

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
OCTOBER 9, 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 6:32 p.m.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. MOMENT OF SILENCE

D. ROLL CALL

<u>NO</u> DonnaDively	<u>NO</u> NathanMenhorn	<u>NO</u> AllisonRohrs
<u>YES</u> Jeff Fisher	<u>YES</u> NormanMenhorn	<u>YES</u> TomSmith
<u>YES</u> J.T. Kline	<u>YES</u> JennaOgburn	<u>YES</u> CathyWebreck

E. COMMENTS FROM THE PUBLIC

Mike Sotosky - Children's Aid Home

F. APPROVAL OF THE AGENDA

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

1. Regular Board Meeting, September 11, 2025. [Exhibit G-1](#)
2. Athletic Account, September 30, 2025. [Exhibit G-2](#)
3. Activity Account, September 30, 2025. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, September 30, 2025. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, September 30, 2025. [Exhibit G-5](#)
6. Work Session Meeting Minutes, October 2, 2025. [Exhibit G-6](#)

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

Ayes 6 Nays 0 Abstain

H. SUPERINTENDENT'S REPORT

1. November Work Session Meeting - **Tuesday, November 4 - 6:30 p.m.**

1

"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
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2. BBSD Foundation Dinner - Thursday, November 6 - 6:00 p.m.
3. Enrollment Numbers:

In-Person	768
BBSD Cyber School	8 full-time
	3 part-time
Home School	30
Charter Schools	15
Off Campus Placement	5
Non-Public Schools	7

4. Facilities Project Update

Upcoming Meetings: Work Session Mtg - TUESDAY, November 4, 2025-6:30 pm
Board Meeting - Thursday, November 13, 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 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 6 Nays 0 Abstain

2. Motion by Cathy Webreck, seconded by Jeff Fisher, to approve a service agreement between Combustion Service & Equipment Company and BBSD to provide maintenance services as presented. (\$15 increase from last year)
[Exhibit J-2](#)
 Section 508 vote: All members present voted in the affirmative.
 Ayes 6 Nays 0 Abstain

3. Motion by Tom Smith, seconded by Cathy Webreck, to approve the Memorandum of Understanding between Nulton Diagnostic & Treatment Center and BBSD for the 2025-2026 school year as presented. (same rates as last year)
[Exhibit J-3](#)
 Section 508 vote: All members present voted in the affirmative.
 Ayes 6 Nays 0 Abstain

4. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve the 2025-2026 Special Education Services rates as presented.
[Exhibit J-4](#) - exhibit includes preliminary rates and final rates.
 Section 508 vote: All members present voted in the affirmative.
 Ayes 6 Nays 0 Abstain

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5. Motion by Jeff Fisher, seconded by Tom Smith, to approve an agreement as presented between BBSD and Keystone Collections Group to be the tax collector for the district’s per capita and occupation tax. [Exhibit J-5](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain

6. Motion by Tom Smith, seconded by Jeff Fisher, to approve the resolution to approve Eric Lauer, Acting Superintendent, to sign any and all contracts, agreements, grants, and/or licenses with the Pennsylvania Department of Education as presented. [Exhibit J-6](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain

7. Motion by Tom Smith, seconded by Cathy Webreck, to approve a letter of agreement for Title I services with Ignite Education Solutions as per exhibit. [Exhibit J-7](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain

8. Motion by Jeff Fisher, seconded by Tom Smith, to approve activity advisors and officers for the 2025-2026 school year as per exhibit. [Exhibit J-8](#)
Section 508 vote: All members present voted in the affirmative.
Ayes Nays Abstain

9. Motion by Tom Smith, seconded by Jeff Fisher, to approve a resolution to adopt the Somerset County Hazard Mitigation Plan as presented. [Exhibit J-9](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain

10. Motion by Norman Menhorn, seconded by Jeff Fisher, to authorize administration to work with PFM on securing a tax revenue anticipation note (TRAN) in preparation of needing funds due to the PA state budget impasse.
Section 508 vote: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain

K. INSTRUCTIONAL

L. ADMINISTRATION

1. Motion by Cathy Webreck, seconded by Tom Smith, to approve Maria Murphy as the Unified Champion Schools Program Bocce Ball coach at a stipend to be paid by Special Olympics.
Section 508 vote: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain

