

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
NOVEMBER 13, 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 building. 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>NO</u> Allison Rohrs
<u>YES</u> Jeff Fisher	<u>6:32pm</u> Norman Menhorn	<u>YES</u> Tom Smith
<u>NO</u> J.T. Kline	<u>YES</u> Jenna Ogburn	<u>YES</u> Cathy Webreck

E. COMMENTS FROM THE PUBLIC

F. APPROVAL OF THE AGENDA

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

All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain

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

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

1. Regular Board Meeting, October 9, 2025. [Exhibit G-1](#)
2. Athletic Account, October 31, 2025. [Exhibit G-2](#)
3. Activity Account, October 31, 2025. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, October 31, 2025. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, October 31, 2025. [Exhibit G-5](#)
6. Work Session Meeting, November 4, 2025. [Exhibit G-6](#)

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

Ayes 7 Nays 0 Abstain

H. SUPERINTENDENT'S REPORT

1. Jeffrey McCauley, President, September 11th National Memorial Trail Alliance - Appreciation Presentation.
2. School Board Organization Guide. [Exhibit H-1](#)

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“BBSD Board Goals”

1. Promote academic growth throughout the student population
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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

3. December Board Meeting dates: Board Re-organizational Meeting -
December 3, 2025 - 6:30 p.m.
Regular Board Voting Meeting -
December 9, 2025 - 6:30 p.m.

Upcoming Meetings: Board Re-organizational Meeting - Dec. 3, 2025 - 6:30 p.m.
Board Voting Meeting - December 9, 2025 - 6:30 p.m.

All meetings will be held in the board room.

I. STUDENT MEMBER TO THE BOARD REPORT

Riley Shaffer
Colton Custer

J. BUSINESS ITEMS

1. Motion by Cathy Webreck, seconded by Nathan Menhorn, 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 7 Nays 0 Abstain__
2. Motion by Jeff Fisher, seconded by Tom Smith, to approve to advertise for milk suppliers for the remainder of the 2025-2026 school year retroactive to November 4, 2025.
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain__
3. Motion by Norman Menhorn, seconded by Jeff Fisher, to approve a Bill of Sale, Release, and Indemnity Agreement between BBSD and purchaser of a trike as presented. [Exhibit J-3](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain__

K. INSTRUCTIONAL

L. ADMINISTRATION

1. Motion by Tom Smith, seconded by Cathy Webreck, to approve changes to the 2025-2026 Kindergarten report card. [Exhibit L-1](#) (items highlighted will be removed)
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain__
2. Motion by Cathy Webreck, seconded by Nathan Menhorn, to adopt policy No. 626 - "Federal Fiscal Compliance". [Exhibit L-2](#)
Section 508 vote: All members present voted in the affirmative.

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Ayes 7 Nays 0 Abstain__

3. Motion by Norman Menhorn, seconded by Cathy Webreck, to adopt policy No. 626.1 - "Travel Reimbursement - Federal Programs. [Exhibit L-3](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain__
4. Motion by Nathan Menhorn, seconded by Jeff Fisher, to approve a cooperative agreement between BBHS and Mount Aloysius College as presented. [Exhibit L-4](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain__
5. Motion by Cathy Webreck, seconded by Jeff Fisher, to approve a cooperative agreement between BBHS and Saint Francis University as presented. [Exhibit L-5](#)
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain__
6. Motion by Tom Smith, seconded by Cathy Webreck, to approve the Varsity Girls Basketball team to play in a weekend (Saturday/Sunday) tournament (Play 4 Mae) on Saturday, November 29 and Sunday, November 30, 2025.
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain__
7. Motion by Nathan Menhorn, seconded by Tom Smith, to approve the Varsity Boys Basketball team and the Varsity Girls Basketball team to play in a weekend (Saturday/Sunday) tournament (MLK Classic - Hoops for Harmony) on Saturday, January 17 and Sunday, January 18, 2026.
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain__

M. PERSONNEL

1. Motion by Donna Dively, seconded by Jeff Fisher, to approve the following as Musical volunteers pending completion of legal requirements:
Doug Spiri
Samantha Smith
Lindsay Menhorn
Jayme St. Clair
Erin VanGilder
Kayla Werner
Ruby Walter
Section 508 vote: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain__

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2. Motion by Donna Dively, seconded by Cathy Webreck, to approve Teisha Cooney’s request for November 6 & 7, 2025, as days off without pay. [Exhibit M-1](#)

