

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
JANUARY 16, 2025
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>YES</u> DonnaDively	<u>YES</u> NathanMenhorn	<u>NO</u> AllisonRohrs
<u>YES</u> Jeff Fisher	<u>YES</u> NormanMenhorn	<u>YES</u> TomSmith
<u>YES</u> J.T. Kline	<u>YES</u> JennaOgburn	<u>YES</u> CathyWebreck

Motion by Nathan Menhorn, seconded by Norman Menhorn, to adjourn to Executive Session to discuss contracts.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

Motion by Cathy Webreck, seconded by Norman Menhorn, to reconvene the regular meeting.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

- E. COMMENTS FROM THE PUBLIC**

- F. APPROVAL OF THE AGENDA**

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

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

Ayes 8 Nays 0 Abstain ____

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

Motion by Norman Menhorn, seconded by Jeff Fisher, to approve the following minutes and financial reports as presented on this date.

“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
4. Provide opportunities for students to explore, plan and pursue educational and career goals
5. Maintain fiscal solvency relative to district demographics

1. Regular Board Meeting, December 5, 2024. [Exhibit G-1](#)
 2. Athletic Account, December 31, 2024. [Exhibit G-2](#)
 3. Activity Account, December 31, 2024. [Exhibit G-3](#)
 4. General, Construction, Capital Reserve, and Investment Accounts, December 31, 2024. [Exhibit G-4](#)
 5. Cafeteria and Payroll Funds, December 31, 2024. [Exhibit G-5](#)
 6. Reorganizational Meeting, December 5, 2024. [Exhibit G-6](#)
- Section 508 vote: All members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain ____

**PRESENTATION
MS FOR CLUB**

H. SUPERINTENDENT’S REPORT

1. Board Retreat - January 18 - Cup of Soul Cafe
2. Yearbook picture - January 16 meeting
3. PSAT/Career Fair replacement for graduation requirement.
4. Fire Alarm System Update.
5. Athletics

Upcoming Meetings: Work Session Mtg - TUESDAY, February 4, 2025 - 6:30 pm
Board Meeting - Thursday, February 13, 2025 - 6:30 p.m.

All meetings will be held in the HS Library.

**I. STUDENT MEMBER TO THE BOARD REPORTS:
HAYLEE SPEICHER
RILEY SHAFFER**

J. BUSINESS ITEMS

1. Motion by Cathy Webreck, seconded by Nathan 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 Tom Smith, seconded by Jeff Fisher, to approve the Audit Engagement Letter from Kotzan CPA & Associates, P.C. for the school years ending June 30, 2025, 2026, & 2027. [Exhibit J-2](#)
 Section 508 vote: All members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain ____
3. Motion by JT Kline, seconded by Cathy Webreck, to approve to adjust the Uniform Rotation Schedule to put Varsity Girls Basketball on the same timeline as other Varsity sports and to add JH Baseball, Softball and Track to the schedule as per exhibit. [Exhibit J-3](#)
 Section 508 vote: All members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain ____

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4. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve the Somerset County Tax Claim Bureau's "Notice of Offer to Purchase Property at Private Sale" from Brian Barron as presented. [Exhibit J-4](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
5. Motion by Jeff Fisher, seconded by JT Kline, to approve advertising for bids for General supplies and Custodial supplies for the 2025-2026 school year.
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
6. Motion by Tom Smith, seconded by Jeff Fisher, to approve the 2023-2024 audit and adjusting entries. [Exhibit J-5](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
7. Motion by Norman Menhorn, seconded by Nathan Menhorn, 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 (no increase in rate) for the 2025 calendar year. [Exhibit J-6](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
8. Motion by JT Kline, seconded by Jeff Fisher, to approve advertising for bids for a ventilation unit for the high school.
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 Donna Dively, to adopt the PSBA Principles for Governance and Leadership. [Exhibit L-1](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
2. Motion by JT Kline, seconded by Cathy Webreck, to approve the addition of the following to the bus/van driver list pending completion of legal requirements:
Danielle Miller - retroactive to January 9, 2025
Ann Miller
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
3. Motion by Norman Menhorn, seconded by Donna Dively, to place revised Policy No. 610 - "Purchases Subject to Bid" on the table for public inspection for 30 days. [Exhibit L-2](#)

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

Ayes 8 Nays 0 Abstain ____

4. Motion by Nathan Menhorn, seconded by Cathy Webreck, to place revised Policy No. 611 - "Purchases Budgeted" on the table for public inspection for 30 days.

