

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT  
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES  
APRIL 11, 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 6:32 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>PHONE</u> Allison Rohrs
<u>YES</u> Jeff Fisher	<u>YES</u> Norman Menhorn	<u>YES</u> Tom Smith
<u>NO</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 Cathy Webreck, seconded by Donna Dively, to approve the agenda as presented on this date.

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

Ayes 8 Nays 0 Abstain     

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

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain     

Motion by Cathy Webreck, seconded by Tom Smith, to reconvene the regular meeting.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain     

The members met in Executive Session from 6:50 p.m. until 7:03 p.m.

**SPECIAL PRESENTATION**

**Farewell to Dr. Reeder**

- 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

**“BBSD Board Goals”**

1. Promote academic growth throughout the student population
2. Explore and enhance curriculum opportunities and delivery options
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1. Regular Board Meeting, March 14, 2024. [Exhibit G-1](#)
  2. Athletic Account, March 31, 2024. [Exhibit G-2](#)
  3. Activity Account, March 31, 2024. [Exhibit G-3](#)
  4. General, Construction, Capital Reserve, and Investment Accounts, March 31, 2024. [Exhibit G-4](#)
  5. Cafeteria and Payroll Funds, March 31, 2024. [Exhibit G-5](#)
- Section 508 vote: all members present voted in the affirmative.  
 Ayes 8 Nays 0 Abstain \_\_\_\_\_

**PRESENTATIONS**

Rebecca Courtney - 2026 Trip

**STUDENT SPOTLIGHT**

**Bocce Ball Team**

**H. SUPERINTENDENT’S REPORT**

1. Legislative Forum - PSBA, UPJ, & Windber Area School District - April 25-**EVENT POSTPONED**
2. FBI Parent Presentation - April 11, 2024 - 7:00 p.m.
3. NRA Grant - Doug Paul
4. Interview Status of Open Positions
5. Budget Committee had their first meeting on March 28th.
6. Review Board Meeting Dates
7. Navigating AI in Education
8. PSBA Advocacy Day - Met with Secretary of Policy & Planning-Akbar Hossain, Senator Pat Stefano, & Representative Carl Metzgar
9. PCCD Camera Project - Mrs. Prosser

**Upcoming Meetings:** Work Session Meeting - Thursday, May 2, 2024 - 6:30 p.m.  
Board Meeting - May 16, 2024 - 6:30 p.m.  
**Budget Meeting - Tuesday, April 23 - 6:30 p.m.**  
 All meetings will be held in the HS Library.

**I. STUDENT MEMBER TO THE BOARD REPORT-SHAY FOCHTMAN**

**J. BUSINESS ITEMS**

1. Motion by Norman Menhorn, seconded by Nathan 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 8 Nays 0 Abstain \_\_\_\_\_

2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the General and Custodial supply bids for the 2024-2025 school year as presented. Exhibit J-2  
 Ayes    Nays    Abstain \_\_\_\_\_  
The motion was tabled.

<p>2</p> <p><b>“BBSD Board Goals”</b></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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Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_ **Will be approved at the May meeting.**

3. Motion by Nathan Menhorn, seconded by Jeffrey Fisher, to approve to advertise for gasoline suppliers, snow removal services, bread suppliers, and milk suppliers for the 2024-2025 school year.

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

## **K. INSTRUCTIONAL**

## **L. ADMINISTRATION**

1. Motion by Norman Menhorn, seconded by Thomas Smith, to approve revised policy No. 626 - "Federal Fiscal Compliance". [Exhibit L-1](#)

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

2. Motion by Thomas Smith, seconded by Jeffrey Fisher, to approve May 30, 2024, as the date of graduation.

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

3. Motion by Donna Dively, seconded by Cathy Webreck, to approve to add Jacob Nedrow to the bus driver list as a van driver.

