

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
JANUARY 15, 2026
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 6:05 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> Josh Milburn	<u>YES</u> Tom Smith
<u>YES</u> J.T. Kline	<u>YES</u> Jenna Ogburn	<u>YES</u> Cathy Webreck
<u>YES</u> Brian Leonard	<u>YES</u> Allison Rohrs	

Motion by Cathy Webreck, seconded by Allison Rohrs, to declare a vacancy for a two year term for Region 1 of the BBSD Board of Directors.

All members present voted in the affirmative.

Ayes 8 Nays 0 Abstain

Motion by Cathy Webreck, seconded by Donna Dively, to nominate Autumn Will to a two year term to fill the Region 1 vacancy until December 2027.

<u>YES</u> Donna Dively	<u>YES</u> Josh Milburn	<u>Abstain</u> Tom Smith
<u>NO</u> J.T. Kline	<u>YES</u> Jenna Ogburn	<u>YES</u> Cathy Webreck
<u>NO</u> Brian Leonard	<u>NO</u> Allison Rohrs	

Ayes 4 Nays 3 Abstain 1 Motion does not pass.

Motion by JT Kline, seconded by Brian Leonard, to nominate Craig Stiffler to a two year term to fill the Region 1 vacancy until December 2027.

<u>YES</u> Donna Dively	<u>NO</u> Josh Milburn	<u>Abstain</u> Tom Smith
<u>YES</u> J.T. Kline	<u>YES</u> Jenna Ogburn	<u>NO</u> Cathy Webreck
<u>YES</u> Brian Leonard	<u>YES</u> Allison Rohrs	

Ayes 5 Nays 2 Abstain 1 Motion passes.

Swearing in of new Board Member.

- 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.

“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

All members present voted in the affirmative.

Ayes 9 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, December 9, 2025. [Exhibit G-1](#)
2. Athletic Account, December 31, 2025. [Exhibit G-2](#)
3. Activity Account, December 31, 2025. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, December 31, 2025. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, December 31, 2025. [Exhibit G-5](#)

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain _____

H. SUPERINTENDENT’S REPORT

1. January - School Board Recognition Month
2. Yearbook picture
3. Athletics Budget - 2026-2027
4. Act 44 of 2025. [Exhibit H-1](#)
5. Shared Services
6. Business Manager Updates - Rachel Prosser

Upcoming Meetings: Work Session Meeting-WED., February 4, 2026 - 6:30 p.m.
Voting Meeting - Thursday, February 12, 2026 - 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 Josh Milburn, to approve the payment of bills as presented on this date. [Exhibit J-1](#)

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain _____

2. Motion by Tom Smith, seconded by Cathy Webreck, to approve advertising for bids for General supplies and Custodial supplies for the 2026-2027 school year.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain _____

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3. Motion by Brian Leonard, seconded by Donna Dively, to approve a resolution of the Berlin Brothersvalley School District to file a Commonwealth Financing Authority Public School Facility Grant Fund grant request with the Pennsylvania Department of Community and Economic Development. [Exhibit J-2](#)
Section 508: All members present voted in the affirmative.
Ayes 9 Nays 0 Abstain _____
4. Motion by JT Kline, seconded by Cathy Webreck, to approve the 2024-2025 audit and adjusting entries. [Exhibit J-3](#)
Section 508: All members present voted in the affirmative.
Ayes 9 Nays 0 Abstain _____

