

PHOENIXVILLE AREA SCHOOL DISTRICT  
Phoenixville, Pennsylvania

**MINUTES**  
**of the FINANCE / PERSONNEL Committee Meeting**

**January 23, 2023**

**Finance / Personnel Committee Members Present:**

Betsy Ruch, Chair  
Dave Golberg  
Michelle Schamis

**Finance / Personnel Committee Members Absent:**

None

**Board Members Present:**

Susan Turner  
Jerry Weiss  
Scott Overland  
Victoria Walker  
Caitlyn Carminito

**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. Kate Pacitto, Executive Director of Curriculum & SPS  
Mr. Dave Ramsey – Director of Specialized Programs and Services  
Dr. Frank Garritano – Executive Director of Schools and DEI

**Others Present:**

Lenore Filipovic – Executive Assistant to the Superintendent & Cabinet  
Phantom TV Crew

**Call Board Finance / Personnel Committee Meeting to Order**

The Finance Committee meeting was held in person and was called to order at 6:15 p.m. by Mrs. Betsy Ruch Chairperson.

**A. APPROVAL OF MINUTES**

**1. APPROVAL OF THE NOVEMBER 28, 2022 FINANCE/PERSONNEL COMMITTEE MEETING MINUTES**

The committee approved the minutes as presented.

## B. APPROVAL ITEMS

### PERSONNEL

#### ***\*Potential Voting Item at January 23, 2023 Meeting***

##### 1. PERSONNEL REPORT – JANUARY 2023

- a) Resignations
- b) Salary Adjustment
- c) Appointments
- d) Volunteers
- e) Informational Items
  - 1. Conference Requests

There was a question regarding the salary increase and why it was occurring. Mrs. Rockwood explained that the job will be taking a significant increase in the role.

The committee recommended approval to the full Board.

### FINANCE

#### BUSINESS OFFICE REPORT

##### 1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – NOVEMBER 2022

Check # 3885 (11/4/2022) – Check #4034 (11/25/2022)  
ACH # 222300792 (11/4/2022) – ACH # 222301028 (11/25/2022)

Dr. Melber explained there is a difference between the PSDLAF statement and treasurers report for \$62 due to the bank cashing a check written three years ago and reversing the charge.

The committee agreed to recommend approval to the full Board.

##### 2. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – DECEMBER 2022

Check # 4035 (12/2/2022) – Check #4150 (12/30/2022)  
ACH # 222301029 (12/2/2022) – ACH # 222301201 (12/30/2022)

The committee agreed to recommend approval to the full Board.

##### 3. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS – NOVEMBER 2022

The committee agreed to recommend approval to the full Board.

##### 4. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS – DECEMBER 2022

The committee agreed to recommend approval to the full Board.

#### BUSINESS OFFICE ITEMS

None.

## C. DISCUSSION ITEMS:

### Personnel

None

### Business Office

#### 1. PRESENTATION OF THE OCCUPATIONAL TAX ELIMINATION ACT

Dr. Melber presented the occupation tax review / elimination act which would eliminate the occupational tax and increase the earned income tax from 0.5% to 0.6%. Dr. Melber explained that because EIT revenue is growing so rapidly above budgeted numbers, he feels more comfortable with

the district moving forward with the plan to eliminate the tax now. Dr. Melber presented a timeline for placing the tax switch on the November 2023 referendum and presented current budgeted versus actual revenue numbers.

Dr. Melber mentioned that the administration would be bringing a motion to approve Rhonda Lord as Bond Council. Attorney Lorde has been bond council for the district for a number of years, but the firm has recently been acquired.

## D. INFORMATION ITEMS

### Personnel

None

### Business Office

#### 1. MONTHLY BANK STATEMENTS

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

- Food Services
  - November 2022
  - December 2022
- General Fund
  - November 2022
  - December 2022
- Money Market
  - November 2022
  - December 2022
- Payroll
  - November 2022
  - December 2022

j. Credit Cards

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

None.

**NEXT MEETING** – February 27, 2023 – following Curriculum

**Adjournment**

The meeting adjourned at 6:33 PM.

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Mrs. Betsy Ruch, Chairperson

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The minutes of the January 23, 2023 Board Finance-Personnel Committee meeting are scheduled to be approved at the February 27, 2023 Board Finance-Personnel Committee meeting. The January 23, 2023 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.