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

## **M. PERSONNEL**

1. Motion by Thomas Smith, seconded by Donna Dively, to approve Laura Craig's request to extend her FMLA leave until May 24, 2024. [Exhibit M-1](#)

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

2. Motion by Nathan Menhorn, seconded by Donna Dively, to approve for Amanda Dowdy to be compensated for up to 34 hours at \$28.50/hour to virtually attend AP US Government and Politics.

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

3. Motion by Thomas Smith, seconded by Norman Menhorn, to approve Katie Flick's resignation as head junior high soccer coach. [Exhibit M-2](#)

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

4. Motion by Jeffrey Fisher, seconded by Nathan Menhorn, to approve the following as field trip chaperones pending completion of legal requirements:

3

### **"BBSD Board Goals"**

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Kari Geary  
Danielle Stair  
Sarah Koval  
Cassie Moyer  
Marilyn Cornell  
Bethany Ritenour  
Melissa Cavanaugh  
Kelly Taylor  
Amanda Villeneuve  
Amanda Stiffler  
Melissa Pyle  
Mandi Koval  
Leanne Mankamyer  
Katlyn Wyant  
Adam Angermeier  
Noelle Dunmeyer

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

5. Motion by Nathan Menhorn, seconded by Jeffrey Fisher, to approve decreasing the track coaching positions from six to four.

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

6. Motion by Norman Menhorn, seconded by Nathan Menhorn, to approve Corey Will's request to allocate the varsity track coaching salary for the 2024 varsity track season as follows:

Head Coach	Corey Will	\$3527.14
1st Assistant	Turner Paul	\$2070.60
2nd Assistant	Amanda Dowdy	\$1785.00
3rd Assistant	Anna Flamm	\$1770.00

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

7. Motion by Thomas Smith, seconded by Nathan Menhorn, to approve Tanner Prosser & Eric Lauer's resignations as varsity boys basketball head and assistant coaches. [Exhibit M-3](#), [Exhibit M-4](#)

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

8. Motion by Cathy Webreck, seconded by Nathan Menhorn, to approve Cassie Moyer, Berlin, PA, as a substitute bus aide at \$10.75/hour pending completion of legal requirements.

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

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9. Motion by Donna Dively, seconded by Cathy Webreck, to approve the following teachers for extended school year at a rate of \$35.00/hour to be paid by IDEA-B, ESSER III, and possibly District funds:

Amy Gair	up to 65 hours
Kate Murphy	up to 65 hours
Dante Paul	up to 65 hours
Kim Diehl	up to 65 hours
Autumn Chonko	up to 65 hours
Chris Fabyanic	up to 85 hours
Andrea Milburn	up to 20 hours
Holly McKenzie	Substitute
Maria Murphy	Substitute

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

Ayes 8 Nays 0 Abstain     

10. Motion by Nathan Menhorn, seconded by Cathy Webreck, to approve the following as aides for extended school year at a rate of \$20.00/hour to be paid by IDEA-B, ESSER III, and possibly District funds:

Cassie Moyer	Bus aide	up to 40 hours
Kate Murphy	Substitute bus aide	
Maria Murphy	Substitute bus aide	

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

Ayes 8 Nays 0 Abstain     

11. Motion by Nathan Menhorn, seconded by Norman Menhorn, to approve the following rates for Summer Learning Academy:

Coordinator	\$40/hour
Teachers	\$35/hour
Aides	\$20/hour

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

Ayes 8 Nays 0 Abstain     

12. Motion by Donna Dively, seconded by Thomas Smith, to approve the following as coordinators for Summer Learning Academy:

Erika Stern	up to 75 hours
Holly Montgomery	up to 110 hours

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

Ayes 8 Nays 0 Abstain     

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

Stacey Kalp	up to 50 hours
Dana Kissel	up to 59 hours
Inez O'Donnell	up to 28.5 hours
Heather Kush	up to 50 hours

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Christian Benchup to 22.5 hours  
 Brian Slope up to 50 hours  
 Sharon Speicher up to 36.5 hours  
 Erika Stern up to 36.5 hours  
 Katie Spiri up to 22.5 hours  
 Corey Will up to 27.5 hours  
 Katy Miller up to 6 hours

