

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

**Minutes of the FINANCE / PERSONNEL Committee Meeting
January 6, 2021**

Finance / Personnel Committee Members Present:

Laura Reed, Chair
Jeesely Soto
Jerry Weiss

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Blake Emmanuel
Dr. Ayisha Sereni
Michelle Schamis

Administrators Present:

Dr. Alan Fegley – Superintendent
Dr. Le Roy Whitehead – Assistant Superintendent
Dr. Jeremy Melber – Director of Finance
Sylvia Rockwood – Director of Human Resources
Sandy Claus – Community Relations Coordinator
Ric Rice – Custodial Supervisor

Others Present:

Jamie Doyle – PFM
John Mraz

Call Board Finance / Personnel Committee Meeting to Order

The Finance Committee meeting was held virtually via Zoom and was called to order at 7:00 p.m. by Ms. Laura Reed, Chair.

APPROVAL ITEMS

MINUTES

A. APPROVAL OF THE NOVEMBER 11, 2020 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes.

PERSONNEL

A. PERSONNEL ITEMS

1. APPROVAL OF PERSONNEL REPORT – JANUARY 2021

- a) Resignations
- b) Approval of the Revised Act 93 Agreement for an Additional Term of Four Years (July 1, 2021 to June 30, 2025)
- c) Track Changes
- d) Appointments
- e) Leave Requests

- f) Information Items
 - i. Conferences
 - ii. Family and Medical Leave Act (FMLA)
 - iii. Transfers

After Ms. Reed noted that Dr. Dawan is the Director of Diversity Equity & Inclusion until June 30, 2021, the committee agreed to recommend approval to the full Board.

FINANCE

B. BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS NOVEMBER 2020

Check #116437 (11/5/2020) - #116540 (11/30/2020)

ACH #202101873 (11/5/2020) - #202101993 (11/30/2020)

DECEMBER 2020

Check #1000 (12/9/2020) - #1119 (12/30/2020)

ACH #202101994 (12/8/2020) - #202102126 (12/30/2020)

The committee agreed to recommend approval to the full Board.

2. ACKNOWLEDGE RECEIPT OF THE DISTRICT FINANCIAL REPORTS – OCTOBER 2020

The committee agreed to recommend approval to the full Board.

3. ACKNOWLEDGE RECEIPT OF THE DISTRICT FINANCIAL REPORTS – NOVEMBER 2020

The committee agreed to recommend approval to the full Board.

C. BUSINESS OFFICE ITEMS

4. APPROVAL OF THE 2021-2022 ACT 1 INDEX RESOLUTION

Dr. Melber explained the resolution states the district will not go above the Act 1 index, which is 3%. At 3%, the district could raise taxes .9546 mils, which would bring in an additional \$2,031,360.00 based on current assessment values, and the district does not qualify for any of the exceptions. Ms. Reed clarified that the resolution does not mean the district will raise taxes 3%, only that they will not go above 3%. The committee agreed to recommend approval to the full Board.

PUPIL SERVICES AGREEMENTS

None

ATHLETIC AGREEMENTS

None

TRANSPORTATION CONTRACTS

None

DISCUSSION ITEMS:

Personnel

None

Business Office

1. BOND REFINANCE OPPORTUNITY

Ms. Doyle addressed the committee regarding the 2016 bonds, explaining that this is a two-step refinancing plan to take advantage of lower interest rates.

Step 1 – Refunding of 2016 bonds – \$784,000 net savings to the district, or 8.28%, conservatively;

Step 2 – Refunding of 2016A bonds – \$90,000 net savings, or 1.55%.
The committee agreed to discuss further at the Workshop meeting.

2. 2019-2020 FISCAL YEAR END PRESENTATION
Dr. Melber presented the 2019-2020 Local Revenue and PASD Fund Balance to the committee.
3. BUS SERVICES RFP
Dr. Melber and the committee confirmed that the district is proceeding with the RFP process for busing services.

INFORMATION ITEMS

1. MONTHLY BANK STATEMENTS
 - a. BB&T – October & November 2020
 - b. Meridian Bank – November 2020
 - c. Peoples Security – November 2020
 - d. Phoenixville Federal – October & November 2020
 - e. PSDLAF – General Fund & General Fund Checking – December 2020
 - f. PNC Bank
 - Asset General Fund – November 2020
 - Asset Payroll Account – November 2020
 - Easy Procure – November 2020
 - g. TD Wealth – November 2020
 - h. Univest Bank CD
 - i. Wells Fargo – Waiting for October 1, 2020 – December 31, 2020
 - j. Wilmington Trust
 - October 2020 12A15A,B,C,D ESC-20
 - October 2020 17 SINK; 17A SINK; and 20 SETT
 - November 2020 12A15A,B,C,D ESC-20
 - k. Credit Cards

PUBLIC COMMENT

None.

Announcement of Next Meeting

The next meeting will be held on February 3, 2021 at 7:00 P.M.

Adjournment

The meeting adjourned at 7:56 PM into an Executive Session.

Ms. Laura Reed, Chair

The minutes of the January 6, 2021 Board Finance-Personnel Committee meeting are scheduled to be approved at the February 3, 2021 Board Finance-Personnel Committee meeting. Dr. Jeremy Melber, Director of Finance, and Sharon Oleski, Executive Assistant to the Cabinet, prepared the January 6, 2021 minutes.