

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

MINUTES
of the FINANCE / PERSONNEL Committee Meeting
January 24, 2022

Finance / Personnel Committee Members Present:

Betsy Ruch, Chair
Caitlyn Carminito
Scott Overland

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Jerry Weiss
Susan Turner
Victoria Walker
Michelle Schamis

Administrators Present:

Dr. Alan D. Fegley – Superintendent
Dr. Le Roy Whitehead – Assistant Superintendent
Dr. Jeremy Melber – Director of Finance
Dr. Jessica Kilmetz -
Sylvia Rockwood – Director of Human Resources
Ken Gibson – Director of Operations & Technology

Others Present:

Kristen Myers
John Mraz

Call Board Finance / Personnel Committee Meeting to Order

The Finance Committee meeting was held in person and was called to order at 5:32 p.m. by Mrs. Betsy Ruch, Chairperson.

APPROVAL ITEMS

A. APPROVAL OF MINUTES

1. APPROVAL OF THE NOVEMBER 10, 2021 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes.

B. APPROVAL ITEMS

PERSONNEL

1. PERSONNEL REPORT – JANUARY 2022

- a) Resignations
- b) Professional Contracts
- c) Appointments

Mrs. Ruch mentioned that the Board will be approving Personnel Reports at all voting board meetings. The committee agreed to recommend approval to the full board.

FINANCE

BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS

- NOVEMBER 2021
Check # 2355 (11/5/2021) - # 2510 (11/26/2021)
ACH # 212200631 (11/5/2021) - # 212200864 (11/26/2021)
- DECEMBER 2021
Check # 2511 (12/3/2021) - # 2667 (12/31/2021)
ACH # 212200865 (12/3/2021) - # 212201046 (12/31/2021)

The committee agreed to recommend approval to the full Board.

2. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS

- OCTOBER 2021
- NOVEMBER 2021

The committee agreed to recommend approval to the full Board.

BUSINESS OFFICE ITEMS

1. APPROVAL TO AWARD CHESCONET A 1-YEAR CONTRACT WITH TWO (2) 1-YEAR RENEWAL OPTIONS FOR INTERNET ACCESS SERVICES AT AN ANNUAL COST NOT TO EXCEED \$32,000. THIS IS A REDUCTION FROM \$36,000 FROM THE PRIOR CONTRACT

The committee agreed to recommend approval to the full Board.

C. DISCUSSION ITEMS:

Personnel

None

Business Office

1. BUS GARAGE LEASE

Dr. Melber discussed leasing the current bus depot to the current transportation carrier so they can carry out upgrades and renovations to the building and grounds.

2. BUS GARAGE FENCING

Dr. Melber discussed that theft and vandalism is becoming a problem and the carrier would like to fence in the parking lots for the buses, and since the district has significant investment in the GPS and cameras, administration is recommending covering 50% of the cost of the fence.

3. BUS GARAGE BUILDING

Dr. Melber discussed that the transportation carrier would like to renovate the current building and build additional bus bays so buses do not have to leave the district for inspections or maintenance. The carrier is requesting the district enter into an amortization schedule that the district will not pay anything towards the building as long as the company maintains the transportation contract with the district during the timeframe. Questions were discussed about the carrier paying for utilities and what would happen if the carrier does not continue with the district transportation contract.

D. INFORMATION ITEMS**Personnel**

None

Business Office1. MONTHLY BANK STATEMENTS

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

E. RECOGNITION OF VISITORS

Kristen Myers discussed that she is in favor of having committee meetings livestreamed and public comment should not be limited to three minutes.

John Mraz discussed transparency and items within the treasurer's report.

F. NEXT MEETING – February 28, 2022 – 5:30 PM**Adjournment**

The meeting adjourned at 5:55 PM.

Mrs. Betsy Ruch, Chairperson

The minutes of the January 24, 2022 Board Finance-Personnel Committee meeting are scheduled to be approved at the February 28, 2022 Board Finance-Personnel Committee meeting. The January 24, 2022 minutes were prepared by Dr. Jeremy Melber, Director of Finance, and Sharon Oleski, Executive Assistant to the Cabinet.