

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT  
UNOFFICIAL BOARD OF DIRECTORS MEETING MINUTES  
MAY 14, 2026  
BOARD ROOM  
6:30 PM**

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 6:26 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>NO</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. APPROVAL OF THE AGENDA**

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

1. Regular Board Meeting, April 9, 2026. [Exhibit G-1](#)
2. Athletic Account, April 30, 2026. [Exhibit G-2](#)
3. Activity Account, April 30, 2026. [Exhibit G-3](#)
4. General, Construction, Capital Reserve, and Investment Accounts, April 30, 2026. [Exhibit G-4](#)
5. Cafeteria and Payroll Funds, April 30, 2026. [Exhibit G-5](#)
6. Budget Meeting Minutes, April 28, 2026. [Exhibit G-6](#)
7. Work Session Meeting, May 7, 2026. [Exhibit G-7](#)

Section 508: All members present voted in the affirmative.

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

**STUDENT MEMBER TO THE BOARD REPORT**

Riley Shaffer

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**“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

Colton Custer

## H. SUPERINTENDENT'S REPORT

1. Graduation - Thursday, May 28, 2026 - 7:00 p.m.

**Upcoming Meetings:** Work Session Meeting - Thursday, June 4, 2026 - 6:30 p.m.  
Board Meeting - TUESDAY, June 16, 2026 - 6:30 p.m.

All meetings will be held in the Board room.

## 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 8 Nays 0 Abstain \_\_\_\_\_
2. Motion by Donna Dively, seconded by Jenna Ogburn, to nominate Cathy Webreck as Board Treasurer for a one-year term, July 1, 2026 through June 30, 2027.  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
3. Motion by Donna Dively, seconded by Tom Smith, to close nominations for Board Treasurer.  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
4. Motion by Donna Dively, seconded by Craig Stiffler, to approve Cathy Webreck as Board Treasurer for a one-year term, July 1, 2026 through June 30, 2027.  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
5. Motion by Cathy Webreck, seconded by Donna Dively, to approve the following School depositories for the 2026-27 school year: First National Bank, Somerset Trust, Pennsylvania School District Liquid Asset Fund (PSDLAF), Pennsylvania Local Government Investment Trust (PLGIT), PNC Bank, and AmeriServe.  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
6. Motion by Tom Smith, seconded by Cathy Webreck, to approve a resolution calling for increased state funding as presented. [Exhibit J-2](#)  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_

### "BBSD Board Goals"

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7. Motion by Donna Dively, seconded by Craig Stiffler, to approve a Nondisclosure agreement with Margie Zorn as a District search consultant at no cost to the district. [Exhibit J-3](#)  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
  
8. Motion by Tom Smith, seconded by Donna Dively, to approve the Letter of Agreement for day treatment and educational services between BBSD and Extended Family Programs, Inc. and Appalachia Intermediate Unit 08 for the 2026-2027 school year as per exhibit (cost increased from \$108 to \$112 per day) [Exhibit J-4](#)  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
  
9. Motion by Tom Smith, seconded by Craig Stiffler, to approve a Waterfront Learning Services Agreement between Allegheny Intermediate Unit and BBSD for the 2026-2027 school year as presented. (cost increased from \$1000 to \$1100 & \$2500 to \$2750) [Exhibit J-5](#)  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
  
10. Motion by Cathy Webreck, seconded by Allison Rohrs, to approve Section 511/679 taxes for the 2026-27 school year (per capita - \$10; occupation tax - \$10; earned income tax - ½ of 1%; real estate transfer tax - ½ of 1%).  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
  
11. Motion by Craig Stiffler, seconded by Tom Smith, to tentatively set and approve the Real Estate Millage for the 2026-27 school year at 37.98 mils. [Exhibit J-6](#)  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
  
12. Motion by Donna Dively, seconded by Allison Rohrs, to approve a tentative budget for the 2026-2027 school year with estimated revenues of **\$14,323,175** and estimated expenditures of **\$16,500,312** and place on the table for public inspection for 30 days. [Exhibit J-7](#) & [Exhibit J-8](#)  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
  
13. Motion by Cathy Webreck, seconded by Josh Milburn, to approve the Business Manager, using Board approved depositories, to transfer money between accounts, as needed, during the 2026-27 school year to optimize interest for the District.  
Section 508: All members present voted in the affirmative.

