

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
MAY 16, 2024
HS LIBRARY
6:30 PM**

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 6:30 p.m.

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. MOMENT OF SILENCE**
- D. ROLL CALL**

<u>6:35pm</u> Donna Dively	<u>YES</u>	Nathan Menhorn	<u>6:59pm</u> Allison Rohrs
<u>YES</u> Jeff Fisher	<u>YES</u>	Norman Menhorn	<u>YES</u> Tom Smith
<u>6:50pm</u> J.T. Kline	<u>YES</u>	Jenna Ogburn	<u>NO</u> Cathy Webreck

PRESENTATIONS

Tech Ed Trikes

Donna Dively entered the meeting at this point.
Mr. Eric Lauer - Curriculum update.
J.T. Kline entered the meeting at this point.
Allison Rohrs entered the meeting at this point.

- E. COMMENTS FROM THE PUBLIC**
Heath Montgomery - Budget and Finance

- F. APPROVAL OF THE AGENDA**
Motion by Norman Menhorn, seconded by Jeffrey Fisher, 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 Nathan Menhorn, seconded by Allison Rohrs, to approve the following minutes and financial reports as presented on this date.
 1. Regular Board Meeting, April 11, 2024. [Exhibit G-1](#)
 2. Athletic Account, April 30, 2024. [Exhibit G-2](#)
 3. Activity Account, April 30, 2024. [Exhibit G-3](#)
 4. General, Construction, Capital Reserve, and Investment Accounts, April 30, 2024. [Exhibit G-4](#)
 5. Cafeteria and Payroll Funds, April 30, 2024. [Exhibit G-5](#)

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“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

6. Budget Meeting Minutes, April 23, 2024. [Exhibit G-6](#)
 7. Work Session Meeting Minutes, May 2, 2024. [Exhibit G-7](#)
- Section 508 vote: all members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain

H. SUPERINTENDENT’S REPORT

1. PSBA Board Delegates - 2
2. Student Board Member Recognition - Shay Fochtman
3. 2024 Graduation Plans - **May 30, 2024 - 7:00 p.m.**
4. 2026 Student Trip Abroad - Mr. Maddy

Upcoming Meetings: Work Session Meeting - Thursday, June 6, 2024 - 6:30 p.m.
Board Meeting - Tuesday, June 18, 2024, 6:30 p.m.

All meetings will be held in the HS Library.

I. STUDENT MTTB REPORT - Shay Fochtman

J. BUSINESS ITEMS

1. Motion by Norman Menhorn, seconded by Jeffrey Fisher, 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 Norman Menhorn, seconded by Donna Dively, to nominate Cathy Webreck as Board Treasurer for a one-year term, July 1, 2024 through June 30, 2025.
 Section 508 vote: all members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain
3. Motion by Nathan Menhorn, seconded by Donna Dively, to close nominations for Board Treasurer.
 Section 508 vote: all members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain
4. Motion by Donna Dively, seconded by Allison Rohrs, to approve Cathy Webreck as Board Treasurer for a one-year term, July 1, 2024 through June 30, 2025.
 Section 508 vote: all members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain
5. Motion by Nathan Menhorn, seconded by Donna Dively, to approve the following School depositories for the 2024-25 school year: First National Bank, Somerset Trust, Pennsylvania School District Liquid Asset Fund (PSDLAF), Pennsylvania Local Government Investment Trust (PLGIT), PNC Bank, and Ameri Serve.
 Section 508 vote: all members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain
6. Motion by Norman Menhorn, seconded by Jeffrey Fisher, to approve Section 511/679 taxes for the 2024-25 school year (per capita - \$10; occupation tax - \$10;

<p>2</p> <p>“BBSD Board Goals”</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>

earned income tax - ½ of 1%; real estate transfer tax - ½ of 1%).
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