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

14. Motion by Nathan Menhorn, seconded by Jeffrey Fisher, to approve the following as aides for Summer Learning Academy:

Madeline Marker up to 40 hours  
 Amanda Cooney up to 40 hours  
 Kerry Hersch up to 40 hours  
 Teisha Cooney up to 17.5 hours

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 Donna Dively, to approve the following conference/field trip/workshop requests:

- Doug Paul & James Maddy’s request to attend District 5 Principal and Athletic Director meeting, Bedford, PA, April 17, 2024. Cost - \$62.50-substitute wages.
- Sixth Grade’s request to take 56 students to Berlin Grove, Berlin, PA, May 17, 2024. No cost to the district.
- Kim Diehl’s request to take 25 students to One Book, One Community, Camp Soles, Rockwood, PA, May 14, 2024. Cost - \$385.00.
- Fourth Grade’s request to take 63 students to Laurel Hill State Park, Somerset, PA, May 21, 2024. No cost to the district. Laurel Hill State Park will pay for this trip.
- Fifth Grade’s request to take 67 students to J.B. Schrock Playground, Berlin, PA, May 29, 2024. No cost to the district.
- Fifth Grade’s request to take 67 students to Ice Cream Station, Berlin, PA, May 28, 2024. No cost to the district. PTSO will pay for this trip.
- Fifth Grade’s request to take 67 students to Berlin Historical Society, Berlin, PA, May 4, 2024. No cost to the district.
- Mark Smith’s request to take 66 8th grade students to Pennwood Farms, Berlin, PA, May 10, 2024. No cost to the district. Business Education Partnership grant will pay for this trip.
- Amanda Dowdy’s request to virtually attend AP US Government & Politics, June 10-13, 2024. Cost - \$1544.00.
- Math Counts - Susan Straight’s request to take 5 students to 24 Challenge Competition, St. Francis University, Loretto, PA, May 17, 2024. Cost - \$450.00. Math Counts budget.

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- Sixth Grade’s request to take 56 students to Ice Cream Station, Berlin, PA, May 28, 2024. No cost to the district - PTSO will pay for this trip.
- Matt Webreck’s request to take 25 students to Fish Habitat Day at Lake Somerset and Quemahoning Dam with PA Fish & Boat Commission, Somerset, PA, May 8, 2024. Cost - \$384.02. FFA Transportation.
- Matt Webreck’s request to take 6 students to PA FFA Activities Week, Penn State University, June 11-13, 2024. Cost - \$249.00. FFA Budget.
- Danielle Hay’s request to take 60 MS FOR Club students to Camp Soles, Rockwood, PA, May 16, 2024. Cost - \$1693.00. BBSD Foundation Grant, MS FOR Club, & students will pay for this trip.
- Holly Montgomery’s request to take 25 students to SLA Gap Trail Camp, various GAP trails, June 24-28, 2024. Cost - \$661.55. Summer Learning Academy funds.
- Christy McMillen’s request to take 20 students to SCTC & UPMC Somerset Hospital, Somerset, PA, April 15, 2024. No cost to the district. Business and Opportunity Grant.
- Matt Webreck’s request to take 10 students to FFA Banquet set up, Berlin Borough Building, Berlin, PA, May 16, 2024. Cost - \$62.50-substitute wages.

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

Ayes 8 Nays 0 Abstain     

Conference/Field Trip/workshop requests already approved:

- Rachel Prosser’s request to take 5 students to All-County Girls Basketball banquet, Somerset Country Club, Somerset, PA, April 10, 2024.