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

14. Motion by Donna Dively, seconded by Tom Smith, to approve Schmidt Bakery, Frederick MD, as the bread supplier for the 2026-2027 school year. [Exhibit J-9](#)  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
15. Motion by Josh Milburn, seconded by Craig Stiffler, to approve Galliker's Dairy, Johnstown, PA as the milk supplier for the 2026-2027 school year. [Exhibit J-10](#)  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
16. Motion by Cathy Webreck, seconded by Donna Dively, to approve to dispose of the manlift in the best manner possible.  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
17. Motion by Cathy Webreck, seconded by Josh Milburn, to approve an agreement for the 2026-2027 school year with the World of Learning Extended Campus Program at Appalachia Intermediate Unit 8 and BBSD as presented. [Exhibit J-11](#)  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
18. Motion by Tom Smith, seconded by Donna Dively, to approve to obtain a Facility Condition Assessment with SitelogIQ for a fee of \$6000.  
[Exhibit J-12](#)  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
19. Motion by Craig Stiffler, seconded by Cathy Webreck, to approve to advertise for bids for football stadium lighting fixtures.  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
20. Motion by Donna Dively, seconded by Tom Smith, to approve the athletic complex naming rights agreement with Center Rock Inc. as presented.  
[Exhibit J-13](#)  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
21. Motion by Josh Milburn, seconded by Donna Dively, to approve awarding the bid for snow removal services to T. Walker's Excavating for the 2026-2027 school year at the rates presented. (costs increased/decreased from Skid Steer

**"BBSD Board Goals"**

rates - \$110 to \$140/hour, Ford F-250 rates - \$100 to \$120/hour & salting - \$300 to \$250/salting.) [Exhibit J-14](#)

Section 508: All members present voted in the affirmative.

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

22. Motion by [Craig Stiffler](#), seconded by [Cathy Webreck](#), to approve awarding the bid for gasoline to Berlin Oil Company, Inc. for the 2026-2027 school year at the rates presented. (cost increased from \$2.1748 to \$3.237/gallon) [Exhibit J-15](#)

Section 508: All members present voted in the affirmative.

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

23. Motion by [Tom Smith](#), seconded by [Craig Stiffler](#), to approve the Somerset County Multi-District Professional Learning Consortium Agreement with Appalachia Intermediate Unit 08 as presented. [Exhibit J-16](#)

Section 508: All members present voted in the affirmative.

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

## K. INSTRUCTIONAL

1. Motion by [Cathy Webreck](#), seconded by [Josh Milburn](#), to approve a cooperative agreement between Saint Francis University and BBHS to establish a cooperative academic program entitled College in High School for the 2026-2027 school year. [Exhibit K-1](#)

Section 508: All members present voted in the affirmative.

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

2. Motion by [Josh Milburn](#), seconded by [Donna Dively](#), to approve the participation in the IU8 Substitute Teacher Consortium for the 2026-2027 school year at a cost of \$500.

Section 508: All members present voted in the affirmative.

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

## L. ADMINISTRATION

1. Motion by [Cathy Webreck](#), seconded by [Tom Smith](#), to approve the final graduation list pending students meeting all graduation requirements. [Exhibit L-1](#)

Section 508: All members present voted in the affirmative.

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

2. Motion by [Josh Milburn](#), seconded by [Cathy Webreck](#), to approve the 2026-2029 Comprehensive Plan as presented. [Exhibit L-2](#)

Section 508: All members present voted in the affirmative.

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

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**M. PERSONNEL**

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

Laura Bailey  
Danielle Bittner  
Teisha Cooney  
Cassandra Dively  
Michelle Forry  
Marlana Hart  
Bethany Hayman  
Tracy Henry  
Bri Knieriem  
Mandi Koval  
Jessica McKenzie  
Lindsay Menhorn  
Melissa Moore  
Alyssa Richter  
Jessica Sechler  
Amanda Shaffer  
Brandy Shepley  
Sharon Speicher  
Katie Spiri  
Erin VanGilder  
Megan Lamens  
Laura Wyant  
Sarah Koval  
Danielle Brinton

Section 508: All members present voted in the affirmative.

