

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT  
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES  
OCTOBER 10, 2024  
HS Library**

The Board of Directors of the Berlin Brothersvalley School District held a board 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> Donna Dively   | <u>NO</u> Nathan Menhorn  | <u>NO</u> Allison Rohrs  |
| <u>YES</u> Jeff Fisher    | <u>YES</u> Norman Menhorn | <u>YES</u> Tom Smith     |
| <u>6:45 pm</u> J.T. Kline | <u>YES</u> Jenna Ogburn   | <u>YES</u> Cathy Webreck |

**PRESENTATION TO THE BOARD**

Avalyn Smith - 8th grade  
Landon Werner - 8th grade

**STUDENT MEMBER TO THE BOARD REPORTS**

Motion by Donna Dively, seconded by Tom Smith, to adjourn to Executive Session to discuss personnel matters 6:42pm.

All members present voted in the affirmative.

Ayes 6 Nays 0 Abstain \_\_\_\_\_

J.T. Kline entered the meeting.

Motion by Jeff Fisher, seconded by Cathy Webreck, to reconvene the regular meeting 7:15pm.

All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

**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.

**“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

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

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

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

1. Regular Board Meeting, September 12, 2024. [Exhibit G-1](#)
2. Athletic Account, September 30, 2024. [Exhibit G-2](#)
3. Activity Account, September 30, 2024. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, September 30, 2024. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, September 30, 2024. [Exhibit G-5](#)
6. Work Session Meeting, October 3, 2024. [Exhibit G-6](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

**H. SUPERINTENDENT'S REPORT**

1. November Work Session Meeting - Tuesday, November 5, 2024.
2. BBSD Foundation Dinner - Thursday, November 7 - 6:00 p.m.
3. SPO Tim Sprowls - Safety and Security
4. PSSA STEELS Keystone Exams and Firefly
5. Yellowjacket issue at the elementary school
6. SCTC sidewalk process
7. Possible schedule change at the high school
8. Fire alarm system update

**Upcoming Meetings:** Work Session Mtg - TUESDAY, November 5, 2024-6:30 pm  
Board Meeting - Thursday, November 14, 2024 - 6:30 p.m.

All meetings will be held in the HS Library.

**BBEA REPORT TO THE BOARD**

**J. BUSINESS ITEMS**

1. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve the payment of bills as presented on this date. [Exhibit J-1](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

2. Motion by Cathy Webreck, seconded by Jeff Fisher, to approve a resolution to authorize an Attorney Client fee contract with the Frantz Law Group and Dillon McCandless King Coulter and Graham, LLP for the commencement of legal action against Eli Lilly, Novo Nordisk and all other responsible parties in the MDL filed in the District of New Jersey at MDL 2:23-md-3080 with respect to

claims related to the overpricing of insulin purchased by the District in its health care plans. [Exhibit J-2](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

3. Motion by Cathy Webreck, seconded by Tom Smith, to approve a service agreement between Combustion Service & Equipment Company and BBSD to provide maintenance services as presented. [Exhibit J-3](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

## **K. INSTRUCTIONAL**

## **L. ADMINISTRATION**

1. Motion by Tom Smith, seconded by Donna Dively, to approve a cooperative agreement between Allegany College of Maryland and BBSD as per exhibit.

[Exhibit L-1](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

2. Motion by Jeff Fisher, seconded by Cathy Webreck, to approve Maria Murphy as the Unified Champion Schools Program Bocce Ball coach at a stipend to be paid by Special Olympics.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

3. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve to change the Privacy Officer on the “Notice of Privacy Practices” as per exhibit. [Exhibit L-2](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

4. Motion by J.T. Kline, seconded by Jeff Fisher, to approve to participate in the First Peoples Community Federal Credit Union SwipeBoost! Program. [Exhibit L-3](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

## **M. PERSONNEL**

1. Motion by Norman Menhorn, seconded by J.T. Kline, to approve Christine Hardiman’s request for November 6-8, 2024, as days off without pay.

[Exhibit M-1](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_

2. Motion by Tom Smith, seconded by Jeff Fisher, to approve a change in the advisor of the Berlin Young Farmer's Chapter from Samuel Dively to Matthew Webreck effective October 1, 2024. [Exhibit M-2](#)

Section 508: All members present voted in the affirmative.

