

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

**Minutes of the FINANCE / PERSONNEL Committee Meeting
February 5, 2020**

Finance Committee Members Present:

Jeesely Soto – via telephone
Laura Reed
Dr. Ayisha Sereni

Finance Committee Members Absent:

None

Board Members Present:

Christopher Caltagirone
Blake Emmanuel

Administrators Present:

Dr. Alan Fegley – Superintendent
Dr. Le Roy Whitehead – Assistant Superintendent
Rich Fazio – Interim Business Manager
Ken Gibson – Director of Operations & Technology
Sylvia Rockwood – Director of Human Resources

Others Present:

Michael Maier – Westrum
John Westrum – Westrum
Tom Ronayne - Rainer Auditors
John Mraz – Schuylkill Township
Joe Little – Schuylkill Township/PAC

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 7:22 p.m. by Mr. Caltagirone, Acting Chairperson.

MINUTES

A. APPROVAL OF THE JANUARY 8, 2020 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

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

PRESENTATION

1. LERTA – WESTRUM DEVELOPMENT GROUP

PRESENTED BY: MICHAEL MAIER AND JOHN WESTRUM

Mr. Westrum noted this is a cost benefit analysis for the school district. Westrum Development Group would like to turn an abandoned building on Wheatland Street with environmental issues into 205 studio, one, and two bedroom apartments.

Without building, the property As-is \$174,845 tax ratables over the next 10 years, with no cost to students, generating \$2.85 million.

There would be a \$1.9 million surplus by building this project, and \$1,729,000 would be generated for the school district. The committee expressed interest in seeing the Luxor Lifestyle Apartments in Norristown as an example and a tour will be scheduled.

2. ANNUAL FINANCIAL AUDIT – 2018-2019 SCHOOL YEAR

Mr. Ronayne reviewed the audit with the committee.

APPROVAL ITEMS

A. PERSONNEL ITEMS

1. Approval of Personnel Report – February 2020

- a) Resignation
- b) Professional Contract
- c) Appointments
- d) Eagle Wolfington Employees
- e) Volunteers
- f) Information Items
 - 1. Conference Requests
 - 2. Family and Medical Leave Act (FMLA) Leaves of Absence

The committee discussed and agreed to recommend for Board approval.

B. BUSINESS OFFICE REPORT

1. Approve the Disbursement of School District Funds

November 2019

Check #114156 (11/6/2019) - #114348 (11/27/2019)

ACH #192000492 (11/6/2019) - #192000628 (11/27/2019)

December 2019

Check #114349 (12/5/2019) - #114497 (12/27/2019)

ACH #192000629 (12/5/2019) - #192000739 (12/27/2019)

January 2020

Check #114498 (1/2/2020) - #114722 (1/30/2020)

ACH #192000740 (1/2/2020) - #192000894 (1/30/2020)

The committee discussed and agreed to recommend for Board approval.

2. Acknowledge Receipt of the District Financial Reports for:

November 2019

December 2019

January 2020

The committee discussed and agreed to recommend for Board approval.

3. Approval of One Year E-Rate Category 1 Contract Renewal with ChescoNet for Basic Fiber Optic Connectivity extending existing ChescoNet Contract MSA# 2019PASD/1905 through June 30, 2021

The committee discussed and agreed to recommend for Board approval.

4. Approval of One Year E-Rate Category 2 Contract for funding year 2020 with contract term date of April 1, 2020 through September 30, 2021 with ePlus Technology, Inc. for the Switching of Infrastructure via a Mini-Bid Amount

The committee discussed and agreed to recommend for Board approval.

C. BUSINESS OFFICE ITEMS

None.

D. PUPIL SERVICES AGREEMENTS

1. Approval of Standard Education Agreement with Devereux Advanced Behavioral Health for Educational and 1:1 Aide Services for the period of January 13, 2020 through June 30, 2020.

2. Lakeside Contract – pending renewal

Mr. Fazio informed the committee that this contract might be reduced from 7 to 4 or 5 seats.

E. ATHLETIC AGREEMENTS

None

F. TRANSPORTATION CONTRACTS

None

G. TREASURER'S REPORT

February 3rd Report (Action and Status Report)

Dr. Sereni requested to see formal documentation as to whom is to be signing what for School Board documents.

DISCUSSION ITEMS:

1. TOWN HALL FORMAT DISCUSSION

The committee discussed some potential topics and structure for the meeting scheduled for February 20th.

2. PHOENIXVILLE HOSPITAL UPDATE

No new update. The Committee expressed they would like a weekly update. It was agreed to discuss further in an Executive Session.

3. BOROUGH OF PHOENIXVILLE – OCCUPATION AND PER CAPITA TAXES

Mr. Fazio stated that from back to 2014, \$220K is due back to PASD.

4. REQUEST FOR PROPOSALS

a. Insurance Service Providers

b. Solicitor

Mr. Fazio also asked if PASD would like to do an RFP for an Auditor as well.

5. TRANSPORTATION CONTRACTOR UPDATE

a. Transportation Contract Extension – Wolfington

No update, but there might be a meeting next week with a counteroffer.

6. HEALTHCARE RESERVES

No change.

7. YMCA CONTRACT

Administration is considering an extension to the contract for use of the pool, which is \$100/day, about 60 days a year. There are 4 meets at \$500 each. There will be no change in the rates in year one. For years two and three, there will be a \$5 increase in the per day rate from \$100 to \$105, or a \$300 overall increase, with no change in the meet fee. If agreeable, perhaps negotiations will proceed for a fourth and fifth year.

INFORMATION ITEMS

1. GRANT REPORT (AMOUNT, SUBJECT AND TO WHOM)
No discussion.
2. PAC BOOSTERS
 - a. Quarterly Financial Statement
 - b. Bylaws

Mr. Little provided a financial overview of PAC to the committee and added that PAC would like to build a field house in the new athletic fields. Education session after March.
3. CHART OF ACCOUNTS
 - a. Manual of Accounting

Mr. Fazio explained that some accounts are incorrect and will need to be corrected.
4. REASSESSMENTS
No discussion.
5. EXCEPTION FOR USE OF SCHOOL FACILITIES (SCHOOL BOARD POLICY 707 – USE OF SCHOOL FACILITIES)
 - a. Crescendo Phoenixville (After School Music Program – Barkley Elementary School)

The committee discussed and approved this exception for use of school facilities.
6. MONTHLY BANK STATEMENTS
 - a. BB&T
 - b. Phoenixville Federal – Phoenixville Summer
 - c. Phoenixville Federal – Activities
 - d. PSDLAF
 - e. PNC Bank (December)
 - f. TD Bank (December)
 - g. Wells Fargo (2019)
 - h. Wilmington Trust (December)
 - i. Credit Cards

Mr. Fazio discussed Phoenixville Summer, the proceeds from it over the past couple years, and the opportunity for growth of the program.

EXECUTIVE SESSION (IF NEEDED)

PUBLIC COMMENT

Mr. Mraz had questions regarding the audit and the administration responded. He also provided his thoughts regarding PAC and the potential field house.

Announcement of Next Meeting

The next meeting will be held on March 11, 2020 at 7:00 P.M.

Adjournment

The meeting adjourned at 9:43 PM.

Ms. Jeeseley Soto, Chairperson

The minutes of the February 5, 2020 Board Finance Committee meeting are scheduled to be approved at the March 11, 2020 Board Finance Committee meeting. Mr. Rich Fazio, Interim Business Manager, and Sharon Oleski, Executive Assistant to the Cabinet, prepared the February 5, 2020 minutes.