

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

MINUTES
of the FINANCE / PERSONNEL Committee Meeting
August 11, 2021

Finance / Personnel Committee Members Present:

Laura Reed, Chair
Jeesely Soto – via Zoom
Jerry Weiss

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Blake Emmanuel – via Zoom
Chris Caltagirone
Dr. Ayisha Sereni

Administrators Present:

Dr. Alan D. Fegley - Superintendent
Dr. Jeremy Melber – Director of Finance
Sylvia Rockwood – Director of Human Resources
Ken Gibson – Director of Operations & Technology
Phil Vontor – Supervisor of Maintenance

Others Present:

John Mraz – Schuylkill Township

Call Board Finance / Personnel Committee Meeting to Order

The Finance Committee meeting was held in person and was called to order at 6:02 p.m. by Ms. Laura Reed, Chair.

APPROVAL ITEMS

MINUTES

A. APPROVAL OF THE JUNE 2, 2021 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes.

PERSONNEL

A. PERSONNEL ITEMS

1. APPROVAL OF PERSONNEL REPORT – AUGUST 2021

- a) Resignation
- b) Appointments
- c) Volunteers
- d) Informational Items
 - Transfers

The committee agreed to recommend approval to the full Board.

FINANCE

B. BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS

JUNE 2021

Check # 1718 (6/4/2021) - # 1804 (6/25/2021)

ACH # 202102812 (6/4/2021) - # 202102947 (6/25/2021)

The committee agreed to recommend approval to the full Board.

JULY 2021

Check # 1805 (7/2/2021) - # 1954 (7/30/2021)

ACH # 212200001 (7/2/2021) - # 212200164 (7/30/2021)

The committee agreed to recommend approval to the full Board.

2. ACKNOWLEDGE RECEIPT OF THE DISTRICT FINANCIAL REPORTS – MAY 2021 AND JUNE 2021

The committee agreed to recommend approval to the full Board.

C. BUSINESS OFFICE ITEMS

1. APPROVAL OF A LEASE AGREEMENT WITH QUADIANT FOR A 5 YEAR RENEWAL OF THE DISTRICT'S POSTAGE MACHINE

The committee agreed to recommend approval to the full Board.

2. APPROVAL AND ACCEPTANCE OF THE CCIU CHILD NUTRITION PROGRAMS (PARTICIPATION) BETWEEN SCHOOL DISTRICTS, VO-TECHS, AND INTERMEDIATE UNITS FOR THE 2021-2022 SCHOOL YEAR

The committee agreed to recommend approval to the full Board.

PUPIL SERVICES AGREEMENTS

3. APPROVAL OF AN ESY STANDARD EDUCATION AGREEMENT WITH DEVEREUX FOUNDATION FOR THE TERM OF JULY 1, 2021 TO AUGUST 17, 2021

The committee agreed to recommend approval to the full Board.

4. APPROVAL OF A DAY STUDENT MONITORING & PLACEMENT AGREEMENT WITH MELMARK FOR THE 2021-2022 SCHOOL YEAR

The committee agreed to recommend approval to the full Board.

5. APPROVAL OF THREE (3) AGREEMENTS WITH THE TIMOTHY SCHOOL FOR SPECIALIZED EDUCATIONAL SERVICES FOR THE 2021-2022 SCHOOL YEAR (STUDENTS 1, 2, AND 3)

The committee agreed to recommend approval to the full Board.

6. APPROVAL OF AN AMBULANCE/BLS AGREEMENT WITH _____ FOR EMERGENCY SERVICE COVERAGE FOR DISTRICT EVENTS FOR THE 2021-2022 SCHOOL YEAR (PENDING)

The committee agreed to recommend approval to the full Board.

ATHLETIC AGREEMENTS

None

TRANSPORTATION CONTRACTS

7. APPROVAL OF THE TRANSPORTATION CONTRACT WITH ATLAS TRANSPORTATION FOR STUDENT TRANSPORTATION TO THE TALK INSTITUTE FOR THE 2021-2022 SCHOOL YEAR

The committee agreed to recommend approval to the full Board.

DISCUSSION ITEMS:**Personnel**

Ms. Reed asked Ms. Rockwood her thoughts on employees masking in the district from an HR perspective, and Ms. Rockwood responded.

Business Office

None

INFORMATION ITEMS1. MONTHLY BANK STATEMENTS

- a. Meridian Bank
 - May, June, & July 2021
- b. Peoples Security
 - May, June, & July 2021
- c. Phoenixville Federal
 - Student Activities – May, June, & July 2021
 - Phoenixville Summer – April, May, June, & July 2021
- d. PLGIT – July 2021
- e. PSDLAF
 - Athletic Fund – July 2021
 - Construction Fund – July 2021
 - Bernstein Scholarship Fund – July 2021
 - Capital Reserve – July 2021
 - General Fund – May, June, & July 2021
- f. PNC Bank
 - Easy Procure – May, June, & July 2021
- g. TD Wealth – April, May, June, & July 2021
- h. Univest Bank CD – May, June, & July 2021
- i. WSFS
 - Capital Reserve – July 2021
 - Construction – July 2021
 - Food Services – July 2021
 - General Fund – July 2021
 - Money Market – July 2021
 - Payroll – July 2021
- j. Credit Cards

PUBLIC COMMENT

Mr. Mraz commented on the meeting being held in person vs. via Zoom.

Announcement of Next Meeting

The next meeting will be held on September 8, 2021 at 6:00 P.M.

Adjournment

The meeting adjourned at 6:22 PM.

Ms. Laura Reed, Chair

The minutes of the August 11, 2021 Board Finance-Personnel Committee meeting are scheduled to be approved at the September 8, 2021 Board Finance-Personnel Committee meeting. The August 11, 2021 minutes were prepared by Dr. Jeremy Melber, Director of Finance, and Sharon Oleski, Executive Assistant to the Cabinet.