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

Ayes 7 Nays 0 Abstain__

3. Motion by Nathan Menhorn, seconded by Tom Smith, to approve the following as extra-curricular advisors for the 2025-2026 school year as per the extra-curricular salary schedule:

Yearbook	Bethany Ritenour
Forensics	Debbie Orendorf
FFA Advisor	Matthew Webreck
Jr. High Mathcounts	Susan Straight
Sr. High Book Quiz	Chris Fabyanic
Jr. High Book Quiz	Christy McMillen
Elementary Book Quiz	Kim Diehl
Scholastic Quiz	Susan Straight
Prom Director	Katie Spiri
Musical	Katie Spiri
Asst. Musical	Doug Spiri
Senior Class Advisor	Emma Mumau
Commencement Director	Jill Boyer
Chorus	Katie Spiri
HS Student Council	Christy McMillen
MS Student Council	Mark Smith
National Honor Society	Amanda Dowdy
National Honor Society	Turner Paul
NJHS	Susan Straight
NJHS	Katie Spiri

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

Ayes 7 Nays 0 Abstain__

4. Motion by Nathan Menhorn, seconded by Donna Dively, to approve Jennifer Hoffman, Somerset, PA, as an IU8 certified day-to-day teaching substitute pending completion of legal requirements.

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

Ayes 7 Nays 0 Abstain__

5. Motion by Jeff Fisher, seconded by Donna Dively, to approve Dustin Shroyer as a substitute personal care aide.

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

Ayes 7 Nays 0 Abstain__

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6. Motion by Nathan Menhorn, seconded by Norman Menhorn, to approve Nicole Hoyman, Berlin, PA, as a personal care aide at \$12/hour pending completion of legal requirements.

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

Ayes 7 Nays 0 Abstain

7. Motion by Tom Smith, seconded by Jeff Fisher, to approve a change for Justin Poorbaugh from volunteer wrestling coach to assistant junior high wrestling coach pending completion of legal requirements.

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

Ayes 7 Nays 0 Abstain

8. Motion by Tom Smith, seconded by Nathan Menhorn, to approve a change in status for Mr. Eric Lauer from Acting Superintendent to Interim Superintendent beginning on January 1, 2026.

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

Ayes 7 Nays 0 Abstain

9. Motion by Tom Smith, seconded by Norman Menhorn, to approve the stipend of \$7500 to Mr. Eric Lauer for his time as Acting Superintendent from August 1, 2025-December 31, 2025.

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

Ayes 7 Nays 0 Abstain

10. Motion by Cathy Webreck, seconded by Donna Dively, to approve Mr. Eric Lauer as Interim Superintendent beginning on January 1, 2026, and continuing for no greater than one calendar year or until a permanent superintendent is hired, whichever comes sooner, at a rate of \$100.00 per calendar day.

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

Ayes 7 Nays 0 Abstain

11. Motion by Donna Dively, seconded by Norman Menhorn, to approve Maria Murphy as a bus aide at \$12.00/hour.

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

Ayes 7 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:

- Emma Mumau’s request to attend SAP training, Saint Vincent College, Latrobe, PA, November 20 & 21, 2025. No cost to the district. Substitute wages will be reimbursed by a grant.

- Matthew Webreck/FFA’s request to take 25 students to Somerset County FFA Fall Skills CDE’s, SCTC, November 20, 2025. Cost - \$425.00. FFA Transportation budget.
- Matthew Webreck/FFA’s request to take 40 students to PA Farm Show/FFA Mid-Winter Convention, PA Farm Show Complex, Harrisburg, PA, January 12, 2026. Cost - \$943.04. FFA Transportation.
- Erin Karwatsky’s request to take 2 students to Chief Science Officers Events, December 4, 2025, February 12, 2026, & April 2026. No cost to the district. Mileage and \$100 of substitute wages each day reimbursed by IU8.
- Chris Fabyanic, Mandy Cooper, & Nina Zimmerman’s request to take 11 students to IU8 Christmas Party, SCTC, Somerset, PA, December 5, 2025. Cost - \$200.00. Life Skills Transportation & Life Skills Supplies.
- Debra Orendorf’s request to take 9 students to Forensics meet, Somerset Jr./Sr. HS, Somerset, PA, December 15, 2025. Cost - \$25.00. Forensics budget.
- Debra Orendorf’s request to take 9 students to Forensics meet, Richland High School, Richland, PA, January 13, 2026. Cost - \$50.00. Forensics budget.
- Debra Orendorf’s request to take 9 students to Forensics meet, Cambria Heights High School, Patton, PA, January 28, 2026. Cost - \$50.00. Forensics budget.
- Debra Orendorf’s request to take 9 students to Forensics meet, Richland High School, Richland, PA, February 13, 2026. Cost - \$50.00. Forensics budget.
- Brittany Henigin’s request to take 5 students to District Band Pre-auditions, Conemaugh Township High School, Davidsville, PA, November 16, 2025. Cost - \$30.00. Band budget.
- Danielle Hay’s request to take 13 students on a walking field trip to Berlin Brethren Church parking lot to volunteer at Mobile Food Bank, November 18, 2025. No cost to the district.
- Matt Webreck/FFA’s request to take 8 students to PA Farm Show-FFA Demonstration Team, PA Farm Show Complex, Harrisburg, PA, January 14, 2026. Cost - \$200.00. FFA Transportation.
- Katie Spiri’s request to take 9 students to District Chorus, Richland High School, Richland, PA, January 7-9, 2026. Cost - \$1762.00. Chorus budget.
- Dan Miller/Tech Ed’s request to take 9 students to Leiss Tool & Die, Somerset, PA, November 25, 2025. Cost - \$10.00. Tech Ed Activity account.

