

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT  
UNOFFICIAL BOARD OF DIRECTORS' WORK SESSION MEETING MINUTES  
FEBRUARY 4, 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 6:30 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> Josh Milburn	<u>YES</u> Tom Smith
<u>YES</u> J.T. Kline	<u>YES</u> Jenna Ogburn	<u>YES</u> Craig Stiffler
<u>YES</u> Brian Leonard	<u>YES</u> Allison Rohrs	<u>YES</u> Cathy Webreck

- E. COMMENTS FROM THE PUBLIC**
- F. REVIEW OF THE AGENDA**
- G. APPROVAL OF MINUTES, EXHIBITS, COMMITTEE, AND FINANCIAL REPORTS**
  - 1. Regular Board Meeting, January 15, 2026. [Exhibit G-1](#)
  - 2. Athletic Account, January 31, 2026. [Exhibit G-2](#)
  - 3. Activity Account, January 31, 2026. [Exhibit G-3](#)
  - 4. General, Construction, Capital Reserve, and Investment Accounts, January 31, 2026. [Exhibit G-4](#)
  - 5. Cafeteria and Payroll Funds, January 31, 2026. [Exhibit G-5](#)
- H. SUPERINTENDENT'S REPORT**
  - 1. SiteLogiq Presentation
  - 2. Facilities Project Update
  - 3. Yearbook picture
  - 4. 2026-2027 BBSD calendar - draft. [Exhibit H-1](#)

**Upcoming Meetings:** Board Meeting - February 12, 2026 - 6:30 p.m.

All meetings will be held in the board room.

- J. BUSINESS ITEMS**
  - 1. Approve the payment of bills as presented on this date. [Exhibit J-1](#)

<b>1</b> <b>“BBSD Board Goals”</b>
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

2. Approve to advertise for bids for a new tractor, milk, bread, gas, and salt suppliers and snow removal services.
3. Approve to adopt the proposed Secondary budget for the fiscal year 2026-2027 of the Somerset County Technology Center in the amount of \$6,847,875.00. [Exhibit J-2](#)
4. Approve to adopt the proposed Adult budget for the fiscal year 2026-2027 of the Somerset County Technology Center in the amount of \$750,000. [Exhibit J-3](#)
5. Approve an updated 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-4](#)

**K. INSTRUCTIONAL**

**L. ADMINISTRATION**

1. Approve to adopt policy No. 810.3 - "School Vehicle Drivers". [Exhibit L-1](#)
2. Approve to adopt revised policy No. 610 - "Purchases Subject to Bid". [Exhibit L-2](#)
3. Approve to adopt revised policy No. 611 - "Purchases Budgeted". [Exhibit L-3](#)
4. Approve an affiliation agreement for student clinical placement and instruction between Gannon University and BBSD as presented. [Exhibit L-4](#)
5. Approve to authorize administration to dispose of the John Deere F1145 tractor in the best manner possible.

**M. PERSONNEL**

1. Approve Tim Sprowls' request for January 21-23, 2026, as days off without pay. [Exhibit M-1](#)
2. Approve the following as Musical volunteers pending completion of legal requirements retroactive to January 17, 2026:
  - Joe Kush
  - Heather Kush
3. Approve changing Maria Murphy's retirement date to August 15, 2027. [Exhibit M-2](#)
4. Approve to advertise for any open positions for the 2026-2027 school year.
5. Approve the following as extra-curricular van drivers:
  - George Childers
  - Steve Zorn
  - Rachel Prosser
  - Katie Flick
  - Justin Broadwater
  - Justin Poorbaugh
  - Eric Johnson
  - Tanner Prosser
  - Jake Zorn
  - Maria Murphy

**"BBSD Board Goals"**

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**N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS**

Approve the following conference/field trip/workshop requests:

- Third Grade’s request to take 47 students to Kamin Science Center, Pittsburgh, PA, May 7, 2026. A grant from Kamin Science Center will pay for the admission tickets. PTSO will cover the cost of the busing and additional chaperone tickets.
- Katherine Spiri’s request to take 90 students to Altoona Curve game, Altoona, PA, May 20, 2026. Student payment & Choral Boosters will pay for this trip.
- Amanda Dowdy’s request to take 10 students to Senator for a Day with Pat Stefano, Crossroads Bible Church, Bedford, PA, March 12, 2026. Cost - \$186.00 - BBSD Foundation grant will pay for this trip.
- Forensics’ request to take 9 students to Regional Forensics, St. Francis University, Loretto, PA, March 2 & 3, 2026. Cost - \$100. Forensics budget.
- Cathy Berkebile’s request to attend PRFSD meeting, Edgewood Country Club, Pittsburgh, PA, February 13, 2026. Cost - \$101.50. Cafeteria budget.
- Kim Diehl & Christy McMillen’s request to take 12-24 students to Interscholastic Competition-Elementary, Forest Hills School District, April 14, 2026. Cost - \$779.96. Reading Competition budget.
- Chris Fabyanic, Kim Diehl, & Christy McMillen’s request to take 12-24 students to Interscholastic Reading Competition, Forest Hills School District, April 15, 2026. Cost - \$1060.77. Reading Competition budget.
- Mandy Cooper’s request to take 8 students to Somerset County Scholastic Quiz competition, Somerset High School, March 18, 2026. Cost - \$466.00. Scholastic Quiz budget.

**Conference/Field Trip/workshop requests already approved:**

**O. FACILITIES USE REQUESTS**

Approve the following facilities use requests:

- BBSD Foundation’s request to use the board room, Sunday, March 22, 2026, 6:00 p.m., meeting.
- BBSD Foundation’s request to use the HS library, Monday, April 20, 2026 & Tuesday, April 21, 2026, 6:00 p.m., scholarship interviews.

**Facilities Use requests already approved:**

- Berlin Travel Boosters’ request to use MS room 004, Monday, February 9, 2026, 6:00-7:00 p.m., meeting.
- Berlin Youth Football’s request to use the elementary library, Thursday, January 29, 2026, 5:30-8:00 p.m., board meeting.

**J.B. Schrock Community Park**

**P. INFORMATIONAL**

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Motion by Tom Smith, seconded by Donna Dively, to adjourn to Executive Session to discuss personnel matters.

Ayes 8 Nays 0 Abstain \_\_\_\_\_

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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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