

BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
MAY 11, 2023
HS LIBRARY
8:30 PM

An Executive Session was held from 6:19 p.m. until 9:15 p.m. for personnel interviews.

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 Larry Ogline at 9:16 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> | Larry Ogline |
| <u>Yes</u> | Jeff Fisher | <u>Yes</u> | Norman Menhorn | <u>No</u> | Allison Rohrs |
| <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 Jenna Ogburn, 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 Cathy Webreck, seconded by Donna Dively, to approve the following minutes and financial reports as presented on this date.

1. Regular Board Meeting, April 13, 2023. [Exhibit G-1](#)
2. Athletic Account, April 30, 2023. [Exhibit G-2](#)
3. Activity Account, April 30, 2023. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, April 30, 2023. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, April 30, 2023. [Exhibit G-5](#)
6. Budget Meeting Minutes, April 18, 2023. [Exhibit G-6](#)

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

Ayes 8 Nays 0 Abstain

H. SUPERINTENDENT'S REPORT

1. Superintendent Search Update. [Exhibit H-1](#)
2. County Ag Day - Pennwood Farms

“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

3. PSBA Board Delegates - 2
4. Board Meeting Change - June 13, 2023 - Tuesday
5. Retiree Recognition:
Mr. Eric Craig
Mrs. Teresa Kociola
6. Student Board Member Recognition - Morgan Twombly
7. 2023 Graduation Plans
8. Official Fees Proposal. [Exhibit H-2](#)

Upcoming Meetings: Board Meeting - Tuesday, June 13, 2023 - 6:30 p.m.
All meetings will be held in the HS Library.

I. STUDENT MTTB REPORT - Morgan Twombly

J. BUSINESS ITEMS

1. Motion by Norman Menhorn, seconded by Jeff Fisher, 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 Norman Menhorn, seconded by Jenna Ogburn, to nominate Cathy Webreck as Board Treasurer for a one-year term, July 1, 2023 through June 30, 2024.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
3. Motion by Jeff Fisher, seconded by Jenna Ogburn, to close nominations for Board Treasurer.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
4. Motion by Nathan Menhorn, seconded by Donna Dively, to approve Cathy Webreck as Board Treasurer for a one-year term, July 1, 2023 through June 30, 2024.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
5. Motion by Jenna Ogburn, seconded by Jeff Fisher, to approve the following School depositories for the 2023-24 school year: First National Bank, Somerset Trust, Pennsylvania School District Liquid Asset Fund (PSDLAF), Pennsylvania Local Government Investment Trust (PLGIT), PNC Bank, and AmeriServe.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

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6. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve Section 511/679 taxes for the 2023-24 school year (per capita - \$10; occupation tax - \$10; earned income tax - ½ of 1%; real estate transfer tax - ½ of 1%).
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

7. Motion by Cathy Webreck, seconded by Nathan Menhorn, to approve the 2023-2024 rates for the Bedford-Somerset Consortium as presented. [Exhibit J-2](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

8. Motion by Norman Menhorn, seconded by Jenna Ogburn, to tentatively set and approve the Real Estate Millage for the 2023-24 school year at 32.0 mills. [Exhibit J-3](#)
On roll call: motion passed

| | | | | | |
|------------|--------------|------------|----------------|------------|---------------|
| <u>Yes</u> | Donna Dively | <u>Yes</u> | Nathan Menhorn | <u>Yes</u> | Larry Ogline |
| <u>Yes</u> | Jeff Fisher | <u>Yes</u> | Norman Menhorn | ___ | Allison Rohrs |
| <u>No</u> | J.T. Kline | <u>Yes</u> | Jenna Ogburn | <u>Yes</u> | Cathy Webreck |

9. Motion by Cathy Webreck, seconded by Donna Dively, to approve a tentative budget for the 2023-24 school year with estimated revenues of \$12,908,471.57 and estimated resources of \$2,704,892 and estimated expenditures of \$15,225,152 and place on the table for public inspection for 30 days. [Exhibit J-4](#), [Exhibit J-4A](#)
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 the Business Manager, using Board approved depositories, to transfer money between accounts, as needed, during the 2023-24 school year to optimize interest for the District.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

11. Motion by Jenna Ogburn, seconded by JT Kline, to approve an agreement with IXL Learning as presented. [Exhibit J-5](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

12. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve a 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-6](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

