

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

**Minutes of the FINANCE / PERSONNEL Committee Meeting
August 19, 2020**

Finance / Personnel Committee Members Present:

Jeesely Soto
Laura Reed
Dr. Ayisha Sereni

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Jerry Weiss
Christopher Caltagirone

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:

Mr. Dave Lutzker, President, Phoenixville Green Team gave a presentation
John Mraz – Meadowbrook

Call Board Finance / Personnel Committee Meeting to Order

The Finance Committee meeting was held virtually and was called to order at 7:01 p.m. by Ms. Jeesely Soto, Chairperson.

MINUTES

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

The committee approved the minutes.

APPROVAL ITEMS

A. PERSONNEL ITEMS

1. Approval of Personnel Report – August 2020

- a) Resignations
- b) Professional Contract
- c) Appointments
- d) Leave Requests
- e) Information Items
 1. Conference Requests
 2. Family and Medical Leave Act (FMLA) Leaves of Absence

Mr. Weiss questioned if the resigned positions will be refilled since PASD is currently virtual.

Dr. Fegley responded they will be, however, position needs are consistently being evaluated.

B. BUSINESS OFFICE REPORT

1. Approve the Disbursement of School District Funds
June 2020
 Check #115291 (6/8/2020) - #115857 (7/9/2020)
 ACH #192001329 (6/8/2020) - #202101452 (7/9/2020)
 The committee approved.

2. Acknowledge Receipt of the District Financial Reports for June 2020

The committee approved.

C. BUSINESS OFFICE ITEMS

1. Approval of a Free and Reduced Lunch / Milk Renewal Policy Guidelines for the 2020-2021 School Year
 The committee approved.
2. Approval and Acceptance of the CCIU Child Nutrition Programs (Participation) Between School Districts, Vo-techs, and Intermediate Units for the 2020-2021 School Year
 The committee approved.
3. Approval of an Agreement for Crossing Guard Services with Schuylkill Township for the Term of July 1, 2020 through June 30, 2021
 The committee approved.

D. PUPIL SERVICES AGREEMENTS

1. Approval of an Agreement with Chadds Ford Alternacare Inc. (d/b/a/ CRITICARE) to Provide Nursing and Aide Services as needed for the 2020--2021 School Year
 The committee approved.

E. ATHLETIC AGREEMENTS

None

F. TRANSPORTATION CONTRACTS

1. Approval of an Agreement for the Provision of Alternative Transportation Solutions between ALC Schools, LLC and Phoenixville Area School District for the 2020-2021 School Year
 The committee approved.

DISCUSSION ITEMS:

1. PHOENIXVILLE HOSPITAL UPDATE

Dr. Melber reported PASD is in the middle of depositions.

2. PHOENIXVILLE AREA CLEAN ENERGY ALLIANCE

Mr. Dave Lutzker, President, Phoenixville Green Team gave a presentation, requesting symbolic financial participation from PASD. Laura Reed stated that PASD is not ready for a financial contribution, but offered to research the PACEA further. Mr. Weiss asked if there were any other districts involved and to what extent. Mr. Lutzker responded they are still in the process of reaching out to other districts. Ms. Soto will mention this item on to the August 24 Board Workshop meeting

3. OCCUPATION TAX

Dr. Melber informed the committee that this would be a proposed Occupation Assessment Tax Swap for an EIT Increase, with an effective date of July 1, 2022. He reviewed the procedures and provided suggested deadlines should the Board decide to proceed eliminating the Occupation Tax and increase the EIT.

4. Tax Assessment Appeals

Dr. Melber reviewed the current appeals with the committee.

5. RFP for Solicitor

The committee discussed a possible RFP for a solicitor, and decided to continue discussions at the August 24 Board Workshop.

NEW ITEM

Mr. Weiss suggested having a quarterly review of the current status of the budget passed in June and for Dr. Melber to manage/present it. Dr. Melber reported that he has done something similar in the past.

INFORMATION ITEMS

1. PAC BOOSTERS

2. MONTHLY BANK STATEMENTS

- a. BB&T
 - May 2020
 - May 2020 – SunTrust Acct
 - Sun Trust July 6
 - Bank June 2020
 - June 2020 – 2
 - June 2020
- b. Phoenixville Federal – Phoenixville Summer
- c. Phoenixville Federal – Activities
 - May 2020
 - June 2020
- d. PSDLAF
- e. PNC Bank
 - June
 - June 2020
 - July 2020
 - July 2020 – 2
 - Asset – General Fund
 - Asset – Payroll Account – July 2020
 - Easy Procure – July 2020
- f. TD Wealth
 - May 2020
- g. S&TB Bank
 - Escrow – July 2020
- h. Wells Fargo
 - April 1, 2020 – June 30, 2020
- i. Wilmington Trust
 - June 2020
 - July 2020
 - July 2020 - 2
- j. Credit Cards

PUBLIC COMMENT

EXECUTIVE SESSION – Re: Legal

There was no Executive Session.

PUBLIC COMMENT

Mr. Mraz wanted to be clear that discussions were referring to the Occupation Tax and not the Per Capita Tax.

Announcement of Next Meeting

The next meeting will be held on September 9, 2020 at 7:00 P.M.

Adjournment

The meeting adjourned at 8:49 PM.

Ms. Jeesely Soto, Chairperson

The minutes of the June 8, 2020 Board Finance Committee meeting are scheduled to be approved at the August 19, 2020 Board Finance Committee meeting. Dr. Jeremy Melber, Director of Finance, and Sharon Oleski, Executive Assistant to the Cabinet, prepared the August 19, 2020 minutes.