

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 14, 2025  
BOARD ROOM**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. MOMENT OF SILENCE**

**D. ROLL CALL**

_____ Donna Dively	_____ Nathan Menhorn	_____ Allison Rohrs
_____ Jeff Fisher	_____ Norman Menhorn	_____ Tom Smith
_____ J.T. Kline	_____ Jenna Ogburn	_____ Cathy Webreck

**E. COMMENTS FROM THE PUBLIC**

**F. APPROVAL OF THE AGENDA**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the agenda as presented on this date.

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

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following minutes and financial reports as presented on this date.

1. Regular Board Meeting, July 10, 2025. [Exhibit G-1](#)
2. Athletic Account, July 31, 2025. [Exhibit G-2](#)
3. Activity Account, July 31, 2025. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, July 31, 2025. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, July 31, 2025. [Exhibit G-5](#)
6. Emergency Voting Meeting, July 18, 2025. [Exhibit G-6](#)
7. Work Session Meeting, August 7, 2025. [Exhibit G-7](#)

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

**H. SUPERINTENDENT'S REPORT**

1. Facilities Project Update
2. SCTC All Board Dinner - September 24, 2025 - 6:00 p.m.
3. Fire Alarm System update
5. Van Bid Results. [Exhibit H-1](#)
6. Ian Tyson - PFM Zoom Presentation - Thursday, August 14 - 6:30 p.m.

**“BBSD Board Goals”**

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7. **Natural Gas Contract**
8. **Teachers attaining tenure:**  
**Sumer Lambie**  
**Tess Straight**

**Upcoming Meetings:** Work Session Meeting-Thursday, Sept. 4, 2025 - 6:30 p.m.  
Board Meeting - Thursday, September 11, 2025, - 6:30 p.m.

All meetings will be held in the board room.

**J. BUSINESS ITEMS**

1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the payment of bills as presented on this date. [Exhibit J-1](#)  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_
2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Berlin Ambulance Service to provide ambulance services at approximately 15 athletic events this fall at the rate of \$100/athletic event. (same as last year)  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_
3. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Sponsor-to-Sponsor Agreement between Tableland Services and BBSD as presented. [Exhibit J-2](#)  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_
4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to award and approve Reynolds Energy Services, Inc., dba SitelogIQ Energy Services, Inc. with an amendment to the Guaranteed Energy Savings Act Agreement for HVAC upgrades and improvements, pending solicitor review.  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_
5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Letter of Agreement between Somerset Single County Authority for Drug & Alcohol and BBSD as presented. [Exhibit J-3](#)  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_
6. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve to purchase a 9 passenger + driver van from \_\_\_\_\_, of \_\_\_\_\_, at a bid price of \_\_\_\_\_. [Exhibit J-4](#)  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_
7. **Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve a Memorandum of Understanding between BBSD and Somerset County Children and Youth Services to establish transportation procedures as presented. [Exhibit J-5](#)**

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

8. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve a transportation plan between BBSD and Somerset County Children and Youth Services as presented. [Exhibit J-6](#)

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

**K. INSTRUCTIONAL**

1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Memorandum of Agreement between BBEA and BBSD as presented. [Exhibit K-1](#)

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

**L. ADMINISTRATION**

1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the updated ARP ESSER Health and Safety Plan as presented. [Exhibit L-1](#)

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

2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Berlin Brothersvalley Elementary School Home and School Involvement Compact for the 2025-2026 school year. [Exhibit L-2](#)

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

3. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the updated BBSD Extra-Curricular Code of Conduct as per exhibit. (changes/updates in bold & italics) [Exhibit L-3](#)

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

4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2025-2026 bus driver list pending completion of legal requirements:

Linda Baker  
Robert Cochran  
Kim Farber  
Charlotte Gumbert  
Jack Gumbert  
Tonya Hittie  
Pam Hoagland  
Jason Huston  
Chayse Hyatt  
Albert Kurtz  
Denise Leydig  
Ann Miller  
Lisa Modica  
Patricia Murphy  
Douglas Paul

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James Paxton  
Tanner Prosser  
Mary Rastrelli  
Timothy Rhoads  
Dorothy Shaulis  
Richenda Stoltzfus  
Gerald Weimer  
Corey Will  
Stacey Miller  
Kyle Courtney

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

5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2025-2026 cooperative agreement between Allegany College of Maryland and BBSD as presented. [Exhibit L-4](#)  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_
6. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the updates/changes to the 2025-2026 Elementary Student Handbook as presented. [Exhibit L-5](#)  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_
7. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the changes to the 2025-2026 Middle School Student Handbook as presented. [Exhibit L-6](#)  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_
8. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the changes to the 2025-2026 High School Student Handbook as presented. [Exhibit L-7](#)  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_
9. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve a proposal to put in two pickleball courts at the JB Schrock Community Playground. [Exhibit L-8](#)  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_
10. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the BBSD Student Technology Program for the 2025-2026 school year as presented. [Exhibit L-9](#)  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_

**M. PERSONNEL**

1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following pending completion of legal requirements: Security - \$50/football game, \$40/other sports' games requiring security, Game Managers - \$25/game, Clock Keepers - \$20/game, and Football Announcers:

