

Penn Manor Education Foundation Minutes
May 6, 2021

President Kathy Fish called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. This meeting was held in the library at Manor Middle School. In attendance were the following: Matt Blank, JoLynn Drexel, Kathy Fish, Joe Herman, Robin Jeffers, Pat Kline, Mike Lechlitter, Jan Mindish, Don Mowery, Nicki Nafziger, Dianne Smith, Becky Spezialetti, Barb St. John, and Brian Wallace.

Kathy also presented the 2021-2022 meeting calendar for approval. A Kline/Nafziger motion to approve the calendar carried 11-0.

Minutes: The minutes of last month's meeting were approved by the passage of a Smith/Drexel 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. We are once again at an all-time high with over \$3,000,000 in total assets. It was a good month for investments. We have almost a million in restricted assets compared to \$860,000 at this time last year. Our revenue for the month was \$30,000 and \$252,000 for the year. Our expenses for the month included our regular monthly expenses (bookkeeping and executive director salary) at a total of \$1,495 plus our fees to Eleo and Kaleidoscope at a combined cost of \$3,434. Our investment income for the month was \$86,000 giving us a total of \$491,000 for the year. Our total income for the month is \$110,000 with a year-to-date overall income of \$606,000. A Blank/Jeffers motion to approve the April expenditures and the May Finance Report carried 11-0.

Executive Director's Report: Jan started her report by thanking the Scholarship Committee who worked in 3 groups to read over 100 applications and select 76 winners. The total value of the scholarships is \$75,000. Six board members and Jan will present the awards. The Ceremony can be viewed online on May 20. Information will be posted on the PMSD website. Thanks to Dianne Smith, letters went out to all sponsors explaining the Ceremony format. Recipient letters will be prepared to accompany their checks. We will again include an addressed envelope for their Thank You note. The checks will be cut next week. Presenter list and speeches will also be prepared in the next week. Sponsor letters will go out in June with information on the recipient and hopefully a Thank You note.

--The Scholarship Committee will meet in June to discuss issues faced this year and plan moving forward. We will then meet with Kaleidoscope.

-- Lancaster STEM Alliance is sponsoring a \$5,000 grant for project-based learning. Applications are due June 30. Krista Cox and Kim Garvey at Eshleman will apply.

--\$25,000 Lancaster County Community Foundation grant – we have 3 years to spend this. Dr. Gale and Charlie Reisinger are keeping track of spending.

Marketing Committee: Nicki announced that one of the stadium throws made by Donna Brady will be used in a raffle among District staff to raise money for Strong and Healthy Families in correlation with honoring retirees in May. Building reps will help us to share the information and sell tickets. The committee is planning to highlight those who are staying involved through

volunteering, substituting, theater, sports, school board, etc. The Committee will reach out to buildings for information and photos of these volunteers.

--Social media posts: monthly business spotlight (May will be Millersville Women's Club), Retiree volunteers, Legacy donors, scholarship winners.

--PMEF video message to be sent out with building messages. Thanks to Brian Wallace, Keith Henninger (new District AV employee), and Dr. Mike.

--A summer event to replace Spirits Night: Phantom Power in July or August. This will be discussed further at the Marketing Committee meeting.

--September 26, 2021: Tentative date for Annual Dinner @ Drumore Estate.

The next meeting of the Marketing Committee will take place virtually on Thursday, May 13 at 7:30 a.m. Location TBD.

Development Committee:

--Nominating Committee: Pat shared that they are working to fill the 3 vacant slots in July (Rich, Paula, and Joe). They are nominating Liz Crum to join us on July 1. The Committee is still working on 2 more nominees. Pat presented the slate of officers for 2021-2022. They are:

President: Kathy Fish

Vice-president: Becky Spezialetti

Treasurer: Don Mowery

Secretary: Barb St. John

--Pat is meeting with a potential bookkeeper (Key Business Essentials, LLC) to start June 1. The cost will be less than half of what we have been paying Fluent Business Solutions, LLC. Our contract with them will end June 30, giving our new bookkeeper a month to transition. A St. John/Kline motion was made and carried 11-0.

--Charity Golf Scramble update: June 15, 2021. Pat reported that everything is looking good!

--Letter Campaign date: June 17, 2021. District Office Board room at 8:00 a.m.

--EITC update: Total of \$16,050 with \$5,000 from Peoples Bank.

--Updated copies of Legacy Plaque: Noel and Valerie Taylor added.

The next meeting of the Development Committee will take place on Thursday, May 20 at 7:30 a.m. Location TBD.

Superintendent's Comments: Dr. Mike shared that we are 4 weeks away from graduation. Two commencement ceremonies will take place: One at 5:30 p.m. and the other at 7:30 p.m. He showed us a sample of some of the videos on YouTube where are spring concerts for various music organizations have been live-streamed due to capacity limits related to Covid-19. Construction had some delays due to rock. The summer construction schedule will be tight, but everything is progressing. He also showed us updated construction photos.

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

The next Board meeting will be on Thursday, June 3, 2021 at 7:30 a.m.

Respectfully submitted,

Barbara J. St. John
Recording Secretary