K. INSTRUCTIONAL

L. ADMINISTRATION

1. Motion by Donna Dively, seconded by Tom Smith, to approve to place policy No. 810.3 - “School Vehicle Drivers” on the table for public inspection for 30 days. [Exhibit L-1](#)
Section 508: All members present voted in the affirmative.
Ayes 9 Nays 0 Abstain _____
2. Motion by Cathy Webreck, seconded by Brian Leonard, to approve to place revised policy No. 610 - “Purchases Subject to Bid” on the table for public inspection for 30 days. [Exhibit L-2](#)
Section 508: All members present voted in the affirmative.
Ayes 9 Nays 0 Abstain _____
3. Motion by Josh Milburn, seconded by Cathy Webreck, to approve to place revised policy No. 611 - “Purchases Budgeted” on the table for public inspection for 30 days. [Exhibit L-3](#)
Section 508: All members present voted in the affirmative.
Ayes 9 Nays 0 Abstain _____
4. Motion by Tom Smith, seconded by Brian Leonard, to approve to change the contact person on the privacy policy – “Notice of Privacy Practices” to Eric Lauer, Interim Superintendent, effective January 15, 2026. [Exhibit L-4](#)
Section 508: All members present voted in the affirmative.
Ayes 9 Nays 0 Abstain _____
5. Motion by Donna Dively, seconded by Cathy Webreck, to adopt the PSBA Principles for Governance and Leadership. [Exhibit L-5](#)
Section 508: All members present voted in the affirmative.

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Ayes 9 Nays 0 Abstain _____

- 6. Motion by Donna Dively, seconded by Allison Rohrs, to approve for Abby Clark, Berlin, PA, to complete 100 clinical hours with Roxanna Ritchey for her school nurse certification pending completion of legal requirements.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain _____

M. PERSONNEL

- 1. Motion by Josh Milburn, seconded by Donna Dively, to approve the following as field trip chaperones pending completion of legal requirements:

Amber Sperry

Luke Dowdy - retroactive to December 18, 2025

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain _____

- 2. Motion by JT Kline, seconded by Allison Rohrs, to approve the resignations of Katie Flick and Amanda Dively as paid junior high softball coaches.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain _____

- 3. Motion by Josh Milburn, seconded by JT Kline, to approve the following Spring sports coaches pending completion of legal requirements:

Varsity Track & Field

Head Coach	Corey Will
Assistant	Turner Paul
Assistant	Amanda Dowdy
Assistant	Anna Flamm

Head Jr. High	Corey Will
Assistant Jr. High	Turner Paul
Volunteer	Kevin Bittner
Volunteer	Kay Ann Cober

Varsity Baseball

Head Coach	Tucker Patrick
Assistant Coach	Gregory Tunstall
Volunteers	Tanner Coughenour, Joseph Swank, Jr., Brady Boburchock, Kyle Courtney

Head Jr. High	Chayse Hyatt
Assistant	Colton Yeager
Volunteers	Owen Villeneuve, Ben Hay, Cole Hyatt

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Varsity Softball

Head Coach Brian Slope
Assistant Gloria Weighley
Volunteers James Maddy, Craig Stiffler, Harry Ritchey,
Rocky Ritchey, Marlee Booth

Head Jr. High

Assistant Emma Mumau

Ayes 8 Nays 0 Abstain 1 Craig Stiffler abstained.

- 4. Motion by Tom Smith, seconded by Cathy Webreck, to approve Susan Straight for no more than 6 hours at \$28.50/hour for summer tutoring in July 2025.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain _____

- 5. Motion by Donna Dively, seconded by Josh Milburn, to approve Adain Dickey, 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 9 Nays 0 Abstain _____

N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

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

- Matthew Webreck/FFA’s request to take 8 students to PA FFA ACES conference, Harrisburg, PA, February 28-March 1, 2026. Cost - \$1550.00. FFA transportation budget.
- Amanda Dowdy’s request to take 64 students to National Holocaust Museum, Washington DC, March 2, 2026. Cost - \$5530.00. Community Foundation for the Alleghenies & BBSD Foundation will pay for this trip.
- Fifth Grade’s request to take 67 students to Flight 93 National Memorial, Shanksville, PA, May 21, 2026. No cost to the district. Friends of Flight 93 grant or BBSD Foundation grant will pay for this trip.
- Matthew Webreck/FFA’s request to take 5 students to Somerset County FFA-Maple CDE-Lemmon Brothers Sugar Camp, Rockwood, PA, January 27, 2026. Cost - \$135.00. FFA Transportation.
- Katherine Spiri’s request to take 2 students to Regional Chorus, Forest Hills High School, February 18-20, 2026. Cost - \$1008.00. Chorus budget.
- Brittany Henigin’s request to take 4 students to District Band, Cambria Heights High School, February 4-6, 2026. Cost - \$949.12. Band budget.
- Jr. High Scholastic Quiz/Susan Straight’s request to take 12 students to County Scholastic Quiz Competition, Somerset Jr./Sr. High School, March 18, 2026. Cost - \$472.00. Scholastic Quiz budget.