[Exhibit L-3](#)

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

Ayes 8 Nays 0 Abstain ____

5. Motion by Nathan Menhorn, seconded by JT Kline, to approve the revised 2024-2025 school calendar as per exhibit. [Exhibit L-4](#)

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

Ayes 8 Nays 0 Abstain ____

6. Motion by Nathan Menhorn, seconded by Donna Dively, to approve Tim Sprowls as the district truancy officer.

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

Ayes 8 Nays 0 Abstain ____

M. PERSONNEL

1. Motion by Norman Menhorn, seconded by JT Kline, to approve Heidi Coleman as a Forensics judge.

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

Ayes 8 Nays 0 Abstain ____

2. Motion by Cathy Webreck, seconded by Norman Menhorn, to approve Jill Carlson's request for an extension to her FMLA leave. [Exhibit M-1](#)

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

Ayes 8 Nays 0 Abstain ____

3. Motion by JT Kline, seconded by Tom Smith, to approve the following Spring sports athletic 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	David Gontis
Volunteer	Kay Ann Cober

Varsity Baseball

Head Coach	Tucker Patrick
Assistant	

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Head Junior High
Assistant

Chayse Hyatt

Varsity Softball

Head Coach
Assistant
Assistant
Volunteer
Volunteer
Volunteer

Brian Slope
Tess Straight
Gloria Weighley
James Maddy
Craig Stiffler
Marlee (Ott) Booth

Head Junior High
Assistant
Volunteer
Volunteer
Volunteer

Katie Flick
Amanda Dively
Autumn Will
Taylor Hillegass
Rocky Ritchey

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

Ayes 8 Nays 0 Abstain ____

4. Motion by Donna Dively, seconded by Jeff Fisher, to approve Cassandra Dively's resignation as cafeteria substitute. [Exhibit M-2](#)

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

Ayes 8 Nays 0 Abstain ____

5. Motion by Nathan Menhorn, seconded by JT Kline, to approve the following as field trip chaperones pending completion of legal requirements:

Luke Dowdy
Elyse Ebersole
Jenna Ogburn
Tracy Henry

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

Ayes 8 Nays 0 Abstain ____

6. Motion by Tom Smith, seconded by Jeff Fisher, to approve the following as certified day-to-day teaching substitutes pending completion of legal requirements:

Nathan Beam, Somerset PA
Stephanie Maddy, LaVale MD

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

Ayes 8 Nays 0 Abstain ____

7. Motion by Norman Menhorn, seconded by JT Kline, to approve the following as Lego League Advisors at \$28.50/hour for up to 25 hours each:

Brian Slope
Maddie Marker
Mandy Cooper

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Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____

8. Motion by Norman Menhorn, seconded by JT Kline, to approve Jade Hetz, of Garrett, PA, as Spanish teacher on step 1 of the current BBEA contract.

Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____

9. Motion by Cathy Webreck, seconded by Nathan Menhorn, to approve J. Michael Bertuzzi's letter of retirement effective at the end of the school year.
[Exhibit M-3](#)

Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____

10. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve Maria Tuthill Murphy's letter of retirement effective July 31, 2025. [Exhibit M-4](#)

Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____

N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

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

- FFA's request to take 4 students to PA FFA ACES conference, Harrisburg, PA, February 22-23, 2025. Cost - \$1091.00. FFA Transportation & FFA Activity fund.
- Maria Murphy's request to take 8 students to Bocce Ball Tournament, North Star High School, January 18, 2025. Cost - \$470.00. Cup of Joe funds.
- Katherine Spiri's request to take 9 students to District Chorus, Berlin Brothersvalley High School, February 5-7, 2025. Cost - \$1007.00. Chorus budget.
- Debra Orendorf/Forensics' request to take 8 students to Forensics meet, January 22, 2025. Cost - \$535.55. Forensics budget.
- Holly Montgomery's request to take approximately 70 students to Carnegie Science Center-SciTech Days, Pittsburgh, PA, February 21, 2025. Admission cost covered by CSC FedEx Grant, \$900 of transportation cost covered by CSC, remainder of transportation cost to be covered by students or possibly BBSD Foundation grant.
- Doug Paul's request to take 15-20 students to Special Olympics Winter Games, Seven Springs, PA, February 12 & 13, 2025. No cost to the district. Berlin Football Boosters will pay for the transportation.
- Doug Paul's request to attend ICC Athletic Director's meeting, Hollidaysburg, PA, March 14, 2025. No cost to the district.
- Chris Fabyanic, Kim Diehl, & Christy McMillen's request to take 12-24 students to Interscholastic Reading Competition, Forest Hill School District, April 2, 2025. Cost - \$938.10. MS & HS Reading Competition budget.

