dropout report • Keystone testing • Keystone Teacher Training • Send final transcript for all graduates • SAP entry into Safe Schools **Ongoing** • Team meetings • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • 339 Updates • CHS Coordinator • AP Coordinator • Maintaining Counseling Webpage • Scholarship Coordinator • College applications • Counselor reports • Letters of recommendation

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		• York Adams Academy Coordinator • Assist teachers with Sapphire • Canvas Career Course • Canvas Resources Course • NCAA Clearinghouse Maintenance • Student of the Month • ACT 158 maintenance
End of Year		
BSES	BSMS	BSHS
• End of the year report **Ongoing** • Individual counseling • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • SSI requests • Student Observations • Coverage • 339 Updates • IEP Meetings	• Scheduling • Report cards • Honor Roll • Retention Letter • Call families about summer school **Ongoing** • Team meetings • Individual counseling • New student schedules/file review • 504 evaluations and development • Parent contact • Student support • Teacher support • Communication with outside agencies • PBIS Committee Meeting • SIT Committee Meeting • Child Study Committee • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • Coverage • 339 Updates • IEP	• Scheduling • Report cards • Honor Roll • Retention Letter • Compute Class rank/GPA • Review failure list • Run credits to date • Call families about summer school • End of the year report • Record SAT/ACT scores **Ongoing** • Team meetings • Individual counseling • New student schedules • 504 evaluations and development • Parent contact • Student support • Communication with outside agencies • SAP meetings • Homebound requests • Eagles Academy Transfers • SSI requests • Student Observations • 339 Updates • CHS Coordinator

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	• Professional Development	• AP Coordinator • Maintaining Counseling Webpage • Scholarship Coordinator • College applications • Counselor reports • Letters of recommendation • York Adams Academy Coordinator • Assist teachers with Sapphire • Canvas Career Course • Canvas Resources Course • NCAA Clearinghouse Maintenance • Student of the Month • ACT 158 maintenance

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6. Program Delivery

Elementary Program Delivery (K-4)			
School Counseling Curriculum	**Preventive, Intervention and Responsive Services**	**Individual Student Planning**	**System Support**
Purpose			
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	Prevention, Intervention and Responsive services to groups and/or individuals	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support
Academic			
• Current and new student open house • Guidance classroom lessons • PBIS Committee Meetings • SIT Committee Meetings • Guidance classroom lessons • 4th grade orientation • 4th grade peer helper visit • SOAR ○	• Review and distribute 504 plans • Parent Teacher Conferences/Open House • 504 -Development/ Implementation • IEP • Child Study • IST • Group Counseling • PBIS • SOAR VIP	• Parent contact • Individual counseling • New student enrollment/file review	• New Student File Review • Clean up files • Distribute PSSA/Keystone results • Budget • PSCA Conference • Report cards • LIU Summer Academy Coordination • PSSA Coordination • PSSA Faculty Training • PSSA scheduling • PSSA Test Prep • Testing • End of Year Report • Guidance Web page update • Professional Development Meetings • ACSCA meetings
Career			
• Career • Career folder review • Guidance career lesson	• Parent Teacher Conferences/Open House • IEP	• Career folder review • Parent contact • Individual counseling	• New Student File Review • PSCA Conference • Budget

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			• LIU Summer Academy Coordination • End of the year report • ACSCA meetings • Guidance Web page updates • Career standards curriculum • ACSCA meetings
Personal/Social			
• Current and new student open house • Guidance classroom lessons • PBIS Committee Meeting • SIT Committee Meeting • Guidance classroom lessons • Ruth's Harvest Program • Monthly Motivators • 4th grade orientation • 4th grade peer helper visit • SOAR	• SOAR Assembly • Angel Tree Program • Ruth's Harvest Food Program • Monthly Motivator • Coordinate SMART program • Parent Teacher Conferences/Open House • Summer Food distribution • Peer Tutor Luncheon • Student mediations • 504 Development/ Implementation • IEP • IST • SAP	• Parent contact • Individual counseling • New student enrollment/file review	• PBIS Meeting • School Improvement Team Meeting • New Student File Review • PSCA Conference • PaPBS Implementers Forum • Budget • LIU Summer Academy Coordination • Report cards • End of the year report • Help create class lists • Mandated Reporter training • ACSCA meetings • Team Meetings • BAT Meetings • Strategic Plan Committee • Guidance Web page updates • Professional Development Meetings
Counselor Role			
60%	**20%**	**10%**	**10%**
• Classroom and whole school-based instruction • Presentation and implementation through building-wide coordination of activities.	• Individual counseling • Group counseling • Classroom interventions • Parent meetings • Teacher collaboration • Interagency meeting facilitation	• Individual sessions and meetings • Develop supports and interventions	• Support all actions of school success for students, teachers, and families

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Middle School Program Delivery (5-8)			
School Counseling Curriculum	**Preventive, Intervention and Responsive Services**	**Individual Student Planning**	**System Support**
Purpose			
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	Prevention, Intervention and Responsive services to groups and/or individuals	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support
Academic			
• Current and new student open house • PBIS Committee Meeting • SIT Committee Meeting • 8th Grade course selection • 8th grade scheduling night • 4th-grade orientation • 8th Grade HS Tours • Academic warning/failure meetings	• Create and adjust schedules • Balance sections for social needs • Review and distribute 504 plan • Career Day • Peer Tutoring • New Student Check-in • Parent Teacher Conferences/Open House • Collect Teacher recommendations for next year's course levels • 504 Development/ Implementation • IEP • SAP • PBIS	• Create and adjust schedules • Schedule all new students • Review special education/gifted schedules • Finalize and fine-tune schedules • Field parent calls/emails regarding student schedules • Review drop/add requests • Academic Warning Letters/meetings • Parent contact • Individual counseling • New student enrollment/file review	• New Student File Review • Finalize master schedule • Balance sections • Budget • Report cards • Honor roll • PSSA Coordination/Training • Professional Development • Assist teachers with Sapphire
Career			
• Career folder review • Career lessons	• Career Day • Parent Teacher Conferences/Open House • IEP	• Create and adjust schedules • Parent contact • Individual counseling	• New Student File Review • Budget • Chapter 339 Career Standards Curriculum
Personal/Social			
• Current and new student open house	• Scheduling	• Create and adjust schedules	• PBIS Meetings

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• 5th-grade class lesson • PBIS Committee Meeting • SIT Committee Meeting • 8th grade scheduling night • 4th-grade orientation • 4th grade peer helper visit	• Balance sections for social needs • Parent Teacher Conferences/Open House • 504 Development/ Implementation • IEP • SAP • Parent information guide	• Schedule new students • Field parent calls/emails regarding student schedules • Parent contact • Individual counseling • New student enrollment/file review	• School Improvement Team Meetings • New Student File Review • Report cards • Honor Roll • Budget • SAP meetings • SAP entry into Safe Schools • Mandated Reporter training • Team Meetings • Parent information guide
Counselor Role			
10%	**30%**	**10%**	**50%**
• Classroom and whole school-based instruction • Presentation and implementation through building-wide coordination of activities.	• Individual counseling • Group counseling • Classroom interventions • Parent meetings • Teacher collaboration • Interagency meeting facilitation	• Individual sessions and meetings • Develop supports and interventions	• Support all actions of school success for students, teachers and families

High SchoolProgram Delivery (9-12)			
School Counseling Curriculum	**Preventive, Intervention and Responsive Services**	**Individual Student Planning**	**System Support**
Purpose			
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	Prevention, Intervention and Responsive services to groups and/or individuals	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support
Academic			
• Current and new student open house • 11th & 12th grade lessons	• Create and adjust schedules • Balance sections for social needs	• Create and adjust schedules • Schedule all new students	• New Student File Review • Clean up files

