

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

MINUTES
of the FINANCE / PERSONNEL Committee Meeting
June 2, 2021

Finance / Personnel Committee Members Present:

Laura Reed, Chair
Jeesely Soto
Jerry Weiss

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Blake Emmanuel
Chris Caltagirone
Michelle Schamis

Administrators Present:

Dr. Alan D. Fegley - Superintendent
Dr. Le Roy Whitehead – Assistant Superintendent
Dr. Jeremy Melber – Director of Finance
Sylvia Rockwood – Director of Human Resources

Others Present:

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 7:30 p.m. by Ms. Laura Reed, Chair.

APPROVAL ITEMS

MINUTES

A. APPROVAL OF THE MAY 5, 2021 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes.

PERSONNEL

A. PERSONNEL ITEMS

1. APPROVAL OF PERSONNEL REPORT – JUNE 2021

- a) Resignations
- b) Appointments
- c) Informational Items
 - Conference Requests
 - Family and Medical Leaves
 - Transfers
 - Employee Survey Results

Ms. Reed and Mr. Weiss both had questions regarding unknown information and Mrs. Rockwood noted that all information will be completed for the board workshop meeting.

FINANCE

B. BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – MAY 2021
Check #1609 (5/1/2021) - #1717 (5/28/2021)
ACH #202102667 (5/1/2021) - #202102811 (5/28/2021)
The committee agreed to recommend approval to the full Board.
2. ACKNOWLEDGE RECEIPT OF THE DISTRICT FINANCIAL REPORTS – APRIL 2021
The committee agreed to recommend approval to the full Board.

C. BUSINESS OFFICE ITEMS

1. APPROVAL OF THE 2021-2022 CHESTER COUNTY INTERMEDIATE UNIT MARKETPLACE BUDGET/CONTRACT
The committee agreed to recommend approval to the full Board.
2. APPROVAL OF A VOCATIONAL IMMERSION PROGRAM SERVICES AGREEMENT WITH VALLEY FORGE EDUCATIONAL SERVICES FOR STUDENT ENROLLMENT FROM JULY 6, 2021 TO AUGUST 30, 2021 IN THE AMOUNT OF \$6,100.00
The committee agreed to recommend approval to the full Board.
3. APPROVAL OF ARAMARK, INC. TO SERVE AS THE FOOD SERVICE MANAGEMENT COMPANY FOR PHOENIXVILLE AREA SCHOOL DISTRICT FOR THE 2021-2022 FISCAL YEAR
Ms. Reed noted the final contract will be provided, and Ms. Soto suggested vegetarian & non-dairy milk options be included. The committee agreed to recommend approval to the full Board.
4. APPROVAL OF AN AGREEMENT FOR CROSSING GUARD SERVICES WITH SCHUYLKILL TOWNSHIP FOR THE TERM OF JULY 1, 2021 THROUGH JUNE 30, 2022
Dr. Melber explained this is a third-party service of which payment is split between PASD and Schuylkill Township. The committee agreed to recommend approval to the full Board.
5. APPROVAL OF AN AGREEMENT FOR CROSSING GUARD SERVICES WITH THE BOROUGH OF PHOENIXVILLE FOR THE TERM OF JULY 1, 2021 THROUGH JUNE 30, 2022
Dr. Melber explained this is a third-party service of which payment is split between PASD and the Borough of Phoenixville. The committee agreed to recommend approval to the full Board.
6. APPROVAL OF DISTRICT PROPERTY AND LIABILITY INSURANCES, PENDING QUOTES
Dr. Melber is waiting on quotes.

PUPIL SERVICES AGREEMENTS

None

ATHLETIC AGREEMENTS

None

TRANSPORTATION CONTRACTS

None

DISCUSSION ITEMS:**Personnel**

None

Business Office

None

INFORMATION ITEMS

1. MONTHLY BANK STATEMENTS
 - a. Meridian Bank
 - Waiting for May 2021
 - b. Peoples Security
 - Waiting for May 2021
 - c. Phoenixville Federal –
 - Student Activities – April 2021
 - Phoenixville Summer – Waiting for April 2021
 - d. PSDLAF – General Fund
 - Waiting for May 2021
 - e. PNC Bank
 - Easy Procure – April 2021
 - f. TD Wealth – Waiting for April 2021
 - g. Univest Bank CD – Waiting for May 2021
 - h. Credit Cards

PUBLIC COMMENT

Mr. Mraz commented on the new bus company advertising for drivers.

Announcement of Next Meeting

The next meeting will be held on August 11, 2021 at 7:00 P.M.

Adjournment

The meeting adjourned at 7:43 PM into an Executive Session.

Ms. Laura Reed, Chair

The minutes of the June 2, 2021 Board Finance-Personnel Committee meeting are scheduled to be approved at the August 11, 2021 Board Finance-Personnel Committee meeting. The June 2, 2021 minutes were prepared by Dr. Jeremy Melber, Director of Finance, and Sharon Oleski, Executive Assistant to the Cabinet.