BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

Regular Meeting - Board of School Directors
Tuesday, April 8, 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

March 10, 2025 – Work/Study Session - (page 1)
March 11, 2025 – Regular Meeting - (pages 2-5)

B. Financial Reports

General Fund	-	(pages 6-13)
Cafeteria Fund	-	(pages 14-15)
Capital Reserve Fund	-	(page 16)
Scholarship Funds	-	(page 17)
Activity Funds	-	(pages 18-21)

C. Personnel

1. Please approve the following resignations:

   a. From Victorea Deyarmin, Middle School Evening Custodian, effective April 16, 2025. (page 22)
   b. From Tammy Guevara, High School Food Service Employee, effective April 1, 2025. (page 23)
   c. From Joshua Pepoli, Software Applications Specialist, effective May 23, 2025. (page 24)
   d. From Morgan Seifert, Elementary School Grade 2 Teacher, effective at the end of the 2024-2025 school year. (page 25)

2. The Administration is recommending the transfer of Zachary Stroup from a Middle School Grades 3-8 Physical Education Teacher to a Middle School Grades 5-8 Physical Education Teacher, replacing Thomas Flaherty, who retired. The transfer is effective for the 2025-2026 school year.

*Roll Call Vote

3. The Administration is recommending the Board approve the following volunteer coaches for the 2024-2025 school year:

   a. Alyssa Black, Volunteer Youth Weedwackers Coach
   b. Victoria Murren, Volunteer Softball Coach

D. First Read: Revised Board Policies

The Policy Committee is requesting the Board to adopt, as a first read, the following set of revised board policies:

1. Policy No. 321 – Political Activities - (pages 26-27)
2. Policy No. 322 – Gifts - (page 28)
3. Policy No. 323 – Tobacco and Vaping Products - (pages 29-31)
4. Policy No. 324 – Personnel Files - (pages 32-33)
5. Policy No. 325 – Dress and Grooming - (page 34)
6. Policy No. 328 – Compensation Plans/Salary Schedules - (pages 35-36)
7. Policy No. 330 – Overtime - (page 37)
8. Policy No. 331 – Job Related Expenses - (pages 38-39)
9. Policy No. 332 – Working Periods - (pages 40-41)
10. Policy No. 333 – Professional Development - (pages 42-45)
11. Policy No. 334 – Sick Leave - (pages 46-47)

E. Retired Board Policies

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

1. Policy No. 326 – Staff Communication - (page 48)
2. Policy No. 327 – Management Team - (pages 49-50)

Board approval is recommended for all consent items.

VIII. Financial Reports

A. Bills Payable
   *1. General Fund - (pages 51-55)
   *2. Cafeteria Fund - (page 56)
   *3. Capital Reserve Fund - (page 57)

IX. Correspondence

A. Victorea Deyarmin (see page 22)
B. Tammy Guevara (see page 23)
C. Joshua Pepoli (see page 24)
D. Morgan Seifert (see page 25)

X. Reports and Related Action (pages 58-73)

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

XI. Old Business- None

XII. New Business

A. Personnel

*1. The Administration is requesting approval for Lori King to be employed as a Teacher Mentor for Katie Nelson for the 2025-2026 school year at a stipend of $400.00.

*2. The Administration is recommending Board approval for Tori Berwager to enter into a contract with the district for Summer Camp 2025, serving as the Credit Recovery Director, at a stipend of $2,000.00.

*3. The Administration is recommending the Board approve the following extracurricular contracts for the 2025-2026 school year:

a.	Joseph Lohuis, Varsity Head Girls Basketball Coach	- $4,150.00
b.	Krystal Robertson, Jr. High Head Cheerleading Coach, Fall	- $1,000.00
c.	Krystal Robertson, Jr. High Head Cheerleading Coach, Winter	- $1,000.00
d.	William Wagner, Varsity Head Girls Volleyball Coach	- $3,400.00

*B. 2025 Graduation Class

A list of seniors appears on pages 74-79 for your approval as graduates of Bermudian Springs High School, Class of 2025. Approval is conditional with the provision that each senior must complete all requirements for graduation. Board approval is recommended.

*C. 2025 Graduation Ceremony

The High School Administration is seeking approval for the graduation ceremony for the class of 2025 to be held on Thursday, May 29, 2025, at 7:00 p.m. on Alumni Field in the Bermudian Springs High School Stadium. In case of inclement weather, graduation will be held on either Friday, May 30, 2025, or Saturday, May 31, 2025. Board approval is recommended.

*D. TherAbilities 2025-2026 Agreement

The Administration is requesting Board approval to enter into an agreement with TherAbilities to provide school-based behavioral support and occupational therapy services on an as-needed basis for the 2025-2026 school year. A copy of the agreement is on pages 80-81.

*E. Second Read: Revised Board Policies

The Policy Committee is requesting Board approval of the following set of revised board policies. The policies were posted for review at last month's meeting. Copies of these policies are attached on pages 82-110.

1. Policy No. 301 – Creating a Position
2. Policy No. 302 – Employment of Superintendent/Assistant Superintendent
3. Policy No. 308 – Employment Contract/Board Resolution
4. Policy No. 309 – Assignment and Transfer
5. Policy No. 311 – Reduction of Staff
6. Policy No. 312 – Performance Assessment of Superintendent/Assistant Superintendent
7. Policy No. 313 – Evaluation of Employees
8. Policy No. 314 – Physical Examination
9. Policy No. 314.1 – HIV Infection
10. Policy No. 317 – Conduct/Disciplinary Procedures
11. Policy No. 319 – Outside Activities

Board approval is recommended.

*F. Second Read: New Board Policies

The Policy Committee is requesting Board approval of the following set of new board policies. The policies were posted for review at last month's meeting. Copies of these policies are attached on pages 111-116.

1. Policy No. 304 – Employment of District Staff
2. Policy No. 306 – Nontenured Employees

Board approval is recommended

XIII. Other Business

XIV. Adjournment

4885

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

A work/study session of the Bermudian Springs School Board was called to order at 7:00 p.m. on Monday, March 10, 2025, in the Middle School Learning Commons A room and via remote connection. The meeting was called to order by Vice President Brian A. Davis.

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

There were no official actions taken by the Board at this meeting.

The meeting was adjourned at approximately 8:45 p.m.

_____
Secretary

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

The regular meeting of the Bermudian Springs School Board was called to order at 7:00 p.m. on Tuesday, March 11, 2025, in the Middle School Learning Commons A room and via remote connection. Vice President Brian A. Davis 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: William Billingsley, Press; and Leigh Dalton, Solicitor

Visitors: Amy Leatherman, Parent

HEARING OF SCHEDULED DELEGATIONS OR INDIVIDUALS – None

PUBLIC COMMENT –

Amy Leatherman spoke as a parent regarding the High School Spring Musical. She gave a shoutout to all the teachers and students who participated in it.

CONSENT AGENDA –

Upon the motion of Ruth Griffie, seconded by Mary Kemper, the following items were approved under the Consent Agenda:

Approval of Minutes

February 10, 2025 – Special Meeting

Financial Reports

General Fund
Cafeteria Fund
Capital Reserve Fund
Scholarship Fund

Personnel

The Board accepted the following resignation:

1. From Jackie Noerpel, due to her retirement, effective at the end of the 2024-2025 school year.

The Board approved the following professional staff:

1. 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.

The Board approved Heather Dengler as a Volunteer Track Coach for the 2024-2025 school year.

Bus and Van Driver Approval

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

Disposal of Obsolete Equipment

The Board approved the disposal of the following equipment. A copy of the equipment list is attached to these minutes.

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

FINANCIAL REPORTS –

General Fund bills in the amount of $1,197,402.57 (copy attached) were approved for payment following a motion by Neil Tate, seconded by Matthew Nelson. Roll call vote: All members present voted Yea. Motion carried.

Cafeteria Fund bills in the amount of $116,405.23 (copy attached) were approved for payment following a motion by Neil Tate, seconded by Matthew Nelson. 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 Mary Kemper, Matthew Nelson motion, the following personnel items were approved:

1. The Board approved 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 Board approved 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 Board approved the extracurricular contract for Gregory Kline, Head Varsity Girls Tennis Coach, at a stipend of $4,450.00 for the 2025-2026 school year.

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

Chapter 339: School Counseling Plan

The Board, on a Matthew Nelson, Chad Mowery motion, approved the 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 these minutes. Roll call vote: All members present voted Yea. Motion carried.

Revised Board Policies

The Board, on a Mary Kemper, Ruth Griffie motion, approved to 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. Copies of the policies below are attached to these minutes.

1. Policy No. 301 Creating a Position
2. Policy No. 302 Employment of Superintendent/Assistant Superintendent
3. Policy No. 308 Employment Contract/Board Resolution
4. Policy No. 309 Assignment and Transfer
5. Policy No. 311 Reduction of Staff
6. Policy No. 312 Performance Assessment of Superintendent/Assistant Superintendent
7. Policy No. 313 Evaluation of Employees
8. Policy No. 314 Physical Examination
9. Policy No. 314.1 HIV Infection
10. Policy No. 317 Conduct/Disciplinary Procedures
11. Policy No. 319 Outside Activities

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

New Board Policies

The Board, on a Neil Tate, Dianna Canapp motion, approved to 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 retire each original 300/400/500 policy that is being replaced by the corresponding policy approved. Copies of the policies below are attached to these minutes.

1. Policy No. 304 Employment of District Staff
2. Policy No. 306 Employment of Summer School Staff

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

Retired Board Policies

The Board, on a Ruth Griffie, Mary Kemper motion, approved to retire the following set of board policies. Copies of the policies are attached to these minutes.

1. Policy No. 310 Abolishing a Position
2. Policy No. 316 Nontenured Employees

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

OTHER BUSINESS - None

ADJOURNMENT - The meeting was adjourned by the Vice President at 7:15 p.m.

_____
Secretary

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

Financial Summary of General Fund

BALANCE REVIEW - GENERAL FUND:

Previous Undesignated Balance - March 11, 2025	$12,293,362.85
Previous Designated Balance - March 11, 2025	$0.00
Revenue - March 12, 2025 - April 8, 2025	$1,933,597.91
Transfer from General Fund to Cafeteria Fund	$28,000.00
Expenditures - March 12, 2025 - April 8, 2025	$2,473,569.32
Expenditures - Payroll	$1,186,615.92
CURRENT BALANCE - April 8, 2025	$10,538,775.52

DISTRIBUTION OF CASH ASSETS:

ACNB Checking	$383,080.07
ACNB Money Market	$42,148.13
Payroll Checking (Interest Rec.)	$131.32
PSDLAF Investments	$3,401,357.86
PSDMAX Series	$6,712,058.14
PSDLAF Overnight Account	$0.00
	$10,538,775.52

COMPARISON OF REVENUE VS. EXPENDITURES 2024-2025

	7/1/24-3/11/25	CURRENT	ACCUM TOTAL
Revenue	$29,807,614.16	$1,933,597.91	$31,741,212.07
Expenditures	$24,990,610.82	$3,660,185.24	$28,650,796.06
		($1,726,587.33)	$3,090,416.01

CURRENT INVESTMENT STATUS:

	AMOUNT	PERCENT	TERM	DUE
ACNB Classic Money Market	$42,148.13	0.15%	***	
PSDLAF (MAX Account)	$6,712,058.14	4.188%	***	3/31/2025
PSDLAF (CD)	$3,401,357.86	4.200%	***	3/31/2025
	$10,155,564.13		*** 30 Day Yield	

INTEREST EARNED:

	Current:	To Date:
ACNB Money Market	$5.37	$47.35
ACNB General Fund Checking	$53.75	$2,218.30
ACNB Payroll Checking	$13.40	$119.74
PSDLAF CD/Pool Investments	$12,090.00	$115,138.14
PSDLAF MAX Series	$28,530.54	$228,697.04
	$40,693.06	$346,220.57

PAYROLL ACCOUNT:

7/1/24-3/11/25	CURRENT	ACCUM TOTAL
$10,182,592.05	$1,186,615.92	$11,369,207.97

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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.			10-6943-000-000-00-000-000-000-0000	69005	D50		0.00	(395.00)
RV3457900001	03/12/2025							
Desc: ADULT ED REGISTRATIONS								
RV	RV3457900001							
0904 - DEBRA TATE TAX COLLECTOR			10-6120-000-000-00-000-000-115-0000	61051	D50		0.00	(33.00)
RV3457900002	03/12/2025							
Desc: EAST BERLIN BORO TAXES								
RV	RV3457900002							
0904 - DEBRA TATE TAX COLLECTOR			10-6141-000-000-00-000-000-115-0000	61057	D50		0.00	(33.00)
RV3457900003	03/12/2025							
Desc: EAST BERLIN BORO TAXES								
RV	RV3457900003							
3585 - HUNTINGTON TOWNSHIP			10-6111-000-000-00-000-000-116-0000	61040	D50		0.00	(1,392.90)
RV3457900004	03/12/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3457900004							
3585 - HUNTINGTON TOWNSHIP			10-6120-000-000-00-000-000-116-0000	61052	D50		0.00	(60.50)
RV3457900005	03/12/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3457900005							
3585 - HUNTINGTON TOWNSHIP			10-6141-000-000-00-000-000-116-0000	61058	D50		0.00	(60.50)
RV3457900006	03/12/2025							

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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	RV3457900006							
BSATH - BERMUDIAN SPRINGS HIGH SCHOOL			10-6910-000-000-00-000-000-000-0000	69001	D50		0.00	(3,400.00)
RV3457900007	03/12/2025							
Desc: KEYSTONE SOCCER - USE OF FACILITY RENTAL								
RV	RV3457900007							
1695 - JENNIFER MILLER TAX COLLECTOR			10-6111-000-000-00-000-000-114-0000	61038	D50		0.00	(16,482.35)
RV3457900008	03/12/2025							
Desc: READING TOWNSHIP TAXES								
RV	RV3457900008							
1695 - JENNIFER MILLER TAX COLLECTOR			10-6120-000-000-00-000-000-114-0000	61050	D50		0.00	(737.00)
RV3457900009	03/12/2025							
Desc: READING TOWNSHIP TAXES								
RV	RV3457900009							
1695 - JENNIFER MILLER TAX COLLECTOR			10-6141-000-000-00-000-000-114-0000	61056	D50		0.00	(737.00)
RV3457900010	03/12/2025							
Desc: READING TOWNSHIP TAXES								
RV	RV3457900010							
1695 - JENNIFER MILLER TAX COLLECTOR			10-6112-000-000-00-000-000-114-0000	61044	D50		0.00	(1,169.39)
RV3457900011	03/12/2025							
Desc: READING TOWNSHIP TAXES								

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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	RV3457900011							
Number of Transactions: 11								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(24,500.64)**
BERM - BERMUDIAN SPRINGS SCHOOL DIST.			10-0462-271-000-00-000-000-000-0000		D51		0.00	(13,963.67)
RV3458300001	03/13/2025							
Desc: HEALTH INS PAYMENTS - MARCH/RET/PT								
RV	RV3458300001							
BERM - BERMUDIAN SPRINGS SCHOOL DIST.			10-0462-272-000-00-000-000-000-0000		D51		0.00	(1,462.50)
RV3458300002	03/13/2025							
Desc: DENTAL INS PAYMENTS - MARCH/RET/PT								
RV	RV3458300002							
BERM - BERMUDIAN SPRINGS SCHOOL DIST.			10-0462-275-000-00-000-000-000-0000		D51		0.00	(107.78)
RV3458300003	03/13/2025							
Desc: VISION INS PAYMENTS - MARCH/RET/PT								
RV	RV3458300003							
Number of Transactions: 3								
			Fund 10 - GENERAL FUND		**GEN**		**0.00**	**(15,533.95)**
0209 - COMMONWEALTH OF PA			10-7820-000-000-00-000-000-000-0000	78003	R71		0.00	(749,052.86)
RV3459600001	03/18/2025							
Desc: COMM PA WIRE - 24/25 RETIREMENT								
RV	RV3459600001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(749,052.86)**

