

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

FINANCE / PERSONNEL Committee Meeting
May 22, 2023

MINUTES

Finance / Personnel Committee Members Present:

Betsy Ruch, Chair
Michelle Schamis
Dave Golberg
Dr. Stephanie Allen

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
Dr. Kate Pacitto, Executive Director of Curriculum & SPS
Ms. Rachael Fenyus – Asst Finance Manager
Sandy Claus

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 6:00 by Mrs. Betsy Ruch Chairperson.

A. APPROVAL OF MINUTES

1. APPROVAL OF THE APRIL 24, 2023 FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

The committee approved the minutes as presented.

B. APPROVAL ITEMS

PERSONNEL

****Potential Voting Item at May 22, 2023 Meeting***

1. PERSONNEL REPORT – MAY 22, 2023
 - a) Resignations
 - b) Resignation and Resignation and Release Agreement
 - c) Appointments
 - d) Unpaid Leave Request
 - e) Volunteers
 - f) Informational Items
 1. FMLA Leaves of Absence

The committee recommended approval to the full Board.

FINANCE

BUSINESS OFFICE REPORT

1. APPROVE THE DISBURSEMENT OF SCHOOL DISTRICT FUNDS – APRIL 2023
 Check # 4524 (4/7/2023) – Check #4618 (4/28/2023)
 ACH # 222301820 (4/7/2023) – ACH # 222301979 (4/28/2023)
 The committee agreed to recommend approval to the full Board.
2. ACKNOWLEDGE THE RECEIPT OF DISTRICT FINANCIAL REPORTS – APRIL 2023
 The committee agreed to recommend approval to the full Board.

BUSINESS OFFICE ITEMS

- *POTENTIAL VOTING ITEM AT MAY 22, 2023 MEETING***
3. *APPROVAL OF THE TAX ASSESSMENT SETTLEMENT FOR PARCEL ID 15-09-0212 FOR 2023 IN THE AMOUNT OF \$788,000 (INCREASE OF \$516,340)
 The committee agreed to recommend approval to the full Board.
 4. APPROVAL OF THE SPECIAL EDUCATION POOL COUNSEL AGREEMENT WITH SWEET, STEVENS, KATZ & WILLIAMS, LLP IN THE AMOUNT OF \$16,000 FOR THE 2023-2024 SCHOOL YEAR
 The committee agreed to recommend approval to the full Board.
 5. APPROVAL OF THE PROACTIVE APPEAL PROPOSAL WITH VALBRIDGE PROPERTY ADVISORS AT A COST OF \$4,000 (NO INCREASE FROM LAST TWO YEARS)
 Dr. Melber discussed this would be the third year doing this program. The 2021-22 appeals have netted the district \$661,000 in annual revenue, and to date the 2022-23 appeals have netted the district \$123,000 in annual revenue with 12 appeals still outstanding.
 The committee agreed to recommend approval to the full Board.
 6. APPROVAL OF AMENDMENT FOR A ONE YEAR EXTENSION TO THE MASTER SERVICES AGREEMENT WITH BUSPATROL AMERICA LLC DATED JUNE 12, 2023
 Dr. Melber discussed that due to delays with PennDOT and legal issues that have been worked with legislation, BusPatrol is offering a one-year extension.
 The committee agreed to recommend approval to the full Board.
 7. APPROVAL OF INTERFUND TRANSFER FOR \$1,000,000 FROM GENERAL FUND TO CAPITAL RESERVE FUND
 Dr. Melber discussed that the capital reserve fund has been spent down and administration recommends moving part of the \$5.2 million from the General Funds designated fund balance to the capital reserve account. He said the money is earmarked in general fund for the capital reserve transfer. Once transferred, it cannot be transferred back to General Fund.
 The committee agreed to recommend approval to the full Board.

C. DISCUSSION ITEMS:**Personnel**

None

Business Office1. FACILITY RENTAL FEE STRUCTURE

Administration has been reviewing Policy 707 AR and wanted to clear up the language. The major changes were instituting a 30-day payment due date with a 10% late fee is imposed on late invoices, Changed cancellation schedule, changed the verbiage for classes of renters.

Discussion entailed around the clarification and wording on each section - fee schedules that breaks down in different tiers/classes etc. Requested better clarification on the classes and what constitutes what class, etc.

D. INFORMATION ITEMS**Personnel**

None

Business Office1. MONTHLY BANK STATEMENTS

- a. Meridian Bank
 - Money Market Account – April 2023
 - Business Banking Account – April 2023
- b. Peoples Security – April 2023
- c. Phoenixville Federal
 - Student Activities – April 2023
 - Phoenixville Summer – April 2023
- d. PLGIT – April 2023
- e. PNC Bank – Easy Procure – April 2023
- f. PSDLAF – General Fund – April 2023
- g. TD Wealth – April 2023
- h. Univest Bank – CD & Money Market – April 2023
- i. WSFS
 - Capital Reserve – April 2023
 - Construction – April 2023
 - Construction Bond Fund Proceeds 2023 – April 2023
 - Food Services – April 2023
 - General Fund – April 2023
 - Money Market – April 2023
 - Payroll – April 2023
- j. Credit Cards

No comments

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

No public comments

NEXT MEETING – June 26, 2023 – following Curriculum.

Adjournment

The meeting adjourned at 6:24 PM.

Mrs. Betsy Ruch, Chairperson

The minutes of the May 22, 2023 Board Finance-Personnel Committee meeting are scheduled to be approved at the June 26, 2023 Board Finance-Personnel Committee meeting. The May 22, 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.