

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT  
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES  
JUNE 18, 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>7:54PM</u> Nathan Menhorn	<u>6:44PM</u> Allison Rohrs
<u>YES</u> Jeff Fisher	<u>6:35PM</u> Norman Menhorn	<u>YES</u> Tom Smith
<u>6:51PM</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 Jeff Fisher, to approve the agenda as presented on this date.

All members present voted in the affirmative.

Ayes 5 Nays 0 Abstain    

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

Motion by Cathy Webreck, seconded by Tom Smith, to approve the following minutes and financial reports as presented on this date.

1. Regular Board Meeting, May 16, 2024. [Exhibit G-1](#)
2. Athletic Account, May 31, 2024. [Exhibit G-2](#)
3. Activity Account, May 31, 2024. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, May 31, 2024. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, May 31, 2024. [Exhibit G-5](#)
6. Special Voting Meeting Minutes, May 29, 2024. [Exhibit G-6](#)
7. Work Session Meeting Minutes, June 6, 2024. [Exhibit G-7](#)

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

Ayes 5 Nays 0 Abstain    

**RETIREE RECOGNITION**

Norman Menhorn entered the meeting at 6:35pm.

- H. SUPERINTENDENT'S REPORT**

1. ~~BBEA Meeting with the Board~~ Discussed at Work Session.

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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

2. ~~High School Library – Rationale for library surplus and future library plans~~  
Discussed at Work Session
3. ~~Foreign Exchange Student – Alba Neve – Denmark~~ Discussed at Work Session
4. Eighth Grade Algebra I credit
5. Allegany College of Maryland - High School Credit
6. Student Handbooks - July Board Meeting approval
7. BBSD Grant Award - \$5,000 - Somerset SCA for Drug & Alcohol. [Exhibit H-1](#)

**Upcoming Meetings:** Board Meeting - Thursday, July 11, 2024-6:30 p.m.  
Work Session Mtg - Thursday, August 1, 2024-6:30 p.m.  
Board Meeting - Thursday, August 8, 2024 - 6:30 p.m.

All meetings will be held in the HS Library.

**J. BUSINESS ITEMS**

1. Motion by Cathy Webreck, seconded by Donna Dively, 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 6            Nays 0            Abstain
2. Motion by Tom Smith, seconded by Cathy Webreck, to bring back to the table Section 511/679 taxes for the 2024-2025 school year.  
Section 508 vote: All members present voted in the affirmative.  
Ayes 6            Nays 0            Abstain
3. Motion by Norman Menhorn, seconded by Jeff Fisher, for final approval of Section 511/679 taxes for the 2024-2025 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 6            Nays 0            Abstain
4. Motion by Tom Smith, seconded by Donna Dively, to bring back to the table the Real Estate Millage for the 2024-2025 school year.  
Section 508 vote: All members present voted in the affirmative.  
Ayes 6            Nays 0            Abstain
5. Motion by Norman Menhorn, seconded by Tom Smith, for final approval of the Real Estate Millage for the 2024-2025 school year at 34.336 mills.  
Section 508 vote: All members present voted in the affirmative.  
Ayes 6            Nays 0            Abstain
6. Motion by Jeff Fisher, seconded by Cathy Webreck, to bring back to the table the tentative budget for the 2024-2025 school year.  
Section 508 vote: All members present voted in the affirmative.  
Ayes 6            Nays 0            Abstain

<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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7. Motion by Tom Smith, seconded by Cathy Webreck, to approve a final operating budget for the 2024-2025 school year with estimated revenues of \$13,756,398.53 and resources of \$2,052,166 and estimated expenditures of \$15,341,785.

[Exhibit J-2](#)

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

Ayes 6 Nays 0 Abstain    

8. Motion by Cathy Webreck, seconded by Jeff Fisher, to approve the 2024 Homestead and Farmstead Exclusion resolution as presented. [Exhibit J-3](#)

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

Ayes 6 Nays 0 Abstain    

9. Motion by Jeff Fisher, seconded by Norman Menhorn, to approve Galliker's Dairy of Johnstown, PA, as the milk supplier for the 2024-2025 school year at the prices presented. [Exhibit J-4](#)

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

Ayes 6 Nays 0 Abstain    

10. Motion by Cathy Webreck, seconded by Tom Smith, to approve Schmidt Bakery, Frederick, MD, as the bread supplier for the 2024-2025 school year. [Exhibit J-5](#)

