

Procedure for the Organization Meeting
Brentwood Borough School District
December 2, 2025
7:00 p.m.

1. Board Secretary calls the meeting to order.

The Organization meeting of the Board of School Directors of the Brentwood Borough School District will come to order. Please stand for the Pledge of Allegiance.

Roll call:	<u>Holdover Members</u>	<u>Newly Elected / Re-elected Members</u>
	Mr. Robert Kircher	Mrs. Kristie Kraeuter
	Mr. Richard Briner	Mrs. Donna Werner
	Mr. David Schaap	Ms. Antonia Focer-Brown
	Mrs. Jennifer George	Mr. Roger Newman
		Mr. Michael Gruntz

2. Notice of organization meeting – Read by Board Secretary

In compliance with section 402 and 404 of the Pennsylvania School Code of 1949, P.L. 30, as amended and Act 175 of 1974, the “Sunshine Law,” notice was mailed November 18, 2025, to all Board Members that the Organization Meeting of the Board of School Directors of the School District of the Borough of Brentwood, Allegheny County, Pennsylvania, is to be held in the District Boardroom, Brentwood Middle/High School, 3601 Brownsville Road, Pittsburgh, PA 15227, on Tuesday, December 2, 2025 at 7:00 PM.

In accordance with the requirements of the “Sunshine Law,” proper legal notice of this meeting was advertised in the local paper, with the regular meeting schedule of the School Board, in December 2024. The meeting date was then modified and advertised again in February 2025.

3. Nominations for temporary President – holdover members only (Board Secretary).

May I have nominations for temporary president?

Director _____ nominates _____ as temporary President.

Director _____ nominates _____ as temporary President.

If there are no further nominations, I call for a motion to close the nominations for temporary President.

Motion by _____, seconded by _____.

Secretary > Voice Vote: AYES _____ NAYS _____ ABSENT _____

There being no further nominations, the nominations for Temporary President are closed.

4. Election of a Temporary President – holdover members only (Board Secretary).

Roll call vote to elect a Temporary President, each member will vote by stating the name of the nominee of their choice for temporary president:

Secretary > Roll call:

George	_____
Briner	_____
Schaap	_____
Kircher	_____

_____ has been elected as Temporary President.

5. Nominations for the President for the ensuing year (Temporary President).

Request nominations for President for the ensuing year.

Director _____ nominated _____ as President.

Director _____ nominated _____ as President

If there are no further nominations, I call for a motion to close the nominations for President.
Motion by _____, seconded by _____.

Secretary > Voice Vote: AYES _____ NAYS _____ ABSENT _____

The nominations for President are now closed.

6. Election of a President for the ensuing year (Temporary President).

Roll call vote for President, each member will vote by stating the name of the nominee of their choice for president:

Secretary > Roll call:

George	_____
Briner	_____
Kraeuter	_____
Schaap	_____
Newman	_____
Focer-Brown	_____
Gruntz	_____
Werner	_____
Kircher	_____

_____ has been elected President of the Brentwood Borough School District for the ensuing year.

7. President _____ assumes the chair.

8. Nominations for Vice President for the ensuing year (President).

Request nominations for Vice President.

Director _____ nominated _____ as Vice President.

Director _____ nominated _____ as Vice President.

If there are no further nominations, I call for a motion to close the nominations for Vice President.
Motion by _____, seconded by _____.

Secretary > Voice Vote: AYES _____ NAYS _____ ABSENT _____

The nominations for Vice President are now closed.

9. Election of Vice President for the ensuing year (President).

Roll call vote for Vice President, **each member will vote by stating the name of the nominee of their choice for vice president:**

Secretary > Roll call:

George	_____
Briner	_____
Kraeuter	_____
Schaap	_____
Newman	_____
Focer-Brown	_____
Gruntz	_____
Werner	_____
Kircher	_____

_____ has been elected as Vice President for the ensuing year.

10. Nominations for Assistant Secretary for the ensuing year (President).

Request nominations for Assistant Secretary.

Director _____ nominated _____ as Assistant Secretary for the ensuing year.

Director _____ nominated _____ as Assistant Secretary for the ensuing year.

If there are no further nominations, I call for a motion to close the nominations for Assistant Secretary.

Motion by _____, seconded by _____.

Secretary > Voice Vote: AYES _____ NAYS _____ ABSENT _____

The nominations for Assistant Secretary are now closed.

