

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT  
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES  
SEPTEMBER 12, 2024  
HS Library**

The Board of Directors of the Berlin Brothersvalley School District held a board 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>YES</u> Donna Dively	<u>NO</u> Nathan Menhorn	<u>6:38pm</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 Norman Menhorn, seconded by Jeff Fisher, to approve the agenda as presented on this date.

All members present voted in the affirmative.

Ayes 6 Nays 0 Abstain     

**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. Regular Board Meeting, August 8, 2024. [Exhibit G-1](#)
2. Athletic Account, August 31, 2024. [Exhibit G-2](#)
3. Activity Account, August 31, 2024. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, August 31, 2024. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, August 31, 2024. [Exhibit G-5](#)
6. Work Session Meeting, September 5, 2024. [Exhibit G-6](#)

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

Ayes 6 Nays 0 Abstain     

**H. SUPERINTENDENT'S REPORT**

1. Somerset County Dairy Princess - Jillian Smiley

Allison Rohrs entered the meeting.

**Upcoming Meetings:** Work Session Meeting - Thursday, October 3, 2024-6:30 pm  
Board Meeting - Thursday, October 10, 2024 - 6:30 p.m.

All meetings will be held in the HS Library.

**“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

### BBEA REPORT TO THE BOARD

#### J. BUSINESS ITEMS

1. Motion by Norman Menhorn, seconded by Jeff 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 7 Nays 0 Abstain \_\_\_\_\_
2. Motion by Jeff Fisher, seconded by Cathy Webreck, to approve an agreement between Tableland Services, Inc. and BBSD to purchase meals from BBSD as per exhibit. [Exhibit J-2](#)  
Section 508 vote: all members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_
3. Motion by Tom Smith, seconded by Norman Menhorn, to approve a letter of agreement for Title I services with Ignite Education Solutions as per exhibit. [Exhibit J-3](#)  
Section 508 vote: all members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_
4. Motion by Cathy Webreck, seconded by Jeff Fisher, to approve the agreement between BBSD and Iron Mountain Training Center LLC as per exhibit. [Exhibit J-4](#)  
Section 508 vote: all members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_
5. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve an agreement with Reschini Group to assist in the completion of reporting requirements of the Affordable Care Act as per exhibit. (Bedford-Somerset Consortium will pay the fee for this service.) [Exhibit J-5](#)  
Section 508 vote: all members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_
6. Motion by Jeff Fisher, seconded by Norman Menhorn, to approve the following as volunteer groups that are authorized by the District as supporting our students:
  - Football Boosters
  - Volleyball Boosters
  - Basketball Boosters
  - Baseball Boosters
  - Track Boosters
  - Music Boosters
  - PTSO
  - Soccer Boosters
  - Wrestling Boosters
  - Rifle Boosters

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Softball Boosters  
Cheerleading Boosters  
Berlin Community Grove Association  
JB Schrock Community Park  
BBSD Foundation

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

Ayes 7 Nays 0 Abstain     

7. Motion by Cathy Webreck, seconded by Donna Dively, to approve to pay North Star School District a fee of \$2500 to provide physics for the 2024-2025 school year.

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

Ayes 7 Nays 0 Abstain     

8. Motion by Tom Smith, seconded by Jeff Fisher, to approve a revised Outside Agencies Using School Facilities fee schedule as per exhibit. [Exhibit J-6](#)

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

Ayes 7 Nays 0 Abstain     

9. Motion by Cathy Webreck, seconded by Allison Rohrs, to direct the Board Secretary to cast the following votes for the 2025 PSBA Officers and PSBA Insurance Trustees as listed: [Exhibit J-7](#)

President-Elect (1-year term)	Sabrina Backer
Vice-President (1-year term)	Matt Vannoy
PSBA Insurance Trustees (3-year term)	Nathan G. Mains Richard Frerichs William S. LaCoff

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

Ayes 7 Nays 0 Abstain     

10. Motion by Donna Dively, seconded by Jeff Fisher, to approve awarding the bid for snow removal services to T. Walkers Excavating, LLC for the 2024-2025 school year at the rates presented. [Exhibit J-8](#)

