

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD FINANCE COMMITTEE MEETING
District Board Room
Wednesday, September 4, 2013, 6:00 PM**



MINUTES

1. Agenda

1.01 Call to Order

The meeting was called to order at 6:10 PM by Willard Dellicker.

1.02 Roll Call

PR/AB

AB	Camille Bartlett	PR	Todd Hernandez	PR	Greg Sanders
PR	Willard Dellicker	PR	Ronald Morrison	PR	LeRoy Sorensen
AB	Christopher Ford	PR	Joseph Reiter	PR	Darryl Schafer

Also Present:

Phil Toll, Jennifer Holman, Leslie Frisbie, Mary Anne Wright, Nancy Zellner

1.03 Approval of Agenda

The agenda was approved as presented.

Moved: D. Schafer Seconded: G. Sanders Vote: 7 Aye, 0 Nay

1.04 Public Comment

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

Phil Toll commented on software/vendor security concerns regarding TimeClock Plus and future warranty issues.

1.05 Approval of Minutes for August 7, 2013

The minutes were approved as presented.

Moved: T. Hernandez Seconded: G. Sanders Vote: 7 Aye, 0 Nay

2. Routine Items

2.01 Contracts

There are no student activity contracts this month.

2.02 Reports

(July Reports) R. Morrison had questions on budget surplus (\$4.3 million difference). L. Frisbie noted the reports are cash basis and explained that the auditors are reviewing 2012/2013 this week. Preliminary adjustments were completed and final adjustments will be made to close the books as part of the audit process. Budget variances should be available October or November.

3. Discussion

Items for Board

Action

3.01 Community Education Contracts

The contracts are for Fall Community Education classes. Classes are based on community interest and availability of instructors. Registration fees cover the cost of the instructors. All were in favor of recommending for Board approval at the September meeting.

3.02 Family Roller Skating Night

Approval of District sponsorship of Northwestern Elementary PIE Family Roller Skating Night at Independence Family Fun Center, Schnecksville, PA, to be held November 1, 2013, from 6 to 8PM for grades K-5 and families and Weisenberg Elementary Family Roller Skating Night at Skateaway to be held on Monday, November 4, 2013 from 6-8:30PM, consistent with Policy 914 Support Organizations

The District historically approves sponsorship for liability concerns. All were in favor of recommending for Board approval at the September meeting.

3.03 Agreement for CLIU Overdrive Consortium

Formal agreement for library software. All were in favor of recommending for Board approval at the September meeting.

3.04 Letters of Agreement for Title I Services with CLIU

Title I requires allocation of a portion of the funds to be used for non-public schools that serve our students. All were in favor of recommending for Board approval at the September meeting.

3.05 K12 Agreement

The agreement for Digital Academy courses is extended for the 2013/14 school year at no cost increase. Fees are per use. All were in favor of recommending for Board approval at the September meeting.

3.06 Settlement Agreement

The agreement will be discussed in Executive Session.

4. Informational Updates

4.01 Keystone Purchasing Network Fuel Bid

Central Susquehanna Intermediate Unit 16 has moved up the timeline for the commitment process. IU 16 is requesting a Monday, September 9, 2013 deadline for commitment to participate in the fuel consortium for the purchase of diesel fuel and heating oil. The Committee discussed options of fuel and oil purchasing. W. Dellicker noted a successful history with the consortium. M. Wright asked for the support of the Committee for L. Frisbie to commit the District to participation in the consortium for this school year. All were in favor with formal approval at the September Board meeting.

4.02 TimeClockPlus Agreements

L. Frisbie gave background on Mr. Toll's concerns regarding TimeClockPlus agreements. Some changes were made to the agreements. L. Frisbie addressed warranty concerns and noted the warranty hardware starts at the date of shipment and explained reasoning why. In response to concerns regarding access to user ID, she noted that since the software is housed on District servers, the company would only have remote access if the District grants access. That access would be for troubleshooting or training. R. Morrison questioned how the District would receive updates.

P. Toll also had questions on the number of user licenses included in the purchase. The District will purchase licenses for 450 users. The system will eventually be used to track paid time off (personal, sick, and vacation days) which affects all District employees.

5. Other

5.01 Old Business

None

5.02 New Business

None

5.03 Public Comment

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

6. Adjournment

Upon motion by G. Sanders, seconded by T. Hernandez, the meeting was adjourned at 6:38 PM.

Respectfully submitted,
Nancy Zellner, Recording Secretary