

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD POLICY COMMITTEE MEETING
District Board Room
Monday, September 10, 2012, 6:00 p.m.**



1. Agenda

1.01 Call to Order—J. Holman called the Meeting to order at 4:11 PM.

1.02 Roll Call

Roll Call	Pr	Willard Dellicker	Pr	Ronald Morrison
Pr/Ab	Ab	Joseph Reiter		

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

1.03 Approval of Agenda

The agenda was approved as presented.

Moved: W. Dellicker

Seconded: R. Morrison

Vote: 2 Aye, 0 Nay

1.04 Approval of Minutes for August 6, 2012

R. Morrison requested a correction to the Minutes noting the inclusion of a reference to specific procedures for Policy 612. J. Holman reviewed the language that will be changed in Policy 612. Discussion followed. R. Morrison would like the procedure cited in the policy if the procedure is not part of the policy. J. Holman made an amendment to the Minutes. The Minutes were approved as amended.

Moved: R. Morrison

Seconded: W. Dellicker

Vote: 2 Aye, 0 Nay

2. Routine Items

2.01 Discussion about new policies

There were no new policies presented. The next policies for review will deal with Student Activity funds, bid thresholds. L. Frisbie is working with the Solicitor on these. Revisions are needed to address possible future changes to State designated thresholds for bidding and prevailing wage. R. Morrison agreed with referencing the authority so policy doesn't need to be revised every time the thresholds are updated. About half of finance policies have been reviewed and approved.

**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 September 19, 2012 Regular Board Meeting:

612 - Purchased Not Budgeted—The Committee previously recommend taking out "the district will develop procedures, administrative regulations for purchases and emergency situations ", keeping "the purchased must be made in accordance with administrative procedures" and citing the name of the procedure. R. Morrison and W. Dellicker agreed.

616 - Payment of Bills—R. Morrison is okay with the edits to 616 and 619 but had a question on 617 regarding Imprest Funds. In the future red strikethrough will be used for ease in determining language that will be removed from the draft policies. 616 was Board approved in July. The only change is the elimination of the language regarding Imprest Funds.

617 - Petty Cash—J. Holman noted Imprest Funds is being removed from 617 as suggested and it will also be removed from 616 as noted in red.

619 - District Audit—The Committee asked for the Solicitor's opinion on what should be in the beginning of the paragraph (District or Board). J. Holman noted the Solicitor's response and recommendations. R. Morrison questioned the timeframe for presenting

the audit depending on when the audit occurs. The suggested language is "the completed annual audit will be presented to the Board for its examination and approval in accordance with school code." W. Dellicker commented on the second paragraph regarding developing procedure. The Committee discussed the responsibility for the development of procedure, unwritten procedures, and updating or maintaining of procedures. R. Morrison suggested adding the word maintaining. J. Holman will change the language to "develop and maintain."

3.02 Recommendation to Rescind Policies

Recommendation to rescind the following policies at the September 19, 2012 Regular Board Meeting:

- 800 - Business and Financial Operations
- 801 - Budget Planning
- 802 - Factors of Budgeting
- 804 - Tax Collector's Guidelines and Procedures
- 805 - Fiscal Control
- 806 - Capital Expenditures
- 814 - Procedure for Payments of Goods and Services
- 814A - Sales Tax Policy
- 825 - Use of Privately Owned Vehicles for School Business (obsolete policy)

The request to rescind these policies is based on the second reading and final approval of the following policies:

- 601 - Fiscal Objectives
- 602 - Budget Planning
- 603 - Budget Preparation
- 604 - Budget Adoption
- 605 - Tax Levy
- 608 - Bank Accounts
- 609 - Investment of District Funds
- 611 - Purchases Budgeted
- 613 - Cooperative Purchasing
- 614 - Payroll Authorization
- 615 - Payroll Deductions
- 616 - Payment of Bills

Policies 800 through 814A all have a subsequent 600 Policy replacing them. R. Morrison and W. Dellicker agreed to move forward for Board approval to rescind the policies. The Committee discussed why 825 should be rescinded. J. Holman recommended the policy be replaced with administrative procedure regarding the use of private owned vehicles. Procedure is currently drafted regarding use of privately and district owned vehicles. R. Morrison asked what is done for parent contracts for transporting students regarding proof of insurance. J. Holman said parents submit insurance. The Committee agreed to eliminate Policy 825 and replace it with more detailed procedure.

4. Informational Updates

None

5. Other

5.01 Old Business—none

5.02 New Business—none

5.03 Courtesy of the floor for public comment—there were no comments

6. Adjournment

Upon motion by R. Morrison, seconded by W. Dellicker, the meeting was adjourned at 4:47 PM.

Respectfully submitted,
Nancy Zellner, Recording Secretary