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• Set up student visits with college representatives • Scheduling meeting with students • Meet with ACTI accepted students • Meeting with senior classes • Canvas Resources Course	• Determine who qualifies for Intervention • Adjust all schedules of students who qualify for Intervention • Review and distribute 504 plans • 504 evaluation and development • Assist with Agriculture and STEM career fair • Review senior credits • Adams County College and Career Fair Meeting • New Student Check- ins • Current and new student Open House • PSAT 8/9 • Return/Explain PSAT Results • Collect Teacher recommendations for next year's course levels • ASVAB Test • Coordinate college in the high school application • CHS meeting for interested students • Academic Awards • Outreach regarding summer school • IEP review/meetings • SAP meetings and reporting • Student of the Month	• Enter historical grades/credits of all new students • Review special education/gifted schedules • Contact students with graduation problems • Change schedules of students who failed and did not take summer school • Add summer school grades into Sapphire • Schedule change days – meet with students in person or virtually • Check credits of seniors • Field parent calls/emails regarding student schedules • Review drop/add requests • Administer DAR scholarship • Assign Lab Assistants • Coordinate CHS applications to Seton Hill • Set up FCS Internships with elementary teachers • PSAT/NMSQT • Order AP exams/portfolios • Failure Letter to parents of students in danger of not graduating • Meet with seniors in danger of not graduating • 8/9 PSAT • Academic Warning Letters • Conference with seniors in danger of not graduating • ACTI Application Process • Meet with Senior Self-Improvement Award candidates • Valedictorian and Salutatorian • Schedule changes for next year	• Finalize master schedule • Balance sections • Distribute PSSA/Keystone results • Budget • Report cards • Honor roll • ACTI Presentation to 10th grade • Review course selection guide • Keystone Testing and staff training • Send midyear grades to colleges and universities • Lenfest Application packets for semi-finalists • Students enter course selections • Meet with Lenfest semifinalists/mock interview • Scheduling • Academic Awards Preparation • Send course requests for next year to teachers and collect department plan • CHS placement testing • Compile senior exit interview results • Complete high education report • Complete dropout report • Send final transcript for all graduates • Compute Class rank/GPA • Review failure list • Run credits to date • End of the year report • PSAT 8/9 • BAT Meetings • Strategic Plan Committee • Guidance Web page updates

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		• Parent contact • Individual counseling • New student enrollment/file review • Meet with parents/students regarding ACT 158	
Career			
• 11th & 12th grade lessons • Set up student visits with College representatives • Scheduling meeting with students • Scheduling meeting with students • Meeting with senior classes • Canvas Resources Course • Canvas Career Course	• Assist with Agriculture and STEM career fair • College and Career Fair Meeting • Financial Aid Presentation for parents/students • PSAT/NMSQT • Hugh O'Brien Youth Foundation • Parent Teacher Conferences/Open House • College Planning Night for Parents & Students • Return/Explain PSAT Results • 10th Grade Career Fair Planning meeting • ASVAB Test • Coordinate college in the high school application • CHS meeting for interested students • IEP	• Create and adjust schedules • Set up FCS Internships with Elementary teachers • 9th Grade interviews • 8/9 PSAT • ACTI Application Process • Conference with seniors in danger of not graduating • Failure Letter to parents of students in danger of not graduating • Job shadowing • Parent contact • Individual counseling • Meet with parents/students regarding ACT 158	• New Student File Review • Career Fair Planning meeting • 10th Grade Career Fair Planning meetingACTI Presentation to 10th grade 10th Grade Career Fair Planning meeting • Budget • Review the course selection guide • Send midyear grades to colleges and universities • Lenfest Application packets for semi-finalists • Meet with Lenfest semifinalists/mock interview • CHS placement testing • Compile senior exit interview results • Complete dropout report • Complete higher education report & send final transcript for all graduates • End of the year report • Career Fair Committee • ACSCA meetings • Strategic Plan Committee • Guidance Web page updates
Personal/Social			
• Current and new student open house • 11th & 12th grade lessons • Meeting with senior class	• Balance sections for social needs • New student check-ins • Hugh O'Brien Youth Foundation • Current and new student open	• Create and adjust schedules • *Schedule all new students* • Field parent calls/emails regarding student schedules	• New Student File Review • Report cards • Honor Roll • Budget

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• Canvas Resources Course	house • ASVAB Test • Academic Awards • Student mediations • 504 Development/ Implementation • IEP • SAP meetings and reporting • Student of the Month	• Administer DAR scholarship • 9th Grade interviews • Conference with seniors in danger of not graduating • Meet with Senior Self-Improvement Award candidates • Parent contact • Individual counseling • New student enrollment/file review	• Lenfest Application packets for semi-finalists • Meet with Lenfest semifinalists/mock interview • Complete dropout report • Compile senior exit interview results • SAP entry into Safe Schools • End of the year report • Mandated Reporter training • ACSCA meetings • BAT Meetings • Strategic Plan Committee • Guidance Web page updates • York Adams Academy Coordinator • College applications, counselor reports, letters of recommendation
Counselor Role			
10%	**20%**	**20%**	**50%**
• School counseling curriculum implementation • Classroom or structured groups • Consultation and collaboration	• Individual counseling • Group counseling • Class meeting • Referral • Consultation/Collaboration • SAP team	• Assessment • Planning • Placement • Consultation/Collaboration	• Develop and manage program • Coordination • Develop relationships and partnerships • Consultation/Collaboration

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7. Individual Academic/Career Planning

Bermudian Springs Elementary School					
Kindergarten					
Lesson Content/Program	**ASCA CEW**	**Curriculum**	**Timeframe**	**Location**	**Assessment**
Clothesline Clues to Jobs People Do	13.2.5 A	Guidance Curriculum	February	classroom	When I grow up, I want to be
School Community Jobs	13.2.5 A	Guidance Curriculum	February	classroom	School Community Workbook
Grade 1					
Lesson Content/Program	**ASCA CEW**	**Curriculum**	**Timeframe**	**Location**	**Assessment**
When I Grow Up	13.2.5 A	Guidance Curriculum	February	classroom	I Can Be Anything Workbook
Grade 2					
Lesson Content/Program	**ASCA CEW**	**Curriculum**	**Timeframe**	**Location**	**Assessment**
Berenstain Bears' Trouble with Money	13.2.5 A	Guidance Curriculum	February	classroom	House Budget
Grade 3					
Lesson Content/Program	**ASCA CEW**	**Curriculum**	**Timeframe**	**Location**	**Assessment**
What Does It Mean To Be An Entrepreneur	13.3.5.B,C	Guidance Curriculum	February/March	classroom	If I Were an Entrepreneur Worksheet
Paws in Jobland	13.1.5.A, B, H	Guidance Curriculum	February/March	classroom	Getting to Know Paws in Jobland
Work Habits	13.3.5. A	Guidance Curriculum	February/March	classroom	Work Habits Worksheet
Work Environment	13.3.5. A	Guidance Curriculum	February/March	classroom	Work Environment Worksheet

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Grade 4					
Lesson Content/Program	**ASCA CEW**	**Curriculum**	**Timeframe**	**Location**	**Assessment**
Meet your Elementary School Counselor	13.2.5 A	Guidance Curriculum	September	classroom	Mini Meeting Worksheet
Self Knowledge	13.3.5 A, B	Guidance Curriculum	February/March	classroom	Self Knowledge Worksheet
My First Resume	13.1.5.H	Guidance Curriculum	February/March	classroom	My First Resume Worksheet
True/False Quiz	13.2.5.D	Guidance Curriculum	February/March	classroom	True/False Worksheet

