

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
JANUARY 11, 2024
HS Library**

The Board of Directors of the Berlin Brothersvalley School District held a meeting on the above date in the High School Library. The meeting was called to order by Board President Jenna Ogburn at 6:31 p.m.

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. MOMENT OF SILENCE**
- D. ROLL CALL**

<u>Y</u> Donna Dively	<u>Y</u> Nathan Menhorn	<u>N</u> Allison Rohrs
<u>Y</u> Jeff Fisher	<u>Y</u> Norman Menhorn	<u>Y</u> Tom Smith
<u>Y</u> J.T. Kline	<u>Y</u> Jenna Ogburn	<u>Y</u> Cathy Webreck

- E. COMMENTS FROM THE PUBLIC**

- F. APPROVAL OF THE AGENDA**

Motion by Cathy Webreck, seconded by Donna Dively, to approve the agenda as presented on this date.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

- G. APPROVAL OF MINUTES, EXHIBITS, COMMITTEE, AND FINANCIAL REPORTS**

Motion by Nathan Menhorn, seconded by Donna Dively, to approve the following minutes and financial reports as presented on this date.

1. Regular Board Meeting, December 7, 2023. [Exhibit G-1](#)
2. Athletic Account, December 31, 2023. [Exhibit G-2](#)
3. Activity Account, December 31, 2023. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, December 31, 2023. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, December 31, 2023. [Exhibit G-5](#)
6. Reorganizational Meeting, December 7, 2023. [Exhibit G-6](#)

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

STUDENT PRESENTATION

KC Club - Tristen Will, Carolina Guindon, & Sammie Singo
Jenna Hankinson - Advisor

- H. SUPERINTENDENT'S REPORT**

1. Board Retreat

1

“BBSD Board Goals”

1. Promote academic growth throughout the student population
2. Explore and enhance curriculum opportunities and delivery options
3. Cultivate independent thinking, resiliency and connectedness in all students
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5. Maintain fiscal solvency relative to district demographics

2. Yearbook Picture - January Meeting
3. 2024 Board Meeting Dates. [Exhibit H-1](#)
4. Comprehensive Plan Update
5. Curriculum Presentation - February

Upcoming Meetings:

All meetings will be held in the HS Library.

I. STUDENT MEMBER TO THE BOARD REPORT-SHAY FOCHTMAN

J. BUSINESS ITEMS

1. Motion by Cathy Webreck, seconded by Norman Menhorn, to approve the payment of bills as presented on this date. [Exhibit J-1](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
2. Motion by Cathy Webreck, seconded by Donna Dively, to approve two Somerset County Tax Claim Bureau's "Notice of Offer to Purchase Property at Private Sale" from Kevin Murphy as presented. [Exhibit J-2](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
3. Motion by Donna Dively, seconded by Cathy Webreck, to approve four Somerset County Tax Claim Bureau's "Notice of Offer to Purchase Property at Private Sale" from Ross A. Shaffer as presented. [Exhibit J-3](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
4. Motion by Norman Menhorn, seconded by Jeffrey Fisher, to approve an agreement, retroactive to August 1, 2023, between Appalachia Intermediate Unit 8 and BBSD to provide school psychological services as presented. [Exhibit J-4](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
5. Motion by Cathy Webreck, seconded by Tom Smith, to approve to engage the services of Ronald Repak, Esq. and Dillon, McCandless, King, Coulter & Graham, LLP as solicitor at an hourly rate of \$170/hour (\$5 increase) for the 2024 calendar year. [Exhibit J-5](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
6. Motion by Nathan Menhorn, seconded by Jeffrey Fisher, to approve advertising for bids for General supplies and Custodial supplies for the 2024-2025 school year.
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____

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7. Motion by Norman Menhorn, seconded by Nathan Menhorn, to approve to advertise for census enumerators.
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
8. Motion by Cathy Webreck, seconded by J.T. Kline, to approve the 2022-2023 audit and adjusting entries. [Exhibit J-6](#)
(Annual Financial Report and Single Audit may be viewed on the school district website.)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____

