

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
MARCH 13, 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 6:33 p.m.

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

<u>YES</u> Donna Dively	<u>YES</u> Nathan Menhorn	<u>YES</u> Allison Rohrs
<u>YES</u> Jeff Fisher	<u>YES</u> Norman Menhorn	<u>YES</u> Tom Smith
<u>NO</u> J.T. Kline	<u>YES</u> Jenna Ogburn	<u>YES</u> Cathy Webreck

- E. COMMENTS FROM THE PUBLIC**

- F. APPROVAL OF THE AGENDA**

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

1. Regular Board Meeting, February 13, 2025. [Exhibit G-1](#)
2. Athletic Account, February 28, 2025. [Exhibit G-2](#)
3. Activity Account, February 28, 2025. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, February 28, 2025. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, February 28, 2025. [Exhibit G-5](#)
6. Work Session Meeting, March 6, 2025. [Exhibit G-6](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain__

STUDENT MEMBER TO THE BOARD REPORTS:

Haylee Speicher

“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

Riley Shaffer

PRESENTATION

Tech Ed Trikes

Motion by Tom Smith, seconded by Cathy Webreck, to adjourn to Executive Session to discuss personnel matters.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain__

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

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain__

The meeting reconvened at 7:35 p.m.

H. SUPERINTENDENT'S REPORT

1. Yearbook picture
2. BBSD College Credit Value
3. Berlin Community Grove Association property.

Upcoming Meetings: Board Meeting - Thursday, April 10, 2025 - 6:30 p.m.
Budget Meeting - Tuesday, April 22, 2025

All meetings will be held in the HS Library.

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: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain__

2. Motion by Norman Menhorn, seconded by Jeff Fisher, to adopt the proposed Secondary budget for the fiscal year 2025-2026 of the Somerset County Technology Center in the amount of \$6,820,237.36. [Exhibit J-2](#)

<u>YES</u> Donna Dively	<u>NO</u> Nathan Menhorn	<u>YES</u> Allison Rohrs
<u>NO</u> Jeff Fisher	<u>NO</u> Norman Menhorn	<u>NO</u> Tom Smith
___ J.T. Kline	<u>YES</u> Jenna Ogburn	<u>YES</u> Cathy Webreck
Ayes <u>4</u> Nays <u>4</u> Abstain__ Motion does not pass.		

3. Motion by Tom Smith, seconded by Nathan Menhorn, to adopt the proposed Adult budget for the fiscal year 2025-2026 of the Somerset County Technology Center in the amount of \$750,000.00. [Exhibit J-3](#)

___ Donna Dively	___ Nathan Menhorn	___ Allison Rohrs
___ Jeff Fisher	___ Norman Menhorn	___ Tom Smith

"BBSD Board Goals"

- | | |
|---|--|
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____ J.T. Kline ____ Jenna Ogburn ____ Cathy Webreck
Ayes ____ Nays ____ Abstain ____

Motion by Jeff Fisher, seconded by Norman Menhorn to table the above motion. Motion was tabled.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

4. Motion by Tom Smith, seconded by Nathan Menhorn, to approve the 2025-2026 Memorandum of Understanding/Transition Agreement with Tableland Services as per exhibit. [Exhibit J-4](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

5. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve the 2025-2026 Letter of Agreement with Tableland Services as per exhibit. [Exhibit J-5](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

6. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve a resolution to continue Flexible Instructional Days for the 2025-2026, 2026-2027, & 2027-2028 school years. [Exhibit J-6](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

7. Motion by Nathan Menhorn, seconded by Tom Smith, to approve the sale of approximately 10 tons of coal at \$75/ton and two coal shovels to Shade Central-City School District.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

8. Motion by Tom Smith, seconded by Allison Rohrs, to approve the Appalachia Intermediate Unit 08 2025-2026 General Operating Budget as presented. [Exhibit J-7](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

9. Motion by Tom Smith, seconded by Nathan Menhorn, to approve the sale of the grove property to Berlin Brothersvalley Community Grove Association for \$1.00 pending completion of legal requirements.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

K. INSTRUCTIONAL

3

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L. ADMINISTRATION

1. Motion by Allison Rohrs, seconded by Nathan Menhorn, to approve the 2025-2026 BBSD school calendar as per exhibit. [Exhibit L-1](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
2. Motion by Norman Menhorn, seconded by Allison Rohrs, to place the 2025-2028 Special Education Plan on the table for public inspection for 28 days. [Exhibit L-2](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__

M. PERSONNEL

1. Motion by Donna Dively, seconded by Jeff Fisher, to approve Patty Christner's request for February 18-March 7, 2025, as days off without pay. [Exhibit M-1](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
2. Motion by Donna Dively, seconded by Cathy Webreck, to approve increasing the substitute calling stipend from \$2500 to \$5000 beginning with the 2025-2026 school year.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
3. Motion by Donna Dively, seconded by Norman Menhorn, to approve Marlaina Shaffer as staff for the "Beyond the Bell Afterschool Program" not to exceed 12 hours at \$15.50/hour to be paid by a BBSD Foundation grant retroactive to February 4, 2025.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
4. Motion by Cathy Webreck, seconded by Donna Dively to approve Keegan Munoz, Fairhope PA, as a substitute custodian pending completion of legal requirements.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
5. Motion by Norman Menhorn, seconded by Tom Smith, to approve the following Spring sports coaches:
Track and Field
Kevin Bittner Volunteer

