

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 14, 2025
BOARD ROOM**

The Board of Directors of the Berlin Brothersvalley School District held a board 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 6:40 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>NO</u> Allison Rohrs
<u>YES</u> Jeff Fisher	<u>YES</u> Norman Menhorn	<u>YES</u> Tom Smith
<u>YES</u> J.T. Kline	<u>YES</u> Jenna Ogburn	<u>YES</u> Cathy Webreck

E. COMMENTS FROM THE PUBLIC

Wendy Boyer - Pickleball courts - JB Schrock Community Playground

F. APPROVAL OF THE AGENDA

Motion by Norman Menhorn, seconded by Cathy Webreck, to approve the agenda as presented on this date.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

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

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

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](#)
7. Work Session Meeting, August 7, 2025. [Exhibit G-7](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

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“BBSD Board Goals”

1. Promote academic growth throughout the student population
2. Explore and enhance curriculum opportunities and delivery options
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5. Maintain fiscal solvency relative to district demographics

H. SUPERINTENDENT'S REPORT

1. Facilities Project Update
2. SCTC All Board Dinner - September 24, 2025 - 6:00 p.m.
3. Fire Alarm System update
5. Van Bid Results. [Exhibit H-1](#)
6. Ian Tyson - PFM Zoom Presentation - Thursday, August 14 - 6:30 p.m.
7. Natural Gas Contract
8. Teachers attaining tenure:
Sumer Lambie
Tess Straight

Upcoming Meetings: [Work Session Meeting-Thursday, Sept. 4, 2025 - 6:30 p.m.](#)
[Board Meeting - Thursday, September 11, 2025, - 6:30 p.m.](#)

All meetings will be held in the board room.

J. BUSINESS ITEMS

1. Motion by [Cathy Webreck](#), seconded by [Tom Smith](#), to approve the payment of bills as presented on this date. [Exhibit J-1](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ___
2. Motion by [Nathan Menhorn](#), seconded by [Jeff Fisher](#), to 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)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ___
3. Motion by [Nathan Menhorn](#), seconded by [Norman Menhorn](#), to approve the Sponsor-to-Sponsor Agreement between Tableland Services and BBSD as presented. [Exhibit J-2](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ___
4. Motion by [Norman Menhorn](#), seconded by [Jeff Fisher](#), to 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.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain ___
5. Motion by [Cathy Webreck](#), seconded by [Tom Smith](#), to approve the Letter of Agreement between Somerset Single County Authority for Drug & Alcohol and BBSD as presented. [Exhibit J-3](#)
Section 508: All members present voted in the affirmative.

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Ayes 8 Nays 0 Abstain ___

6. Motion by JT Kline, seconded by Tom Smith, to approve to purchase a 9 passenger + driver van from Laurel Auto Group of Windber PA, at a bid price of \$65,810 to be financed for 3 years at a rate of 6.93%. First payment of \$23,740.14 due at closing. [Exhibit J-4](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

7. Motion by Tom Smith, seconded by Cathy Webreck, to approve a Memorandum of Understanding between BBSD and Somerset County Children and Youth Services to establish transportation procedures as presented. [Exhibit J-5](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

8. Motion by Nathan Menhorn, seconded by Cathy Webreck, to approve a transportation plan between BBSD and Somerset County Children and Youth Services as presented. [Exhibit J-6](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

K. INSTRUCTIONAL

1. Motion by Tom Smith, seconded by Norman Menhorn, to approve the Memorandum of Agreement between BBEA and BBSD as presented.

[Exhibit K-1](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

L. ADMINISTRATION

1. Motion by Cathy Webreck, seconded by Donna Dively, to approve the updated ARP ESSER Health and Safety Plan as presented. [Exhibit L-1](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

2. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve the Berlin Brothersvalley Elementary School Home and School Involvement Compact for the 2025-2026 school year. [Exhibit L-2](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

3. Motion by Donna Dively, seconded by JT Kline, to approve the updated BBSD Extra-Curricular Code of Conduct as per exhibit. (changes/updates in bold & italics) [Exhibit L-3](#)

Section 508: All members present voted in the affirmative.

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Ayes 8 Nays 0 Abstain

4. Motion by Donna Dively, seconded by Cathy Webreck, to 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
James Paxton
Tanner Prosser
Mary Rastrelli
Timothy Rhoads
Dorothy Shaulis
Richenda Stoltzfus
Gerald Weimer
Corey Will
Stacey Miller
Kyle Courtney

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

5. Motion by JT Kline, seconded by Jeff Fisher, to approve the 2025-2026 cooperative agreement between Allegany College of Maryland and BBSD as presented. [Exhibit L-4](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

6. Motion by Donna Dively, seconded by Norman Menhorn, to approve the updates/changes to the 2025-2026 Elementary Student Handbook as presented. [Exhibit L-5](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

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7. Motion by Tom Smith, seconded by Jeff Fisher, to approve the changes to the 2025-2026 Middle School Student Handbook as presented. [Exhibit L-6](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