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13. Motion by Donna Dively, seconded by Jenna Ogburn, to approve breakfast and lunch prices for the 2023-24 school year as follows with a \$.05 increase in student breakfast, and a \$.10 increase in lunch prices; adult charges as listed:

| | |
|-------------------|--------|
| Student Breakfast | \$1.40 |
| Adult Breakfast | \$3.25 |

| | |
|-----------------------|--------|
| ES student lunch | \$2.00 |
| MS & HS student lunch | \$2.10 |
| Adult lunch | \$4.30 |

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

Ayes 8 Nays 0 Abstain

14. Motion by Nathan Menhorn, seconded by Cathy Webreck, to approve a general service agreement between Bedford-Somerset Developmental & Behavioral Health Services and BBSD as presented. [Exhibit J-7](#)

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

Ayes 8 Nays 0 Abstain

15. Motion by Donna Dively, seconded by Jeff Fisher, to approve Dr. John Geary as the school dentist beginning with the 2022-2023 school year.

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

Ayes 8 Nays 0 Abstain

16. Motion by Cathy Webreck, seconded by Donna Dively, to approve a lease agreement with Canon Financial Services, Inc. for copiers as presented. [Exhibit J-8](#)

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

Ayes 8 Nays 0 Abstain

17. Motion by Donna Dively, seconded by Jenna Ogburn, to approve an Extended Campus agreement between IU8 and BBSD as presented. [Exhibit J-9](#)

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

Ayes 8 Nays 0 Abstain

K. INSTRUCTIONAL

1. Motion by Donna Dively, seconded by Jenna Ogburn, to approve the Berlin Summer Learning Academy program. [Exhibit K-1](#)

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

Ayes 8 Nays 0 Abstain

2. Motion by Donna Dively, seconded by JT Kline, to approve a service agreement between UPMC Western Behavioral Health at Twin Lakes and BBSD as presented. [Exhibit K-2](#)

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

Ayes 8 Nays 0 Abstain

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L. ADMINISTRATION

1. Motion by Cathy Webreck, seconded by Donna Dively, to approve the final graduation list pending students meeting all graduation requirements. [Exhibit L-1](#)
All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

2. Motion by Cathy Webreck, seconded by Donna Dively, to approve a cooperative agreement between Allegany College of Maryland and BBSD as presented. [Exhibit L-2](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

3. Motion by Cathy Webreck, seconded by Donna Dively, to adopt policy No. 828 - “Fraud”. [Exhibit L-3](#)
All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

4. Motion by Jenna Ogburn, seconded by Donna Dively, to place policy No. 830 - “Security of Computerized Personal Information/Breach Notification” on the table for 30 days for public inspection. [Exhibit L-4](#)
All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

5. Motion by Jenna Ogburn, seconded by JT Kline, to approve the Memorandum of Understanding between BBSD and Berlin Borough Police and Pennsylvania State Police as presented. [Exhibit L-5](#) & [Exhibit L-6](#)
All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

6. Motion by Jenna Ogburn, seconded by Donna Dively, to approve to change the June board meeting date to June 13, 2023.
All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

7. Motion by Jenna Ogburn, seconded by Cathy Webreck, to place policy No. 830.1 - “Data Governance - Storage/Security” on the table for public inspection for 30 days. [Exhibit L-7](#)
All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

8. Motion by JT Kline, seconded by Jenna Ogburn, to approve a resolution in support of SB180 and HB 180 - School Meals for All. [Exhibit L-8](#)
All members present voted in the affirmative.

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Ayes 8 Nays 0 Abstain

M. PERSONNEL

1. Motion by Jenna Ogburn, seconded by Nathan Menhorn, to approve the following rates for the Summer Learning Academy:

Coordinator \$50/hour
Teachers \$45/hour
Aides \$20/hour

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

Ayes 8 Nays 0 Abstain

2. Motion by Jenna Ogburn, seconded by Nathan Menhorn, to approve the following as coordinators for the Summer Learning Academy:

Beth Hoover up to 200 hours
Holly Montgomery up to 200 hours
Erika Stern up to 175 hours

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

Ayes 8 Nays 0 Abstain

3. Motion by Jenna Ogburn, seconded by Donna Dively, to approve the following as teachers for the Summer Learning Academy contingent on a minimum of 5 students per their camp:

