

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
DECEMBER 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 6:35 p.m.

A. CALL TO ORDER

Swearing in of new Board Member

B. PLEDGE OF ALLEGIANCE

C. MOMENT OF SILENCE

D. ROLL CALL

YES Donna Dively

YES Josh Milburn

YES Tom Smith

YES J.T. Kline

YES Jenna Ogburn

YES Cathy Webreck

YES Brian Leonard

YES Allison Rohrs

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 8 Nays 0 Abstain _____

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

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

1. Regular Board Meeting, November 13, 2025. [Exhibit G-1](#)

2. Athletic Account, November 30, 2025. [Exhibit G-2](#)

3. Activity Account, November 30, 2025. [Exhibit G-3](#)

4. General, Construction, Capital Reserve, and Investment Accounts, November 30, 2025. [Exhibit G-4](#)

5. Cafeteria and Payroll Funds, November 30, 2025. [Exhibit G-5](#)

6. Special Voting Meeting, November 14, 2025. [Exhibit G-6](#)

7. Re-organizational Meeting, December 3, 2025. [Exhibit G-7](#)

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain _____

H. SUPERINTENDENT'S REPORT

1. Snow Make-up Day - February 16, 2026

2. School Code Changes due to State Budget

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 4. Provide opportunities for students to explore, plan and pursue educational and career goals 5. Maintain fiscal solvency relative to district demographics

- 3. Library books
- 4. Sunday Facilities Use Guidance

Upcoming Meetings: Thursday, January 15, 2026 - 6:30 p.m. - Voting Meeting
 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 J.T. Kline, 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 J.T. Kline, seconded by Cathy Webreck, to approve to engage the services of Ronald Repak, Esq. and Dillon, McCandless, King, Coulter & Graham, LLP as solicitor at an hourly rate of \$175/hour (\$5 increase in rate) for the 2026 calendar year. [Exhibit J-2](#)
 Section 508: All members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain _____
3. Motion by Donna Dively, seconded by Cathy Webreck, to approve Galliker’s Dairy of Johnstown, PA, as the milk supplier for the remainder of the 2025-2026 school year at the prices presented. [Exhibit J-3](#)
 Section 508: All members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain _____
4. Motion by J.T. Kline, seconded by Donna Dively, to approve a resolution electing to not increase the School District’s tax rate above the index provided by the Department of Education for the 2026-2027 School Year. [Exhibit J-4](#)
 Section 508: All members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain _____
5. Motion by Donna Dively, seconded by J.T. Kline, to approve a 12-month natural gas contract with Interstate Gas Supply, LLC beginning February 2026 through January 2027. [Exhibit J-5](#)
 Section 508: All members present voted in the affirmative.
 Ayes 8 Nays 0 Abstain _____

K. INSTRUCTIONAL

L. ADMINISTRATION

<p>2</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>

M. PERSONNEL

1. Motion by Cathy Webreck, seconded by J.T. Kline, to approve Alissa Wright, Berlin, PA, as an IU8 certified day-to day teaching substitute pending completion of legal requirements.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
2. Motion by Cathy Webreck, seconded by Brian Leonard, to approve the following as Forensics judges pending completion of legal requirements:
Karli Heffner
Heidi Coleman
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
3. Motion by Tom Smith, seconded by Donna Dively, to approve Kathleen Meehan’s resignation as English teacher effective at the end of the 2025-2026 school year. [Exhibit M-1](#)
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
4. Motion by Tom Smith, seconded by Brian Leonard, to approve Tyler Lape as a volunteer wrestling coach pending completion of legal requirements.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
5. Motion by J.T. Kline, seconded by Josh Milburn, to approve Tess Stewart as a varsity/junior high volunteer girls basketball coach.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
6. Motion by Donna Dively, seconded by Brian Leonard, to approve Tim Bowersox and Jacob Dively as Range Safety Officers for home rifle matches.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____
8. Motion by J.T. Kline, seconded by Donna Dively, to approve Stephanie Maddy as a substitute personal care aide at the rate of \$12.25/hour.
Section 508: All members present voted in the affirmative.
Ayes 8 Nays 0 Abstain _____

N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

Motion by Donna Dively, seconded by J.T. Kline, to approve the following conference/field trip/workshop requests:

- Katherine Spiri’s request to take approximately 30 students to Epcot’s Candlelight Processional, Orlando FL, November 29-December 4, 2026. Student payment, Booster organization, & optional fundraisers will pay for this trip.

