

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT  
UNOFFICIAL BOARD OF DIRECTORS' WORK SESSION MEETING MINUTES  
JUNE 6, 2024  
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 6:31 p.m.

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. MOMENT OF SILENCE**

**D. ROLL CALL**

<u>YES</u> Donna Dively	<u>7:34pm</u> Nathan Menhorn	<u>NO</u> Allison Rohrs
<u>YES</u> Jeff Fisher	<u>YES</u> Norman Menhorn	<u>YES</u> Tom Smith
<u>6:34pm</u> J.T. Kline	<u>YES</u> Jenna Ogburn	<u>YES</u> Cathy Webreck

**E. COMMENTS FROM THE PUBLIC**

**F. REVIEW OF THE AGENDA**

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

1. Regular Board Meeting, May 16, 2024. [Exhibit G-1](#)
2. Athletic Account, May 31, 2024. [Exhibit G-2](#)
3. Activity Account, May 31, 2024. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, May 31, 2024. Exhibit G-4
5. Cafeteria and Payroll Funds, May 31, 2024. Exhibit G-5
6. **Special Voting Meeting Minutes, May 29, 2024.** [Exhibit G-6](#)

**H. SUPERINTENDENT'S REPORT**

1. BBEA Meeting with the Board.  
J.T. Kline enters the meeting.
2. **High School Library - Rationale for library surplus and future library plans**
3. **Foreign Exchange Student - Alba Neve - Denmark**

**Upcoming Meetings:** Board Meeting - July meeting – July 11, 2024  
Work Session Mtg - Thursday, August 1, 2024 - 6:30 p.m.  
Board Meeting - Thursday, August 8, 2024 - 6:30 p.m.

All meetings will be held in the HS Library.

**“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

Motion by Jeff Fisher, seconded by Donna Divley, to adjourn to Executive Session to discuss the School Safety & Security Coordinator Report and to discuss personnel matters.

All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain   

Nathan Menhorn enters the meeting.

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

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain   

## **J. BUSINESS ITEMS**

1. Approve the payment of bills as presented on this date. [Exhibit J-1](#)
2. Bring back to the table Section 511/679 taxes for the 2024-2025 school year.
3. Final approval of Section 511/679 taxes for the 2024-2025 school year (per capita - \$10; occupation tax - \$10; earned income tax - ½ of 1%; real estate transfer tax - ½ of 1%).
4. Bring back to the table the Real Estate Millage for the 2024-2025 school year.
5. Final approval of the Real Estate Millage for the 2024-2025 school year at 34.336 mils.
6. Bring back to the table the tentative budget for the 2024-2025 school year.
7. Approve a final operating budget for the 2024-2025 school year with estimated revenues of \$13,756,398.53 and estimated expenditures of \$15,341,785.  
[Exhibit J-2](#)
8. Approve the 2024 Homestead and Farmstead Exclusion resolution as presented.  
[Exhibit J-3](#)
9. Approve Galliker's Dairy of Johnstown, PA, as the milk supplier for the 2024-2025 school year at the prices presented. [Exhibit J-4](#)
10. Approve Schmidt Bakery, of Frederick, MD, as the bread supplier for the 2024-2025 school year. [Exhibit J-5](#)
11. Approve awarding the gasoline bid to Berlin Oil Company for the 2024-2025 school year at the rates presented. [Exhibit J-6](#)

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12. Approve the School District's Package Insurance Policy for the 2024-2025 school year through BDH/Konhaus Insurance Agency as presented. [Exhibit J-7](#)
13. Approval for the Business Manager to assign fund balance as needed.
14. Approve awarding the bid for snow removal services to \_\_\_\_\_ for the 2024-2025 school year at the rates presented. Exhibit J-8
15. **Approve an agreement between Appalachia Intermediate Unit 8 and BBSD for School-Age Education Programs and Services.** [Exhibit J-9](#)
16. **Approve a general service agreement between Bedford-Somerset Developmental & Behavioral Health Services and BBSD as presented.** [Exhibit J-10](#)

**K. INSTRUCTIONAL**

1. **Approve the Memorandum of Agreement between BBSD and BBEA as presented.** [Exhibit K-1](#)

**L. ADMINISTRATION**

1. Adopt policy No. 249 - "Bullying/Cyberbullying." [Exhibit L-1](#)
2. Appoint [Jenna Ogburn](#) as voting delegates for the PSBA 2024 Delegate Assembly.

**M. PERSONNEL**

1. Approve the special education secretary stipend of \$2500 for Jill Marker for the 2024-2025 school year.
2. Approve the substitute calling stipend of \$2500 for Beth Hoover for the 2024-2025 school year.
3. Approve the High School Principal Compensation Plan effective July 1, 2024 through June 30, 2027, as presented. [Exhibit M-1](#)
4. Approve the Administration Compensation Plan effective July 1, 2024 through June 30, 2027, as presented. [Exhibit M-2](#)
5. Approve Braden Fochtman's letter of resignation effective at the end of the 2023-2024 school year. [Exhibit M-3](#)
6. **Approve Debra Orendorf's resignation as co-advisor of NJHS.** [Exhibit M-4](#)
7. **Approve hours at \$28.50/hour for Roxanna Ritchey to complete new student registration during the summer of 2024.**

