

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

MINUTES
of the FINANCE / PERSONNEL Committee Meeting
November 28, 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

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
Mr. Dave Ramsey – Director of Specialized Programs and Services
Mrs. Sandy Claus – Community Relations Coordinator
Dr. Frank Garritano – Executive Director of Schools and DEI

Others Present:

John Mraz

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 OCTOBER 24, 2022 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes as presented.

B. APPROVAL ITEMS

PERSONNEL

****Potential Voting Item at November 28, 2022 Meeting***

Mrs. Ruch – listed the items on the personnel report for approval later that evening.

Only approving the Lakeside contract not a person yet.

1. PERSONNEL REPORT – NOVEMBER 2022

- a) Resignation
- b) Professional Contracts
- c) Approval of Agreement Addendum
- d) Appointments

- e) Informational Items
 - 1. Conference Requests

The committee recommended approval to the full Board.

FINANCE

BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – OCTOBER 2022
 Check # 3756 (10/7/2022) – Check #3884 (10/28/2022)
 ACH # 222300570 (10/7/2022) – ACH # 222300791 (10/28/2022)

Mrs. Ruch detailed the two items under the Business office report. Dr. Melber noted that on the December 5th meeting will have the November bills on at that time.

The committee agreed to recommend approval to the full Board.

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

BUSINESS OFFICE ITEMS

****Potential Voting Items at November 28, 2022 Meeting (due to legal time constraints)***

1. APPROVAL OF MOTION TO APPROVE APPEALING THE DECISIONS OF THE CHESTER COUNTY BOARD OF ASSESSMENT APPEALS FOR THE SCHOOL DISTRICT INITIATED TAX ASSESSMENT APPEALS TO THE COURT OF COMMON PLEAS FOR THE ATTACHED PROPERTIES

Mrs. Ruch read the resolution for the appealing the decisions of Chester County Board of Assessment. Dr. Melber stated these were district-initiated assessment appeals for properties that fall under district policy as being underassessed –we feel are under-assessed by a certain amount that would bring in more than \$10,000. Administration feels these are appropriate. The appeals are due in on Friday- so it must be voted on in tonight's meeting.

Dr. Melber shared that last year the district filed 15 appeals and have settled on all but four which is brought in over \$327,000 of new tax money. These are 17 more to be reviewed.

The committee agreed to recommend approval to the full Board.

****Potential Voting Items at December 5, 2022 Meeting***

Mrs. Ruch listed the December 5th meeting approval items

2. APPROVAL OF TAX ASSESSMENT SETTLEMENT FOR 605 SCHUYLKILL RD., PARCEL ID 26-3-6.2 FOR AN ASSESSMENT OF \$461,250 FOR THE 2022 TAX YEAR AND \$404,875 FOR THE 2023 TAX YEAR (INCREASE OF \$209,750).
 The committee agreed to recommend approval to the full Board.
3. APPROVAL OF TAX ASSESSMENT SETTLEMENT FOR 601 MASON ST., PARCEL ID 15-8-30 FOR AN ASSESSMENT OF \$1,730,000 FOR THE 2022 TAX YAR AND 2023 TAX YEAR (INCREASE OF \$370,250).
 The committee agreed to recommend approval to the full Board.
4. APPROVAL OF AGREEMENT WITH KRISE TRANSPORTATION FOR RENOVATION OF THE LEASED BUS TERMINAL
 Krise Transportation wishes to renovate the bus terminal and other buildings on that property. Mr. Gibson and Dr. Melber have reviewed the project present by Krise and has agreed the renovation of the terminal will be no cost to district for as long as Krise Transportation remains

the transportation carrier. The cost of renovations is \$800,000 to be paid over a ten-year amortization schedule. Dr. Melber added verbiage to allow for if Krise can't fulfill the contract – Krise will continue paying and no cost to district.

The committee agreed to recommend approval to the full Board.

C. DISCUSSION ITEMS:

Personnel

None

Business Office

1. PRESENTATION ON THE REVIEW OF THE 2021-2022 FISCAL YEAR END AND INTERNAL CONTROLS
Dr. Melber noted the year end books are being closed. Single audit for federal programs and full financial audit is on-going.

Lengthy board discussion around this topic.

Dr. Melber will show an updated EIT in January to show what is being budgeted and what is actual revenue.

Dr. Melber shared the internal controls and what is being done to provide full details.

D. INFORMATION ITEMS

Personnel

None

Business Office

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

E. RECOGNITION OF VISITORS – The Committee respectfully asks that comments be no more than three (3) minutes.

John Mraz, Schuylkill Township – athletic fund – always a monthly report – why did this stop? Also, opening balance, receipts, and expenditures. Used to send out student activities account with balances, etc. also have list of appeals in the agenda without figures attached. How much are they valued at?

The grant listing – what / why were some not approved - \$150,000 for funding for bilingual mental health counselor – denied? Does the board know why they were not accepted?

NEXT MEETING – January 23, 2023 – 5:30 PM

Adjournment

The meeting adjourned at 6:21 PM.

Mrs. Betsy Ruch, Chairperson

The minutes of the November 28, 2022 Board Finance-Personnel Committee meeting are scheduled to be approved at the January 23, 2023 Board Finance-Personnel Committee meeting. The November 28, 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.