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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		
1011 - YORK ADAMS TAX BUREAU			10-6151-000-000-00-000-000-000-0000	61026	R72		0.00	(33,712.12)
RV3461400001	03/20/2025							
Desc: YATB - FEBRUARY 2025 DISTRIBUTION								
RV	RV3461400001							
1011 - YORK ADAMS TAX BUREAU			10-6151-000-000-00-000-000-000-0000	61026	R72		0.00	(315,638.45)
RV3461400002	03/20/2025							
Desc: YATB - PRIOR YEAR'S TAX COLLECTED								
RV	RV3461400002							
Number of Transactions: 2								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(349,350.57)**
1048 - ADAMS COUNTY MAGISTRATE DISTRICT COURT 51-3-03			10-6990-000-000-00-000-000-000-0000	69003	D52		0.00	(57.36)
RV3461800001	03/21/2025							
Desc: ADAMS COUNTY MAGISTRATE - FINES								
RV	RV3461800001							
1695 - JENNIFER MILLER TAX COLLECTOR			10-6120-000-000-00-000-000-112-0000	61048	D52		0.00	(55.00)
RV3461800002	03/21/2025							
Desc: YORK SPRINGS BORO TAXES								
RV	RV3461800002							
1695 - JENNIFER MILLER TAX COLLECTOR			10-6141-000-000-00-000-000-112-0000	61054	D52		0.00	(55.00)
RV3461800003	03/21/2025							
Desc: YORK SPRINGS BORO TAXES								
RV	RV3461800003							

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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**		
3585 - HUNTINGTON TOWNSHIP			10-6111-000-000-00-000-000-116-0000	61040	D52		0.00	(15,689.39)
RV3461800004	03/21/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3461800004							
3585 - HUNTINGTON TOWNSHIP			10-6120-000-000-00-000-000-116-0000	61052	D52		0.00	(88.00)
RV3461800005	03/21/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3461800005							
3585 - HUNTINGTON TOWNSHIP			10-6141-000-000-00-000-000-116-0000	61058	D52		0.00	(88.00)
RV3461800006	03/21/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3461800006							
3585 - HUNTINGTON TOWNSHIP			10-6112-000-000-00-000-000-116-0000	61046	D52		0.00	(724.98)
RV3461800007	03/21/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3461800007							
1040 - ADAMS COUNTY TAX CLAIM BUREAU			10-6400-000-000-00-000-000-000-0000	64001	D52		0.00	(17,762.20)
RV3461800008	03/21/2025							
Desc: ADAMS COUNTY TAX CLAIM BUREAU - FEBRUARY 2025								
RV	RV3461800008							
2010 - KAREN HEFLIN - RECORDER OF DEEDS			10-6153-000-000-00-000-000-000-0000	61033	D52		0.00	(17,968.49)
RV3461800009	03/21/2025							

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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: K.HEFLIN - FEBRUARY TRANSFER TAX								
RV	RV3461800009							
PAYROLL - BERMUDIAN SPRINGS SCHOOL DISTRICT			10-0462-271-000-00-000-000-000-0000		D52		0.00	(51,981.30)
RV3461800010	03/21/2025							
Desc: BSSD-EMPLOYEE COST SHARE/SPOUSAL SURCHARGE MEDICAL								
RV	RV3461800010							
Number of Transactions: 10								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(52,488.42)**
			Fund 10 - GENERAL FUND		**GEN**		**0.00**	**(51,981.30)**
0209 - COMMONWEALTH OF PA			10-8514-000-412-00-000-000-000-0000	80005	R73		0.00	(22,622.27)
RV3462100001	03/21/2025							
Desc: COMM PA WIRE - 24/25 TITLE I (013-250031)								
RV	RV3462100001							
0209 - COMMONWEALTH OF PA			10-8517-000-430-00-000-000-000-0000		R73		0.00	(1,828.80)
RV3462100002	03/21/2025							
Desc: COMM PA WIRE - 24/25 TITLE IV (144-250031)								
RV	RV3462100002							
Number of Transactions: 2								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(24,451.07)**
0394 - J.P. HARRIS ASSOCIATES LLC.			10-6400-000-000-00-000-000-000-0000	64001	D53		0.00	(285.78)
RV3464200001	03/27/2025							
Desc: J.P.HARRIS - DELINQUENT TAX								
RV	RV3464200001							

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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		
BSATH - BERMUDIAN SPRINGS HIGH SCHOOL			10-6910-000-000-00-000-000-000-0000	69001	D53		0.00	(400.00)
RV3464200002	03/27/2025							
Desc: SOUTH CENTRAL PA SOCCER ACADEMY - USE OF FACILITY RENTAL								
RV	RV3464200002							
3915 - NATIONAL COUNCIL FOR AGRICULTURAL EDUCATION			10-1310-800-000-30-800-000-000-0000	13151	D53		0.00	(1,030.00)
RV3464200003	03/27/2025							
Desc: NATIONAL COUNCIL FOR AG ED - PO #25HS001397 OVERPAYMENT REFUND								
RV	RV3464200003							
0945 - UPPER ADAMS SCHOOL DISTRICT			10-6944-000-000-00-000-000-000-0000	60001	D53		0.00	(14,444.43)
RV3464200004	03/27/2025							
Desc: UPPER ADAMS SD - 24/25 CONSORTIUM TUITION								
RV	RV3464200004							
Number of Transactions: 4								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(15,130.21)**
			Fund 10 - GENERAL FUND		**EXP**		**0.00**	**(1,030.00)**
0209 - COMMONWEALTH OF PA			10-7310-000-000-00-000-000-000-0000	73001	R74		0.00	(324,901.00)
RV3464300001	03/27/2025							
Desc: COMM PA WIRE - 23/24 SD TRANSPORTATION								
RV	RV3464300001							
0209 - COMMONWEALTH OF PA			10-7271-000-000-00-000-000-000-0000	72007	R74		0.00	(212,034.00)
RV3464300002	03/27/2025							
Desc: COMM PA WIRE - 24/25 SD SPECIAL ED								

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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	RV3464300002							
Number of Transactions: 2								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(536,935.00)**
1043 - ACNB			10-6510-000-000-00-000-000-000-0000	65001	PR19		0.00	(13.40)
RV3466200001	03/31/2025							
Desc: ACNB PAYROLL INTEREST - MARCH								
RV	RV3466200001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(13.40)**
1043 - ACNB			10-6510-000-000-00-000-000-000-0000	65001	R75		0.00	(53.75)
RV3466300001	03/31/2025							
Desc: ACNB CHECKING INTEREST - MARCH								
RV	RV3466300001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(53.75)**
1043 - ACNB			10-6510-000-000-00-000-000-000-0000	65001	R76		0.00	(5.37)
RV3466400001	03/31/2025							
Desc: ACNB MONEY MARKET INTEREST - MARCH								
RV	RV3466400001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(5.37)**
1044 - PSDLAF			10-6510-000-000-00-000-000-000-0000	65001	R77		0.00	(28,530.54)
RV3466500001	03/31/2025							
Desc: PSDMAX INTEREST - MARCH								

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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	RV3466500001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(28,530.54)**
1044 - PSDLAF			10-6510-000-000-00-000-000-000-0000	65001	R78		0.00	(12,090.00)
RV3466600001	03/31/2025							
Desc: PSDLAF FLEX INTEREST								
RV	RV3466600001							
Number of Transactions: 1								
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(12,090.00)**
BSHS - BERMUDIAN SPRINGS HIGH SCHOOL			10-1110-610-000-30-800-000-000-0000	11150	D54		0.00	(118.00)
RV3468100001	04/02/2025							
Desc: BSHS - DESK REPAIR RESTITUTION								
RV	RV3468100001							
BSATH - BERMUDIAN SPRINGS HIGH SCHOOL			10-6910-000-000-00-000-000-000-0000	69001	D54		0.00	(300.00)
RV3468100002	04/02/2025							
Desc: DILLSBURG AREA SOCCER CLUB - USE OF FACILITY RENTAL								
RV	RV3468100002							
BSHS - BERMUDIAN SPRINGS HIGH SCHOOL			10-1243-580-000-00-000-000-000-0000		D54		0.00	(338.00)
RV3468100003	04/02/2025							
Desc: MODEL UN CLUB FIELD TRIP REIMBURSEMENT/D.BODAN								
RV	RV3468100003							
0904 - DEBRA TATE TAX COLLECTOR			10-6111-000-000-00-000-000-115-0000	61039	D54		0.00	(2,496.10)
RV3468100004	04/02/2025							

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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: EAST BERLIN BORO TAXES								
RV	RV3468100004							
0904 - DEBRA TATE TAX COLLECTOR			10-6120-000-000-00-000-000-115-0000	61051	D54		0.00	(137.50)
RV3468100005	04/02/2025							
Desc: EAST BERLIN BORO TAXES								
RV	RV3468100005							
0904 - DEBRA TATE TAX COLLECTOR			10-6141-000-000-00-000-000-115-0000	61057	D54		0.00	(137.50)
RV3468100006	04/02/2025							
Desc: EAST BERLIN BORO TAXES								
RV	RV3468100006							
3585 - HUNTINGTON TOWNSHIP			10-6111-000-000-00-000-000-116-0000	61040	D54		0.00	(3,082.83)
RV3468100007	04/02/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3468100007							
3585 - HUNTINGTON TOWNSHIP			10-6120-000-000-00-000-000-116-0000	61052	D54		0.00	(55.00)
RV3468100008	04/02/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3468100008							
3585 - HUNTINGTON TOWNSHIP			10-6141-000-000-00-000-000-116-0000	61058	D54		0.00	(55.00)
RV3468100009	04/02/2025							
Desc: HUNTINGTON TOWNSHIP TAXES								
RV	RV3468100009							

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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		
0508 - LINCOLN INTERMEDIATE UNIT #12			10-8512-000-000-00-000-000-000-0000		D54		0.00	(3,825.00)
RV3468100010	04/02/2025							
Desc: LIU #12 - 24/25 IDEA SECTION 619 PASS THRU								
RV	RV3468100010							
0508 - LINCOLN INTERMEDIATE UNIT #12			10-6839-000-000-00-000-000-000-0000	68001	D54		0.00	(9,560.54)
RV3468100011	04/02/2025							
Desc: LIU #12 - PRIOR YEARS ACCESS COST SETTLEMENT								
RV	RV3468100011							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0402-000-000-00-000-000-000-0000		D54		0.00	(38,083.71)
RV3468100012	04/02/2025							
Desc: BSSD CAFE - GROSS PAYROLL/FEBRUARY 2025								
RV	RV3468100012							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-211-000-00-000-000-000-0000	04006	D54		0.00	(5,924.13)
RV3468100013	04/02/2025							
Desc: BSSD CAFE - HEALTH INS/FEBRUARY 2025								
RV	RV3468100013							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-212-000-00-000-000-000-0000	04007	D54		0.00	(348.75)
RV3468100014	04/02/2025							
Desc: BSSD CAFE - DENTAL INS/FEBRUARY 2025								
RV	RV3468100014							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-213-000-00-000-000-000-0000		D54		0.00	(12.90)
RV3468100015	04/02/2025							

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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 - LIFE INS/FEBRUARY 2025								
RV	RV3468100015							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-215-000-00-000-000-000-0000		D54		0.00	(41.98)
RV3468100016	04/02/2025							
Desc: BSSD CAFE - VISION INS/FEBRUARY 2025								
RV	RV3468100016							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-220-000-00-000-000-000-0000		D54		0.00	(2,873.29)
RV3468100017	04/02/2025							
Desc: BSSD CAFE - SOCIAL SECURITY/FEBRUARY 2025								
RV	RV3468100017							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-7810-000-000-00-000-000-000-0000	78002	D54		0.00	1,436.64
RV3468100018	04/02/2025							
Desc: BSSD CAFE - SOCIAL SECURITY/FEBRUARY 2025								
RV	RV3468100018							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-0462-230-000-00-000-000-000-0000		D54		0.00	(12,910.42)
RV3468100019	04/02/2025							
Desc: BSSD CAFE - RETIREMENT/FEBRUARY 2025								
RV	RV3468100019							
0078 - BERMUDIAN SPRINGS S.D. CAFETERIA FUND			10-7820-000-000-00-000-000-000-0000	78003	D54		0.00	6,455.21
RV3468100020	04/02/2025							
Desc: BSSD CAFE - RETIREMENT/FEBRUARY 2025								
RV	RV3468100020							

TRANSACTION LEDGER

Year: 25 From 3/12/2025 to 4/8/2025 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			10-2360-530-000-00-000-000-000-0000	23178	D54		0.00	(42.03)
RV3468100021	04/02/2025							
Desc: BSSD CAFE - CELL PHONE/FEBRUARY 2025								
RV	RV3468100021							
Number of Transactions: 21								
			Fund 10 - GENERAL FUND		**EXP**		**0.00**	**(498.03)**
			Fund 10 - GENERAL FUND		**REV**		**0.00**	**(11,757.62)**
			Fund 10 - GENERAL FUND		**GEN**		**0.00**	**(60,195.18)**
Transaction Type RV Totals: 61							**0.00**	**(1,933,597.91)**

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

BALANCE REVIEW - CAFETERIA FUND:

Previous Balance - February 28, 2025	($78,191.97)
Revenue - March 1, 2025 - March 31, 2025	$98,713.62
Transfer from General Fund to Cafeteria Fund	$28,000.00
Expenditures - Payroll for March 2025	$59,571.40
Expenditures - March 1, 2025 - March 31, 2025	$92,827.89
CURRENT BALANCE March 31, 2025	($103,877.64)

DISTRIBUTION OF CASH ASSETS:

NOW Checking Account	($103,877.64)
PSDMAX Series	$0.00
	($103,877.64)

COMPARISON OF REVENUES VS EXPENDITURES 2024-2025

	7/1/24-2/28/25	CURRENT	ACCUM TOTAL
Revenues	$600,762.99	$98,713.62	$699,476.61
Expenditures	$866,289.86	$152,399.29	$1,018,689.15
		($53,685.67)	($319,212.54)

INTEREST EARNED:

	Current	To Date
NOW Checking Account	$4.17	$29.42
	$4.17	$29.42

FUND BALANCE ESTIMATE: March 1, 2025 - March 31, 2025

Cash and Investments on Hand	($103,877.64)
Fed/State Reimbursement (March) -	$104,613.33
Total Revenue Estimate.....	**$735.69**
Total Expense Estimate.....	$0.00
TOTAL ESTIMATED FUND BALANCE (LESS BENEFITS DUE)	**$735.69**

