

# Board NOTES

**Dr. Amy M. Burch**  
**Superintendent of Schools**

***Board of School Directors***

**Robert Kircher, *President***  
**Richard Briner, *Vice President***  
**Donna Werner, *Secretary***  
**Gary Topolosky, *Asst. Secretary***

**Kristie Krauter**  
**David Schaap**  
**Jennifer George**  
**Antonia Focer-Brown**  
**Roger Newman**

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Next Month's Meetings

**Agenda Planning Meeting**  
**March 10, 2025**

**General Purpose Meeting**  
**March 17, 2025**

## School District of Borough of Brentwood February 10 & 24, 2025

The information listed below is a *summary* of action taken at the February 10, 2025 Agenda Planning Meeting, and the February 24, 2025 General Purpose Meeting. The official minutes of these meetings should be consulted if more detail is sought on any item.

### **February 10, 2025 – Agenda Planning Meeting**

1. The Board approved exoneration of the Tax Collector from the remainder of her duplicate, representing taxes, which were unable to be collected and referral of such taxes to the solicitor for collection. Such exoneration applies to the Tax Collector only and does not exonerate the taxpayer from payment.
2. The Board approved the School District Financial Statements and Independent Auditor's Report for the year ending June 30, 2025 as prepared by Bielau, Tierney, Coon and Company.
3. The Board approved the addition of a Music Technology course for the 2025-2026 school year, as presented.
4. The Board accepted with regret the resignation of Mr. Michael Cramer, as the Middle School Boys' Assistant Basketball Coach, effective November 24, 2024, and authorize the Superintendent to post the position.
5. The additions to the substitution list were approved.
6. Ms. Mara Proie was hired as a paraprofessional.
7. Mr. Matt Episcopo was hired as the head Boys' Volleyball Coach.
8. Mrs. Patricia Bubacz as the Middle School Girls' Volleyball Head Coach.

### **February 24, 2025 – General Purpose Meeting**

- Ms. Nancy Rounsley presented an update on the Brentwood Elementary School project.
  - Ms. Lily Briggs presented a food service update.
1. The minutes from February 10, 2025 Agenda Planning Meeting, and February 24, 2025, General Purpose Meeting were approved.
  2. The Board approved the General Fund 10 Statement of Cash Receipts, Disbursements, and Cash Balances for the period ending January 31, 2025; approved bill payments for the period January 28, 2025 through February 24, 2025; and the Board acknowledged receipt of the bank letter.
  3. The Board adopted the following policies after the second and final reading:

Policy #	Status	Title	Section
005	Revised	Organization	Procedures
105	Revised	Curriculum	Programs
106	Revised	Guides for Planned Instruction	Programs
107	Revised	Adoption of Planned Instruction	Programs
108	Revised	Adoption of Textbooks	Programs
109	Revised	Resource Materials	Programs
607	Revised	Tuition Income	Finances
610	Revised	Purchases Subject to Bid/Quotation	Finances
611	Revised	Purchases Budgeted	Finances
805.2	Revised	School Security Personnel	Operations

4. The Board accepted the E-Rate Mini-Bid from CDW for switches and wireless access points in the amount of \$131,012. The District will be reimbursed up to 80% with Category 2 E-Rate funding for this project.
5. The following transportation contacts were ratified:
  - One student to Community Schools East with Assist Services.
  - One student to Wesley High School with Quigley Family Enterprises.
6. A bus driver with Assist Services was ratified.
7. Ms. Mandy Race was hired as the assistant track and field coach, pending receipt of all appropriate paperwork.
8. The Board approved FMLA Leave for the following:
  - Employee ID 144379 starting on March 12, 2025. Employee ID 144379 will be using sick and personal days during this time, and any remaining days will be unpaid.
  - Employee ID 988985 starting on April 17, 2025. Employee ID 988985 will be using sick and personal days during this time, and any remaining days will be unpaid.
9. The Board ratified with regret the resignation of Ms. Samantha Walas, as the assistant varsity cheerleading coach, effective January 10, 2025, and authorize the Superintendent to post the position.
10. Ms. Erin Meckler was hired as the assistant track and field coach.
11. Mrs. Kayla Hubsch was hired as the assistant boys' volleyball coach.
12. The Board changed the school board meeting calendar and advertised as follows:
  - September 8, 2025, will be the Agenda Planning Meeting.
  - September 15, 2025 will be the General Purpose Meeting.
  - September 22, 2025 will be the Committee Meeting.
13. The Board approved the 2025-2026 school calendar, as presented.
14. A stipulated adjudication for one high school student.
15. The Board entered an MOU with Ms. Shelby Kozarian, as presented.
16. The Board ratified entering into a MOU with the Allegheny Intermediate Unit Head Start Agency for K Transition beginning on January 1, 2025 and ending December 31, 2025, as presented.

The March Board meeting dates are as follows:

Agenda Planning Meeting  
General Purpose Meeting  
Committee Meeting

March 10, 2025 at 7:00 PM in the Board Room  
March 17, 2025 at 7:00 PM in the Board Room  
March 24, 2025 at 7:00 PM in the Board Room

