

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

Minutes of the FINANCE Committee Meeting
April 10, 2019

Finance Committee Members Present:

Lisa Longo
Ken Butera (5:35)
Jeesely Soto

Finance Committee Members Absent:

N/A

Board Members Present:

Chris Caltagirone (5:40)
Eric Daugherty
Blake Emmanuel
David Golberg (5:34)

Administrators Present:

Dr. Alan Fegley – Superintendent
Dr. Le Roy Whitehead – Assistant Superintendent
Chris Gehris – Director of Finance / Business Manager
Sandra Claus – Community Relations Coordinator

Others Present:

Mary Jane Weiss, PASD Employee and resident
Jerome Weiss, PASD resident
Ron Graham, East Pikeland Twp
John Mraz, Meadowbrook Lane resident

Call Board Finance Committee Meeting to Order

The Finance Committee meeting was held in the Administration Building Committee Conference Room and was called to order at 5:30 p.m. by Ms. Lisa Longo, Chairperson.

OLD BUSINESS

1. APPROVAL OF MARCH 13, 2019 FINANCE AND PERSONNEL MINUTES

After a brief discussion, the committee agreed to approve the minutes.

DISCUSSION ITEMS:

1. PHOENIXVILLE HOSPITAL UPDATE

Mr. Gehris stated there was no update on this topic.

2. EIT / OCCUPATIONAL TAXES - UPDATE

Mr. Gehris stated there was no update on this topic.

3. 400 WESTSIDE PROJECT ASSESSMENT

Mr. Gehris shared the assessment timeline received from the County. Mr. Gehris will contact legal for next steps.

4. SENIOR TAX REBATE PROGRAM

Mr. Gehris stated there was no update on this topic.

5. VARIANCE REPORT COMPARISON

Mr. Gehris shared the variance report that was created for the committee. There was some discussion on the differences.

6. COMMUNICATION PLANS - PRESENTATION
Mrs. Claus shared the communication plan with the committee and those present. It was decided that with the amount of questions on this topic that it will be discussed further at the upcoming Board Workshop Meeting..
7. TRANSPORTATION RFP
Mr. Gehris informed the Committee that there is an RFP for Transportation Services for the 2020-2021 School Year scheduled for this fall.
8. PSERS EXTRA DUTY STIPEND
This topic will be addressed at the May Finance Committee meeting.
9. SUB COST INFORMATION
This topic will be addressed at the May Finance Committee meeting.
10. SEDGLEY FARM (REEVES PROPERTY)
There was discussion among the committee on this topic. It was determined that more detailed discussion will take place at the upcoming Board Workshop Meeting.
11. DISTRICT INITIATED APPEALS
Mr. Gehris let the Committee know the draft policy on District Initiated Appeals will go for discussion at the upcoming April 30th Policy Committee meeting. It will then come back to Finance in May.

NEW BUSINESS / BOARD APPROVAL

Personnel Items

1. APPROVAL OF PERSONNEL REPORT – APRIL 2019
 - a) Resignations/Retirements
 - b) Creation of New Position
 - c) Appointments
 - d) Leave Request
 - e) Eagle Wolfington Employees
 - f) Volunteers
 - g) Informational Items
 1. Conference Requests
 2. Family and Medical Leave of Act (FMLA) Leaves of Absence
 3. Transfer

The Committee agreed to send the personnel report to the Board for approval.

Approval of Business Office Items

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – MARCH 2019
Check #112538 (3/1/2019) to Check 112745 (3/31/2019)
ACH Payment #181901059 (3/1/2019) to ACH Payment #181901206 (3/31/2019)
Board approval is required for the disbursement of school district funds. The action requested in this item is the approval of the checks written and ACH payments made in March 2019. The committee discussed and agreed to recommend board approval.
2. ACKNOWLEDGE RECEIPT OF THE DISTRICT FINANCIAL REPORTS FOR MARCH 2019 (CASH FLOW PROJECTION)
Board acknowledgement is required for the receipt of the monthly financial reports. The committee agreed to recommend board acknowledgement.
3. APPROVAL OF THE HOT LUNCH, BREAKFAST, MILK AND A LA CARTE PRICES FOR THE 2019-2020 SCHOOL YEAR
After a brief discussion, the committee agreed to recommend board approval.
4. APPROVAL TO SUBMIT THE RENEWAL OF THE FOOD SERVICES MANAGEMENT COMPANY CONTRACT WITH WHITSON'S SCHOOL NUTRITION GROUP TO PROVIDE FOOD SERVICES FOR THE 2019-2020 SCHOOL YEAR
After a brief discussion, the committee agreed to recommend board approval.
5. APPROVAL TO APPOINT PNC BANK, CITIZENS BANK, BB&T BANK, AND PHOENIXVILLE FEDERAL AS THE BANKING DEPOSITORIES FOR THE 2019-2020 SCHOOL YEAR
After a brief discussion, the committee agreed to recommend board approval.

6. APPROVAL OF THE ADOPTION OF APPROVED LEA POLICIES, PROCEDURES, AND THE USE OF FUNDS WITH THE CCIU FOR 2019-2020 SCHOOL YEAR.

After a brief discussion, the committee agreed to recommend board approval.

7. AUTHORIZATION FOR ADMINISTRATION TO DISPLAY THE 2019-2020 PROPOSED FINAL BUDGET, PER CAPITA TAX, AND OCCUPATION TAX IN A NEWSPAPER OF GENERAL CIRCULATION AT LEAST 10 DAYS BEFORE THE DATE SCHEDULED FOR FINAL BUDGET ADOPTION.

After a brief discussion, the committee agreed to recommend board approval.

Approval of Pupil Services Agreements

None.

Approval of Athletic Agreements

None.

Approval of Transportation Contracts

None.

Approval of Exception for Use of School Facilities, School Board Policy 707

None.

D. INFORMATION ITEMS

1. RESERVES

2. HEALTH CARE COST COMPARISON

Mr. Gehris provided information on where the District stands in relation to last year on benefits.

3. PRELIMINARY BENCHMARK GRAPHS

4. CONTRACT MANAGEMENT SYSTEM

5. GRANT REPORT UPDATE

6. PHOENIXVILLE PUBLIC LIBRARY ANNUAL FINANCIAL REPORT FOR YEAR ENDING JUNE 30, 2018.

E. EXECUTIVE SESSION – NONE

Public Comment

None.

Announcement of Next Meeting

The next meeting will be held on May 8, 2019 at 5:30 PM

Adjournment

The meeting adjourned at 6:29 pm.

Lisa Longo, Chairperson

The minutes of the April 10, 2019 Board Finance Committee meeting are scheduled to be approved at the May 8, 2019 Board Finance Committee meeting. Mr. Chris Gehris, Director of Finance / Business Manager prepared the April 10th Minutes