K. INSTRUCTIONAL

L. ADMINISTRATION

1. Motion by Cathy Webreck, seconded by Nathan Menhorn, to adopt new policy No. 347 - "Workers' Compensation Transitional Return-To-Work Program".
[Exhibit L-1](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
2. Motion by Cathy Webreck, seconded by Donna Dively, to adopt new policy No. 447 - "Workers' Compensation Transitional Return-To-Work Program".
[Exhibit L-2](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
3. Motion by Norman Menhorn, seconded by Cathy Webreck, to adopt new policy No. 547 - "Workers' Compensation Transitional Return-To-Work Program".
[Exhibit L-3](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
4. Motion by Nathan Menhorn, seconded by Tom Smith, to adopt the PSBA Principles for Governance and Leadership. [Exhibit L-4](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
5. Motion by Norman Menhorn, seconded by Cathy Webreck, to place revised policy No. 610 - "Purchases Subject to Bid" on the table for public inspection for 30 days.
[Exhibit L-5](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____

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6. Motion by Cathy Webreck, seconded by Nathan Menhorn, to place revised policy No. 611 - "Purchases Budgeted" on the table for public inspection for 30 days. [Exhibit L-6](#)

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

M. PERSONNEL

1. Motion by Cathy Webreck, seconded by Nathan Menhorn, to approve Debra Orendorf's letter of retirement effective at the end of the current contractual school year, 2023-2024. [Exhibit M-1](#)

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

2. Motion by Donna Dively, seconded by Jeffrey Fisher, to approve Alexis Saylor's request for unpaid time off as needed. [Exhibit M-2](#)

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

3. Motion by Cathy Webreck, seconded by Jeffrey Fisher, to accept the following resignations:

Chris Grenke Head JH Baseball Coach

Amanda Cooney Assistant JH Volleyball Coach

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

4. Motion by Nathan Menhorn, seconded by Norman Menhorn, to approve the following for 1.5 hours at \$28.50/hour for supervision of the 3rd & 4th Grade musical concert on December 19, 2023:

Inez O'Donnell

Katy Miller

Heather Kush

Beth Hoover

Cannon Hay

Autumn Chonko

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

5. Motion by Nathan Menhorn, seconded by Donna Dively, to approve Thomas Podpora as the Superintendent of Schools for Berlin Brothersvalley School District at a rate of \$112,000 for a four-year term, per the terms and conditions of the agreed upon contract pending completion of legal requirements. [Exhibit M-3](#)

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

6. Motion by Norman Menhorn, seconded by Tom Smith, to create the temporary position of “Assistant to the Superintendent” until such time as the position is abolished.

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

7. Motion by Tom Smith, seconded by Cathy Webreck, to approve Mr. Thomas Podpora to the temporary position of “Assistant to the Superintendent” from a time to be determined based upon Mr. Podpora’s release date through May 16, 2024. Mr. Podpora will be provided all prorated salary and benefits as provided within his approved Superintendent Contract. During the approved leave of Dr. David Reeder, Mr. Podpora may take the same actions as a Substitute Superintendent is able to complete in compliance with 24 P.S. §10-1079. Upon commencement of Mr. Podpora’s Superintendent role on May 17, 2024, said position of “Assistant to the Superintendent” will be abolished.

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

8. Motion by Donna Dively, seconded by Cathy Webreck, to approve Katrina Lynch’s letter of retirement effective at the conclusion of the 2023-2024 school year. [Exhibit M-4](#)

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

9. Motion by Donna Dively, seconded by Cathy Webreck, to approve the following Spring sports coaches pending completion of legal requirements:

Varsity Track and Field

Head Coach	Corey Will
Assistant	Turner Paul
Assistant	Amanda Dowdy
Assistant	Anna Flamm

Head Junior High
Assistant Junior High

Volunteer	Kay Ann Cober
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Varsity Baseball

Head Coach	Dante Paul
Assistant	Isaiah Paul
Assistant	Cannon Hay
Volunteer	Bob Bowers
Volunteer	Tyrel Stockwell
Volunteer	Riley Christner

Head Junior High	Chayse Hyatt
Assistant	Tucker Patrick

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Volunteer Kyle Courtney
Volunteer Ben Hay

Varsity Softball

Head Coach Brian Slope
Assistant Tess Straight
Assistant Steve Costea

Head Junior High Katie Flick
Assistant Amanda Dively
Volunteer Rocky Ritchey

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

10. Motion by Norman Menhorn, seconded by Jeffrey Fisher, to approve the resignation of Tonya Brenneman, kindergarten instructional aide, effective January 12, 2024.