Softball
Tess Straight Jr. High Volunteer
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__

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6. Motion by Nathan Menhorn, seconded by Allison Rohrs, to approve to return Varsity Baseball to two paid coaching positions from three paid coaching positions.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
7. Motion by Tom Smith, seconded by Allison Rohrs, to approve the following Junior High Track Coaches:
Corey Will Head Coach \$1000
Turner Paul Assistant \$1000
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
8. Motion by Jeff Fisher, seconded by Allison Rohrs, to approve to return Varsity Softball to two paid coaching positions from three paid coaching positions.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
9. Motion by Norman Menhorn, seconded by Allison Rohrs, to approve Heath Montgomery as a field trip chaperone.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
10. Motion by Donna Dively, seconded by Allison Rohrs, to approve a change in status for Jennifer Charlton from substitute to part-time cafeteria worker.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
11. Motion by Cathy Webreck, seconded by Allison Rohrs, to approve the following as field trip chaperones pending completion of legal requirements:
Dana Hankinson
Laura Wyant
Jacob Craig
Leanne Mankamyer
Catelyn Will
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
12. Motion by Jeff Fisher, seconded by Tom Smith, to approve changing Maria Murphy's retirement date from July 31, 2025 to July 31, 2026. [Exhibit M-2](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain__
13. Motion by Nathan Menhorn, seconded by Donna Dively, to approve Laika Zarefoss, of Berlin, PA, as a K-12 special education teacher on step 1 of the current BBFA contract pending completion of legal requirements.
Section 508: All members present voted in the affirmative.

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Ayes 8 Nays 0 Abstain__

14. Motion by Norman Menhorn, seconded by Donna Dively, to approve the resignation of Matthew Caton, facilities administrator, effective March 21, 2025. [Exhibit M-3](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain__

15. Motion by Nathan Menhorn, seconded by Tom Smith, to approve Dustin Shroyer, Somerset, PA, as an IU8 certified day-to-day teaching substitute pending completion of legal requirements.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain__

N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

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

- Brittany Henigin's request to take 3 students to District 6 Band Fest, Conemaugh Township High School, Davidsville, PA, April 4, 2025. Cost - \$270.00. Band budget.
- Amanda Dowdy's request to take 7 students to "Senator for a Day" Crossroads Bible Church, Bedford, PA, March 20, 2025. No cost to the district. BBSD Foundation Grant will pay for this trip.
- Katherine Spiri's request to take 6 students to District 6 Songfest, Northern Bedford Area High School, May 9, 2025. Cost - \$490.00. Music budget.
- Doug Paul's request to attend PSADA Conference, Hershey, PA, March 19, 2025. No cost to the district.
- Danielle Hay's request to attend 2025 annual STAR Suicide Prevention conference - virtual, May 9, 2025. Cost - \$40.00. Social work professional development budget.
- Christine Fabyanic's request to take 3 students to "Charlotte's Web" performance, Mountain Playhouse at the Pasquerilla Performing Arts Center, UPJ, Johnstown, PA, April 10, 2025. Cost - \$395.60. Cup O'Joe funds.
- Fifth Grade's request to take 67 students to Ice Cream Station, Berlin, PA, May 21, 2025 (rain date May 22, 2025). No cost to the district. PTSO will pay for this trip.
- Fifth Grade's request to take 67 students to J.B. Schrock Playground, Berlin, PA, May 15, 2025. No cost to the district.
- Forensics' request to take 3 students to Pennsylvania High School Speech League's State Tournament, Bloomsburg University, Bloomsburg, PA, March 21-22, 2025. Cost - \$816.38. Forensics budget & Forensics fundraising will pay for this trip.
- Matt Webreck & Holly Montgomery's request to take 12 students to Trout Stocking with PA Fish & Boat Commission, Flaugherty Creek, Meyersdale, PA, April 7, 2025. Cost - \$416.00. FFA Transportation.