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

Ayes 7 Nays 0 Abstain     

## **K. INSTRUCTIONAL**

## **L. ADMINISTRATION**

1. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve to adopt revised policy No. 006 - "Meetings". [Exhibit L-1](#)

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

Ayes 7 Nays 0 Abstain     

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2. Motion by Donna Dively, seconded by Cathy Webreck, to approve the 2024-2025 bus routes as presented. [Exhibit L-2](#)  
Section 508 vote: all members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_

Motion by Allison Rohrs, seconded by Donna Dively, to adjourn to Executive Session to discuss personnel matters at 6:58pm.  
All members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_

Motion by Norman Menhorn, seconded by Jeff Fisher, to reconvene the regular meeting at 7:27pm.  
All members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_

**M. PERSONNEL**

1. Motion by Cathy Webreck, seconded by Allison Rohrs, to approve the following as field trip chaperones:  
Jenna Ogburn  
Janelle Visinsky  
Section 508 vote: all members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_
2. Motion by Jeff Fisher, seconded by Cathy Webreck, to approve the following wrestling coaches pending completion of legal requirements:  
Assistant Coach Steve Zorn  
Volunteers Justin Poorbaugh, Seth Cramer, Joey Swank, Dave Shaffer, & Brandon McKenzie  
Section 508 vote: all members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_
3. Motion by Norman Menhorn, seconded by Donna Dively, to approve to create the temporary position of a new personal care aide at a starting rate of \$11.50/hour.  
Section 508 vote: all members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_
4. Motion by Cathy Webreck, seconded by Donna Dively, to approve the substitute list for the 2024-2025 school year as per exhibit. [Exhibit M-1](#)  
Section 508 vote: all members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_
5. Motion by Donna Dively, seconded by Cathy Webreck, to approve Annie Sechler as an IU8 certified day-to-day teaching substitute pending completion of legal requirements.  
Section 508 vote: all members present voted in the affirmative.  
Ayes 7 Nays 0 Abstain \_\_\_\_\_

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

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

- FFA’s request to take 25 students to Somerset County Fall Skills CDEs, SCTC, Somerset, PA, November 14, 2024. Cost - \$425.00. FFA Transportation budget.
- FFA’s request for 10 students to participate in FFA Ag Day in conjunction with Berlin Community Fair, Vo-Ag Greenhouse, September 13, 2024. No cost to the district.
- FFA’s request to take 10 students to Somerset County FFA Leadership Conference, SCTC, Somerset, PA, October 4, 2024. Cost - \$208.00. FFA Transportation budget.
- Scholastic Quiz’s request to have 60 students compete in Scholastic Quiz competition, Berlin Middle School. Cost - \$100.00. Scholastic Quiz budget.
- Erin Karwatsky’s request to take 10-12 students to Open Heart Surgery observation, Allegheny General Hospital, Pittsburgh, PA, November 5, 2024. Cost - \$900.00.
- Brian Slope’s request to take 3 students to IU8, Altoona, PA, September 17, 2024 & September 18, 2024-virtually, CSO Leadership Training Institute. Cost - \$260.00. IU8 pays all costs.
- Dan Miller/Tech Ed’s request to take 10 students to Sponsorship Luncheon Personal Invitation, various businesses in Somerset County, October 4, 2024. Cost - \$163.00. Tech Ed budget.
- Dan Miller/Tech Ed’s request to take 15-20 students to Sponsorship Luncheon, Tailgatez, Somerset, PA, October 18, 2024. Cost - 290.00. Tech Ed budget.
- Christy McMillen’s request to take 65 ninth grade students to SCTC tour, SCTC, Somerset, PA, September 16, 2024. No cost to the district. SCTC will pay transportation costs.
- Katie Spiri’s request to take 15 students to Red Ribbon Rally, Somerset Church of the Brethren, October 18, 2024. No cost to the district. Somerset County Drug Free Communities will pay for this trip.

