

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT
UNOFFICIAL BOARD OF DIRECTORS' MEETING MINUTES
APRIL 9, 2026 - 6:30 PM
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 6:32 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>NO</u> Brian Leonard	<u>NO</u> Allison Rohrs	<u>YES</u> Cathy Webreck

E. COMMENTS FROM THE PUBLIC

F. APPROVAL OF THE AGENDA

Motion by Donna Dively, seconded by Craig Stiffler, 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 JT Kline, seconded by Josh Milburn, to approve the following minutes and financial reports as presented on this date.

1. Regular Board Meeting, March 12, 2026. [Exhibit G-1](#)
2. Athletic Account, March 31, 2026. [Exhibit G-2](#)
3. Activity Account, March 31, 2026. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, March 31, 2026. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, March 31, 2026. [Exhibit G-5](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain _____

STUDENT MEMBER TO THE BOARD REPORT

Riley Shaffer
Colton Custer

“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

H. SUPERINTENDENT’S REPORT

1. Bedford/Somerset County School Health Consortium - addition of schools
2. Last Student Day - May 28, 2026 - 10:00 a.m. dismissal
3. PSBA Policy Portal & Keystone Agenda
4. Comprehensive Plan - 28 day public inspection
5. Foreign Exchange Student
6. 2026 PSBA Delegate Assembly - Jenna Ogburn

Upcoming Meetings: Budget Meeting - April 28, 2026 - 6:30 p.m.
Work Session Meeting - May 7, 2026-6:30 p.m.
Board Meeting - May 14, 2026 - 6:30 p.m.

All meetings will be held in the board room.

J. BUSINESS ITEMS

1. Motion by Cathy Webreck, seconded by Donna Dively, to approve the payment of bills as presented on this date. [Exhibit J-1](#)
Section 508: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____
2. Motion by Josh Milburn, seconded by Craig Stiffler, to approve the General and Custodial Supply bids for the 2026-2027 school year as presented. [Exhibit J-2](#)
Section 508: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____
3. Motion by JT Kline, seconded by Tom Smith, to approve the Appalachia Intermediate Unit 8 ESL Consortium Articles of Agreement for the 2026-2027 school year. [Exhibit J-3](#)
Section 508: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____
4. Motion by Cathy Webreck, seconded by Tom Smith, to approve the agreement to participate in the School-Based ACCESS Program (SBAP) for the 2026-2027 school year. [Exhibit J-4](#)
Section 508: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____
5. Motion by JT Kline, seconded by Cathy Webreck, to approve the purchase of a Kubota tractor at the price of \$53,684.60 from Pristow’s Sales & Service.
Section 508: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____

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K. INSTRUCTIONAL

L. ADMINISTRATION

1. Motion by Tom Smith, seconded by Cathy Webreck, to approve to adopt revised policy No. 006 - "Meetings". [Exhibit L-1](#)
Section 508: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____
2. Motion by Donna Dively, seconded by Craig Stiffler, to approve Thursday, May 28, 2026, as the date of graduation.
Section 508: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____
3. Motion by Cathy Webreck, seconded by JT Kline, to approve to place the 2026-2029 Comprehensive Plan on the table for public inspection for 28 days.
Section 508: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____
4. Motion by Tom Smith, seconded by Donna Dively, to approve to add Kyle Courtney to the bus driver list pending completion of legal requirements.
Section 508: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____
5. Motion by Cathy Webreck, seconded by Donna Dively, to approve the Waiver and Release of Liability for BBSD for an overnight field trip as per exhibit. [Exhibit L-2](#)
Section 508: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____

M. PERSONNEL

1. Motion by Donna Dively, seconded by Josh Milburn, to approve Sharon Speicher as security/game manager for athletic events.
Section 508: All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____
2. Motion by Donna Dively, seconded by JT Kline, to approve the following as field trip chaperones pending completion of legal requirements:
Johnalyn Chaney
Stephanie Waydo
Kyle Courtney
Missy Cavanaugh
Craig Stiffler
Jason Cornell
Section 508: All members present voted in the affirmative with 1 abstention.

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Ayes 6 Nays 0 Abstain 1 Craig Stiffler abstained.

3. Motion by Donna Dively, seconded by Cathy Webreck, to approve Maria Murphy as an extra-curricular van driver.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain _____

4. Motion by Donna Dively, seconded by Craig Stiffler, to approve Jennifer Charlton’s request for the following unpaid days:

September 2, 2025

September 5, 2025

February 26, 2026

March 4 & 5, 2026

[Exhibit M-1](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain _____

5. Motion by Donna Dively, seconded by Tom Smith, to approve Tim Sprowls’ request for March 20, 2026, as an unpaid day. [Exhibit M-2](#)

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain _____

6. Motion by JT Kline, seconded by Cathy Webreck, to approve Jill Marker as a Lego League advisor for no more than 8 hours at \$15.50/hour.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain _____

7. Motion by Donna Dively, seconded by Cathy Webreck, to approve to add Abby Clark, Berlin, PA, to the substitute nurse list pending completion of legal requirements.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain _____

N. CONFERENCE/FIELD TRIP/WORKSHOP REQUESTS

Motion by Craig Stiffler, seconded by Josh Milburn, to approve the following conference/field trip/workshop requests:

- Mark Smith’s request to take 54 students to 8th Grade Somerset County Ag Day, Pennwood Farms, Berlin, PA, May 7, 2026. No cost to the district. A Business Education Partnership grant will pay for this trip.
- Danielle Hay’s request to take 100 students to Chain Reaction Event, Venue at the Stables, Buffalo Mills, PA, May 6, 2026. No cost to the district. Ready to Learn Grant & BBSD Foundation Grant will pay for this trip.
- Brittany Henigin’s request to take 6 students to Band Fest, Portage High School, April 10, 2026. Cost - \$386.00. Band budget.

