

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
DECEMBER 7, 2023
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 7:38 p.m.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. MOMENT OF SILENCE

D. ROLL CALL

YES Donna Dively

YES Nathan Menhorn

YES Allison Rohrs

YES Jeff Fisher

YES Norman Menhorn

YES Cathy Webreck

YES J.T. Kline

YES Jenna Ogburn

NO Tom Smith

E. COMMENTS FROM THE PUBLIC

Allison Rohrs left at 7:47pm. There was a brief recess until 8:03pm.

F. APPROVAL OF THE AGENDA

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

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 Cathy Webreck, to approve the following minutes and financial reports as presented on this date.

1. Regular Board Meeting, November 7, 2023. [Exhibit G-1](#)

2. Athletic Account, November 30, 2023. [Exhibit G-2](#)

3. Activity Account, November 30, 2023. [Exhibit G-3](#)

4. General, Construction, Capital Reserve, and Investment Accounts, November 30, 2023. [Exhibit G-4](#)

5. Cafeteria and Payroll Funds, November 30, 2023. [Exhibit G-5](#)

6. Activity Account, September 30, 2023-revised. [Exhibit G-6](#)

7. Activity Account, October 31, 2023-revised. [Exhibit G-7](#)

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

Ayes 7 Nays 0 Abstain

PRESENTATIONS

“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

H. SUPERINTENDENT’S REPORT

1. Budget/Financial Information - Rachel Prosser. [Exhibit H-1A](#) [Exhibit H-1B](#)
2. Yearbook Picture - January meeting.
3. Board Retreat.

Upcoming Meetings:

All meetings will be held in the HS Library.

I. STUDENT MEMBER TO THE BOARD REPORT-SHAY FOCHTMAN

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 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain
2. Motion by JT Kline, seconded by Jeff Fisher, to approve a resolution electing to not increase the School District’s tax rate above the index provided by the Department of Education for the 2024-2025 School Year. [Exhibit J-2](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain
3. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve three Somerset County Tax Claim Bureau’s “Notice of Offer to Purchase Property at Private Sale” from Donna Pyle as presented. [Exhibit J-3](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain
4. Motion by JT Kline, seconded by Donna Dively, to approve a parent transportation contract with Selena Brandon to transport her child at the IRS approved mileage rate to Children’s Behavioral Health, Somerset, PA.
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain
5. Motion by Nathan Menhorn, seconded by Jeff Fisher, to approve a budgeted two-year agreement with IXL Learning effective July 1, 2024 through July 1, 2026 as presented. [Exhibit J-4](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain
6. Motion by Cathy Webreck, seconded by Nathan Menhorn, to approve to add James Maddy as a signer on the High School Activities, High School Activities Money Market and High School Athletic accounts at Somerset Trust Company.
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain

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7. Motion by Norman Menhorn, seconded by JT Kline, to approve Jenna Ogburn as the Board President signer on the General Fund Checking account at Somerset Trust Company.

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

Ayes 7 Nays 0 Abstain

K. INSTRUCTIONAL

L. ADMINISTRATION

1. Motion by Cathy Webreck, seconded by Nathan Menhorn, to approve to change the contact person on the privacy policy – “Notice of Privacy Practices” effective November 1, 2023. [Exhibit L-1](#)

All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain

2. Motion by Cathy Webreck, seconded by Jeff Fisher, to approve to place new policy No. 347 - “Workers’ Compensation Transitional Return-To-Work Program” on the table for public inspection for 30 days. [Exhibit L-2](#)

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

Ayes 7 Nays 0 Abstain

3. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve to place new policy No. 447 - “Workers’ Compensation Transitional Return-To-Work Program” on the table for public inspection for 30 days. [Exhibit L-3](#)

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

Ayes 7 Nays 0 Abstain

4. Motion by Nathan Menhorn, seconded by Norman Menhorn, to approve to place new policy No. 547 - “Workers’ Compensation Transitional Return-To-Work Program” on the table for public inspection for 30 days. [Exhibit L-4](#)

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

Ayes 7 Nays 0 Abstain

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

All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain

Motion by Norman Menhorn, seconded by Donna Dively, to reconvene the regular meeting.

All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain

An Executive Session was held from 8:40 p.m. until 8:56 p.m.

M. PERSONNEL

1. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve Patricia Christner, Berlin, PA, as a substitute cafeteria worker pending completion of legal requirements retroactive to December 4, 2023.

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

Ayes 7 Nays 0 Abstain ____

2. Motion by Nathan Menhorn, seconded by JT Kline, to approve the following as classroom volunteers pending completion of legal requirements:

Kathy Bell
Michelle Houser
Clydette Baumgardner
Roxanne Kerr

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

Ayes 7 Nays 0 Abstain ____

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

Wrestling
Jr. High Assistant Clayton Lee
Volunteers Seth Cramer, Jason Cornell
Brandon McKenzie

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

Ayes 7 Nays 0 Abstain ____

4. Motion by Norman Menhorn, seconded by JT Kline, to approve Shawna Bailey's request for December 7 & 8, 2023, as days off without pay.

