

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD FINANCE COMMITTEE MEETING
District Board Room
Wednesday, November 6, 2014, 6:00 PM**



MINUTES

1. Agenda

1.01 Call to Order

The meeting was called to order at 6:00 PM by Willard Dellicker.

1.02 Roll Call

PR/AB

PR	Willard Dellicker	AB	Ronald Morrison	AB**	LeRoy Sorensen
PR	Paul Fisher	PR	Joseph Reiter	PR	Phil Toll
AB	Todd Hernandez	PR	Greg Sanders	PR	Darryl Schafer

Also Present:

Arthur Oakes, Jennifer Holman, Mary Anne Wright, Nancy Zellner

1.03 Approval of Agenda

The Agenda was approved as presented.

Moved: G. Sanders

Seconded: P. Toll

Vote: 6 Aye, 0 Nay

1.04 Public Comment

The Chairman will offer Courtesy of the Floor for Public Comment.

There were no comments.

1.05 Approval of Minutes for October 1, 2014

The Minutes were approved as presented.

Moved: G. Sanders

Seconded: P. Toll

Vote: 6 Aye, 0 Nay

**2. Routine
Items**

2.01 Student Activity Contracts

Bieber Transportation Group, Kutztown, PA for 8th Grade trip to Gettysburg on May 11, 2015 in the amount of \$4736.

All agreed to move this item forward for Board approval at the November 19, 2014 meeting.

2.02 Community Education Contracts

Instructor	Class	Contract Amount	Dates
Marci Piescienski	Strength and Endurance	\$360.00	January 12- April 12, 2015
Debra Zvanut	Basketweaving 1	157.50	January 13, 2015
	Basketweaving 2	210.00	February 10 & 17, 2015
	Basketweaving 3	157.50	March 25, 2015
	Basketweaving 4	240.00	April 14 & 21, 2015
	Basketweaving 5	240.00	May 12 & 19, 2015
	Basketweaving 6	157.50	June 2, 2015
Julie Jarrah	Yoga (Thursdays)	360.00	January 15- March 19, 2015
		300.00	April 9- May 28, 2015
Sharon Schnyder	Yoga (Mondays)	360.00	January 12- March 29, 2015
		240.00	April 20- June 1, 2015
Heather Browning	Zumba	360.00	January 13- March 24, 2015
		300.00	April 7- May 26, 2015

All agreed to move this item forward for Board approval at the November meeting.

2.03 Reports

1. Budget Report
2. Revenues Report

3. Treasurer's Report
 - Fund 10 General Fund
 - Fund 22 Capital Reserve Fund
 - Fund 31 2009 Note
 - Fund 33 2008A General Obligations Bond (GOB)
 - Fund 50 Food Service Fund
4. EIT Report
5. Activity Fund Report
6. Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

L. Frisbie noted strong collection of real estate taxes during the discount period. D. Schafer commented on Berkheimer collections and the possible ability to produce reports to understand the anomalies.

2.04 Budget Transfers

L. Frisbie reviewed the major transfers. Transfers will be presented for Board approval.

3. Discussion Items for Board Action

4. Informational Updates

4.01 2015-16 Budget Timeline

L. Frisbie shared a short video about the Act 1 Index for 2015-16. She intends to present a high level budget summary at the December Board meeting to evaluate the ability to stay within the Index and refine the budget during discussions at the February, March, and April Finance Committee meetings. The preliminary budget will be presented for Board approval in May. The final 2015-2016 budget will need to be approved at the June Board meeting. The December presentation at the regular Board meeting will include a five-year budget model. The December Finance Committee meeting is cancelled.

4.02 Fuel Bid

Discussion on timing of Fuel bid for 2015-16—Currently, pricing looks favorable. L. Frisbie asked for direction on bidding now or leaving it open ended and bid in the winter. After lengthy discussion, it was decided to start the advertising process tomorrow since the District will need to advertise for three weeks and retroactively approve soliciting for bids at the November Board meeting for 50% of the fuel to be purchased for 2015-16.

4.03 Electricity Procurement Update

Update on timing of Electric bid process through Provident Energy Consulting.

L. Frisbie noted the bid was sent to ten energy suppliers and is hopeful for competitive bids. She expects to have information to report by the November Board meeting.

5. Other

5.01 Old Business

- Investment Program and Potential Investment Policy Changes

LeRoy Sorensen entered the meeting at 6:25 PM.

W. Dellicker commented on number 1 under Guidelines regarding the limits of 25% or \$2 million for investments and suggested adding language for exception such as the requirement of Board approval over that amount or consulting with senior officers of the Board and the Finance Committee Chairperson.

P. Toll commented on Star rating and suggested changing to a Four-star minimum. Discussion followed regarding rating systems. D. Schafer commented on prudence with finances to protect taxpayers and suggested adding "with preference to four or five star." It was agreed to add that preference to the document.

- Summary Debt Schedule

L. Frisbie shared information on the District's outstanding debt, debt payments and payment schedule. W. Dellicker commented on the five-year plan and incorporating the debt service information into the five-year plan.

5.02 New Business

An update on a tax issue will be discussed at Executive Session for legal issues directly following the meeting.

5.03 Courtesy of the Floor

The Chairman will offer Courtesy of the Floor for Public Comment. There were no comments.

6. Adjournment

Upon motion by P. Fisher, Seconded by P. Toll, the meeting was adjourned at 6:54 PM.

Respectfully submitted,
Nancy Zellner, Recording Secretary