

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

MINUTES
of the FINANCE / PERSONNEL Committee Meeting
August 22, 2022

Finance / Personnel Committee Members Present:

Caitlyn Carminito
Scott Overland

Finance / Personnel Committee Members Absent:

Betsy Ruch, Chair

Board Members Present:

Susan Turner
Jerry Weiss

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:

John Mraz
Emily Shanley
Ashley Singer
Lauren Anziano
Christopher Anziano
Chris Bowen
Alexis Radomile
Melanie Cunningham

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 Ms. Caitlyn Carminito, Acting Chairperson.

A. APPROVAL OF MINUTES

1. APPROVAL OF THE JUNE 27, 2022 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes as presented.

B. APPROVAL ITEMS

PERSONNEL

1. PERSONNEL REPORT – AUGUST 2022

- a) Resignations
- b) Appointments
- c) Leave Request
- d) Volunteers

- e) Informational Items
 - 1. Conference Requests
 - 2. FMLA – Family Medical Leave of Absence
- 2. APPROVAL OF THE ANNUAL CONTRACT RENEWAL WITH ESS FOR SUBSTITUTE EMPLOYEE SERVICES FOR THE 2022-2023 SCHOOL YEAR
 Ms. Carminito detailed the normal resignations, appointments, etc. Mrs. Rockwood provided rates for teacher substitutes \$130 per day and average county is \$120 per day.

FINANCE

BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – JUNE 2022
 Check # 3286 (6/3/2022) – Check # 3406 (6/24/2022)
 ACH # 212201977 (6/3/2022) – ACH # 212202154 (6/24/2022)
 The committee agreed to recommend approval to the full Board.
2. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – JULY 2022
 Check # 3407 (7/1/2022) – Check #3532 (7/29/2022)
 ACH # 222300001 (7/1/2022) – ACH # 212200188 (7/29/2022)
 The committee agreed to recommend approval to the full Board.
3. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS – JUNE 2022
 The committee agreed to recommend approval to the full Board.
4. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS – JULY 2022
 The committee agreed to recommend approval to the full Board.

BUSINESS OFFICE ITEMS

***POTENTIAL VOTING ITEM AT AUGUST 22, 2022 MEETING**

1. APPROVAL OF SECURITY SERVICES AGREEMENT WITH TITANIUM FOR THE 2022-2023 SCHOOL YEAR
 The committee agreed to recommend approval to the full Board.

C. DISCUSSION ITEMS:

Personnel

None

Business Office

1. OCCUPATIONAL TAX ELIMINATION ACT DISCUSSION
 Dr. Melber presented on this topic and provided a briefing and an update and possible time frame if district moved forward with the occ tax elimination process. A history of the legislation was provided and that the district would need to use 2009 Annual Financial Report numbers to do a tax swap if the law is not updated. Current numbers show a swap would leave a \$1 million dollar deficit, however the legislation could be changed to reflect current numbers the tax swap from occupational taxes to earned income taxes would equalize the budget. The timeline as provided means the board could start making decision in March for a 2024 elimination. Mr. Overland questioned the practices and procedures of Keystone collections and Dr. Melber said he would provide a follow-up with answers. Ms. Carminito mentioned the importance of reaching out to legislators to get the laws changed. Ms. Turner also asked for a breakdown of current outstanding taxes.

D. INFORMATION ITEMS**Personnel**

None

Business Office1. MONTHLY BANK STATEMENTS

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

E. RECOGNITION OF VISITORS

John Mraz spoke about the 3-minute rule and allowing more options for public comment. He also spoke about the treasurer's report and that it appears it is not equal to the bills list for the month of June and that the expenses would have more detail.

Emily Shanley spoke that she was also in favor of longer speaking times and more flexibility, and the occupational tax is concerning due to the high number of delinquents.

Ashley Singer spoke about the reliance on delinquent occupational taxes and that she runs an occupational tax release page on Facebook and hopes that the board will push for a vote to repeal the taxes.

Chris Bowen spoke about occupational taxes and that the way Keystone collects is predatory and unconstitutional. He does not agree with the way the taxes are assessed and hopes the board will also repeal the taxes.

Alexis Radomile spoke that she is also in support of repealing the occupational taxes and changing the way Keystone does their collections.

Melanie Cunningham spoke that she also agrees Keystone should change their practices and wants to see a repeal of the occupational taxes.

NEXT MEETING – September 26, 2022 – 5:30 PM

Adjournment

The meeting adjourned at 6:22 PM.

The minutes of the August 22, 2022 Board Finance-Personnel Committee meeting are scheduled to be approved at the September 26, 2022 Board Finance-Personnel Committee meeting. The August 22, 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.