Bermudian Springs Middle School

Grade 5					
Lesson Content/Program	**ASCA CEW**	**Curriculum**	**Timeframe**	**Location**	**Assessment**
Virtual Career Experience Entrepreneur	13.4.8 A, B, C	Guidance Curriculum	May	classroom	Worksheet and video
Virtual Career Experience Free Choice	13.1.8 A, B, D, E 13.2.8 D, E 13.3.8 A, E, G	Guidance Curriculum	May	classroom	Worksheet and video
Career Interview Project worksheet	13.1.5 A, B, H 13.2.5 13.3.5 A, E, C, G	Guidance Curriculum	Fall	classroom	Interview worksheet and student feedback
Classmate Interview	13.1.5 A, B, H 13.2.5 13.3.5 A, E, C	Guidance Curriculum	Fall	classroom	Classmate interview worksheet

Grade 6					
Lesson Content/Program	**ASCA CEW**	**Curriculum**	**Timeframe**	**Location**	**Assessment**
Virtual Career Experience Entrepreneur	13.4.8 A, B, C	Guidance Curriculum	May	classroom	Worksheet and video
Virtual Career Experience Free Choice	13.1.8 A, B, D, E	Guidance Curriculum	May	classroom	Worksheet and video

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	13.2.8 D, E 13.3.8 A, E, G				
Interest Inventory/Career Clusters	13.1.5 A, B, C, F	Guidance Curriculum	February	classroom	Career cluster strength indicator
Navigate: Exploring Careers	13.1.8 A, B, D G, H 13.3.8 E, D	Guidance Curriculum	1st Semester	classroom	Navigate: Exploring College and Careers Workbook
Navigate: Exploring Education and Earnings	13.3.8 E, D	Guidance Curriculum	1st Semester	classroom	Navigate: Exploring College and Careers Workbook
Navigate: Exploring Your Path to College	13.3.8 A, D	Guidance Curriculum	1st Semester	classroom	Navigate: Exploring College and Careers Workbook
Navigate: Exploring Colleges	13.1.8 D, G 13.2.8 B, C, D 13.3.8 A, D	Guidance Curriculum	1st Semester	classroom	Navigate: Exploring College and Careers Workbook
Design an add reflection worksheet	13.1.8 A, B 13.4.8 C	Guidance Curriculum	February	classroom	Reflection worksheet
Grade 7					
Lesson Content/Program	**ASCA CEW**	**Curriculum**	**Timeframe**	**Location**	**Assessment**
Virtual Career Experience Entrepreneur	13.4.8 A, B , C	Guidance Curriculum	May	classroom	Worksheet and video
Virtual Career Experience Free Choice	13.1.8 A, B, D, E 13.2.8 D, E 13.3.8 A, E, G	Guidance Curriculum	May	classroom	Worksheet and video
Scientist Within our Midstof Project	13.1.8 A, B, D, F 13.2.8 B 13.3.8 G	Science Curriculum	October	classroom	Worksheets/Student drawing
Grade 8					
Lesson Content/Program	**ASCA CEW**	**Curriculum**	**Timeframe**	**Location**	**Assessment**
8th Grade Individualized Career Plan	13.1.8 A, B, F, G, H 13.2.8 D	Guidance Curriculum	Spring	classroom	Completion of Career Plan

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	13.3.8 A 13.4.8C				
8th grade Scheduling	13.1.8 A, B, F, G, H	Guidance Curriculum	Spring	classroom	Completion of course request form
Bermudian Springs High School					
Grade 9					
Lesson Content/Program	**ASCA CEW**	**Curriculum**	**Timeframe**	**Location**	**Assessment**
Career iMovie	13.2.11.A	Guidance Curriculum	Freshman year	classroom	iMovie
Goal Map	13.1.11.G	Guidance Curriculum	Freshman year	classroom	Upload to Portfolio
Job Shadow	13.1.11.C	Guidance Curriculum	Freshman Year	classroom	Interview Sheet
8/9 PSAT	13.3.11.A	College Board	All Year	various	Portfolio update
JA STEM Summit	13.1.11A-B	Junior Achievement	Fall	Gym	Canvas Submission
JA STEM Summit/Teamwork	13.3.11 B	Junior Achievement	Fall	Gym	Canvas Submission
JA STEM Summit/Conflict Resolution	13.3.11 C	Junior Achievement	Fall	Gym	Canvas Submission
Absent for JA/Teamwork and Team Member Roles	13.3.11 B	Junior Achievement	Freshman Year	Gym	Canvas Submission
Team and Team Member Roles	13.3.11 B	Guidance Curriculum	Freshman Year	classroom	Canvas Submission
Create Job Application Artifacts	13.2.11 C	Guidance Curriculum	Freshman Year	classroom	Canvas Submission
Conflict Resolution Skills	13.3.11 C	Guidance Curriculum	Freshman Year	classroom	Canvas Submission
Course Selection Reflection for 10th Grade	13.1.11 H	Scheduling	Spring	classroom	Canvas Submission
STEM/STEAM Career Research Project	13.2.11B	Science Curriculum	January	classroom	Portfolio update
Financial Literacy	13.3.8.D	Essentials Curriculum	9th Grade	classroom	None
Grade 10					

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Lesson Content/Program	ASCA CEW	Curriculum	Timeframe	Location	Assessment
Career Fair	13.1.11.C	Guidance Curriculum	March-10th	Gettysburg College	Evaluation and Portfolio upload
Gettysburg College Fair	13.1.11.C	Guidance Curriculum	Spring-10th	Gettysburg College	Reflection
Expert Job Interview	13.2.11.A	Guidance Curriculum	10th grade	classroom	Published interview reflection
Job Shadow	13.1.11.C	Guidance Curriculum	10th grade	various locations	Interview Sheet
ASVAB/PSAT/ SAT Reflection	13.3.11.A	Armed Services/ College Board	10th grade	BSHS, various	Upload to Portfolio
Entrepreneurship	13.4.11 B	Guidance Curriculum	10th grade	Classroom	Canvas Submission
Shark Tank Entrepreneurship Activity	13.4.11 C	Math Curriculum	10th grade	Classroom	Canvas Submission
Course Selection Reflection for 11th Grade	13.1.11 H	Scheduling	Spring	Classroom	Canvas Submission
On-Campus College Visit	13.1.11 G-H	Guidance Curriculum	10th Grade	College Campus	Canvas Submission
College Representative Visit at BSHS	13.1.11 G-H	Guidance Curriculum	10th Grade	Guidance	Canvas Submission
Grade 11					
Lesson Content/Program	**ASCA CEW**	**Curriculum**	**Timeframe**	**Location**	**Assessment**
Resume Writing	13.2.11.C	Guidance Curriculum	11th grade	Classroom	Portfolio Upload
Career Research Paper	13.2.11 B	English Curriculum	11th grade	Classroom	Canvas Submission
College Research - Pennant	13.2.11 B	Guidance Curriculum	11th Grade	Various	Canvas Submission
College Representative Visit at BSHS	13.1.11 G-H	Guidance Curriculum	11th Grade	Guidance	Canvas Submission
Course Selection Reflection for 12th Grade	13.1.11 H	Guidance Curriculum	Spring	Classroom	Canvas Submission
JA Real Life - Interview Skills	13.2.11 A & C	Junior Achievement	Spring	Gym	Canvas Submission
JA Real Life - My Brand	13.3.11 A	Junior Achievement	Spring	Gym	Canvas Submission

