

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

MINUTES
of the FINANCE / PERSONNEL Committee Meeting
September 27, 2022

Finance / Personnel Committee Members Present:

Betsy Ruch, Chair
Caitlyn Carminito
Scott Overland

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Susan Turner
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
Dr. Jessica Kilmetz, Assistant Superintendent
Phil Vontor, Supervisor of Maintenance

Others Present:

John Mraz
Emily Shanley
Becky McCarron

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 AUGUST 22, 2022 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes as presented.

B. APPROVAL ITEMS

PERSONNEL

1. PERSONNEL REPORT – SEPTEMBER 2022

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

- e) Informational Items
 - 1. Conference Requests
 - 2. FMLA – Family Medical Leave of Absence

The committee recommended approval to the full Board.

2. APPROVAL OF TSA CONSULTING GROUP AS THE DISTRICT’S THIRD PARTY ADMINISTRATOR FOR DEFERRED COMPENSATION PROGRAM (NO COST TO THE DISTRICT)

Mrs. Ruch detailed the items of the personnel report for approval. Mr. Weiss questioned how we are in terms of staffing. Mrs. Rockwood discussed that we are in great shape, but we still have a few openings left to be filled. There was a brief discussion regarding a few of the open positions including Family & Consumer Science.

Mrs. Rockwood provided information on the approval of the TSA Consulting Group as the third party administrator for the district’s deferred compensation program.

The committee recommended approval to the full Board.

FINANCE

BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – AUGUST 2022
 Check # 3533 (8/5/2022) – Check #3628 (8/26/2022)
 ACH # 222300189 (8/5/2022) – ACH # 222300348 (8/26/2022)

Mrs. Ruch noted the items under the business office report. Dr. Sereni questioned a few items on the check report. She asked to have the list of vendors lengthened as the names are being cut off. She went through a list of checks in question.

The committee agreed to recommend approval to the full Board.

2. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS – AUGUST 2022
 The committee agreed to recommend approval to the full Board.

BUSINESS OFFICE ITEMS

1. APPROVAL OF E-RATE CONTRACT WITH CSM CONSULTANTS FOR THE 2022-2023 SCHOOL YEAR
 Mrs. Ruch discussed the possible voting items this evening pertaining to the E-Rate contract. Dr. Melber explained that nothing is changing in the amount of work being done and that it will just be done by a different contractor.

The committee agreed to recommend approval to the full Board.

2. APPROVAL OF TAX ASSESSMENT SETTLEMENT FOR 1000 NUTT ROAD, PARCEL ID 15-07-0017.0100 FOR AN ASSESSMENT OF \$5,370,000 (INCREASE OF \$2,630,890.)

Dr. Melber discussed that this is one of 15 assessment appeals, the 9th settlement that we have and will be a gain of \$85,871. Of the nine total settled, it is an increase of \$308,309 overall.

The committee agreed to recommend approval to the full Board.

Ms. Ruch questioned that in the past the district set aside \$100,000 to replace field and why did we stop?

Dr. Melber explained that the budget line item was removed prior to his start in the district, but that the district did start again by creating a \$300,000 transfer for capital reserve and future turf replacement will come out of that account.

C. DISCUSSION ITEMS:**Personnel**

None

Business Office

None

D. INFORMATION ITEMS**Personnel**

None

Business Office1. MONTHLY BANK STATEMENTS

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

E. RECOGNITION OF VISITORS

John Mraz, Schuylkill township, questioned the Treasurer's Report and asked where the specific line items are on the Treasurer's Report and Check Report.

Becky McCarron questioned the \$60,000 yearly contract for a grants/wellness coordinator and why it exists.

NEXT MEETING – October 24, 2022 – 5:30 PM

Adjournment

The meeting adjourned at 6:05 PM.

Mrs. Betsy Ruch, Chairperson

The minutes of the September 27, 2022 Board Finance-Personnel Committee meeting are scheduled to be approved at the October 24, 2022 Board Finance-Personnel Committee meeting. The September 27, 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.