

PHOENIXVILLE AREA SCHOOL DISTRICT  
Phoenixville, Pennsylvania

**MINUTES**  
**of the FINANCE / PERSONNEL Committee Meeting**  
**May 23, 2022**

**Finance / Personnel Committee Members Present:**

Betsy Ruch, Chair  
Caitlyn Carminito  
Scott Overland

**Finance / Personnel Committee Members Absent:**

None

**Board Members Present:**

Victoria Walker

**Administrators Present:**

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

**Others Present:**

Lisa Longo  
John Mraz  
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 5:30 p.m. by Mrs. Betsy Ruch, Chairperson.

**A. APPROVAL OF MINUTES**

**1. APPROVAL OF THE APRIL 25, 2022 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES**

The committee approved the minutes as presented.

**B. APPROVAL ITEMS**

**PERSONNEL**

**1. PERSONNEL REPORT – MAY 2022**

- a) Resignations
- b) Appointments
- c) Leave Requests
- d) Informational Items

**1. FMLA – Family Medical Leave of Absence**

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 – APRIL 2022  
Check # 3010 (4/1/2022) – Check # 3125 (4/29/2022)  
ACH # 212201584 (4/1/2022) - # 212201796 (4/29/2022)  
The committee agreed to recommend approval to the full Board.
2. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS – APRIL 2022  
The committee agreed to recommend approval to the full Board.

### BUSINESS OFFICE ITEMS

#### **\*POTENTIAL VOTING ITEM AT MAY 23, 2022 MEETING**

1. APPROVAL OF THE 2022-2023 PENNSYLVANIA SCHOOL BOARD ASSOCIATION MEMBERSHIP RENEWAL IN THE AMOUNT OF \$16,308.04  
The committee agreed to recommend approval to the full Board.
2. APPROVAL OF THE CCIU MARKETPLACE BUDGET SCHEDULE FOR 2022-2023 SCHOOL YEAR  
The committee agreed to recommend approval to the full Board.
3. APPROVAL OF THE PROFESSIONAL SERVICES CONTRACT WITH VALBRIDGE PROPERTY ADVISORS  
Dr. Melber discussed this will be the same type of review as last year in order to identify properties that meet the threshold of underassessed properties within the district's policy. Mrs. Walker had some questions about the contract and what type of properties were being reviewed. The committee agreed to recommend approval to the full Board.

## C. DISCUSSION ITEMS:

### **Personnel**

None

### **Business Office**

1. DISTRICT FINANCIAL ADVISOR RFP UPDATE  
Dr. Melber discussed that the district received three proposals and asked the board how they wished to proceed. There was some committee discussion on the firms that responded to the RFP and it was determined to set up interviews with two of them.

## D. INFORMATION ITEMS

### **Personnel**

None

### **Business Office**

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

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

#### **E. RECOGNITION OF VISITORS**

Ms. Ruch asked Dr. Melber to respond to a set of questions and comments submitted by a resident. Resident Lisa Longo made statements related to the treasurers report format and fund balances, the borrowing of debt, and questioned the board on transportation and walk zones related to possible construction of the kindergarten center.

Resident John Mraz made statements about the treasurers report and being more transparent.

Resident Chris Duvall made statements about the sale of the kindergarten center.

#### **F. NEXT MEETING – June 27, 2022 – 5:30 PM**

##### **Adjournment**

The meeting adjourned at 6:03PM.

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Mrs. Betsy Ruch, Chairperson

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The minutes of the May 23, 2022 Board Finance-Personnel Committee meeting are scheduled to be approved at the June 27, 2022 Board Finance-Personnel Committee meeting. The May 23, 2022 minutes were prepared by Dr. Jeremy Melber, Director of Finance, and Sharon Oleski, Executive Assistant to the Cabinet.