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JA Real Life - Teamwork	13.3.11 A	Junior Achievement	Spring	Gym	Canvas Submission
JA Real Life - Budget Builder	13.3.11 D	Junior Achievement	Spring	Gym	Canvas Submission
Absent for JA - Create a Career-Based Budget	13.3.11.D	Junior Achievement	Spring	Classroom	Canvas Submission
College Visit	13.1.11.D	Guidance Curriculum	11th grade	College of Choice	Reflection
Job Shadow	13.1.11.C	Guidance Curriculum	11th grade	Location of choice	Interview Sheet
ASVAB/PSAT/ SAT	13.3.11.A	Armed Services/ College Board	11th grade	BSHS or other testing location	Portfolio Update
Career Plan	13.1.11.B	Self Developed	11th grade	Classroom	Google Doc. & Canvas Submission

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8. Career/Post-Secondary Resources

Resource Types	List Resources
Organizations/Agencies	
Intermediary Organizations	BEP, Adams County Counselors Association, Wellness Committee, Student Assistance Program, Adams County Technical Institute
Umbrella Organizations	Chamber of Commerce, Lions Club, Manufacturing Organization, Junior Achievement
Community/State Agencies	Wellspan, United Way, Collaborating for Youth, Job Corps, Office of Vocational Rehab, TrueNorth Wellness
Networking Opportunities	
Individual Contacts	Business Contacts, College Representatives, Military Recruiters
Community/Business Meetings	Lions Club, PSCA Conference, Career Fair Committee, Adams County Counselors Association, Counselor Workshops
Community Events	College Fair, 10th grade Career Fair, 8th grade Career Day, ACTI
Online/Other Publications	PA Career Zone, CollegeBoard, ONet, Knowhowtogo.edu, Fastweb.com, Studentscholarships.org, Scholarships.com
Media/Advertising	School Website, Gettysburg Times
Publications/Documents	Career Guide, Occupational Outlook Handbook, Newsletters

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9. Career/Technical Programming

Bermudian Springs School District provides career and technical programs for students at Bermudian Springs High School and Adams County Technical Institute (ACTI). Bermudian Springs High School offers five approved programs: Accounting, Childcare, Agriculture, Horticulture, and Diversified Occupations. ACTI offers seven approved programs: Allied Health, Culinary Arts, Diesel Mechanics, Computer Networking, Law Enforcement, Building Trades, and Early Childhood Learning.

BSHS CTE Student Enrollment					
School Year	**Accounting**	**Agriculture**	**Diversified Occupations**	**Horticulture**	**Childcare**
2024-2025	5	40	24	6	4

Adams County Technical Institute (ACTI) students participate in programs and activities, starting in 8th grade, to increase awareness and recruitment of the ACTI programs. At the high school level, ACTI students talk to prospective students at an assembly for 10th-grade students. ACTI also participates in recruitment and awareness activities for BSSD students through talking with parents and students at the Scheduling Fair at the high school. In addition, collaboration occurs between BSSD counselors and ACTI staff to ensure that students and parents receive all the necessary information regarding the offerings at ACTI, including information about articulation agreements and college credits, certifications offered, job shadowing, etc.

ACTI Student Enrollment								
School Year	**Allied Health**	**Culinary Arts**	**Diesel Mechanics**	**Computer Networking**	**Criminal Justice**	**Building Trades**	**Early Childhood Learning**	**Career Connections Co-Op**
2025-2026	14	5	7	3	7	8	4	0
2024-2025	18	3	6	7	4	5	6	0

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10. Program Goals

Goal for 2025-2026

Overarching Goal: To Use Career Exploration to Engage Students and Families in Planning for the Future
How: Each grade band will determine SMART goal regarding Career Exploration
Measure: Grade bands will monitor progress along goals throughout the year
Plan: Grade bands will report findings at the Spring 2026 meeting of the Advisory Council

By May 2026, each building will have implemented its SMART goal plan and collected data regarding this goal to report to the Advisory Council.

ELEMENTARY

Our Goal: BSES will increase our school-wide attendance rate from 92.90% to 95%.
How: By rewarding students with SOAR Spirit Sticks for perfect attendance.
Measure: Use Sapphire to track attendance for students.
Plan: Administration/counselor will create the SOARing Eagle Attendance Incentive Program.

Our Goal: 97% of elementary students will transition to Middle School with completed career folders.
How: By collecting career artifacts during classroom guidance lessons for all students.
Measure: Career artifacts will be tracked and recorded.
Plan: Counselor will create career lessons for all students.

MIDDLE SCHOOL

Our Goal: By the end of grade 8, 98% of students will have a completed career portfolio aligned with Chapter 339 requirements, demonstrating their understanding of career pathways, personal interests, and future educational goals.
How: Work with teachers to collect artifacts in each grade level that align with career goals and curriculum
Measure: Keep track of artifacts as they are turned in to ensure the 339 requirements are met.
Plan: Administration/counselor will work with teachers to instruct students and collect artifacts.

Our Goal: Develop and distribute a parent guide that outlines and provides access to community resources that support students' well-being and academic success.
How: Identify and Compile Resources, Develop a Comprehensive Parent Guide, Ensure Accessibility and Distribution
Measure: Check to ensure the guide is available across resources. Check yearly for updates and accuracy.
Plan: Counselor will work with local agencies and resources to gather information and compile parent guide.

Chapter 339 K-12 Guidance Plan Outline
Bermudian Springs School District
SCHOOL COUNSELING PLAN

HIGH SCHOOL

Our Goal: For the 2025-2026 school year, BSHS will increase CHS course offerings by 10%.
How: By getting more high school courses approved as CHS-compatible courses through Seton Hill University.
Measure: Compare the number of courses offered in 2024-25 to 2025-26.
Plan: Administration/counselor will meet with teachers of prospective courses to explain the process of gaining approval.

Our Goal: By the end of the 2025-2026 school year, the SAP team will create and implement actionable plans for at least 80% of identified students, with clear steps and measurable goals to provide targeted support.
How: Case managers will be assigned to identified students.
Measure: Number of cases and number of action plans will be recorded.
Plan: Case managers will document action plans and supply information to the SAP team.

11. Job Descriptions

Elementary School Counselor
Middle School Counselor
High School Counselor
K-12 School Counselor

Book	Policy Manual
Section	300 Employees
Title	Creating a Position
Code	301
Status	First Reading

Authority

Positions for administrative, professional **and** support employees shall be established by the Board in order to provide the effective leadership and management **necessary** to operate district **schools and to** provide quality educational programs and services, consistent with the needs of the schools and the resources of the community.

The need for creating positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of **staff** positions deemed necessary for effective management of the district **and** operation of the schools.[1][2][3][4]

The initial salary or salary range for a new position shall be determined by the Board when creating the position, based upon the recommendation of the Superintendent and supporting documentation.[5]

In the exercise of its authority to create a new position, the Board shall give primary consideration to the **following**:

1. Effective management of district programs.
2. Number of students enrolled.
3. Special needs of students.
4. Operational **needs of the district**.
5. Financial resources of the **school community**.

The Superintendent shall be responsible for recommending a new or additional administrative, professional **or** support position.

Delegation of Responsibility

Recommendations for a new or additional position shall include:

1. Job description clearly **stating** the duties for which the position was created.

2. Title that conforms with the appropriate certificate if certification is required.

3. Supporting data and other rationale relevant to the recommendation.

4. Appropriate designation under the Fair Labor Standards Act, after consultation with the district solicitor.

The Board may, through the Superintendent, seek the advice of employees when creating a new position or increasing the number of employees in existing positions.