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- First Grade's request to take 61 students to Ice Cream Station, Berlin, PA, May 28, 2025 (rain date May 29, 2025). No cost to the district. PTSO will pay for this trip.
- Kindergarten's request to take 53 students to Ice Cream Station, Berlin, PA, May 20, 2025 (rain date May 21, 2025). No cost to the district. PTSO will pay for this trip.
- Second Grade's request to take 48 students to J.B. Schrock Playground, Berlin, PA, May 21, 2025. No cost to the district.
- First Grade's request to take 60 students to Heritage Discovery Center, Johnstown, PA, May 23, 2025. No cost to the district - PTSO will pay for this trip.
- Kindergarten's request to take 53 students to Living Treasures Animal Park, Jones Mills, PA, & Union Street Playground, Somerset, PA, May 8, 2025. No cost to the district. PTSO, Cup of Joe, & parents will pay for this trip.
- Third Grade's request to take 63 students to Carnegie Science Center, Pittsburgh, PA, May 14, 2025. No cost to the district. PTSO, CSC grants & MS Principal Transportation will pay for this trip.
- Doug Paul and Mr. Maddy's request to attend District 5 meeting, Bedford, PA, April 16, 2025. No cost to the district.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

- Brittany Henigin's request to take 1 student to Region Band, Altoona High School, Altoona, PA, March 5-7, 2025. Cost - \$683.16. Band budget.
- Amanda Dowdy's request to take 58 students to Somerset County CourtHouse, Somerset, PA, March 12, 27, & April 15 or 17, 2025. No cost to the district. Transportation paid by Somerset Bar Association & sub wages paid through a BBSD Foundation Grant.
- Doug Paul's request to attend District 5 Athletic Director's meeting, Everett, PA, March 11, 2025. No cost to the district.

O. FACILITIES USE REQUESTS

Motion by Nathan Menhorn, seconded by Jeff Fisher, to approve the following facilities use requests:

- BBSD Foundation's request to use the board room, Sunday, March 30, 2025, 7:00 p.m., meeting.
- BBSD Foundation's request to use the board room, Sunday, March 16, 2025, 6:00 p.m., meeting.
- Berlin Fire Department's request to use all parking lots & restrooms at the football field, Thursday, June 12, 2025, 3:00-8:00 p.m., Fireman's Parade line-up.
- Berlin Brothersvalley Community Fair's request to use the HS gym & restrooms by the gym, September 9-13, 2025, 6:00 p.m. September 9 through 2:00 p.m. September 13, 2025, Community Fair.
- Berlin Youth Football's request to use the MS gym, Saturday, April 12, 2025, 8:00 a.m.-12:00 p.m., pizza/sub sale.

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- PTSO's request to use the elementary gym - MS gym if available - Friday, March 14, 2025, 4:00-9:00 p.m., Mother/Son event.
- Berlin Basketball's request to use the HS gym, Mondays, March 24-June 9, 2025, 6:30-8:00 p.m., Thursdays, March 27-June 12, 2025, 6:30-8:00 p.m., and Saturdays, March 29-June 28, 2025, 9:00-10:30 a.m., open gyms.
- Forensics' request to use the MS computer lab, Tuesday, April 1, 2025, 12:00-6:00 p.m., District Student Congress.
- Berlin Youth Baseball/Softball's request to use the ES, MS, & HS gyms, when available, various dates & times, March 17-April 18, 2025. practice.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

Facilities Use requests already approved:

- Catelyn Herman's request to use the auditorium, Sunday, February 16, 2025, 12:00-4:00 p.m., scholarship program practice.
- Berlin Youth BB/SB League's request to use the elementary library, Tuesday, March 4, 2025, 6:00-7:30 p.m., coaches meeting.
- Berlin Youth Baseball/Softball's request to use the elementary gym, Tuesday, February 25, 2025, 5:15-7:15 p.m., Berlin Youth League meeting.
- PTSO's request to use the elementary library, February 21, 2025, 3:30-6:00 p.m., Book Fair set-up, February 24-28, 2025, 8:00 a.m.-7:00 p.m., Book Fair.
- Berlin Youth Football's request to use the board room, Tuesday, February 25, 2025, 7:30-8:30 p.m., board meeting.
- Berlin Elementary's request to use the MS cafeteria, Wednesday, March 5, 2025, 5:00-6:30 p.m., kindergarten information meeting.
- Forensics' request to use the MS computer lab, multiple dates in February, March, April, & May 2025, 3:30-5:30 p.m., practices & Congressional Debate.
- Berlin Youth Football's request to use the elementary gym, Wednesday, March 12, 2025, 6:30-8:00 p.m., registration.
- Nitro Softball-10U's request to use the MS gym, Sundays, February 17-April 27, 2025, 2:00-4:00 p.m., softball.
- LK Lightning 10U's request to use the elementary gym, Tuesdays, February 25, March 4, 11, 18, 25, & April 1 & 8, 2025, 6:00-7:30 p.m., softball practice.
- Berlin Wrestling Boosters' request to use HS room 216, Tuesday, March 11, 2025, 6:30 p.m., booster meeting.

Berlin Community Grove request:

Berlin Youth Baseball/Softball's request to use the Berlin Community Grove baseball fields, various dates and times, March 17-April 18, 2025. practice.

P. INFORMATIONAL

Motion by Donna Dively, seconded by Nathan Menhorn to adjourn to Executive Session to discuss personnel matters.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain__

Motion by Jeff Fisher, seconded by Donna Dively, to adjourn the meeting.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain__

The meeting adjourned at 10:05 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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