TRANSACTION LEDGER

Year: 25 From 3/1/2025 to 3/31/2025 Funds: 50

Sort: Transaction Type, Batch, Batch Count

Vendor / Trans #	Transaction Number / Trans Date	PO # / Invoice #	Account Code / Invoice Date	ASN	Jrnl/Rev Ctrl #	Pymt # / Pymt Date	Enc/Liq	Expd/Rcvd
			50-7600-000-000-00-000-000-000-0000	76001	R732		0.00	(2,697.36)
RV3463500001	03/26/2025							
Desc: FED/STATE RMBRSMT (FEB)								
RV	RV3463500001							
			50-7600-000-720-00-000-000-000-0000	76002	R732		0.00	(7,438.71)
RV3463500002	03/26/2025							
Desc: FED/STATE RMBRSMT (FEB)								
RV	RV3463500002							
			50-8531-000-000-00-000-000-000-0000	85001	R732		0.00	(57,065.74)
RV3463500003	03/26/2025							
Desc: FED/STATE RMBRSMT (FEB)								
RV	RV3463500003							
			50-8531-000-720-00-000-000-000-0000	85003	R732		0.00	(11,734.44)
RV3463500004	03/26/2025							
Desc: FED/STATE RMBRSMT (FEB)								
RV	RV3463500004							
Number of Transactions: 4								
			Fund 50 - ENTERPRISE FUND		**REV**		**0.00**	**(78,936.25)**
			50-6510-000-000-00-000-000-000-0000		R736		0.00	(4.17)
RV3468000001	03/31/2025							
Desc: ACNB BANK INTEREST - MARCH 2025								
RV	RV3468000001							
Number of Transactions: 1								
			Fund 50 - ENTERPRISE FUND		**REV**		**0.00**	**(4.17)**
			50-0480-000-000-00-000-000-000-0000		R737		0.00	(5,973.55)

TRANSACTION LEDGER

Year: 25 From 3/1/2025 to 3/31/2025 Funds: 50

Sort: Transaction Type, Batch, Batch Count

Vendor / Trans #	Transaction Number / Trans Date	PO # / Invoice #	Account Code / Invoice Date	ASN	Jrnl/Rev Ctrl #	Pymt # / Pymt Date	Enc/Liq	Expd/Rcvd
RV3468200001	03/31/2025							
Desc: ACNB CAFE DEP - MARCH 2025								
RV	RV3468200001							
Number of Transactions: 1								
			Fund 50 - ENTERPRISE FUND		**GEN**		**0.00**	**(5,973.55)**
			50-0480-000-000-00-000-000-000-0000		R738		0.00	(13,799.65)
RV3468300001	03/31/2025							
Desc: SCHOOLCAFE ONLINE PYMT								
RV	RV3468300001							
Number of Transactions: 1								
			Fund 50 - ENTERPRISE FUND		**GEN**		**0.00**	**(13,799.65)**
Transaction Type RV Totals: 7							**0.00**	**(98,713.62)**

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

Financial Summary of Capital Reserve Fund

BALANCE REVIEW - CAPITAL RESERVE FUND:

Previous Balance - March 11, 2025	$1,025,050.70
Revenue - March 12, 2025 - April 8, 2025	$488.56
Expenditures - March 12, 2025 - April 8, 2025	$12,100.00
CURRENT BALANCE - April 8, 2025	$1,013,439.26

DISTRIBUTION OF CASH ASSETS:

ACNB Super NOW Checking Account	$897,335.34
PSDLAF Investments	$0.00
PSDMAX Series	$116,103.92
PSDLAF Overnight Account	$0.00
	$1,013,439.26

CURRENT INVESTMENT STATUS:

	AMOUNT	PERCENT	TERM	DUE
PSDLAF CD Pool Investment				
PSDLAF (MAX Account)	$116,103.92	4.188%	***	
PSDLAF (Overnight Account)	$0.00	0.000%	***	

*** 30 Day Yield

INTEREST EARNED:

	Current:	To Date:
Checking Super Now Account	$77.04	$366.66
PSDLAF MAX Series	$411.52	$3,948.90
PSDLAF Overnight Account	$0.00	$0.00
PSDLAF Investment	$0.00	$0.00
	$488.56	$4,315.56

CAPITAL RESERVE FUND REVENUES:

ACNB Checking Interest	$77.04
PSDLAF/MAX Investment	$411.52
Fund Transfers (General)	$0.00
	$488.56

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania 17372-8807

Financial Summary of Scholarship Fund

BALANCE REVIEW - SCHOLARSHIP FUND:

Previous Balance - March 11, 2025	$54,034.86
Revenue	$4.59
Expenditures	$0.00
CURRENT BALANCE - April 8, 2025	$54,039.45

DISTRIBUTION OF CASH ASSETS:

ACNB Checking	$54,039.45
	$54,039.45

INTEREST EARNED:

	Current:	Accum Total
Checking Account	$4.59	$29.64
		$29.64

SCHOLARSHIP FUND REVENUES:

ACNB Checking	$4.59
	$4.59

SCHOLARSHIP FUND EXPENDITURES:

SCHOLARSHIP ACCOUNT BALANCE SUMMARY:

Bermudian Alumni Award	$1,500.74
Max Kaufman	$691.09
Jordan C. Selfe	$0.00
William E. Smith	$34,035.32
W. Roy Starry	$6,576.36
Lloyd W. Wagener	$2,747.92
Jessica D. Webb	$5,893.19
Taylor Zimmerman	$2,594.83
	$54,039.45

Bermudian Springs Elementary School

Activities Account

January 1, 2025 to March 31, 2025

Catagories	Opening Balance	Credits	SubTotal	Expenses	Balance
Office Account	$ 10,078.64	$ 1,083.45	$ 11,162.09	$ -	$11,162.09
Library Account	$ 18,676.33	$ -	$ 18,676.33	$ 3,360.00	$15,316.33
Music Account			$ -		$ -
Field Trips Account	$ 6,201.87	$ 712.20	$ 6,914.07	$ 977.00	$ 5,937.07
Guidance Account	$ 607.34	$ -	$ 607.34	$ 349.00	$ 258.34
Social Club Account	$ 357.53	$ -	$ 357.53		$ 357.53
Grand Total	$ 35,921.71	$ 1,795.65	$ 37,717.36	$ 4,686.00	$33,031.36

Bermudian Springs Middle School
York Springs, Pennsylvania 17372

QUARTERLY ACTIVITY FUND REPORT

January 1, 2025 - March 31, 2025

	Account Number	Previous Balance	Receipts	Expenses	Balance
Peer Helpers Account	101	$7,391.73	$0.00	$0.00	$7,391.73
Clearing Account	102	$15.43	$379.09	$0.00	$394.52
Band & Chorus Account	103	$1,583.78	$0.00	$0.00	$1,583.78
Library Account	104	$3,317.91	$0.00	$0.00	$3,317.91
Memory Book Account	105	$4,501.01	$1,600.00	$2,223.90	$3,877.11
Student Council Account	106	$592.58	$0.00	$0.00	$592.58
Performing Arts Account	107	$12,560.76	$373.65	$1,094.00	$11,840.41
Office Account	108	$4,838.55	$43.89	$912.00	$3,970.44
Gym Uniform Account	109	$753.19	$0.00	$0.00	$753.19
Art Account	110	$1,139.97	$0.00	$0.00	$1,139.97
Totals of Accounts		$36,694.91	$2,396.63	$4,229.90	$34,861.64

BERMUDIAN SPRINGS HIGH SCHOOL

Activity Account 2024-2025

ACTIVITY ACCOUNT		Quarterly: January 1, 2025 to March 31, 2025			
ACCOUNT NAME	PREVIOUS BAL	EXPENSES	INCOME	BALANCE	
ART HONOR SOCIETY (Nat'l)	$4,447.13	$389.75	$130.00	$4,187.38	
BAND	$5,950.48		$750.00	$6,700.48	
BASEBALL	$6,077.00	$925.76	$1,672.74	$6,823.98	
BERM BREW	$1,484.81			$1,484.81	
BIBLE CLUB	$187.85			$187.85	
BOYS BASKETBALL	$2,436.03	$2,365.00	$35.06	$106.09	
BOYS SOCCER	$1,477.74			$1,477.74	
CALLIGRAPHY CLUB	$71.53			$71.53	
CHEERLEADERS	$977.74			$977.74	
CHOIR CLUB	-$33.89	$163.20		-$197.09	
CLASS OF 2023	$0.00			$0.00	
CLASS OF 2024	$2,107.63			$2,107.63	
CLASS OF 2025	$8,201.59	$6,321.17	$20,160.84	$22,041.26	
CLASS OF 2026	$13,561.35	$5,361.82	$3,746.00	$11,945.53	
CLASS OF 2027	$5,749.25	$1,406.50	$3,312.00	$7,654.75	
CLASS OF 2028	$4,685.55			$4,685.55	
CLEARING ACCT	$879.47	$811.92	$812.89	$948.51	
CROSS COUNTRY	$351.87			$351.87	
ESPORTS	$2,842.70			$2,842.70	
FBLA	$1,498.79	$1,808.00	$261.55	-$47.66	
FCCLA	-$102.11			-$102.11	
FFA	$13,696.66	$2,048.46	$1,386.00	$13,034.20	
FIELD HOCKEY	$3,320.21	$1,081.21	$2,802.51	$5,041.51	
FOOTBALL CLUB	$954.50	$350.00	$7,332.50	$7,937.00	
FRENCH CLUB	$525.31			$525.31	
GIRLS BASKETBALL	$754.67	$135.00	$1,950.75	$2,570.42	
GIRLS SOCCER	$371.59	$1,424.79	$1,105.00	$51.80	
GIRLS WRESTLING	$300.00	$1,361.26	$1,202.00	$140.74	
GOLF	$327.60			$327.60	
GREENHOUSE	$932.45	$2,145.72	$2,976.00	$1,762.73	
LEO CLUB	$2,504.46	$403.19	$90.00	$2,191.27	WAS INTERACT CLUB
MODEL UN CLUB	$962.00	$420.00		$542.00	
MUSICAL (Student)	$4,320.79	$23,631.80	$27,102.48	$7,791.47	
NAT'L HONOR SOC	$1,972.73	$233.40	$1,240.00	$2,979.33	
PEER MEDIATORS	$9,403.99	$108.12	$2,352.18	$11,716.12	
PRESS CLUB	$1,087.36			$1,087.36	
QUIZ BOWL CLUB	$2,069.00		$106.60	$2,175.60	
RECYCLE CLUB	$1,197.35			$1,197.35	
ROBOTICS CLUB	$5,070.77			$5,070.77	
S.A.F.E	$539.14			$539.14	
SCIENCE CLUB	$0.00			$0.00	
SOFTBALL CLUB	$916.01	$469.61	$469.61	$916.01	
SPANISH CLUB	$651.94			$651.94	
STUDENT COUNCIL	$13,755.87	$8,564.15	$2,745.03	$7,936.75	
STUDENT TRAINERS	$235.95			$235.95	
TECH & GRAPHICS	$12,868.88	$1,200.96	$1,058.00	$12,725.92	
TENNIS CLUB - BOYS	$448.99	$336.01	$1,016.00	$1,128.98	
TENNIS CLUB - GIRLS	$45.63			$45.63	
TRACK CLUB	$2,238.73	$826.45	$1,770.00	$3,182.28	
TRY	$1,232.42	$364.73	$60.00	$927.69	
WOODWORKING	$14.55	$2,625.19	$2,645.00	$34.36	
VARSITY CLUB	$0.00			$0.00	
VOLLEYBALL CLUB	$1,746.04		$4,464.00	$6,210.04	
WRESTLING	$6,319.92	$6,886.46	$6,048.00	$5,481.46	
YEARBOOK	$2,415.17		$1,000.00	$3,415.17	
YOUTH COALITION	$10,064.29			$10,064.29	
TOTALS	$166,117.48	$74,169.63	$101,802.74	$193,886.73	

$27,633.11

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, PA 17372-8807
Athletic Account

QUARTERLY REPORT
January 1, 2025 thru March 31, 2025

Previous Balance	Expenses	Receipts	Balance
$122,243.10	$16,391.00	$16,988.71	$122,840.81

Bermudian Springs School District

Shelly Moore <smoore@bermudian.org>

Fwd: Resignation

1 message

David Cook <dcook@bermudian.org> Thu, Apr 3, 2025 at 6:09 AM
To: Shelly Moore <smoore@bermudian.org>, Justin Peart <jpeart@bermudian.org>

Hi Dave,

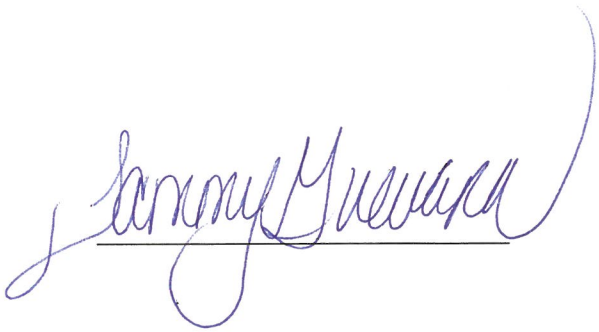
It is with a sad heart that I am resigning from my role as a Custodian at Bermudian Springs School District. This is my formal resignation. My last day will be April 16th, 2025. Thank you for all that you've done for me and I hope to work with you again in the future.

Thank you,

Grayson Deyarmin

April 1, 2025

I Tammy Guevara, am resigning my position at Bermudian Springs School District affective immediately.



March 13, 2025

This letter is to confirm that I am resigning from my position as Application Specialist at Bermudian Springs School District at the end of the current school year. My final day will be Friday, May 23, 2025. I've appreciated the opportunities I had to learn and grow here and wish the District success in the future.

Sincerely,
Joshua A Pepoli

March 11th 2025

Bermudian Springs School District
7335 Carlisle Pike
York Springs, PA 17372

Dear Bermudian Springs School District Administration,

I am writing this letter to inform you that I will be resigning from my 2nd grade teaching position at Bermudian Springs Elementary effective at the conclusion of the 2024-2025 school year.

I wish the school district all the best.

Respectfully,



Morgan A. Seifert

Book	Policy Manual
Section	300 Employees
Title	Political Activities
Code	321
Status	First Reading

Authority

The Board recognizes and encourages the right of **all** employees, as citizens, to engage in political activity. However, district time, **resources,** property **or equipment,** paid for by **taxpayers,** may not be used for political purposes **by district employees** when performing assigned duties.

Employees shall not engage in political activities during assigned **work** hours on property under the jurisdiction of the Board.[1]

Outside an employee's assigned work hours, employees shall not engage in political activities on property under the jurisdiction of the Board unless permission has been granted for that purpose through Board policy 707, Use of Facilities.[2]

The Board establishes the following non-exclusive list to clarify what activities are not appropriate during work hours on district property:

1. **The collection of and/or the solicitation of campaign funds or campaign workers is prohibited on school property.**
2. **The use of pupils for writing or addressing political materials or the distribution of such materials to or by pupils is prohibited.**

The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when **applicable to the curriculum and** appropriate to classroom studies.

2. Conduct of student elections and connected campaigning.

3. Conduct of employee representative elections.

Violations of this policy may constitute cause for disciplinary action, up to and including termination. Disciplinary action(s) for violation(s) related to political activities shall be in accordance with Board policies and federal and state laws and regulations.