The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.[6]

Legal

1. 24 P.S. 1001
2. 24 P.S. 1106
3. 24 P.S. 1107
4. 22 PA Code 4.4
5. Pol. 328
6. Pol. 104

24 P.S. 1075

Book	Policy Manual
Section	300 Employees
Title	Employment of Superintendent/Assistant Superintendent
Code	302
Status	First Reading

Purpose

The Board places the primary responsibility and authority for the administration of the district in the Superintendent and Assistant Superintendent. Therefore, the selection of a Superintendent or Assistant Superintendent is critical to the effective leadership and management of the district.[1]

Authority

During the last year of the Superintendent's term or any other time the position of Superintendent becomes vacant, **the Board shall meet to appoint,** by a majority vote of all members of the Board, **a properly qualified district Superintendent. The appointed Superintendent shall enter into a written contract with the Board for a** term **of** three (3) to five (5) years.[2][3][4]

An Assistant Superintendent shall be appointed by a majority vote of all members of the Board upon nomination of the Superintendent. An Assistant Superintendent may serve through the term of the Superintendent or enter into a contract for a term of three (3) to five (5) years.[2][3][5][6]

At a public Board meeting occurring at least ninety (90) days prior to the expiration date of the Superintendent's or an Assistant Superintendent's term of office, the **Board** meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to notify the Superintendent or Assistant Superintendent that the Board intends to retain him/her or that other candidates will be considered for the office. **If** the Board fails to take such action, the **term of office which the** Superintendent or Assistant Superintendent **is** serving **shall be extended one (1) time for a one-year period. Prior to the end of the one-year extension, the Board shall take action necessary to retain the Superintendent or Assistant Superintendent. If no action is taken prior to the conclusion of the one-year extension, the term of office for the current Superintendent or Assistant Superintendent shall terminate**.[4][6]

Whenever the Board finds it impossible or impractical to immediately fill a vacancy **in the office** of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve not longer than one (1) year from the time of appointment.[7]

In the event the Board appoints an acting Superintendent or Assistant Superintendent, the Board shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with Board policy.

When a leave of absence has been granted to the Superintendent or Assistant Superintendent, and it is deemed necessary or desirable, the Board may appoint a substitute Superintendent or Assistant Superintendent to serve for such period of time as the regular Superintendent or Assistant Superintendent is absent on leave.[7]

Guidelines

Recruitment **and Assessment of Candidates**

The Board shall actively seek candidates **who meet the** qualifications **and requirements for the position of Superintendent and/or Assistant Superintendent. It may be aided in this task by a** committee of Board members **and/or the services of professional** consultants.

When undertaking a search to fill the position of Superintendent or Assistant Superintendent, recruitment procedures shall be prepared and may include the following:

1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations, and reviewed by the district solicitor.[8]

2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.[9][10][11][12][13]

3. Preparation of informative materials describing the district, **the Superintendent/Assistant Superintendent position,** and the district's educational goals.

4. **Opportunity for selected applicants to visit the district schools, meet with internal staff and external stakeholders at the Board's invitation**.

Recruitment**, screening** and evaluation of candidates **shall be conducted** in accordance with Board policy, **Board established leadership criteria** and state and federal law.[8]

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the district.

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[14]

A candidate shall not be employed until **the individual** has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[15][16]

Each candidate shall report, on the designated form, all arrests and convictions **as** specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[16]

Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by law.[17]

After receiving a **conditional** offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law **and as the Board may require**.[18]

Employment Contracts

An individual shall not be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract expressly stating the terms and conditions of employment. The written contract shall:[4]

1. Contain the mutual and complete agreement between the Superintendent or Assistant Superintendent and the Board with respect to the terms and conditions of employment.

2. Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.[19][20][21][22][23]

3. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent or Assistant Superintendent.[6][24]

4. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to **extend** automatically as required by law.[4]

5. Specify the termination, buyout and severance provisions, including all postemployment compensation and the period of time in which the compensation shall be provided. Termination, buyout and severance provisions may not be modified during the course of the contract or in the event a contract is terminated

prematurely.

6. Contain provisions relating to outside work that may be performed, if any.[25][26]
7. State that any modification to the contract must be in writing.
8. State that the contract shall be governed by the laws of the Commonwealth.
9. Limit compensation for unused sick leave in employment contracts for Superintendents and/or Assistant Superintendents who have no prior experience as a district Superintendent or Assistant Superintendent to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time of the contract.
10. Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents and/or Assistant Superintendents who have no prior experience as a district Superintendent or Assistant Superintendent.
11. Specify postretirement benefits and the period of time in which the benefits shall be provided.

Removal/Severance

A Superintendent or Assistant Superintendent may be removed from office and have their contracts terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent or Assistant Superintendent.[27][28]

Any negotiated severance of employment prior to the end of the term of the Superintendent's or Assistant Superintendent's specified contract term shall be limited to either:[4]

1. **The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or**
2. **The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term**.

Legal

1. 24 P.S. 1001
2. 24 P.S. 508
3. 24 P.S. 1071
4. 24 P.S. 1073
5. 24 P.S. 1076
6. 24 P.S. 1077

7. 24 P.S. 1079

8. Pol. 104

9. 22 PA Code 49.41

10. 22 PA Code 49.42

11. 24 P.S. 1002

12. 24 P.S. 1003

13. 24 P.S. 1078

14. 24 P.S. 111.1

15. 23 Pa. C.S.A. 6344

16. 24 P.S. 111

17. 24 P.S. 1004

18. Pol. 314

19. 24 P.S. 1073.1

20. 24 P.S. 1081

21. 24 P.S. 1082

22. Pol. 003

23. Pol. 312

24. 24 P.S. 1075

25. 24 P.S. 1007

26. 24 P.S. 1008

27. 2 Pa. C.S.A. 551 et seq

28. 24 P.S. 1080

18 Pa. C.S.A. 9125

22 PA Code 49.171

22 PA Code 49.172

22 PA Code 8.1 et seq

23 Pa. C.S.A. 6301 et seq

24 P.S. 108

24 P.S. 1418

28 PA Code 23.43

28 PA Code 23.44

28 PA Code 23.45

42 U.S.C. 12101 et seq

Book	Policy Manual
Section	300 Employees
Title	Employment Contract/Board Resolution
Code	308 Vol VI 2024
Status	From PSBA

Authority

The Board has the authority under law to prescribe employment conditions for district personnel. [1][2][3][4][5]

For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:

1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law.[5][6]

2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees.[7][8]

3. Noncertificated administrative and support employees shall be employed through a contract or Board resolution.**[1]**[2][3]

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or **Board** resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

Definition

Resignation - a voluntary termination of employment with the district initiated by the employee, and includes resignations in lieu of termination, negotiated resignations, resignations for purposes of retirement and all other forms of voluntary termination of employment, in accordance with applicable law, regulations and Board policy.

Guidelines

Resignations

All district employees shall submit a written, dated and signed resignation, with required prior notice, to the Superintendent of designee in order to terminate an employment contract or Board resolution with the district. The resignation must specify the date upon which the resignation will be effective.

All resignations submitted by district employees shall comply with the terms specified in the applicable employment contract.

Professional employees shall submit a resignation notice at least sixty (60) days prior to the resignation's effective date, in accordance with law and Board policy.[5][6]

Noncertificated administrative and support employees shall submit a resignation notice at least two (2) weeks prior to the resignation's effective date.

Delegation of Responsibility

The Board authorizes the Superintendent or designee to accept all district employee resignations on behalf of the Board. The Superintendent or designee shall report all employee resignations and their acceptance at the next regular Board meeting. A resignation accepted by the Superintendent or designee is irrevocable, absent Board action to the contrary.

The Superintendent [9][10]

{ } and Assistant Superintendent [11]

may submit their resignation to the Board President. The Board shall take official action on acceptance of the resignation, in accordance with the terms specified in the Superintendent's written contract. The Superintendent's resignation shall be irrevocable once accepted by action of the Board.