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

Ayes 6 Nays 0 Abstain    

11. Motion by Donna Dively, seconded by Tom Smith, to approve awarding the gasoline bid to Berlin Oil Company for the 2024-2025 school year at the rates presented. [Exhibit J-6](#)

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

Ayes 6 Nays 0 Abstain    

12. Motion by Norman Menhorn, seconded by Donna Dively, to approve the School District's Package Insurance Policy for the 2024-2025 school year through BDH/Konhaus Insurance Agency as presented. [Exhibit J-7](#)

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

Ayes 6 Nays 0 Abstain    

13. Motion by Tom Smith, seconded by Jeff Fisher, for approval for the Business Manager to assign fund balance as needed.

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

Ayes 6 Nays 0 Abstain    

14. Motion by Donna Dively, seconded by Cathy Webreck, to approve awarding the bid for snow removal services to \_\_\_\_\_ for the 2024-2025 school year at the rates presented. [Exhibit J-8](#)

Ayes     Nays     Abstain    

The motion was tabled.

Allison Rohrs entered the meeting 6:44pm.

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15. Motion by Tom Smith, seconded by Cathy Webreck, to approve an agreement between Appalachia Intermediate Unit 8 and BBSD for School-Age Education Programs and Services. [Exhibit J-9](#)

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

Ayes 7                      Nays 0                      Abstain    

16. Motion by Jeff Fisher, seconded by Norman Menhorn, to approve a general service agreement between Bedford-Somerset Developmental & Behavioral Health Services and BBSD as presented. [Exhibit J-10](#)

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

Ayes 7                      Nays 0                      Abstain    

17. Motion by Tom Smith, seconded by Cathy Webreck, to approve a Title I Services Letter of Intent with Ignite Education Solutions as presented. [Exhibit J-11](#)

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

Ayes 7                      Nays 0                      Abstain    

**K. INSTRUCTIONAL**

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

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

Ayes 7                      Nays 0                      Abstain    

**L. ADMINISTRATION**

1. Motion by Norman Menhorn, seconded by Donna Dively, to place revised policy No. 249 - "Bullying/Cyberbullying" on the table for public inspection for 30 days. [Exhibit L-1](#)

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

Ayes 7                      Nays 0                      Abstain    

2. Motion by Donna Dively, seconded by Cathy Webreck, to appoint Jenna Ogburn as a voting delegate for the PSBA 2024 Delegate Assembly.

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

Ayes 7                      Nays 0                      Abstain    

3. Motion by Cathy Webreck, seconded by Donna Dively, to place reviewed policy No. 331 - "Job Related Expenses" on the table for public inspection for 30 days. [Exhibit L-2](#)

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

Ayes 7                      Nays 0                      Abstain    

4. Motion by Cathy Webreck, seconded by Tom Smith, to place reviewed policy No. 431 - "Job Related Expenses" on the table for public inspection for 30 days. [Exhibit L-3](#)

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Section 508 vote: All members present voted in the affirmative.  
Ayes 7                      Nays 0                      Abstain      
This motions was rescinded and tabled.

5. Motion by Donna Dively, seconded by Jeff Fisher, to place reviewed policy No. 531 - “Job Related Expenses” on the table for public inspection for 30 days.  
[Exhibit L-4](#)

Section 508 vote: All members present voted in the affirmative.  
Ayes 7                      Nays 0                      Abstain    

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

All members present voted in the affirmative.

Ayes 7                      Nays 0                      Abstain    

J.T.Kline enters the meeting.

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

All members present voted in the affirmative.

Ayes 8                      Nays 0                      Abstain    

Motion by Cathy Webreck, to rescind the motions made above under administration #3, #4, and #5; to place reviewed policy No.331 - “Job Related Expenses” on the table for public inspection for 30 days. [Exhibit L-2.](#) to place reviewed policy No. 431 - “Job Related Expenses” on the table for public inspection for 30 days. [Exhibit L-3.](#) and to place reviewed policy No. 531 - “Job Related Expenses” on the table for public inspection for 30 days. [Exhibit L-4.](#)

All members present voted in the affirmative.

Ayes 8                      Nays 0                      Abstain    

**M. PERSONNEL**

1. Motion by Tom Smith, seconded by Norman Menhorn, to approve the special education secretary stipend of \$2500 for Jill Marker for the 2024-2025 school year.