7. Motion by Donna Dively, seconded by Thomas Smith, to tentatively set and approve the Real Estate Millage for the 2024-25 school year at 34.336 mils. [Exhibit J-14](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
8. Motion by Allison Rohrs, seconded by Thomas Smith, to approve a tentative budget for the 2024-25 school year with estimated revenues of \$13,756,398.53 and estimated expenditures of \$15,341,785 and place on the table for public inspection for 30 days. [Exhibit J-13](#), [Exhibit J-13A](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
9. Motion by Norman Menhorn, seconded by Donna Dively, to approve the Business Manager, using Board approved depositories, to transfer money between accounts, as needed, during the 2024-25 school year to optimize interest for the District.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
10. Motion by Nathan Menhorn, seconded by Thomas Smith, to approve an agreement between Government Software Services, Inc., and BBSD for computer services to provide school district tax notices. [Exhibit J-2](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
11. Motion by Thomas Smith, seconded by Norman Menhorn, to approve the 2024-25 rates for the Bedford-Somerset Consortium as presented. [Exhibit J-3](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
12. Motion by Nathan Menhorn, seconded by Jeffrey Fisher, to approve a letter of agreement for day treatment and educational services between BBSD and Extended Family Programs, Inc. and Appalachia Intermediate Unit 8 as per exhibit. [Exhibit J-4](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
13. Motion by Thomas Smith, seconded by Donna Dively, to approve a Waterfront Learning Services Agreement between Allegheny Intermediate Unit and BBSD as presented. [Exhibit J-5](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
14. Motion by J.T. Kline, seconded by Allison Rohrs, to approve an agreement between BBSD and Active Internet Technologies, dba Finalsight as per exhibit. [Exhibit J-6](#)

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

15. Motion by Norman Menhorn, seconded by Thomas Smith, to approve an Extended Campus agreement between IU8 and BBSD for the 2024-2025 school year as presented. [Exhibit J-7](#)

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

16. Motion by J.T. Kline, seconded by Allison Rohrs, to approve a security system agreement with WSS Integrated Technologies as presented for a total of \$39,025.50. [Exhibit J-8](#)

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

17. Motion by Donna Dively, seconded by Allison Rohrs, to approve the General and Custodial supply bids for the 2024-2025 school year as presented. [Exhibit J-9](#)

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

18. Motion by J.T. Kline, seconded by Norman Menhorn, to approve the 2024-2025 Memorandum of Understanding/Transition Agreement with Tableland Services, Inc. as presented. [Exhibit J-10](#)

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

19. Motion by Jeffrey Fisher, seconded by Allison Rohrs, to approve the 2024-2025 letter of agreement between Tableland Services, Inc. and BBSD as presented. [Exhibit J-11](#)

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

20. Motion by Norman Menhorn, seconded by Nathan Menhorn, to approve the following breakfast and lunch prices for the 2024-2025 school year:

Adult Breakfast	\$2.85
Adult Lunch	\$4.75

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

21. Motion by J.T. Kline, seconded by Allison Rohrs, to approve the 2024-2025 Memorandum of Agreement with Western PA Sports Medicine and Rehabilitation Clinic as presented. [Exhibit J-12](#)

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

22. Motion by Allison Rohrs, seconded by J.T. Kline, to approve a contract with Ignite Education Solutions to purchase one seat at \$11,846.44 per seat for the Transition

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Classroom at Greater Johnstown CTC for the 2024-2025 school year as presented.
[Exhibit J-15](#)

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

23. Motion by Allison Rohrs, seconded by J.T. Kline, to approve the Appalachia Intermediate Unit 8 ESL Consortium Articles of Agreement for the 2024-2025 school year as presented. [Exhibit J-16](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

K. INSTRUCTIONAL

1. Motion by Norman Menhorn, seconded by Thomas Smith, to approve the Berlin Summer Learning Academy program. [Exhibit K-1](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
2. Motion by Nathan Menhorn, seconded by Jeffrey Fisher, to approve the participation in the IU8 Substitute Teacher Consortium for the 2024-2025 school year at a cost of \$500.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

L. ADMINISTRATION

1. Motion by Thomas Smith, seconded by Nathan Menhorn, to approve the final graduation list pending students meeting all graduation requirements. [Exhibit L-1](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
2. Motion by Donna Dively, seconded by Thomas Smith, to approve the revised board meeting dates as presented. [Exhibit L-2](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
3. Motion by Norman Menhorn, seconded by J.T. Kline, to approve a dual credit agreement between Pennsylvania Highlands Community College and BBSD as presented. [Exhibit L-3](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
4. Motion by Nathan Menhorn, seconded by Thomas Smith, to approve the 2024-25 organizational chart as presented. [Exhibit L-4](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
5. Motion by Thomas Smith, seconded by J.T. Kline, to approve to declare the HS library books and shelves as surplus.