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

2. Motion by Cathy Webreck, seconded by Tom Smith, to approve Tim Sprowls' request for April 23-24, 2026, May 1, 5, & 6, 2026, as days off without pay. [Exhibit M-1](#)

Section 508: All members present voted in the affirmative.

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

3. Motion by Craig Stiffler, seconded by Cathy Webreck, to table motions #4 & #5 under personnel until the June 16, 2026, voting meeting.

Section 508: All members present voted in the affirmative.

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

4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following teachers for Extended School Year at a rate of \$28.50/hour to be paid by IDEA-B and District funds:

|                |                             |
|----------------|-----------------------------|
| Kim Diehl      | up to 65 hours              |
| Amy Gair       | up to 65 hours              |
| Holly McKenzie | up to 65 hours              |
| Maddie Marker  | up to 65 hours              |
| Maria Murphy   | up to 65 hours              |
| Laika Zarefoss | up to 65 hours              |
| Jack Murphy    | up to 65 hours              |
| Kate Murphy    | Substitute - up to 30 hours |
| Andrea Milburn | up to 20 hours              |

Ayes \_\_ Nays \_\_ Abstain \_\_\_\_

5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following as aides for Extended School Year at the rates specified to be paid by IDEA-B and District funds:

|                       |                            |                     |
|-----------------------|----------------------------|---------------------|
| Keira Gair            | up to 65 hours             | \$11.50/hour        |
| Laurel Cornell        | up to 32.5 hours           | \$11.50/hour        |
| Dustin Shroyer        | up to 75 hours (bus aide)  | \$11.50/hour        |
| Kira Milburn          | up to 32.5 hours           | \$11.50/hour        |
| Kate Murphy           | Substitute - up to 30 hrs. | \$11.50/hour        |
| Cassie Moyer-van aide | up to 40 hours             | regular rate of pay |

Ayes \_\_ Nays \_\_ Abstain \_\_\_\_

6. Motion by Donna Dively, seconded by Cathy Webreck, to approve the following as extra-curricular van drivers:

Luke Dowdy  
 Josh Milburn  
 Gloria Weighley  
 Jim Maddy  
 Emma Mumau  
 Kyle Courtney  
 Brian Slope  
 Chayse Hyatt  
 Colton Yeager

Section 508: All members present voted in the affirmative.

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

7. Motion by Donna Dively, seconded by Tom Smith, to approve the agreement with the Pennsylvania State University College of Agricultural Sciences for Student Teaching for Heather Brumbaugh pending completion of legal requirements. [Exhibit M-2](#)

Section 508: All members present voted in the affirmative.

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

|   |
|---|
| <p>7</p> <p><b>“BBSD Board Goals”</b></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> |
|---|

8. Motion by Cathy Webreck, seconded by Donna Dively, to approve Riley Chase of Meyersdale, PA as a special education teacher starting with the 2026-2027 school year on step 1 of the current BBEA contract pending completion of legal requirements.  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
  
9. Motion by Donna Dively, seconded by Craig Stiffler, to approve Mikayla O'Brien of Rockwood, PA as an English teacher starting with the 2026-2027 school year on step 4 of the current BBEA contract pending completion of legal requirements.  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
  
10. Motion by Tom Smith, seconded by Donna Dively, to approve Rachel Heckman to do 10 hours of classroom observations with the high school physical education department pending completion of legal requirements.  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
  
11. Motion by Josh Milburn, seconded by Donna Dively, to approve the following as Lego League teachers for no more than 14 hours at \$28.50/hour:  
Laika Zarefoss  
Destiny DiRado  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
  
12. Motion by Brian Leonard, seconded by Cathy Webreck, to approve to hire Pursuant to Section 1073 of the Public School Code of 1949, as amended, the Board hereby elects Dr. Casey Long to the position of Superintendent of Schools at a salary of \$127,000 and for a 5 year term commencing July 1, 2026 and ending June 30, 2031, in accordance with the terms and conditions outlined within the Superintendent employment agreement.  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_
  
13. Motion by Donna Dively, seconded by Tom Smith, to approve Doug Spiri of Berlin, PA, as a K-12 music and middle/high school chorus teacher on step 21 of the current BBEA contract pending completion of legal requirements.  
Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_

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14. Motion by Donna Dively, seconded by Josh Milburn, to approve the following for no more than 17 hours at \$28.50/hour for the GAP Adventure Trail Camp to be paid by the BBSD Foundation:

Heather Kush  
Inez O'Donnell

Section 508: All members present voted in the affirmative.

