Penn Manor Education Foundation Minutes
August 6, 2020

President Kathy Fish called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. In attendance were the following: Matt Blank, Kathy Fish, Joe Herman, Pat Kline, Mike Leichliter, Jan Mindish, Don Mowery, Rich Myers, Nicki Nafziger, Brad Seiger, Dianne Smith, Becky Spezialetti, Barb St. John, and Brian Wallace.

Kathy opened the meeting by asking us to check our committee sign-ups one more time. Kathy also distributed our updated roster and meeting dates for the 2020-2021 fiscal year.

--Kathy also shared that she has been in touch with Eleo and is planning to move forward with the implementation of the program beginning in September.

Minutes: The minutes of last month's meeting were approved by the passage of a Myers/Nafziger 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 provided us with our monthly report, as well as our annual report. For our July report, we had $2,532,000 in assets, which is at all time high levels again! We had $52,000 in revenue for July. Our expenses for July included scholarship payouts, golf scramble expenses, bookkeeping, and our executive director salary. Our investment income for July was $82,000 bringing us to $126,000 for the year.

A Kline/Smith motion to approve the July expenditures and the August Finance Report carried 11-0.

Don also shared and explained details of our 2020-2021 Budget.

A Blank/Kline motion to approve the 2020-2021 Budget was passed 11-0.

Executive Director's Report: Jan started by providing us with the following Scholarship report: There have been 56 "Thank you" notes have been received.

--Multi-year scholarship checks are being cut and mailed as transcripts are received. We are still missing 2.

--Kaleidoscope provided Jan with a spreadsheet. She added eligibility questions for most scholarships. Letters of recommendation will only be required for the Houseknecht, Pollock, and Rachel Miller scholarships next year.

--Jan is in the process of posting all scholarships on Facebook with photos and a short history of each. These have been very well-received so far!

Venture Grants: The timeline and focus will be revised this year. Funding is available for Venture Grants and Strong and Healthy needs. An announcement will be shared with teachers on Opening Day encouraging them to channel their requests through their principals.

--A $25,000 Community Foundation Grant, funded by BB&T (now Truist Economic Growth Fund) has been received and will be used over the next three years for technology in grades K-12 to help prepare our students for the future. A photo was submitted to the Foundation.

--$5,000 STEM grant application for Project Based Learning, K-12, was written by Katie Harnish and has been submitted. There is no update on this yet.

--ExtraGive registration is open. The event is November 20, 2020. Jan will be attending a webinar to learn more about this year's event.

Marketing Committee: Nicki announced that the committee reviewed the website. They agreed that everything is there that we want. There will be further discussion at the next Marketing Committee meeting. Brian will continue to make changes at our request.

--FOCUS 2020 is on hold for now. It will be published a little later this year.

--Staff gifts: The magnetic memo clips and tech accessory pouches have been ordered. There was discussion about $10 gift cards for staff, like we've had in the past. Several ideas were shared and Pat volunteered to pursue a sponsor for this. Brian will distribute a payroll deduction online form that teachers will submit to contribute this year.

--July 28 Drumore Dinner: This will be rescheduled, but a date has not yet been determined.

--Football Program Ad: This is due August 7. The cost for a 2-page, black and white ad is $225. We will allow the amount to become a donation if the program doesn't get printed.

 The next meeting of the Marketing and Committee will take place on Thursday, August 13 at 7:30 a.m. via Zoom meeting arranged by Nicki.

Development Committee:
--Nominating Committee: Pat reported that Jan is in the process of reaching out to a possible candidate to complete a 2-year term.

--Letter Campaign status: The total as of July is $8670+.

--Charity Golf Scramble status – Rain date is Friday, August 14, 2020.

--Fundraising Dinner STATUS: The event has been cancelled for 2020! It will be held on 9/26/2021 at Drumore Estate. This will be publicized the week after the golf scramble.

--Meeting with Clark Associates – Brad: Brad met with the Clark Associates Charitable Foundation to apply for a contribution. He noted that there are 20 Penn Manor alumni who work for Clark Associates. We were rejected due to our high level of financial success. Brad will work with Don to discuss strategy and will try to revisit with Mr. Fred Clark.

--EITC progress report summary: The EITC application process has been extended to November so there is still a possibility of more funds coming in.

 The next meeting of the Development Committee will take place on Thursday, August 20 at 7:30 a.m. at Pat's house (128 Swedesford Lane, Millersville).

Superintendent's Comments: Dr. Mike shared that 13 new teachers have been hired.

--Back to School Plan: schools will reopen on a hybrid plan.

--Construction Update: The new high school rooms in the first phase will be ready to open.

--Time Capsule: the date stone from the original high school building was removed and a time capsule was found. It is estimated that the time capsule is from around 1956-56. It is currently welded shut and will be opened in a ceremony sometime this fall.

 The meeting adjourned at 8:30 a.m. after the unanimous passage of a Blank/Nafziger motion.

 The next Board meeting will be on Thursday, September 3, 2020 at 7:30 a.m. in the Manor Board Room. **The Executive Committee will meet immediately following the Board meeting!**

Respectfully submitted,

Barbara J. St. John
Recording Secretary