

PHOENIXVILLE AREA SCHOOL DISTRICT  
Phoenixville, Pennsylvania

Minutes of the FINANCE Committee Meeting  
November 13, 2019

Finance Committee Members Present:

J. Kenneth Butera  
Lisa Longo (Chair)  
Jeesely Soto (via phone)

Finance Committee Members Absent:

None

Board Members Present:

Blake Emmanuel  
Dave Golberg  
Christopher Caltagirone  
Lori Broker  
Eric Daugherty

Administrators Present:

Dr. Alan Fegley – Superintendent  
Dr. Le Roy Whitehead – Assistant Superintendent  
Mr. Rich Fazio – Interim Business Manager  
Mrs. Sandy Claus – Community Relations Coordinator

Others Present:

Lenore Filipovic, Executive Assistant to the Superintendent and Cabinet  
Richard Kunkel, Schuylkill Township

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 7:06 PM by Ms. Lisa Longo, Chairperson.

OLD BUSINESS

1. APPROVAL OF OCTOBER 7, 2019, FINANCE AND PERSONNEL MINUTES

After a brief moment of review, the committee agreed to approve the minutes.

The presentation was moved to the end of the meeting

Communications Plan Presentation – Sandra Claus, Community Relations Coordinator

- Workflow
- Communications Plan

DISCUSSION ITEMS:

1. INCOMMUNITY MAGAZINE

Dr. Fegley stated PASD is in the process looking at another group for distribution of information to the community. The last issue of InCommunity was sent out.

2. PHOENIXVILLE HOSPITAL UPDATE

Dr. Fegley stated PASD had administrative conference with the judge. Superintendents and business managers met to see if we all can work more closely together. General agreement to work together. KKAL will draft the agreement. While Board Approval is not necessary it is recommend.

3. BOROUGH OF PHOENIXVILLE – OCCUPATION AND PER CAPITA TAXES

Dr. Fegley provided a brief update – waiting for the law to change so that the occupation and per capita taxes can be placed in earned income tax.

Discussion regarding the Borough of Phoenixville and the error with billing. This has to do with the bills for per capita taxes and sending half the money going to the Borough. Unknowingly the district was supposed

to keep all the money it collected and the Borough was responsible for its own \$5.00 tax. The borough is in conversation with Mr. Fazio and Dr. Fegley to look at a payment plan to repay the money.

Mr. Fazio explained the law and noted that there are two taxes Act 511 and Act 671. These were re-enacted properly back in 2014. There was a brief discussion wondering why this error was not caught in any of the audits. This refund is somewhere around \$200,000

4. SENIOR CITIZEN TAX REBATE PROGRAM

Ms. Longo noted that the Senior Citizen tax rebate is too narrow at \$600. She requested that the name be changed as well to incorporate others besides the elderly. She provided the committee with a sample draft policy. It was requested that the amount discussed be changed from dollars to hours. Alternatively, should it be a percentage? It was noted during discussion that there might potentially be a cap of 20%. Suggestions for some of the volunteers could be playground aides, cafeteria aides, etc. The administration will have to work with the union to ensure these roles do not negatively affect a union position.

Act 172 is where schools active volunteers offered a tax credit (20% of amount) those that are first responders or firefighter get 100%. There was a discussion regarding the potential of setting a limit of 100 hours. Mr. Golberg shared his concerns about voting on an item and not knowing the ramifications to the budget. Other districts were named; Great Valley, North Penn and West Chester all have this program.

The key is to advertise it – it was noted that other districts have not seen a great response or participation as they expected it would.

North Penn has their qualifications for 65 or older, widow or widower over 50 or disabled persons. There was concern about the administrative time needed to oversee this program. Would it be too costly?

They discussed beginning with a small pilot program to gauge interest and potential expense. This will be discussed in further detail at the workshop on Thursday.

5. INSURANCE SERVICE PROVIDERS – REQUEST FOR PROPOSAL

Mr. Fazio noted they are looking at insurance providers and will be going out for RFP to get other options. It was noted they are typically the same but the RFP is more for broker services. This is for property and casualty insurance.

6. SLEP

Dr. Fegley stated the last SLEP program was in 2013. There was a full audit in 2013 to assist with this process.

Members of the community entered mid meeting not realizing the meeting had started – they included Sarah Dougherty, Laura Reed, and others.

Items included in the SLEP program include upcoming expenditures and items from capital projects. They are typically not in the general operating budget.

Mrs. Claus presented to the committee and community present about the Communication Plan for PASD. They spoke about the use of social media, paper, electronic/email and in flyers and advertising.

There was a brief discussion around getting sponsorships or ads on our website or social media. It was noted that the ads are more of a hassle for parents and community to deal with when only going to look for something for their child. They also do not bring in enough revenue to warrant the expense. The district currently has a part time employee that handles the social media, the website and all of the additions, deletions and work put into making it a very informational yet attractive site. There was a discussion regarding the need for an updated marketing budget. Mrs. Claus noted that most of the budget that is used on fast fact brochures, flyers and signage. Ms. Longo asked Mrs. Claus to work with the Community Engagement Task Force. Mrs. Claus stated that many of the ideas that the task force shared have been implemented.