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- Kim Diehl & Christy McMillen’s request to take 12-24 students to Interscholastic Reading Competition, Forest Hills School District, April 1, 2025. Cost - \$908.10. Elementary Reading Competition budget.
- FFA’s request to take 5 students to PA FFA State Legislative Leadership Conference, Harrisburg, PA, March 23-25, 2025. Cost - \$1574.00. FFA Transportation budget, remainder paid by FFA funds.
- Brittany Henigin’s request to take 1 student to District Band, Bellwood-Antis School District, Bellwood, PA, January 23 & 24, 2025. Cost - \$462.00. Band budget.
- Brian Slope’s request to take 24 students to MS Lego Team Competition, Central Cambria High School, Ebensburg, PA, February 22, 2025. Cost - \$570.40. BBSD Foundation grant.
- Brian Slope’s request to take 3 students to CSO Leadership Training Institute, Flight 93 Memorial, Stoystown, PA, January 24, 2025. Cost - \$150.00. IU8 Grant.

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

Ayes 8 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

- Jim Maddy’s request to take 6 students to Physics class, North Star High School, December 11, 2024. Cost - \$90.00. Science Transportation.
- Katherine Spiri’s request to take 31 students Christmas caroling, Somerset Area Aging Agency, Meadow View, Siemon’s, & Community Life, December 16, 2024. Cost - \$300.00. Chorus Club account & Community donation.
- Katherine Spiri’s request to take 50 students Christmas caroling, Meadow View, Siemon’s, & Community Life, December 17, 2024. Cost - \$300.00. Chorus Club account & Community donation.
- Debra Orendorf/Forensics’ request to take 7 students to Forensics meet, Somerset Jr./Sr. High School, January 8, 2025-cancelled due to weather - rescheduled January 30, 2025.. Cost - \$95.00. Forensics budget.

O. **FACILITIES USE REQUESTS**

Motion by Donna Dively, seconded by Nathan Menhorn, to approve the following facilities use requests:

- BBSD Foundation’s request to use the board room, Sunday, February 2, 2025, 6:30 p.m., meeting.
- Berlin Young Farmers’ request to use room027-ag room, Thursdays, January 23 & 30, February 13, 20, & 27, and March 13, 2025, 7:30 p.m., Berlin Young Farmers Educational classes.
- Berlin Elementary’s request to use MS gym/cafeteria, Thursday, January 23, 2025, 6:00-7:00 p.m., Bingo for Books-K-2.
- September 11th National Memorial Trail Alliance’s request to use the MS gym, bathrooms, and parking lot, Saturday, September 6, 2025, 7:00 a.m.-2:00 p.m., charity bike ride for the 911 Trail to Flight 93.

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

Ayes 8 Nays 0 Abstain

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Facilities Use requests already approved:

- Berlin Young Farmers’ request to use the ag room, Wednesday, December 18, 2024, 7:30 p.m., reorganizational meeting.
- Berlin Travel Boosters’ request to use the auditorium, Friday, December 20, 2024, 2:30-4:30 p.m., pizza/sub delivery & pick up.
- Catelyn Herman’s request to use the auditorium, Wednesdays, January 8, 2025-February 26, 2025, 4:00-9:00 p.m., scholarship program practice.
- Berlin Youth Baseball & Softball’s request to use the elementary library, Wednesday, December 18, 2024, 5:00-6:00 p.m., meeting.
- Forensics’ request to use the MS computer lab, January 9, 15, 23, & 29, 2025 & February 5, 12, 19, & 26, 2025, 3:30-6:30 p.m., practice and mock debates.
- Berlin Wrestling Boosters’ request to use HS room 216, Wednesday, January 15, 2025, 6:00 p.m., booster meeting.
- Berlin Elementary’s request to use the MS gym/cafeteria, Thursday, January 16, 2025, 6:30-7:30 p.m., Bingo for Books-Gr. 3 & 4.

P. INFORMATIONAL

1. Occupational Advisory Committee Agenda. [Exhibit P-1](#)
2. Occupational Advisory Committee Minutes. [Exhibit P-2](#)

Motion by Nathan Menhorn, seconded by Jeff Fisher, to adjourn the meeting.

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

Ayes 8 Nays 0 Abstain

The meeting was adjourned at 7:53 p.m.

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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