Katie Torres up to 22.5 hours
Christian Bench up to 45 hours
Dana Kissel up to 83.5 hours
Heather Kush up to 85 hours
Katy Miller up to 27 hours
Stacey Kalp up to 45 hours
Inez O'Donnell up to 31.5 hours
Mandy Cooper up to 32.5 hours
Nina Zimmerman up to 12 hours
Beth Hoover up to 16 hours
Erika Stern up to 55 hours
Ernie Cooper up to 32.5 hours
Jayme St. Clair up to 31.5 hours
Jessica Remaley up to 15 hours
Amanda Dowdy up to 15 hours
Sharon Speicher up to 51 hours
Brian Slope up to 45 hours
Cannon Hay up to 30.5 hours
Katie Spiri up to 22.5 hours
Tanner Prosser up to 30.5 hours
Debbie Orendorf up to 22.5 hours
Autumn Chonko up to 32.5 hours

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Marilyn Cornell up to 36 hours
Holly Montgomery up to 16 hours
Luke Dowdy up to 12 hours

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

4. Motion by Norman Menhorn, seconded by Nathan Menhorn, to approve the following as aides for the Summer Learning Academy:

Amy Gabuya up to 18 hours
Teisha Cooney up to 36 hours
Kerry Hersch up to 18 hours
Christine Hardiman up to 18 hours
Roni Sue Gontis up to 12 hours

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

5. Motion by Cathy Webreck, seconded by Jenna Ogburn, to approve Mandy Leonard and Karen Emerick as field trip chaperones retroactive to May 3, 2023.
All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain _____

6. Motion by Jenna Ogburn, seconded by Norman Menhorn, to approve no more than 6 hours at the rate per the BBEA contract for Roxanna Ritchey to assist with physicals during the summer of 2023.

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

7. Motion by Jenna Ogburn, seconded by Cathy Webreck, to approve the following teachers for Summer Remediation in June not to exceed 60 hours at \$45.00/hour:

Amanda Stiffler
Susan Straight
Vanessa Smith
Stacey Kalp - up to 15 hours

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

8. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve the following as field trip chaperones:

Jacob Dively
Jessica Sechler
Luke Dowdy

All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

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9. Motion by Nathan Menhorn, seconded by JT Kline, to approve Amanda Dowdy of Berlin, as a high school social studies teacher on step 2 of the current BBEA contract pending completion of legal requirements.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
10. Motion by Norman Menhorn, seconded by Jenna Ogburn, to approve Nicole Sciscente of Weems, VA, as a high school social studies teacher on step 4 of the current BBEA contract pending completion of legal requirements.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
11. Motion by Nathan Menhorn, seconded by Donna Dively, to approve Matthew Webreck of Tyrone, as a vocational agriculture teacher on step 19 of the current BBEA contract pending completion of legal requirements.
Section 508 vote: all members present voted in the affirmative except Cathy Webreck who abstained.
Ayes 7 Nays Abstain 1
12. Motion by Cathy Webreck, seconded by Donna Dively, to approve Kate Murphy as a teacher for extended school year at a rate of \$45.00/hour for up to 65 hours to be paid by IDEA-B or ESSER III.
Section 508 vote: 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:

- Christy McMillen’s request to attend Pennsylvania Commonwealth Alliance, State College, PA, June 7-9, 2023. No cost to the district.
- Eric Lauer and Dan Miller’s request to take students to JB Schrock Playground, Berlin, PA, May 15, 2023. No cost to the district.
- Third Grade’s request to take 60 students to Ice Cream Station & JB Schrock Community Playground, Berlin, PA, May 24, 2023. PTO will cover the cost of this trip.
- Fifth Grade’s request to take 57 students to JB Schrock Playground, Berlin, PA, May 23, 2023. No cost to the district.
- Kindergarten’s request to take 47 students to Ice Cream Station, Berlin, PA, May 24, 2023. No cost to the district.
- Fifth Grade’s request to take 57 students to Ice Cream Station, Berlin, PA, May 18, 2023. No cost to the district.
- Summer Learning Academy’s request to take approximately **26** students to DelGrosso Park, Tipton, PA, July 14, 2023. **Cost - \$1152.43.** ESSER III.

