**Penn Manor Education Foundation Minutes**

**Thursday, August 5, 2021**

President Kathy Fish called the meeting of the Penn Manor Education Foundation Board to order at 7:30 a.m. in the Board Room at Manor Middle School. In attendance were the following: Matt Blank, Carole Chismar, Liz Crum, Kathy Fish, Pat Kline, Mike Leichliter, Jan Mindish, Brad Seiger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, and Brian Wallace.

Kathy welcomed new board member: Carole Chismar. She retired from Penn Manor after 22 years of teaching. She taught first grade at Eshleman for all but her first year. Carole’s husband, Paul, taught Earth Science at the High School for 35 years. Her daughter, Elizabeth, teaches Math at the High School and son, Brian, teaches in South Carolina. Carole appreciated the support offered to help with the students in her classroom. She is happy to contribute to support the teachers and students in Penn Manor.

President Kathy distributed the updated Committee sign-up and Board Contact list. An Awards chair is still needed. A sympathy card was sent around for Board members to sign. Sadly, Dakota Weber (a recent grad and scholarship winner) recently lost her father.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Crum/Blank motion 10-0. Last month’s minutes will now be sent to those on our list who are not on the Board.

**Finance Committee/Finance Report (Pat reported in Don’s absence):**  Don presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures via email prior to the meeting. We are just above $3,000,000 in total assets for the year. We have received strong community support with the annual letter campaign totaling over $23,000 already. Don estimated that our July 2021 investment income to be $35,626. The August Finance Committee meeting will be postponed until September.

A Smith/St. John motion to approve the July expenditures and the August Finance Report carried 10-0.

**Executive Director’s Report:**Jan started her report by providing a scholarship update: She sent 64 Thank You notes to scholarship sponsors that were received from our scholarship winners. We are still waiting to hear from 3 multi-year scholarship winners from 2018. Dianne will send reminder letters. Checks will be cut when grades are received.

-Jan and Barb attended another Kaleidoscope webinar to review score card and application requirements. We are able to send Kaleidoscope our questions after each session. The Scholarship Committee will meet with Kaleidoscope in early September to discuss issues from this year and the transition to the new platform. Three new scholarships are being added in 2022: Doan Family, Tony Purcell Memorial, and Warren Lefever Memorial Scholarships.

-the ExtraGive application is open. Jan will attend an information session on 7/27. There will be another webinar September 8 on Fundraising Champions. ExtraGive event is November 19. Jan encouraged members to consider helping with Marketing Committee, especially the details of our ExtraGive plan: Happy Hour, peer to peer fundraising competition, Business challenges. This 24-hour event can raise up to $30,000!

-There has been a student death (Marticville Middle student – Gunner Nicodemus). Contact will be made with Marticville administration to help us purchase memorial books.

-Venture Grant timeline – Barb is gathering input from staff. There is $80,000 available this year.

-Strong and Healthy - $5,000 donation from Don and Nancy Stewart for Teen Hope mental health screening. K-12 counseling request for $2,000. We will fund this through Strong and Healthy. We have $28,000 available.

**Marketing Committee (Jan):**

-Social media posts: monthly business spotlight (August will feature Phantom Power, September will be Annual Dinner sponsors), new Board member, Phantom Power promos, Save the Date for our Annual Fundraising Dinner, and scholarship photos. We have a business spotlight open in December.

-Football Program ad has been submitted.

-Focus 2021: Please get stories and pictures to Brian ASAP.

-Interest in Holiday Cards for large donors using student artwork-Jan shared the idea to feature the work of Penn Manor students. Board members were fully supportive of this idea.

-Teacher payroll deduction gifts: lunch bag/cooler ($2/pay or $40), Copper Hill gift cards ($4/pay or $80), Bert’s gift card raffle ($5/pay or $100). This will be shared with teachers on Opening Day, August 23.

-Summer event at Phantom Power on August 11 from 6:00 p.m. – 8:00 p.m. The rain date is August 18. We will collect donations for our Strong and Healthy funding. Dillweed will play, craft beverages will be available as well as the Nacho Depot food truck. Raffle tickets will be available for the quilt. The event will be posted on Facebook. A sign-up sheet was circulated to sell raffle tickets and collect cover donations.

-Annual Fundraising Dinner @ Drumore Estate – September 19, 2021. Becky reported on the progress of the planning for the dinner. They are currently working to confirm donations.

**The next meeting of the Marketing Committee will take place on Thursday, August 12 at 7:30 a.m. at Copper Hill.**

**Development Committee:**

--Nominating Committee: Pat shared that there is still 1 more vacant slot to fill.

--Letter Campaign report: 1-month total is $23,555. Last year’s 1-month total was $8,670.

-EITC Progress Report and application submitted. Waiting to hear back on our status.

 **The next meeting of the Development Committee will take place on Thursday, August 19 at 7:30 a.m. at Copper Hill.**

**Superintendent’s Comments:** Dr. Mike reported that Phase 2 of construction is coming along nicely. The buildings are all busy with staff getting ready for the new school year.

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

**The next Board meeting will be on Thursday, September 2, 2021 at 7:30 a.m. in the District Board Room.**

Respectfully submitted,

Barbara J. St. John

Recording Secretary