<p>3</p> <p>“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>

2. Motion by Tom Smith, seconded by Jeff Fisher, to approve adding Rick Lynch to the bus driver list.
Section 508 vote: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

3. Motion by Cathy Webreck, seconded by Tom Smith, to approve to place policy No. 626 - “Federal Fiscal Compliance” on the table for public inspection for 30 days. [Exhibit L-1](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

4. Motion by Norman Menhorn, seconded by Tom Smith, to approve to place policy No. 626.1 - “Travel Reimbursement-Federal Programs” on the table for public inspection for 30 days. [Exhibit L-2](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

M. PERSONNEL

1. Motion by Cathy Webreck, seconded by Jeff Fisher, to approve Christine Fabyanic’s letter of retirement effective July 1, 2026. [Exhibit M-1](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

2. Motion by Jeff Fisher, seconded by Tom Smith, to approve Brianna Welch’s resignation as Varsity Cheerleading Coach effective immediately. [Exhibit M-2](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 6 Nays 0 Abstain__

3. Motion by Tom Smith, seconded by Jeff Fisher, to approve the following winter sports coaches pending completion of legal requirements:

Rifle

Head Coach	Eric Johnson
Assistant	Holly Montgomery
Assistant	Hannah Miller

Girls Basketball

Head Coach	Rachel Prosser
Assistant	Katie Flick
Volunteers	Regan Lauer, Riley Lauer, Ashley Brant, Peyton Grenke, & Emily Engle
Jr. High Head Coach	Kylie DeArmitt
Assistant	Emma DeArmitt

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Boys Basketball

Head Coach	Jake Zorn
Assistant	Cannon Hay
Volunteers	Tanner Prosser & Craig Stiffler
Jr. High Head Coach	Preston Foor
Assistant	Cole Blubaugh
Volunteers	Coby Kosic & Ryan Blubaugh

Wrestling

Head Coach	George Childers
Assistant	Steve Zorn
Volunteers	Seth Cramer, Jerad Taylor, Brandon McKenzie, Justin Poorbaugh, & Brock McMillen

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

Ayes 6 Nays 0 Abstain__

- 4. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve Maddie Marker as the Varsity Cheerleading Coach for the remainder of the 2025 season.

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

Ayes 6 Nays 0 Abstain__

- 5. Motion by Jeff Fisher, seconded by Norman Menhorn, to approve Teisha Cooney as a Volunteer Varsity Cheerleading Coach for the remainder of the 2025 season.

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

Ayes 6 Nays 0 Abstain__

- 6. Motion by Norman Menhorn, seconded by Cathy Webreck, to approve the following as extra-curricular van drivers:

Cannon Hay
 Dave Shaffer
 Julie Petro
 Turner Paul
 Doug Spiri

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

Ayes 6 Nays 0 Abstain__

N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

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

- Christy McMillen’s request to take 7 students to Students Against Destructive Decisions conference, SCTC, Somerset PA, November 13, 2025. Cost - \$10. Student Council will pay for this trip.