NOTES:

Conditional employment – 24 P.S. 1109.2

PSBA Revision 11/24 © 2024 PSBA

Legal

1. 24 P.S. 406
2. 24 P.S. 510
3. 24 P.S. 1089
4. 24 P.S. 1109.2
5. 24 P.S. 1121
6. 24 P.S. 1101
7. 24 P.S. 1108
8. Pol. 313
9. 24 P.S. 1073
10. Pol. 302
11. 24 P.S. 1077

Pol. 317

Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	First Reading

Authority

The assignment and transfer of administrative, professional and supportdistrict employees within the district shall be determined byin accordance with the management, supervisory, instructional and operational needs of the schools and the school district.

The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building subject matter or supervisor grade level to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position. [1][2]

Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee and the applicant's official child abuse clearance statement is current.[3][4]

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.[5][6]

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment **for district** employees that includes **consideration of requests for** voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.[7]

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

The request of an employee who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the **educational program and** operation of the school district.

Employees shall be informed of their assignments preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, **as determined by the Board**.

Legal

1. 24 P.S. 508
2. 24 P.S. 510
3. 23 Pa. C.S.A. 6344.3
4. 23 Pa. C.S.A. 6344.4
5. 24 P.S. 111
6. Pol. 317
7. 20 U.S.C. 6312

22 PA Code 8.1 et seq

23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Reduction of Staff
Code	311
Status	First Reading

Authority

The Board is responsible **for** maintaining **appropriate numbers of** administrative, **professional and** support employees to effectively manage **and** operate the district **and its schools.** This policy establishes the manner in which necessary reductions of staff shall be accomplished.[1][2][3]

In the exercise of its authority to reduce staff through suspensions (furloughs) and elimination of positions, the Board shall give primary consideration to the staffing needs of the district, the effect upon the educational program and the financial stability of the district, and shall ensure compliance with law, regulations, collective bargaining agreements, individual contracts and Board resolutions.[4][5][6]

The Board shall not prevent any professional employee from engaging in another occupation during the period of suspension.[5]

Nothing in this policy shall be construed to limit the cause for which a temporary professional employee, or any employee other than a professional employee, may be suspended.[5]

Definitions:

The term suspension as used in this policy shall mean a furlough or layoff, as provided for in the School Code; it does not refer to the termination of employment for disciplinary reasons.

Delegation of Responsibility

The Superintendent shall be responsible for the continuous review **of the** efficiency and effectiveness of district organization and staffing, **and shall present recommendations for reduction in staff** for Board consideration when such actions are deemed to be in the best interests of the district.

The Superintendent shall consult with the district solicitor as necessary to ensure that reduction of staff is implemented in accordance with applicable laws.[4][5]

Guidelines

Employees Other Than Professional Employees and Temporary Professional Employees

The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the school district, subject to limitations and procedures provided for in collective bargaining agreements, if any.

Temporary Professional Employees

The employment status of a temporary professional employee may be non-renewed when the employee's position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist, subject to limitations and procedures provided for in collective bargaining agreements, if any, and in a manner consistent with applicable law.

Professional Employees

Professional employees may be suspended or furloughed for certain causes and in a manner consistent with applicable law and collective bargaining agreement. [4]

Reinstatement

Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the district, in the inverse order by which they were suspended and on the basis of their seniority within the district.[5]

No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certificated to fill such vacancy.[5]

Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.[5]

To be considered available, suspended professional employees **shall** annually report in writing to the Board **their** current address and intent to accept the same or similar position when offered. [5]

A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester.[5]

Local Agency Law Hearings

The decision to suspend a professional employee shall be considered an adjudication for the purposes of **the Local Agency Law, and a professional employee subject to such a decision shall** have the right to a Local Agency Law hearing **before the Board, if a hearing is requested within ten (10) days after being notified of suspension**.[5][7]

A decision to nonrenew the employment of a temporary professional employee **whose position has been eliminated or who is being nonrenewed for reasons for which professional employees may be suspended, shall be considered an adjudication for purposes of the Local Agency Law, and the employee shall be** entitled to a Local Agency Law hearing, **if a hearing is** requested **within ten (10) days after being notified of the decision to nonrenew**.[7]

Legal

1. 22 PA Code 4.4
2. 24 P.S. 1106
3. 24 P.S. 406
4. 24 P.S. 1124
5. 24 P.S. 1125.1
6. 24 P.S. 524
7. Pol. 313
8. 2 Pa. C.S.A. 551 et seq

Book	Policy Manual
Section	300 Employees
Title	Performance Assessment of Superintendent/Assistant Superintendent
Code	312
Status	First Reading

Authority

The regular and periodic evaluation of the Superintendent's and Assistant Superintendent's performanceis the Board's responsibility. In carrying out this responsibility, the Board recognizes that the Superintendent as well as the Assistant Superintendent is entitled to such a review in an objective and straightforward manner so that leadership of the district may be as effective as possible.

The Board shall conduct a formal written performance assessment of the Superintendent and Assistant Superintendent annually as required by law. A timeframe for the assessment shall be included in the employment contract.[1]

The employment contract shall include objective performance standards mutually agreed to in writing by the Board and the Superintendent and by the Board and the Assistant Superintendent. The objective performance standards may be based upon any or all of the following:[1]

1. Achievement of annual measurable objectives established by the district.
2. Achievement on Pennsylvania System of School Assessment (PSSA) tests.
3. Achievement on Keystone Exams.
4. Student growth as measured by the Pennsylvania Value-Added Assessment System.
5. Attrition rates or graduation rates.
6. Financial management standards.
7. Standards of operational excellence.
8. Any additional criteria deemed relevant and mutually agreed to by the Board and Superintendent or Assistant Superintendent.

The mutually agreed upon performance standards shall be posted on the district website.[1]

Upon completion of the annual performance assessment, the date of the assessment and whether or not the Superintendent and Assistant Superintendent have met the agreed upon objective performance standards shall be posted on the district website.[1]

Legal

1. 24 P.S. 1073.1

24 P.S. 1080

Pol. 302

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Code	313
Status	First Reading

Purpose

Evaluation is a continuing process in which the employees and **their respective** supervisors cooperatively identify strengths and weaknesses in an individual's job performance. **Employee evaluations shall be used** to assess and improve performance, encourage **professional** growth, promote positive behavior, and facilitate the attainment of district goals and objectives.

Authority

The Board shall approve plans for regular, and periodic evaluations of administrative, **professiona,l and** support employees **consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions, and state law and regulations**.[1][2]

When appropriate, the Board shall be informed periodically about the results of evaluations.

Delegation of Responsibility

The Superintendent or designee shall develop plans for the evaluation of district employees and ensure that they are reviewed periodically and updated, as necessary.

The Board authorizes the Superintendent to develop a Differentiated Supervision model for professional employees in accordance with the Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals.

Evaluations shall be performed by the Superintendent or by an administrator, supervisor, or principal who has supervision over the work of the employee being evaluated and is designated by the Superintendent to perform the evaluation.

Guidelines

The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education.[2][3][4][5][6][7]

Professional employees who are considered satisfactory shall be rated no more than once annually. Professional employees who are considered unsatisfactory shall be rated at least annually. [4]

Professional employees are required to be evaluated at least once each year.

Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.

Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following[8]:

1. **Distinguished – shall be considered satisfactory**.
2. **Proficient – shall be considered satisfactory**.
3. **Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of needs improvement issued by the district within four (4) years of the first overall rating of needs improvement where the employee is in the same certification shall be considered unsatisfactory**.
4. **Failing – shall be considered unsatisfactory**.

