

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT  
UNOFFICIAL BOARD OF DIRECTORS' WORK SESSION MEETING MINUTES  
AUGUST 7, 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. 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>YES</u> Nathan Menhorn	<u>6:35pm</u> Allison Rohrs
<u>YES</u> Jeff Fisher	<u>YES</u> Norman Menhorn	<u>NO</u> Tom Smith
<u>6:40pm</u> J.T. Kline (zoom)	<u>YES</u> Jenna Ogburn	<u>YES</u> Cathy Webreck

**F. REVIEW OF THE AGENDA**

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

1. Regular Board Meeting, July 10, 2025. [Exhibit G-1](#)
2. Athletic Account, July 31, 2025. [Exhibit G-2](#)
3. Activity Account, July 31, 2025. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, July 31, 2025. Exhibit G-4
5. Cafeteria and Payroll Funds, July 31, 2025. Exhibit G-5
6. Emergency Voting Meeting, July 18, 2025. [Exhibit G-6](#)

**H. SUPERINTENDENT'S REPORT**

1. Facilities Project Update - Andrew Zwally-Sitelogiq
2. SCTC All Board Dinner - September 24, 2025 - 6:00 p.m.
3. Fire Alarm System update
4. **On Campus Berlin Firefighter Training**
5. **Van Bid Results. [Exhibit H-1](#)**
6. **Ian Tyson - PFM Zoom Presentation - Thursday, August 14 - 6:30 p.m.**

**Upcoming Meetings:** Board Meeting - Thursday, August 14, 2025 - 6:30 p.m.  
Work Session Meeting-Thursday, Sept. 4, 2025 - 6:30 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

All meetings will be held in the board room.

**J. BUSINESS ITEMS**

1. Approve the payment of bills as presented on this date. [Exhibit J-1](#)
2. Approve the Berlin Ambulance Service to provide ambulance services at approximately 15 athletic events this fall at the rate of \$100/athletic event. (same as last year)
3. Approve the Sponsor-to-Sponsor Agreement between Tableland Services and BBSD as presented. [Exhibit J-2](#)
4. **Award and approve Reynolds Energy Services, Inc., dba SitelogIQ Energy Services, Inc. with an amendment to the Guaranteed Energy Savings Act Agreement for HVAC upgrades and improvements, pending solicitor review.**
5. **Approve the Letter of Agreement between Somerset Single County Authority for Drug & Alcohol and BBSD as presented. [Exhibit J-3](#)**

**K. INSTRUCTIONAL**

1. **Approve the Memorandum of Agreement between BBEA and BBSD as presented. [Exhibit K-1](#)**

**L. ADMINISTRATION**

1. Approve the updated ARP ESSER Health and Safety Plan as presented. [Exhibit L-1](#)
2. Approve the Berlin Brothersvalley Elementary School Home and School Involvement Compact for the 2025-2026 school year. [Exhibit L-2](#)
3. Approve the updated BBSD Extra-Curricular Code of Conduct as per exhibit. (changes/updates in bold & italics) [Exhibit L-3](#)
4. **Approve the 2025-2026 bus driver list pending completion of legal requirements:**

**Linda Baker  
Robert Cochran  
Kim Farber  
Charlotte Gumbert  
Jack Gumbert  
Tonya Hittie  
Pam Hoagland  
Jason Huston  
Chayse Hyatt  
Albert Kurtz  
Denise Leydig  
Ann Miller  
Lisa Modica  
Patricia Murphy  
Douglas Paul**

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**James Paxton  
Tanner Prosser  
Mary Rastrelli  
Timothy Rhoads  
Dorothy Shaulis  
Richenda Stoltzfus  
Gerald Weimer  
Corey Will  
Stacey Miller  
Kyle Courtney**

5. **Approve the 2025-2026 cooperative agreement between Allegany College of Maryland and BBSD as presented. [Exhibit L-4](#)**

**M. PERSONNEL**

1. Approve the following pending completion of legal requirements: Security - \$50/football game, \$40/other sports' games requiring security, Game Managers - \$25/game, Clock Keepers - \$20/game, and Football Announcers:

**Security/Game Managers:**

Eric Lauer  
Tanner Prosser  
Joe Shubik  
Jill Boyer  
Jake Zorn  
Susan Straight  
Vinnie Trulick  
Rocky Ritchey  
Dante Paul  
Turner Paul  
Cannon Hay  
Andrea Milburn  
Isaiah Paul  
Stacey Deeter  
Inez O'Donnell  
Aimee Hankinson  
Jim Maddy  
Peyton Harding  
Hannah Nichols  
Tess Straight  
Katie Flick

**Clock Keepers**

Eric Lauer  
Tanner Prosser  
Jake Zorn

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John Beachley  
Holly McKenzie  
Brett Straight  
Marty Riley  
Rocky Ritchey  
Roger Platt  
Dante Paul  
Turner Paul  
Josh Milburn  
Cannon Hay  
Inez O'Donnell  
Isaiah Paul  
Ashley Brant  
Regan Lauer  
Riley Lauer  
Katie Flick

**Football Announcers**

Brett Straight

2. Approve Brett Hankinson as a Junior High Football Volunteer Coach instead of a paid Junior High Football Assistant Coach.
3. Approve Preston Foor as a paid Junior High Assistant Football Coach pending completion of legal requirements:
4. Approve the following as Varsity Boys Soccer Volunteer Coaches pending completion of legal requirements:  
Andrea Robbins  
Nathan Menhorn  
Mike Harbaugh
5. Approve Brody Moore as a Volunteer Varsity Football Coach pending completion of legal requirements.
6. **Approve Vincent Pribelsky, Berlin, PA, as a full-time custodian at \$12.00/hour retroactive to August 11, 2025.**
7. **Approve Megan Lamens-Baker as a personal care aide for approximately 2 days a week at \$12.00/hour.**
8. **Approve Riley Lauer as a personal care aide for approximately 3 days a week at \$12.00/hour pending completion of legal requirements.**
9. **Approve Amanda Stiffler as the Assistant Junior High Volleyball Coach.**

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

Approve the following conference/field trip/workshop requests:

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

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**O. FACILITIES USE REQUESTS**

Approve the following facilities use requests:

- BBSD Foundation’s request to use the board room, Sunday, September 21, 2025, 7:00 p.m., meeting.
- **Berlin Youth Basketball’s request to use the MS gym, Wednesdays, September 17-November 19, 2025, 6:00-7:15 p.m., East Hills 3 & 4 boys practice.**
- **Berlin Youth Basketball’s request to use the MS gym, Tuesdays, September 16-November 18, 2025, 6:30-7:30 p.m., East Hills 3 & 4 girls practice.**

**Facilities Use requests already approved:**

- PIAA Volleyball Officials’ request to use HS room 065, August 4, 2025, 6:00-8:00 p.m., August 21, September 7, September 28, October 12, & October 26, 2025, 6:30-7:30 p.m., volleyball officials meetings.
- Break the Mold’s request to use the HS & MS gyms, Thursday, July 24, 2025, 9:00 a.m.-3:00 p.m., basketball camp.
- **Berlin Travel Boosters’ request to use MS room 004, Monday, August 4, 2025, 6:00-7:00 p.m., meeting.**
- **Berlin Youth Basketball’s request to use the MS gym, Sundays, August 3-24, Monday, September 3, & Mondays, September 8-October 20, 2025, 6:00-7:00 p.m., East Hills K-2 practice.**

**P. INFORMATIONAL**

**COMMENTS FROM THE PUBLIC**

The meeting ended at 7:20 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.**

<p>5 “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>
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