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

15. Motion by Tom Smith, seconded by Cathy Webreck, to approve Brian Leonard as a field trip chaperone and extra-curricular van driver.

Section 508: All members present voted in the affirmative.

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

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

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

- Eric Lauer's request to have one Berlin student and 8 North Star students attend NCFL Grand National Tournament, Washington DC, May 22-24, 2026. Cost of gas will be split with North Star. Hotel, registration & meals cost of \$948.73 for the Berlin student will be paid by Forensics budget.
- Emma Mumau's request to take 8 students on Senior Class trip, Poconos, PA, May 18-20, 2026. Cost - \$2710.43. Students will pay for this trip.
- Doug Paul's request to attend ICC Spring Meeting, Altoona, PA, May 19, 2026. No cost to the district.
- Matt Webreck's request to take 10 students to JB Schrock Community Playground, Berlin, PA, May 22, 2026, to do mulching and landscaping. Only cost is for substitute wages.

Section 508: All members present voted in the affirmative.

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

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

- Matt Webreck's request to take 40 students to Fish Habitat Day with PA Fish & Boat Commission, Lake Somerset & Quemahoning Dam, May 6, 2025. Cost - \$415.02. FFA Transportation.
- Rachel Prosser's request to take the Varsity Girls Basketball Team to the State Capitol, Harrisburg, PA, May 6, 2026. Cost - \$100. Athletic budget.
- Jessica Hemminger, Inez O'Donnell, & Heather Kush's request to attend Water Cycle & Runoff, Shawnee State Park, May 14, 2026. Cost - \$250-substitute wages.
- Matt Webreck's request to take 10 students to Berlin Borough Building to set up for FFA Banquet, May 12, 2026. No cost to the district.

#### **O. FACILITIES USE REQUESTS**

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

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use requests:

- Berlin Basketball’s request to use the MS & Elem. gyms, June 1, 2026, 8:30 a.m.-3:00 p.m., and HS, MS, & Elem. gyms, June 15 & 16, 29 & 30, 2026, 8:30 a.m.-1:00 p.m., Break the Mold camps, HS, MS, & Elem. gyms, July 6-9, 2026, 10:30 a.m.-1:00 p.m., youth camp, MS gym, June 2-July 24, 2026, 9:00-10:30 a.m., open gym.
  - Berlin Brethren Church’s request to use the MS parking lot, Wednesday, July 29, 2026, 6:30 a.m.-6:30 p.m., parking for bus trip to Lancaster, PA.
  - BBSD Foundation’s request to use the board room, Sunday, June 7, 2026, 7:00 p.m., meeting.
  - Berlin Ministerial’s request to use the auditorium & room 103, Wednesday, May 27, 2026, 7:00 p.m., Baccalaureate.
  - Berlin Volleyball’s request to use the HS gym, Mondays & Fridays, June 15-July 31, 2026, 8:00-9:30 a.m., open gym.
  - Berlin Girls Varsity Soccer’s request to use the soccer field, Mondays & Wednesdays, July 6-August 5, 2026, 6:00-8:00 p.m., girls soccer open field.
- Section 508: All members present voted in the affirmative.  
Ayes 8 Nays 0 Abstain \_\_\_\_\_

**Facilities Use requests already approved:**

- Berlin Travel Boosters’ request to use MS room 004, Monday, April 20, 2026, 6:00-7:00 p.m., meeting.
- Berlin Wrestling Boosters’ request to use the elementary library, Wednesday, April 22, 2026, 6:30 p.m., booster meeting.
- Berlin Basketball’s request to use the MS gym, May 13 & 20, 2026, 5:30-7:00 p.m., May 27, 2026, 3:30-5:00 p.m., & June 3, 10, 17, & 24, 2026, 5:30-7:00 p.m., JH open gym.

**P. INFORMATIONAL**

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

Motion by Jenna Ogburn, seconded by Tom Smith, to adjourn the meeting.

All members present voted in the affirmative.

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

The meeting was adjourned at 11:27 p.m.

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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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