Legal 1. 24 P.S. 510

Cross References Pol. 707

Book	Policy Manual
Section	300 Employees
Title	Gifts
Code	322
Status	First Reading

Authority

The Board considers the acceptance of gifts by any **employees to be** an undesirable practice.

It is the policy of the Board that staff members not accept gifts of significant value, **as determined by the immediate supervisor**.[1]

The Board shall welcome appropriate letters to staff members expressing gratitude or appreciation by students and parents/guardians.

Delegation of Responsibility

The Superintendent **or designee** may approve acts of generosity to individual **district employees** in unusual situations, **but shall report such instances to the Board on a timely basis**.

Legal 1. 24 P.S. 510

Book	Policy Manual
Section	300 Employees
Title	Tobacco and Vaping Products
Code	323
Status	First Reading

Purpose

The Board recognizes that tobacco **and vaping products, including the product marketed as Juul and other electronic cigarettes,** present a health and safety hazard that can have serious consequences for users, nonusers **and the school environment. The purpose of this policy is to regulate use of tobacco and vaping products, including Juuls and other electronic cigarettes, by district employees and contracted personnel**.

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[1][2]

1. **Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus**.

2. **Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah**.

3. **Any product containing, made or derived from either**:

    a. **Tobacco, whether in its natural or synthetic form; or**

    b. **Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product**.

4. **Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately**.

The term tobacco product does <u>not</u> include the following:[1][2]

1. **A product that has been approved by the United States Food and Drug Administration for sale as a tobacco** cessation **product or for other therapeutic**

purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.

2. **A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the district to maintain a drug-free workplace, at which marijuana of any kind is prohibited.*** [3][4]

Authority

The Board prohibits use of tobacco **and vaping products, including the product marketed as Juul and other e-cigarettes, by district employees and contracted personnel at any time** in a school building; **on school** buses or **other** vehicles that are owned, leased or controlled by the school district; **or on** property **owned, leased or controlled by the school district**.[2][5][6]

The Board also prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by district employees at any time while responsible for the supervision of students during school-sponsored activities that are held off school property.[2]

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by district employees and contracted personnel of legal age.

The Board deems it to be a violation of this policy for any district employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student.[1]

Delegation of Responsibility

The **Superintendent or designee** shall notify employees **and contracted personnel** about the **Board's** tobacco **and vaping products** policy by publishing **information** in handbooks, newsletters, **posters,** and other efficient methods **such as** posted notices, **signs and on the district website**.[2]

Violations of this policy may result in disciplinary action, up to and including termination. Tampering with devices installed to detect the use of tobacco products shall be deemed a violation of this policy and the employee shall be subject to disciplinary action up to and including termination.

Reporting

Office for Safe Schools Report –

The Superintendent shall annually, by July 31, report incidents of **prohibited** possession, use or sale of tobacco **and vaping products, including Juuls or other e-cigarettes,** on school property to the Office **for** Safe Schools on the required form.[7][8]

Law Enforcement Incident Report –

The Superintendent or designee may report incidents involving the sale of tobacco and vaping products, including Juuls or other e-cigarettes, to anyone under 21 by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has

jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[1][2][3][7][8][9][10][11]

Legal

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 317
4. Pol. 351
5. 20 U.S.C. 7973
6. Pol. 818
7. 24 P.S. 1303-A
8. Pol. 805.1
9. 22 PA Code 10.2
10. 22 PA Code 10.22
11. 24 P.S. 1302.1-A

20 U.S.C. 7971 et seq

Book	Policy Manual
Section	300 Employees
Title	Personnel Files
Code	324
Status	From PSBA

Authority

Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an **administrative, professional or support** employee of the district.

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with **Board** policies, **administrative regulations,** rules **and procedures;** and evidence of completed evaluations.[1]

Delegation of Responsibility

The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare **administrative regulations** defining the material to be incorporated into personnel files.

Guidelines

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[2][3]

Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

Personnel records shall be available to the Board but only as required in the performance of its designated functions as a **School** Board and as approved by a majority vote of the Board.

Personnel files shall be reviewed at intervals established by the district, and material no longer required shall be destroyed.[4]

Administrative, professional **and** support employees shall have access to their own file. Information relative to confidential employment references/recommendations **are not part of the personnel file and** shall not be available for review by the employee.[5][6]

Employees **may** be required to provide or aid in the acquisition of information to complete or revise personnel records, at the request of the Superintendent or designee.

Title I Schools

In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.[7][8][9][10]

The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.[7][8][9]

In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.[7][10][11]

Legal

1. 24 P.S. 510
2. 42 U.S.C. 2000ff et seq
3. 42 U.S.C. 12112
4. Pol. 800
5. 43 P.S. 1321
6. 43 P.S. 1322
7. 20 U.S.C. 6311
8. 20 U.S.C. 7801
9. 22 PA Code 403.4
10. Pol. 304
11. 22 PA Code 403.5

24 P.S. 111
22 PA Code 8.1 et seq
23 Pa. C.S.A. 6301 et seq
43 P.S. 1321 et seq
42 U.S.C. 12101 et seq
8 CFR 274a.2

Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming
Code	325
Status	From PSBA

Authority

Administrative, professional **and support** employees set an example in dress and grooming for students and the **school** community. **Employees' dress should reflect their professional status and** encourage respect for authority **in order to** have a positive **influence on** the district's programs and operations.

The Board has the authority to specify reasonable dress and grooming **requirements,** within law, **for all district employees to** prevent an adverse impact on the educational programs and district operations.[1]

When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with **assigned** job **responsibilities**.

Employees shall be groomed so that their hair style does not cause a safety or health hazard.

Support employees **may** be required to **wear a** designated work uniform and/or utilize safety gear **when performing assigned duties**.

Delegation of Responsibility

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.

Legal 1. 24 P.S. 510

Book	Policy Manual
Section	300 Employees
Title	Compensation Plans/Salary Schedules
Code	328
Status	From PSBA

Authority

The Board shall approve compensation plans, individual contracts and salary schedules for administrative, professional **and support** employees.

The **administrative compensation plan shall be** determined **through a good faith, meet and discuss procedure with designated administrators upon written request of a majority of district administrators**.[1]

Salary schedules **approved by the Board** shall be in accordance with those specified in **applicable** collective bargaining agreements and/or Board **resolutions**.

Salary schedules shall be used to set compensation for new and inexperienced employees and for experienced employees new to the district, and salary adjustments that result from earning advanced degrees while employed by the district or required by law.[1][2][3][4][5][6][7]

Delegation of Responsibility

Implementation of the administrative compensation plan, individual contracts, **collective bargaining agreements and Board resolutions regarding employee salaries shall be the responsibility of the** Superintendent and/or Assistant Superintendent.

The Superintendent is authorized to credit past experience **of a candidate when** determining salary.[8]

Legal

1. 24 P.S. 1164
2. 24 P.S. 1075
3. 24 P.S. 1077
4. 24 P.S. 1089
5. 24 P.S. 1141-1152
6. 24 P.S. 1162
7. 24 P.S. 406
8. 24 P.S. 1149

Book	Policy Manual
Section	300 Employees
Title	Overtime
Code	330
Status	From PSBA

Authority

In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.

In accordance with **federal and state law** and this policy, **applicable collective bargaining agreement or individual contract,** overtime shall be paid for work in excess of the established workday or workweek for each **classification** of support employees.[1][2]

No overtime shall be scheduled or worked without prior approval of the immediate supervisor.

Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of **forty (40) hours per week (including the difference between the normal workweek and forty (40) hours)**.[1][2]

For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law.

Any conflict between this policy and applicable collective bargaining agreement or individual contract shall be reported promptly to the Board.

Legal

1. 29 U.S.C. 207
2. 43 P.S. 333.104
34 PA Code 231.41
34 PA Code 231.42
34 PA Code 231.43
43 P.S. 333.101 et seq
29 U.S.C. 201 et seq
29 CFR Part 778

Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
Code	331
Status	From PSBA

Authority

The Board shall reimburse administrative, professional and support employees **for** the actual and necessary expenses, including travel expenses, **they** incur in the course of performing services for the district, in accordance with Board policy.[1]

Delegation of Responsibility

The validity of payments for job related expenses **for all district employees** shall be determined by the Superintendent or designee.

The Superintendent or designee shall **develop administrative regulations** for **approval and** reimbursement **of job related expenses, including** travel expenses, which shall **require employees to provide adequate documentation of expenses**.

Guidelines

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the immediate supervisor.

Use of a personal vehicle for approved purposes is reimbursable at the rate per mile approved by the Board.

Use of a personal vehicle requires that liability insurance be provided by the employee.

Actual and necessary expenses **incurred when attending** functions outside the district shall be reimbursed to an employee if approval has been obtained in advance from the Board or Superintendent.[1]

Attendance at approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

Legal

1. 24 P.S. 517
2. Pol. 309.1
3. Pol. 624

Pol. 626.1

Book	Policy Manual
Section	300 Employees
Title	Working Periods
Code	332
Status	From PSBA

Authority

Work schedules required **for administrative,** professional **and** support **employees** shall be clearly specified to ensure regular **attendance by employees and consistent** operation of the district.

The Board has the authority and responsibility to determine the hours **and days** during which district programs and services shall be available to students and the community, consistent with **the administrative compensation plan, individual contracts,** applicable collective bargaining agreements, **and Board resolutions**.[1][2][3][4]

The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.[4][5][6]

Delegation of Responsibility

The Superintendent or designee shall develop administrative **regulations** to ensure **district employees are informed of and adhere to their assigned** work schedules.

Professional personnel shall have a duty-free lunch period of not less than thirty (30) minutes. [2]

Staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.

All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

Legal

1. 24 P.S. 510
2. 24 P.S. 1504
3. Pol. 804
4. Pol. 803

5. 24 P.S. 520.1

6. Pol. 805

Pol. 318

Book	Policy Manual
Section	300 Employees
Title	Professional Development
Code	333
Status	

Authority

Continuing professional study and professional development **for** administrative, professional **and support employees** are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board **directs district** employees to further their professional and personal advancement through graduate study, conference attendance and professional development activities.[1][2][3]

Guidelines

Graduate/Special Courses

Only courses of study that are pre-approved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, **or** collective bargaining agreement **and when** pre-approved by the Superintendent.

All eligible employees shall submit **annually a record and description of the attainment of approved credits to the Superintendent**.

Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon **documentation of** satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, **or Board resolution**.[4][5]

Induction Plan

The district shall comply with Department of Education **requirements when** developing and maintaining an induction plan for first-year teachers, **long-term substitutes hired for a position for forty-five (45) days or more, educational specialists** and teachers new to the district. **The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction**

plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[6][7][8]

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[9][10]

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[9]

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.[2][11]

The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan **shall be** designed to meet the educational needs of the district and its **certificated administrative and professional** employees; specify approved courses, programs, activities and learning experiences, including **training on subjects required by law, regulations and Board policy;** and identify approved providers. **Prior to** approval **by the** Board **and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days**.[2][7][8][11]

The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.[2]

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.[3]

If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.[3]

Trauma-Informed Approach Education -

The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.[2][12][13]

The district shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:[12][13]

1. **Recognition of the signs of trauma in students**.

2. **Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support**.

3. **Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma**.

4. **The district's policies regarding trauma-informed approaches**.[14]

5. **The district's policies regarding connecting students with appropriate services**. [15][16][17]

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches.[13][18]

NOTES:

Attendance at seminars belongs in 331.

Induction Plans - 22 PA Code Sec. 49.16 states that induction plans are required for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, and educational specialists; school entities may require teachers new to the school entity to participate in the induction program also. PSBA language is written as a best practice, but the school entity may revise this language based on their practices for newly hired teachers.

Language on making the professional education and induction plans available at "the nearest public library" is included in the official sign-off sheet for PDE's comprehensive planning tool. Chapter 4 Regulations only require the plans to be made available for public inspection and comment, generally.

Legal

1. 24 P.S. 517
2. 24 P.S. 1205.1
3. 24 P.S. 1205.2
4. 24 P.S. 1144
5. 24 P.S. 1151
6. 22 PA Code 49.16
7. 22 PA Code 4.13
8. Pol. 100
9. 24 P.S. 1205.5
10. 24 P.S. 1217
11. 22 PA Code 49.17
12. 24 P.S. 102
13. 24 P.S. 1205.7
14. Pol. 146.1
15. Pol. 146
16. Pol. 209
17. Pol. 236

18. 20 U.S.C. 7801

24 P.S. 1205.6

24 P.S. 1311-B

Pol. 806

Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334
Status	From PSBA

Authority

Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused leave shall be cumulative.[1]

Board policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused leave shall be cumulative.

The Board reserves the right to require any employee claiming **paid or unpaid** sick leave to submit sufficient proof, including **documentation from a licensed** physician, **certified registered nurse practitioner or a licensed physician assistant,** of the employee's illness, disability **or need to quarantine**.[1][2]

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[3]

The Board shall consider the **written request** of any eligible employee for an extension of sick leave, **with or** without pay, when the employee's own accumulated sick leave **or other paid or unpaid leave** has been exhausted, pursuant to law **or collective bargaining agreement provisions** where applicable.[1][2]

The Board approves the use of Sick Leave Banks, and directs the Superintendent or designee to establish administrative regulations or procedures to ensure they are operated in accordance with the provisions of law, Board policy and an applicable administrative compensation plan, collective bargaining agreement, or Board resolution.

Delegation of Responsibility

The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

Records

The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.[1][2]

A record shall be made of the unused sick leave days accumulated by each **district** employee, which shall be reported to the employee.[1][2]

The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement **or** death of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement **or Board resolution**.

Legal

1. 24 P.S. 1154

2. 24 P.S. 510

3. Pol. 317

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: STAFF COMMUNICATION

ADOPTED: March 14, 2006

REVISED:

	326. STAFF COMMUNICATION
1. Purpose	The Board encourages vertical and horizontal communication within the school organization. Administrative employees are encouraged to make known their suggestions for improvement in a professional manner, following the chain of command.
2. Delegation of Responsibility	All official communications between the Board and district employees shall be through the Superintendent, except negotiations and the grievance procedure included in the collective bargaining agreement. Principals, Director of Special Education and Assistant Superintendent shall report directly to the Superintendent; all assistant principals shall report to their respective principal.
3. Guidelines	No Board policy shall be interpreted to restrict informal or casual conversations between or among staff members at any levels of the district. Administrative employees registering formal complaints regarding their assignments and/or responsibilities shall follow the chain of command. Matters of concern should be discussed first with the employee's immediate supervisor and appealed to higher levels, if necessary. Employees shall have the right to appeal a decision by the immediate supervisor to the Superintendent. Employees shall have the right to appeal the Superintendent's decision to the Board.

No. 327

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: MANAGEMENT TEAM

ADOPTED: March 14, 2006

REVISED:

327. MANAGEMENT TEAM

1. Purpose

The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications; decision-making; conflict resolution; and other relationships among the members of the Team.

2. Authority
SC 510

While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board to make decisions, as prescribed by law.

3. Definitions

Management Team Concept - is a means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.

Management Team - is composed of the Superintendent and administrative, supervisory, and administrative support personnel who have significant responsibilities for:

1. Formulating or implementing district policies and procedures or programs.
2. Recommending employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation, or discipline of employees.
3. Directing and supervising other employees.
4. Evaluating employees.
5. Adjusting complaints.

Management Employees - refers to members of the Management Team.