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

Ayes 7 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

- Jim Maddy’s request for 8 students and 3 staff to be trained on new tech ed equipment, HS room 1023, October 14, 2025. Cost - \$468.00 for substitute wages.

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- Holly Montgomery Carney’s request to attend STEELS Training, IU8, Altoona, PA, October 30, 2025. No cost to the district.
- Catherine Berkebile’s request to attend PRFSD meeting, Blair County Convention Center, Altoona, PA, November 7, 2025. Cost - \$85.40. Food Service Department.
- Doug Paul’s request to attend ICC AD Scheduling meeting, Everett High School, October 24, 2025. No cost to the district.
- Christy McMillen’s request to take 65 students to College/Career Fair, SCTC, Somerset, PA, November 6, 2025. Cost - \$143.11. HS Counseling budget.
- Katherine Spiri’s request to take 9 students to Visual & Performing Arts Open House, Seton Hill College, Greensburg, PA, November 4, 2025. Cost - \$210.00. Musical Theatre/Musical Club account.
- Eric Lauer’s request to attend PVAAS training, Altoona, PA, November 6, 2025. No cost to the district.

O. FACILITIES USE REQUESTS

Motion by Nathan Menhorn, seconded by Donna Dively, to approve the following facilities use requests:

- Berlin Wrestling Boosters’ request to use the wrestling room, Monday-Friday, November 14, 2025-April 17, 2026, 3:00-9:00 p.m., wrestling practice.
- Berlin Young Farmers’ request to use room 027-Ag room, Thursday, December 4, 2025, 6:00-10:00 p.m., wreath making class.
- Somerset County Chorus’ request to use the auditorium, band room, & chorus room, Monday, November 24 & Tuesday, November 25, 2025, 8:00 a.m.-9:00 p.m., and the MS cafeteria, Tuesday, November 25, 2025, 4:00-8:00 p.m., Somerset County Chorus.
- Berlin Volleyball’s request to use the HS gym, Sunday, November 23, 2025, 12:00-1:30 p.m., volleyball open gym.

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

Ayes 7 Nays 0 Abstain

Facilities Use requests already approved:

- Berlin Basketball’s request to use the MS gym, Tuesday & Wednesday, October 21, 22, 28, 29, November 4, 5, 11, & 12, 2025, 3:30 - 5:00 p.m., open gym.
- Berlin Jr. High Soccer’s request to use the elementary gym, Wednesday, October 29, 2025, 6:30-8:00 p.m., end of season pizza party.
- BBSD Foundation’s request to use the board room, Sunday, November 2, 2025, 7:00 p.m., meeting.
- Berlin Wrestling Boosters’ request to use the elementary gym, Wednesday, November 5, 2025, 6:00-8:00 p.m., youth wrestling sign-ups & parent meeting.

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- Debra Orendorf’s request to use MS room 002, Monday, Tuesday, & Wednesday, October 27-November 24, 2025, Forensics practice.
- Musical’s request to use the auditorium, Thursday, November 13, 2025, 5:00-9:00 p.m., musical auditions.
- Russell Webreck Nitro Team’s request to use the MS gym, Sundays, November 9 & 16, 2025, 2:00-4:00 p.m., softball practice.

J.B. Schrock Community Park

- Sonya Hafer’s request to use the JB Schrock Community Park, October 11, 2025, birthday party.

P. INFORMATIONAL

Motion by Norman Menhorn, seconded by Nathan Menhorn, to adjourn the meeting. All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain

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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