

UPPER PERKIOMEN SCHOOL DISTRICT

Education Center
2229 E. Buck Road
Pennsburg, PA 18073

Finance Committee Meeting

January 22, 2024

CHAIRPERSON: Melanie Cunningham

MEMBERS:

Keith McCarrick
Leah Cianfrani

ADMINISTRATION:

Superintendent: Dr. Allyn Roche
Business Administrator: Drew Bishop
Assistant Business Administrator: Megan Moyer

AGENDA

1. Approval of Minutes
 - a. November 20, 2023
2. New Business/Discussion/Presentation
 - a. Budget Presentation
 - Transportation
 - Business Office
 - Human Resources
 - School Board/Superintendent Office
 - b. Transportation Software Upgrade - Jenn Malone
 - c. UP Work Program
 - d. Delinquent real estate tax bill request for waiver of penalties and fees
 - e. New bank account - Student Activities Fund
 - f. Volunteer insurance policy
 - g. Auditor engagement letter for the years ending 2024, 2025, and 2026
3. Old Business
 - a. Per Capita Taxes
 - b. 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

Mission Statement

The Finance Committee is an advisory committee who are devoting the extra time and effort to understand the finances of the district in order to assist and guide the Board on financial decisions which affect the short and long term financial health of the district.

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4. Informational

- a. 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

6. Committee Member Comments

7. Adjournment

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

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November 20, 2023 MINUTES

CHAIRPERSON: Melanie Cunningham

MEMBERS:

Judy Maginnis
Keith McCarrick

ADMINISTRATION:

Superintendent: Dr. Allyn J. Roche
Business Administrator: Drew Bishop
Assistant Business Administrator: Megan Moyer

PUBLIC: One member of the public

1. Approval of Minutes
 - August 21, 2023
 - **Approved**
2. New Business/Discussion/Presentation
 - High School Softball Field Fence installation
 - **The Finance Committee approved the installation of the fence and recommended Board approval on the December 4th Board agenda.**
 - **Capital funds or ESSER funds can be used for this project.**
 - **This will help to close out the recommendations from the Title IX review.**
 - Act 1 Index for 24-25 and Timeline
 - 2024-2025 Base Act I Index is 5.3% and the Adjusted Act 1 Index is 6.6%
 - 2023-2024 Base Act I Index was 4.1% and the Adjusted Act 1 Index was 5.0%
 - **Drew reviewed the Act 1 Index for the upcoming budget year compared to the current budget year.**
 - Budget Presentation
 - Charter Schools
 - Debt Service
 - Scholarships
 - Building Budgets
 - **Drew reviewed the budget presentations with several questions asked and answered.**
 - **The Committee requested the borrowing capacity of the District.**
 - Delinquent Real Estate Taxes
 - Final step prior to Sheriff's Sale
 - [Collection procedures of Portnoff Law Associates](#)
 - **Drew reviewed two properties that have progressed through**

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the collection process. The final step is to go through the Sheriff's Sale. The Committee recommended moving forward with Portnoff's collection process.

- Repository Tax Sale
 - **The Committee recommended approving the Repository Sale for this parcel**
- Board report changes
 - **The Committee is satisfied with the Board reports with changes made a few years ago that made the reports more useful for the full Board.**
- 3. Old Business
 - Per Capita Taxes
 - **Drew presented a proposal from another company to collect the tax.**
 - **The Committee requested Drew contact the current collector and work with them to find better ways to avoid having minors receive a bill when they should not be receiving a bill.**
 - Charter School Budget and Special Ed Rates
 - UPSD Special Education costs per student = \$18,124
 - Charter School Special Ed cost 23-24 = \$30,884.36
 - Charter School Budget 23-24 = \$2,915,473 (included Budgetary Reserve)
 - **Drew reviewed these items from the previous meeting.**
- 4. Informational
 - Local auditors completed fieldwork for the annual audit on November 8th
 - Budget meetings with Administrative Team all month
 - Business Office and Real Estate Tax Collectors met November 9th
- 5. Public Comments
 - **None**
- 6. Committee Member Comments
 - **None**
- 7. Adjournment
 - **7:03 p.m.**

Next Meeting: January - specific date and time TBD in the Education Center

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