

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT  
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES  
APRIL 10, 2025  
BOARD ROOM**

The Board of Directors of the Berlin Brothersvalley School District held a meeting on the above date in the board room of the high school building.. The meeting was called to order by Board President Jenna Ogburn at 6:30 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>YES</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 Cathy Webreck, seconded by Nathan Menhorn, to approve the agenda as presented on this date.

All members present voted in the affirmative.

Ayes 9 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, March 13, 2025. [Exhibit G-1](#)
2. Athletic Account, March 31, 2025. [Exhibit G-2](#)
3. Activity Account, March 31, 2025. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, March 31, 2025. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, March 31, 2025. [Exhibit G-5](#)

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_\_

**STUDENT MEMBER TO THE BOARD REPORTS:**

**Haylee Speicher**

**Riley Shaffer**

**“BBSD Board Goals”**

1. Promote academic growth throughout the student population
2. Explore and enhance curriculum opportunities and delivery options
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## PRESENTATION

### Instructional Aides

#### H. SUPERINTENDENT'S REPORT

1. Karen Remick - SCTC
2. PSBA Spring Advocacy Day - May 13
3. Van Article - Proposed bill
4. 2024-2025 Calendar change and Instructional Minutes
5. DEI Letter.

Upcoming Meetings: Budget Meeting - Tuesday, April 22, 2025 - 6:30 p.m.  
Work Session - Thursday, May 8, 2025 - 6:30 p.m.  
Board Meeting - Thursday, May 15, 2025 - 6:30 p.m.

All meetings will be held in the Board Room.

#### J. BUSINESS ITEMS

1. Motion by Cathy Webreck, seconded by Allison Rohrs, to approve the payment of bills as presented on this date. [Exhibit J-1](#)  
Section 508: All members present voted in the affirmative.  
Ayes 9 Nays 0 Abstain \_\_\_\_\_
2. Motion by Donna Dively, 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 \$6,556,884.60. [Exhibit J-2](#)  
YES Donna Dively      YES Nathan Menhorn      YES Allison Rohrs  
YES Jeff Fisher      YES Norman Menhorn      YES Tom Smith  
YES J.T. Kline      YES Jenna Ogburn      YES Cathy Webreck  
Section 508: All members present voted in the affirmative.  
Ayes 9 Nays 0 Abstain \_\_\_\_\_
3. Motion by Norman Menhorn, seconded by Nathan Menhorn, to bring back to the table the proposed Adult budget for the 2025-2026 fiscal year of the Somerset County Technology Center in the amount of \$750,000.  
Section 508: All members present voted in the affirmative.  
Ayes 9 Nays 0 Abstain \_\_\_\_\_
4. Motion by Jeff Fisher, seconded by Donna Dively, to adopt the proposed Adult budget for the fiscal year 2025-2026 of the Somerset County Technology Center in the amount of \$750,000. [Exhibit J-3](#)  
YES Donna Dively      YES Nathan Menhorn      YES Allison Rohrs  
YES Jeff Fisher      YES Norman Menhorn      YES Tom Smith  
YES J.T. Kline      YES Jenna Ogburn      YES Cathy Webreck  
Section 508: All members present voted in the affirmative.

#### "BBSD Board Goals"

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Ayes 9 Nays 0 Abstain \_\_\_\_

5. Motion by Allison Rohrs, seconded by Jeff Fisher, to approve a Memorandum of Understanding between Somerset Area School District and BBSD as presented retroactive to March 18, 2025. [Exhibit J-4](#)

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

6. Motion by Cathy Webreck, seconded by JT Kline, to approve a parent transportation agreement per the IRS approved mileage rate retroactive to March 17, 2025, as per exhibit. [Exhibit J-5](#)

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

7. Motion by Tom Smith, seconded by Nathan Menhorn, to approve the Appalachia Intermediate Unit 8 ESL Consortium Articles of Agreement for the 2025-2026 School Year. [Exhibit J-6](#)

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

8. Motion by Norman Menhorn, seconded by Tom Smith, to approve the Letter of Agreement for day treatment and educational services between BBSD and Extended Family Programs, Inc. and Appalachia Intermediate Unit 08 as per exhibit. [Exhibit J-7](#)

