

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

**Minutes of the FINANCE / PERSONNEL Committee Meeting
June 8, 2020**

Finance / Personnel Committee Members Present:

Jeesely Soto
Laura Reed
Dr. Ayisha Sereni

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Blake Emmanuel
Jerry Weiss
Michelle Schamis

Administrators Present:

Dr. Alan Fegley – Superintendent
Rich Fazio – Interim Business Manager
Ric Rice – Custodial Supervisor
Phil Vontor – Supervisor of Maintenance

Others Present:

Christine Hallman
Tamara Kurtz – PASD
Katharine Nice – PASD
Sharon Bauer – PCEF
Daniel Sylvan – PASD
Kathryn Ciruelos – PASD
Tabitha Wismer – PASD
Justin McAdams – PASD
Antoinette Thais – PASD
Kristin Myers
Kathleen Mraz – Meadowbrook
John Mraz – Meadowbrook
Jeanne Schanzenbach
Kevin Lavigne
Lisa Longo
Nora Sicher
Ben Potts

Call Board Finance / Personnel Committee Meeting to Order

The Finance Committee meeting was held virtually and was called to order at 7:10 p.m. by Ms. Jeesely Soto, Acting Chairperson.

MINUTES

A. APPROVAL OF THE FEBRUARY 5, 2020 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

B. APPROVAL OF THE MARCH 11, 2020 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

These will be provided at the June 15, 2020 Board Workshop meeting.

APPROVAL ITEMS

A. PERSONNEL ITEMS

1. **Approval of Personnel Report – June 2020**

- a) Resignation
- b) Track Change
- c) Approval of Salaries
- d) Appointments
- e) Leave Requests
- f) Information Items
 1. Conference Requests
 2. Family and Medical Leave Act (FMLA) Leaves of Absence
 3. Transfers

Dr. Fegley announced Mr. Hank Coyne's retirement and thanked him for his 36 years of service. Administration is hopeful that the annual retirement dinner can be held in the fall.

B. BUSINESS OFFICE REPORT

1. **Approve the Disbursement of School District Funds**

April 2020

Check #115089 (4/2/2020) - #115194 (4/30/2020)

ACH #192001164 (4/2/2020) - #192001243 (4/30/2020)

May 2020

Check #115195 (5/8/2020) - #115290 (5/28/2020)

ACH #192000023 (5/5/2020) - #192001328 (5/29/2020)

2. **Acknowledge Receipt of the District Financial Reports for May 2019 (Cash Flow Projection)**

Ms. Soto stated that if any of the committee members have any questions on these two items, that they have to discuss them with either herself or Mr. Fazio before their approval at the workshop meeting.

C. BUSINESS OFFICE ITEMS

1. Approval of the 2020-2021 Homestead and Farmstead Exclusion Resolution

Mr. Fazio informed the committee that the residents who applied for this will be eligible for a \$167 credit on their taxes.

2. Approval of the 2020-2021 Tax Resolutions

- 2020 Annual Tax Levy Resolution
- Final Budget for General Fund Approved Resolution

Mr. Fazio stated that administration is continuing to monitor the 2020-2021 budget.

3. Approval of a Renewal of the Food Services Management Contract with Whitson's School Nutrition Group to Provide Food Services for the 2020-2021 School Year – PDE Contract Renewal Fact Sheet

This includes the summer feeding program which begins on June 15. Breakfast & Lunch is for all 0-18 year olds in the district, and distribution is on Mondays, Wednesdays, and Fridays at five (5) locations from 10:30 AM to 12:00 PM.

4. Approval of a Memorandum of Understanding with Westrum Development Company for a Local Economic Revitalization Tax Assistance Act ("LERTA") (Phoenixville LUXOR)

5. Approval of an Agreement with _____ for Auditing Services for _____ a term of _____.

Rich Fazio with Dr. Melba have narrowed it down to two firms. Administration will make a formal recommendation to the Board at the Workshop meeting.

6. Approval to Appoint PNC Bank, Citizens Bank, BB&T Bank, and Phoenixville Federal as the Banking Depositories for the 2020-2021 Fiscal Year

The committee briefly discussed this and recommended Board approval.

7. Approval of Memorandum of Understanding with Phoenixville Police Department from July 1, 2020 through June 30, 2022.

8. Approval of Memorandum of Understanding with Schuylkill Township Police Department from July 1, 2020 through June 30, 2022.

Dr. Fegley explained that these two items are for how the district would work with police when they come into the buildings and move about/control the scene in an emergency.

9. Approval of Nine (9) Reciprocal Memorandums of Understanding for Use and Occupancy of Facilities for Emergency Purposes for a period of July 1, 2020 through June 30, 2022.

Dr. Fegley also explained that this is where the students would be evacuated to in an emergency.