4. Guidelines	The objectives of the district's Management Team are: 1. To provide input into policies, procedures and rules that directly affect management employees in the administration of the school district. 2. To provide a means of addressing the economic and welfare concerns of management employees.
5. Delegation of Responsibility	The Superintendent shall prepare administrative guidelines for the operation of the Management Team. Such guidelines shall provide that: 1. Management Team meetings will include all management employees. 2. The Management Team shall address itself to appropriate concerns identified by a consensus of the members of the Team. 3. Concerns of the Management Team will include but not be limited to district budget, curriculum, personnel management, and welfare of management employees. 4. The Management Team will meet on a regular basis and when requested with the Board or its representatives. 5. Actions of all members of the Management Team shall be consistent with professional and ethical standards adopted by professional management associations.

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 03/12/2025 - 04/08/2025

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
0000023724	03/12/2025	MEMBERS 1ST FCU	CREDIT CARD CHARGES		6,826.41
0000023725	03/13/2025	AMAZON CAPITAL SERVICES	SOFTBALL SUPPLIES	SUPPLIES	2,600.68
0000023726	03/14/2025	4 THROWS	TRACK & FIELD SUPPLIES		608.98
0000023727	03/14/2025	A.P.R. SUPPLY COMPANY	HS HOT WATER TANK		148.52
0000023728	03/14/2025	AMERICHEM INTERNATIONAL	SUPPLIES		559.61
0000023729	03/14/2025	BUCKS COUNTY IU #22	SERVICE		3,456.00
0000023730	03/14/2025	CAPITAL ELECTRIC	SUPPLIES		211.82
0000023731	03/14/2025	CAPITAL ONE	SUPPLIES		135.76
0000023732	03/14/2025	CASHMAN'S ACE HARDWARE	SUPPLIES		220.03
0000023733	03/14/2025	COMMONWEALTH CHARTER ACADEMY	CYBER CHARTER		82,304.05
0000023734	03/14/2025	DIRECT ENERGY BUSINESS	24/25 MONTHLY ELECTRIC GENERATION		21,174.64
0000023735	03/14/2025	E & B TRANSPORTATION CO.	TRANSPORTATION		2,635.50
0000023736	03/14/2025	GETTYSBURG MONTESSORI CHARTER SCHOOL	RECON		24,394.68
0000023737	03/14/2025	G-FORCE SECURITY SOLUTIONS LLC	SERVICE		3,928.40
0000023738	03/14/2025	HILLYARD/MID-ATLANTIC	MAINTENANCE SUPPLIES/DIST		1,379.70
0000023739	03/14/2025	HORN HOSPITAL LLC	CLASSROOM REPAIR		145.00
0000023740	03/14/2025	LINCOLN INTERMEDIATE UNIT	24-25 MONTHLY SCHEDULE A		32,192.00
0000023741	03/14/2025	M & M ELECTRIC	SUPPLIES		1,378.96
0000023742	03/14/2025	MASON'S PROPANE SERVICE LLC	PROPANE		3,778.34
0000023743	03/14/2025	MET-ED	24/25 MONTHLY ELECTRIC SERVICE		5,730.82
0000023744	03/14/2025	NAVIGATE360, LLC	SERVICE		3,395.87

* - 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:** 03/12/2025 - 04/08/2025

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
0000023745	03/14/2025	NCS PEARSON INC.	LICENSE		290.00
0000023746	03/14/2025	PA CYBER CHARTER SCHOOL	CYBER CHARTER		20,441.63
0000023747	03/14/2025	PA DISTANCE LEARNING CHARTER SCHOOL	CYBER CHARTER		1,161.66
0000023748	03/14/2025	PERMANENT SIGN & DISPLAY/PERM AWARD	INDIVIDUAL RECORD PLAQUE		42.33
0000023749	03/14/2025	PHILKATANITZ ENTERTAINMENT LLC	RENTAL		224.50
0000023750	03/14/2025	PRINT-O-STAT INC.	SPRING POCKET SCHEDULES		167.00
0000023751	03/14/2025	PROCARE THERAPY	SERVICE		2,100.00
0000023752	03/14/2025	QUALITY LOGO PRODUCTS INC	Student School Store		906.07
0000023753	03/14/2025	RIVER ROCK ACADEMY LLC	TUITION - PRIVATE SCHOOLS	SERVICE	6,660.00
0000023754	03/14/2025	SAUVE BROS. ATHLETIC EXPRESS	BASEBALL SUPPLIES	TRACK & FIELD SUPLIES	1,536.00
0000023755	03/14/2025	SCHOOL HEALTH CORPORATION	NURSE'S ROOM SUPPLIES		94.03
0000023756	03/14/2025	SPIRIT MONKEY LLC	PBIS Student		350.00
0000023757	03/14/2025	STOCK AND LEADER, ATTORNEYS AT LAW	PURCH PROFESS/TECH SERVICES		2,915.50
0000023758	03/14/2025	TEACHER GEEK INC	CLASSROOM SUPPLIES		157.78
0000023759	03/14/2025	TELESYSTEM	PHONE SYSTEM		404.47
0000023760	03/14/2025	THERABILITIES INC	SERVICE		12,920.59
0000023761	03/14/2025	TRIANGLE COMMUNICATIONS INC.	BATTERIES		330.00
0000023762	03/14/2025	TRUSTEES OF THE UNIVERSITY OF PA	TRACK & fIELD POLE VAULT EVENT		25.00
0000023763	03/14/2025	USA BLUE BOOK	WTR SYS TESTING SUPP		132.27
0000023764	03/14/2025	WAGEWORKS INC.	PURCH PROFESS/TECH SERVICES		153.25

* - 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:** 03/12/2025 - 04/08/2025

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
0000023765	03/14/2025	WELLSPAN OCCUPATIONAL HEALTH	SERVICE		254.00
0000023766	03/14/2025	WORLD FUEL SERVICES INC	FUEL		20,764.70
0000023767	03/14/2025	YAIAA	YAIAA LEAGUE SWIMMING CHAMPIONSHIPS		250.00
0000023768	03/14/2025	YELLOW BREECHES EDUCATIONAL CENTER INC	SERVICE		25,119.20
0000023769	03/21/2025	A.P.R. SUPPLY COMPANY	HW HEATER ADMIN		511.13
0000023770	03/21/2025	AHOLD DELHAIZE USA	CLASSROOM SUPPLIES		46.85
0000023771	03/21/2025	AQUAFIX	WASTEWATER SYS ANNUAL PROCESSING		1,153.47
0000023772	03/21/2025	CASHMAN'S ACE HARDWARE	SUPPLIES		9.98
0000023773	03/21/2025	CATHOLIC CHARITIES OF THE DIOCESE	SERVICE		1,350.00
0000023774	03/21/2025	GRIZZLY INDUSTRIAL INC.	Weigle		121.04
0000023775	03/21/2025	HERFF JONES	STERNER		1,186.94
0000023776	03/21/2025	HORN HOSPITAL LLC	CLASSROOM REPAIRS		189.00
0000023777	03/21/2025	JESSICA MELHORN	TRAVEL REIMBURSEMENT ELEM		161.98
0000023778	03/21/2025	MARCO	CONTRACT		6,416.91
0000023779	03/21/2025	MARCO TECHNOLOGIES LLC	SUPPLIES	SERVICE	163.15
0000023780	03/21/2025	MELISSA TRUMP	SERVICE		700.40
0000023781	03/21/2025	MERAKEY PENNSYLVANIA	SERVICE		25,859.30
0000023782	03/21/2025	MID ATLANTIC COOPERATIVE SOLUTIONS INC	FUEL OIL		579.23
0000023783	03/21/2025	PA LEADERSHIP CHARTER SCHOOL	CYBER CHARTER		5,808.26
0000023784	03/21/2025	PA TURNPIKE TOLL BY PLATE	TRAVEL DISTRICT		18.28

* - 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:** 03/12/2025 - 04/08/2025

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
0000023785	03/21/2025	PA TURNPIKE TOLL BY PLATE	TRAVEL DISTRICT		60.70
0000023786	03/21/2025	PASCO SCIENTIFIC	S Miller		480.00
0000023787	03/21/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	RENTALS DISTRICT		519.72
0000023788	03/21/2025	PROCARE THERAPY	SERVICE		2,100.00
0000023789	03/21/2025	REACH CYBER CHARTER SCHOOL	CYBER CHARTER		9,137.18
0000023790	03/21/2025	RENTA FIESTA INC	RENTAL		1,003.50
0000023791	03/21/2025	UPPER ADAMS SCHOOL DISTRICT	CONSORTIUM		100,556.48
0000023792	03/21/2025	UPS	SERVICE		347.99
0000023793	03/21/2025	VERITIV OPERATING COMPANY	SUPPLIES		3,703.59
0000023794	03/21/2025	VIDA CHARTER SCHOOL	6969.91	CYBER CHARTER	12,622.14
0000023795	03/21/2025	WEIS MARKETS INC	Firestone - Culinary II	SUPPLIES	606.67
0000023796	03/27/2025	AMAZON CAPITAL SERVICES	SUPPLIES	Kline	4,562.00
0000023797	03/27/2025	MEMBERS 1ST FCU	CREDIT CARD CHARGES		6,696.80
0000023798	03/27/2025	PROCARE THERAPY	SERVICE		3,780.00
0000023799	03/28/2025	MEMBERS 1ST FCU	CREDIT CARD CHARGES		1,695.03
0000023800	04/01/2025	APPALACHIA TECHNOLOGIES LLC	OTHER PROFESSIONAL SERVICES		23,100.00
0000023801	04/01/2025	APPLE INC.	SUPPLIES		458.00
0000023802	04/01/2025	B.S.S.D. ATHLETIC FUND	TRACK INVITATIONAL FEE REIMBERSMENT		25.00
0000023803	04/01/2025	BERMUDIAN SPRINGS HIGH SCHOOL	CONFERENCE		25.00
0000023804	04/01/2025	CAPITAL AREA INTERMEDIATE UNIT	SERVICE		3,539.61

* - 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:** 03/12/2025 - 04/08/2025

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
0000023805	04/01/2025	CAPITAL BLUE CROSS	MEDICAL INSURANCE	24/25 MONTHLY EMPLOYEE MEDICAL INSURANCE	387,801.41
0000023806	04/01/2025	CAPITAL ELECTRIC	SUPPLIES		72.62
0000023807	04/01/2025	CAROLINA BIOLOGICAL SUPPLY COMPANY	S Miller	CLASSROOM SUPPLIES/HIGH	146.55
0000023808	04/01/2025	CASHMAN'S ACE HARDWARE	SUPPLIES		41.98
0000023809	04/01/2025	COCHLEAR AMERICAS	QUOTE		440.00
0000023810	04/01/2025	DANIELLE FULMER	CONTRACTED CARRIERS DISTRICT		643.20
0000023811	04/01/2025	DOVER AREA SCHOOL DISTRICT	TRANSPORTATION		895.77
0000023812	04/01/2025	E & B TRANSPORTATION CO.	23/24 PUBLIC TRANSPORTATION CONTRACT	TRANSPORTATION	123,371.01
0000023813	04/01/2025	ERIN KIRKPATRICK	CONTRACTED CARRIERS DISTRICT		349.74
0000023814	04/01/2025	GETTYSBURG AREA SCHOOL DISTRICT	FEE		165.00
0000023815	04/01/2025	GREENHOUSE MEGASTORE	Wivell		181.35
0000023816	04/01/2025	GUERNSEY INC	CLASSROOM FURNITURE		468.69
0000023817	04/01/2025	HERFF JONES LLC	Office/Graduation		41.00
0000023818	04/01/2025	HILLYARD/MID-ATLANTIC	MAINTENANCE SUPPLIES/DIST		77.76
0000023819	04/01/2025	JON DEFOE	TRAVEL DISTRICT	OTHER OBJECTS DISTRICT	367.40
0000023820	04/01/2025	JULIE C FLOYD	TRAVEL DISTRICT		334.35
0000023821	04/01/2025	LABORATORY ANALYTICAL &	REPAIRS & MAINTENANCE SVCS		374.00
0000023822	04/01/2025	MASON'S PROPANE SERVICE LLC	PROPANE		4,044.80
0000023823	04/01/2025	MIDAMERICA BOOKS	Miscellaneous Books		735.45
0000023824	04/01/2025	OTIS ELEVATOR COMPANY	REPAIRS & MAINTENANCE SERVICES	SERVICE	7,201.80
0000023825	04/01/2025	PA VIRTUAL CHARTER SCHOOL	CYBER CHARTER		1,161.66

* - 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:** 03/12/2025 - 04/08/2025

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
0000023826	04/01/2025	PECK'S SEPTIC SERVICE	SERVICE		770.00
0000023827	04/01/2025	PENN POWER GROUP	SERVICE		1,455.62
0000023828	04/01/2025	PITNEY BOWES BANK INC	GENERAL SUPPLIES DISTRICT		1,200.00
0000023829	04/01/2025	PROCARE THERAPY	SERVICE		2,100.00
0000023830	04/01/2025	ROY M WILLIAMS & SONS INC	SERVICE		650.00
0000023831	04/01/2025	SALISBURY TOWNSHIP SCHOOL DIST	SERVICE		2,824.32
0000023832	04/01/2025	SCHOOL HEALTH CORPORATION	Nurse	NURSE'S ROOM SUPPLIES	48.93
0000023833	04/01/2025	SHEET MUSIC PLUS	Walck-Band		228.00
0000023834	04/01/2025	SUPREME SCHOOL SUPPLY CO.	Office		349.89
0000023835	04/01/2025	TIM FOSTER	K Smith - chior	SERVICES	450.00
0000023836	04/01/2025	T-MOBILE	SERVICE		600.00
0000023837	04/01/2025	VERIZON WIRELESS	24/25 MONTHLY CELLULAR SERVICE	24/25 MONTHLY CELLULAR PHONE SERVICE	803.53
0000023838	04/01/2025	WEIS MARKETS INC	Firestone - Culinary II		128.91
0000023839	04/02/2025	ABARTA COCA-COLA BEVERAGES LLC	DRINKS		706.37
0000023840	04/02/2025	GAIL ELWOOD	CONTRACTED CARRIERS DISTRICT		482.40
0000023841	04/02/2025	G-FORCE SECURITY SOLUTIONS LLC	SERVICE		3,928.40
0000023842	04/02/2025	INTERSTATE TAX SERVICE INC.	UNEMPLOYMENT COMP HIGH		283.32
0000023843	04/02/2025	LATICE ANDERSON	CONTRACTED CARRIERS DISTRICT		261.30
0000023844	04/02/2025	M&M HEATING & COOLING LLC	SERVICE		3,850.00
0000023845	04/02/2025	MEMBERS 1ST FCU	Office		958.57
0000023846	04/02/2025	UNIFIRST CORP	SERVICE		1,104.25

* - 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:** 03/12/2025 - 04/08/2025