5
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- Dan Miller/Tech Ed’s request to take 9 students to Sponsorship Luncheon, Tailgatez Restaurant, Somerset, PA, October 17, 2025. Cost - \$10. Tech Ed account.
- Christy McMillen’s request to attend Human Trafficking & Domestic Violence workshop, Fresh Harvest Restaurant, Davidsville, PA, October 21, 2025. No cost to the district.
- Scholastic Quiz-Susan Straight’s request to have students participate in Fall and Spring Scholastic Quiz competitions during the school day. Cost - \$200. Scholastic Quiz budget.
- Math Counts-Susan Straight’s request to take 14 students to Math Counts competition, UPJ, Johnstown, PA, February 21, 2026. Cost - \$897.60. Math Counts budget.
- Jim Maddy/Eric Lauer’s request to take 6 teachers to Western PA AI Research & Development Innovation Sprint, Charleroi School District, Charleroi PA, October 13, 2025. Cost - \$50.
- Christine Fabyanic, Kim Diehl, & Christy McMillen’s request to take 12-36 students to MS & HS Reading Competitions, Bellwood-Antis School District, November 19, 2025. Cost - \$1280.99. Reading Competition budget.
- Kim Diehl & Christy McMillen’s request to take 12-36 students to Elementary Reading Competition, Bellwood-Antis School District, November 18, 2025. Cost - \$1078.08. Reading Competition budget.
- Forensics-Debra Orendorf’s request to take 10 students to Demonstration workshop, Cambria Heights High School, Patton, PA, October 15, 2025. Cost - \$30. Forensics budget.
- Katie Spiri’s request to take 12 students to Jr. High County Chorus, Berlin Brothersvalley HS, November 24-25, 2025. Cost - \$260.00. Chorus budget.
- Katie Spiri’s request to take 18 students to Sr. High County Chorus, Berlin Brothersvalley HS, November 24-25, 2025. Cost - \$640.00. Chorus budget.
- Katie Spiri’s request to take 11 students to District Chorus Pre-Auditions, Shanksville-Stonycreek High School, October 19, 2025. Cost - \$310.00. Chorus budget.
- Amanda Dowdy & Nicole Sciscente’s request to take approximately 60 students to Flight 93 National Memorial, Shanksville, PA, November 20, 2025. Cost - \$556.00. VFW, Veterans Association, & American Legion will pay for this trip.
- Jim Maddy’s request to take 1 student to Red Ribbon Rally, Somerset Church of the Brethren, Somerset, PA, October 17, 2025. No cost to the district.
- Katherine Spiri’s request to take 30 students to Les Miserables, Benedum Center, Pittsburgh, PA, November 26, 2025. Cost - \$500.00 for transportation. Student ticket and transportation will be split between student payment and Musical account.

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- Katherine Spiri’s request to take 20 students to Red Ribbon Rally, Somerset Church of the Brethren, Somerset PA, October 17, 2025. Cost - \$200.00. Chorus budget.
 - Katherine Spiri’s request to take 10 students to *The Fourth Witch Theatre* performance, Byham Theater, Pittsburgh, PA, October 24, 2025. Cost - \$210.00. Musical club account.
 - Doug Paul and Dante Paul’s request to attend ICC Fall Meeting & Football Coaches meeting, Altoona, PA, October 30, 2025. No cost to the district.
 - Doug Paul’s request to attend District 5 AD meeting, SCTC, Somerset, PA, October 14, 2025. No cost to the district.
 - Third Grade’s request to take 47 students on a walking field trip to JB Schrock Playground, Berlin, PA, October 10, 2025. No cost to the district.
 - Brittany Henigin’s request to take 26 students to MS & HS County Band, Somerset Area High School, Somerset, PA, November 5 & 6, 2025. Cost - \$995.08. MS & HS Band budget.
- Section 508 vote: All members present voted in the affirmative.
 Ayes 6 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

- Erin Karwatsky’s request to take 2 students to CSO Leadership Training Institute, Altoona, PA, September 18, 2025. Cost - \$245.41. CSO IU8 funding will pay for this trip.
- Dan Miller/Tech Ed’s request to take 9 students to various businesses in Somerset County for personal invitation to sponsorship luncheon, October 3, 2025. Cost - \$30. Tech Ed activities account.
- Christy McMillen’s request to take 3 students to 45th Annual PA Aviation conference, Cambria County Airport, Lockheed Martin, PA National Guard & SFU Aviation program, October 6, 2025. Cost - \$25.00. Counselor training budget.
- Christy McMillen’s request to attend Regional Safe Schools Flight Team training, IU8, Altoona, PA, September 30-October 2, 2025. Cost - \$125. HS Counselor training budget.
- Maria Murphy’s request to take 4 students to Special Olympics Youth Summit, Richland, PA, September 23, 2025. Cost - \$25.00.
- Jim Maddy/Eric Lauer’s request for Maleah Murphy, Emma Mumau, Laika Zarefoss, & Nathan Beam to attend IU8 Induction consortium, IU8, Altoona, PA, September 19, 2025. Cost - \$624.00 for substitute wages.
- Erin Karwatsky’s Open Heart Surgery Allegheny General Hospital trip scheduled for November 11, 2025, has been rescheduled for February 10, 2026.

