

PHOENIXVILLE AREA SCHOOL DISTRICT  
Phoenixville, Pennsylvania

**MINUTES**  
**of the FINANCE / PERSONNEL Committee Meeting**  
**February 28, 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  
Dr. Ayisha Sereni

**Administrators Present:**

Dr. Alan D. Fegley – Superintendent  
Dr. Jeremy Melber – Director of Finance  
Dr. Jessica Kilmetz – Executive Director of Curriculum & Specialized Program/Services  
Sylvia Rockwood – Director of Human Resources  
Ken Gibson – Director of Operations & Technology  
Dr. Frank Garritano, Executive Director of DEI and Schools

**Others Present:**

Lisa Longo  
John Mraz  
Kristen Myers

**Call Board Finance / Personnel Committee Meeting to Order**

The Finance Committee meeting was held in person and was called to order at 5:38 p.m. by Mrs. Betsy Ruch, Chairperson.

**A. APPROVAL OF MINUTES**

**1. APPROVAL OF THE JANUARY 24, 2022 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES**

The committee approved the minutes as presented.

**B. APPROVAL ITEMS**

**PERSONNEL**

**1. PERSONNEL REPORT – FEBRUARY 2022**

- a) Resignations
- b) Appointments
- c) Leave Requests

- d) Volunteers
  - e) Informational Items
    - 1. Conference Requests
    - 2. Family and Medical Leave Act (FMLA) Leaves of Absence
- Mrs. Ruch – detailed the personnel listing item and noted they are set for approval this evening.

## **FINANCE**

### BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – JANUARY 2022  
 Check # 2668 (1/7/2022) – Check # 2794 (1/28/2022)  
 ACH # 212201047 (1/7/2022) - # 212201204 (1/28/2022)  
 The committee agreed to recommend approval to the full Board.
2. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS
  - DECEMBER 2021
  - JANUARY 2022
 The committee agreed to recommend approval to the full Board.

### BUSINESS OFFICE ITEMS

1. APPROVAL OF TAX ASSESSMENT SETTLEMENT FOR THE PROPERTY AT 255 VALLEY PARK ROAD, PARCEL #27-6-69. FOR AN ASSESSED VALUE OF \$731,250.  
 Mrs. Ruch detailed the financial reports and check runs. Tax assessment listed no discussion.  
 The committee agreed to recommend approval to the full Board.

## **C. DISCUSSION ITEMS:**

### **Personnel**

None

### **Business Office**

1. BUS PROPERTY FENCING  
 Dr. Melber shared that the new Transportation provider is asking that the District pay 50% of the new fence/installation around the bus depot property to prevent criminal trespassing. He indicated this would serve the district in terms of protecting the GPS and cameras on each of the buses. He did report that this was the lowest bid at \$55,000+ The administration is requesting it be approved at the March meeting. Other quotes were over \$100,000.

## **D. INFORMATION ITEMS**

### **Personnel**

None

### **Business Office**

1. MONTHLY BANK STATEMENTS
  - a. Meridian Bank – January 2022
  - b. Peoples Security – December 2021 and January 2022
  - c. Phoenixville Federal
    - Student Activities – January 2022
    - Phoenixville Summer – January 2022
  - d. PLGIT – January 2022
  - e. PSDLAF – General Fund – January 2022

- f. PNC Bank – Easy Procure – January 2022
- g. TD Wealth – January 2022
- h. Uninvest Bank – CD & Money Market – December 2021 and January 2022
- i. WSFS
  - Capital Reserve – January 2022
  - Construction – January 2022
  - Food Services – January 2022
  - General Fund – January 2022
  - Money Market – January 2022
  - Payroll – January 2022
- j. Credit Cards

## E. RECOGNITION OF VISITORS

Lisa Longo, Phoenixville Borough resident shared her concerns regarding the newly imposed time limit for public comment at committee meetings. She asked that the administration check with the district insurance to cover any issues with bus GPS and cameras and not fund the bus depots request. She spoke about the forensic audit and the need for the current board and administration to go after the former auditing firm who did not uncover any of the issues during their annual audit.

John Mraz, Schuylkill Township resident, requested the full agenda with attachments be posted before the meetings occur.

Kristen Meyer, Phoenixville resident, spoke about ways to deal with the overcrowding at Manavon and PAELC. She suggested redistricting to allow for other buildings to be better utilized.

Board/Administration Comments:

Dr. Fegley reported that the full board binder with attachments, is placed under the podium, for public viewing. It is also placed on the district website following the board meeting.

## F. NEXT MEETING – March 28, 2022 – 5:30 PM

### Adjournment

The meeting adjourned at 5:54 PM.

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Mrs. Betsy Ruch, Chairperson

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