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

11. Motion by Nathan Menhorn, seconded by Cathy Webreck, to approve Megan Lamens as a kindergarten instructional aide through the remainder of the 2023-2024 school year.

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

12. Motion by Cathy Webreck, seconded by Jeffrey Fisher, to approve Katelynn Swank, Friedens, PA, as an elementary and special education certified day-to-day teaching substitute pending completion of legal requirements.

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

13. Motion by Norman Menhorn, seconded by Donna Dively, to approve the payment of \$150.00 per day to Mr. Thomas Podpora for days said individual is able to work in the Berlin Brothersvalley School District prior to commencement of his official superintendent commission and/or other contracted agreement.

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

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N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

Motion by Norman Menhorn, seconded by Cathy Webreck, to approve the following conference/field trip/workshop requests:

- Danielle Hay's request to attend NAMI - Child, Adolescent, and Transition Age Youth Mental Health Conference, The Westin, Pittsburgh, PA, February 2, 2024. Cost - \$252.18. Social Worker budget.
- Jenna Hankinson's request to attend PESI - Self Regulation: Keeping the Body, Mind & Emotions Regulated in Children with Autism, ADHD, or Sensory Differences, digital seminar. Cost - \$99.99. Guidance Budget.
- David Remaley's request to attend IU8 Advisory Council for Cyber meeting, IU8, Altoona, PA, January 12, 2024. Cost - \$155.00.
- FFA's request to take 6 students to PA FFA ACES Conference, Harrisburg, PA, February 24-25, 2024. Cost - \$1026.00. FFA Budget.
- Doug Paul and Dante Paul's request to attend PSFCA Football Clinic, Penn State University, State College, PA, February 15-17, 2024. Only cost to the district will be for a half-day substitute - \$62.50.

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

- Danielle Hay & Jenna Hankinson's request to provide Youth Mental Health First Aid Training, HS teachers, November 14 & 16, 2023. Cost - \$526.90. PCCD Grant.

O. FACILITIES USE REQUESTS

Motion by J.T.Kline, seconded by Donna Dively, to approve the following facilities use requests:

- Berlin Young Farmers request to use MS room 27-ag room, Thursday, January 25, 2024, 7:00 p.m., meeting with FFA Chapter.
- Berlin Varsity Softball's request to use the elementary gym, Mondays & Wednesdays, February 5-28, 2024, 5:30-7:00 p.m., voluntary open gym.
- Berlin Young Farmers request to use MS room 27-ag room, Thursday, February 22, 2024, 7:00 p.m., meeting.
- BBSD Foundation's request to use the board room, Sunday, January 28, 2024, 7:00 pm., meeting.
- Fellowship of Christian Athletes' request to use the HS gym, Saturday, February 24, 2024, 6:00-9:00 p.m., recreation night.

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

Facilities Use requests already approved:

- Berlin Varsity Softball's request to use the elementary gym, Mondays & Wednesdays, January 10-31, 2024, 5:30-7:00 p.m., voluntary open gym.
- Catelyn Herman's request to use the auditorium, Wednesdays, January 3-April 3, 2024, 4:00-9:00 p.m., preparation.

- Somerset County Fair Queen Committee’s request to use the auditorium, December 27, 2023, January 3, 10, & 17, 2024, 4:30-7:00 p.m., rehearsal for state competition.
- Berlin Youth Baseball/Softball’s request to use the elementary library, Thursday, January 11, 2024, 6:00-7:00 p.m., winter meeting.

P. INFORMATIONAL

1. Policy No. 626 - Attachment - Procurement - Federal Programs. [Exhibit P-1](#)

Motion by Cathy Webreck, seconded by Donna Divley, to adjourn the meeting.

Section 508 vote: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

The meeting adjourned at 7:45pm.

Rachel Prosser
Board Secretary

DISCLAIMER – These are not the official minutes of the Berlin Brothersvalley School District. The official minutes will be approved at the next regular meeting of the Berlin Brothersvalley School Board.

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