[Exhibit M-1](#)

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

Ayes 7 Nays 0 Abstain ____

5. Motion by Norman Menhorn, seconded by JT Kline, to approve to extend Doug Paul's Dean of Students position from December 4, 2023, through December 21, 2023.

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

Ayes 7 Nays 0 Abstain ____

6. Motion by Cathy Webreck, seconded by Jeff Fisher, to approve the High School Principal Compensation Plan as presented. [Exhibit M-2](#)

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

Ayes 7 Nays 0 Abstain ____

N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

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

- Holly Montgomery's request to attend STEELS Curriculum training, IU8, Altoona, PA, February 28, 2024. Cost - \$150.00.
- FFA's request to take 50 students to PA Farm Show/Mid-Winter Convention, PA Farm Show Complex, Harrisburg, PA, January 8, 2024. Cost - \$1068.04. FFA Transportation.
- Matthew Caton's request to attend Turf & Ornamentals Conference, Altoona, PA, February 20, 2024. Cost - \$75.00. Staff Development, non-instructional, certified.
- Amanda Dowdy's request to take 5 students to North Star High School In-person physics class, December 19, 2023. Cost - \$95.00. HS Science Transportation.
- Katie Spiri's request to take 4 students to District Chorus, Westmont Hilltop High School, January 24-26, 2024. Cost - \$882.00. Chorus Budget.
- Katie Spiri's request to take 15 Show Choir/A Capella students to Meadow View Nursing Center, Heritage Nursing Center, & Somerset Area Agency on Aging, December 20, 2023. Cost - \$390.00. Chorus Transportation budget.
- Debra Orendorf's request to take 7 students to Forensics meet, Somerset Junior/Senior High School, Somerset, PA, January 9, 2024. Cost - \$203.86. Forensics Transportation.
- Debra Orendorf's request to take 7 students to Forensics meet, Cambria Heights High School, January 18, 2024. Cost - \$545.65. Forensics Transportation.
- Debra Orendorf's request to take 7 students to District Tournament, Richland High School, February 16, 2024. Cost - \$501.03. Forensics Transportation.
- Debra Orendorf's request to take 7 students to Regional Tournament, St. Francis University, Loretto, PA, March 4 & 5, 2024. Cost - \$1484.18. Forensics Transportation.
- Alexis Saylor's request to take 4 students to PMEA District 6 Band, Greater Johnstown High School, Johnstown, PA, January 10-12, 2024. Cost - \$1235.00. Band budget.

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

Ayes 7 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

O. FACILITIES USE REQUESTS

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

- Berlin Basketball Boosters' request to use the HS & MS gyms & concession stand, Wednesday, December 27 & Thursday, December 28, 2023, 2:00-8:00 p.m., Holiday basketball tournament.
- Berlin Girls Varsity Soccer's request to use the elementary gym, February 8, 2024, 6:00-8:00 p.m. and February 15, 2024, 6:00-8:00 p.m., indoor soccer.

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- Berlin Varsity and JH Baseball’s request to use the HS gym, Sundays, December 10, 2023-March 3, 2024, 3:30-5:00 p.m., open gym batting practice.
 - Child Evangelism Fellowship of Fayette-Somerset’s request to use the elementary library and art room, Tuesdays, January 23, 2024-April 16, 2024, 3:30-5:15 p.m., After-School Good News Club.
 - BBSD Soccer’s request to use the soccer field, Mondays through Thursdays, June through August 2024, 5:00-9:00 p.m., soccer workouts.
 - BBSD Soccer’s request to use the MS gym, Saturdays, December 9 & 16, 2023, January 6, 13, 20, & 27, 2024, February 10-March 9, 2024, March 30-April 27, 2024, 6:00-8:00 p.m., open gym.
 - 6U Indoor Soccer’s request to use the elementary gym, Mondays, December 11 & 18, 2023 & January 8, 2024, 6:00-8:00 pm., indoor soccer practice.
- Section 508 vote: All members present voted in the affirmative.
 Ayes 7 Nays 0 Abstain

Facilities Use requests already approved:

- Berlin Indoor Soccer’s request to use the elementary gym, Thursdays, November 9 & 16, 2023, 6:00-7:00 p.m., soccer.
- Berlin Volleyball’s request to use the HS gym, Thursday, November 16, 2023, 6:30-8:30 p.m., Senior All-Star practice.
- Berlin PTSO’s request to use the elementary gym, Wednesday, December 6, 5:30 p.m. through Friday, December 8, 2023, 4:00 p.m., PTSO Christmas Bazaar.

P. INFORMATIONAL

Motion by Nathan Menhorn, seconded by Jeff Fisher, to adjourn the meeting.
 All members present voted in the affirmative.
 Ayes 7 Nays 0 Abstain

The meeting adjourned at 9:00pm.

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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