## O. FACILITIES USE REQUESTS

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

- Berlin Pre-K’s request to use the track area, Wednesday, May 29, 2024, 11:30 a.m., End of Year Family Celebration.
- Berlin Youth Basketball’s request to use the elementary library, Monday, May 6, 2024, 6:00-7:00 p.m., youth basketball registration.
- BBHS Marching Band’s request to use the band room & auditorium, Monday, April 15, 2024, 3:30-7:00 pm., marching band drum major/percussion auditions and parent information night.
- Berlin Brothersvalley Community Fair’s request to use the HS gym & rest rooms, Tuesday, September 10 through Saturday, September 14, 2024, 8:00 a.m.-10:00 p.m., Community Fair.
- BBHS Marching Band’s request to use the band practice field/baseball field, Thursdays, August 1-December 1, 2024, 6:00-8:00 p.m., marching band rehearsal.
- Summer Learning Academy’s request to use room E015-Makerspace, Tuesdays, June 11-July 30, 2024, 8:30-11:30 a.m., Summer Library program.
- Summer Learning Academy’s request to use the elementary library, Tuesdays, June 11-July 30, 2024, 8:30-11:30 a.m., Summer Library program.

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- BBEA’s request to use the auditorium, Friday, May 31, 2024, 9:00-10:30 a.m., BBEA meeting.
- Berlin Girl Scout Troop 4648’s to use the elementary gym, Friday, May 10, 2024, 3:30-9:30 p.m., Parent’s Night Out.
- Berlin Fire Department’s request to use all parking lots, Thursday, June 13, 2024, 3:00-8:00 p.m., Firemen’s Parade.
- BBSD School Police Officer’s request to use the auditorium and HS gym, Thursday, April 11, 2024, 7:00-8:00 p.m., FBI Presentation - Social Media.
- Berlin PTSO’s request to use the MS gym, Friday, April 26, 2024, 3:30-10:00 p.m., (elementary gym if raining) Mother Son Game Night.
- Summer Learning Academy’s request to use the MS gym, June 24-28, 2024, 8:45-9:15 & 11:45 a.m.-12:15 p.m., rooms E019, E020, Elem. gym, E014, MS gym, & HS 112, June 24-28, 2024, 9:00 a.m.-12:00 p.m., Summer Learning Academy.
- Summer Learning Academy’s request to use the MS gym, July 8-12, 2024, 8:45-9:15 & 11:45 a.m.-12:15 p.m., rooms E017, E020, E019, Elem. Gym, Maker Space, & E016, July 8-12, 2024, 9:00 a.m.-1:00 p.m., Summer Learning Academy.
- Berlin Varsity Girls Soccer’s request to use the soccer field, Thursdays, May 16 & June 20, 2024, 6:00-8:00 p.m., soccer practice.
- Berlin Basketball’s request to use the HS gym, Tuesdays & Thursdays, April 23-May 28, 2024, 7:00-8:00 p.m., open gym.
- Berlin Basketball’s request to use the MS & HS gyms, June 12, 20, 24, 26 & July 1, 8, 10, 11, 15, 17, 22, & 24, 2024, 4:00-11:00 p.m., Varsity Boys Summer League.
- Berlin Basketball’s request to use the elementary, MS & HS gyms, June 10-13, 2024, 10:00 a.m.-1:00 p.m., Youth Basketball Camp.
- Berlin Basketball’s request to use the MS gym, Monday-Thursday, June 3-July 25, 2024, 9:15-10:30 a.m., open gym.

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

Ayes 8 Nays 0 Abstain \_\_\_\_\_

**Facilities Use requests already approved:**

- Highlands Volleyball Club’s request to use the HS gym, Thursday, April 4, 2024, 7:00-8:00 p.m., volleyball practice.
- Musical’s request to use the MS gym, Sunday, April 7, 2024, 2:00-7:30 p.m., Musical cast party.
- BBSD Foundation’s request to use the HS library, Tuesday, April 9, 2024, 6:00 p.m., scholarship interviews.

**P. INFORMATIONAL**

Motion by Nathan Menhorn, seconded by Donna Dively, to adjourn the meeting.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain \_\_\_\_\_

The meeting adjourned at 8:44 pm.

<p>8</p> <p><b>“BBSD Board Goals”</b></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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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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