

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
MAY 15, 2025
BOARD ROOM
6:30 PM**

The Board of Directors of the Berlin Brothersvalley School District held a meeting on the above date in the board room of the high school building. 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>6:32</u> Nathan Menhorn	<u>NO</u> Allison Rohrs
<u>YES</u> Jeff Fisher	<u>YES</u> Norman Menhorn	<u>YES</u> Tom Smith
<u>YES</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.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

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

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

1. Regular Board Meeting, April 10, 2025. [Exhibit G-1](#)
2. Athletic Account, April 30, 2025. [Exhibit G-2](#)
3. Activity Account, April 30, 2025. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, April 30, 2025. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, April 30, 2025. [Exhibit G-5](#)
6. Budget Meeting Minutes, April 22, 2025. [Exhibit G-6](#)
7. Work Session Meeting, May 8, 2025. [Exhibit G-7](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

“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

STUDENT MEMBER TO THE BOARD REPORTS:

Haylee Speicher

Riley Shaffer

PRESENTATION

24 Challenge Students

H. SUPERINTENDENT'S REPORT

1. Facilities Project Update
2. Meeting with Rockwood and Meyersdale - May 12, 2025
3. PFM Meeting - May 14, 2025
4. Guaranteed Energy Savings Provider or Traditional Plan and Specifications for Roofs.

Upcoming Meetings: Work Session Meeting - Thursday, June 5, 2025, - 6:30 p.m.
Board Meeting - TUESDAY, June 17, 2025, 6:30 p.m.

All meetings will be held in the Board room.

J. BUSINESS ITEMS

1. Motion by Cathy Webreck, seconded by Nathan Menhorn, to approve the payment of bills as presented on this date. Exhibit J-1
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
2. Motion by J.T. Kline, seconded by Donna Dively, to nominate Cathy Webreck as Board Treasurer for a one-year term, July 1, 2025 through June 30, 2026.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
3. Motion by Norman Menhorn, seconded by J.T. Kline, to close nominations for Board Treasurer.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
4. Motion by J.T. Kline, seconded by Donna Dively, to approve Cathy Webreck as Board Treasurer for a one-year term, July 1, 2025 through June 30, 2026.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
5. Motion by Norman Menhorn, seconded by Nathan Menhorn, to approve the following School depositories for the 2025-26 school year: First National Bank, Somerset Trust, Pennsylvania School District Liquid Asset Fund (PSDLAF),

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Pennsylvania Local Government Investment Trust (PLGIT), PNC Bank, and AmeriServe.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

6. Motion by Tom Smith, seconded by Cathy Webreck, to approve Section 511/679 taxes for the 2025-26 school year (per capita - \$10; occupation tax - \$10; earned income tax - ½ of 1%; real estate transfer tax - ½ of 1%).

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

7. Motion by Tom Smith, seconded by Cathy Webreck, to tentatively set and approve the Real Estate Millage for the 2025-26 school year at 36.21 mils.

[Exhibit J-8](#)

On roll call vote: Motion passed 7-1

YES Donna Dively YES Nathan Menhorn ____ Allison Rohrs

YES Jeff Fisher YES Norman Menhorn YES Tom Smith

NO J.T. Kline YES Jenna Ogburn YES Cathy Webreck

Ayes 7 Nays 1 Abstain ____

8. Motion by J.T. Kline, seconded by Donna Dively, to approve a tentative budget for the 2025-26 school year with estimated revenues of \$14,192,557.94 and estimated expenditures of \$15,986,174.00 and place on the table for public inspection for 30 days. [Exhibit J-10](#), [Exhibit J-11](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

9. Motion by Cathy Webreck, seconded by Norman Menhorn, to approve the Business Manager, using Board approved depositories, to transfer money
interest between accounts, as needed, during the 2025-26 school year to optimize
for the District.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

10. Motion by Tom Smith, seconded by Nathan Menhorn, to approve an agreement between Camco Physical and Occupational Therapy, LLC and BBSD from August 1, 2025 to July 31, 2027. [Exhibit J-2](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

11. Motion by Tom Smith, seconded by Cathy Webreck, to approve a general service
Services agreement between Bedford-Somerset Developmental and Behavioral
from July 1, 2025-June 30, 2026, as presented. [Exhibit J-3](#)

Section 508: All members present voted in the affirmative.

