

**Penn Manor Education Foundation Minutes**  
**March 1, 2018**

President Pat Kline called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. in the Board Room at Manor Middle. In attendance were the following: Matt Blank, Joe Herman, Paula Howard, Robin Jeffers, Jeff Kirk, Pat Kline, Rich Meyers, Jan Mindish, Mike Leichliter, Don Mowery, Nicki Nafziger, Tracy Seiger, Carole Shellenberger, and Brian Wallace.

**President's Comments:** Pat expressed sympathy for Dr. Mike and the issues with school safety.  
--Pat reminded everyone that Board members and their families are invited to a "thank you and farewell" party for Anne at Bert's Bottle Shop on Monday, March 12 from 6-8.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Nafziger/Jeffers motion 11-0. Last month's minutes will now be sent to those on our list who are not on the Board.

**Finance Committee/Finance Report:** Don presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. He reported that we have not had a lot of activity in the past month. There have been deposits of some golf money, donations for Strong and Healthy Families, EITC funds, and a new scholarship. We do need to catch up with payments to the executive directors, and some of the scholarships have been paid out. It was a down month concerning investments, but our finances are still solid. A Howard/Blank motion to approve the February expenditures and the March Finance Report carried 11-0.

**Executive Director's Report:** Jan began her remarks by thanking Robin and Carole for joining her at the Kindergarten info session at Hambright. They distributed information about the Foundation to incoming kindergarten parents.

--On March 17, we will be a presence at the Parents Resources Fair from 10-12 at Millersville BIC church

--The Strong and Healthy Families committee approved the grants listed on the back of the agenda. Nicki added that they were pleased that we had enough money set aside to be able to grant all of the requests. The Champions have been asked to document their use of the funds. Pat asked for a motion to approve \$10,300 for the grants. Tracy so moved and Paula seconded. The motion carried 11-0. Pat asked for an additional \$1000 for various testing fees. Tracy so moved and Matt seconded. The motion carried 11-0.

--There was a discussion about buying an ad in the Men's Lacrosse program. We will purchase the business card size ad for half price.

--Our Amazon Smile rebate was \$57.47 for last year.

--Jan sent around a Board roster and asked us to update any information that may not be correct.

--She thanked Rich Frerichs for speaking to the Millersville Women's Club about our Strong and Healthy Families initiative. Sara Masten (our wonderful cheerleader) led students playing PMEF Venture Grant ukuleles.

**Marketing Committee:** Tracy asked for help in distributing the new EITC plaques, thanking our new donors.

--She distributed the new brochures for us to take. They will be placed in the lobbies of all of the PM buildings, and we will have them at all PMEF events. She thanked Brian and Anne for all of their work on them.

--We are having successes with our social media presence. We have a new Instagram account at pmef2. We are pushing a 1000 "likes" on our Facebook page.

--We discussed our presence in individual schools, for example at their holiday concerts next year. Robin asked about something like a script for what to say so that our message is the same from all of us. We do have an "elevator speech," but we can talk more about it at the next Marketing meeting.

--The Retiree Breakfast will be on May 9. Next month there will be a signup sheet for help at the event.

--Robin will also have a signup sheet next month for help at the Vendor Fair. She would like to set up for the show from 5-6 on Friday, May 4, so that the vendors could set up from 6-8. Next, she will ask for donations of food. So far, 20 vendors have committed.

--We would like to acknowledge different levels of giving by our donors by highlighting, perhaps, Blue and Gold sponsorships. Pat added that our larger donors deserve more recognition. --

--We are still looking into the backdrop sign.

--Tracy reminded us that there will be no spring edition of Focus, preparing for the bigger "Year in Review" issue in the fall.

The next meeting of the Marketing Committee will be on March 8 at 8:00 a.m. at the GSC.

**Development Committee:** Pat reported that most of the major donors for the Golf Scramble have been secured. We still need confirmation of raffle prizes.

--We have received another EITC check. We should get a few more.

--Brian has updated the virtual plaque for Legacy donors.

--The nominating committee is recommending Kathy Fish to fill the vacancy on the Board. Jeff Kirk gave us some information about her, and Jan added that she is very passionate about Penn Manor. We were asked to let the nominating committee know of any concerns and we will vote next month.

--We will meet to sign the annual letters on June 21 in the faculty room of Manor Middle School. If you are unable to attend, we will prepare a packet of letters to be signed at home.

--Jan reported that Dianne has sent out the letters to the scholarship donors. Brian and Jan updated the scholarship list on the website, adding the ones that are not application driven.

--The Lucky Dog donation totaled \$650.

The next meeting of the Development Committee will be on March 15 at 7:30 a.m. at the GSC.

**Superintendent's Report:** Dr. Mike shared a list of the upcoming district retirees with us.

--He showed us the site plan for the new high school. Rich asked about interest rates and Dr. Mike assured him that the School Board is aware of that.

--Dr. Mike apprised us of his decision about Market Street Sports, a firm that solicits sponsors for sports teams and other student activities. He will be recommending the company to the School Board. He described the four meetings he has had with interested booster club reps and foresees the formation of a combined booster group to oversee the expenditure of the funds we receive from Market Street Sports. It will award the money in the form of grants to enhance various extra-curricular programs.

A Blank/Howard motion to adjourn passed 11-0. The meeting adjourned at 8:37 a.m.

The next Board meeting will be on Thursday, April 5, 2018 at 7:30 a.m. in the Penn Manor Board Room.

Respectfully submitted,

Carole H. Shellenberger  
Recording Secretary