There was a brief discussion regarding the data analytics from the website and social media to show where are these viewers diverted. Mrs. Claus will have Mrs. Kelly look into this further.

7. TRANSPORTATION CONTRACTOR UPDATE
  - a. Transportation Contract Extension – Wolfington

8. Approval Items (Thursday, November 14, 2019 Board Meeting)

Mrs. Daugherty requested a copy of the personnel report.

There was a lengthy discussion regarding the Financial Reports and Plan Con Projects.

Concerns were shared regarding the missing Finance Reports. It was noted that item #5 would be shared in executive session.

Administration questioned if the board / committee was interested in having Jamie Doyle from PFM come to speak about the bonds.

#### NEW BUSINESS / BOARD APPROVAL

##### Personnel Items

##### A. Personnel Items

1. Approval of Personnel Report – November 2019
  - a) Resignations
  - b) Approval of New Position
  - c) Appointments
  - d) Leave Requests
  - e) Eagle Wolfington Employees
  - f) Volunteers
  - g) Informational Items
    1. Conference Requests
    2. Family and Medical Leave Act (FMLA) Leaves of Absence
    3. Transfers
1. Approve the Disbursement of School District Funds – September / October 2019  
 Check # 113671 (9/1/2019) - # 113886 (9/26/2019)  
 ACH # 192000196 (9/1/2019) - #192000335 (9/26/2019)  
  
 Check # 113887 (10/4/19) - # 114155 (10/24/2019)  
 ACH # 192000336 (10/4/2019) - #192000491 (10/24/2019)
2. Acknowledge Receipt of the District Financial Reports for September / October 2019 (Cash Flow Projection)
3. Acknowledge Receipt of PlanCon Part H – Project Financing Revision
4. Acknowledge Receipt of the Service Engagement Letter with Rainer & Company for Auditing Services for year ending June 30, 2019.
5. Approval of an Engagement Letter with Fox Rothschild LLP for Legal Services
6. Approval of a Renewal of the Food Service Agreement with School Operations Services Group, Inc. (SOS) for Food Service Consultation from July 1, 2019 through June 30, 2021 at a Cost Not to Exceed \$10,000
7. Authorization for the Public Display and Advertisement of the 2020-2021 Proposed Preliminary Budget for Per Capita and Occupation Taxes
8. Approval of Parameters Resolutions, as prepared by Bond Counsel, authorizing the issuance of one or more series of Bonds to be used towards the current refunding of all or a portion of the School District's 2012, 2012A, 2013, 2014A, 2015A, 2015B, 2015C, and 2015D Bonds.
9. [Authorization for Counsel to Appeal Decisions of the Board of Assessment Appeals to the Court of Common Pleas for the Following Properties:](#)
  - i. [Tax Parcel Number– 15-18-0001.01A0](#)
  - ii. [Tax Parcel Number–15-09-0661.0000](#)
  - iii. [Tax Parcel Number –15-19-0136.0000.](#)

##### B. Pupil Services Agreements

None

- C. Athletic Agreements  
None

- D. Transportation Contracts  
a. Approval of Contract with Approved Transportation Provider, Atlas Transportation, Inc. for Transportation Services to and/or from CCDC for the 2019-2020 School Year.

- E. Exception for Use of School Facilities, School Board Policy 707  
None

D. INFORMATION ITEMS

1. Contract Management System
2. Grant Report (Amount, Subject and to whom)
3. PAC Financials.

There was a very lengthy discussion regarding the PAC By-laws, which were attached for reference. A timeline of the conversations and other happenings took place. There was also a request for bank statements for this booster program. It was noted that as fundraising is a vital tool, they need to accept donations. Mrs. Longo noted that they are not currently at 501c3 but are the custodian of records. Any information requested and shared will be on the board portal. There was a discussion regarding the expenses already handled by PAC including sprinkler system, netting, awnings and supplies and materials. There was also a request for the profit and loss statement.

They acknowledged and thanked the volunteers who have been running this program.

Back to regular finance agenda.

Open Public Comment Period:

Ms. Kristen Meyers, East Pikeland resident questioned where the district was in the investigation for the discrepancies in the accounting for the district. She questioned when an audit will take place and when do they expect to be completed.

Dr. Fegley provided a brief update by noting that the board recently approved that a district legal counsel hire an auditing firm. They have begun this process and updates will be given as they are received.

Mrs. Claus provided an update on the district communication plans. Current sources of communication include Flyers, Incommunity magazine, videos, print, Social Media, website etc. It was also suggested that the Community Engagement Task Force be part of any discussion with the communications planning.

4. Monthly Bank Statements
  - a. BB&T
  - b. Phoenixville Federal – Athletics
  - c. Phoenixville Federal – Activities
  - d. PSDLAF
  - e. TD Bank

Public Comment

None

Announcement of Next Meeting

The next meeting will be held in January 2020 Date and Time TBD

Adjournment

The meeting adjourned at 8:53 PM to executive session for a personnel matter.

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Lisa Longo, Chairperson

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The minutes of the November 13, 2019 Board Finance Committee meeting will be approved at the January 2020 Board Finance Committee meeting. Dr. Alan Fegley, Superintendent and Mrs. Lenore Filipovic prepared the November 13, 2019 meeting minutes.