

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

**Minutes of the FINANCE / PERSONNEL Committees Meeting
March 11, 2020**

Finance Committee Members Present:

Jeesely Soto
Laura Reed
Dr. Ayisha Sereni

Finance Committee Members Absent:

None

Board Members Present:

Blake Emmanuel

Administrators Present:

Dr. Alan Fegley – Superintendent
Rich Fazio – Interim Business Manager

Others Present:

John Mraz – 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 7:12 by Ms. Soto, Chairperson.

MINUTES

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

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

PRESENTATION

1. PERSONNEL UPDATES

PRESENTED BY: SYLVIA ROCKWOOD, DIRECTOR OF HUMAN RESOURCES
Ms. Rockwood presented the personnel updates to the committee.

APPROVAL ITEMS

A. PERSONNEL ITEMS

1. Approval of Personnel Report – March 2020

- a) Resignations
- b) Appointments
- c) Leave Request
- d) Eagle Wolfington Employees
- e) Volunteers

- f) Information Items
1. Conference Requests
 2. Family and Medical Leave Act (FMLA) Leaves of Absence
- After a brief discussion, the committee agreed to recommend approval to the full Board.

B. BUSINESS OFFICE REPORT

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

February 2020

Check #114723 (2/6/2020) - #114903 (2/27/2020)

ACH #192000895 (2/6/2020) - #192001031 (2/27/2020)

2. **Acknowledge Receipt of the District Financial Reports for:**

January 2020

February 2020

After a brief discussion, the committee agreed to recommend approval to the full Board.

C. BUSINESS OFFICE ITEMS

3. **Approval of Settlement of the Tax Assessment Appeal for Property Located at 552 Kimberton Road, Tax Parcel Number 26-03-0121.0200 for an Assessment of \$1,810,296.00**

Mr. Fazio discussed the settlement agreement and the committee agreed to recommend approval to the full Board.

4. **Approval of the 2018-2019 Audit through June 30, 2019. * (New Business at March 16, 2020 Workshop Meeting)**

- **Cover Letter**
- **Audit Documents**

There was a brief discussion on 2018-2019 audit, and Dr. Fegley discussed the renewal of the renaissance academy charter. The committee agreed to recommend approval to the full board.

5. **Approval of Charter Renewal for Renaissance Academy Charter School (RACS) from July 1, 2020 through June 30, 2025.**

- **Renewal Report**
- **Recommendation**

The committee agreed to recommend approval to the full board.

D. PUPIL SERVICES AGREEMENTS

6. **Approval of a Physician's Service Agreement with PMA Medical Specialists, LLC (specifically Dr. Wilma Santiago) from July 1, 2019 through June 30, 2020.**

The committee agreed to recommend approval to the full board.

7. **Approval of a Day Program Placement for a Special Education Student at Melmark, Inc. for the 2019-2020 School Year and 2020 ESY**

The committee agreed to recommend approval to the full board.

E. ATHLETIC AGREEMENTS

None

F. TRANSPORTATION CONTRACTS

None

G. TREASURER'S REPORT

March 11th Report (Action and Status Report)

The committee agreed to recommend approval to the full board.

DISCUSSION ITEMS:

1. BUDGET
Mr. Fazio presented an update of the 2020-2021 budget
2. PHOENIXVILLE HOSPITAL UPDATE
Mr. Fazio mentioned that depositions with Phoenixville hospital administrators are being scheduled.
3. BOROUGH OF PHOENIXVILLE – OCCUPATION AND PER CAPITA TAXES
No new update
4. REQUEST FOR PROPOSALS
 - a. Insurance Service Providers
 - b. Auditor (Annual)
 - c. Solicitor

Mr. Fazio informed the committee that RFPs were being received from insurance providers and auditors.
5. TRANSPORTATION CONTRACTOR UPDATE
 - a. Transportation Contract Extension – Wolfington

Dr. Fegley and Fazio continue to meet with Egan and Richard Wolfington
6. HEALTHCARE RESERVES
No change.

INFORMATION ITEMS

1. GRANT REPORT (AMOUNT, SUBJECT AND TO WHOM)
No discussion.
2. REASSESSMENTS
No discussion.
3. HEALTHCARE RESERVES
No change.
4. EXCEPTION FOR USE OF SCHOOL FACILITIES (SCHOOL BOARD POLICY 707 – USE OF SCHOOL FACILITIES)
 - a. Chester County Pops Orchestra at Phoenixville Area Middle School (Spring 2020 Performance June 7th, Summer 2020 Performance August 2nd, and Halloween Performance November 1st)

The committee briefly discussed and approved this Exception for Use.
5. PAC BOOSTERS
No discussion.
6. PLANCON J
No discussion.
7. MONTHLY BANK STATEMENTS (3/9/2020)
 - a. BB&T (January 2020 – February 2020)
 - b. Phoenixville Federal – Phoenixville Summer (January 2020 – February 2020)
 - c. Phoenixville Federal – Activities (January 2020)
 - d. PSDLAF
 - e. PNC Bank (January 2020)
 - f. TD Bank (January 2020)

- g. Wells Fargo (January 2020 – February 2020)
 - h. Wilmington Trust (January 2020 – February 2020)
 - i. Credit Cards
- No discussion.

EXECUTIVE SESSION – Re: Legal

PUBLIC COMMENT

None.

Announcement of Next Meeting

The next meeting will be held on April 15, 2020 at 7:00 P.M.

Adjournment

The meeting adjourned at 9:16 PM.

Ms. Jeeseley Soto, Chairperson

The minutes of the March 11, 2020 Board Finance Committee meeting are scheduled to be approved at the April 15, 2020 Board Finance Committee meeting. Mr. Rich Fazio, Interim Business Manager, and Sharon Oleski, Executive Assistant to the Cabinet, prepared the March 11, 2020 minutes.