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

Ayes 8                      Nays 0                      Abstain    

2. Motion by Tom Smith, seconded by Alison Rohrs, to approve the substitute calling stipend of \$2500 for Beth Hoover for the 2024-2025 school year.

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

Ayes 8                      Nays 0                      Abstain    

3. Motion by Cathy Webreck, seconded by Tom Smith, to approve the High School Principal Compensation Plan effective July 1, 2024 through June 30, 2027, as presented. [Exhibit M-1](#)

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

4. Motion by Tom Smith, seconded by Allison Rohrs, to approve the Administration Compensation Plan effective July 1, 2024 through June 30, 2027, as presented. [Exhibit M-2](#)

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

5. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve Braden Fochtman’s letter of resignation effective at the end of the 2023-2024 school year. [Exhibit M-3](#)

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

6. Motion by Jeff Fisher, seconded by Allison Rohrs, to approve Debra Orendorf’s resignation as co-advisor of NJHS. [Exhibit M-4](#)

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

7. Motion by Allison Rohrs, seconded by Jeff Fisher, to approve hours at \$28.50/hour for Roxanna Ritchey to complete new student registration during the summer of 2024.

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

8. Motion by Cathy Webreck, seconded by Tom Smith, to approve Carter Twombly and Andrew Chonko as summer custodial workers through Tableland Services retroactive to June 10, 2024.

Section 508 vote: All members present voted in the affirmative.  
Ayes 9            Nays 0            Abstain    

9. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve Quinland Suber as a summer custodial worker for 25 hours.

Section 508 vote: All members present voted in the affirmative.  
Ayes 9            Nays 0            Abstain    

10. Motion by Cathy Webreck, seconded by J.T. Kline, to approve splitting the Varsity Girls Soccer Assistant Coach position into two evenly paid positions.

Section 508 vote: All members present voted in the affirmative.  
Ayes 9            Nays 0            Abstain    

11. Motion by Tom Smith, seconded by J.T. Kline, to approve the following fall sports coaches for the 2024-2025 school year pending completion of legal requirements:

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### Football

Head Coach – Doug Paul

1<sup>st</sup> Assistant – Dante Paul (Varsity Defensive Coordinator & Offensive Line Coach)

2<sup>nd</sup> Assistant – Bob Bowers (Running Backs & Defensive Backs)

3<sup>rd</sup> Assistant – Isaiah Paul (Wide Receivers & Defensive Backs)

4<sup>th</sup> Assistant – Chris Grenke (JH Head Coach)

5<sup>th</sup> Assistant – Sam Dively (Offensive Line & Defensive Line)

6<sup>th</sup> Assistant – Brentson Harding (Quarterbacks & Defensive Backs)

7<sup>th</sup> Assistant – Tanner Coughenour (Offensive Line & Linebackers)

8<sup>th</sup> Assistant – Brett Hankinson (JH Assistant Coach)

9<sup>th</sup> Assistant – Justin Gerber (JH Assistant Coach)

Volunteer – Scott Ressler (JV Helper)

Volunteer – Tom Dorcon (Quarterbacks)

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

Volunteer – Alex Charlton (Varsity)

Volunteer – Nick Crites (Varsity Offensive & Defensive Line)

Volunteer – Levi Bowser (JH Volunteer)

Volunteer – Heath Berkey (JH Volunteer)

Volunteer – Jonathan Hale (JH Volunteer)

Volunteer – Chayse Hyatt (JH Volunteer)

### Strength Training

Head – Braden Fochtman

Assistant – Dante Paul

### Volleyball

Varsity Head Coach – Corey Will

Assistant – Julie Petro

Volunteer – Becky Dorcon

Volunteer – Megan Lamens

JH Head Coach – Tess Straight

Assistant –

### Boy's Soccer

Head Coach – Heath Montgomery

Assistant – Christian Bench

Volunteer – Casey Montgomery

Volunteer – Alex Clark

Volunteer – Brad Dickey

Volunteer - Justin Hinzy

### Girl's Soccer

Head Coach – Turner Paul

Assistant – Madison Walker

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Assistant – Kelsey Buza  
Volunteer – Marshal Engleka  
Volunteer – Lauren Lambert

Junior High Soccer

Head Coach – Cody Armstrong  
Assistant –  
Volunteer – Abbee Clark  
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 9 Nays 0 Abstain    

12. Motion by Tom Smith, seconded by J.T. Kline, to approve the following teachers to do science curriculum re-design for up to 12 hours each at \$28.50/hour to be paid by ESSER III:

Stacey Kalp  
Jennifer Hoyman  
Heather Kush  
Inez O’Donnell  
Jessica Hemminger  
Tess Straight  
Derek Hoyman

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

Ayes 9 Nays 0 Abstain    

13. Motion by Jeff Fisher, seconded by Donna Dively, to approve Heather Hay’s letter of resignation effective at the end of the 2023-2024 school year.

