

PHOENIXVILLE AREA SCHOOL DISTRICT  
Phoenixville, Pennsylvania

**MINUTES**  
**of the FINANCE / PERSONNEL Committee Meeting**  
**September 9, 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

**Administrators Present:**

Dr. Le Roy Whitehead – Assistant Superintendent  
Dr. Jeremy Melber – Director of Finance  
Sylvia Rockwood – Director of Human Resources  
Ken Gibson – Director of Operations & Technology

**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 7:06 p.m. by Ms. Laura Reed, Chair.

**APPROVAL ITEMS**

**MINUTES**

**A. APPROVAL OF THE AUGUST 11, 2021 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES**

The committee approved the minutes.

**PERSONNEL**

**A. PERSONNEL ITEMS**

**1. APPROVAL OF PERSONNEL REPORT – SEPTEMBER 2021**

- a) Resignations
- b) Resignation and Release Agreement
- c) Appointments
- d) Leave Request
- e) Informational Items

Mr. Caltagirone expressed his concern regarding the turnover and staffing of instructional aides due to COVID. It was agreed to discuss further in Executive Session.

**FINANCE****B. BUSINESS OFFICE REPORT**1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – AUGUST 2021

Check # 1955 (8/6/2021) - # 2073 (8/27/2021)

ACH # 212200165 (8/6/2021) - # 212200310 (8/27/2021)

The committee agreed to recommend approval to the full Board.

2. ACKNOWLEDGE RECEIPT OF THE DISTRICT FINANCIAL REPORTS – JULY 2021

The committee agreed to recommend approval to the full Board.

**C. BUSINESS OFFICE ITEMS**1. APPROVAL OF THE ACT 44 AUDITEE FORM FOR REPLY TO THE AUDITOR GENERAL PERFORMANCE AUDIT

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. REVIEW OF THE AUDITOR GENERAL PERFORMANCE AUDIT FOR FISCAL YEARS 2015-2019

Dr. Melber reviewed with the committee the following findings and their corrective actions:

- Failure to establish sound control environment
- Failure to Apply for Reimbursements for Construction Project Payments
- Failure to provide adequate information for Transportation Data

**INFORMATION ITEMS**1. MONTHLY BANK STATEMENTS

a. Meridian Bank – August 2021

b. Peoples Security – August 2021

c. Phoenixville Federal

- Student Activities – August 2021
- Phoenixville Summer – August 2021

d. PLGIT – August 2021

e. PSDLAF

- Athletic Fund – August 2021
- Construction Fund – August 2021
- Bernstein Scholarship Fund – August 2021
- Capital Reserve – August 2021
- General Fund – August 2021

- f. PNC Bank – Easy Procure – Waiting for August 2021
- g. TD Wealth – Waiting for August 2021
- h. Univest Bank CD – August 2021
- i. WSFS
  - Capital Reserve – August 2021
  - Construction – August 2021
  - Food Services – August 2021
  - General Fund – August 2021
  - Money Market – August 2021
  - Payroll – August 2021
- j. Credit Cards

Ms. Reed noted the upcoming Univest Bank CD and Dr. Melber answered her questions pertaining to it.

#### **PUBLIC COMMENT**

Mr. Mraz had questions regarding the journal entries and Dr. Melber responded.

#### **Announcement of Next Meeting**

The next meeting will be held on October 6, 2021 immediately following Buildings & Grounds Committee Meeting held at 6:00 P.M.

#### **Adjournment**

The meeting adjourned at 7:51 PM.

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Ms. Laura Reed, Chair

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The minutes of the September 9, 2021 Board Finance-Personnel Committee meeting are scheduled to be approved at the October 6, 2021 Board Finance-Personnel Committee meeting. The September 9, 2021 minutes were prepared by Dr. Jeremy Melber, Director of Finance, and Sharon Oleski, Executive Assistant to the Cabinet.