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
0000023847	04/02/2025	USABLE LIFE	24/25 EMPLOYEE LIFE INSURANCE	24/25 OTHER EMPLOYEE BENEFITS HIGH	1,302.72
0000023848	04/02/2025	WALTERS SERVICES INC.	OTHER PROF SERVICES HIGH		588.00
0000023849	04/02/2025	WELLSPAN HEALTH	SERVICE		4,000.00
0000023850	04/02/2025	WM CORPORATE SERVICES INC	GARBAGE/RECYCLE		1,818.38
0000023851	04/03/2025	SCHOOL EXPRESS INC.	CONTRACTED CARRIERS DISTRICT		74,790.27
* 0RET031225	03/12/2025	PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM	RETIREMENT CONTRIBUTIONS		43.22
* 0RET032125	03/21/2025	PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM	1ST QUARTER '24 RETIREMENT		1,247,998.13
* 0STS032125	03/21/2025	SUBSTITUTE TEACHER SERVICE INC	SUB TCHR		29,688.84
* 0STS040425	04/04/2025	SUBSTITUTE TEACHER SERVICE INC	SUB TCHR		26,768.15
* AC03202025	03/21/2025	COUNTY OF ADAMS	A.C.TAX CLAIM BUREAU - FEBRUARY 2025 COMMISSION		888.11
* KH03212025	03/21/2025	KAREN HEFLIN - RECORDER OF DEEDS	K.HEFLIN - FEBRUARY TRANSFER TAX COMMISSION		359.37
* RETT031225	03/12/2025	PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM	RETIREMENT CONTRIBUTIONS		482.99
* YA03202025	03/20/2025	YORK ADAMS TAX BUREAU	YATB - 1.75% COLLECTION FEES		6,113.63

* - 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:** 03/12/2025 - 04/08/2025

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

10 - GENERAL FUND	**2,460,842.24**
Grand Total All Funds	**2,460,842.24**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**1,312,342.44**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**1,148,499.80**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**2,460,842.24**

* - 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:** 03/02/2025 - 04/08/2025

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
* 00DD033125	03/31/2025	DELTA DENTAL OF PA	24/25 MONTHLY EMPLOYEE DENTAL INSURANCE		12,727.08

10 - GENERAL FUND	**12,727.08**
Grand Total All Funds	**12,727.08**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**12,727.08**
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	**12,727.08**

* - 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:** 03/12/2025 - 04/08/2025

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
0000003244	03/14/2025	WELLSPAN OCCUPATIONAL HEALTH	SERVICE		75.00
0000003245	04/02/2025	AHOLD DELHAIZE USA	MARCH INVOICES		123.74
0000003246	04/02/2025	B.S.S.D. GENERAL FUND	CAFE GROSS PAYROLL - MARCH 2025	CAFE RETIREMENT - MARCH 2025	59,571.40
0000003247	04/02/2025	FEESER'S FOOD DISTRIBUTORS	MARCH INVOICES		54,550.71
0000003248	04/02/2025	GOLD STAR FOODS - PENN	SUPPLIES		17,749.14
0000003249	04/02/2025	HERSHEY CREAMERY CO	FOOD MIDDLE SCHOOL		341.88
0000003250	04/02/2025	K & D FACTORY SERVICE INC.	SERVICE		2,188.51
0000003251	04/02/2025	KINT	MARCH INVOICES		2,442.75
0000003252	04/02/2025	MORABITO BAKING	MARCH INVOICES		2,024.05
0000003253	04/02/2025	SERENA A KIRCHNER INC	FOOD HIGH SCHOOL		833.45
0000003254	04/02/2025	SINGER EQUIPMENT CO INC	MARCH INVOICES		3,947.84
0000003255	04/02/2025	SWISS PREMIUM DAIRY	MARCH INVOICES		8,550.82

50 - ENTERPRISE FUND	**152,399.29**
Grand Total All Funds	**152,399.29**
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	**152,399.29**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**152,399.29**

* - 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: CR - CAPITAL RESERVE FUND **Payment Dates:** 03/12/2025 - 04/08/2025

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
0000001267	03/21/2025	M&M HEATING & COOLING LLC	QUOTE		12,100.00

22 - CAPITAL RESERVE FUND	**12,100.00**
Grand Total All Funds	**12,100.00**
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	**12,100.00**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**12,100.00**

* - 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

April 8, 2025

Ms. Brooke Shaffer
Director of Special Education

Special Education Students: 231
Gifted Students: 43
504 Plans: 98

TherAbilities
Pediatric Therapy Services

TherAbilities for Related Services

TherAbilities provides our district with Occupational Therapy Services and Behavioral Consultation, ensuring that children with diverse strengths and needs receive the specialized support necessary for their success.

During the 2024-2025 school year, TherAbilities provided Occupational Therapy services to 36 students in the Bermudian Springs School District. These services encompass direct support through 504 plans and IEPs, as well as progress monitoring, screenings, evaluations, and contributions to IEPs as a related service.

Beyond Occupational Therapy, TherAbilities also provided Behavior Consultation to 36 staff members and Intervention Plans for 21 students. These services have been invaluable in equipping classroom teachers with the strategies and support needed to foster positive student behavior and enhance learning environments.



Transition Services

12th grade Learning Support teacher, Mrs. McMaster and I had the privilege to accompany a Bermudian Springs senior on a tour of Project Search. Project Search is a unique one-year, school-to-work program that takes place entirely at Gettysburg Hospital. Interns participate in employable and independent skill instruction and are assigned internships in three rotations within the WellSpan Health network. The program provides real-life work experience to help young adults with disabilities make successful transitions from school to competitive employment.

The program provides real-life work experience to help young adults with disabilities make successful transitions from school to competitive employment. Over the past 9 years the program has maintained a 90% employment rating.

Students choose from the following rotation choices:

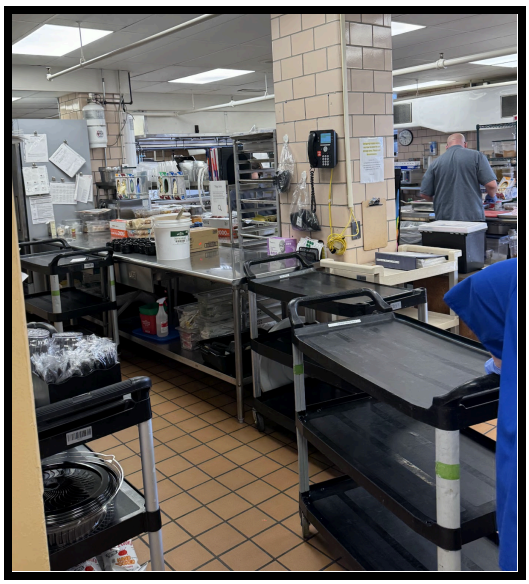
- Biomedical Engineering
- Engineering
- Environmental Services
- Food Services
- Nursing Floor
- Transport
- Outpatient Services Unit





Project SEARCH











BERMUDIAN SPRINGS
SCHOOL DISTRICT
York Springs, PA, 17372

Elementary School Report

April 2025

It is hard to believe that April is upon us in a few short days. We have so many exciting events coming up this month!

- 3/25 - 4/15: Read-A-Thon activities (take note of Spirit Days on packet/poster!)
- 4/2/25: Spring Picture Day
- 4/3/25: Student ½ day - PM Parent/Teacher Conferences
- 4/4/25: Students No School and PM Parent/Teacher Conferences
- 4/15/25: 3rd and 4th Grade Concert at the HS Auditorium at 6:30
- 4/16/25: BSES Literacy Night 6:00 - 7:30
- 4/17,18,21: No School Easter Vacation
- 4/23,24,25: 3rd and 4th Grade ELA PSSA
- 4/29,30: 3rd and 4th Grade Math PSSA

At the March assembly, we were excited to recognize that BSES, our Elementary Eagle's Academy students had 273 students achieve perfect attendance, as determined by the criteria shared last month. That means we had about 45% of our students attending school every day. These students will receive the first-ever "BSES Attendance Spirit Stick!" While this is definitely a LARGE celebration, we are trying to encourage and raise our daily rate of attendance. Our school rationale for a solid attendance rate is that students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance.

At the March assembly, we also celebrated and recognized our students who were awarded the monthly trait characteristic of Integrity! Families were invited to attend and celebrate with their child. Along with celebrations, we also had a little fun! Check out the pictures of our staff participating in a marshmallow contest and our students doing a "Mr. Murphy" relay race!





This week, some of our 3rd-grade students, led by Messiah Student Observer, Miss Cassel, in Mrs. Lerew's 3rd-grade classroom, have kicked off their Kindness Campaign. These students: Paige, Bridgette, Zoey, Liliana, Max, and River, will be teaming up with Mrs. Hermes to share weekly Kindness Challenges for BSES. We are excited to watch all of BSES grow their hearts!



BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, Pennsylvania

MIDDLE SCHOOL REPORT
April 2025

Mrs. Jennifer Shelley
Principal

Mr. Matthew Jenkins
Assistant Principal

Students of the Month

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





5th Grade: Logan Williams, Brantley Foltz, Callie Flanagan, Leah Bostic

6th Grade: Owen King, Eduardo Lopez-Rivera, Peyton Knicely, Jetta Emel





7th Grade: Victoria Delgado Camacaro, Cayna Kauffman, Brooklyn Smith, Taylor White

8th Grade: Alex Scheiterlein, Gabby Nimmon, Neveah Moody, Cadence Davis

PBIS Update

Berm middle has not only RISEn to the challenge this year of breaking the amount of positive behaviors we recognize from last year, we have shattered it. Teachers have

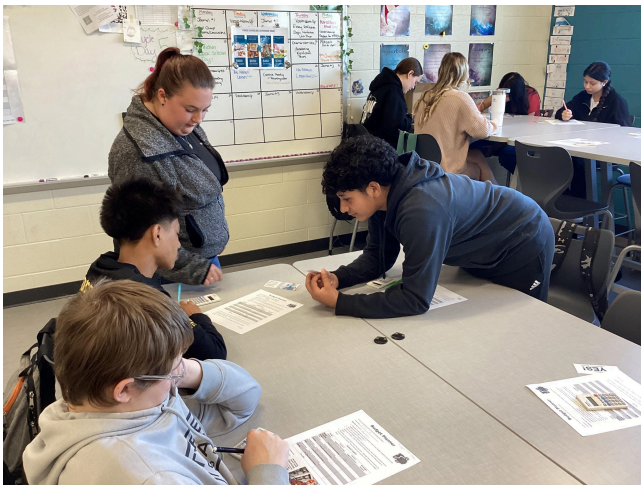
recognized over 11,000 positive behaviors from our students this year. This is not only a testament to the great students we have here but it shows the dedication to our staff to recognize those students day in and day out. Students continue to enjoy the different prize incentives we offer and we are already starting to plan even better things for next year. Some of our students who need extra support are beginning to thrive from our Check-in, Check-out intervention and are meeting daily and weekly behavior goals. We are hoping to add more students to our CICO intervention during the 25-26 school year who can benefit from a mentor and put them on a greater path of success both academically and behaviorally. Students enjoyed grade level rewards for the month of March and will have the opportunity to earn Rita's Italian Ice and some outside time for the month of April. Our PBIS team is continuously working to improve and tweak our framework here at BSMS and will be meeting over the summer to make what we have been doing even better for next year.

Junior Achievement YES! Day

The YES! (Your Economic Success) program is a half day program that was held at BSMS for all 6th, 7th and 8th graders.. It consisted of a series of four activities intended to help students gain an appreciation for the importance that financial and career decisions will play in their lives as young adults.

The program was coordinated by Junior Achievement and involved volunteers who work with the students during the morning. We were fortunate to have a number of our community members and parents volunteer to support this event!











George Washington Day

On Wednesday, April 2nd, 5th graders spent the day learning about George Washington. Mrs. Sarah Hallinan, a Berm graduate, shared her knowledge about George Washington and Mount Vernon where she worked for several years as a librarian. Students wrote letters using quill pens and sealed their letters with wax. Additionally, they explored Colonial times by dressing in Colonial attire, playing Colonial games, and learning about Colonial artifacts.







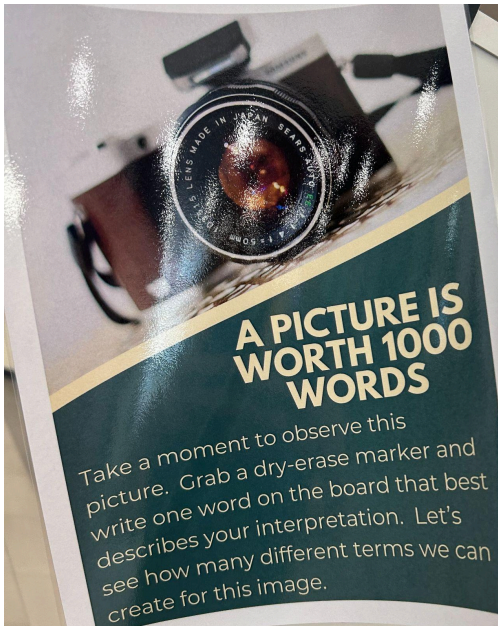


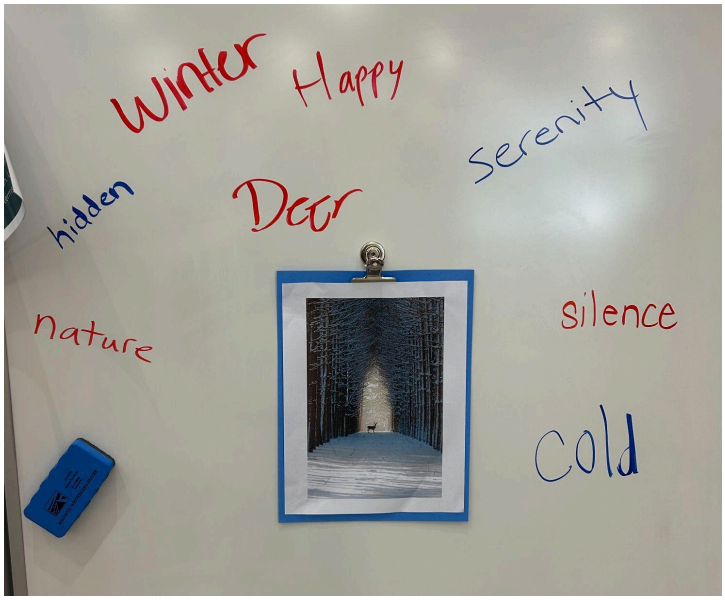




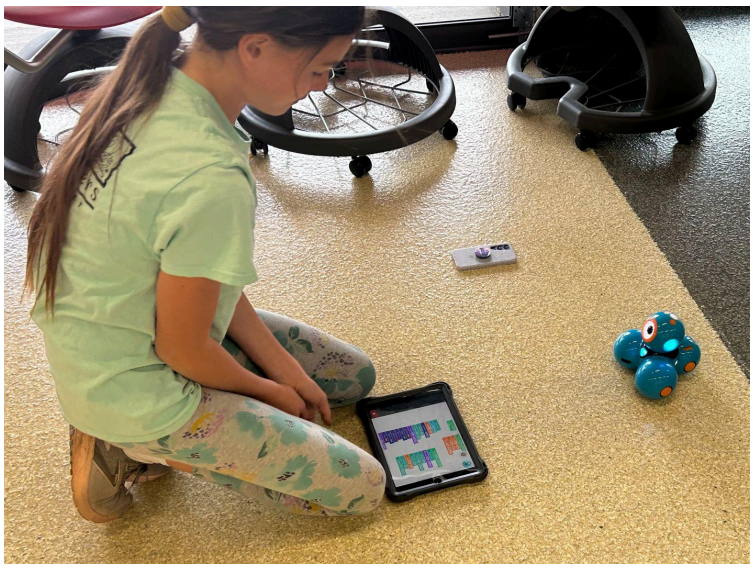
Open House

On Thursday, 4/3, the middle school hosted an Open House for all families to attend. There were a variety of activities available for families to do with their students. Creative Arts had stations including coding and art, Music had instruments out for students to demonstrate their skills learned, and the gym was open for families to challenge each other to a game of Pickleball. In Main Street, a photo booth was set up as well as a variety of information related to Literacy and Support services. We had a great turnout, and it was fun to engage with our families!