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- Doug Paul’s request to take 18 students to Special Olympics Winter Games, Seven Springs, February 11 & 12, 2026. Cost - \$50.00. Berlin Football Boosters will pay for this trip.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain _____

Conference/Field Trip/workshop requests already approved:

- Katherine Spiri’s request to take 2 students to District Jazz, Greater Johnstown High School, January 15-16, 2026. Cost - \$330.00. Chorus budget.
- Jim Maddy’s request for Aimee Hankinson to observe classes at Southern Garrett High School, January 15, 2026. Cost - \$156.00 for substitute wages.

O. FACILITIES USE REQUESTS

Motion by Tom Smith, seconded by JT Kline, to approve the following facilities use requests:

- Varsity Softball’s request to use the MS gym/batting cage, Wednesdays, February 4-25, 2026, 5:00-6:30 p.m., softball batting cage practice.
- September 11th National Memorial Trail Alliance’s request to use the MS gym, bathrooms, & parking lot, Saturday, September 12, 2026, 7:00 a.m.-2:00 p.m., charity bike ride for the 911 Trail to Flight 93.
- Musical’s request to use the MS gym/cafeteria, Sunday, March 29, 2026, 1:00-7:00 p.m., Musical wrap party.
- BBSD Foundation’s request to use the board room, Sunday, February 1, 2026, 7:00 p.m., meeting.
- Berlin Youth Baseball/Softball’s request to use the HS gym, MS gym, and elementary gym, March & April, 2026 & softball field, March - June 2026, days and times to be determined after sign-ups, practices & games.

Section 508: All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain _____

Facilities Use requests already approved

- Berlin Wrestling Boosters’ request to use the elementary library, Tuesday, December 16, 2025, 6:30 p.m., booster meeting.
- Congress Debate’s request to use MS room 002, Wednesday, January 14, 2026, 4:00-6:00 p.m., Congress Debate.
- Forensics’ request to use MS room 002, January 5, 6, 12, 14, 20, 21, 26, & 27, February 8, 15, & 22, & March 1, 2026, 3:30-5:00 p.m., practice.
- Berlin Wrestling Boosters’ request to use the elementary library, Tuesday, January 13, 2026, 6:30 p.m., booster meeting.
- Russell Webreck Nitro’s request to use the MS gym, Saturdays, January 10, 17, & 24, 2026 & February 14, 21, & 28, 2026, 4:00-6:00 p.m., softball practice.

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- Berlin Youth Basketball’s request to use the HS gym, Sunday, January 11, 2026, 4:30-6:30 p.m., basketball practice.
- Teisha Cooney’s request to use the elementary gym, Thursdays, January 8-March 5, 2026, 6:00-7:00 p.m., practicing softball techniques.

P. INFORMATIONAL

1. Policy 626 - Procurement - Federal Programs Attachment. [Exhibit P-1](#)

Motion by Josh Milburn, seconded by Brian Leonard, to adjourn to Executive Session to discuss personnel matters and negotiations.

All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain ____

Motion by JT Kline, seconded by Cathy Webreck, to reconvene the regular meeting.

All members present voted in the affirmative.

Ayes 9 Nays 0 Abstain ____

Motion by Brian Leonard, seconded by Josh Milburn, to adjourn the meeting.

All members present voted in the affirmative.

Ayes 9 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.

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.

<p>7</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>
