

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

**Minutes of the FINANCE / PERSONNEL Committee Meeting
February 3, 2021**

Finance / Personnel Committee Members Present:

Laura Reed, Chair
Jeesely Soto
Jerry Weiss

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Blake Emmanuel
Christopher Caltagirone
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

Others Present:

Jamie Doyle – PFM
John Mraz
Kristen Myers
Scott Overland

Call Board Finance / Personnel Committee Meeting to Order

The Finance Committee meeting was held virtually via Zoom and was called to order at 7:02 p.m. by Ms. Laura Reed, Chair.

APPROVAL ITEMS

MINUTES

A. APPROVAL OF THE JANUARY 6, 2021 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes.

PERSONNEL

A. PERSONNEL ITEMS

1. APPROVAL OF PERSONNEL REPORT – FEBRUARY 2021

- a) Resignations
- b) Professional Contract
- c) Approval of Contract
- d) Appointments

- e) Information Items
 - i. Conferences
 - ii. Family and Medical Leave Act (FMLA)

The committee agreed to recommend approval to the full Board.

2. APPROVAL OF EXTENDING FRONTLINE SOFTWARE CONTRACT TO INCLUDE RECRUITING AND HIRING AND FRONTLINE CENTRAL

Ms. Rockwood proposed PASD's Frontline Platform of Professional Learning Management and Absence Management with the expansion of three additional components: Recruiting & Hiring, Frontline Central, and Employee Evaluation Management. She noted PASD's current applicant tracking software, TalentEd, is inadequate, and that these changes would replace both TalentEd and InfoSnap. After some discussion, the committee agreed to recommend approval to the full board.

FINANCE

B. BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS JANUARY 2021

Check #1120 (1/8/2021) - #1238 (1/29/2021)

ACH #202102127 (1/5/2021) - #202102246 (1/29/2021)

The committee agreed to recommend approval to the full Board.

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

The committee agreed to recommend approval to the full Board.

C. BUSINESS OFFICE ITEMS

3. APPROVAL OF AN AGREEMENT WITH GATOR NETWORKING SERVICES, INC. FOR AN E-RATE CONTRACT (INTERNAL CONNECTIONS EQUIPMENT AND INSTALLATION) IN THE AMOUNT OF \$155,797 FOR SERVICES APRIL; 1, 2021 TO SEPTEMBER 30, 2022

Mr. Gibson explained this is a wireless upgrade which would add access points to the schools, and 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 REFINANCING

a. Potential Bond Refinance Item 2016

b. Potential Bond Refinance Item 2016A

Ms. Doyle reviewed the savings with the committee, and the committee requested Ms. Doyle return to present again at the Board Workshop on February 8.

2. OCCUPATIONAL TAX

Dr. Melber reviewed PASD's Optional Occupation Tax Elimination Act and its timeline with the committee. After discussion, the committee agreed to move this to the Board Workshop meeting as an informational item for further consideration.

INFORMATION ITEMS

1. MONTHLY BANK STATEMENTS

- a. BB&T – December 2020
- b. Meridian Bank – December 2020
- c. Peoples Security – Waiting for December 2020
- d. Phoenixville Federal – December 2020
- e. PSDLAF
 - General Fund – Waiting for January 2021
 - General Fund Checking – Waiting for January 2021
- f. PNC Bank
 - Asset General Fund – December 2020
 - Asset Payroll Account – December 2020
 - Easy Procure – December 2020
- g. TD Wealth – December 2020
- h. Uninvest Bank CD
- i. Wells Fargo – October 1, 2020 – December 31, 2020
- j. Wilmington Trust
 - July-December PASD 12A SINK
 - Waiting for November 2020 17 SINK; 17A SINK; and 20 SETT
 - December 2020 12A15A,B,C,D ESC-20
- k. Credit Cards

PUBLIC COMMENT

Mr. Mraz commented on PASD's website.

Announcement of Next Meeting

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

Adjournment

The meeting adjourned at 8:18 PM.

Ms. Laura Reed, Chair

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