- Jim Maddy’s request to take 6 students to Physics class, North Star High School, December 16, 2025. Cost - \$20.00. Science budget.
- Katherine Spiri’s request to take 50 MS Chorus students to Heritage Nursing Center & Community Life, Somerset, PA, December 15, 2025. Cost - \$225.00. Chorus budget.
- Katherine Spiri’s request to take 30 HS Chorus students to Meadow View, Casselman Rehabilitation, & Somerset Area Agency on Aging, December 15, 2025. Cost - \$225.00. Chorus budget.
- Holly Montgomery’s request to take approximately 48 students to Kamin Science Center, Pittsburgh, PA, December 18, 2025. MacGillivray Grant will pay admission fees and \$450 for transportation. BBSD Foundation will cover the remainder of the transportation and substitute wages.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

- Dan Miller’s request to attend Children’s Aid Home Christmas luncheon representing Tech Ed, Children’s Aid Home, Somerset, PA, December 9, 2025. No cost to the district.
- Katherine Spiri & Brittany Henigin’s request to have 9 students do online auditions, District Jazz Chorus/Band, November 26, 2025. Cost - \$90. Chorus budget.

O. FACILITIES USE REQUESTS

Motion by Josh Milburn, seconded by Donna Dively, to approve the following facilities use requests:

- Berlin Youth Wrestling’s request to use the MS gym, MS computer room, MS locker rooms, MS faculty room, wrestling room, and hallway, Friday, February 6, 2026, 6:00-10:00 p.m., set up for Scott Straight Memorial Wrestling tournament.
- Berlin Youth Wrestling’s request to use the MS gym, MS computer room, MS locker rooms, MS faculty room, wrestling room, & hallway, Saturday, February 7, 2026, 5:00 a.m.-10:00 p.m., Scott Straight Memorial Wrestling tournament.
- Berlin Volleyball Boosters’ request to use the MS & HS gyms, Saturday, March 28, 2026, 7:00 a.m.-6:00 p.m., JO tournament fundraiser.
- Berlin Young Farmers’ request to use room 027, Thursday, January 8, 2026, 6:00-9:00 p.m., Berlin Young Farmer class & FFA Demonstration.
- Berlin Young Farmers’ request to use room 027, Thursday, January 29, 2026, 6:00-9:00 p.m., Young Farmers class-Game Night and Potluck.
- Berlin Travel Boosters’ request to use the elementary library, Friday, December 12, 2025, 2:30-4:00 p.m., fundraiser delivery and Monday, December 15, 2025, 6:00-7:00 p.m., boosters meeting.
- Student Congress’ request to use MS room 002, Thursday, December 18, 2025, 4:00-6:00 p.m., Congress Debate.

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- Scholarship Program/Catelyn Herman’s request to use the auditorium, Wednesdays, January 7-March 18, 2026, 5:00-7:00 pm., Scholarship Program practice.

Section 508: All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain _____

Facilities Use requests already approved:

- Russell Webreck Nitro’s request to use the MS gym, Sundays, November 23, 2025 & December 7, 2025, 1:30-3:00 p.m., softball practice.
- Forensics’ request to use MS room 002, December 2, 3, 8, 9, 10, 16, & 17, 2025, 3:30-5:00 p.m., practice.
- BBSD Teachers’ request to use FCS room, Tuesday, December 9, 2025, 3:45-6:00 p.m., Secret Santa party.

J.B. Schrock Community Park

- April Logue’s request to use the playground building, Wednesdays, November 26, December 3, 10, & 17, 2025, 9:00 a.m.-12:00 p.m., Santa’s Workshop.

P. INFORMATIONAL

Motion by Cathy Webreck, seconded by Tom Smith, to adjourn to Executive Session to discuss personnel matters.

Ayes 8 Nays 0 Abstain _____

Motion by Tom Smith, seconded by Cathy Webreck, to reconvene the regular meeting.

Ayes 8 Nays 0 Abstain _____

The Directors met in executive session from 7:54 pm until 9:20 p.m.

Motion by Tom Smith, seconded by Cathy Webreck, to adjourn the meeting.

Ayes 8 Nays 0 Abstain _____

The meeting adjourned at 9:21 p.m.

Rachel Prosser
Board Secretary

Oath of Office: I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

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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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