

Procedure for the Organization Meeting  
Brentwood Borough School District  
**December 5, 2022**  
**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. Richard Briner	
	Mr. Roger Gaughan	
	Mr. Robert Kircher	
	Mrs. Kristie Kraeuter	
	Mr. Brian Rea	
	Mr. David Schaap	
	Mr. Gary Topolosky	
	Mr. David Tinker	
	Mrs. Donna Werner	

**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 22, 2022, 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 Monday, December 5, 2022 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 2021.

**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:

<b>Secretary &gt; Roll call:</b>	Briner	_____
	Gaughan	_____
	Kircher	_____
	Kraeuter	_____
	Rea	_____
	Schaap	_____
	Topolosky	_____
	Tinker	_____

Werner \_\_\_\_\_

\_\_\_\_\_ 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:

<b>Secretary &gt; Roll call:</b>	Briner	_____	Tinker	_____
	Gaughan	_____	Schaap	_____
	Kircher	_____	Topolosky	_____
	Kraeuter	_____	Werner	_____
	Rea	_____		

\_\_\_\_\_ 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:

<b>Secretary &gt; Roll call:</b>	Briner	_____	Tinker	_____
	Gaughan	_____	Schaap	_____

Kircher	_____	Topolosky	_____
Kraeuter	_____	Werner	_____
Rea	_____		

\_\_\_\_\_ 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:

<b>Secretary &gt; Roll call:</b>	Briner	_____	Tinker	_____
	Gaughan	_____	Schaap	_____
	Kircher	_____	Topolosky	_____
	Kraeuter	_____	Werner	_____
	Rea	_____		

\_\_\_\_\_ 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:

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

<b>Secretary &gt; Roll call:</b>	Briner	_____	Tinker	_____
	Gaughan	_____	Schaap	_____
	Kircher	_____	Topolosky	_____
	Kraeuter	_____	Werner	_____
	Rea	_____		

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:**    Briner \_\_\_\_\_    Tinker \_\_\_\_\_

Gaughan	_____	Schaap	_____
Kircher	_____	Topolosky	_____
Kraeuter	_____	Werner	_____
Rea	_____		

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:**

Briner	_____	Tinker	_____
Gaughan	_____	Schaap	_____
Kircher	_____	Topolosky	_____
Kraeuter	_____	Werner	_____
Rea	_____		

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:**

Briner	_____	Tinker	_____
Gaughan	_____	Schaap	_____
Kircher	_____	Topolosky	_____
Kraeuter	_____	Werner	_____
Rea	_____		

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 local newspapers for advertising.**

I am in need of a motion to designate the South Hills Monthly and the Pittsburgh Post-Gazette 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:**

Briner	_____	Tinker	_____
Gaughan	_____	Schaap	_____
Kircher	_____	Topolosky	_____
Kraeuter	_____	Werner	_____
Rea	_____		

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

**17. 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.