

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

**Minutes of the FINANCE / PERSONNEL Committee Meeting
March 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. Jeremy Melber – Director of Finance
Sylvia Rockwood – Director of Human Resources
Sandy Claus – Community Relations Coordinator

Others Present:

John Mraz
Kristen Myers

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 FEBRUARY 3, 2021 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes.

PERSONNEL

A. PERSONNEL ITEMS

1. APPROVAL OF PERSONNEL REPORT – MARCH 2021

- a) Resignation
- b) Appointments
- c) Volunteers
- d) Informational Item
 - i. Family and Medical Leaves

The committee agreed to recommend approval to the full Board.

FINANCE

B. BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS - FEBRUARY 2021
Check #1239 (2/5/2021) - #1350 (2/26/2021)
ACH #202102247 (2/5/2021) - #202102351 (2/26/2021)
The committee agreed to recommend approval to the full Board.
2. ACKNOWLEDGE RECEIPT OF THE DISTRICT FINANCIAL REPORTS – JANUARY 2021
The committee agreed to recommend approval to the full Board.

C. BUSINESS OFFICE ITEMS

1. APPROVE THE 2019-2020 FISCAL YEAR AUDIT PERFORMED BY BBD, LLC. - DRAFT
Dr. Melber stated he will receive the final audit tomorrow and it will then be forwarded to the full Board at the Workshop meeting to be considered for approval.

PUPIL SERVICES AGREEMENTS

None

ATHLETIC AGREEMENTS

None

TRANSPORTATION CONTRACTS

2. APPROVE AN INTENT TO AWARD A FIVE-YEAR TRANSPORTATION CONTRACT TO _____, PENDING A FINAL VOTE AND APPROVAL OF THE CONTRACT TERMS.
Dr. Melber reported three bids were received and opened yesterday. Administration will review them and will recommend an award at the Board meeting. The contract will then be provided in April for Board approval.

DISCUSSION ITEMS:

Personnel

None

Business Office

1. SOLICITOR RFP
Ms. Reed stated the committee has received and reviewed proposals. They will be provided to all Board members for review and further consideration.
2. FOOD SERVICE RFP
Dr. Melber reported an RFP has gone out and there are already nine interested companies. The mandatory pre-bid meeting will be on March 10, and the bid opening on March 31, 2021.
3. OCCUPATIONAL TAX
Dr. Melber updated the committee that the Pennsylvania Association of School Business Officers (PASBO) is creating a draft amendment to Act 24. If passed, the amendment would allow the use of the fiscal year's Occupation Tax collection data immediately preceding the date of referendum, instead of the 2008-2009 fiscal numbers.

The Finance Committee voted to wait to make any changes to the Occupational Tax to see if PASBO is successful in passing the amendment in the PA Legislature.

INFORMATION ITEMS

1. MONTHLY BANK STATEMENTS

- a. BB&T – January 2021
- b. Meridian Bank
 - January 2021
 - February 2021
- c. Peoples Security –
 - December 2020
 - January 2021
 - February 2021
- d. Phoenixville Federal – January 2021
- e. PSDLAF
 - General Fund
 - January 2021
 - February 2021
 - General Fund Checking –
 - January 2021
 - February 2021
- f. PNC Bank
 - Asset General Fund – January 2021
 - Asset Payroll Account – January 2021
 - Easy Procure – January 2021
- g. TD Wealth – January 2021
- h. Univest Bank CD
- i. WSFS
 - January 2021
 - February 2021
- j. Credit Cards

PUBLIC COMMENT

Ms. Myers thanked the Board members for their hard work.

Announcement of Next Meeting

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

Adjournment

The meeting adjourned at 7:20 PM.

Ms. Laura Reed, Chair

The minutes of the March 3, 2021 Board Finance-Personnel Committee meeting are scheduled to be approved at the April 7, 2021 Board Finance-Personnel Committee meeting. The March 3, 2021 minutes were prepared by Dr. Jeremy Melber, Director of Finance, and Sharon Oleski, Executive Assistant to the Cabinet.