10. Approval of a Professional Services Agreement with CCIU for Medical Authorization Approvals Required for School Based ACCESS Billing of MA Eligible Health-related Services for the 2020-2021 School Year.

Mr. Fazio addressed the committee that this is \$9.25 per CRNP authorization, and \$30.64 for a physician's authorization.

11. Approval of School-Based Probation Program Agreement between Chester County Juvenile Probation, Chester County Department of Computing and Information Service for the 2020-2021 School Year.

12. Approval of a Renewal to the Medical Program Administrative Services Contract with Independence Blue Cross (IBX) for the term Jul 1, 2020 through June 30, 2023.

Mr. Fazio explained this is the health insurance provided to PASD employees.

13. Approval of the 2020-2021 General Fund Operating Budget (NEW BUSINESS – WORKSHOP)

Ms. Soto stated that this will fall under the Workshop meeting.

D. PUPIL SERVICES AGREEMENTS

- 1. Approval of Agreement with Lakeside Educational Network to Provide Educational Services for up to five (5) PASD Special Education students from July 1, 2020 through June 30, 2021.**

Mr. Fazio informed the committee that this is to provide counseling services (3 individuals) and for up to five (5) PASD students, which has been reduced from seven (7) students.

E. ATHLETIC AGREEMENTS

None

F. TRANSPORTATION CONTRACTS

- 12. Approval of a Contract for Transportation Services with Wolfington for the term of _____ to _____.**

Dr. Fegley will update the committee in Executive Session.

DISCUSSION ITEMS:

1. PHOENIXVILLE HOSPITAL UPDATE
Mr. Fazio mentioned that the April depositions are rescheduled for August in this lawsuit.
2. REQUEST FOR PROPOSALS
 - a. Insurance Service Providers – for property casualty.
Administration received a competing proposal from Willis Tower Watson Insurance.
 - b. Auditor (Annual)
 - c. Solicitor – administration will work on first RFP draft to provide to the Board
3. HEALTHCARE RESERVES
Ms. Soto asked how much is in the reserve. Mr. Fazio answered PASD has \$1,127,000. Would like to have six (6) months of reserve, but only have approximately two (2) months of reserve.
4. FACETIME THEATER
To be discussed in Executive Session.
5. OCCUPATION TAX
The committee discussed and would like consider putting the Occupation Tax in with the Earned Income Tax. A referendum would need to be voted on within a few months.
6. LERTA – EAST PIKELAND 2020 EXTENSION FOR EP TOWNSHIP
To be discussed in Executive Session.

INFORMATION ITEMS

1. GRANT REPORT (AMOUNT, SUBJECT AND TO WHOM)
2. REASSESSMENTS
Mr. Fazio explained PASD’s policy/procedure practice for reassessments.
3. PAC BOOSTERS
Mr. Fazio provided an update to the committee.
4. PLANCON J
Ms. Soto stated that this is on hold due to COVID.
5. REAL ESTATE TAX COLLECTION (DOA) OFFICE
Usually Keystone is in the DAO in July and August to collect taxes. However, because of COVID, this is being discontinued. A Drop Box is being utilized as an alternative.
6. MONTHLY BANK STATEMENTS
 - a. BB&T (April correspondence)
 - April 2020
 - March 2020
 - Pledge Inventory Report February 2020
 - b. Phoenixville Federal – Phoenixville Summer
 - April 2020
 - c. Phoenixville Federal – Activities
 - March 2020
 - April 2020
 - d. PSDLAF – Cash Flow – General Acct. 1 and Acct. 2

- e. PNC Bank (December)
 - March 2020
 - Asset – General Fund (April)
 - Asset – Payroll Account (April)
 - Easy Procure April
 - Liquid Asset
- f. TD Bank
 - April 2020
 - March 2020
 - Wealth – February 2020
- g. S&TB Bank
 - Escrow – April 2020
- h. Wells Fargo
 - First Quarter 2020
- i. Wilmington Trust
 - March 2020
- j. Credit Cards
 - Credit Card - March

PUBLIC COMMENT

EXECUTIVE SESSION – Re: Legal

PUBLIC COMMENT

Mr. Mraz commented on Westrum being discussed in Executive Session rather than the regular meeting, and he asked how much money is being turned over from PAC to the district. He also asked if this information will be shared publicly when it occurs. Finally, he was concerned that Mr. Melber, not yet a PASD employee, is being brought up to speed on district items when he is not yet employed by the district. Dr. Fegley clarified that no privileged information is being shared with Mr. Melber before he becomes an employee.

Announcement of Next Meeting

The next meeting will be held on August 19, 2020 at 7:00 P.M.

Adjournment

The meeting adjourned at 8:12 PM and reconvened into an Executive Session at 8:17.

Ms. Jeeseley 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. Mr. Rich Fazio, Interim Business Manager, and Sharon Oleski, Executive Assistant to the Cabinet, prepared the June 8, 2020 minutes.