

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD FINANCE COMMITTEE MEETING
District Board Room
Wednesday, September 3, 2014, 6:00 PM**



MINUTES

1. Agenda

1.01 Call to Order

The meeting was called to order at 6:01PM by Willard Dellicker.

1.02 Roll Call

PR/AB

**ARRIVED LATE

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

Also Present: Arthur Oakes, Leslie Frisbie, Luann Matika, Jennifer Holman, Mary Anne Wright, Nancy Zellner

1.03 Approval of Agenda

The agenda was approved as presented.

Moved: J. Reiter

Seconded: R. Morrison Vote: 7 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 August 6, 2014

The Minutes were approved as presented.

Moved: J. Reiter

Seconded: R. Morrison Vote: 7 Aye, 0 Nay

2. Routine Items

2.01 Contracts

- Ballet Guild of the Lehigh Valley/PA Youth Ballet, Bethlehem, PA, for performance of The Nutcracker 2014, for Northwestern Elementary 5th Grade on December 11, 2014, in the amount of \$816.
- Academic Entertainment, Snohomish, WA for Wacky Science! Assembly at Weisenberg on November 11, 2014 in the amount of \$1100.

The Committee agreed to move this item forward. These contracts will be presented for Board approval at the September Regular Board meeting.

2.02 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 answered questions regarding the reports. She noted real estate collections are strong.

2.03 Discussion on revising the format of monthly reports

L. Frisbie researched financial reports used by other districts and shared samples of possible report formats. Committee members commented on the samples. They

T. Hernandez entered the meeting at 6:10PM. agreed that they liked the condensed format of the treasurer's report, but would like different revenue and expenditure report styles that would omit zero balances. P. Fisher requested including a list of CDs, interest rates, and maturity dates on the treasurer's report.

L. Frisbie will bring updated sample reports to the October Finance Committee meeting with the hope to begin using them in November. P. Toll asked if there was a need to include a 10 year history on the EIT report. Discussion followed on the timing of collections. The Committee agreed to keep the EIT report as is.

2.04 Approval of District sponsorship of Northwestern Elementary PIE Family Roller Skating Night at Independence Family Fun Center, Schnecksville, PA, to be held November 6, 2014 and March 2, 2015 from 6 to 8PM for grades K-5 and families and Weisenberg Elementary Family Roller Skating Night at Skateaway to be held on November 3, 2014 and March 2, 2015 from 6-8:30PM, consistent with Policy 914 Support Organizations

All agreed to move forward for Board approval at the September Regular Board meeting.

3. Discussion
Items for Board
Action

3.01 The Meadows Agreement

Agreement with The Meadows Psychiatric Center/Universal Community Behavioral Health, Centre Hall, PA, for educational services during the 2014-2015 school year on an as needed basis.

There are no students placed at the facility. J. Holman noted three additional contracts for educational services are currently under review by the Solicitor and may be completed for approval at the next Board meeting. All agreed to move The Meadows Agreement forward for approval.

3.02 Law Enforcement Liability

A quote was received to increase the coverage limits on the Law Enforcement Liability Policy. Indian Harbor, the current insurance carrier will increase the limits to \$2 million for a total annual premium of \$3,440. The current policy has a \$1 million limit with a premium of \$2,650.

The Committee supports the additional coverage and recommends Board approval.

3.03 Investment Program

Discussion on investment program and revisions to current Investment Procedures document.

R. Morrison commented on inclusion of references to School Code. Procedure should be written to meet the requirements of Policies 608 and Policy 609. The Committee discussed including this as part of a policy change to be discussed by the Policy Committee or keeping it for review by the Finance Committee. P. Toll and P. Fisher read their list of questions and concerns they had and made suggestions. The Committee discussed investment advice, risk, ethics and conflict of interest. L. Frisbie will incorporate the comments and suggestions into the document and bring back to the Committee for review.

R. Morrison suggested the interest income from specific stabilization funds go back into that category rather than general fund to help increase those funds. L. Frisbie noted the stabilization funds are included in general fund. He asked if the Solicitor reviewed District procedures. A suggestion was made to rename the document as Investment Program instead of procedure. Discussion followed regarding a threshold for investment dollars, and staggering amounts of investments for the \$10 million CD coming due in September. P. Toll suggested several \$2 million CDs purchased several months apart. J. Reiter commented on the exceptional customer service the District has always received from New Tripoli Bank. P. Fisher commented on Act 72 and collateral in the District's name.

3.04 Certificate Deposit (CD)

Discussion on plan for CD coming due in September.

L. Frisbie researched certificate of deposit rates with local banks. New Tripoli Bank is offering .70% for a one-year CD. The Committee discussed cash flow and the ability to reinvest the entire \$10,000,000. Her recommendation would be to rollover the CD for one-year at .70%. W. Dellicker asked for input from the Committee and suggested continuing as we have in the past until Investment Policy is revised. P. Fisher agreed since final audit numbers are not yet available, and the real estate market and EIT are not stabilizing. All agreed to have L. Frisbie move forward with the rollover.

4. Informational Updates

4.01 Purchasing Procedures

Informational update on district purchasing procedures

W. Dellicker suggested the Committee table the discussion until next month so the Personnel Committee meeting could begin. Anyone with more specific questions or suggestions or would like to see more documents should contact L. Frisbie so the information can be included with the current information posted on BoardDocs for the discussion.

5. Old Business

None

6. New Business

None

7. Courtesy of the Floor

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

8. Adjournment

Upon motion by P. Fisher, Seconded by R. Morrison, the meeting was adjourned at 7:09 PM.

Respectfully submitted,
Nancy Zellner, Recording Secretary