11. Election of Assistant Secretary for the ensuing year (President).

Roll call vote for Assistant Secretary, each member will vote by stating the name of the nominee of their choice for assistant secretary:

Secretary > Roll call:	George	_____
	Briner	_____
	Kraeuter	_____
	Schaap	_____
	Newman	_____
	Focer-Brown	_____
	Gruntz	_____
	Werner	_____
	Kircher	_____

_____ has been elected as Assistant Secretary for the ensuing year.

12. Appointment of Solicitor (President)

The President requests a motion to appoint Tucker Arensberg P.C. as the school solicitor at the following rates:

The retainer will be \$850/month (or \$10,200/year, no increase from the previous year). For services not covered under the retainer, hourly rates shall be \$180.00 per hour for attorneys and \$130 per hour for paralegals (no increase from the previous year). Rates for tax collection charged to the taxing bodies will be \$180 per hour for attorneys (no increase from the previous year) and \$130 per hour for paralegals (no increase from the previous year) (as allowed under the Act 1 fee Ordinance) but to the extent that fees are not covered by taxpayers, the rate is split 75% with the District and 25% with the Borough.

Motion by _____, seconded by _____ to appoint Tucker Arensberg, P.C. as Solicitor for the ensuing year.

Secretary > Roll call:	George	_____
	Briner	_____
	Kraeuter	_____
	Schaap	_____
	Newman	_____

Focer-Brown	_____
Gruntz	_____
Werner	_____
Kircher	_____

Motion carried.

13. The President requests a motion to appoint the School Solicitor as a collector of delinquent property taxes at times during the ensuing year should this service be requested by the Superintendent.

Motion by _____, seconded by _____ that the Solicitor be appointed as Collector of Delinquent Property Taxes under the same terms and conditions as the previous year.

Secretary > Roll call:

George	_____
Briner	_____
Kraeuter	_____
Schaap	_____
Newman	_____
Focer-Brown	_____
Gruntz	_____
Werner	_____
Kircher	_____

The Solicitor has been appointed as a Collector of Delinquent Property Taxes for the ensuing year.

14. Designation of Depositories for school funds for the ensuing year.

I am in need of a motion that First National Bank be the designated depository for the General Fund Account, the Payroll account and as depositories for Time Savings Accounts, Certificates of Deposit or both.

Motion by _____, seconded by _____.

Secretary > Roll call:

George	_____
Briner	_____
Kraeuter	_____
Schaap	_____
Newman	_____
Focer-Brown	_____
Gruntz	_____
Werner	_____
Kircher	_____

First National Bank has been designated for depositories for school funds for the ensuing year.

15. Designation of depository for District general funds for the ensuing year.

I am in need of a motion authorizing that the District utilize PSDLAF as a depository for the District general funds and serve as an investment vehicle for District funds.

Motion by _____, seconded by _____, to utilize PSDLAF for the ensuing year.

Secretary > Roll call:

George	_____
Briner	_____
Kraeuter	_____

Schaap	_____
Newman	_____
Focer-Brown	_____
Gruntz	_____
Werner	_____
Kircher	_____

PSDLAF has been designated as the depository for the District general funds and also to serve as an investment vehicle for District funds.

16. Designation of depository for District capital reserves and construction funds for the ensuing year.

I am in need of a motion authorizing that the District utilize PLGIT as a depository for the District general funds and serve as an investment vehicle for District funds.

Motion by _____, seconded by _____, to utilize PLGIT for the ensuing year.

Secretary > Roll call:

George	_____
Briner	_____
Kraeuter	_____
Schaap	_____
Newman	_____
Focer-Brown	_____
Gruntz	_____
Werner	_____
Kircher	_____

PLGIT has been designated as the depository for the District general funds and also to serve as an investment vehicle for District funds.

17. Designation of local newspapers for advertising.

I am in need of a motion to designate the South Hills Monthly and the Pittsburgh Post-Gazette as the school district official newspapers for advertising.

Motion by _____, seconded by _____, to designate the above newspapers as the official advertisers for the school district for the ensuing year.

Secretary > Roll call:

George	_____
Briner	_____
Kraeuter	_____
Schaap	_____
Newman	_____
Focer-Brown	_____
Gruntz	_____
Werner	_____
Kircher	_____

The South Hills Monthly and the Pittsburgh Post-Gazette have been designated official newspapers for school district advertising.

18. Adjournment - President

I am in need of a motion to adjourn the meeting.

Motion by _____, seconded by _____ to adjourn this meeting.

Voice vote: _____ YES _____ NO

The meeting is adjourned.