

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
JUNE 17, 2025
BOARD ROOM**

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 6:31p.m.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. MOMENT OF SILENCE

D. ROLL CALL

<u>YES</u> DonnaDively	<u>YES</u> NathanMenhorn	6:45pm AllisonRohrs
<u>YES</u> Jeff Fisher	<u>YES</u> NormanMenhorn	<u>YES</u> TomSmith
<u>NO</u> J.T. Kline	<u>YES</u> JennaOgburn	<u>YES</u> CathyWebreck

E. COMMENTS FROM THE PUBLIC

F. APPROVAL OF THE AGENDA

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, May 15, 2025. [Exhibit G-1](#)
2. Athletic Account, May 31, 2025. [Exhibit G-2](#)
3. Activity Account, May 31, 2025. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, May 31, 2025. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, May 31, 2025. [Exhibit G-5](#)
6. Special Voting Meeting Minutes, May 23, 2025. [Exhibit G-6](#)
7. Work Session Meeting Minutes, June 5, 2025. [Exhibit G-7](#)

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

Ayes 7 Nays 0 Abstain

H. SUPERINTENDENT'S REPORT

1. Facilities Project Update
2. SCTC All Board Dinner - September 24, 2025 - 6:00 p.m.

“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

Allison Rohrs entered the meeting at this point.

3. PFM Services

Upcoming Meetings: Board Meeting - Thursday, July 10, 2025 - 6:30 p.m.

All meetings will be held in the board room.

J. BUSINESS ITEMS

1. Motion by Nathan Menhorn, seconded by Cathy Webreck, 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 Cathy Webreck, seconded by Jeff Fisher, to bring back to the table Section 511/679 taxes for the 2025-2026 school year.
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
3. Motion by Norman Menhorn, seconded by Tom Smith, for final approval of Section 511/679 taxes for the 2025-2026 school year (per capita - \$10; occupation tax - \$10; 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
4. Motion by Nathan Menhorn, seconded by Tom Smith, to bring back to the table the Real Estate Millage for the 2025-2026 school year.
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
5. Motion by Norman Menhorn, seconded by Cathy Webreck, for final approval of the Real Estate Millage for the 2025-2026 school year at 36.21 mils.
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
6. Motion by Tom Smith, seconded by Nathan Menhorn, to bring back to the table the tentative budget for the 2025-2026 school year.
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain
7. Motion by Cathy Webreck, seconded by Tom Smith, to approve a final operating budget for the 2025-2026 school year with estimated revenues of \$14,192,557.94 and resources of \$2,657,382.00 and estimated expenditures of \$15,986,174.00. [Exhibit J-2](#)

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“BBSD Board Goals”

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

9. Motion by Jeff Fisher, seconded by Nathan Menhorn, to approve awarding the gasoline bid to Berlin Oil Company for the 2025-2026 school year at the rates presented. [Exhibit J-3](#)

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

10. Motion by Nathan Menhorn, seconded by Tom Smith, to approve the School District's Package Insurance Policy for the 2025-2026 school year through BDH/Konhaus Insurance Agency as presented. [Exhibit J-4](#)

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

11. Motion by Tom Smith, seconded by Nathan Menhorn, for approval for the Business Manager to assign fund balance as needed.

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

12. Motion by Cathy Webreck, seconded by Jeff Fisher, to approve awarding the bid for snow removal services to T. Walkers Excavating LLC for the 2025-2026 school year at the rates presented. [Exhibit J-5](#)

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

13. Motion by Norman Menhorn, seconded by Nathan Menhorn, to approve an agreement between Appalachia Intermediate Unit 8 and BBSD for School-Age Education Programs and Services. [Exhibit J-6](#)

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

14. Motion by Tom Smith, seconded by Donna Dively, to approve Addendum #8 to the contractual agreement between Pressley Ridge Johnstown and BBSD as presented. [Exhibit J-7](#)

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

15. Motion by Norman Menhorn, seconded by Donna Dively, to approve the following breakfast and lunch prices for the 2025-2026 school year:

Adult Breakfast	\$2.94
Adult Lunch	\$4.85

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

3

"BBSD Board Goals"

- | | | | | |
|--|--|---|--|---|
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|--|--|---|--|---|