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Ayes 8 Nays 0 Abstain ____

12. Motion by Tom Smith, seconded by Cathy Webreck, to approve the advertising in the amount of \$908.01 for the Request for Qualifications for a Guaranteed Energy Savings Performance Contract retroactive to April 26, 2025.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

13. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve Schmidt Bakery, of Frederick, MD, as the bread supplier for the 2025-2026 school year.

[Exhibit J-4](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

14. Motion by Cathy Webreck, seconded by Jeff Fisher, to approve the addition of a 457(b) program as an employee benefit.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

15. Motion by Nathan Menhorn, seconded by Cathy Webreck, to approve Galliker's Dairy, Johnstown, PA, as the milk supplier for the 2025-2026 school year.

[Exhibit J-5](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

16. Motion by Tom Smith, seconded by Norman Menhorn, to approve a Waterfront Learning Services Agreement between Allegheny Intermediate Unit and BBSD as presented. [Exhibit J-6](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

17. Motion by Tom Smith, seconded by Jeff Fisher, to approve an agreement with the World of Learning Institute and BBSD as presented. [Exhibit J-7](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

18. Motion by Cathy Webreck, seconded by Norman Menhorn, to approve the district's group life insurance rates with CM Regent Solutions for the 2025-2026 school year as presented. [Exhibit J-9](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

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19. Motion by Donna Dively, seconded by Nathan Menhorn, to approve a change in adult athletic ticket prices from \$4 to \$5 beginning with the 2025-2026 school year.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

20. Motion by Norman Menhorn, seconded by J.T. Kline, to approve a change in fees for sports officials for the 2025-2026 school year as presented. [Exhibit J-12](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

K. INSTRUCTIONAL

- in 1. Motion by Donna Dively, seconded by Tom Smith, to approve the participation the IU8 Substitute Teacher Consortium for the 2025-2026 school year at a cost of \$500.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

L. ADMINISTRATION

1. Motion by Donna Dively, seconded by J.T. Kline, to approve the final graduation list pending students meeting all graduation requirements.

[Exhibit L-1](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

2. Motion by J.T. Kline, seconded by Jeff Fisher, to approve the Memorandum of Understanding between Pennsylvania State Police & Berlin Borough Police and BBSD as presented. [Exhibit L-2](#) & [Exhibit L-3](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

3. Motion by J.T. Kline, seconded by Jeff Fisher, to approve an affiliation agreement between West Virginia University and BBSD as presented.

[Exhibit L-4](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

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

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

Motion by Nathan Menhorn, seconded by Tom Smith, to reconvene the meeting.

All members present voted in the affirmative.

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Ayes 8 Nays 0 Abstain

The members met in Executive Session from 8:15 p.m. until 9:08 p.m.

M. PERSONNEL

1. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve Kimberly Whipkey's resignation as head cook effective May 9, 2025. [Exhibit M-1](#)
Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

2. Motion by Cathy Webreck, seconded by Tom Smith, to approve Teisha Cooney's request for the following unpaid days:

February 19-21, 2025

March 19, 2025

April 14, 2025

[Exhibit M-2](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

- as 3. Motion by Tom Smith, seconded by Donna Dively, to approve Brian Fochtman an overnight field trip chaperone.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

4. Motion by Norman Menhorn, seconded by Tom Smith, to approve a change in status for Wendy Acey from Head Cashier to Head Cook.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

5. Motion by Cathy Webreck, seconded by Donna Dively, to approve the School Police Officer Compensation Plan effective July 1, 2025 through June 30, 2026 as per exhibit. [Exhibit M-3](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

6. Motion by Norman Menhorn, seconded by Donna Dively, to approve Patricia Christner's resignation as part-time cafeteria worker effective immediately.

