UPPER PERKIOMEN SCHOOL DISTRICT
Education Center, 2229 E. Buck Road, Pennsburg PA 18073

Policy Committee Meeting Minutes October 23, 2023

Chair: Peg Pennepacker

Ex-Officio: Melanie Cunningham, President

Members:
Keith McCarrick
Emily McCormick

Assistant Superintendent-Dr. Andrea Farina
Business Manager-Drew Bishop
Human Resources Director-Georgiann Fisher

Approval of September 25, 2023 Committee Minutes.

Policy 251: Students Experiencing Homelessness, Foster Care and Other Educational Instability-there is an update to this policy regarding students with disabilities. Statement added "Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP, in accordance with applicable law, regulations, Board policy, administrative regulations and state guidance." Recommendation to remove "state guidance" from statement and agreement to remove.

Policy 603: Budget Preparation- This policy states that the Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to support the educational plan in a comprehensive and efficient manner, to maintain district facilities, and to hone district obligations. This policy outlines the procedures of the budget process and timeline for presentation to the Board. The responsible administrator shall set priorities for expenditures for: staff to maintain current programs; technology, equipment and supplies for current programs; additional staff to improve or expand current programs; new technology, equipment and supplies to improve or expand current programs. The proposed/preliminary budget shall contain: estimated revenue and expenditures (for previous and upcoming fiscal years); upcoming student enrollment; anticipated surplus; explanation of items (upon request); exceptions district is eligible for; relation of estimated tax rate/increase; any eliminations, as necessary. This will be a repeal and replace of current 603. This will move to a first read.

Policy 604: Budget Adoption- This policy states that it is the philosophy of the Board that the annual budget represents the position of the Board, and all reasonable means shall be employed to present and explain the preliminary and final budgets to district residents. Board members and district administrators shall be knowledgeable about, and understand the need for, proposed expenditures. Timelines regarding the budget process (accelerated or Board resolution) are outlined. This will move to a first read.

Policy 605: Tax Levy- This policy states that the Board shall annually determine and establish school district taxes that are authorized by law, within the limitations imposed by applicable laws. The Board shall provide the means to levy and collect such taxes. This will move to a first read.

Policy 606: Tax Collection- This policy states that real estate taxes provided for in the School Code shall be collected by the elected (bonded) tax collector and all other taxes shall be collected by the elected (bonded) tax collector or school district tax office. All taxes shall be collected and remitted to the district Treasurer with a report detailing the sources of tax revenues. This will move to a first read.

Policy 607: Tuition Income- This policy states that when the district receives students who are residents of another school district, it shall assess tuition charges in accordance with the School Code. Tuition shall be assessed for those students whose attendance has been approved by the Board. The Guidelines state that tuition rates shall be determined annually for secondary grades, elementary grades, and special education classes. Billings will be made monthly or quarterly, following the attendance period. This will move to a first read.

Policy 607.1: Tuition Income of District Special Education- This policy is recommended to be deleted. This recommendation passed.

Policy 608: Bank Accounts- This policy states that the Board, by a majority vote of the full Board, shall designate one or more banks or bank and trust companies as depositories for the safeguarding of school funds. Each depository shall report monthly on the status of the funds and shall furnish proper security for deposits in the amount designated by the Board in accordance with law. Guidelines state that each designated depository shall be advised not to cash checks payable to the school district but to deposit said checks to the district accounts. This will move to a first read.

Policy 609: Investment of District Funds- This policy states the Board will optimize its return on funds available for investment through investment of cash balances in such a way as to minimize non-invested balances and to maximize return on investments consistent with the following principles: Legality (in accordance with applicable laws of Pennsylvania); Safety-Preservation (preservation of principal in the portfolio of investments shall be ensured by diversification and other means of minimizing credit risk); Liquidity (investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated); Yield (investments shall be made with the objective of attaining a market-average rate of return). The Business Administrator/Assistant Business Administrator shall implement the school district's investment program. The policy currently uses "Investment Officer" and that will be replaced by "Business Administrator/Assistant Business Administrator". This will move to a first read.

Policy 612: Purchases Not Budgeted- This policy states that when funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Board in the last nine months of the fiscal year if the necessary surplus funds do exist in another appropriation. Any expenditures in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting, with a recommendation of funds to be transferred to cover said purchase. Policy will be discussed further at a future meeting.

Policy 613: Cooperative Purchasing- This policy states that the Board encourages the administration to seek the benefits and savings that may accrue through joint agreements with other political subdivisions for the purchase of supplies, equipment or services. Cooperative purchases require an agreement approved by the Board and the participating contracting body(s). All agreements must conform to relevant provisions of the School Code. This will move to a first read.

November meeting canceled. Next meeting will be in January 2024.