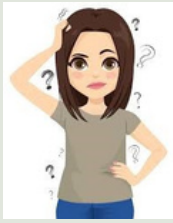


Keep your employee clearances up to date!


As the end of the school year quickly approaches, we want to remind all employees to check the status of their clearances. If your clearances are set to expire over the summer, we strongly encourage you to complete the renewal process before the school year ends.

Reminder notices will continue to be sent during the summer months. However, please remember: If your clearances are not renewed prior to the start of the new school year, you will not be permitted to work.



Avoid the last-minute stress of “Oh no, I forgot!”—take care of your clearances now and be ready to hit the ground running in the fall!

Clearances for building volunteers:

 As we enter a time of year when more opportunities arise for volunteers to support our schools—both now and throughout the summer—please ensure that all individuals wishing to volunteer have updated, approved clearances on file. For the safety and security of our students and staff, **no volunteers are permitted in our school buildings without current clearances.** Every volunteer must complete all clearance requirements before participating in any school-related activities. Thank you for your attention to this important matter and for helping us maintain a safe, secure, and supportive learning environment for everyone.

Extended Clearance Collection

Extended hours will be from 3:30-5:30 pm on the following dates, in the District Office:

May 12th
June 16th

ESS Referral Program

Do you know someone who would make an excellent substitute teacher or paraprofessional?

Refer a friend at Refer.ESS.com and receive a \$100 gift card for every successful referral.

To learn more [click here](#)

Don't forget!

Level I teachers must complete 24 credits of post bachelors coursework as part of the requirements to convert your

Level I certification to Level II.

Have you enrolled in classes yet?

Please take a look at the coursework information on the HR website and in your collective bargaining agreement. Contact Emma Weiss (eweiss@pennridge.org) for more information on program approvals and course reimbursement.

For information regarding the Level I to Level II conversion process, please reach out to Donna Schepis (dschepis@pennridge.org).

Contact us:

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tmossman@pennridge.org
ext. 122368

Donna Schepis
dschepis@pennridge.org
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Nicole Foster
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ext. 122716

Michelle Jensen
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ext. 125011

Emma Weiss
eweiss@pennridge.org
ext. 122206

Reasonable Assurance of Employment Letters

Reasonable Assurance letters will be distributed via the Records system. These letters provide assurance of continued employment and will cover all future academic years for which you are employed within the District. Please note that acknowledgment and signature are required. You will be asked to indicate your understanding and agreement. If you have any questions please contact Michelle Jensen at mjensen@pennridge.org.

Open Enrollment

Human Resources has been hard at work getting ready for the 2025-2026 Open Enrollment period. Information pertaining to open enrollment can be found on the HR Department website as well as the benefits enrollment portal. Links on the left hand side will direct you to available coverage options, rates, as well as Frequently Asked Questions and much more.

All employees are required to participate in Open Enrollment. If you do not carry our benefits, you need to go through the online enrollment process to waive this option.

All employees must access the Benefit Enrollment Portal to complete open enrollment. This can be done through your PSD Key log in. You may find the link in the Professional Resources folder.

The Open Enrollment window is May 2nd - May 13th.

Changes during the open enrollment process are effective July 1, 2025.

The benefit plan year runs from July 1st to June 30th of each year.

Twelve-month employees will begin deductions in July and will continue through June – for coverage starting July 1st and ending June 30th.

Ten-month employees will begin deductions in September and will continue through June (or August for 26 pay 10-month employees) – for coverage starting September 1st and ending August 31st. Ten-month employees adding coverage or changing coverage during open enrollment will be home billed for the months of July & August for any premiums owed.

If employees miss the open enrollment period, employees will only be able to update coverage with a qualifying life event or a change in situation that would make you eligible for a Special Enrollment Period — like getting married, having a baby, or losing health coverage.

OPEN ENROLLMENT UPDATES!

Health Care FSA has increased to a maximum savings contribution of \$3,300 per plan year

Dependent Care FSA's maximum savings contribution remains at \$5,000 per plan year

Check your CBA/Contract or the 2025-2026 premiums page for the employee contribution to premiums

All Coverages and Vendor pages are accessible from the HR Department Healthcare Webpage and benefits portal.

OPEN ENROLLMENT- Open May 2nd - May 13th

Be prepared to answer questions related to yourself and your family (ie. SS#, birthdates).

If you have children aging out—be sure to submit transcripts/tuition bills from collegiate institutions to keep them on your benefits.

Trouble logging in to the Benefits Portal - send an email to:

openenrollment@pennridge.org

Healthy You!

May is:

Mental Health Awareness Month

You are worthy of happiness and peace of mind.

Depression and Oral Health: *What's the connection?*

Delta Dental Articles:

Depression and your oral health

Anxiety disorders and your oral health

Health Advocate Resources:

- Health Advocate Flyer -
Mental Health Matters.
Always.
- Health Advocate Video:
One Minute for You!



MENTAL HEALTH AWARENESS MONTH