[Exhibit M-4](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

7. Motion by Nathan Menhorn, seconded by Donna Dively, to approve Destiny DiRado as a Lego League advisor for up to 25 hours at \$28.50/hour to be paid by EITC funds.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

6

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8. Motion by Donna Dively, seconded by Jeff Fisher, to approve Tim Sprowls' request for April 24, 2025, as an unpaid day. [Exhibit M-5](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
9. Motion by Tom Smith, seconded by Nathan Menhorn, to approve Courtney Richards' request for the following unpaid days:
March 24-25, 2025
April 25, 2025
April 28-29, 2025
May 1-2, 2025
May 22, 2025 [Exhibit M-6](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
10. Motion by Donna Dively, seconded by Norman Menhorn, to approve Jill Carlson's request for the following unpaid days:
May 5-6, 2025
May 15, 2025
May 27, 2025
June 2, 2025 [Exhibit M-7](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
11. Motion by Donna Dively, seconded by Nathan Menhorn, to approve Trevor Pritts of Berlin, PA, as Maintenance Supervisor at a salary of \$48,500 pending completion of legal requirements.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
12. Motion by Norman Menhorn, seconded by Donna Dively, to approve the following as field trip chaperones pending completion of legal requirements:
Marlana Hart
Adam Shaffer
Kris Sterle
Bri Knieriem
Brandy Shepley
Miranda Frazier
Courtney Barna
Tara Miller
Mandi Koval
Sharon Speicher
Kelly Guindon

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Katie Spiri
Amy Gair
Brittany Henigin
Mandy Cooper
Justin Broadwater
Stephanie Waydo
Erin VanGilder
Jeremy Tannehill
BJ Singo

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

13. Motion by Donna Dively, seconded by Nathan Menhorn, to approve Christine Hardiman's request for May 15, 2025-PM and May 16, 2025, as unpaid days.
[Exhibit M-8](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

14. Motion by Cathy Webreck, seconded by Donna Dively, to approve the following for the 2025-2026 school year:

Marching Band Instructor	Brittany Henigin
Assistant Marching Band Instructor	Doug Spiri
Band Instructor	Jayne St. Clair

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

15. Motion by Donna Dively, seconded by Cathy Webreck, to approve the following Band volunteers for the 2025-2026 school year pending completion of legal requirements:

Stephanie Waydo
Kristina Hoover
Katie Spiri
Steve Landis
Jeannette Landis
Erin VanGilder
Kayla Werner
Amy Gair
Amanda Custer
Benjamin Henigin

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

8

"BBSD Board Goals"

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16. Motion by Nathan Menhorn, seconded by Donna Dively, to approve a change in status for Shawna Bailey from the salad bar position to head cashier position beginning with the 2025-2026 school year.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

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

- Fourth Grade's request to take 61 students to JB Schrock Playground & Ice Cream Station, Berlin, PA, May 27, 2025. No cost to the district.
- Christy McMillen's request to attend Commonwealth Prevention Alliance 35 Annual Conference, Penn Stater Conference Center, June 11-13, 2025. No cost to the district. A scholarship has been awarded to pay for this conference.
- Kim Diehl's request to take 2 students to Rey Azteca Restaurant, Somerset, PA, May 16, 2025. No cost to the district. Spanish Club will pay for this trip.
- Mandy Cooper's request to take 5 students to the Ice Cream Station, Berlin, PA, May 22, 2025. No cost to the district.
- Eric Lauer's request to take 44 eighth grade students to 814 Lanes & Games, Johnstown PA, May 20, 2025. Cost - \$1274.05 - PTSO will pay for this trip.
- Doug Paul's request to attend ICC Spring meeting, Bedford, PA, May 20, 2025. No cost to the district.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

- Rebecca Courtney's request to attend Supporting Struggling Readers with Foundational Skills, IU8 Educational Development Center, Duncansville, PA, May 13, 2025. Cost - \$156 for substitute wages-Professional Development.
- Mandy Cooper's request to take 5 students to Berlin Market and Berlin Historical Society, Berlin, PA, May 12, 2025. No cost to the district.
- Vanessa Smith/Kim Diehl's request to take 2 students, along with the third grade students, to Carnegie Science Center, Pittsburgh, PA, May 14, 2025. Cost - \$156.00 for substitute wages - ELL funds.