Ayes 6 Nays 0 Abstain 1

3. Motion by Donna Dively, seconded by Norman Menhorn, to approve Amanda Cooney's letter of resignation as personal care aide effective October 8, 2024. [Exhibit M-3](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_

4. Motion by Tom Smith, seconded by Jeff Fisher, to approve the School Police Officer - Full Time compensation plan retroactive to September 23, 2024, as per exhibit. [Exhibit M-4](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_

5. Motion by Cathy Webreck, seconded by J.T. Kline, to approve the following winter sports coaches pending completion of legal requirements:

**Rifle**

|            |                  |
|------------|------------------|
| Head Coach | Eric Johnson     |
| Assistant  | Holly Montgomery |
| Assistant  | Hannah Miller    |
| Volunteers | Ben Whipkey      |

**Girls Basketball**

|                     |  |
|---------------------|--|
| Head Coach          | Rachel Prosser                               |
| Assistant           | Katie Flick                                  |
| Jr. High Head Coach | Tess Straight                                |
| Assistant           |  |
| Volunteers          | Marah Yachere, Mike Harbaugh,<br>Emily Engle |

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_

6. Motion by Norman Menhorn, seconded by J.T. Kline, to approve the resignation of Steve Costea as an assistant softball coach.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_

7. Motion by Tom Smith, seconded by Norman Menhorn, to approve Katie Flick as an athletic security/game manager.

**"BBSD Board Goals"**

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Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

8. Motion by Jeff Fisher, seconded by Tom Smith, to approve a stipend of \$2500 for Turner Paul as BBSD Cyber Coordinator for the 2024-2025 school year.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

9. Motion by Donna Dively, seconded by J.T. Kline, to approve the following as chaperones for the Homecoming Dance retroactive to October 5, 2024:

Amber Sperry

Laura Kalaha

Christy McMillen

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

10. Motion by Tom Smith, seconded by Jeff Fisher, to approve Samantha Stull, Berlin, PA, as a temporary personal care aide at a rate of \$11.50/hour retroactive to October 3, 2024, pending completion of legal requirements.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

11. Motion by Cathy Webreck, seconded by Jeff Fisher, to approve Brody Deeter, Berlin, PA, as a substitute custodian at a rate of \$10.50/hour.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

12. Motion by Jeff Fisher, seconded by Norman Menhorn, to approve Cathy Webreck as an overnight field trip chaperone for the FFA National Convention trip to Indianapolis, IN.

Section 508: All members present voted in the affirmative.

Ayes 6 Nays 0 Abstain 1

13. Motion by Tom Smith, seconded by J.T. Kline, to approve the resignation of Doug Paul as Head Varsity Football Coach effective at the end of the season.

[Exhibit M-5](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

14. Motion by J.T. Kline, seconded by Tom Smith, to approve the resignation of Kristin Lucas, full-time custodian, effective October 11, 2024.

[Exhibit M-6](#)

Section 508: All members present voted in the affirmative.

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Ayes 7 Nays 0 Abstain \_\_\_\_\_

15. Motion by Tom Smith, seconded by Cathy Webreck, to approve the following as classroom volunteers pending completion of legal requirements:

Riley Lauer

Taylor Hillegass

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

16. Motion by Norman Menhorn, seconded by J. T. Kline, to approve to advertise for any open positions.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

17. Motion by J.T. Kline, seconded by Donna Dively, to approve the following as extra-curricular advisors for the 2024-2025 school year as per the extra-curricular salary schedule:

Yearbook

Forensics

FFA Advisor

Jr. High Mathcounts

Sr. High Book Quiz

Jr. High Book Quiz

Elementary Book Quiz

Scholastic Quiz

Scholastic Quiz

Prom Director

Musical

Asst. Musical

Senior Class Advisor

Commencement Director

Chorus

HS Student Council

MS Student Council

National Honor Society

National Honor Society

NJHS

Sub-calling

Bethany Ritenour

Deb Orendorf

Matthew Webreck

Susan Straight

Christy McMillen

Chris Fabyanic

Kim Diehl

Susan Straight

Brian Slope

Katie Spiri

Katie Spiri

Doug Spiri

Ashley Cotter

Jill Boyer

Katie Spiri

Christy McMillen

Mark Smith

Amanda Dowdy

Turner Paul

Susan Straight

Beth Hoover

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

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

Motion by Norman Menhorn, seconded by J.T. Kline, to approve the following conference/field trip/workshop requests:

