

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

MINUTES
of the FINANCE / PERSONNEL Committee Meeting
April 25, 2022

Finance / Personnel Committee Members Present:

Betsy Ruch, Chair
Caitlyn Carminito
Scott Overland

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Jerry Weiss
Victoria Walker

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
Emily Shanley
Steve Young

Call Board Finance / Personnel Committee Meeting to Order

The Finance Committee meeting was held in person and was called to order at 5:31 p.m. by Mrs. Betsy Ruch, Chairperson.

A. APPROVAL OF MINUTES

1. APPROVAL OF THE MARCH 28, 2022 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes as presented.

B. APPROVAL ITEMS

PERSONNEL

1. PERSONNEL REPORT – APRIL 2022

- a) Resignations
- b) Appointments
- c) Leave Requests
- d) Volunteers
- e) Informational Items
 1. Conference Requests

Mrs. Ruch detailed the personnel listing items and noted they are set for approval this evening.

FINANCE

BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – MARCH 2022
Check # 2894 (3/4/2022) – Check # 3009 (3/25/2022)
ACH # 212201411 (3/4/2022) - # 212201583 (3/25/2022)
The committee agreed to recommend approval to the full Board.
2. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS – MARCH 2022
The committee agreed to recommend approval to the full Board.

BUSINESS OFFICE ITEMS

***POTENTIAL VOTING ITEM AT APRIL 25, 2022 MEETING**

1. *APPROVAL OF RENEWAL OF THE FOOD SERVICE MANAGEMENT CONTRACT WITH ARAMARK TO PROVIDE FOOD SERVICES FOR THE 2022-2023 SCHOOL YEAR
Dr. Melber discussed that Aramark is currently at a \$354K profit as of the end of March, and that PDE only allows for 1 year contracts. This renewal is for the 2022-2023 school year and Aramark has an \$88K guarantee, which is \$2,000 less because of rising food prices and the fact that the district is not raising lunch prices. The committee agreed to recommend approval to the full Board.
2. APPROVAL OF TAX ASSESSMENT SETTLEMENT FOR 1 KENALCON DRIVE, PARCEL ID 15-18-0001.01A0 FOR AN ASSESSMENT OF \$1,655,0090 (INCREASE OF \$631,840).
Dr. Melber discussed that these assessments are part of the 15 properties appeal by the district and will bring an extra \$97K in taxable income. There are still 10 properties outstanding in appeals. The committee agreed to recommend approval to the full Board.
3. APPROVAL OF TAX ASSESSMENT SETTLEMENT FOR 30 NUTT ROAD, PARCEL ID 15-1=8-0001.0200 FOR AN ASSESSMENT OF \$5,085,000 (INCREASE OF \$2,367,112).
The committee agreed to recommend approval to the full Board.
4. APPROVAL OF THE CCIU PROPOSED 2022-2023 MARKETPLACE PROGRAMS PRICING
The committee agreed to recommend approval to the full Board.

C. DISCUSSION ITEMS:

Personnel

None

Business Office

1. DISTRICT FINANCIAL ADVISOR RFP
Dr. Melber discussed prior conversations of the district going out for proposals as the district moves forward with additional construction and renovations projects. Discussion took place of the pro and cons of doing an RFP.

D. INFORMATION ITEMS

Personnel

None

Business Office

1. MONTHLY BANK STATEMENTS

- a. Meridian Bank – March 2022
- b. Peoples Security – March 2022
- c. Phoenixville Federal
 - Student Activities – March 2022
 - Phoenixville Summer – March 2022
- d. PLGIT – March 2022
- e. PSDLAF – General Fund – March 2022
- f. PNC Bank – Easy Procure – March 2022
- g. TD Wealth – March 2022
- h. Univest Bank – CD & Money Market – March 2022
- i. WSFS
 - Capital Reserve – March 2022
 - Construction – March 2022
 - Food Services – March 2022
 - General Fund – March 2022
 - Money Market – March 2022
 - Payroll – March 2022
- j. Credit Cards

E. RECOGNITION OF VISITORS

Resident Lisa Longo had questions and statements about the district's food service provider buying locally and healthy foods, questions tax assessments, redoing professional services contracts, and the auditor general report.

F. NEXT MEETING – May 23, 2022 – 5:30 PM

Adjournment

The meeting adjourned at 6:00PM.

Mrs. Betsy Ruch, Chairperson

The minutes of the April 25, 2022 Board Finance-Personnel Committee meeting are scheduled to be approved at the May 23, 2022 Board Finance-Personnel Committee meeting. The April 25, 2022 minutes were prepared by Dr. Jeremy Melber, Director of Finance, and Sharon Oleski, Executive Assistant to the Cabinet.