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

Ayes 7 Nays 0 Abstain     

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

- Doug Paul’s request to attend ICC AD meeting, Altoona, PA, August 29, 2024. No cost to the district.

**O. FACILITIES USE REQUESTS**

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

- Berlin Brothersvalley Marching Band’s request to use the parking lot behind the school, (above the soccer field), Saturday, September 14, 2024, 8:00 a.m.-12:00 p.m., Goodwill collection fundraiser drive.

- Berlin Wrestling Booster’s request to use MS room 8, Wednesday, September 25, 2024, 6:00 p.m., booster meeting.
- BBSD Foundation’s request to use the board room, Sunday, September 22, 2024, 7:00 p.m., meeting.
- Alive Student Ministries’ request to use the front lawn near the flag pole, Wednesday, September 25, 2024, 7:50 a.m., See you at the Pole.
- Dialed Action-Danielle Hay’s request to use the blacktop at the elementary playground, Friday, October 11, 2024, 1:00 p.m., BMX performance.
- BBSD Travel Club’s request to use the elementary library, Tuesday, September 17, 2024, 6:30 p.m., informational meeting.
- Varsity Baseball’s request to use the MS gym, Wednesdays, December 11, 18, 2024 & January 8-February 26, 2025, 6:00-8:00 p.m., batting cage practice.
- Berlin Brethren Church’s request to use the lawn by the elementary flag pole, Wednesday, September 25, 2024, 7:40 a.m., See You at the Pole.
- Berlin Soccer Boosters’ request to use the elementary gym, Tuesday, October 1, 2024, 3:45-6:00 p.m., fundraiser pick up.
- Berlin Youth Basketball’s request to use the MS gym, Wednesdays, October 23 & 30, 2024, 6:00-7:00 p.m., 3/4 girls basketball practice.
- Berlin Varsity Basketball-Boys & Girls’ request to use the HS gym, September 16, 19, 23, 24, 26, & 30, 2024, October 2, 3, 7, 10, 14, 16, 21, 23, 29, & 31, 2024 & November 4, 7, & 11, 2024, various times, open gyms.
- Berlin Youth Basketball’s request to use the elementary gym, Fridays, September 13-October 25, 2024, 3:30-5:00 p.m., 5-6 girls basketball practice.
- Berlin Youth Basketball’s request to use the HS gym, Sundays, October 6 & 13, 2024, 12:00-2:00 p.m., & Wednesdays, October 16, 23, & 30, 2024, 6:00-7:00 p.m., 5-6 boys basketball practice.
- Child Evangelism Fellowship Fayette-Somerset’s request to use the elementary library, Tuesdays, October 15-December 17, 2024, 3:15-5:00 p.m., After-school Good News Club.
- Berlin Youth Basketball’s request to use the HS gym, September 18, 2024, 6:00-7:00 p.m., September 25, 2024, 7:00-8:00 p.m., and the MS gym, September 25, October 2, 9, 16, 23, & October 30, 2024, 7:00-8:00 p.m., gr. 3 & 4 boys basketball practice.
- Berlin Youth Basketball’s request to use the HS gym, September 18 & 25, 2024, 6:00-7:30 p.m., gr. 5 & 6 boys basketball practice.

Ayes \_\_\_ Nays \_\_\_ Abstain \_\_\_\_\_

**Facilities Use requests already approved:**

- Berlin Youth Football’s request to use the football stadium & baseball field, Saturdays, September 7, September 28, October 12, & October 19, 2024, 8:00 a.m.-4:00 p.m., youth football games.
- Berlin Basketball’s request to use the MS gym, Tuesdays, August 27, 2024-September 24, 2024, 6:30-8:00 p.m., basketball.
- Berlin 5th Grade Band’s request to use the elementary gym, Wednesday, September 11, 2024, 6:00 p.m., Beginning Band Information/Tryout Night.

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**P. INFORMATIONAL**

Motion by Jeff Fisher, seconded by Allison Rohrs, to adjourn the meeting.

All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain \_\_\_\_\_

The meeting adjourned at 7:40 pm.

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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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