O. FACILITIES USE REQUESTS

Motion by Jeff Fisher, seconded by Tom Smith, to approve the following facilities use requests:

7
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- BBSD Foundation’s request to use the board room, Sunday, October 19, 2025, 7:00 p.m., meeting.
- BBHS Student Council’s request to use the MS cafeteria, Friday, October 10, 2025, 5:00 p.m. through Saturday, October 11, 2025, 11:00 p.m., Homecoming Dance.
- Learning Lamp/Danielle Hay’s request to use the auditorium, Monday, October 13, 2025, 9:00 a.m.-12:00 p.m., Learning Lamp training session.
- Berlin Travel Boosters’ request to use MS room 004, Mondays, October 20 & November 17, 2025, 6:00-7:00 p.m., meeting.
- Berlin Volleyball’s request to use the HS gym, Sundays, October 19 & 26, 2025, 12:00-5:00 p.m., JO Open Gym.
- Berlin Volleyball’s request to use the HS gym, Sundays, December 7 & 14, 2025, January 4-March 29, 2026, 12:00-4:00 p.m., JO Open Gym/Off Season Workout.
- Berlin Youth Football’s request to use the MS cafeteria, Monday, October 27, 2025, 5:30-6:30 p.m., pizza party and equipment hand-in.
- National Honor Society’s request to use the HS gym, Thursday, April 30, 2026, 7:00 a.m.-3:00 p.m., Red Cross Blood Drive.
- Head Start/Pre-K’s request to use the Pre-K classrooms & elementary gym, Wednesday, October 22, 2025, 5:45-7:00 p.m., Family Reading Night.
- Berlin Volleyball Boosters’ request to use the MS gym, Saturday, March 14, 2026, 7:00 a.m.-6:00 p.m., JO volleyball tournament.
- Berlin Volleyball Boosters’ request to use the MS & HS gyms, Saturday, March 21, 2026, 7:00 a.m.-6:00 p.m., JO volleyball tournament.
- Berlin Jr. High Soccer’s request to use the elementary gym, Mondays, October 27, 2025-March 30, 2026, 5:00-7:00 p.m., jr. high indoor team practice.
- Berlin PTSO’s request to use the elementary gym, Wednesday, December 10 - Friday, December 12, 2025, 3:30 p.m.-5:00 p.m., Christmas Bazaar.
- Berlin PTSO’s request to use the auditorium, Friday, January 16, 2026, 4:00-11:00 p.m., Family Movie Night.
- Berlin PTSO’s request to use the auditorium, Friday, February 13, 2026, 4:00-11:00 p.m., Family Movie Night.
- Berlin PTSO’s request to use the MS gym/hallway, Friday, March 13, 2026, 4:00-11:00 p.m., Mother-Son Game Night.
- Berlin PTSO’s request to use the MS gym, Saturday, April 18, 2026, 1:00-11:00 p.m., Father-Daughter Dance.

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

Ayes 6 Nays 0 Abstain

Facilities Use requests already approved:

- Berlin Youth Basketball’s request to use the MS gym, Wednesdays, September 24-November 19, 2025, 7:15-8:30 p.m. and Sundays, September 28-November 16, 2025, 6:00-7:30 p.m., Gr. 5/6 boys practice.

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- Scholarship Program’s request to use the auditorium, Wednesdays, September 24, October 1, 8, 22, & 29, 2025, 5:00-7:00 p.m., pageant preparation.
- Berlin Youth Basketball’s request to use the HS gym, Fridays, October 3 & 10, 2025, 3:30-5:00 p.m., and the MS gym, Fridays, October 17-November 14, 2025, 3:30-5:00 p.m., Gr. 5/6 girls basketball practice.
- Eric J. Lauer’s request to use the MS cafeteria, Tuesday, October 7, 2025, 6:30-7:30 p.m., Bingo for Books.
- Berlin PTSO’s request to use the elementary library, Sunday, October 5 - Friday, October 10, 2025, 1:00 pm-5:00 pm, Fall Book Fair.
- Nitro Softball’s request to use the elementary gym, Wednesday, October 8, 2025, 6:00-7:30 p.m., softball practice.

J.B. Schrock Community Park

- Tara Ibinson’s request to use the JB Schrock Community Park, September 14, 2025, birthday party.

P. INFORMATIONAL

1. OAC Meeting Minutes, June 4, 2025. [Exhibit P-1](#)

Motion by Tom Smith, seconded by Norman Menhorn, to adjourn the meeting.

Ayes 6 Nays 0 Abstain

The meeting adjourned at 7:35 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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