16. Motion by Jeff Fisher, seconded by Nathan Menhorn, to approve the 2026 Homestead and Farmstead Exclusion Resolution as presented. [Exhibit J-8](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
17. Motion by Tom Smith, seconded by Donna Dively, to approve the 2025-2026 rates for the Bedford-Somerset Consortium as presented. [Exhibit J-9](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
18. Motion by Nathan Menhorn, seconded by Jeff Fisher, to approve the agreement between Steps To Achieve, LLC and BBSD for service related to Federal Programming for the 2025-2026 school year at a rate of \$125/hour, not to exceed \$3000. (same as last year). [Exhibit J-10](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
19. Motion by Nathan Menhorn, seconded by Jeff Fisher, to approve a Guaranteed Energy Savings Agreement with Reynolds Energy Services, LLC dba SitelogIQ in the amount of \$591,568, pending Solicitor review of the contract. [Exhibit J-11](#), [Exhibit J-11A](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____

K. INSTRUCTIONAL

L. ADMINISTRATION

1. Motion by Tom Smith, seconded by Nathan Menhorn, to appoint Jenna Ogburn as a voting delegate for the PSBA 2025 Delegate Assembly.
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____
2. Motion by Cathy Webreck, seconded by Donna Dively, to approve a revised BBES and BBMS grading scale beginning with the 2025-2026 school year. [Exhibit L-1](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____

Motion by Norman Menhorn, seconded by Allison Rohrs, to adjourn to Executive Session to discuss personnel matters.
All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ____

“BBSD Board Goals”

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

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ____

M. PERSONNEL

1. Motion by Cathy Webreck, seconded by Allison Rohrs, to approve the special education secretary stipend of \$2500 for Jill Marker for the 2025-2026 school year.

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

Ayes 8 Nays 0 Abstain ____

2. Motion by Norman Menhorn, seconded by Tom Smith, to approve the substitute calling stipend of \$5000 for Beth Hoover for the 2025-2026 school year.

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 a stipend of \$2500 for Turner Paul as BBSD Cyber Coordinator for the 2025-2026 school year.

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

Ayes 8 Nays 0 Abstain ____

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

Michelle Forry
Sharon Speicher
Brian Slope
Jill Slope
Amber Sperry
Amy Gair
Steve Landis
Jeanette Landis
Katie Spiri
Amanda Dowdy
Kim Mercer
Andrea Robbins
Kelly Guindon
Amanda Coleman
Megan Beckwith
Connie Slope

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

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Ayes 8 Nays 0 Abstain ____

5. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve the resignation of Tess Straight as a sixth-grade science and social studies teacher effective at the end of the current school year. [Exhibit M-1](#)

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

Ayes 8 Nays 0 Abstain ____

6. Motion by Tom Smith, seconded by Donna Dively, to approve the resignation of Heath Montgomery as head coach of varsity boys' soccer effective immediately. [Exhibit M-2](#)

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

Ayes 8 Nays 0 Abstain ____

7. Motion by Norman Menhorn, seconded by Tom Smith, to approve the resignation of Christian Bench as assistant coach of varsity boys' soccer. [Exhibit M-3](#)

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

Ayes 8 Nays 0 Abstain ____

8. Motion by Cathy Webreck, seconded by Allison Rohrs, to approve the following Fall sports coaches for the 2025-2026 school year pending completion of legal requirements:

Head Coach – Dante Paul

1st Assistant – Isaiah Paul (Head JV Coach, Wide Receivers, Assistant DC)

2nd Assistant – Bob Bowers (Offensive Coordinator/Running Backs)

3rd Assistant – Brentson Harding (JH Head Coach)

4th Assistant – Jon Hale (Assistant JV Coach, Quarterbacks, Cornerbacks)

5th Assistant – Sam Dively (Offensive Line & Defensive Line)

6th Assistant – Tom Dorcon (Quarterbacks)

7th Assistant – Tanner Coughenour (Offensive Line & Linebackers)

8th Assistant – Brett Hankinson (JH Assistant Coach)

9th Assistant – Heath Berkey (JH Assistant Coach)

Volunteer – Scott Ressler (JV Helper)

Volunteer – Collin Stoltzfus (Varsity Offensive & Defensive Line)

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

Volunteer – Alex Charlton (Varsity/H20)

Volunteer – Nick Crites (Varsity Offensive & Defensive Line)

Volunteer – Dawson Snyder (Varsity Wide Receivers & Defensive Backs)

Volunteer – Chris Grenke (JH Volunteer)

Volunteer – Justin Gerber (JH Volunteer)

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Volunteer – Ben Hay (JH Volunteer)

