

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

MINUTES
of the FINANCE / PERSONNEL Committee Meeting
October 24, 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
Rachael Fenys – Assistant Director of Finance

Others Present:

John Mraz
Emily Shanley
Chris Duval

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. Caitlyn Carminito Acting Chairperson.

A. APPROVAL OF MINUTES

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

The committee approved the minutes as presented.

B. APPROVAL ITEMS

PERSONNEL

1. **PERSONNEL REPORT – OCTOBER 2022**
 - a) Resignation
 - b) Approval of Renewal of Agreement
 - c) Appointments
 - d) Leave Request

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

Mr. Weiss questioned the changes to the Unrepresented contract and they were explained by Ms. Rockwood.

The committee recommended approval to the full Board.

FINANCE

BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – SEPTEMBER 2022
Check # 3629 (9/2/2022) – Check #3755 (9/30/2022)
ACH # 222300349 (9/2/2022) – ACH # 222300569 (9/30/2022)

The committee agreed to recommend approval to the full Board.

2. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS – SEPTEMBER 2022
Mrs. Ruch noted the items under the business office report.

The committee agreed to recommend approval to the full Board.

BUSINESS OFFICE ITEMS

1. APPROVAL OF CONTRACT WITH ACCURATE CONSTRUCTION MANAGEMENT, LLC AS CONSTRUCTION MANAGER FOR THE HARES HILL ROAD PROPERTY CONSTRUCTION PROJECT
Mrs. Carminito listed the items and Dr. Melber answered questions. Ms. Turner questioned if these were the contracts on the previous agenda and asked if they were negotiated. Dr. Melber explained the management fee is a combination of fixed and hourly.

The committee agreed to recommend approval to the full Board.

2. APPROVAL OF CONTRACT WITH ENVIRONMENTAL STANDARDS FOR ENVIRONMENTAL CONSULTING SERVICES FOR THE HARES HILL PROPERTY CONSTRUCTION PROJECT
Dr. Melber noted that most was done during purchase of property. Other work is for filing with state agency purposes.

The committee agreed to recommend approval to the full Board.

3. APPROVAL OF CONTRACT WITH BELLWOAR KELLY, LLP FOR LEGAL PROFESSIONAL SERVICES FOR THE HARES HILL ROAD PROPERTY CONSTRUCTION PROJECT
Dr. Melber noted this is a legal hourly fee as set forth in the agreement.

The committee agreed to recommend approval to the full Board.

4. APPROVAL OF CONTRACT WITH SCHRADER GROUP ARCHITECTURE, LLC FOR ARCHITECTURAL SERVICES FOR THE HARES HILL ROAD PROPERTY CONSTRUCTION PROJECT
Dr. Melber explained this contract was negotiated with the firm and creates savings for the district of roughly \$330,000.

The committee agreed to recommend approval to the full Board.

5. APPROVAL OF RESOLUTION AUTHORIZING THE WAIVER OF ADDITIONAL CHARGES FOR THE LATE PAYMENT OF REAL ESTATE TAXES THAT COMPLY WITH ACT 57 OF 2022

Dr. Melber explained that this is required legislation from PDE and means that if you have had a triggering factor in the previous twelve months with your property such as an assessment change or a purchase of a home and did not get a property tax bill, the resident can file a written affidavit that they did not get a tax bill and the district will waive any fees.

The committee agreed to recommend approval to the full Board.

C. DISCUSSION ITEMS:

Personnel

1. 2021-2022 EMPLOYEE SURVEY ACTION STEPS UPDATE

Mrs. Rockwood reviewed high levels of the employee survey. The survey was conducted at the end of last year. There were lower participation rates than prior surveys, and it followed the same eight categories. She indicated that both union leaders were spoken with to ensure they requested to have the survey completed.

Positive response:

- 82 – agree / strongly agree to recommend as a place of employment
- 90 – agree did a god job with pandemic
- 85 – feel safe at work

Some areas fell into the 60s:

- Compensation
- Work life balance
- Advancement – drop across the board in each group
- Trust -overall 70% agreed/strongly agreed that it exists with supervisor

Mr. Weiss asked what the district is doing to increase participation and wondered why people didn't take the survey. Ms. Rockwood stated the district is working on more meaningful meetings and new tools for communication to help with district communication and increase participation. Mr. Weiss also asked how the district is approaching dignity and using feedback to focus on those areas.

Ms. Rockwood stated they are creating teams at all levels to focus on these areas and create better plans on how to celebrate diversity.

Business Office

1. PRESENTATION ON FINANCING PROJECTIONS FOR THE HARES HILL ROAD CONSTRUCTION PROJECT

Dr. Melber detailed the financing of the Hares Hill construction project and discussed many scenarios as well as a freeze frame of where we are and what we are and looking at moving forward. He shared information on the current interest rates and potential issues with any recession, etc. Mr. Overland asked if any of the scenarios made assumptions for increases in state funding or grants, and Dr. Melber indicated that they did not. Ms. Turner questions the Act 1 indexes and how they are calculated.

D. INFORMATION ITEMS

Personnel

None

Business Office

1. MONTHLY BANK STATEMENTS

- a. Meridian Bank
 - Money Market Account – September 2022
 - Business Banking Account – September 2022
- b. Peoples Security – September 2022

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

E. RECOGNITION OF VISITORS

None.

NEXT MEETING – November 28, 2022 – 5:30 PM

Adjournment

The meeting adjourned at 6:26 PM.

Mrs. Betsy Ruch, Chairperson

The minutes of the October 24, 2022 Board Finance-Personnel Committee meeting are scheduled to be approved at the November 28, 2022 Board Finance-Personnel Committee meeting. The October 24, 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.