[Exhibit M-5](#)

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

Ayes 9 Nays 0 Abstain    

14. Motion by Allison Rohrs, seconded by Donna Dively, to approve Noelle Dunmeyer’s request for May 8 & 20, 2024, as days off without pay. [Exhibit M-6](#)

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

Ayes 9 Nays 0 Abstain    

15. Motion by Nathan Menhorn, seconded by Jeff Fisher, to approve Megan Hare’s requests for January 5, 2024, February 5, 2024, March 4, 2024, March 22, 2024, April 15, 2024, and May 15, 2024-½ day as days off without pay. [Exhibit M-7](#)

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

Ayes 9 Nays 0 Abstain    

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16. Motion by Jeff Fisher, seconded by Donna Dively, to approve Amanda Cooney’s request for May 30, 2024-½ day as a day off without pay. [Exhibit M-8](#)  
Section 508 vote: All members present voted in the affirmative.

Ayes 9                      Nays 0                      Abstain    

17. Motion by Tom Smith, seconded by Cathy Webreck, to approve Roni Sue Gontis as a substitute bus aide for Extended School Year at a rate of \$20/hour to be paid by IDEA-B, ESSER III, and possibly district funds.

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

Ayes 9                      Nays 0                      Abstain    

18. Motion by Tom Smith, seconded by Donna Dively, to approve Alex Saylor’s letter of resignation as band teacher at the end of the 2023-2024 school year and as band advisor effective June 30, 2024. [Exhibit M-9](#)

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

Ayes 9                      Nays 0                      Abstain    

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

Motion by Donna Dively, seconded by Allison Rohrs, to approve the following conference/field trip/workshop requests:

- Katherine Spiri’s request to take 40 students to Hamilton The Musical, Benedum Center, Pittsburgh, PA, September 12, 2024. Cost - \$250.00-substitute wages. Other costs paid by Musical Club account & students.

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

Ayes 9                      Nays 0                      Abstain    

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

- Dan Miller’s request to take 8 students to Somerset County Court House, Summit Diner, Jennerstown Speedway, May 24, 2024. Cost - \$83.00. Tech Ed Account.
- Christy McMillen’s request to take 4 students to Aerium Summit, Johnstown Airport, Johnstown, PA, May 28, 2024. Cost - \$20.00.

**O. FACILITIES USE REQUESTS**

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

- BBSD Foundation’s request to use the board room, Sunday, June 23, 2024, 7:00 p.m., meeting.
- NJHS/NHS’ request to use the auditorium, September 11, 2024, 6:00-8:00 p.m., Induction ceremony.
- Special Education Department’s request to use the home ec room, room 019, room 029, room E007, & room E022, Tuesdays, Wednesdays, & Thursdays, July 9-August 1, 2024, 8:00 a.m.-1:00 p.m., Extended School Year.
- Section 508 vote: All members present voted in the affirmative.

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• Ayes 9                      Nays 0                      Abstain    

**Facilities Use requests already approved:**

- BBSD Jr. High Softball’s request to use the MS gym, Thursday, May 23, 2024, 3:30-4:15 p.m., pizza party.
- Berlin Pre-K’s request to use the elementary hallway/foyer, Thursday, June 6, 2024, 12:00-3:00 p.m., registration for the 2024-2025 school year.
- Senior League’s Baseball’s request to use the baseball field, Tuesdays & Thursdays, June 4-25, 2024, 6:00-8:00 p.m., practice.
- **Berlin Youth Basketball’s request to use the MS gym, Tuesdays, June 18-August 13, 2024, 6:00-7:00 p.m., basketball practice.**

**P. INFORMATIONAL**

1. Water Testing Results. [Exhibit P-1](#)

Motion by Jeff Fisher, seconded by Donna Dively, to adjourn the meeting.  
All members present voted in the affirmative.

Ayes 9                      Nays 0                      Abstain    

The meeting adjourned at 8:26pm.

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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.**

**10**

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