A PICTURE IS WORTH 1000 WORDS
Take a moment to observe this picture. Grab a dry-erase marker and write one word on the board that best describes your interpretation. Let's see how many different terms we can create for this image.

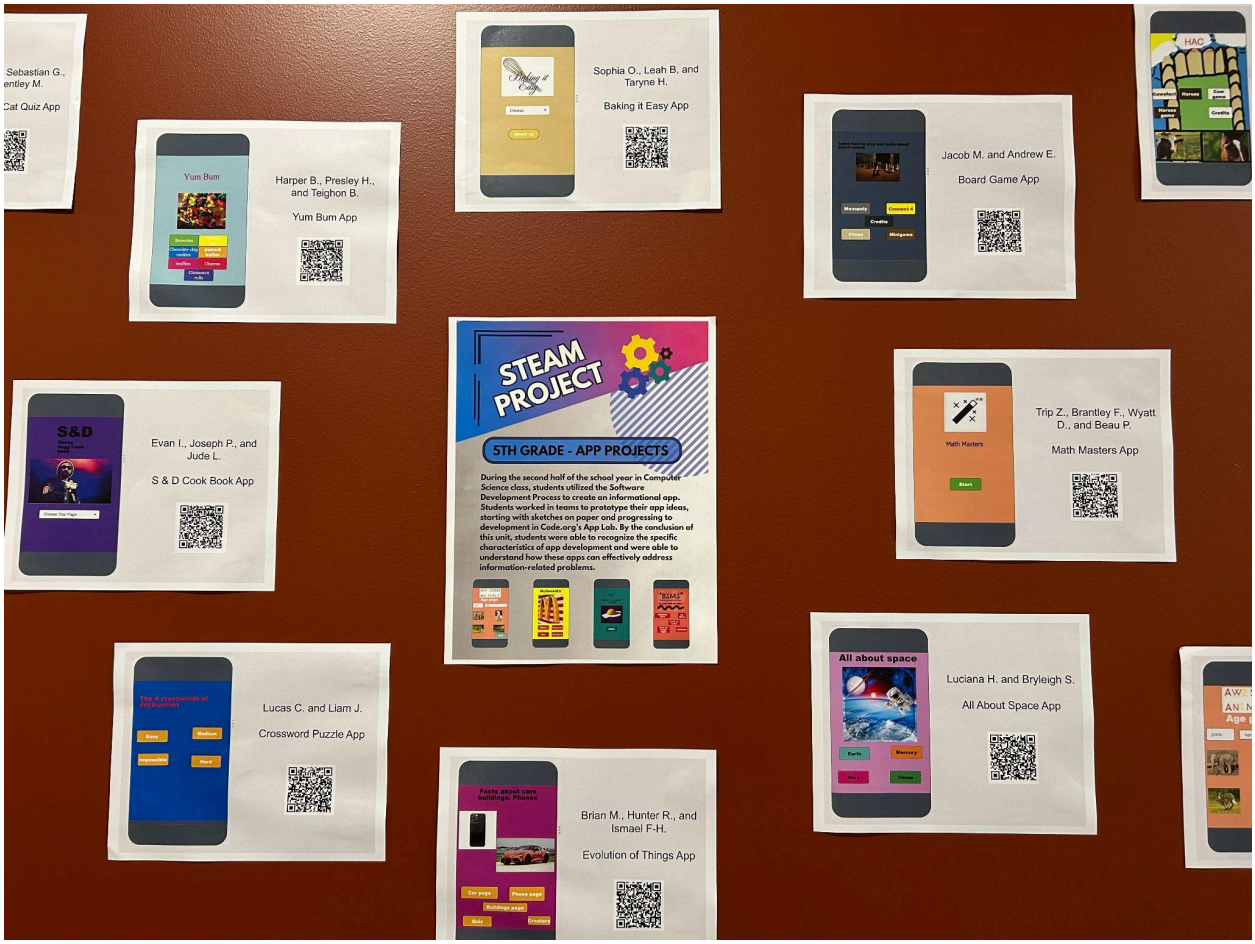

Winter
Happy
Serenity
hidden
Deer
nature
silence
Cold


8th Grade
Design Your Own Ukulele




Design Your Own Eagle
Crayola
MARKERS
8


Select a bookmark.
Use the colored pencils to
color and take it with you.
Please clean up before you go.
Succeed


Sebastian G., entley M.
Cat Quiz App
Yum Bum
Harper B., Presley H., and Teighon B.
Yum Bum App
Sophia O., Leah B. and Taryne H.
Baking it Easy App
Jacob M. and Andrew E.
Board Game App
HAC
S&D
Evan I., Joseph P., and Jude L.
S & D Cook Book App
STEAM PROJECT
5TH GRADE - APP PROJECTS
During the second half of the school year in Computer Science class, students utilized the Software Development Process to create an informational app. Students worked in teams to prototype their app ideas, starting with sketches on paper and progressing to development in Code.org's App Lab. By the conclusion of this unit, students were able to recognize the specific characteristics of app development and were able to understand how these apps can effectively address information-related problems.
Trip Z., Brantley F., Wyatt D., and Beau P.
Math Masters App
Lucas C. and Liam J.
Crossword Puzzle App
All about space
Luciana H. and Bryleigh S.
All About Space App
Brian M., Hunter R., and Ismael F-H.
Evolution of Things App


6th Grade
Disguise a Treble Clef
Piano
Treble cleff where I see a dinosaur


VEX


Please Do Not Touch the Bridges
Thank you!
5th Grade STEAM
The students in 5th Grade STEAM became engineers as they attempted to answer the questions, "How can I build a long bridge that supports a 5 lb. weight?" or "How can I build a strong bridge that supports an undetermined maximum weight?"
Please Do Not Touch the Bridges
Thank you!

Bermudian Springs School District

York Springs, Pennsylvania 17372
High School Board Report
April 8, 2025

Michael Brooks
Principal

Laura McMillian
Assistant Principal

Honor Roll

Congratulations to all of our students who made the honor roll for the third marking period. The following is the summary by grade level.

Distinguished Honor Roll

Seniors- 27
Juniors- 27
Sophomores- 17
Freshman- 20

Total - 91

Honor Roll

Seniors- 55
Juniors- 43
Sophomores- 22
Freshman- 40

Total -160

The total number of 251 students, who made the honor roll, represents 44 % of our entire student body who have achieved advanced academic success at the completion of the third marking period.

Grade 9: Distinguished Honor Roll: Paisley Erin Boyer, Emma Grace Chubb, Kirabella Marie Eckenrode, Liliana Guadalupe Felipe, Isabella Marie Gebhart, Lexi Hope Grim, Cameron Ronald Hackman, Riley Elizabeth Jackson, Aracelli Ailyn Josefino, Caidyn Mathew Laughman, Jake Ryder McCauslin, Juan Diego Montes De Oca, Gabriella Marie Mowery, Brynna Noel Nelson, Evelyn Dee Peters, Claire Adele Plumley, Katie Grace Riley, Guillermo Rosas Flores, Lily Mae Shafer, Kendall Leigh Shull

Honor Roll: Jacob Alvarez-Reyes, Jack Andrew Biles, Evan Michael Botterbusch, Gavin Armando Bratt, Juel Almaree Carpenter, Carlos Adrian Cervantes, Micah Terry Danner, Kayden James Dunkes, Jesus Angel Felipe-Sanchez, Blake Allan Flowers, Eleanor Rose Goldhahn, Jackson James Haines, Lily Grace Hann, Tylee Ann Hoffman, Ethan Michael Hoover, Joshua David Hubbard, Kyria Shae Jacoby, McKenna Caroline Johnston, Tyler Douglas Kunkel, Lyla Yourlane Kyzer, Kailee Amirra Lener, Leila Grace Light, Jaxon Frederick Litzinger, Parker Louis Marchi, Brody James Moore, Layla Rose Mummert, AnnaBella Larae Needle, Ethan Ronald Oyler, Adam Franklin Raver, Makayla Ann Reese, Cheyenne Kay Reilly, Aidyn Nowell Shelton, Peyten Aubree Snyder, Sophie Grace Staub, Easton Michael Tanner, Kierstyn Michelle Thomas, Nathan Andrew Tirado, Kaitlyn Aurora Toti, Colton James White, Griffin Larue Wire

Grade 10: Distinguished Honor Roll: Cora Faith Anderson, Payton Faith Cooley, Alexis Dianne Everett, Ansley Celeste Floyd, Alexis Faith Forsythe, Adam David Gerringer, Cameron Awesome Henning, Hallie Lynn Knight, Jessica Lua-Medrano, Chandler Aedan McNulty, Abigail Renee Myers, Brynn McKenna Nickey, Nevaeh Unique Ocasio, Elizabeth Emily Rojo-Olguin, Amanda Mae Royer, Audrey Elaine Stambaugh, Kennedy Louise Turocy

Honor Roll: Blaise Robert Alackness, Yaretzi Anacleto, Aubree Lynn Berwager, Addison Elise Elliott, Ashlynn Renee Ensor, Nestor Andres Flores, Autumn Lynne Geisler, Carter Monroe Guise, Nylee Lynn Himes, Kathryn Ann Lewis, Cameryn Alessandra McIlwee, Brianah Hope Nelson, Lilah Grace Nelson, Nathan Michael Ogle, Michelle Pastrana-Garduno, Emma Madalynn Phillips, Trey Parker Royer, Myah Elizabeth Saltzgiver, Makaelyn Rain Speelman, Autumn Leigh Stover, Cole Michael Weikert, Jozlynn Ann Willow

Grade 11: Distinguished Honor Roll: Mercedes Lynn Boeckel, Leila Ann Derieux, Kendyl Noelle Dermota, Alaina Breanne Dunham, Caden Robert Dunham, Maximus James Elliott, Brianna Christine Eyster, Mikolay Alexander Foursevitch, Hannah Grace Grim, Samuel Nicholas Haley, Brady Paul Harder, Amelia Lin Jones, Ella Grace Leatherman, Reese Taylor Lighty, Tori Mae Livelsberger, Layna Jean Lowry, Adeline Amber Nelson, Landon Dale Oehmig, Elijah Jacob Osborne, Sarah Elaine Reck, Cole Issac Rodgers, Hailey Lynn Shull, Chloe Elizabeth Stuart, Brady George Wallen, Rylan Andrew Weiant, Sarah Elizabeth Williams, Matthew Dean Wonders

Honor Roll: Jadon Lewis Ayers, Tayler Aubrin Bechtel, Dempsey Elizabeth Bodan, Hailee Lynn Bupp, Teegan Eugene Byers, Lucas David Campagna, Elaine Katherine Cook, Rebekah Jae Danner, Emma Catherine Guiher, Brayden Daniel Heller, Yhair Erik Hernandez, Donovan Dewayne Houck, Lane Jennings Hubbard, Landon David Kaltreider, Kylee Rose Kinsler, Sydney Abigail Kuntz, Bryce Michael Laughman, Nevaeh Lee Lener, Benjamin Wade Leppo, Mason Andersen Lilley, Jacob Stewart Mahone, Savanna Beth Manuel, Summer Elaine Means, Halleigh Elizabeth Minck, Kiatalyn Elizabeth Peters, Ryder Edwin Powell, Eli Ryder Riley, Joseph Brian Riley, Alondra Rivera Palomares, Angelique Rodriguez, Ava Marie Rome, Lana Michelle Smith, Dru Carson Speelman, Victoria Rayne Starner, Madison Elizabeth Stine, Vanessa Valtierra-Gutierrez, Haylee Audrey Weigle, Sladen Justin Wolf, Hayden Yacoviello-Andrus, Keegan James Yost, Carly Madeline Youker, Kami Jade Zartman, Brady Michael Zumbrum

Grade 12: Distinguished Honor Roll: Alexis Jean Baer, Kahlan Eve Carlson, Lilyana Anika Carlson, Kimberly Susan Claeys, Alana Mei Crumbling, Reece Emerson Daniels, Katherine Elizabeth Eaton, Brooke Elizabeth Ginter, Luke Richard Goldhahn, Leah Joellee Groft, Clayton Scott Hackman, Avery Kennedy Hawk, Alexis Hernandez-Gonzalez, Riley Ashlynn Hoffheins, Adrian Zachary Karras, Zachary Karl Kauffman, Emily Lynn Keckler, Jacob Andrew Keller, Rylie Paige Litzinger, Brock Carl

Myers, Amari Rose Pettaway, Liberty Leona Rinehart, Abigail Rayne Roberts, Joseph Ivan Schriver, Mikaela Lee Simpson, Aliza Paige Staub, Liam Jacob Zepp

Honor Roll: Raine Maya Bechtel, Angelina Beatrice Beshore, Hannah Grace Bish, Lauren Marie Bledsoe, Victoria Hallie Bross, Cynthia Velen Cernas Martinez, Victoria Esperanza Clapsadl, Brianna Rose Coffee, Cristian David ConcepcionHernandez, Kiefer Bowan David, Lorin Hope Dupert, Mitchell Edward Eaton, Josephine Elise Eckenrode, McKenna Emig, Ashley Alyah Figueroa-Lua, Scott Patrick Flanagan, Janhia Mayte Flores, Derek Raymond Freeman, Jack Thomas Gautsch, Olivia Ciera Gray, Macy Ann Grim, Kaylyn Marie Haar, Kortni Caroline Haar, Chloe Marie Hemler, Owen Kristopher Hickok, Logan Eugene Hoover, Dylan Dean Hubbard, Nathan Matthew Keller, Audrey Lee Kuntz, Livia Grace Lighty, Nayel Jeramyah Lua, Armando Madrigal-Serrano, Sawyer Blake Martin, Shannon Michelle McCarty, Ella Grace Means, Olivia Skye Miller, Caden Allen Nye, Emma Grace Ozminski, Lucy Enright Peters, Alexis Ramirez Idelfonso, Michael Rios Esquilin, Sarah Ailin Rodriguez Mena, Jay Allen Rotharmel, Edward Russell Sebright, Breelyn Noelle Snyder, Dominyc Amadeus Speelman, Addison Grace Stair, Liam Sean Stem, Kylie Nicole Timberlake, Madelyn Kay Wagner, Myka Faith Walker, Colby Nicholas Watkins, Prestyn Timothy Weiant, Daniel Ethan Weikert, Courtney Elizabeth Wolf

March Students of the Month

Jadon Ayers, Paisley Boyer, Charlie Brumfield, Kim Claeys, Olivia Gray, Jacob Hamm, Brooklyn Hernandez, Jada Hodges, Blair Hollabaugh, Dylan Hubbard, Riley Jackson, Anna Klinedinst, Enrique Madrigal-Serrano, Jake McCauslin, Brayden Robinson, Sarah Rodriquez Mena, Cheyenne Rothenhoefer, Andrew Smith, Victoria Starner, Brady Wallen, Jozlynn Willow

Commencement 2025

The Graduation Ceremony for the Class of 2025 will be held on May 29th, at 7:00 p.m. in the High School Stadium. The rain dates are May 30th and May 31st at 7:00 p.m. If there is inclement weather on May 30th, the ceremony will be held on May 31st rain or shine. If it is raining on May 31st the Graduation Ceremony will be in the gymnasium at 7:00 p.m.
The last school day for seniors will be Thursday May 22nd. Seniors will have graduation practices on , Friday, Tuesday, Wednesday and Thursday (5/23, 5/27, 5/28, and 5/29) times to be determined. Attendance at graduation practices is **MANDATORY**.