Strength Training

Head – Dante Paul

Assistant – Aimee Hankinson

Volleyball

Varsity Head Coach – Corey Will

Assistant – Julie Petro

Volunteer – Becky Dorcon

Volunteer – Megan Lamens-Baker

JH Head Coach – Tess Straight

Assistant –

Volunteer – Marilyn Cornell

Volunteer – Gloria Weighley

Boy's Soccer

Head Coach – Kyle Courtney

Assistant – Dave Shaffer

Girl's Soccer

Head Coach – Turner Paul

Assistant – Kelsey Buza

Volunteer – Maddie Barndt

Volunteer – Marshal Engleka

Volunteer – Lauren Lambert

Junior High Soccer

Head Coach – Cody Armstrong

Assistant – Thomas Cobuzzi

Volunteer – Teckla Miller

Cheerleading

Head Coach – Brianna Welch

Volunteer – Bethany Landis

Volunteer – Olivia Vaughn

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

Ayes 8 Nays 0 Abstain

9. Motion by Tom Smith, seconded by Cathy Webreck, to approve 8 additional days of pay for Maria Murphy at her daily rate of pay.

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

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Ayes 8 Nays 0 Abstain ____

10. Motion by Cathy Webreck, seconded by Allison Rohrs, to approve the following for no more than 14 hours at \$28.50/hour for the Summer Library Program to be paid by the BBSD Foundation:

Inez O'Donnell
Heather Kush
Beth Hoover
Katy Miller
Marilyn Cornell

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

Ayes 8 Nays 0 Abstain ____

11. Motion by Nathan Menhorn, seconded by Donna Dively, to approve the following for no more than 17 hours at \$28.50/hour for the GAP Adventure Trail Camp to be paid by the BBSD Foundation:

Heather Kush
Inez O'Donnell

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

Ayes 8 Nays 0 Abstain ____

12. Motion by Cathy Webreck, seconded by Tom Smith, to approve the Social Worker Compensation Plan as presented. [Exhibit M-4](#)

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

Ayes 8 Nays 0 Abstain ____

13. Motion by Norman Menhorn, seconded by Nathan Menhorn, to approve the Facilities Administrator Compensation Plan as presented. [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 Cathy Webreck, to approve Roni Sue Gontis' letter of retirement effective at the beginning of the 2025-2026 school year. [Exhibit M-6](#)

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

Ayes 8 Nays 0 Abstain ____

15. Motion by Nathan Menhorn, seconded by Allison Rohrs, to approve Brody Deeter as a summer custodial worker through Tableland Services retroactive to June 12, 2025.

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

Ayes 8 Nays 0 Abstain ____

16. Motion by Donna Dively, seconded by Cathy Webreck, to approve the following

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teachers for extended school year at a rate of \$28.50/hour to be paid by IDEA-B and District funds:

Amy Gair	up to 65 hours
Katie Torres	up to 65 hours
Laika Zarefoss	up to 65 hours
Kim Diehl	up to 65 hours
Holly McKenzie	up to 65 hours
Maddie Marker	up to 65 hours
Nina Zimmerman	Substitute
Andrea Milburn	up to 20 hours

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 following as aides for extended school year pending completion of legal requirements at the rates specified to be paid by IDEA-B and District funds:

Kira Milburn	up to 65 hours	\$11.50/hour
Laurel Cornell	up to 65 hours	\$11.50/hour
Amy Gabuya	up to 65 hours	regular rate of pay
Dustin Shroyer	up to 80 hours (van runs)	\$11.50/hour
Keira Gair	Substitute	\$11.50/hour
Cassie Moyer (Van Aide)	up to 40 hours	regular rate of pay
Roni Sue Gontis	Substitute	regular rate of pay

Ayes 7 Nays 0 Abstain 1 Cathy Webreck abstained.

18. Motion by Donna Dively, seconded by Allison Rohrs, to approve Susan Straight as the Algebra I Remedial Coordinator for no more than 6 hours at \$28.50/hour.

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

Ayes 8 Nays 0 Abstain

19. Motion by Cathy Webreck, seconded by Allison Rohrs, to approve the Memorandum of Understanding between BBSD and BBEA as presented.

[Exhibit M-7](#)

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

Ayes 8 Nays 0 Abstain

20. Motion by Nathan Menhorn, seconded by Tom Smith, to approve Eric Lauer to be the acting superintendent, at times when the superintendent is unavailable, or on leave for any reason and to approve the contractual agreement with the superintendent regarding same.

