

**BETHLEHEM AREA SCHOOL DISTRICT  
BOARD HUMAN RESOURCES COMMITTEE MEETING  
MINUTES  
MONDAY, APRIL 19, 2010**

Members of the Board Human Resources Committee met on Monday, April 19, 2010, in the Dining Room, at the Education Center. Present were the following school board members: William Burkhardt, Michele Cann, Judith Dexter, Michael Faccinetto, Irene Follweiler, Loretta Leeson, Aurea Ortiz, and Eugene McKeon. Also in attendance were Assistant Superintendent for Human Resources Thomas K. Washington, and Interim Superintendent of Schools Dr. Thomas E. Persing.

The meeting of the Board Human Resources Committee was called to order by Mrs. Irene Follweiler at 9:30 p.m.

**COURTESY OF THE FLOOR** – None

**BOARD POLICY 616 – PAYMENT OF BILLS – FOURTH READING** – Mr. Washington stated there was a request by the board to make minor changes to Policy 616. He presented them the revised policy and asked if they had any questions and if it could be put on the agenda for approval.

Mrs. Cann said at one point it was being discussed that there would be a dollar amount maximum. She asked the board if anyone was still interested in doing that. Mrs. Dexter stated there was a discussion, but a consensus was not taken.

Mrs. Follweiler proceeded to take a consensus of the board on further discussion on the dollar amount or put on the agenda as is:

Mrs. Dexter: Interested in dollar amount	Mrs. Leeson: Dollar amount
Mr. Faccinetto: Move forward	Mrs. Ortiz: Move forward
Mrs. Cann: Dollar amount	Mr. McKeon: Move forward
Mr. Burkhardt: Move forward	Mrs. Follweiler: Dollar amount

Mr. Burkhardt was asked to break the tie. He then changed his vote to dollar amount.

Mrs. Cann stated that the point in amending this policy was to add a dollar amount. Mr. Burkhardt added that the policy is black and white and there is a risk of losing on the opportunities to take advantage of discounts. He asked where would the dollar amount be added. Mrs. Cann replied in number 1. She also stated that the idea is that the board does not want bills paid just because there is some sort of discount amount except for regular monthly bills.

Mrs. Leeson asked if this policy has been reviewed by PSBA with the specifics that the board is looking for. Mr. Washington replied that PSBA has not reviewed the policy and stated that PSBA would ask that the district solicitors review it. Mrs. Leeson suggested that Mr. Washington research what other districts do. She also added that PSBA could review the policy or give direction to find the language the board is looking for. Mr. Washington gave an example of language such as *limit the ability to pay a bill that is not authorized by the board unless there is a penalty*. Mr. McKeon suggested that Mrs. Gober should be present to discuss this policy.

Mrs. Dexter stated she would add two changes: 1) under \$10,000 to #2. 2) Number 5 routine purchases of supplies during the course of school business, for example, paper, pencils, etc.

Mrs. Follweiler asked if those two recommended changes were made, could the policy be put on the agenda. She polled the board:

Mrs. Dexter: Yes

Mr. Faccinetto: Asked for Mrs. Follweiler to come back to him.

Mrs. Cann: Almost. Comply with government rules and regulations.

Mr. Burkhardt: I think Mrs. Gober should advise on what that number should be.

Mrs. Leeson: I recommend the policy be put under unfinished business and if we are able to conclude it, then put it on the agenda that way Mrs. Gober is there. If we are not able to conclude it, then we will move it to the following Board Human Resources Committee Meeting or Board Finance Committee Meeting for a discussion.

Mrs. Follweiler: I am okay with that, however, I am not clear whether we have a consensus on whether to change the language or leave as is.

She polled the board again:

Mrs. Dexter: Change

Mr. Faccinetto: Leave as is

Mrs. Cann: Change

Mr. Burkhardt: Change with the advice of Mrs. Gober

Mrs. Leeson: Change with the advice of the business manager and review of language.

Mrs. Ortiz: Whatever Mrs. Gober says.

Mr. McKeon: Agreed with Mr. Burkhardt

Mrs. Follweiler: She told Mr. Washington he has clear marching orders.

Mrs. Follweiler stated that the language would be inserted in line number 1 under \$10,000 pay, and add line number 5 in section number 2 on routine supplies, which Mrs. Dexter will give Mr. Washington the exact wording. She asked that he consult with Mrs. Gober, and it will be brought up during unfinished business so that it could be added to the recommendations of the administration should Mrs. Gober agree to it. Mr. McKeon asked Mrs. Leeson if she would also like to see if there are other districts with this type of language or can it be done later. Mrs. Leeson does not see why a phone call cannot be made. Mr. Washington stated he would make the calls to other districts and PSBA.

#### **AGENDA ITEMS FOR APRIL 26, 2010, REGULAR BOARD MEETING:**

**BOARD POLICY 616 – PAYMENT OF BILLS – FIFTH READING** – This item will be added to unfinished business on the April 26, 2010, Regular Board Meeting Agenda.

**COURTESY OF THE FLOOR** – None

**OPEN FORUM** – Mrs. Follweiler gave a brief update on the superintendent search. The board continues to interview candidates, several of which have been invited back for a second confidential interview along with some administrative input. The board is continuing this process within the board phase. They have not yet narrowed down the field to final selection.

Mrs. Dexter wanted to make administration aware that whenever there is an administrative opening for principal or assistant principal there would be two board members invited to sit in for the interview process, and the board would select amongst themselves in rotating the duties. She just wanted to make sure the administration was aware of this.

Mrs. Leeson wanted to go on record and mention that the board did have an Executive Session last night and it was all personnel issues at that time.

Mrs. Follweiler said that Mrs. Leeson just gave the board a list of hearing dates that the board may have to sit on for availability. She asked that board members that are scheduled twice in one day that a call is made to them to make sure they are available to come in both times on the same day.

Irene Follweiler adjourned the meeting at 9:46 p.m.

Minutes prepared by: \_\_\_\_\_  
Nitza S. Yerger, Confidential Secretary to the Assistant Superintendent for Human Resources