Keystone Exams

May 12 & 13: Keystone Literature
May 14 & 15: Keystone Algebra I
May 16 & 19: Keystone Biology
May 20 - 23: Keystone Make-ups

BERMUDIAN SPRINGS SCHOOL DISTRICT
York Springs, PA 17372 – 8807

Athletic Report
April 8, 2025
Jon DeFoe
Athletic Director

SPRING SPORTS SENIOR NIGHTS

Tennis-4/14/25
Track-4/24/25
Baseball-4/30/25
Softball-5/1/25

ATHLETIC AWARDS CEREMONY

On Wednesday, May 14, 2025 the Bermudian Sports Club will conduct its 55th annual Athletic Awards Ceremony to honor those students who participated in our athletic programs throughout the year. The assembly will be held at Bermudian Springs High School in the auditorium. The program will begin at 6:30 p.m.

2025–2026 ATHLETIC PHYSICALS

Athletic physicals for the 2025–2026 school year have been scheduled for June 11th and 12th and will take place in the middle school. Appointments will be created online at https://www.myconferencetime.com/bshs/schedule/977386. The link is currently live. The 2025-2026 physical form will appear on the Bermudian Springs School District website when made available by P.I.A.A. (printed copies will also be available in the athletic office). All physicals for the 2025-2026 school year must be dated May 1, 2025 or later.

CONGRATULATIONS

Luke Goldhahn for being selected to play in the small school (1A-3A) PA East v West all star football game on May 18, 2025 at 12 PM at Cumberland Valley High School.

Lilyana Carlson for being selected to the All State indoor Track and Field Team for Pole Vault.

Class of 2025 Graduation List

Lizbeth Acosta Garduno
Alex Santos Alvarado Marquez
Angel Alvarez Reyes
McKayla Ambush
Austin Anderson
Aiden A. Aponte
Alexis Baer
Carmyn J. Baker
Raine Bechtel
Adrianna Beshore
Angelina Beshore
Hannah Grace Bish
Lauren Bledsoe
Christian Braun
Nathaniel L Brodbeck
Tate Robert Brooks
Victoria H. Bross
Kahlan Eve Carlson
Lily Carlson
Gianna Carrion
Cynthia Velen Cernas Martinez
Cal Stephen Chubb
Kimberly S. Claeys
Victoria E Clapsadl
Traeton Clark
Brianna Coffee
Cristian Concepcion
Gabriel Jonathan Crews
Haleigh Cribbs

Alana Crumbling

Reece Emerson Daniels

Kiefer Bowan David

Hunter M. DeShong

Roman Diaz

Ila Dickensheets

Lorin Hope Dupert

Katherine Elizabeth Eaton

Mitchell Edward Eaton

Josephine E. Eckenrode

Maria Paige Eichelberger

McKenna P. Emig

Ashley A. Figeroa Lua

Scott Patrick Flanagan

Savanna Nichole Flickinger

Janhia M. Flores

Ian Lucas Frantz

Landon Frantz

Derek Freeman

Jack Thomas Gautsch

Brooke Elizabeth Ginter

Luke R. Goldhahn

Olivia Ciera Gray

Kadin Porter Green

Aryanna Green

Macy Ann Grim

Leah Joellee Groft

Kortni Haar

Kaylyn Marie Haar

Clayton S. Hackman

Jacob Kenneth Hamm

Avery Kennedy Hawk

Chloe Marie Hemler

Alexis Hernandez Gonzalez

Owen Hickok

Teagan Grace Hinkle

Riley Hoffheins

Saige Rae Hollabaugh

Logan E. Hoover

Dylan Dean Hubbard

Carol Ann Janson

Adrian Zachary Karras

Zachary K. Kauffman

Emily Keckler

Natily Ann Keckler

Jacob Andrew Keller

Nathan Matthew Keller

Bryan Christopher Kratzer

Lilah M. Kuhn

Molly Kate Kuntz

Audrey Lee Kuntz

Colton Laughman

Livia Grace Lighty

Rylie Paige Litzinger

Dulce Lopez Lua

Lillian Jean Lorenz

Nayel J. Lua

Jade C. Lua

Armando Madrigal Serrano

Jayla M. Mahone

Karl Isandro Manzo-Gallardo

Sawyer Martin

Elaki Moon Mathna

Shannon Michelle McCarty

Caleb Brady McIlwee

Ella Means

Olivia S. Miller

Abram Montes de Oca

Daisy Morales Torres

Brock Carl Myers

Allore Marcelle Needle

Felicia Negron

Caden Allen Nye

William Alex Oyler

Emma Grace Ozminski

Lucy Enright Peters

Amari Pettaway

Keven Michael Pitner

Alexis Ramirez Idelfonso

Angel Rijo Ocasio

Lydia Rill

Liberty Rinehart

Parker Rinehart

Michael Rios Esquilin

Delaney G. Rivera

Abigail Roberts

Conner A. Roberts

Osbaldo Rodriguez

Sarah Rodriguez

Gerardo Rosales Arredondo

Nicholas Claude Rose

Jay Rotharmel

Cheyenne Irene Rothenhoefer

Joseph I. Schriver

Edward Russell Sebright

Isaiah Orion Serrano

Mikaela Lee Simpson

Addison Mirrie Singer

Andrew Joseph Smith

Reagan Smith

Trenton Allen Smith

Breelyn Noelle Snyder

Ella M. Somerville

Dominyc Amadeus Speelman

Anderson Squires

Addison Grace Stair

Aliza Paige Staub

Liam Sean Stem

Carter Thomas Storm

Lillian Frances Talley

Zackery Garett Thomas

Kylie Nicole Timberlake

Enrique Torres

Madelyn Kay Wagner

Myka Faith Walker

Colby N. Watkins

Alexa Watts

Dylan Weaver

Marlee Ann Weaver

Alexis Danielle I. Webb

Kevin S. Webster Jr.

Prestyn Timothy Weiant

Daniel Ethan Weikert

Adrian Brock Wilson

Courtney Elizabeth Wolf

Gabrielle S. Wolf

Liam Jacob Zepp

THERABILITIES BEHAVIOR SUPPORT AGREEMENT

Bermudian Springs School District (hereby referred to as "School District"), 7335 Carlisle Pike, York Springs, PA 17372 and TherAbilities, Inc. (hereby referred to as "TherAbilities"), 4210 Linglestown Road, Harrisburg, PA 17112 agree to the following:

TherAbilities agrees to provide school-based Behavior Coach services to School District for the 2025-2026 school year. The terms of this agreement are for **38 days** of behavior coaching services at the rate of **$395.00** per day. **Board Certified Behavior Analyst (BCBA) hours, if needed to support the role of the behavior coach, will be billed at the rate of $95.00/hr.** After June 15, 2026, procedures for summer billing and/or non-routine services go into effect as outlined below. School district will be notified on or before August 9, 2025, should TherAbilities be unable to retain qualified therapy personnel so both parties may determine how to proceed.

TherAbilities agrees to furnish qualified PA certified behavior coach personnel to the School District. The behavior coach personnel will maintain all clearances required to practice in Pennsylvania's public schools. TherAbilities will maintain malpractice insurance with minimum limits of $1,000,000/occurrence and $3,000,000 aggregate. Clearance copies will be made available to School District upon request.

TherAbilities will provide behavior coach personnel to School District who are not employees of the School District and, as such, are in no way entitled to be covered by terms and conditions of any collective bargaining agreement, other employment agreement, benefits, or coverage under School District Worker's and Unemployment Compensation. Should School District hire/contract with alternative behavior coach personnel at any time during the 2025-2026 school year, School District agrees to fulfill this agreement with TherAbilities in full.

School District agrees that it will not, whether directly or indirectly in participation with a third party, hire or solicit any current or former TherAbilities employee or independent contractor while services are provided by TherAbilities pursuant to this agreement and for a period of 18 months from the end of such services. The School District acknowledges that TherAbilities may in reliance upon this agreement provide the School District access to trade secrets, customers, and other confidential data and good will; the School District agrees to retain said information as confidential and not to use said information on its own behalf or disclose the same to any third party.

School district and behavior coach personnel agree to deliver behavior coach services in accordance with federal and state regulations governing educational services. Behavior coach services shall be delivered to students in accordance with federal and state regulations governing educational services. TherAbilities Director, Supervisors, or Coordinators will meet routinely with the appropriate District Director to ensure that behavior coach personnel are practicing within the standards of PA's Behavior Practice Act; TherAbilities and district standards; as well as state and federal standards.

Behavior Coach services shall include direct student therapeutic services, observation, consultation, and documentation. Team meetings will be attended as the behavior coach personnel's onsite schedule and district scheduling permits. Attendance at TherAbilities department meetings are included in this agreement. Documentation will be provided to School District for distribution according to district procedures. Student specific equipment shall be the financial responsibility of School District.

Additional routine behavior coaching service time during the calendar school year can be provided at the mutual consent of both parties, providing that TherAbilities personnel are available to deliver such services. Non-routine support may include services for non-public, private, alternate school placements, preschool/transition, home-bound students, high priority cases, and/or representation at mediation or legal proceedings. These non-routine services can be scheduled with the mutual consent of both parties. Non-routine hours will be billed on a periodic basis at the rate of **$105.00** per hour, along with any necessary and reasonable travel reimbursement.

The School District agrees to pay TherAbilities a total of **$15,010.00** for the 38 days of Behavior Coaching Services provided during the school year as outlined in this agreement. Payment will be due in six (6) scheduled installments on or before the dates listed below with a late payment charge of two percent being applied for any delinquent balances outstanding beyond 30 days of the due dates. TherAbilities will refund the School District for any remaining balance from unused services, if any, by June 30, 2026.

1. August 1, 2025	17%	$2,551.00
2. October 1, 2025	17%	$2,551.00
3. December 1, 2025	17%	$2,551.00
4. February 1, 2026	17%	$2,551.00
5. April 1, 2026	17%	$2,551.00
6. June 1, 2026	Balance	$2,255.00

The terms of this agreement will remain in effect during the 2025-2026 school year. This agreement may be amended by written agreement of both parties. This agreement and all disputes in regards to its interpretation shall be governed by Pennsylvania Law. This is the entire agreement between the parties.

BY SIGNING THIS DOCUMENT, BOTH PARTIES ACKNOWLEDGE THAT THEY HAVE READ, UNDERSTAND, AND AGREE T0 THE TERMS OF THIS AGREEMENT:

TherAbilities Representative

Date: March 31, 2025

_____

School District Representative

Date: _____

THERABILITIES OCCUPATIONAL THERAPY AGREEMENT

Bermudian Springs School District (hereby referred to as "School District"), 7335 Carlisle Pike, York Springs, PA 17372 and TherAbilities, Inc. (hereby referred to as "TherAbilities"), 4210 Linglestown Road, Harrisburg, PA 17112 agree to the following:

TherAbilities agrees to provide school based occupational therapy services to School District for the school year 2025-2026. The terms of this agreement are for **120 days** at the rate of **$555.00** per school day. After June 15, 2026, procedures for summer billing and/or non-routine services go into effect as outlined below. School district will be notified on or before August 9, 2025, should TherAbilities be unable to retain qualified therapy personnel so both parties may determine how to proceed.

TherAbilities agrees to furnish qualified PA licensed occupational therapy personnel to the School District. The occupational therapy personnel will maintain all clearances required to practice in Pennsylvania's public schools. TherAbilities will maintain malpractice insurance with minimum limits of $1,000,000/occurrence and $3,000,000 aggregate. Licensure and clearance copies will be made available to School District upon request.

TherAbilities will provide occupational therapy personnel to School District who are not employees of the School District and, as such, are in no way entitled to be covered by terms and conditions of any collective bargaining agreement, other employment agreement, benefits, or coverage under School District Worker's and Unemployment Compensation. Should School District hire/contract with alternative occupational therapy personnel at any time during the 2025-2026 school year, School District agrees to fulfill this agreement with TherAbilities in full.

School District agrees that it will not, whether directly or indirectly in participation with a third party, hire or solicit any current or former TherAbilities employee or independent contractor while services are provided by TherAbilities pursuant to this agreement and for a period of 18 months from the end of such services. The School District acknowledges that TherAbilities may in reliance upon this agreement provide the School District access to trade secrets, customers, and other confidential data and good will; the School District agrees to retain said information as confidential and not to use said information on its own behalf or disclose the same to any third party.

School district and occupational therapy personnel agree to deliver occupational therapy services in accordance with federal and state regulations governing educational services. TherAbilities Director, Supervisors, or Coordinators will meet routinely with the appropriate District Director to ensure that occupational therapy personnel are practicing within the standards of PA's Occupational Therapy Practice Act; TherAbilities and district standards; as well as state and federal standards.

Occupational therapy services shall include direct student therapeutic services, evaluations, consultation, documentation, and screenings. Team meetings will be attended as the therapy personnel's onsite schedule and district scheduling permits. Attendance at TherAbilities department meetings are included in this agreement. Documentation will be provided to School District for distribution according to district procedures. Student specific equipment shall be the financial responsibility of School District.

Additional routine occupational therapy service time during the calendar school year can be provided at the mutual consent of both parties, providing that occupational therapy personnel are available to deliver such services. Non-routine occupational therapy may include services for non-public, private, alternate school placements, preschool/transition, home-bound students, high priority cases, and/or representation at mediation or legal proceedings. These non-routine therapy services can be scheduled with the mutual consent of both parties. Non-routine hours will be billed on a periodic basis at the rate of **$105.00** per hour, along with any necessary and reasonable travel reimbursement. ESY services will be billed at an hourly rate of $70.00.

The School District agrees to pay TherAbilities a total of **$66,600.00** for the 120 days of Occupational Therapy Services provided during the school year as outlined in this agreement. Payment will be due in six (6) scheduled installments on or before the dates listed below with a late payment charge of two percent being applied for any delinquent balances outstanding beyond 30 days of the due dates. TherAbilities will refund the School District for any remaining balance from unused services, if any, by June 30, 2026.

1.	August 1, 2025	17%	$11,322.00
2.	October 1, 2025	17%	$11,322.00
3.	December 1, 2025	17%	$11,322.00
4.	February 1, 2026	17%	$11,322.00
5.	April 1, 2026	17%	$11,322.00
6.	June 1, 2026	Balance	$9,990.00

The terms of this agreement will remain in effect during the 2025-2026 school year. This agreement may be amended by written agreement of both parties. This agreement and all disputes in regards to its interpretation shall be governed by Pennsylvania Law. This is the entire agreement between the parties.

BY SIGNING THIS DOCUMENT, BOTH PARTIES ACKNOWLEDGE THAT THEY HAVE READ, UNDERSTAND, AND AGREE T0 THE TERMS OF THIS AGREEMENT:

TherAbilities Representative

Date: March 31, 2025

_____
School District Representative

Date: _____

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