

Palmyra-Eagle Area School District
Finance Committee Meeting Minutes
Mitzi Roscizewski, Chairperson
Tuesday, June 16, 2020, 5:30 PM
Irvin L Young Community Center - P-E MS/HS - 123 Burr Oak Street, Palmyra

- I. Call to Order: The meeting was called to order by Committee Chair, Mitzi Roscizewski, at 5:33 pm.
- II. Roll Call - quorum (2) of this committee required to proceed
 - A. Attendees: Mitzi Roscizewski, Michael Eddy, Zachary Rutkowski
 - B. Other Board Member present: Kristiana Williams Tara LeRoy, Doris Parsons and Jean Reith
 - C. Others: Transitional Leader - Jeff Tortomasi, Business Manager - Alfredo Balmaseda and Board Secretary - Traci Plotz
- III. Discussion and approval of agenda: The agenda was reviewed and approved.
- IV. Agenda
 - A. Review of Meeting Minute from June 9, 2020: The minutes were reviewed by the committee.
 - B. Discussion regarding ACH transfer limits.: Business Manager, Alfredo Balmaseda, reported that to ensure that all payrolls are paid out and in the employee bank account on the morning of payday, there needs to be an increase in the ACH transfer limits. There have been some payrolls that have gone over that limit, in instances of this additional approvals and steps need to be made in order to pay out that payroll, resulting in the pay not showing up in employee accounts until the afternoon. The increase requested is \$80,000.
 - C. Discussion regarding Short-Term Borrowing.: Business Manager, Alfredo Balmaseda, reported that he would like to extend out the payment of the short-term borrowing from June to November to help with cash flow. The committee agreed to it.
 - D. Discussion of proposed changes to the Co-Curricular Pay Schedule.: Transitional Leader, Jeff Tortomasi, reported that the
 - E. Individual Employee Contracts: The following contracts were reviewed by the Committee. The Committee also requested that an organizational chart be presented to show the change from last year to this year.
 - 1. District Administrative Assistant
 - 2. Administrative Assistant/Registrar
 - 3. Building & Grounds
 - 4. Business Manager
 - 5. Special Education / School Psychologist
 - F. Wrap Around Care Director/Permanent Substitute: Transitional Leader, Jeff Tortomasi, reported that Katie Robertson, Eagle Elementary Principal, had some ideas for the Wrap Around Care Director.
- V. Adjournment: The meeting was adjourned at 6:42 pm.

Respectfully submitted,
Traci Plotz
District Administrative Assistant