

UPPER PERKIOMEN SCHOOL DISTRICT

Education Center

2229 E. Buck Road, Pennsburg, PA

VIRTUAL

Finance Committee Meeting

September 21, 2020

CHAIR: Melanie Cunningham

Ex-Officio: Dr. Kerry Drake, President

MEMBERS:

Judy Maginnis

Keith McCarrick

Business Manager: Sandra Kassel

Assistant Business Manager: Dan Direso

Superintendent: Dr. Allyn Roche

AGENDA

1. Approval of Meeting Minutes
 - a. June 15, 2020 (Attachment A)
2. Discussion:
 - a. GASB 84 – Changes in the Accounting of School Activity and Scholarship Funds
 - b. Transportation – RFP Beginning 2021-2022 School Year
 - c. Grants for COVID-19
 - d. Wood Property

Mission & Vision 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.

UPPER PERKIOMEN SCHOOL DISTRICT**FINANCE COMMITTEE****June 15, 2020**

The Finance Committee Meeting was held virtually at 6:30PM with the following committee members attending: Melanie Cunningham (chairperson), Keith McCarrick, and Judy Maginnis. Others in attendance were: Peg Pennepacker, Mike Elliot, Dr. Allyn Roche, Sandy Kassel, and Dr. Andrea Farina.

1. Approval of Minutes

Motion by Judy Maginnis seconded by Keith Mc Carrick to approve the May 18, 2020 Finance Committee meeting. All aye.

2. Discussion items**a. Crossing Guards**

Mrs. Kassel explained the process that the district pursued during the school year in an effort to secure crossing guards for the New Middle School and High School. After several months in exploring options with the municipalities we were able to come to an agreement with Red Hill Borough and Upper Hanover Township to share in a portion of the costs of five guards to support the safety of our students.

Originally we thought five was sufficient but we later realized a sixth one was needed which would result in the full cost being assessed to the district for the one additional guard.

The committee was presented with the costs with ACM, current company, compared to a new company Cross Safe, the only one to submit a bid. Cross Safe's proposal was at a lower hourly cost with less hours but requires a supervisor to oversee the operation resulting in the addition of the seventh individual. The districts intention would be to look at reducing the number of guards but with the possibility of more students and parents driving due to COVID concerns that may not be possible. If we continue more than five we will consider asking the two municipalities to share in the additional cost since the new numbers reduces their costs as compared to this year's company.

The costs for East Greenville crossing guards were also shared. The costs are much less because the guards are hired, trained, and paid by the municipality. We are billed for half the costs.

Dr. Roche reported that he will have two items in the update regarding two communications from East Greenville regarding parking and rotation. One is in regards to traffic zone and next year's traffic flow. This will be addressed at the next facilities meeting.

b. Balance of Projects

An analysis was provided regarding the expenses paid and the remaining balances on the Middle School project. The capital funds remaining to support the project were also provided. The district issued four Bond issues totaling \$56,118,000 to support the project. Remaining funds can be used towards the GESA project.

Capital Reserve funds were also discussed which in combination will be needed to support the safe entrance projects that are not covered by grant funds.

The 4th and 5th grade center project is close to finalization and the sidewalks, bike path, storm water management and wet land mitigation were completed for the start of the school year at a cost of approximately \$1,100,000 which was partially supported by the MONTCO 2040 grant of \$150,000.

In response to a question on PLAN CON funds we are receiving PLAN CON reimbursement and with the designation of LEAD gold we are receiving a higher % on our project resulting in an additional amount of approximately \$800,000. The funds are budgeted under our rental subsidies. The ability to apply for PLAN CON on this project resulted in the additional revenue of \$6,000,000.

c. 2019-2020 School Year

Estimated expenditures, revenues and fund balance were explained and reviewed by Mrs. Kassel with the committee. Major future expenditures charged to the 2019-20 school year were listed. Areas of savings were also listed based on practices during the year and due to the effects of COVID-19. A comparison chart showing the prior three years was shared for reference. The Committee appreciated the detailed information provided regarding the estimated balance and where it is coming from.

3. Other

Moving forward consideration will have to be made on the costs associated with the effect of COVID-19 and the development of instructional scenarios for September. Dr. Roche reported that there will be a virtual option for families who do not want to come back. The intention is that the virtual instruction will be provided by our teachers. We want to support our students in house if they choose cyber education.

Ms. Pennepacker asked if we should look at all areas of revenue and would it be time to look at instituting activity fees or should that be postponed. Dr. Roche reported that the estimated revenue would be approximately \$55,000. It is the logistics of collection that would be a challenge. At this time the committee is not pursuing this and it was only raised as a comment to look at everything.

Dr. Roche commented that as we move into the fall there may be the need for additional staff such as custodial services.

Mrs. Cunningham recommended having finance committee meetings all year long. The next meeting will be in September.

Motion by Mr. Mc Carrick seconded by Mrs. Maginnis to adjourn the meeting at 7:33PM.