No professional employee or temporary professional employee shall be rated needs improvement or failing solely based upon student test scores.

No unsatisfactory **rating** shall be valid unless approved by the Superintendent.

A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of needs improvement or failing shall participate in a Performance Improvement Plan.

No employee shall be dismissed for unsatisfactory performance unless the employee has been provided a completed rating tool, which includes a description based upon observations of deficiencies in practice supported by detailed anecdotal records that justify the unsatisfactory rating.[9]

Legal

24 P.S. 1138.1 et seq.

9. 22 Pa. Code § 19.1a

8. 24 P.S. 1138.7

7. 24 P.S. 1138.6

6. 24 P.S. 1138.5

5. 24 P.S. 1138.4

4. 24 P.S. 1138.3

3. 24 P.S. 1138.2

1. 24 P.S. 510

2. 24 P.S. 1108

24 P.S. 1122

Cross References

3. 24 P.S. 1138.2

Book	Policy Manual
Section	300 Employees
Title	Physical Examination
Code	314
Status	First Reading

Purpose

In order to certify the fitness of **all** employees to discharge efficiently the duties they will be performing and to protect the health of students and staff, **the Board shall require** physical examinations of all district employees prior to beginning employment **and may require health monitoring to prevent** the transmission of communicable diseases **in the school setting**.

Definitions

A **physical examination**, **for purposes of this policy,** shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.

Health monitoring, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.

Authority

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by law and as the Board may require, the expense for which shall be paid by the **Board**.[1][2][3]

The Board requires that all employees undergo a tuberculosis examination provided by the district upon initial employment, in accordance with regulations of the PA Department of Health. [1][4]

The Board may require an employee to undergo a physical examination at the Board's request **and at the district's expense**.[1]

An employee who presents a signed statement that a physical examination is contrary to **the employee's** religious beliefs shall be examined only when the Secretary of Health determines that **facts exist indicating that certain conditions would** present a substantial menace to the health of others **in contact with the employee if the employee is not examined for those conditions**.[5][6]

Guidelines

Health Monitoring and Communicable Diseases

The district may require employees to participate in health monitoring by designated staff to check for signs and symptoms of communicable diseases in accordance with guidance issued by state and local health officials and the Board-approved health and safety plan. An employee may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair workplace safety or cause undue hardship will not be granted.[7]

An employee with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[7]

Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment, and may be excluded from school facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious condition, consistent with the Americans with Disabilities Act and other applicable federal and state laws and regulations. Employees may return to school facilities when the criteria for readmission following a communicable disease have been met, in accordance with law, regulations or guidance from state or local health officials.[8][9][10][11]

Delegation of Responsibility

The results of all required physical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.

Medical records **and other health information of an employee** shall be **maintained confidentially and** kept in a file separate from the employee's personnel file.[3][12]

Disclosure of another employee's confidential medical record, or confidential health information, may result in discipline, up to an including termination.

Legal

1. 24 P.S. 1418
2. 28 PA Code 23.43
3. 42 U.S.C. 12112
4. 28 PA Code 23.44
5. 24 P.S. 1419
6. 28 PA Code 23.45
7. Pol. 104
8. 28 PA Code 27.71
9. 28 PA Code 27.72
10. Pol. 334
11. Pol. 335
12. 42 U.S.C. 2000ff et seq

24 P.S. 1416

42 U.S.C. 12101 et seq

U.S. Equal Employment Opportunity Commission – Guidance on COVID-19, ADA,

Rehabilitation Act and Other Equal Employment Opportunity Laws

U.S. Equal Employment Opportunity Commission – Questions and Answers on Religious Discrimination in the Workplace

Book	Policy Manual
Section	300 Employees
Title	HIV Infection
Code	314.1
Status	First Reading
Adopted	October 10, 2023

Purpose

The Board is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all staff employed by the district.

Definitions

AIDS - Acquired Immune Deficiency Syndrome.[1]

HIV Infection - refers to the disease caused by the HIV or human immunodeficiency virus.

Infected employee - refers to district employees diagnosed as having the HIV virus, including those who are asymptomatic.

Authority

The Board directs that the established Board policies and procedures and administrative regulations relative to illnesses among district employees shall also apply to infected employees.[2][3][4][5]

The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for employment.

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing and releasing information concerning infected employees.

All district employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees. Participating in physical or verbal harassment of any individual or group may result in discipline, up to and including termination. Employees who believe they have been subjected to physical or verbal harassment of any kind are encouraged to immediately report such conduct to the building administrator.[6]

Building principals shall notify district employees, students and parents/guardians about current Board policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.

Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, Board policies, collective bargaining agreements, individual contracts and the retirement system.[3][4][5][6]

Guidelines

Confidentiality

District employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act. Failure to abide by this prohibition may result in discipline, up to and including termination and civil/criminal prosecution [7]

Infection Control

Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.

The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.

Employees shall notify the school nurse of all incidents of exposure to bodily fluids.

Staff Development

The district shall provide opportunities for employees to participate in inservice education on HIV Infection.

Designated district employees may receive additional, specialized training appropriate to their positions and responsibilities.

Legal

1. 35 P.S. 7603
2. 24 P.S. 510
3. Pol. 334
4. Pol. 335
5. Pol. 339
6. Pol. 104
7. 35 P.S. 7607

35 P.S. 7601 et seq

Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317
Status	First Reading

Authority

All employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together **and complying with a** system of **Board** policies, **administrative regulations, rules and procedures,** applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[1][2]

The Board directs that **all district employees be** informed of **conduct that is required and is prohibited during work hours and the** disciplinary actions that may be applied for violation of Board policies, **administrative regulations,** rules and procedures.[3][4]

When demotion or dismissal charges are filed against a certificated administrative **or** professional employee, a hearing shall be provided as required by **applicable** law. **Noncertificated** administrative **and support employees may be entitled to a Local Agency Law** hearing, **at the employee's request**.[5][6][7][8][9][10][11][12]

Delegation of Responsibility

All **district** employees shall comply with **state and federal laws and regulations, Board** policies, **administrative** regulations, rules **and procedures. District employees shall endeavor** to maintain order, perform assigned job functions and carry out directives issued by supervisors.[3]

When engaged in assigned duties, **district employees** shall **not** participate in activities that include but are not limited to **the following**:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. **Nonprofessional relationships with students**.[2]
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[13]

6. **Use of profane or abusive language**.
7. **Breach of confidential information**.
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.[6]
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of **Board** policies, **administrative** regulations, rules **or procedures**.[6]
11. Violation of federal, state, or applicable municipal laws or regulations.[6]
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

These examples of impermissible behaviors are not intended to be an all-inclusive list. At the Superintendent's discretion, any violation of Board policies or any conduct considered inappropriate or unsatisfactory may subject an employee to disciplinary actions. All employees are expected to conduct themselves in a manner which demonstrates the public's trust and confidence inherent in their position as a public servant.

The Superintendent or designee shall **develop and disseminate** disciplinary rules for violations of **Board** policies, **administrative regulations,** rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and/or pursuit of civil and criminal sanctions.[6][14]

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction.