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

9. Motion by Donna Dively, seconded by Jeff Fisher, to approve to advertise for gasoline suppliers, snow removal services, bread suppliers, milk suppliers, and salt suppliers for the 2025-2026 school year.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

10. Motion by Norman Menhorn, seconded by JT Kline, to approve the General and Custodial Supply bids for the 2025-2026 school year as presented. [Exhibit J-8](#)

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

## **K. INSTRUCTIONAL**

## **L. ADMINISTRATION**

1. Motion by Donna Dively, seconded by Norman Menhorn, to approve the revised 2024-2025 BBSD calendar as per exhibit. [Exhibit L-1](#)

Section 508: All members present voted in the affirmative.  
Ayes 9 Nays 0 Abstain \_\_\_\_

2. Motion by Donna Dively, seconded by JT Kline, to approve the 2025-2028 Special Education Plan. [Exhibit L-2](#)

Section 508: All members present voted in the affirmative.  
Ayes 9 Nays 0 Abstain \_\_\_\_

3. Motion by JT Kline, seconded by Jeff Fisher, to approve a dual credit agreement between Pennsylvania Highlands Community College and BBSD as per exhibit. [Exhibit L-3](#)

Section 508: All members present voted in the affirmative.  
Ayes 9 Nays 0 Abstain \_\_\_\_

4. Motion by Cathy Webreck, seconded by Donna Dively, to approve May 30, 2025 as the date of graduation.

Section 508: All members present voted in the affirmative.  
Ayes 9 Nays 0 Abstain \_\_\_\_

5. Motion by Norman Menhorn, seconded by Allison Rohrs, to approve the superintendent to sign the Reminder of Legal Obligations Undertaken in Exchange for Receiving Federal Financial Assistance under Title VI. [Exhibit L-4](#)

The motion was tabled.  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_

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

All members present voted in the affirmative.  
Ayes 9 Nays 0 Abstain \_\_\_\_

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

All members present voted in the affirmative.  
Ayes 9 Nays 0 Abstain \_\_\_\_

The members met in Executive Session from 7:49 until 9:07 p.m.

#### **M. PERSONNEL**

1. Motion by Tom Smith, seconded by Jeff Fisher, to approve Maleah Murphy of New Paris, PA, as a high school math teacher on step 1 of the current BBEA contract pending completion of legal requirements.

Section 508: All members present voted in the affirmative.

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Ayes 9 Nays 0 Abstain \_\_\_\_

2. Motion by JT Kline, seconded by Jeff Fisher, to approve Harry Ritchey as a volunteer softball coach pending completion of legal requirements retroactive to March 3, 2025.

Section 508: All members present voted in the affirmative.

Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_

3. Motion by Norman Menhorn, seconded by Donna Dively, to approve the following as field trip chaperones pending completion of legal requirements:

Riley Lauer

Erica Brant

Jenna Ogburn

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

4. Motion by Tom Smith, seconded by Jeff Fisher, to approve the following as overnight field trip chaperones pending completion of legal requirements:

Braden Fochtman

Kitty Meehan

Ashley Cotter

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

5. Motion by Jeff Fisher, seconded by JT Kline, to approve overtime pay for the custodial staff to do fire watch in order to meet the insurance deductible of \$5000. This process will end once the deductible is met.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

6. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve an increase of \$3.00 to Trevor Pritts' hourly rate of pay to compensate for the extra duties of Facilities Administrator.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

7. Motion by Tom Smith, seconded by Cathy Webreck, to approve Nina Zimmerman and Laika Zerfoss as homebound instructors.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

5

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**N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS**