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

6. Motion by Allison Rohrs, seconded by Nathan Menhorn, to approve to place reviewed policy No. 249 - “Bullying/Cyberbullying” on the table for public inspection for 30 days. [Exhibit L-5](#)

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

7. Motion by J.T. Kline, seconded by Jeffrey Fisher, to approve an Affiliation Agreement between Shippensburg University and BBSD as presented. [Exhibit L-6](#)

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

M. PERSONNEL

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

Danielle Brinton
Kayla Chalk
Amanda Coleman
Mandy Cooper
Luke Dowdy
Zabrina Fisher
Christie Fochtman
Seth Forry
Lori Glessner
Kelly Guindon
Amanda Hankinson
John Harding
Marlaina Hart
Laura Kalaha
Julia Kalp
Samantha King
Cara Kister
Sarah Koval
Jeanette Landis
Amber Lavan
Jenna Ogburn
Adam Shaffer
Brandy Shepley
BJ Singo
Katie Spiri
Kristopher Stole
Erin VanGilder
Kayla Werner

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

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Ayes 8 Nays 0 Abstain _____

2. Motion by Nathan Menhorn, seconded by Jeffrey Fisher, to approve David Remaley's resignation as assistant junior high soccer coach. [Exhibit M-1](#)
Section 508 vote: all members present voted in the affirmative.

Ayes 8 Nays 0 Abstain _____

3. Motion by Norman Menhorn, seconded by Allison Rohrs, to approve the following for up to 2 hours at \$28.50/hour for supervision of the K-2 music concert on May 17, 2024:

Beth Anderson
Stacey Kalp
Christina Sines
Krista Fioravanit
Kayla Rypczyk
Jenn Hoyman
Katie Torres
Heather Hay
Autumn Chonko

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

Ayes 8 Nays 0 Abstain _____

4. Motion by Norman Menhorn, seconded by Jeffrey Fisher, to approve the following as personal care aides for extended school year at a rate of \$20/hour pending completion of legal requirements to be paid by IDEA-B and ESSER III:

Kayleigh Robinette up to 60 hours
Taylor Hillegass up to 60 hours

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

Ayes 8 Nays 0 Abstain _____

5. Motion by J.T. Kline, seconded by Thomas Smith, to approve the following for ½ hour at \$28.50/hour for the Kindergarten Writer's Celebration on May 6, 2024:

Stacey Kalp
Beth Anderson
Christina Sines

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

Ayes 8 Nays 0 Abstain _____

6. Motion by Thomas Smith, seconded by Donna Dively, to approve the following for the 2024-2025 varsity boys basketball coaching staff:

Head Coach Jake Zorn
Assistant Coach Cannon Hay
Volunteers Tanner Prosser
Craig Stiffler

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

Ayes 7 Nays 0 Abstain 1

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7. Motion by Thomas Smith, seconded by Donna Dively, to approve Eric Lauer as the K-8 principal effective July 1, 2024, at a salary of \$92,000.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

8. Motion by Donna Dively, seconded by Jeffrey Fisher, to approve to pay Maria Murphy \$823.35 for Bocce Ball coach funded by a donation from Special Olympics.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

9. Motion by Donna Dively, seconded by Jeffrey Fisher, to approve Christy McMillen as the high school Student Council advisor effective March 1, 2024, through the remainder of the school year.
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

10. Motion by Nathan Menhorn, seconded by Donna Dively, to approve Shawna Bailey’s requests for March 20-22, 2024, & April 23, 2024, as days off without pay.
[Exhibit M-2](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

11. Motion by Allison Rohrs, seconded by Donna Dively, to approve Amanda Cooney’s requests for March 25, 2024, April 8, 2024, & April 11, 2024, as days off without pay.
[Exhibit M-3](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

12. Motion by Norman Menhorn, seconded by Allison Rohrs, to approve Noelle Dunmeyer’s requests for December 4, 2023-½ day, January 25, 2024-2.25 hours, February 13, 2024-2 hours, March 8, 2024, March 11-12, 2024, March 26-27, 2024, April 10, 2024-1.25 hours, May 2, 2024, May 6, 2024-3.50 hours, & May 8, 2024, as days off without pay.
[Exhibit M-4](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

13. Motion by Jeffrey Fisher, seconded by Nathan Menhorn, to approve Megan Hare’s requests for February 20-22, 2024, May 3, 2024-½ day, May 30, 2024-½ day as days off without pay.
[Exhibit M-5](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

