

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD FINANCE COMMITTEE MEETING
District Administrative Conference Room
Wednesday, September 12, 2012, 6:00 p.m.**



MINUTES

1. Agenda

1.01 Call to Order The meeting was called to order at 6PM by W. Dellicker.

1.02 Roll Call

Roll Call	Pr	Willard Dellicker	Pr	Greg Sanders	Also: L. Sorensen
Pr/Ab	Pr	Todd Hernandez			
	Pr	Ronald Morrison			

Also Present: J. Holman, L. Frisbie, L. Schellhamer, M. Scott, N. Zellner

1.03 Approval of Agenda

The agenda was approved as presented.

Moved: T. Hernandez Seconded: G. Sanders Vote: 5 Aye, 0 Nay

1.04 Approval of Minutes for August 8, 2012

The Minutes were approved as presented.

Moved: T. Hernandez Seconded: G. Sanders Vote: 5 Aye, 0 Nay

2. Routine Items

2.01 Contracts

- Right Star Children's Theatre, LLC of Asheville, NC, for performance of The Lady of Bullyburg and Jack's Adventure in American History for Weisenberg Elementary on November 16, 2012, in the amount of \$895
- Ballet Guild of the Lehigh Valley, Inc./Pennsylvania Youth Ballet, Bethlehem PA, for performance of the Nutcracker-2012 for NWE 5th Grade on Dec. 14, 2012 in the amount of \$546
- Brian Xander, Schnecksville PA, for D J services for Middle School dances for the 2012-2013 school year in the amount of \$1,225
- Doggy Days, Zionsville, PA, for the performance of Physical Fitness on May 3, 2013, in the amount of \$500
- ~~Lehigh Valley Zoo, Schnecksville, PA, for the performance of Creepy Crawlly Animal Zoo Reach for Northwestern Elementary on October 26, 2012, in the amount of \$885.00~~—will be paid through PIE Funding

L. Frisbie noted the Lehigh Valley Zoo contracts was removed as NWE Partners In Education will be paying for the assembly. G. Sanders inquired if 1099's were required for vendors.

2.02 Monthly Financial Reports

L. Frisbie noted a correction to the July report. She reviewed a recap highlighting the reports.

3. Discussion

**Items for Board
Action September
12, 2012:**

3.01 Behavioral Health Associates (BHA) Agreement

3.02 Invo Healthcare Associates Agreement

3.03 Special Education Tuition Agreement

3.04 Special Education Services Agreement

3.05 Special Education Service Agreement and Release

Dr. Scott commented and answered questions on the special education contracts. The Committee discussed non IU providers for special education services. Dr. Scott explained vendor, address, and student information is blocked out on the contracts to protect student identities. T. Hernandez asked for clarity on the contract for a

residential placement program. Dr. Scott explained the related services that include 1:1 services beyond the regular school day. G. Sanders had questions regarding the number of hours utilized, and why CLIU #21 is not used. L. Sorensen asked if the District had choices for these types of service providers. Dr. Scott noted there are limited numbers of sites who provide the specific services as needed.

3.06 Discovery Education Streaming

The service from the IU gives bulk pricing which include access to Discovery Video Library and other resources for educational purposes.

3.07 Agreement for Services with CLIU

The service agreement will provide professional development training on October 1 and November 5.

4. Discussion

Items for Board

Action September

19, 2012:

4.01 Taxpayer Refunds

Two refunds will be presented for Board approval. Both were changes in assessment.

4.02 2012-13 Ticket Prices

Revisions to gate ticket and season ticket prices that were previously approved include a disclaimer allowing for adjustment in prices for special circumstances and offering a Fall season ticket that includes night soccer games and volleyball.

C. Ford entered the meeting at 6:26 PM.

5. Informational

Updates

5.01 Procurement Cards

Historically the District has not used credit, debit or other cards for purchases. A procurement card would be similar to a credit card with added internal controls. The Committee discussed benefits of using the cards such as rebates, audit trail, elimination of use of personal funds, and lower overall transaction processing costs. R. Morrison noted he is comfortable with the use of the cards. T. Hernandez asked about the number of cards that would be issued and suggested having more than one card for the District. L. Frisbie is researching two programs that are similar. She explained the rebate programs. The next step would be to develop Board policy and procedures for using the cards. The Committee agreed to have L. Frisbie move forward with the goal of having the program in place by the end of the school year.

J. Reiter entered the meeting at 6:37 PM.

D. Schafer entered the meeting at 6:43 PM.

5.02 Post-Issuance Compliance Services

L. Frisbie received a proposal from PFM to draft and prepare IRS Post Issuance Compliance procedures as they relate to IRS post-bond issuance compliance. They are not required at this time but are best practice and would be individualized to the District's debt portfolio. L. Frisbie noted we are in compliance, but do not have procedure in place. The Committee recommended not moving ahead.

5.03 Other Post Employment Benefits (OPEB) Trust

L. Frisbie presented information regarding the PA OPEB Trust. The Trust is a turnkey investment program tailored to school districts, technical schools, and IU's for investing of the funds that must be set aside for post retirement benefits for medical, prescription, and dental benefits. L. Frisbie reviewed the impact of GASB 45 and the budgeting strategy for the District's plans for these liabilities. The Committee discussed the advantages and disadvantages. L. Frisbie will bring a recommendation to the next Finance Committee for consideration.

5.04 LCCC Intern—held until next meeting.

6. Old Business

6.01 2012-2013 Grant Summary

7. New Business

**8. Public
Comment**

Courtesy of the floor for public comment

Ray Nemeth, Lynn Township, questioned whether the PA Trust was a government or private company. L. Frisbie noted it was not a governmental agency. It is insured. He also commented on any fees and commissions and voiced concerns on getting the money back out.

9. Adjournment

Upon motion by T. Hernandez, seconded by G. Sanders, the meeting was adjourned at 7:28 PM.

Respectfully submitted,
Nancy Zellner, Recording Secretary