

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT  
UNOFFICIAL BOARD OF DIRECTORS' WORK SESSION MEETING MINUTES  
MAY 8, 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. The meeting was called to order by Board President Jenna Ogburn at 6:34 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>NO</u> Allison Rohrs
<u>YES</u> Jeff Fisher	<u>NO</u> Norman Menhorn	<u>YES</u> Tom Smith
<u>YES</u> J.T. Kline	<u>YES</u> Jenna Ogburn	<u>YES</u> Cathy Webreck

**F. REVIEW OF THE AGENDA**

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

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

**H. SUPERINTENDENT'S REPORT**

- PSBA Board Delegates - 2
- PCCD School Safety & Security Report - Tim Sprowls
- Facilities Project Update
- Athletic ticket prices & Officials Pay for 2025-2026. [Exhibit H-1](#)
- Recap of the meeting with Representative Metzgar, Senator Stefano, and other Somerset County school districts.
- District Communication.

**Upcoming Meetings:** Board Meeting - Thursday, May 15, 2025 - 6:30 p.m.  
All meetings will be held in the Board room.

**“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

## J. BUSINESS ITEMS

- Approve the payment of bills as presented on this date. [Exhibit J-1](#)
- Nominate \_\_\_\_\_ as Board Treasurer for a one-year term, July 1, 2025 through June 30, 2026.
- Close nominations for Board Treasurer.
- Approve \_\_\_\_\_ as Board Treasurer for a one-year term, July 1, 2025 through June 30, 2026.
- Approve the following School depositories for the 2025-26 school year: First National Bank, Somerset Trust, Pennsylvania School District Liquid Asset Fund (PSDLAF), Pennsylvania Local Government Investment Trust (PLGIT), PNC Bank, and AmeriServe.
- 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%).
- Tentatively set and approve the Real Estate Millage for the 2025-26 school year at \_\_\_\_\_ mils. [Exhibit J-8](#)
- Approve a tentative budget for the 2025-26 school year with estimated revenues of \$\_\_\_\_\_ and estimated resources of \$\_\_\_\_\_ and estimated expenditures of \$\_\_\_\_\_ and place on the table for public inspection for 30 days.
- Approve the Business Manager, using Board approved depositories, to transfer money between accounts, as needed, during the 2025-26 school year to optimize interest for the District.
- Approve an agreement between Camco Physical and Occupational Therapy, LLC and BBSD from August 1, 2025 to July 31, 2027. [Exhibit J-2](#)
- Approve a general service agreement between Bedford-Somerset Developmental and Behavioral Services from July 1, 2025-June 30, 2026, as presented. [Exhibit J-3](#)
- 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.
- Approve \_\_\_\_\_, as the bread supplier for the 2025-2026 school year. [Exhibit J-4](#)
- Approve the addition of a 457(b) program as an employee benefit.
- Approve \_\_\_\_\_ as the milk supplier for the 2025-2026 school year. [Exhibit J-5](#)
- Approve a Waterfront Learning Services Agreement between Allegheny Intermediate Unit and BBSD as presented. [Exhibit J-6](#)
- Approve an agreement with the World of Learning Institute and BBSD as presented. [Exhibit J-7](#)
- Approve the district's group life insurance rates with CM Regent Solutions for the 2025-2026 school year as presented. [Exhibit J-9](#)

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**K. INSTRUCTIONAL**

- Approve the participation in the IU8 Substitute Teacher Consortium for the 2025-2026 school year at a cost of \$500.

**L. ADMINISTRATION**

- Approve the final graduation list pending students meeting all graduation requirements. Exhibit L-1
- Approve the Memorandum of Understanding between Pennsylvania State Police & Berlin Borough Police and BBSD as presented. [Exhibit L-2](#) & [Exhibit L-3](#)

**M. PERSONNEL**

- Approve Kimberly Whipkey's resignation as head cook effective May 9, 2025. [Exhibit M-1](#)
- Approve Teisha Cooney's request for the following unpaid days:  
February 19-21, 2025  
March 19, 2025  
April 14, 2025 [Exhibit M-2](#)
- Approve Brian Fochtman as an overnight field trip chaperone.
- Approve a change in status for Wendy Acey from Head Cashier to Head Cook.
- Approve the School Police Officer Compensation Plan effective July 1, 2025 through June 30, 2026 as per exhibit. [Exhibit M-3](#)
- Approve Patricia Christner's resignation as part-time cafeteria worker effective immediately. [Exhibit M-4](#)
- Approve Destiny DiRado as a Lego League advisor for up to 25 hours at \$28.50/hour to be paid by EITC funds.
- Approve Tim Sprowls' request for April 24, 2025, as an unpaid day. [Exhibit M-5](#)
- 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](#)
- 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](#)
- Approve \_\_\_\_\_ of \_\_\_\_\_ as Maintenance Supervisor at a salary of \$\_\_\_\_\_, pending completion of legal requirements.

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, 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.
- 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.
- Mandy Cooper's request to take 5 students to the Ice Cream Station, Berlin, PA, May 22, 2025. No cost to the district.

**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.
- 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.

**O. FACILITIES USE REQUESTS**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, 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.
- BBFA'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.

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**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.

**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**

**COMMENTS FROM THE PUBLIC**

Motion by Cathy Webreck, seconded by Jeff Fisher, to adjourn to Executive Session to discuss personnel matters.

Ayes 6 Nays 0 Abstain \_\_\_\_\_

Motion by Donna Dively, seconded by Jeff Fisher, to reconvene the work session meeting.

Ayes 6 Nays 0 Abstain \_\_\_\_\_

The meeting was adjourned at 10:34 p.m.

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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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