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- Holly Montgomery Carney’s request to take 48 ninth grade students to Carnegie Museum of Art & Natural History, Pittsburgh, PA, May 8, 2026. No cost to the district. Transportation and substitute covered by BBSD Foundation Grant and admission fee covered by Carnegie Museum.
- Dan Miller/Tech Ed’s request to take 15-20 students to Sponsorship Lunch/Industry Tours, various businesses, May 18, 19, 20, 21, & 22, 2026. No cost to the district. BBSD Foundation grant will pay for the transportation for these trips.
- Katherine Spiri’s request to take 8 students to District 6 Songfest, Central Spring Cove Area High School, May 8, 2026. Cost - \$500.00. Chorus budget.
- Amanda Dowdy’s request to take 56 students to Somerset County Courthouse, Somerset, PA, April 8 & 23 and May 4, 2026. No cost to the district. Transportation will be paid by the Somerset Bar Association. Substitute wages paid by a BBSD Foundation Grant.
- Kim Diehl’s request to take 40 students to the Scrabble Tournament, Stoystown Legion, Stoystown, PA, May 1, 2026. Cost - \$562.58. MS Transportation & MS Library fees will pay for this trip.
- Rebecca Courtney’s request to take approximately 50 eighth grade students to Heritage Discovery Museum, Johnstown, PA, May 22 or 27, 2026. No cost to the district. BBSD Foundation will pay for this trip.
- Kim Diehl & Christy McMillen’s request to take 10 students to One Book One Community, Camp Soles, Rockwood, PA, May 5, 2026. No cost to the district. Berlin Lions Club will pay for this trip.
- Second Grade’s request to take 62 students to JB Schrock Playground, Berlin, PA, May 20, 2026 (rain date May 21, 2026). No cost to the district.
- Fourth Grade’s request to take 69 students to Laurel Hill State Park, Somerset, PA, May 13, 2026. No cost to the district. Laurel Hill State Park will pay for this trip.
- Fourth Grade’s request to take 69 students to Ice Cream Station, Berlin, PA, May 21, 2026. No cost to the district. PTSO will pay for this trip.
- Brittany Henigin’s request to attend PMEA All-State Conference, Kalahari Resort & Convention Center, Poconos, PA, April 22-25, 2026. Cost - \$390.00 for substitute wages.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain

Conference/Field Trip/workshop requests already approved:

- Rachel Prosser’s request to take 12 students to District 5 Banquet, April 8, 2026. Cost - \$100.00. Athletic budget.
- Doug Paul’s request to attend District 5 meeting, Bedford, PA, April 8, 2026. No cost to the district.

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O. FACILITIES USE REQUESTS

Motion by Donna Dively, seconded by JT Kline, to approve the following facilities use requests:

- BBSD Foundation’s request to use the board room, Sunday, May 3, 2026, 7:00 p.m., meeting.
- Berlin AYSO’s request to use the MS cafeteria, Saturday, April 25, 2026, 6:30-10:30 a.m., fundraiser pick up.
- Berlin Basketball’s request to use the HS & MS gyms, Mondays & Wednesdays, June 17-July 22, 2026, 3:30-10:30 p.m., Summer League.
- Berlin Youth Football’s request to use the equipment shed, Wednesday, August 5, 2026, 6:30-7:30 p.m., equipment handout.
- Berlin Youth Football’s request to use the football practice field, Tuesdays & Thursdays, August 4-13, 2026, 6:00-8:00 p.m., hydration training.
- Berlin Youth Football’s request to use the football practice field & track throwing area, Monday-Thursday, August 17-20, 2026, & August 24-27, 2026, 6:00-8:00 p.m., youth football camp.
- Berlin Youth Football’s request to use the football practice field & track throwing area, Mondays, Tuesdays, & Thursdays, September 1-October 30, 2026, 6:00-8:00 p.m., youth football practice.
- Berlin Volunteer Fire Department’s request to use the restrooms at football stadium, Monday, May 4, 2026, 6:30-9:00 p.m., hose lays & hose advancement.
- Berlin Boys Basketball’s request to use the HS gym, April 13, 16, 20, 22, 27, & 29, May 4, 6, 11, 14, 18, 20, 21, & 27, June 1, & 3, 2026, 6:45-8:00 p.m., open gym.
- Berlin U14 AYSO/Berlin PA West Soccer Team’s request to use the soccer field, April 20, 23, 27, & 30 & May 4, 7, & 11, 2026, 6:00-7:30 p.m., soccer practice.
- Berlin Volleyball’s request to use the HS gym, Tuesdays, April 7,14 & May 5, Thursdays, April 9, 23, & 30, 7:30-9:00 p.m., and Sundays, April 12 & 26, & May 3, 2026, 12:00-2:00 p.m., open gym/off season workouts.
- Berlin AYSO’s request to use the HS soccer field, Thursday, May 21, 2026 & Tuesday, June 16, 2026, 6:00-8:00 p.m., soccer games.

Section 508: All members present voted in the affirmative.

Ayes 7 Nays 0 Abstain

Facilities Use requests already approved:

- Berlin Girls Varsity Soccer’s request to use the MS gym, Monday, April 6, 2026, 12:00-2:00 p.m., indoor soccer practice.
- Berlin Youth Basketball’s request to use the HS gym, March 31, April 2, 8, 9, & 15, 2026, 6:00-7:00 p.m., practice.

P. INFORMATIONAL

<p>6</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>

Motion by Josh Milburn, seconded by Donna Dively, to adjourn the meeting.
All members present voted in the affirmative.
Ayes 7 Nays 0 Abstain _____

The meeting adjourned at 10:50 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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