14. Motion by Donna Dively, seconded by Norman Menhorn, to approve Courtney Richards’ request for May 2, 2024-½ day as a day off without pay.
[Exhibit M-6](#)
Section 508 vote: all members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

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N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

Motion by Nathan Menhorn, seconded by J.T. Kline, to approve the following conference/field trip/workshop requests:

- Third Grade’s request to take 62 students to the Ice Cream Station & J. B. Schrock Community Playground, Berlin, PA, May 28, 2024. No cost to the district. PTSO will pay for this trip.
- Fourth Grade’s request to take 64 students to JB Schrock Playground & Ice Cream Station, Berlin, PA, May 28, 2024. No cost to the district.
- Rebecca Courtney & Katie Spiri’s request to take approximately 12 students to Paris, France and Barcelona & Madrid, Spain, summer of 2026. No cost to the district.
- Amanda Webreck’s (college class teacher) request to take 15 students to Berlin Food Pantry - community service project - May 16, 2024. No cost to the district.
- Doug Paul’s request to attend ICC Athletic Director’s meeting, Hollidaysburg, PA, May 21, 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:

- Cathy Berkebile’s request to attend PRFSD meeting, Seven Springs Resort, Champion, PA, May 3, 2024. Cost - \$10.00. Food Service budget.
- Danielle Hay’s request to attend the Western PA Homeless Education Summit, Lakeview Lodge at Treasure Lake, Dubois, PA, May 10, 2024. Cost - \$131.72. Social Work budget.
- Dan Miller’s request to take 10 students to J&J Truck Bodies, Somerset, PA, April 26, 2024. Cost - \$83.00. Tech Ed Activities account.
- Amanda Dowdy and Turner Paul’s request to take 29 students to 814 Lanes & Kibuki Hibachi, Johnstown, PA, May 16, 2024. Cost - \$1608.45. NHS activity account.
- Eric Lauer’s request to take 17 students to J.B. Schrock Playground, Berlin, PA, May 10, 2024. No cost to the district.
- Dan Miller’s request to take 6 students to Morocco Welding, Somerset, PA, May 9, 2024. Cost - \$83.00. Tech Ed Activities account.

O. FACILITIES USE REQUESTS

Motion by Nathan Menhorn, seconded by J.T. Kline, to approve the following facilities use requests:

- Berlin AYSO’s request to use the soccer field, May 20, June 5, 24, 25, & 26, 2024, 6:30-8:00 p.m. & May 21, 2024, 6:00-7:30 p.m., soccer games.
- Music Department’s request to use the auditorium & room 112, Friday, May 24, 2024, 6:00-10:00 p.m., Talent Show.
- Berlin Brothersvalley Ministerium’s request to use the auditorium and room 103, Wednesday, May 29, 2024, 6:30-10:00 p.m., Baccalaureate Service.
- BBHS Student Council’s request to use the football field and press box, Friday, May 17, 2024, 11:55 a.m.-3:00 p.m., Powder Puff game.

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- Berlin Youth Football’s request to use the football practice field, Mondays, Tuesdays, & Thursdays, August 26-October 24, 2024, 6:15-8:00 p.m., youth football practice.
- Berlin Youth Football’s request to use the football practice field, Tuesdays & Thursdays, July 30-August 8, 2024 & Monday-Thursday, August 12-15, 2024 & August 19-22, 2024, 6:15-8:00 p.m., youth football practice.

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

Ayes 8 Nays 0 Abstain

Facilities Use requests already approved:

- Berlin PTSO’s request to use the track area, Thursday, May 9, 2024, 8:00 a.m.-3:00 p.m., Walk-A-Thon
- BBSD Foundation’s request to use the board room, Sunday, May 5, 2024, 6:30 p.m., meeting.
- MS Student Council & FOR Club’s request to use the MS gym, Friday, May 3, 2024, 6:00-8:00 p.m., Glow Games/Dance.
- Berlin Senior League 24’s request to use the HS baseball field, Sundays, April 28-May 26, 2024, 4:00-6:00 p.m., and Wednesdays, May 1-29, 2024, 6:00-8:00 p.m., practice.
- Kindergarten’s request to use all 3 kindergarten classrooms, Monday, May 6, 2024, 6:30-7:30 p.m., Writer’s Celebration.
- Berlin Wrestling Boosters’ request to use the elementary library, Tuesday, May 7, 2024, 7:30 p.m., booster meeting.

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 7:43 pm.

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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