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

- Sixth Grade's request to take 65 students to Fort Ligonier, Ligonier, PA, September 25, 2025. No cost to the district. PTSO and Somerset Trust Company will pay for this trip.
- Christy McMillen's request to take 50 ninth grade students to Somerset County Technology Center, Somerset, PA, September 10, 2025. No cost to the district. SCTC will pay for this trip.

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

Ayes 8 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

- Thomas Podpora's request for Rachel Prosser to take the girls basketball team to the State Capitol, Harrisburg, PA, June 4, 2025. Cost - \$200.

O. FACILITIES USE REQUESTS

Motion by Donna Dively, seconded by Allison Rohrs, to approve the following facilities use requests:

- Special Education Department's request to use MS room 028, 029, 017, 019, E007, E047, E005, and HS 116, Tuesdays, Wednesdays, & Thursdays, July 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30, & 31, 2025, 8:00 a.m.-1:00 p.m., Extended School Year.
- Somerset County Fair Queen Association's request to use the auditorium, Wednesday, July 23, 2025, 6:30 p.m., rehearsal for the Fair Queen contest.
- Berlin Volleyball Boosters' request to use the HS gym, Monday, June 23, Friday, June 27 & Monday, June 30, 2025, 9: 30 a.m.-12:00 p.m., volleyball camp/clinic.
- Berlin Travel Boosters' request to use the hallway by MS gym, Thursday, June 26, 2025, 4:00-5:00 p.m., fundraiser delivery/pick-up.
- Berlin Youth Football's request to use the practice field, Mondays, Tuesdays, & Thursdays, August 25-October 23, 2025, 6:00-8:00 p.m., youth football practice.
- Berlin Youth Football's request to use the practice field, August 11-14, 2025 & August 18-21, 2025, 6:00-8:00 p.m., youth football camp.
- Berlin Youth Football's request to use the practice field, July 29 & 31 & August 5 & 7, 2025, 6:00-8:00 p.m., hydration camp.
- Berlin Youth Football's request to use the practice field/equipment shed, Monday, August 4, 2025, 6:30-7:30 p.m., equipment handout.
- Berlin Girls Varsity Soccer's request to use the soccer field, Monday, June 30, 2025 & Wednesday, July 2, 2025, 6:00-8:00 p.m., soccer open fields.

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

Ayes 8 Nays 0 Abstain

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Facilities Use requests already approved:

- Armstrong PA West 14U Soccer Team's request to use the soccer field, Saturday, May 17, 2025, 10:00 a.m.-12:00 p.m., soccer practice.
- Berlin Wrestling's request to use the wrestling room, Tuesdays & Thursdays, June-November, 2025, 5:00-8:00 p.m., open mat.
- Berlin AYSO & JH Soccer's request to use the soccer field, Mondays & Wednesdays, May-July 2025, 5:00-7:00 p.m., and Saturdays, May-July, 2025, 9:00 a.m.-12:00 p.m., soccer practice.
- Berlin Elementary/Middle School's request to use the elementary library, Tuesdays and Thursdays, June 10-July 31, 2025, 9:00-10:30 a.m., Summer Library Program.
- Berlin Basketball's request to use the HS gym, Wednesdays, May 28 & June 4, 11, & 18, 2025, 3:15-5:00 p.m., JH girls open gym.
- Berlin Travel Boosters' request to use MS room 004, Monday, June 16, 2025, 6:00-7:00 p.m., monthly meeting.
- Somerset Area Little League's request to use the varsity baseball field, June 2-7, 9-14, 16-21, 23-28, 30 & July 5, 7-12, 14-19, 2025, 6:00-8:00 p.m., baseball practice.
- Berlin Youth Football's request to use the football practice field and baseball outfield, June 11, 18, 25, & July 2, 9, & 16, 2025, 6:00-8:00 p.m., youth football practice.
- Nitro 10U Travel Softball's request to use the softball field, Sundays - only when the field is available, practice.

Facilities Use Request - Berlin Community Grove

- Mountain Top Soccer's request to use the Berlin Community Grove, July 14-18, 2025, 5:30-8:30 p.m., youth soccer camp.

P. INFORMATIONAL

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

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

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Motion by Norman Menhorn, seconded by Cathy Webreck, to adjourn the meeting.
All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

The meeting adjourned at 9:58 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.

“BBSB Board Goals”

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