O. FACILITIES USE REQUESTS

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

- Musical's request to use the auditorium, foyer, band room, & chorus room, June 9-13, 2025, 8:00 a.m.-4:00 p.m., and Friday, June 13, 2025, 7:00-10:00 p.m., theater camp and performance.
- Musical's request to use the auditorium, Friday, May 23, 2025, 4:00-9:00 p.m., and Saturday, May 24, 2025, 9:00 a.m.-10:00 p.m., musical reunion rehearsal and show.

- Berlin Basketball’s request to use the HS & MS gyms, June 11, 18, 23, 25, & 30, 2025 & July 7, 9, 14, 16, 17, 21, & 23, 2025, 3:30-10:30 p.m., Berlin Boys Summer League.
 - BBEA’s request to use the auditorium, Tuesday, June 3, 2025, 10:00 a.m., meeting.
 - BBSD Foundation’s request to use the board room, Sunday, June 22, 2025, 7:00 p.m., meeting.
 - Berlin Youth Basketball’s request to use the elementary library, Tuesday, May 20, 2025, 6:00-7:00 p.m., youth basketball registration.
 - Berlin Ministerial’s request to use the auditorium & one classroom, Thursday, May 29, 2025, 7:00 p.m., Baccalaureate Service.
 - Head Start & Pre-K Program’s request to use the Pre-K classroom, Wednesday, June 4, 2025, 9:00-11:00 a.m., parent registration for the 2025-2026 school year.
- Section 508: All members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain

Facilities Use requests already approved:

- Berlin Wrestling Boosters’ request to use HS room 216, Tuesday, April 15, 2025, 6:30 p.m., Berlin Wrestling Booster meeting.
- Band/Chorus’ request to use the band room/auditorium/room 112, May 1, 8, & 16, 2025, 6:00-9:00 p.m., concerts.
- Berlin Marching Band’s request to use the auditorium, Wednesday, May 7, 2025, 6:00 p.m., parent information meeting.
- JJ Trucking Summer Baseball Sr. League’s request to use the baseball field, Saturday, May 3 & 10, 2025, 5:00-8:00 p.m., practice.
- Berlin Soccer’s request to use the soccer field, Wednesday, April 30, 2025 & May 7, 2025, 6:00-8:00 p.m., practice.
- Berlin Youth Cheer’s request to use the elementary library, Thursday, May 8, 2025, 5:00-6:00 p.m., registration.
- Berlin Youth Baseball/Softball League’s request to use the MS gym, Tuesday, May 13, 2025, 6:30-8:00 p.m., practice.
- Berlin AYSO’s request to use the soccer field, May 10, 17, 24, & 31 & June 6, 2025, 12:00-4:00 p.m., AYSO U12 Tournament practice.

JB Schrock Community Park

- Ashanti Matthews’ request to use the JB Schrock Community Park, April 5, 2025, 8:00 a.m.-8:00 p.m., party
- Focus Behavioral Health’s request to use the JB Schrock Community Park, April 4, 2025, 10:00 a.m.-2:00 p.m., party.

P. INFORMATIONAL

Motion by Donna Dively, seconded by Cathy Webreck, to adjourn to Executive Session to discuss personnel matters.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

The members met in Executive Session from 9:19 p.m. until 11:25 p.m.

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

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

The meeting adjourned at 11:25 p.m.

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.

11

“BBSB Board Goals”

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