

**Penn Manor Education Foundation Minutes**  
**Thursday, November 3, 2022**

Becky called the meeting of the Penn Manor Education Foundation Board to order at 8:00 a.m. in the large group meeting room at Penn Manor High School. In attendance were the following: Matt Blank, Carole Chismar, Liz Crum, JoLynn Drexel, Kathy Fish, Dr. Gale, Joe Herman, Katie Hess, Pat Kline, Jan Mindish, Don Mowery, Nicki Nafziger, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, and Jerissa Warfel.

**Minutes:** The minutes of last month's meeting were approved by the passage of a Fish/Chismar motion 14-0. 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. Our total equity is back up to \$2.8 million. Don said to expect this crazy cycle to continue for a while. Our income was \$93,000 for the month with a total of \$29,000 for the year. A Nafziger/Fish motion to approve the October expenditures and the November Finance Report carried 14-0.

**Executive Director's Report:**

-Scholarship update: We have a launch date of early January, '23. Jan met with CTC students in October and explained what scholarships and awards they are eligible for. She will meet with them again in January. She and Dianne spoke with the Kaleidoscope rep to review our process and will receive a listing of our scholarships to proof all information. Dianne has letters ready for annual scholarship donors to confirm.

-ExtraGive: Plan to involve alumni and broaden our outreach via alumni competition and videos. Pat will take care of a certificate of insurance for the event.

-Opening Day staff donation campaign resulted in 236 donors, giving \$19,749. Thanks to Board members for the great staff and student photos that were shared on Facebook.

-Our EITC renewal application will be submitted in November.

-An ad was submitted for the Fall play and Spring musical. We received thank you's for the ads placed in the football and soccer programs.

**Marketing Committee:**

-Status of website updates: Changes have been completed by Committee members. Nicki will make plans to meet with Brian to update the site.

-Social media posts: Venture Grant check distribution, then ExtraGive promotion.

-Promote ExtraGive Alumni competition with short videos. Happy Hour at Copper Hill with PMEF prizes for donors on November 8 from 4:00 – 9:00 pm. Donation instructions and assistance will be available at Copper Hill for attendees to donate during the event.

-Reviewing marketing materials for updates – brochures.

-Holiday Concert schedule, PMEF presence, sign-up sent around. Jan will provide script.

**The next meeting of the Marketing Committee will take place on Thursday, November 10 at 7:30 a.m. at the PMEF office.**

**Development Committee:**

-Annual Letter Campaign Update: We have received over \$25,000 to date.

-ELEO status and Google Workspace status: Kathy will continue offering learning workshops two days per week thru November 17.

-Venture Grant meeting to review Grant requests: November 3 at 6:00 pm in PMEF office. Kathy shared that the goal is to have a list of funded grants ready for bookkeeper by November 9, checks signed by November 11, with check distribution the week of November 14. Thanks to Brian for printing all documents that will go with the checks. Detailed letters will go to partially funded grant recipients and applicants receiving no funding.

-Legacy plaque: add Barbara Herr and Gus Birchler

-Golf Save-the-Date: Tuesday, June 13, 2023.

-Dinner Save-the-Date: September 24, 2023. Total income and expenses for 2022 Dinner still to be determined. Auction and raffle donors will receive in-kind donation letters. Last Chance donors will receive Thank You letters. Pat thanked Jerissa and her committee for all of their hard work!

**The next meeting of the Development Committee will take place on Thursday, November 17 at 7:30 a.m. at Copper Hill.**

### **Superintendent's Comments: Dr. Gale**

-Dr. Gale shared thanked everyone for all of their hard work in supporting our students and teachers.

-The second marking period is getting started.

-Homecoming visitation at the high school prior to the football game had a great turnout. Some old yearbooks dating back as far as 1943 were distributed to visitors.

-Enrollment information is reported to the State in October. The District enrollment as of October 1 is 5,500 students. 48.9% of those students are eligible for free or reduced lunch. This is a 5% increase from last year. Four of our ten buildings are over 50%. The range across all buildings spans from 35% to 60.5%. Dr. Gale stated that this is why the District really appreciates how much PMEF works to help provide for our students.

The meeting adjourned at 8:52 a.m. after the unanimous passage of a Warfel/Drexel motion.

**The next Board meeting will be on Thursday, December 1, 2022 at 7:45 a.m. in the High School Large Meeting Room.**

Respectfully submitted,

Barbara J. St. John  
Recording Secretary