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

- Amanda Dowdy's request to take 30 students to Sky Zone, Monroeville, PA, April 30, 2025. Cost - \$1224.60. NHS Club account.
- Second Grade's request to take 48 students to The Lazy Lizard, Berlin, PA, May 7, 2025. No cost to the district. PTSO will pay for this trip.
- Catherine Berkebile's request to attend PRFSD Group Meeting #3, Oakmont, PA, April 11, 2025. Cost - \$125.98. Cafeteria budget.
- Susan Straight's request to take 5 students to 24 Challenge Competition, St. Francis University, Loretto, PA, May 16, 2025. Cost - \$394.00. Math Counts budget.
- Second Grade's request to take 48 students to The Pittsburgh Zoo and Aquarium, Pittsburgh, PA, May 2, 2025. Cost - \$1126.90. PTSO will pay for this trip.
- Third Grade's request to take 63 students to JB Schrock Community Playground & Ice Cream Station, Berlin, PA, May 23, 2025. No cost to the district. This trip will be paid for by an anonymous donor.
- Mark Smith's request to take 44 students to 8th Grade Somerset County Ag Day, Pennwood Farms, Berlin, PA, May 8, 2025. No cost to the district. Business Education Partnership Grant will pay for this trip.
- Danielle Hay's request to take the MS FOR Club to Camp Allegheny, Stoystown, PA, May 16, 2025. Cost - \$1388.22. MS FOR Club account.
- Fifth Grade's request to take 67 students to Berlin Historical Society, Berlin, PA, May 8, 2025. No cost to the district.
- Doug Paul's request for Eric Lauer & Rachel Prosser & the Varsity Girls Basketball Team to attend District 5 meeting, Bedford, PA, April 16, 2025. Cost - \$225.00. Athletic Transportation.
- Dan Miller's request to take 25 students to Super City Manufacturing & Somerset Trust, Somerset, PA, May 19, 2025. No cost to the district. BBSD Foundation Grant will pay for this trip.
- Dan Miller's request to take 25 students to J&J Truck Bodies & K&A Engineering, Somerset, PA, May 20, 2025. No cost to the district. BBSD Foundation Grant will pay for this trip.
- Dan Miller's request to take 25 students to Morocco Welding & Tri Star Motors, Somerset, PA, May 21, 2025. No cost to the district. BBSD Foundation Grant will pay for this trip.
- Dan Miller's request to take 25 students to ITI Manufacturing & 4-Guys, Meyersdale, PA, May 22, 2025. No cost to the district. BBSD Foundation Grant will pay for this trip.
- Dan Miller's request to take 25 students to Leiss Tool & Die, Highland Harley Davidson, Somerset County Court House, & Jennerstown Speedway, May 23, 2025. No cost to the district. BBSD Foundation Grant will pay for this trip.

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- Jade Hetz/Spanish Club's request to take 12 students to Rey Azteca Mexican Restaurant, Somerset, PA, May 16, 2025. Cost - \$330.00. Spanish Club account.
- Ashley Cotter/Senior Class' request to take 18 students on the Senior Class trip, Mount Sterling, KY, May 26-28, 2025. Cost - \$9164.01. Student payment through fundraisers will pay for this trip.
- Katherine Spiri's request to take 45 students to High Notes Festival, Hershey Park, Hershey, PA, May 27, 2025. Cost - \$3165.00. Student payment/Booster funding will pay for this trip.
- Katherine Spiri's request to take 60 Middle School Chorus (5/6 Chorus) students to Altoona Curve game, Altoona, PA, May 14, 2025. Cost - \$1720. Student payment/Booster support will pay for this trip.
- Debra Orendorf's request to take 3 students to NCFL Grand National Tournament, Chicago, IL, May 23-26, 2025. Cost - \$2474.13. Forensics budget and fundraising will pay for this trip.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain     

**Conference/Field Trip/workshop requests already approved:**

- Christy McMillen's request to take 50 students to Somerset County Job Fair, St. Paul Presbyterian Church, Somerset PA, April 3, 2025. Tableland Services will pay for this trip.
- Katherine Spiri's request to take 1 student to PMEA All State Chorus/Conference, Kalahari Convention Center, Poconos, PA, April 9-12, 2025. Cost - \$1977.99. Chorus budget.
- Doug Paul's request for Rachel Prosser and the Varsity Girls Basketball Team to attend Somerset County Commissioners' meeting, April 8, 2025. Cost - \$100. Athletic Transportation.
- Brian Slope's request to take 3 students to Made in Johnstown Maker Space, Johnstown PA, April 9, 2025. No cost to the district. IU8 will pay for this trip.

