

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
SEPTEMBER 11, 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 Vice-President J.T.Kline at 6:35 p.m.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. MOMENT OF SILENCE

D. ROLL CALL

YES Donna Dively

NO Nathan Menhorn

YES Allison Rohrs

YES Jeff Fisher

NO Norman Menhorn

YES Tom Smith

YES J.T. Kline

NO Jenna Ogburn

YES Cathy Webreck

E. COMMENTS FROM THE PUBLIC

F. APPROVAL OF THE AGENDA

Motion by Donna Dively, 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 14, 2025. [Exhibit G-1](#)

2. Athletic Account, August 31, 2025. [Exhibit G-2](#)

3. Activity Account, August 31, 2025. [Exhibit G-3](#)

4. General, Construction, Capital Reserve, and Investment Accounts, August 31, 2025. [Exhibit G-4](#)

5. Cafeteria and Payroll Funds, August 31, 2025. [Exhibit G-5](#)

6. Work Session Meeting, September 4, 2025. [Exhibit G-6](#)

Section 508: All members present voted in the affirmative.

Ayes 6 Nays 0 Abstain

H. SUPERINTENDENT'S REPORT

1. SCTC All Board Dinner - **September 23, 2025 - 6:00 p.m.**

1

“BBSD Board Goals”

1. Promote academic growth throughout the student population
2. Explore and enhance curriculum opportunities and delivery options
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4. Provide opportunities for students to explore, plan and pursue educational and career goals
5. Maintain fiscal solvency relative to district demographics

Upcoming Meetings: Work Session Meeting-Thursday, October 2, 2025-6:30 pm
Board Meeting - Thursday, October 9, 2025, -6:30 p.m.

All meetings will be held in the board room.

I. STUDENT MEMBER TO THE BOARD REPORTS

Riley Shaffer
Colton Custer

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 6 Nays 0 Abstain__

2. Motion by Tom Smith, seconded by Cathy Webreck, to approve the Letter of Agreement between Behavioral Health Services of Somerset and Bedford Counties, Magellan Behavioral Health, & BBSD as presented. [Exhibit J-2](#)
Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

3. Motion by Donna Dively, seconded by Tom Smith, 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
Softball Boosters
Cheerleading Boosters
Berlin Community Grove Association
JB Schrock Community Park
BBSD Foundation

Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

4. Motion by Cathy Webreck, seconded by Tom Smith, to approve to pay North Star School District a fee of \$2500 to provide physics for the 2025-2026 school year.
Section 508: All members present voted in the affirmative.

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2. Motion by Jeff Fisher, seconded by Donna Dively, to approve the 2025-2026 bus routes as presented. [Exhibit L-1](#)
Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

3. Motion by Tom Smith, seconded by Allison Rohrs, to approve the Berlin Softball Boosters to remove the fence from the softball field at no cost to the district.
Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

4. Motion by Jeff Fisher, seconded by Donna Dively, to approve the following student teachers pending completion of legal requirements:
Adalyn Geary, Boswell PA Vocational Agriculture
Alea Gillum, Fairhope PA Third Grade
Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

M. PERSONNEL

1. Motion by Donna Dively, seconded by Cathy Webreck, to approve the resignation of Ashley Cotter as Senior Class Advisor effective at the start of the 2025-2026 school year. [Exhibit M-1](#)
Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

2. Motion by Donna Dively, seconded by Jeff Fisher, to approve Andrew Chonko as a classroom volunteer pending completion of legal requirements.
Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

3. Motion by Donna Dively, seconded by Tom Smith, to approve Kristi Tataleba as a band front volunteer.
Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

4. Motion by Donna Dively, seconded by Tom Smith, to approve the following as field trip chaperones pending completion of legal requirements:
Amanda Villeneuve
Laura Wyant
Sara Koval
Danielle Brinton
Carla Chonko
Jenna Ogburn
Aimee Hankinson

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Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

5. Motion by Cathy Webreck, seconded by Allison Rohrs, to approve Shelby Coughenour as a volunteer varsity volleyball coach pending completion of legal requirements.

Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

6. Motion by Cathy Webreck, seconded by Tom Smith, to approve the following as Band volunteers pending completion of legal requirements retroactive to September 5, 2025:

Brandon Smith
Stephanie Smith

Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

7. Motion by Donna Dively, seconded by Allison Rohrs, to approve Christine Hardiman's request for September 24-26, 2025, as unpaid days. [Exhibit M-2](#)

Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

8. Motion by Jeff Fisher, seconded by Donna Dively, to approve Peggy Hauger as a Band volunteer pending completion of legal requirements.

Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

9. Motion by Donna Dively, seconded by Jeff Fisher, to approve Greta Durst as a mentor for Emma Mumau, Spanish teacher, at the rate of 2 days per diem for the year per the current BBEA contract.

Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

10. Motion by Donna Dively, seconded by Cathy Webreck, to approve Emma Mumau as the Senior Class Advisor.

Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

11. Motion by Allison Rohrs, seconded by Jeff Fisher, to approve Margaret Mostoller, Berlin, PA, as a substitute cafeteria worker at \$11.25/hour pending completion of legal requirements.

Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

5

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12. Motion by Jeff Fisher, seconded by Donna Dively, to approve the substitute list for the 2025-2026 school year as per exhibit. [Exhibit M-3](#)
Section 508: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain

N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

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

- Fifth Grade’s request to take 63 students to Young People’s Concert by Johnstown Symphony, Pasquerilla Performing Arts Center & Hoss’s Steak & Sea House, Johnstown, PA, November 5, 2025. No cost to the district. PTO will pay for this trip.
- Mark Smith’s request to take 64 fifth grade students to SCTC, Somerset, PA, March 4, 2026. Cost - \$250.00. MS Guidance budget.
- Christy McMillen’s request to attend the PHEAA Financial Aid workshop, Penn State Altoona, Altoona, PA, September 24, 2025. No cost to the district.
- Erin Karwatsky’s request to take 12 students to Open Heart Surgery Observation, Allegheny General Hospital, Pittsburgh, PA, November 11, 2025. Cost - \$1023.00. BBSD Foundation Grant & Science budget.
- Amy Gair & Destiny DiRado’s request to attend K-12 SAP Training, Saint Vincent College, October 30 & 31, 2025. No cost to the district. Saint Vincent College Prevention Projects will cover the cost of the training and \$150/day for substitute wages.
- Matt Webreck/FFA’s request for 20 students to participate in FFA Ag Day in conjunction with Touch-a-Truck, BBES playground, September 26, 2025. No cost to the district.
- Danielle Hay’s request to attend SAP Networking Day, Camp Allegheny, Stoystown, PA, October 2, 2025. Cost - \$25.00. School Social Work PD budget.
- Matt Webreck’s request to take 9 students to Somerset County FFA Leadership Conference, SCTC, Somerset, PA, October 9, 2025. Cost - \$125.00 FFA Transportation budget.
- Katherine Spiri’s request to take 10 students to Arts & Wellness Day, St. Francis University, Loretto, PA, October 8, 2025. Cost - \$260.00. Musical Theatre/Musical Club Account.
- Holly Montgomery’s request to take 50 students to Deer Valley YMCA, Fort Hill, PA, September 26, 2025. No cost to the district. Deer Valley YMCA Grant will pay for this trip.

Section 508: All members present voted in the affirmative.

Ayes 6 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

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- Fourth Grade’s request to take 67 students to Mountain Craft Days, Somerset, PA, September 5, 2025. No cost to the district. PTSO will pay for this trip.

O. FACILITIES USE REQUESTS

Motion by Donna Dively, seconded by Tom Smith, to approve the following facilities use requests:

- NJHS/NHS request to use the auditorium and hallway behind auditorium, Wednesday, October 15, 2025, 6:00-9:00 p.m., Induction Ceremony.
- Berlin Baseball’s request to use the HS baseball field, Wednesdays in September & October 2025, 6:00-8:00 p.m., baseball open fields.
- Berlin Travel Boosters’ request to use the elementary library, Thursday, September 25, 2025, 2:30-4:30 p.m., fundraiser sorting & pick-up.
- Alive Student Ministries’ request to use the HS and Elementary flag poles, Wednesday, September 24, 2025, 7:45-8:00 a.m., See You at the Pole.
- BBSD’s request to use the football field, Wednesday, September 24, 2025, 7:00-8:00 p.m., Reading Under the Lights.
- Berlin Baseball’s request to use the MS gym, Wednesdays, December 2025-February 2026, 7:00-8:30 p.m. and Sundays, December 2025-February 2026, 5:00-7:00 p.m., voluntary batting cage practice.
- Berlin Girls Varsity Soccer’s request to use the MS gym, Thursdays, December 4, 11, 18, 2025, January 8, 15, 22, & 29, February 5, 12, & 19, 2026, 6:30-8:00 p.m., indoor soccer.
- Child Evangelism Fellowship of PA Inc., Southwest Chapter’s request to use the elementary library, Thursdays, October 23-December 18, 2025, 3:20-5:00 p.m., After-School Good News Club.
- Berlin Basketball’s request to use the HS gym, September 22, 24, October 1, 6, 8, 15, 16, 20, 22, 27, & 29, November 3, 5, 10, & 12, 2025, 6:45-8:00 p.m., open gym.
- Nitro 10U’s request to use the MS gym, Saturday, October 11, 2025, 9:00 a.m.-12:00 p.m., fundraiser delivery.

Section 508: All members present voted in the affirmative.

Ayes 6 Nays 0 Abstain

Facilities Use requests already approved:

- Berlin Youth Cheer’s request to use the HS front lawn, Thursday, August 21, 2025, 6:00-7:00 p.m., pictures.
- Berlin Youth Cheer’s request to use the blacktop on elementary playground, Wednesdays in August, September & October 2025, 5:00-6:00 p.m., practice.
- Berlin Travel Boosters’ request to use MS room 004, Monday, September 8, 2025, 6:00-7:00 p.m., boosters meeting.
- Berlin Youth Football’s request to use the football stadium & baseball outfield, Saturdays, September 6, 2025, 6:00-9:00 p.m., September 27, 2025,

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8:30 a.m.-1:00 p.m., October 11, 2025, 8:30 a.m.-1:00 p.m., & October 18, 2025, 8:30 a.m.-1:00 p.m., Berlin Youth Football games.

- Berlin Basketball’s request to use the MS gym, Thursday, September 11, 2025, 3:30-5:30 p.m., & the HS gym, Thursday, September 18, 2025, 3:30-6:00 p.m., workouts.

JB Schrock Community Park Facilities Use requests already approved:

- Amy Petenbrink’s request to use the JB Schrock Community Park, August 31, 2025, party
- Bev Marker’s request to use the JB Schrock Community Park, August 17, 2025, party.
- Samantha Yoder’s request to use the JB Schrock Community Park, August 23, 2025, party.
- Sierra Glover’s request to use the JB Schrock Community Park, August 2, 2025, birthday party.
- Lyndsey Keith’s request to use the JB Schrock Community Park, July 27, 2025, party.

P. INFORMATIONAL

Motion by Tom Smith, seconded by Jeff Fisher, to adjourn the meeting.

Ayes 6 Nays 0 Abstain

The meeting adjourned at 7:23 p.m.

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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