

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

FINANCE / PERSONNEL Committee Meeting
March 27, 2023

MINUTES

Finance / Personnel Committee Members Present:

Betsy Ruch, Chair
Michelle Schamis

Finance / Personnel Committee Members Absent:

Dave Golberg

Board Members Present:

Susan Turner
Jerry Weiss
Scott Overland
Victoria Walker
Caitlyn Carminito

Administrators Present:

Dr. Alan D. Fegley – Superintendent
Dr. Jessica Kilmetz – Assistant 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

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 FEBRUARY 27, 2023 FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
The committee approved the minutes as presented.

B. APPROVAL ITEMS

PERSONNEL

****Potential Voting Item at March 27, 2023 Meeting***

1. PERSONNEL REPORT – MARCH 2023
 - a) Resignations
 - b) Appointments
 - c) Unpaid Leave Request
 - d) Volunteers
 - e) Informational Items
 1. Conference Requests
 2. FMLA Leaves of Absence
 3. Transfers

The committee recommended approval to the full Board.

FINANCE

BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – FEBRUARY 2023
 Check # 4249 (2/3/2023) – Check #4395 (2/24/2023)
 ACH # 222301364 (2/3/2023) – ACH # 222301593 (2/24/2023)
 The committee agreed to recommend approval to the full Board.
2. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS – FEBRUARY 2023
 The committee agreed to recommend approval to the full Board.

BUSINESS OFFICE ITEMS

1. MOTION TO APPROVE THE ADVERTISING FOR A PUBLIC MEETING OF THE BOARD OF SCHOOL DIRECTORS TO CONSIDER A RESOLUTION TO AUTHORIZE A REFERENDUM FOR THE NEXT GENERAL MUNICIPAL ELECTION TO REPEAL THE CURRENT OCCUPATIONAL TAX AND INCREASE THE EARNED INCOME TAX RATES

The committee agreed to recommend approval to the full Board and is looking for approval at the next meeting to approve for addition to the November election.

2. APPROVAL OF INDEPENDENT AUDITORS REPORT FOR THE 2021-2022 FISCAL YEAR AUDIT CARL HOGAN FROM BBP AUDITORS TO PRESENT

Carl Hogan of BBD, LLC auditors presented the 2021-2022 Fiscal Year audit and financial statements. Mr. Hogan went through a number of the financial statements and mentioned that some reporting changes were new this year and that the Auditor report was longer. He discussed the ending fund balances and district surplus and explained to the Board the audit's management discussion and analysis provides a lot of information on the fiscal year and the future projections.

The committee agreed to recommend approval to the full Board.

3. APPROVAL OF THE CHESTER COUNTY INTERMEDIATE UNIT'S 2023-2024 CORE SERVICES BUDGET IN THE AMOUNT OF \$34,720,570.

The committee agreed to recommend approval to the full Board.

4. APPROVAL OF THE CHESTER COUNTY INTERMEDIATE UNIT'S 2023-2024 OCCUPATIONAL EDUCATION BUDGET IN THE AMOUNT OF \$31,574,393.

The committee agreed to recommend approval to the full Board.

C. DISCUSSION ITEMS:**Personnel**

None

Business Office1. PHOENIXVILLE PUBLIC LIBRARY – BUDGET INCREASE PROPOSAL – LARA LORENZI

Laura Eustis - President; Mike English – Treasurer.

Ms. Lorenzi presented information on the current funding stream they have been working with this year. She shared the explanation of the increase and the need base. Staffing costs has a large part of the increase request. They are trying to get the hourly wage raised.

Ms. Lorenzi provided a brief comparison of the hourly wages and the competition they see around the area for her employees.

D. INFORMATION ITEMS**Personnel**

None

Business Office1. MONTHLY BANK STATEMENTS

a. Meridian Bank

- Money Market Account – February 2023
- Business Banking Account – February 2023

b. Peoples Security – February 2023

c. Phoenixville Federal

- Student Activities – February 2023
- Phoenixville Summer – February 2023

d. PLGIT – February 2023

e. PSDLAF – General Fund – February 2023

f. PNC Bank – Easy Procure – February 2023

g. TD Wealth – February 2023

h. Univest Bank – CD & Money Market – February 2023

i. WSFS

- Capital Reserve – February 2023
- Construction – February 2023
- Food Services – February 2023
- General Fund – February 2023
- Money Market – February 2023
- Payroll – February 2023

j. Credit Cards

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

None.

NEXT MEETING – April 24, 2023 – following Curriculum.

Adjournment

The meeting adjourned at 6:42 PM.

Mrs. Betsy Ruch, Chairperson

The minutes of the March 27, 2023 Board Finance-Personnel Committee meeting are scheduled to be approved at the April 24, 2023 Board Finance-Personnel Committee meeting. The March 27, 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.