

**NORTHERN LEHIGH SCHOOL DISTRICT
FINANCE COMMITTEE MEETING
Monday, October 7, 2024**

**Immediately Following Buildings and Grounds Committee Meeting
Administration Office
Board Room**

Committee Members					Remaining Meeting Dates	
X	Donna Kulp - Chairperson		Lori Bali		Gene Marks	
X	Natalie Snyder - Co-Chairperson		Todd Breiner	X	Sherri Molitoris	
	Chad Christman		Michele Dotta		Scott Pyne	November 4, 2024
	Gary Fedorcha	X	Nichole Fink		James Schnyderite	
	Rhonda Frantz		Bryan Geist		Tania Stoker	
X	Mathias Green		David Hauser		Michael Strohl	
X	Gale Husack	X	Eric Hill			
	Robert Kern	X	Matthew Link			
X	Angela Williams	X	Christopher Mann			

Also in attendance: Carleen Binder, Tim Weaber, Steven Haas

- **Cafe Update**
 - Backpack Buddies Signup sheet to be distributed to all schools next week- Due back Oct 18th (Backpack buddies to start week of Oct 21st)- funds anticipated to be donated again at the end of the calendar year from LVECU
 - Procurement Audit- Required Documents due as of Oct 18th
 - SFA Procurement Procedures- Update NLSD Procurement Plan
 - SFA Code of Conduct/Conflict of Interest document- Update procurement code of conduct policy and procedure
 - Vendor Paid List- Jamie and Ashley in business office assisting me with this

- General Ledger- Jamie and Ashley in business office assisting me with this
 - Completed DFN Procurement Table – needs to be submitted by Oct 18th
 - PaTTAN Conference in Harrisburg- School Food Service Operations- October 9th and 10th - Updates on CEP, nutrition guidelines, procurement, etc.
 - Lenorco- meeting with 9 other districts that are part of the Lenorco Consortium on October 11th at Parkland School District
 - Singer Equipment update- PE Dishwasher install for October 18th
 - HS- install not determined yet
 - Food Service Equipment grant opportunity- NLSD food services department might not meet criteria to apply due to account exceeding 3 months operating expenditures at the end of 2022-2023 school year. Supply chain assistance funding to be deducted from our end of year cash resources and if we are not above the 3 months average expenses then we will qualify- more to come
 - Catering Menu with pricing- created and will be posted on district website under cafeteria tab
 - Giant- round up at the register program- NL selected to participate again this year
- Portnoff Resolution Continuation of Delinquent Tax Collection
Administration is recommending to continue with the relationship with Portnoff for the continuation of delinquent tax collection for the 2024 real estate taxes unpaid by December 31, 2024.
 - Committee members support this item going to the October board meeting for consideration by the whole board
- Auxiliary Salary Schedule Update
Administration is recommending that we add to our supplementary salary schedule a game helper who will be responsible to drive the box truck for band competitions. Last year, we rented a box truck from Ryder for two

events at a total cost of \$575. This year, under the direction of our new band director, the band is planning to attend six competitions, significantly increasing the demand for equipment transport. Rather than renting a truck for each event, the administration is proposing we explore the option of compensating a person to drive our district-owned box truck to transport the band's equipment.

The total expense for renting a Ryder truck for six events could exceed \$1,700, while compensating a person to drive the box truck would be a more cost-effective solution. Administration is recommending paying a stipend in the amount of \$1,000 for a box truck driver for transportation of band equipment from August through December of the school year. Moreover, this option allows us to retain control over the vehicle, reduce reliance on external vendors, and ensure we are fully prepared for any logistical changes that may arise throughout the season. We are further recommending that we pay a driver \$50.00 per event that the box truck must be used to transport band equipment from January to June each year knowing that not many events happen during that time of year. The payment for these individual events will only occur if it is outside of the normal work day when our warehouse employee would be responsible to transport the equipment during their shift.

- Committee members support this item going to the October board meeting for consideration by the whole board
- St. Luke's Sponsorship Donation and Athletic Trainer Budgeted Amount Transfer to Capital Reserve.
The district has received the yearly donation from St. Luke's for their community donation in the amount of \$12,500. Additionally, St. Luke's no longer charges the district for athletic trainers services and the district continues to budget this amount each year and then move the budgeted \$32,500 each year to the capital reserve account for future capital expenses and upgrades.
 - Committee members support this item going to the October board meeting for consideration by the whole board
- Insurance Process for High School Incident

Administration has been in contact with Utica to open a claim for the water damage that happened with the burst pipe at the high school. Our deductible for the claim is \$5,000. When the district receives the information on total cost insurance paid for this claim it will be shared out. The claim will be an active claim for 2 years from the date of the accident in case any further damage that can be attributed to this incident arises in the future.

Next meeting is scheduled for Monday, November 4, 2024