

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

MINUTES
of the FINANCE / PERSONNEL Committee Meeting
November 10, 2021

Finance / Personnel Committee Members Present:

Blake Emmanuel, Interim Chair
Jerry Weiss
Jeesely Soto – arrived at 6:14 p.m.

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Chris Caltagirone
Michelle Schamis

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

Others Present:

Lisa Longo

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 Mrs. Blake Emmanuel, Interim Chair.

APPROVAL ITEMS

MINUTES

A. APPROVAL OF THE SEPTEMBER 9, 2021 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes.

PERSONNEL

A. PERSONNEL ITEMS

1. APPROVAL OF PERSONNEL REPORT – NOVEMBER 2021

- a) Resignations
- b) Termination
- c) Krise Employees
- d) Approval of Super User Stipend
- e) Approval of Unit Clarification Agreement to the Labor Board
- f) Confidential Settlement Agreement and General Release
- g) Appointments
- h) Leave Requests
- i) Volunteers
- j) Informational Items

The committee noted the addition of the approval of bus drivers to ensure best practices, and agreed to recommend approval to the full board.

2. APPROVAL OF CONTRACT WITH THE NATIONAL COUNCIL OF EDUCATION AND THE ECONOMY (NCEE) FOR A SIX-MONTH PROFESSIONAL DEVELOPMENT PROGRAM FOR EDUCATIONAL LEADERS STARTING IN FEBRUARY 2022 IN THE AMOUNT OF \$64,000 WHICH WILL BE PAID FOR WITH ESSER FUNDS

Mrs. Rockwood reported 21 administrators will participate in ongoing professional development with a focus on district specific needs in the area of curricular leadership. The committee agreed to recommend approval to the full board.

FINANCE

B. BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – OCTOBER 2021

Check # 2168 (10/1/2021) - # 2354 (10/29/2021)

ACH # 212200444 (10/1/2021) - # 212200630 (10/29/2021)

The committee agreed to recommend approval to the full Board.

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

The committee agreed to recommend approval to the full Board.

C. BUSINESS OFFICE ITEMS

1. APPROVAL OF FORECAST5 DATA ANALYTICAL SOFTWARE (BUDGETED ITEM, COST OFFSET BY REMOVAL OF OTHER SOFTWARE)

The committee agreed to recommend approval to the full Board.

2. APPROVAL OF PORTNOFF LAW ASSOCIATES AS THE DISTRICT’S DELINQUENT REAL ESTATE TAX COLLECTOR (PROVIDED AT NO COST TO THE DISTRICT)

- a. APPROVAL OF AGREEMENT FOR COLLECTION OF DELINQUENT REAL ESTATE TAXES

- b. APPROVAL OF COST SHIFTING RESOLUTION

- c. APPROVAL OF RESOLUTION DIRECTING CHESTER COUNTY TAX CLAIM BUREAU NOT TO COLLECT DELINQUENT TAXES

It was noted that this will provide quicker returns than the currently used county program at no expense to the district, and the committee agreed to recommend approval to the full board.

3. APPROVAL TO FILE TAX ASSESSMENT APPEALS WITH THE CHESTER COUNTY COURT OF COMMON PLEAS FOR THE ATTACHED LIST OF PROPERTIES

Dr. Melber stated this process began over a year ago to identify appropriate properties appeal assessments, culminating in the attached list. The committee agreed to recommend approval to the full board.

4. APPROVAL OF THE TRANSITION FROM SUNLIFE TO GUARDIAN AS PASD’S INSURANCE CARRIER FOR EMPLOYEE DISABILITY AND LIFE INSURANCE COVERAGE EFFECTIVE JANUARY 1, 2022. THIS WILL RESULT IN A 30% REDUCTION IN ANNUAL PREMIUMS FOR THE NEXT THREE YEARS.

Dr. Melber noted there is no change to coverage for employees. The reduction is in the annual premium that the district pays. The committee agreed to recommend approval to the full board.

5. APPROVAL OF A TAX ASSESSMENT SETTLEMENT AGREEMENT WITH WILLIAM J. HENDRICKS, PARCEL ID 15-10-0072.0000 FOR AN ASSESSMENT OF \$755,000 (CURRENT ASSESSMENT IS \$454,750)

Dr. Melber noted this property is on the list from Item number 3, and the owners agreed to a settlement in lieu of going to court. The committee agreed to recommend approval to the full board.

6. APPROVAL OF A ONE (1) YEAR AGREEMENT WITH WEST CALN TOWNSHIP POLICE DEPARTMENT FOR K-9 CONTRABAND INSPECTION/DETECTION SERVICES

Dr. Melber commented this is a standard agreement with the only local provider of service. 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 2020-2021 FISCAL YEAR

Dr. Melber reviewed the 2020-2021 actual budget. Due to higher than budgeted EIT returns and ESSER funding, the district has a \$7.9 million surplus. These monies will be put in reserves, increasing the medical reserves to a 7–8-month level, which is ideal and adding money to a designated fund for the Tower Health lawsuit.

2. REVIEW OF INTERNAL CONTROLS

Dr. Melber stated November will be “Money Month” where the administration and board will annually review the financial controls in place. Since September 19, there has been a significant increase to internal controls, resulting in controls that have dual checks for all transactions. An additional position was added, assistant director, to ensure proper checks are occurring. Examples of added controls are paper documents being made digital for ease of reference, improved documentation of journal entries, and dual checks on all transactions. Annual audit is near completion and will be reviewed with the Board in January/February 2022.

INFORMATION ITEMS

1. MONTHLY BANK STATEMENTS

- a. Meridian Bank – September & October 2021
- b. Peoples Security – September & October 2021
- c. Phoenixville Federal
 - Student Activities – September 2021
 - Phoenixville Summer – September 2021
- d. PLGIT – September & October 2021
- e. PSDLAF
 - Athletic Fund – October 2021
 - Bernstein Scholarship Fund – October 2021
 - Capital Reserve – October 2021
 - Construction Fund – Waiting for October 2021
 - General Fund – October 2021
- f. PNC Bank – Easy Procure – August & September 2021
- g. TD Wealth – September 2021

- h. Univest Bank CD – October 2021
- i. WSFS
 - Capital Reserve – September & October 2021
 - Construction – September & October 2021
 - Food Services – September & October 2021
 - General Fund – September & October 2021
 - Money Market – September & October 2021
 - Payroll – September & October 2021
- j. Credit Cards

PUBLIC COMMENT

Lisa Longo commented on several issues, including controls, the field house, grants, contracts, and the SLEP program.

Announcement of Next Meeting

The next meeting will be held on January 24, 2022 immediately following Buildings & Grounds Committee Meeting held at 6:00 P.M.

Adjournment

The meeting adjourned at 6:36 PM.

Ms. Blake Emmanuel, Interim Chair

The minutes of the November 10, 2021 Board Finance-Personnel Committee meeting are scheduled to be approved at the January 24, 2022 Board Finance-Personnel Committee meeting. The November 10, 2021 minutes were prepared by Dr. Jeremy Melber, Director of Finance, Mrs. Blake Emmanuel, Board President, and Sharon Oleski, Executive Assistant to the Cabinet.