

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD POLICY COMMITTEE MEETING
District Board Room
Monday, January 7, 2013, 5:00 PM**



MINUTES

1. Agenda

1.01 Call to Order

The Meeting was called to order at 5:03 PM by Ronald Morrison, Committee Chairman.

1.02 Roll Call

Pr/Ab

Pr	Willard Dellicker	Pr	Ronald Morrison
Pr	Joseph Reiter		

Also Present: J. Holman, L. Frisbie, N. Zellner

1.03 Approval of Agenda

The agenda was approved as presented.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 3 Aye, 0 Nay

1.04 Courtesy of the Floor for Public Comment

There were no comments. R. Morrison noted an email from Phil Toll. He will read Mr. Toll's comments with the appropriate policy discussion.

1.05 Approval of Minutes for December 3, 2012

The Minutes were approved as presented.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 3 Aye, 0 Nay

D. Schafer entered the meeting at 5:05 PM.

2. Routine Items

2.01 Discussion about new policies

Discussion and suggested revisions by the Policy Committee for the following policies:

625 - Procurement Cards—R. Morrison read Phil Toll's comments regarding procurement cards and asked for feedback from L. Frisbie. J. Holman and L. Frisbie noted procedure has been developed to address most of the concerns. The District will prohibit personal purchases with the cards. Food cannot be purchased to entertain. The Committee discussed limits for use for vendors and authorized users and a reconciliation process. D. Schafer commented on the use of procurement cards by the IU and LCTI. The Committee discussed participation by local vendors.

702 - Gifts, Grants, and Donations—R. Morrison suggested a change to the sixth paragraph regarding if someone donates for a specific purpose and cannot be used in that way, should the District contact the donator to allow the use of the donation in another way. J. Holman will check School Code. W. Dellicker believes efforts are covered in the statement. J. Reiter agreed.

811 - Bonding
812 - Property Insurance
813 - Other Insurance
818 - Contracted Services

There were no questions, concerns or comments on 811, 812, 813, or 818.

**3. Discussion of
Items for Board
Action**

3.01 Recommendation for First Reading

Recommendation of the following policies, with revisions discussed at the Policy Committee, for first reading at the January 16, 2012 Regular Board Meeting:

625 - Procurement Cards
702 - Gifts, Grants, and Donations
811 - Bonding
812 - Property Insurance
813 - Other Insurance
818 - Contracted Services

All agreed to move forward with first reading at the January Board meeting.

3.02 Recommendation for Second Reading and Final Approval

004 - Membership—R. Morrison commented on inclusion of “immediate” before family regarding necessary meeting absences of Board members, meeting attendance requirements for State legislators, and requirement of percentage of meetings attended. W. Dellicker noted he would be voting no for changes to this policy and would be reading a statement at the Board meeting. J. Reiter questioned whether we needed to have this in the policy and felt Board members should step down if they were not able to attend meetings. He recommends the policy should compliment School Code and recommended PSBA policy. After discussion, the Committee agreed to table the discussion and keep the last approved revision of the policy. All agreed to keep the current policy in effect.

006 - Meetings
621 - Local Taxpayer Bill of Rights
626 - Federal Fiscal Compliance
706 - Property Records

All agreed to move the remainder of the policies for second reading and final approval at the January 16, 2013 meeting.

3.03 Recommendation to Rescind Policies

808 Local Taxpayer Bill of Rights
809 Utilization of Federal Funds
803 Annual Schedule-Budgeting and Fiscal Operation
826 Capitalization

These policies will be replaced with new policy in the 600 section. All agreed to move forward to rescind these policies at the January 16, 2013 meeting.

**4. Informational
Updates**

5.. Other

5.01 Old Business

W. Dellicker asked what is coming up next for Policy Committee review. J. Holman noted February’s meeting will focus on 700s—Property (Fax, Cell Phones, Fraud, Property Records) and some 600s—Finance. There are two policies in the 200s that have not been Board approved (Class Rank & Graduation Requirements) that will require extensive research. The Committee talked briefly about class rank, GPA, weighted courses, and grading scale. W. Dellicker suggested contacting Charlie Dent and Pat Toomey’s office for an evaluation tool they use for recommendations for military academies.

5.02 New Business

None

5.03 Courtesy of the floor for public comment

There were no comments.

6. Adjournment

Upon motion by W. Dellicker, seconded by J Reiter, the meeting was adjourned at 6:07 PM.

Respectfully submitted,
Nancy Zellner, Recording Secretary