**O. FACILITIES USE REQUESTS**

Motion by Cathy Webreck, seconded by Donna Dively, to approve the following facilities use requests:

- Berlin Basketball's request to use the HS, MS, & Elementary gyms, Monday, June 16-Thursday, June 19, 2025, 10:00 a.m.-1:00 p.m., basketball camps.
- Break the Mold Basketball's request to use the HS, MS, & Elementary gyms, Thursday, June 5 & Friday, June 6, 2025, 8:30 a.m.-4:30 p.m., basketball camps.
- PTSO's request to use the MS gym, Saturday, April 12, 2025, 2:00-9:00 p.m., Father/Daughter Dance.
- Berlin AYSO's request to use the elementary gym, Saturday, May 3, 2025, 7:00 a.m.-12:00 p.m., fundraiser sorting/pick up.

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- Berlin Volleyball's request to use the HS gym, Mondays & Fridays, June 2-July 28, 2025, 8:00-9:30 a.m., open gym.
- BBSD Foundation's request to use the board room, Sunday, May 4, 2025, 7:00 p.m., meeting.
- BBSD Foundation's request to use the HS library, Monday, April 28 & Tuesday, April 29, 2025, 5:30-9:00 p.m., scholarship interviews.
- Berlin Travel Boosters' request to use MS room 004, April 14 & May 19, 2025, 6:00-7:00 p.m., boosters meeting.
- Berlin Girls Varsity Girls Soccer's request to use the soccer field, Mondays & Wednesdays, July 7-30, 2025, 6:00-8:00 p.m., girls varsity open fields.
- Berlin Youth Baseball/Softball League's request to use the Little League field, top of track, soccer field, and football practice field when not in use by school sports, games & practice.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain     

**Facilities Use requests already approved:**

- Berlin Softball Boosters' request to use the elementary library, Thursday, March 20, 2025, 6:00-8:00 p.m., meeting.
- NJHS' request to use the MS computer lab, Friday, March 21, 2025, 1:45-4:00 p.m., fundraiser drop off.
- D5 AD Basketball's request to use the MS gym, Friday, March 28, 2025, 7:00-9:00 p.m., basketball practice.
- Berlin Travel Boosters' request to use the elementary library, Friday, March 28, 2025, 1:30-4:00 p.m., fundraiser delivery.
- Lego League's request to use the elementary gym, Tuesdays & Thursdays, April 1-29, 2025, 3:15-5:00 p.m., Lego League.
- Berlin Softball Boosters' request to use the elementary library, Tuesday, April 1, 2025, 6:00 p.m., meeting.
- Berlin Volleyball's request to use the HS gym, Sundays, April 6 & 27 & May 4, 2025, 12:00-2:00 p.m., and Tuesdays, April 22-May 6, 2025, 7:30-9:00 p.m., open gym/off season workout.
- Berlin Youth Baseball/Softball's request to use the Little League field, March 9-June 27, 2025, when not in use by school sports, practices & games.

**JB Schrock Playground:**

- Second Grade's request to use the JB Schrock Playground, Wednesday, May 21, 2025, 8:30 a.m.-3:00 p.m., field trip.
- Fifth Grade's request to use the JB Schrock Playground, Thursday, May 15, 2025, 9:30 a.m.-2:30 p.m., field trip.

**P. INFORMATIONAL**

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Motion by Cathy Webreck, seconded by Donna Dively, to adjourn to Executive Session to discuss school board matters.  
All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain \_\_\_\_

Motion by Donna Dively, seconded by Cathy Webreck, to reconvene the regular meeting.

All members present voted in the affirmative.  
Ayes 9 Nays 0 Abstain \_\_\_\_

The members met in Executive Session from 9:26 p.m. until 11:05 p.m.

Motion by Nathan Menhorn, seconded by Norman Menhorn, to adjourn the meeting.  
All members present voted in the affirmative.  
Ayes 9 Nays 0 Abstain \_\_\_\_

The meeting was adjourned at 11:05 p.m.

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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.**

**“BBSB Board Goals”**

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5. Maintain fiscal solvency relative to district demographics