UPPER PERKIOMEN SCHOOL DISTRICT

Education Center
2229 E. Buck Road
Pennsburg, PA 18073

January 22, 2024

CHAIRPERSON: Melanie Cunningham

MEMBERS:
Keith McCarrick
Leah Cianfrani
Trina Schaarschmidt

ADMINISTRATION:
Business Administrator: Drew Bishop
Assistant Business Administrator: Megan Moyer
Director of Transportation: Jenn Malone

Members of the public present

MINUTES

1. Approval of Minutes
    - November 20, 2023
        - **Approved**

2. New Business/Discussion/Presentation
    - Budget Presentation
        - Transportation
        - Business Office
        - Human Resources
        - School Board/Superintendent Office
            - **Jenn presented the Transportation budget and Drew presented the remaining budgets to the Finance Committee.**
            - **Several questions were asked and answered.**

    - Transportation Software Upgrade - Jenn Malone
        - **Jenn presented the option of adding another module to the current Traversa transportation software.**
        - **This additional module will allow for more detail on the precise actions of each bus and time stamp those actions**
        - **There is a one-time set up fee of $6,033 and recurring fee of $3,678. The recurring fee has already been factored into the Transportation budget for 24-25 and can be removed if the Board does not approve the upgrade.**
            - **The Finance Committee recommended Board approval of the upgrade.**

- UP Work Program
  - **Drew discussed the UP Work Program at the High School that works with our students that need additional help. This program works with several local businesses to expose our students to working life. The Program and students earn money for their work and our staff work with our students to teach them life skills of earning money and spending the money they earn.**
  - **Throughout the years, this money has accumulated in the General Fund Balance with no external earmarking.**
  - **In the last 4 years, the Program has brought in just over $63,000. There have been expenditures throughout the year, but more investigation is needed to find exactly how much has been spent.**
    - **The Finance Committee recommended Drew proceed with budgeting in the General Fund for this program and set aside the balance in the Fund Balance.**
    - **The Finance Committee is interested in learning more about the Program at a future meeting.**

- Delinquent real estate tax bill request for waiver of penalties and fees
  - **The District is in receipt of another delinquent taxpayer that has proof that the taxpayer did not receive their tax bill after moving to the property less than a year prior to the tax bills being sent out. This tax bill was sent prior to enactment of Act 55 of 2022.**
    - **The Finance Committee recommended Drew investigate with the taxpayer any additional steps they have taken to alleviate their burden prior to the Board discussing in greater detail.**

- New bank account - Student Activities Fund
  - **Drew discussed our auditor's recommendation to verify all deposits are made to the proper bank account tied to that fund. There were Activity Fund deposits in the General Fund bank account made in error.**
  - **Drew and Megan will work with our staff making deposits to ensure they are deposited in the proper accounts.**
  - **It was determined after the agenda was sent out that there is no need for a new bank account, just tighter controls on deposits being coded properly.**

- Volunteer insurance policy
  - **Drew discussed an optional policy available for the District to purchase**

that would cover medical deductibles in the unfortunate instance a volunteer is injured during their service to the District.

- **The additional cost to the District would be either $900 or $1,200 depending on the plan chosen**
    - **The Finance Committee recommended a greater Board discussion on this topic prior to purchasing this policy.**

- Auditor engagement letter for the years ending 2024, 2025, and 2026
    - **The District's current auditors submitted a proposal for the next three audits.**
    - **The cost is as follows for the year ending (includes Single Audit costs): 23-24 - $31,500, 24-25 - $33,200, and 25-26 - $34,900.**
    - **The annual increase is just over 5%**
        - **The Finance Committee recommended Board approval for Gorman and Associates to continue as the Board's auditor for the next 3 years. This will require Board action in February.**

3. Old Business
    - Per Capita Taxes
        - **Drew updated the Finance Committee on an ongoing issue one of our taxpayers is having regarding a tax bill sent to a minor. Upon receipt of the exoneration form from the taxpayer, this should be resolved in the near future.**

    - Debt Service Borrowing Base
        - January 2021 there was $80.2 million available for borrowing
        - Since then, $6,889,000 was paid in principal
        - Estimated $92 million borrowing capacity as of 7/1/2023
            - **Drew reviewed the borrowing base estimate as a follow-up from November's Finance Committee meeting**

4. Informational
    - December 13th/14th the state House, Senate, and Governor agreed and signed HB301 to finalize the budget with the School Code/Fiscal Code bill. Details are below:
        - An additional $150 million for education tax credits to provide scholarships to students through the existing Education Improvement Tax Credit (EITC) and Opportunity Scholarship Tax Credit (OSTC) programs.

- $295 million for Ready-to-Learn Block Grants.
- Provisions to consolidate and streamline school safety and security programs and operations under the Pennsylvania Commission on Crime and Delinquency.
- $100 million for K-12 mental health programs for schools.
- More than $261 million for community colleges.
- More than $76 million in Special Education funding for Intermediate Units – (CORE Funding)
- $10 million to create a new Educator Pipeline Support Grant Program to provide grants to student teachers.
- $46.5 million in reimbursements to school entities that participate in the National School Lunch and School Breakfast programs.
- More than $70 million in state aid to public libraries.
- $12 million in funding for career and technical schools.
- $7 million to assist distressed schools.

5. Public Comments
   - **None**

6. Committee Member Comments
   - **None**

7. Adjournment
   - **7:46 pm**

Next Meeting: February 12th at 6 p.m. in the Education Center