8. Approve Carter Twombly and Andrew Chonko as summer custodial workers through Tableland Services retroactive to June 10, 2024.
9. Approve Quinland Suber as a summer custodial worker for 25 hours.
10. Approve splitting the Varsity Girls Soccer Assistant Coach position into two evenly paid positions.
11. Approve the following fall sports coaches for the 2024-2025 school year pending completion of legal requirements:

**Football**

**Head Coach – Doug Paul**

**1<sup>st</sup> Assistant – Dante Paul (Varsity Defensive Coordinator & Offensive Line Coach)**

**2<sup>nd</sup> Assistant – Bob Bowers (Running Backs & Defensive Backs)**

**3<sup>rd</sup> Assistant – Isaiah Paul (Wide Receivers & Defensive Backs)**

**4<sup>th</sup> Assistant – Chris Grenke (JH Head Coach)**

**5<sup>th</sup> Assistant – Sam Dively (Offensive Line & Defensive Line)**

**6<sup>th</sup> Assistant – Brentson Harding (Quarterbacks & Defensive Backs)**

**7<sup>th</sup> Assistant – Tanner Coughenour (Offensive Line & Linebackers)**

**8<sup>th</sup> Assistant – Brett Hankinson (JH Assistant Coach)**

**9<sup>th</sup> Assistant – Justin Gerber (JH Assistant Coach)**

**Volunteer – Scott Ressler (JV Helper)**

**Volunteer – Tom Dorcon (Quarterbacks)**

**Volunteer – Joe Shubik (Varsity Wide Receivers & Defensive Backs)**

**Volunteer – Alex Charlton (Varsity)**

**Volunteer – Nick Crites (Varsity Offensive & Defensive Line)**

**Volunteer – Levi Bowser (JH Volunteer)**

**Volunteer – Heath Berkey (JH Volunteer)**

**Volunteer – Jonathan Hale (JH Volunteer)**

**Volunteer – Chayse Hyatt (JH Volunteer)**

**Strength Training**

**Head – Braden Fochtman**

**Assistant – Dante Paul**

**Volleyball**

**Varsity Head Coach – Corey Will**

**Assistant – Julie Petro**

**Volunteer – Becky Dorcon**

**Volunteer – Megan Lamens**

**JH Head Coach – Tess Straight**

**Assistant –**

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**Boy's Soccer**

**Head Coach – Heath Montgomery**

**Assistant – Christian Bench**

**Volunteer – Casey Montgomery**

**Volunteer – Alex Clark**

**Volunteer – Brad Dickey**

**Volunteer – Justin Hinzy**

**Girl's Soccer**

**Head Coach – Turner Paul**

**Assistant – Madison Walker**

**Assistant – Kelsey Buza**

**Volunteer – Marshal Engleka**

**Volunteer – Lauren Lambert**

**Junior High Soccer**

**Head Coach – Cody Armstrong**

**Assistant –**

**Volunteer – Abbee Clark**

**Volunteer – Teckla Miller**

**Cheerleading**

**Head Coach – Brianna Welch**

**Volunteer – Bethany Landis**

**Volunteer – Olivia Vaughn**

- 12. Approve the following teachers to do science curriculum re-design for up to 12 hours each at \$28.50/hour to be paid by ESSER III:**

**Stacey Kalp**

**Jennifer Hoyman**

**Heather Kush**

**Inez O'Donnell**

**Jessica Hemminger**

**Tess Straight**

**Derek Hoyman**

- 13. Approve Heather Hay's letter of resignation effective at the end of the 2023-2024 school year. [Exhibit M-5](#)**

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

Approve the following conference/field trip/workshop requests:

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

- Dan Miller's request to take 8 students to Somerset County Court House, Summit Diner, Jennerstown Speedway, May 24, 2024. Cost - \$83.00. Tech Ed Account.

- Christy McMillen’s request to take 4 students to Aerium Summit, Johnstown Airport, Johnstown, PA, May 28, 2024. Cost - \$20.00.

## **O. FACILITIES USE REQUESTS**

Approve the following facilities use requests:

- BBSD Foundation’s request to use the board room, Sunday, June 23, 2024, 7:00 p.m., meeting.
- **NJHS/NHS’ request to use the auditorium, September 11, 2024, 6:00-8:00 p.m., Induction ceremony.**
- **Special Education Department’s request to use the home ec room, room 019, room 029, room E007, & room E022, Tuesdays, Wednesdays, & Thursdays, July 9-August 1, 2024, 8:00 a.m.-1:00 p.m., Extended School Year.**

**Facilities Use requests already approved:**

- BBSD Jr. High Softball’s request to use the MS gym, Thursday, May 23, 2024, 3:30-4:15 p.m., pizza party.
- Berlin Pre-K’s request to use the elementary hallway/foyer, Thursday, June 6, 2024, 12:00-3:00 p.m., registration for the 2024-2025 school year.
- Senior League’s Baseball’s request to use the baseball field, Tuesdays & Thursdays, June 4-25, 2024, 6:00-8:00 p.m., practice.

## **P. INFORMATIONAL**

### **1. Water Testing Results. [Exhibit P-1](#)**

The meeting ended at 9:37pm.

**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.**