8. Motion by JT Kline, seconded by Donna Dively, to approve the changes to the 2025-2026 High School Student Handbook as presented. [Exhibit L-7](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

9. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve a proposal to put in two pickleball courts at the JB Schrock Community Playground at no cost to the district. [Exhibit L-8](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

10. Motion by Cathy Webreck, seconded by Tom Smith, to approve the BBSD Student Technology Program for the 2025-2026 school year as presented. [Exhibit L-9](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain

M. PERSONNEL

1. Motion by Norman Menhorn, seconded by JT Kline, to 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

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Jim Maddy
Peyton Harding
Hannah Nichols
Tess Straight
Katie Flick

Clock Keepers

Eric Lauer
Tanner Prosser
Jake Zorn
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

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

2. Motion by JT Kline, seconded by Jeff Fisher, to approve Brett Hankinson as a Junior High Football Volunteer Coach instead of a paid Junior High Football Assistant Coach.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

3. Motion by JT Kline, seconded by Nathan Menhorn, to approve Preston Foor as a paid Junior High Assistant Football Coach pending completion of legal requirements.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

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4. Motion by Donna Dively, seconded by Cathy Webreck, to approve the following as Varsity Boys Soccer Volunteer Coaches pending completion of legal requirements:

Andrea Robbins
Nathan Menhorn
Mike Harbaugh

Section 508: All members present voted in the affirmative.

Ayes 6 Nays 0 Abstain 2 Norman and Nathan Menhorn abstained.

5. Motion by Cathy Webreck, seconded by Nathan Menhorn, to approve Brody Moore as a Volunteer Varsity Football Coach pending completion of legal requirements.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

6. Motion by Cathy Webreck, seconded by JT Kline, to approve Vincent Pribelsky, Berlin, PA, as a full-time custodian at \$12.00/hour retroactive to August 11, 2025.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

7. Motion by Nathan Menhorn, seconded by Donna Dively, to approve Megan Lamens-Baker as a personal care aide for approximately 2 days a week at \$12.00/hour.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

8. Motion by Jeff Fisher, seconded by Donna Dively, to approve Riley Lauer as a personal care aide for approximately 3 days a week at \$12.00/hour pending completion of legal requirements.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

9. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve the following volleyball coaches:

Amanda Stiffler	Assistant Junior High Volleyball Coach
Hayley Rexroth	Volunteer JH Volleyball Coach, pending completion of legal requirements

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

10. Motion by Donna Dively, seconded by Cathy Webreck, to approve Kate Murphy as a substitute aide pending completion of legal requirements.

Section 508: All members present voted in the affirmative.

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Ayes 8 Nays 0 Abstain ___

11. Motion by Donna Dively, seconded by Nathan Menhorn, to approve Derek Hoyman as the “Science: It’s Elementary” facilitator for the 2025-2026 school year at a stipend of \$2000.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

12. Motion by Norman Menhorn, seconded by Donna Dively, to approve the following as mentors at the rate of 2 days per diem for the year per the current BBEA contract:

Nathan Beam	Derek Hoyman
Laika Zarefoss	Jayne St. Clair
Maleah Murphy	Sumer Lambie

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

13. Motion by Donna Dively, seconded by Jeff Fisher, to approve to authorize the administration to fill any vacant positions, if needed, after August 14, 2025, prior to the next board voting meeting.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

14. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve Jade Hetz’s resignation as Spanish teacher effective immediately. [Exhibit M-1](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

15. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve Emma Mumau of Somerset, PA, as Spanish teacher on step 1 of the current BBEA contract pending completion of legal requirements.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

16. Motion by Nathan Menhorn, seconded by Donna Dively, to approve an additional 2 hours at \$28.50/hour for Katy Miller for the Summer Library Program.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

17. Motion by JT Kline, seconded by Cathy Webreck, to approve the compensation plan for Cafeteria-Head Cook as presented. [Exhibit M-2](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain ___

18. Motion by Cathy Webreck, seconded by Tom Smith, to approve the following cafeteria personnel pending completion of legal requirements:

Jamie Twombly Salad Bar position-5.5 hours/day \$12.00/hour
Robin Shroyer Server/Dish Room position-3.25 hours/day \$12.00/hour
Nicole Hoover Substitute \$11.25/hour
Tina Porterfield Substitute \$11.25/hour

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

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

- Doug Paul’s request to attend ICC Fall Kickoff meeting, Altoona, PA, August 28, 2025. No cost to the district.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

O. FACILITIES USE REQUESTS

Motion by JT Kline, seconded by Nathan Menhorn, to 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.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

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.

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- Somerset Area Soccer Club’s request to use the soccer field, week nights from the end of July through the middle of August when not in use by school soccer teams - times and dates will vary, soccer training.

P. INFORMATIONAL

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 8 Nays 0 Abstain

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

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

The directors met in executive session from 8:39 pm until 9:20 pm.

Motion by Norman Menhorn, seconded by JT Kline, to adjourn the meeting.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

The meeting adjourned at 9:20 pm.

Rachel Prosser
Board Secretary

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