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been **named** as a perpetrator **in a founded or indicated report pursuant to** the Child Protective Services Law.[17]

An employee shall be required to submit **new** criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[15]

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[17]

Failure to accurately report such **occurrences** may subject the employee to disciplinary action up to and including termination and criminal prosecution.[15][17]

Legal

1. 22 PA Code 235.1 et seq
2. Pol. 824
3. 24 P.S. 510
4. 24 P.S. 514

5. 24 P.S. 1121

6. 24 P.S. 1122

7. 24 P.S. 1126

8. 24 P.S. 1127

9. 24 P.S. 1128

10. 24 P.S. 1129

11. 24 P.S. 1130

12. 2 Pa. C.S.A. 551 et seq

13. Pol. 351

14. 24 P.S. 1151

15. 24 P.S. 111

16. 24 P.S. 2070.9a

17. 23 Pa. C.S.A. 6344.3

24 P.S. 2070.1a et seq

23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319
Status	First Reading

Authority

The Board recognizes that **all employees have the right to** private lives **and** associations with others outside of school. **Further,** the Board **recognizes that it** has a responsibility to evaluate **employees'** effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities **directly** impact upon an **employee's** effectiveness within the school **district,** the Board reserves the right to evaluate the effect of such activities **on** the individual's completion of responsibilities **and assignments**.[1]

The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.

Delegation of Responsibility

The Superintendent or designee shall disseminate **this policy and administrative regulations** so that **employees** may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

Guidelines

The following guidelines are provided for the direction of all employees:

1. **Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed or tested by district employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the district.**
2. **Do not use school property or school time to solicit or accept customers for private enterprises.**
3. **Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.**

Legal 1. 24 P.S. 510

Book	Policy Manual
Section	300 Employees
Title	Employment of District Staff
Code	304
Status	First Reading

Authority

The Board places substantial responsibility for the effective management **and operation** of **district** schools **and the quality of the educational program** with **its administrative,** professional **and support employees**.

The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional **and support** employee employed by the district.[1][2][3][4][5][6][7][8]

Approval shall normally be given to the candidates for employment recommended by the Superintendent.

No person shall be employed who is related to any member of the Board, as defined in law, unless such person receives the affirmative vote of a majority of all members **of the** Board other than the member related to the applicant, who shall not vote.[9]

The Board authorizes the use of professional **and support** employees prior to Board approval, approval, as long as the candidate has satisfied all pre-employment requirements, when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.

The district shall use the Standard Application for Teaching Positions but may also establish and implement **additional** application requirements **for professional employees**.[10]

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[11]

A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[12][13]

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report any and all arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and/or convictions, within seventy-two (72) hours of their occurrence, may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[13]

A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required. [14][15][16][17]

Delegation of Responsibility

The Superintendent or designee may develop administrative regulations for employment **of staff,** in accordance with Board policy and state and federal laws and regulations.[18]

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such positions.

The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.[19]

The Superintendent or designee shall obtain and consider recommendations from former employers and others **in** assessing the candidate's qualifications. **Such** recommendations and references shall be retained confidentially and for official use only.

Each **certificated administrative and** professional **employee** employed by the district shall be responsible for maintaining a valid certificate **when such certificate is required by law**.[14][15][16]

Title I Requirements

All **elementary, middle and secondary** teachers **employed by the district who teach core academic subjects** shall be highly qualified, as defined by federal law and **state** regulations.[20][21][22]

The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified **and paraprofessionals providing instructional support in such programs** meet required qualification, in accordance with federal law and state regulations. The written certifications shall be maintained in the district office and the school office and shall be available to the public, upon request.[20][22][23]

All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:[21][23]

1. At least two (2) years of study at an institution of higher learning.

2. Associate's or higher degree.

3. **Evidence of meeting** a rigorous standard of quality through a state or local assessment.

Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.

Special Education Paraprofessionals

All instructional paraprofessionals hired by **the district,** who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students, shall have a secondary school diploma and one (1) of the following:[24][25]

1. At least two (2) years of postsecondary study.

2. Associate's or higher degree.

3. **Evidence of meeting** a rigorous standard of quality through a state or local assessment.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.[24]

Personal Care Assistants

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.[24]

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.

Educational Interpreters

An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.[24]

Legal

1. 22 PA Code 4.4
2. 24 P.S. 1089
3. 24 P.S. 1106
4. 24 P.S. 1107
5. 24 P.S. 1142-1152
6. 24 P.S. 406
7. 24 P.S. 508
8. Pol. 328
9. 24 P.S. 1111
10. 24 P.S. 1204.1
11. 24 P.S. 111.1
12. 23 Pa. C.S.A. 6344
13. 24 P.S. 111
14. 22 PA Code 49.1 et seq
15. 24 P.S. 1109
16. 24 P.S. 1201
17. 24 P.S. 2070.2
18. Pol. 104
19. 42 U.S.C. 12112
20. 20 U.S.C. 7801
21. 22 PA Code 403.2
22. 22 PA Code 403.4
23. 22 PA Code 403.5
24. 22 PA Code 14.105
25. Pol. 113

24 P.S. 108
24 P.S. 1109.2
22 PA Code 8.1 et seq
18 Pa. C.S.A. 9125
23 Pa. C.S.A. 6301 et seq
42 U.S.C. 12101 et seq

Book	Policy Manual
Section	300 Employees
Title	Employment of Summer School Staff
Code	306
Status	First Reading
Adopted	October 10, 2023

Authority

The Board directs that qualified and competent employees be employed to provide the district's summer school program.

When a summer school program is authorized by the Board, by majority vote of all members, the board shall approve the employment; set the compensation; and establish the period of employment for each individual employed in the district summer school program.[1][2][3][4][5][6]

Approval shall normally be given to the candidates recommended by the responsible administrator and approved by the Superintendent.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[7]

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[8][9]

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions of any misdemeanor or felony that occur subsequent to initially submitting the form, within seventy-two (72) hours of their occurrence. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution. [9]

A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[3][10][11][12]

Delegation of Responsibility

The Superintendent or designee may develop administrative regulations or procedures to recruit, screen and recommend candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position, as determined by the administration, shall be recommended.

Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.

Recommendations from former employers and others may be sought to assess the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

Legal

1. 24 P.S. 406
2. 24 P.S. 508
3. 24 P.S. 1109
4. 24 P.S. 1146
5. 24 P.S. 1901
6. Pol. 124
7. 24 P.S. 111.1
8. 23 Pa. C.S.A. 6344
9. 24 P.S. 111
10. 22 PA Code 49.1 et seq
11. 24 P.S. 1201
12. 24 P.S. 2070.2

22 PA Code 8.1 et seq

23 Pa. C.S.A. 6301 et seq

24 P.S. 108

Pol. 104

No. 310

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: March 14, 2006

REVISED:

	310. ABOLISHING A POSITION
1. Purpose	The Board is responsible for providing the administrative staff necessary for implementing the educational program and the proper operation of the schools, and to do so efficiently and economically.
2. Authority SC 524, 1106 Title 22 Sec. 4.4	The Board recognizes its responsibility to maintain administrative staff positions consistent with the management and supervisory needs of the district.
SC 1124	In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to the effect upon the educational program and shall ascertain that elimination of a program is approved by the Department of Education.
Pol. 311	Reduction in staff as a result of the abolishment of positions shall be in accordance with law and Board policy.
3. Guidelines	Abolishment of administrative positions may be brought about by many factors, such as: 1. Substantial decline in student enrollment. 2. Changes in the district's organizational structure. 3. Changes in the district's facilities. 4. Changes in the district's economic resources and tax base.

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: NONTENURED EMPLOYEES

ADOPTED: March 14, 2006

REVISED:

316. NONTENURED EMPLOYEES

1. Purpose

Effective district operation requires capable supervision by a variety of nontenured administrators. Such administrators are an integral part of the district's management team.

2. Authority

It is the policy of the Board that certain administrators shall be employed with the recognition that they are not professional employees, as defined by law, and will not attain tenure status.

SC 1101

Nontenured administrative staff shall include any position in which provision for tenure is not made by law.

School Code
1101, 1121