

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

**Minutes of the FINANCE / PERSONNEL Committee Meeting
October 7, 2020**

Finance / Personnel Committee Members Present:

Jeesely Soto
Laura Reed
Susan Turner

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Jerry Weiss
Blake Emmanuel
Christopher Caltagirone
Michelle Schamis
Dave Goldberg

Administrators Present:

Dr. Alan Fegley – Superintendent
Dr. Le Roy Whitehead – Assistant Superintendent
Dr. Jeremy Melber – Director of Finance
Sandy Claus – Community Relations Coordinator

Others Present:

Kristen Myers

Call Board Finance / Personnel Committee Meeting to Order

The Finance Committee meeting was held virtually via Zoom and was called to order at 7:05 p.m. by Ms. Jeesely Soto, Chairperson.

MINUTES

A. APPROVAL OF THE SEPTEMBER 9, 2020 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee requested some changes to be made before approving the minutes.

APPROVAL ITEMS

A. PERSONNEL ITEMS

1. APPROVAL OF PERSONNEL REPORT – OCTOBER 2020

- a) Appointments
- b) Increase Rates
- c) Leave Requests
- d) Information Items
 1. Conferences
 2. Family and Medical Leave Act (FMLA) Leaves of Absence
 3. Transfers

The committee agreed to recommend approval to the full Board, and the committee requested administration to research the cost and length of time for a communications audit.

B. BUSINESS OFFICE REPORT

2. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – SEPTEMBER 2020

Check #116058 (9/3/2020) - #116217 (9/25/2020)

ACH #202101623 (9/3/2020) - #202101721 (9/25/2020)

The committee agreed to recommend approval to the full Board.

3. ACKNOWLEDGE RECEIPT OF THE DISTRICT FINANCIAL REPORTS - AUGUST 2020

The committee agreed to recommend approval to the full Board.

C. BUSINESS OFFICE ITEMS

4. APPROVAL TO APPOINT DR. JEREMY MELBER AS THE VOTING DELEGATE FOR PHOENIXVILLE AREA SCHOOL DISTRICT TO THE CHESTER COUNTY TAX COLLECTION COMMITTEE

The committee agreed to recommend approval to the full Board.

5. APPROVAL OF A PILOT AGREEMENT BETWEEN PASD AND THE PHOENIXVILLE AREA CHILDREN'S LEARNING CENTER FOR TAX EXEMPTION STATUS FOR THE TAX YEARS FROM 2020-2021 TO 2024-2025

The committee agreed to recommend approval to the full Board.

6. APPROVAL OF THE INDEPENDENT CONTRACTOR AGREEMENT WITH TRITT-SHELL CONSULTING FOR FY 2021 CATEGORY 1 AND 2 E-RATE SERVICES

The committee agreed to recommend approval to the full Board.

D. PUPIL SERVICES AGREEMENTS

7. APPROVAL OF A PHYSICIAN'S SERVICES AGREEMENT WITH PMA MEDICAL SPECIALISTS FOR THE 2020-2021 SCHOOL YEAR

The committee agreed to recommend approval to the full Board.

E. ATHLETIC AGREEMENTS

None

F. TRANSPORTATION CONTRACTS

8. APPROVAL OF CONTRACT WITH APPROVED TRANSPORTATION PROVIDER, ATLAS TRANSPORTATION, INC. FOR TRANSPORTATION SERVICES TO AND/OR FROM MOTHER TERESA RCS FOR THE 2020-2021 SCHOOL YEAR

The committee agreed to recommend approval to the full Board.

DISCUSSION ITEMS:

Personnel

1. CONTRACTED COMMUNICATIONS POSITION

The committee requested Dr. Fegley to provide these details for a discussion and possibly a vote before the full board at the October 12, 2020 Workshop meeting.

Business Office

1. COVID-19 GRANTS UPDATE

Dr. Melber provided details of COVID-19 related grants and expenditures to the committee.

2. OCCUPATIONAL TAX DISCUSSION
Dr. Melber reviewed the potential timeline for the optional occupation tax elimination should the board decide to move forward and answered questions from the committee.
3. SOLICITOR RFP
Dr. Melber will compose the RFP and submit it to the board for review.
4. DISTRICT BANKING DEPOSITORIES
Dr. Melber updated the committee.

INFORMATION ITEMS

1. MONTHLY BANK STATEMENTS
 - a. BB&T – Waiting for September 2020
 - b. Phoenixville Federal – Waiting for September 2020
 - c. PSDLAF - None
 - d. PNC Bank
 - Asset General Fund
 - August 2020
 - September 2020
 - Asset Payroll Account
 - August 2020
 - September 2020
 - Easy Procure
 - August 2020
 - September 2020
 - e. TD Wealth - August 2020
 - f. Wells Fargo – Waiting to receive July 1, 2020 – September 30, 2020
 - g. Wilmington Trust – August 2020
 - h. Credit Cards

PUBLIC COMMENT

Kristen Myers commented on the COVID-19 grants slide and the possible occupation tax elimination.

Announcement of Next Meeting

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

Adjournment

The meeting adjourned at 8:41 PM.

Ms. Jeeseely Soto, Chairperson

The minutes of the October 7, 2020 Board Finance Committee meeting are scheduled to be approved at the November 11, 2020 Board Finance Committee meeting. Dr. Jeremy Melber, Director of Finance, and Sharon Oleski, Executive Assistant to the Cabinet, prepared the October 7, 2020 minutes.