

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

**Minutes of the FINANCE / PERSONNEL Committee Meeting
November 11, 2020**

Finance / Personnel Committee Members Present:

Jeesely Soto
Laura Reed
Susan Turner

Finance / Personnel Committee Members Absent:

None

Board Members Present:

Jerry Weiss
Christopher Caltagirone

Administrators Present:

Dr. Alan Fegley – Superintendent
Dr. Le Roy Whitehead – Assistant Superintendent
Dr. Jeremy Melber – Director of Finance
Sandy Claus – Community Relations Coordinator

Others Present:

Robin Hope – The Reschini Group
Kristen Myers
Kathy Mraz
+1 Other

Call Board Finance / Personnel Committee Meeting to Order

The Finance Committee meeting was held virtually via Zoom and was called to order at 7:18 p.m. by Ms. Jeesely Soto, Chairperson.

APPROVAL ITEMS

MINUTES

A. APPROVAL OF THE SEPTEMBER 9, 2020 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes.

B. APPROVAL OF THE OCTOBER 7, 2020 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes.

PERSONNEL

A. PERSONNEL ITEMS

1. APPROVAL OF PERSONNEL REPORT – NOVEMBER 2020

- a) Resignations
- b) Appointments

- c) Information Items
 - i. Conferences
 - ii. Family and Medical Leave Act (FMLA)
 - iii. Transfers

The committee agreed to recommend approval to the full Board.

FINANCE

B. BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – OCTOBER 2020

Check #116218 (10/1/2020) - #116436 (10/29/2020)

ACH #202101722 (10/1/2020) - #202101872 (10/29/2020)

The committee agreed to recommend approval to the full Board.

2. ACKNOWLEDGE RECEIPT OF THE DISTRICT FINANCIAL REPORTS – SEPTEMBER 2020

The committee agreed to recommend approval to the full Board.

C. BUSINESS OFFICE ITEMS

3. APPROVAL OF A PILOT AGREEMENT BETWEEN PASD AND THE PHOENIXVILLE AREA CHILDREN'S LEARNING CENTER FOR TAX EXEMPTION STATUS FOR THE TAX YEARS FROM 2020-2021 TO 2024-2025

The committee agreed to submit this to the full board for consideration of approval.

4. APPROVAL TO ADD MERIDIAN BANK TO THE DISTRICT BANKING DEPOSITORY FOR THE 2020-2021 FISCAL YEAR

The committee agreed to recommend approval to the full Board.

D. PUPIL SERVICES AGREEMENTS

None

E. ATHLETIC AGREEMENTS

None

F. TRANSPORTATION CONTRACTS

5. APPROVAL OF ADDENDUM NO. 4 TO THE TRANSPORTATION SERVICE AGREEMENT WITH EAGLE WOLFINGTON LEASING CORPORATION, INC. ("EWLC") TO EXTEND THE CONTRACT FOR AN ADDITIONAL FIVE YEAR TERM BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2025.

The committee agreed to recommend approval to the full Board and continue some discussions in Executive Session.

DISCUSSION ITEMS:

Personnel

None

Business Office

1. SOLICITOR RFP

The committee agreed to discuss further at the Workshop meeting before proceeding with the RFP.

2. FOOD SERVICE MANAGEMENT CONTRACTOR AGREEMENT – RENEWAL OR RFP?

The committee discussed and agreed to pursue an RFP.

3. FINANCIAL POSITION UPDATE

- REVENUE
- HEALTHCARE
- UPDATES

Robin Hope from The Reschini group provided a presentation of health insurance to the committee, and Dr. Melber provided revenue amounts.

INFORMATION ITEMS

1. COVID-19 GRANTS UPDATE

Dr. Melber updated the committee.

2. MONTHLY BANK STATEMENTS

- a. BB&T –September 2020
- b. Phoenixville Federal – Waiting for October 2020
- c. PSDLAF - None
- d. PNC Bank
 - Asset General Fund – October 2020
 - Asset Payroll Account – October 2020
 - Easy Procure – waiting for October 2020
- e. TD Wealth – September 2020
- f. Wells Fargo – July 1, 2020 – September 30, 2020
- g. Wilmington Trust
 - September 2020 12A15A,B,C,D ESC-20
 - September 2020 17 SINK; 17A SINK; and 20 SETT
- h. Credit Cards

PUBLIC COMMENT

Ms. Myers extended her gratitude for the information provided.

Announcement of Next Meeting

The next meeting will be held on January ____, 2021 at 7:00 P.M. – Date TBD

Adjournment

The meeting adjourned at 8:34 PM into an Executive Session.

Ms. Jeeseely Soto, Chairperson

The minutes of the November 11, 2020 Board Finance Committee meeting are scheduled to be approved at the January ____, 2020 Board Finance Committee meeting. Dr. Jeremy Melber, Director of Finance, and Sharon Oleski, Executive Assistant to the Cabinet, prepared the November 11, 2020 minutes.