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- Summer Learning Academy’s request to take approximately 60 students to Washington DC, June 6, 2023. Cost - \$2500.00. ESSER III.
- Summer Learning Academy’s request to take approximately 20 students to GAP Trail, June 26-30, 2023. Cost - \$700.00. ESSER III.
- Summer Learning Academy/Cannon Hay’s request to take approximately 28 students to Pittsburgh Pirates Game, PNC Park, Pittsburgh, PA, June 29, 2023. Cost - \$1475.00. ESSER III.
- Turner Paul’s request to attend PIMS Virtual Boot Camp, August 1 & 2, 2023. Cost - \$75.00. Non-certified non-instructional staff development.
- Sixth Grade’s request to take 39 students to Ice Cream Station, Berlin, PA, May 23, 2023. No cost to the district.
- Sixth Grade’s request to take 39 students to Berlin Community Grove, Berlin, PA, May 19, 2023. No cost to the district.
- Erin Karwatsky’s request to take 10-12 students to Open Heart Surgery, Allegheny General Hospital, Pittsburgh, PA, November 7, 2023. Cost - \$885.00. HS Science budget.
- Rachel Prosser’s request to attend Elements of School Finance online course, May 15-June 11, 2023. Cost - \$130.00. Non-certified non-instructional staff development.
- Rachel Prosser & Alyssa Lyons’ request to attend PSERS Spring workshop, IU8, Altoona, PA, May 25, 2023. Cost - \$20.00. Non-certified non-instructional staff development.

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

Ayes 8 Nays 0 Abstain _____

Conference/Field Trip/workshop requests already approved:

- Katherine Spiri’s request to take 20 students to Dear Evan Hansen, The Benedum, Pittsburgh, PA, May 3, 2023. No cost to the district. Musical account will pay for this trip.
- Catherine Berkebile’s request to attend PRFSD meeting, PNC Park conference room, Pittsburgh, PA, May 5, 2023. Cost - \$126.80. Food Service account.

O. FACILITIES USE REQUESTS

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

- Berlin Youth Cheer’s request to use the MS gym, Saturday, June 10, 2023, 10:30 a.m.-1:00 p.m., fundraiser delivery.
- Berlin Youth Cheer’s request to use the elementary library, Monday, May 15, 2023, 6:00-7:30 p.m., cheer sign ups.
- Varsity Girls Soccer’s request to use the soccer field, Thursday, May 18, 2023, 3:30-5:00 p.m., soccer practice.
- Erika Stern’s request to use the MS gym, Saturday, September 16, 2023, 8:00 a.m.-1:00 p.m., MAKERFAIRE.

- Summer Learning Academy’s request to use various rooms, June 26-30, 2023, 9:00 a.m.-12:00 p.m., July 10-14, 2023, 9:00 a.m.-12:00 p.m., July 17-21, 2023, 9:00 a.m.-2:00 p.m., Tuesdays & Thursdays, June & July, 2023, 9:00-11:00 a.m., Summer Learning Academy, MAKE camp, & Summer Library & MAKER Space.
- Berlin Fire Department’s request to use all parking lots and football field restrooms, Thursday, June 15, 2023, 3:00-8:00 p.m., Firemans Parade.
- Berlin Brothersvalley Community Fair’s request to use the HS gym and restrooms, Tuesday, September 12 - Saturday, September 16, 2023, the auditorium, Friday, September 15, 2023, 6:00 p.m., Community Fair.
- BBSD Foundation’s request to use the board room, Sunday, June 25, 2023, 7:00 p.m., meeting.
- Berlin Ministerium’s request to use the auditorium, Thursday, May 25, 2023, 6:30-9:00 p.m., Baccalaureate Service.
- Berlin Pre-K’s request to use the elementary hallway, Thursday, June 1, 2023, 12:00-4:00 p.m., registration for 2023-2024 school year.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

Facilities Use requests already approved:

- Dan Miller’s request to use the ag shop & ag room, Thursday, April 20, 2023, 6:00-8:00 p.m., rabies clinic.
- Berlin Wrestling Boosters’ request to use the elementary library, Tuesday, April 18, 2023, 7:00 p.m., meeting.
- Leo Club’s request to use the elementary library, Thursday, May 4, 2023, 3:30-6:00 p.m., WAR sale.
- Rockwood Track and Field Team’s request to use the track complex, Friday, May 5, 2023, 3:30-6:00 p.m., track practice.
- Berlin Girls Basketball’s request to use the HS gym, Tuesdays & Wednesdays, May 2-24, 2023, 6:00-8:30 pm.-Tuesdays & 6:00-7:00-Wednesdays, open gym.

P. INFORMATIONAL

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

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

The meeting adjourned at 10:09 p.m.

Lori Gindlesperger
Board Secretary

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| <p>10 “BBSD Board Goals”</p> <p>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</p> |
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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.

11

“BBSD Board Goals”

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