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**Security/Game Managers:**

Eric Lauer  
Tanner Prosser  
Joe Shubik  
Jill Boyer  
Jake Zorn  
Susan Straight  
Vinnie Trulick  
Rocky Ritchey  
Dante Paul  
Turner Paul  
Cannon Hay  
Andrea Milburn  
Isaiah Paul  
Stacey Deeter  
Inez O'Donnell  
Aimee Hankinson  
Jim Maddy  
Peyton Harding  
Hannah Nichols  
Tess Straight  
Katie Flick

**Clock Keepers**

Eric Lauer  
Tanner Prosser  
Jake Zorn  
John Beachley  
Holly McKenzie  
Brett Straight  
Marty Riley  
Rocky Ritchey  
Roger Platt  
Dante Paul  
Turner Paul  
Josh Milburn  
Cannon Hay  
Inez O'Donnell  
Isaiah Paul  
Ashley Brant  
Regan Lauer  
Riley Lauer  
Katie Flick

**“BBSB Board Goals”**

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**Football Announcers**

Brett Straight

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

2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Brett Hankinson as a Junior High Football Volunteer Coach instead of a paid Junior High Football Assistant Coach.

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

3. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Preston Foor as a paid Junior High Assistant Football Coach pending completion of legal requirements.

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

4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following as Varsity Boys Soccer Volunteer Coaches pending completion of legal requirements:

Andrea Robbins

Nathan Menhorn

Mike Harbaugh

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

5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Brody Moore as a Volunteer Varsity Football Coach pending completion of legal requirements.

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

6. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Vincent Pribelsky, Berlin, PA, as a full-time custodian at \$12.00/hour retroactive to August 11, 2025.

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

7. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to Approve Megan Lamens-Baker as a personal care aide for approximately 2 days a week at \$12.00/hour.

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

8. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Riley Lauer as a personal care aide for approximately 3 days a week at \$12.00/hour pending completion of legal requirements.

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

9. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following volleyball coaches:

Amanda Stiffler

Assistant Junior High Volleyball Coach

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Hayley Rexroth Volunteer JH Volleyball Coach, pending  
completion of legal requirements  
Ayes \_\_\_\_ Nays \_\_\_\_ Abstain \_\_\_\_

10. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Kate Murphy as a substitute aide pending completion of legal requirements.

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

11. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Derek Hoyman as the “Science: It’s Elementary” facilitator for the 2025-2026 school year at a stipend of \$2000.

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

12. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following as mentors at the rate of 2 days per diem for the year per the current BBEA contract:

Nathan Beam	Derek Hoyman
Laika Zarefoss	Jayne St. Clair
Maleah Murphy	Sumer Lambie

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

13. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve to authorize the administration to fill any vacant positions, if needed, after August 14, 2025, prior to the next board voting meeting.

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

14. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Jade Hetz’s resignation as Spanish teacher effective immediately. [Exhibit M-1](#)

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

15. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve \_\_\_\_\_ of \_\_\_\_\_ as Spanish teacher on step \_\_\_\_ of the current BBEA contract pending completion of legal requirements.

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

16. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve an additional 2 hours at \$28.50/hour for Katy Miller for the Summer Library Program.

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

17. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the compensation plan for Cafeteria-Head Cook as presented. [Exhibit M-2](#)

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

18. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following cafeteria personnel pending completion of legal requirements:

Jamie Twombly Salad Bar position-5.5 hours/day \$12.00/hour

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<b>Robin Shroyer</b>	<b>Server/Dish Room position-3.25 hours/day \$12.00/hour</b>
<b>Nicole Hoover</b>	<b>Substitute \$11.25/hour</b>
<b>Tina Porterfield</b>	<b>Substitute \$11.25/hour</b>
<b>Ayes ____ Nays ____ Abstain ____</b>	

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following conference/field trip/workshop requests:

- **Doug Paul’s request to attend ICC Fall Kickoff meeting, Altoona, PA, August 28, 2025. No cost to the district.**

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

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

**O. FACILITIES USE REQUESTS**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following facilities use requests:

- BBSD Foundation’s request to use the board room, Sunday, September 21, 2025, 7:00 p.m., meeting.
- Berlin Youth Basketball’s request to use the MS gym, Wednesdays, September 17-November 19, 2025, 6:00-7:15 p.m., East Hills 3 & 4 boys practice.
- Berlin Youth Basketball’s request to use the MS gym, Tuesdays, September 16-November 18, 2025, 6:30-7:30 p.m., East Hills 3 & 4 girls practice.

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

**Facilities Use requests already approved:**

- PIAA Volleyball Officials’ request to use HS room 065, August 4, 2025, 6:00-8:00 p.m., August 21, September 7, September 28, October 12, & October 26, 2025, 6:30-7:30 p.m., volleyball officials meetings.
- Break the Mold’s request to use the HS & MS gyms, Thursday, July 24, 2025, 9:00 a.m.-3:00 p.m., basketball camp.
- Berlin Travel Boosters’ request to use MS room 004, Monday, August 4, 2025, 6:00-7:00 p.m., meeting.
- Berlin Youth Basketball’s request to use the MS gym, Sundays, August 3-24, Monday, September 3, & Mondays, September 8-October 20, 2025, 6:00-7:00 p.m., East Hills K-2 practice.
- **Somerset Area Soccer Club’s request to use the soccer field, week nights from the end of July through the middle of August when not in use by school soccer teams - times and dates will vary, soccer training.**

**P. INFORMATIONAL**

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Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn to Executive Session to discuss personnel matters.

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to reconvene the meeting.

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting.

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

The meeting adjourned at \_\_\_\_\_

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Rachel Prosser  
Board Secretary

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