



**SCHOOL DISTRICT OF BOROUGH OF  
BRENTWOOD**  
**3601 Brownsville Road**  
**Brentwood, Pittsburgh, PA 15227**

**AGENDA PLANNING MEETING**  
**January 12, 2026 @ 7:00 PM**

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Secretary's Report – Mrs. Donna Werner**

Discuss a motion to approve the minutes from the December 2, 2025 Organization Meeting, the December 2, 2025 Agenda Planning Meeting, and the December 8, 2025 General Purpose Meeting.

**V. Recognition of Public/Comments on Agenda Items**

**VI. Recommendations of the Superintendent**

The Superintendent is recommending discussion, approval or ratification of the following items of business.

**A. Budget and Finance – Mr. Richard Briner, Chairperson Presenting**

1. Discuss a motion to approve bill payments from December 9, 2025 through January 27, 2026.
2. Discuss a motion to approve the General Fund 10 Statement of Cash Receipts, Disbursements, and Cash Balances for the periods ending November 30, 2025 and December 31, 2025.
3. Discuss acknowledging receipt of the bank letters for December 2025 and January 2026.
4. Discuss a motion to approve 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.
5. Discuss a motion to approve a tax equity supplement resolution for the 2025-2026 school year.
6. Discuss a motion to approve a resolution that the school district will not raise property taxes by more than the adjusted index of 4.9% for 2026-2027. With this resolution, the school district foregoes the preliminary budget process and is only subject to the traditional May proposed budget timelines.
7. Discuss 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. The Superintendent will recommend taking action on the audit at the January 26, 2026 board meeting.
8. Discuss a motion to approve the recommendations from the local independent audit regarding the Unassigned and Assigned portions of the Fund Balance subsequent to June 30, 2025 as determined by the Annual Financial Report.
9. Discuss a motion to authorize the Business Manager to transfer the committed fund balance of \$500,000 to the Capital Reserve.

**B. Policy and Planning – Mrs. Donna Werner, Chairperson Presenting**

- C. Community Services – Mrs. Donna Werner, Chairperson Presenting**
- D. Public Relations –Ms. Antonia Focer-Brown, Chairperson Presenting**
- E. Buildings and Grounds – Mr. Roger Newman, Chairperson Presenting**
  - 1. **Discuss and ratify** change order number HC-2 from East West Manufacturing & Supply Co. for project #4764 for a decrease of \$10,030. The decrease is due to unused field quantity allowances bringing the total cost of the project to \$267,170.
  - 2. Discuss a motion to approve change order number FS-1 from Great Lakes West, LLC for project #4393 for a decrease of \$3,351.93. The decrease is due to eliminating unnecessary kitchen equipment.
- F. Renovation / Construction – Mr. Robert Kircher, Chairperson Presenting**
- G. Curriculum and Technology – Mr. David Schaap, Chairperson Presenting**
  - 1. **Discuss and ratify** the purchase of twelve (12) Dell Pro 16 Plus laptops for administrators from Dell Technologies at a total cost of \$11,652.00, with funding provided through the District's Committed Fund Balance.
  - 2. **Discuss and ratify** the purchase of 350 Dell Chromebooks for students in Grades 3, 6, and 9, inclusive of warranty and Google licensing, from Dell Technologies at a total cost of \$128,831.50, funded through the District's Committed Fund Balance.
  - 3. **Discuss and approve** the acceptance of a \$35,000 grant from the Grable Foundation, to be shared with the Hampton Township School District in support of the continuation of the Chief Experience Officer (CXO) position. Of this amount, \$25,600 will be allocated to the CXO salary and \$9,400 will be used to support related CXO programming.
  - 4. **Discuss and ratify** a contract with Attack Theater for the 2025 Brentwood Moonshot Launch Day at a total cost of \$5,600. This session was funded by the second Moonshot Grant accepted by the Board in July of 2025.
  - 5. Discuss a motion to approve a three (3) month pilot Into Literature PD at a cost of \$1,125. The pilot will provide digital access to teachers and students in grades 6-12.
  - 6. Discuss a motion to accept a quote from *Connection* (Public Sector Solutions) in the amount of \$115,531.77, as per PEPPM 2022, as presented for project #4393 Brentwood Elementary Building.
- H. Health / Safety / Transportation – Mrs. Jennifer George, Chairperson Presenting**
- I. Special and Private Schools – Mr. David Schaap, Chairperson Presenting**
- J. Athletics – Mr. Michael Gruntz, Chairperson Presenting**
  - 1. **Discuss and approve** accepting a \$100,000 grant from The Tull Family Foundation, to support the athletic programs at Brentwood Borough School District, as presented.
- K. Personnel – Mrs. Kristie Kraeuter, Chairperson Presenting**
  - 1. **Discuss and ratify** the transferring Ms. Mara Proie to serve as the life skills elementary long-term substitute for the second semester of the 2025-2026 school year, with a prorated step 1 bachelor's salary as per the collective bargaining agreement and Memorandum of Understanding (MOU).
  - 2. **Discuss and ratify** the hiring of Chelsea Vetere as the Middle School Cheerleading Coach effective immediately.
  - 3. **Discuss and approve** the hiring of Mrs. Jennifer Ditoro as the Social Studies Mentor effective immediately.
  - 4. **Discuss and approve** the hiring of Mrs. Lily Schumann-Alba as the Play Art Director, effective immediately.
  - 5. **Discuss and ratify** the following addition to the substitute list: Brian Hoelzle (Accounting 7-12; Office Technologies).
- All other motions will be discussed in executive session.**
- L. Negotiations – Mr. Roger Newman, Chairperson Presenting**

**M. Legislative – Mr. David Schaap, Chairperson Presenting**

**N. Executive – Mr. Robert Kircher, President Presenting**

1. **Discuss and approve** an MOU between the Brentwood Borough School District, the Brentwood Education Association, the Brentwood Education Support Professionals Association and Ms. Proie regarding a life skills position, as presented.
2. **Discuss and ratify** an MOU between Brentwood Borough School District and the Allegheny Intermediate Unit for TransPerfect Remote Interpreting as presented.
3. Discuss a motion to approve Dr. Amy Burch's attendance at the Forge Future Conference being held during the AASA National Conference on Education in Nashville, TN from February 11-February 12, 2026. The conference and travel will primarily be paid for through the AASA Learning 2025 grant. The remainder of the expenses will be paid as outlined in Policy 331 Job Related Expenses.
4. Discuss a motion to grant final approval for the marching band to travel to Disney World February 19-25, 2026.
5. Discuss a motion to approve a scope of work contract for the CXO position beginning February- and lasting through May 2026, as presented.

**VII. Other Items for Discussion – Dr. Amy Burch**

**VIII. SHASDA Update - Ms. Antonia Focer-Brown**

➤ *Informational:* SHASDA Student Conference will be on Saturday, April 11, 2026, at 9:00 a.m.

**IX. Solicitor's Report**

**X. Other Business/ Public Comment on Non-Agenda Items**

**XI. Adjournment**