- Math Counts' request to take 14 students to Math Competition, UPJ, Johnstown, PA, February 8, 2025. Cost - \$927.94. Math Counts budget.
- Danielle Hay's request to attend Somerset County SAP Networking Day, SCTC, Somerset, PA, October 22, 2024. Cost - \$25.00. PCCD Mental Health Grant.
- Scholastic Quiz/Susan Straight's request to have 60 students do Scholastic Quiz competition during class, January/ February 2025. Cost - \$140.00. Scholastic Quiz budget.
- Kim Diehl & Christy McMillen's request to take 12-36 students to Elementary Reading Competition, Bellwood-Antis School District, November 19, 2024. Cost - \$1170.00. Book Quiz budget.
- Kim Diehl & Christy McMillen's request to take 12-36 students to Middle & High School Reading Competition, Bellwood-Antis School District, November 20, 2024. Cost - \$1170.00. Book Quiz budget.
- Fifth Grade's request to take 65 students to Young People's Concert by the Johnstown Symphony & Hoss's Steak and Sea House, Johnstown, PA, November 19, 2024. No cost to the district. PTSO will pay for this trip.
- Doug Paul & Dante Paul's request to attend ICC Athletic Director's meeting and Football Coaches meeting, Altoona, PA, October 31, 2024. No cost to the district.
- Doug Paul's request to attend D5 Athletic Director's meeting, SCTC, Somerset, PA, October 8, 2024-rescheduled on October 23, 2024. No cost to the district.
- Mark Smith's request to take 63 students to 5th Grade SCTC tour, SCTC, Somerset, PA, March 6, 2025. Cost - \$250.00. MS Guidance budget.
- Katherine Spiri's request to take 9 students to District Chorus Pre-Auditions, Northern Bedford High School, October 20, 2024. Cost - \$290.00. Chorus budget.
- Dana Kissel's request to attend PSEA Local Association President's Conference, October 18, 2024. No cost to the district - BBEA will pay for the substitute wages.
- Brian Slope's request to take 3 students to CSO Leadership Training Institute, Penn State University, University Park, PA, November 5, 2024. Cost - \$256.00. IU8 Grant

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain     

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

- Thomas Podpora's request to take 45 students to Manufacturing Days, J&J Truck Bodies & Trailers, Somerset, PA, October 7, 2024. Cost - \$872.00. BBSD Foundation Grant.

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- Sixth Grade's request to take 66 students to Fort Ligonier, Ligonier, PA, September 27, 2024. No cost to the district. PTSO and Somerset Trust will pay for this trip.

## O. FACILITIES USE REQUESTS

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

- Berlin Youth Football's request to use the MS gym, Monday, October 28, 2024, 5:00-7:30 p.m., equipment return and pizza party.
- BBSD Foundation's request to use the board room, Sunday, October 27, 2024, 7:00 p.m., meeting.
- Third Grade's request to use MS room 028, Monday, December 16, 2024, 3:30-6:30 p.m., Staff Christmas party.
- Forensics' request to use the auditorium and room 112, Wednesday, October 16, 2024, 7:30 a.m.-12:15 p.m., Demonstration workshop.
- Berlin Wrestling Boosters' request to use MS room 008, Wednesday, October 23, 2024, 6:00 p.m., meeting.
- Berlin Wrestling Boosters' request to use the MS gym, MS locker rooms, wrestling room, concession stand, room 002, & MS hallway, Friday, January 31, 2025, 6:00 pm & Saturday, February 1, 2025, 6:00 a.m.-9:00 p.m., Scott Straight Memorial Wrestling tournament.
- Berlin Wrestling Boosters' request to use the MS gym, Wednesday, November 6, 2024, 6:00-8:00 p.m., registration.
- Berlin Wrestling Boosters' request to use the wrestling room, Mondays-Fridays, November 26, 2024 - March 28, 2025, 6:00-9:00 p.m., wrestling practice.
- Berlin Girls Varsity Soccer's request to use the MS gym, Thursdays, December 5, 12, 19, 2024, January 9, 16, 23, & February 6, 2025, 6:30-8:00 p.m., & the elementary gym, Thursday, January 30, 2025, 6:00-8:00 p.m., indoor soccer.
- Berlin PTSO's request to use the elementary gym, Wednesday, December 11 through Friday, December 13, 2024, 4:00 p.m. Wednesday through 4:00 p.m., Friday, PTSO Christmas Bazaar.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain     

### Facilities Use requests already approved:

- Berlin PTSO's request to use the elementary library, Sunday, October 6-Friday, October 11, 2024, all day, Book Fair.
- Berlin Wrestling's request to use the wrestling room, Wednesdays, September 25-November 13, 2024, 6:00-8:00 p.m., open mats.
- Scholarship Program-Catelyn Herman's request to use the auditorium, Wednesdays, October 9, 16, 23, & 30, 2024, 4:00-8:00 p.m., preparation.
- Forensics' request to use HS room 112, Thursday, October 10, 2024, 3:30-6:00 p.m., organizational meeting.



**P. INFORMATIONAL**

Motion by Tom Smith, seconded by Jeff Fisher, to adjourn the meeting.

All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

The meeting adjourned at 8:20pm.

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Rachel Prosser  
Board Secretary

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