

Penn Manor Education Foundation Minutes
Thursday, March 2, 2023

Becky called the meeting of the Penn Manor Education Foundation Board to order at 7:50 a.m. in the large group meeting room at Penn Manor High School. In attendance were the following: Matt Blank, Carole Chismar, JoLynn Drexel, Dr. Gale, Joe Herman, Katie Hess, Pat Kline, Jan Mindish, Don Mowery, Nicki Nafziger, Brad Seiger, Becky Spezialetti, Scott Stephan, Barb St. John, Brian Wallace, and Jerissa Warfel. Becky started by discussing committee assignments and a reminder to be fully engaged in carrying out your PMEF Board responsibilities. She encouraged everyone to review their current committee assignments and to consider possible changes or additions for next year in order to fully cover the vacancies that will come in July.

Minutes: The minutes of last month's meeting will be approved at our next meeting due to a need for further edits prior to taking a vote. They will be sent to those on our list who are not on the Board following the vote.

Finance Committee/Finance Report: Don presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. Don shared that we are just slightly under our all-time high of assets held at \$3 million. We received the \$75,000 donation from Penn Manor Alumni Association that we were informed about last month. Our net income for the month is \$15,000 and \$204,000 for the year. Don purchased and installed a laser printer in the PMEF office. We had approved \$1,000 for the printer and Don was able to complete the purchase for only \$239. A Nafziger/Kline motion to approve the February expenditures and the March Finance Report carried 13-0.

Executive Director's Report: Jan

-Scholarship update: Kaleidoscope deadline is March 17. Applications not on Kaleidoscope were posted on the Counseling site and shared with appropriate departments. The Athletic Director and High School staff were reminded of the scholarships they will be selecting. CTC Trades Scholarship application was sent to CTC counselors. Jan met with the Senior class on February 7. Jan and Barb met with CTC students on February 24. Scholarship work sessions are scheduled on 2/22, 3/8, and 3/15 to assist students who wish to come. The Chris Steltz Memorial Tennis Scholarship and the Skip and Dora Rhodes Memorial Award (for those planning to study Music and/or Healthcare) have been confirmed. A total of 131 applications have been submitted so far. The Scholarship Committee will receive applications in late March to review prior to April selection meetings. Letters will be sent to annual sponsors in March if funds are not yet received.

-The Venture Grant committee reviewed Spring applications. A total of 12 requests were received. Two of those requests were referred to Strong & Healthy for funding. They recommended funding \$13,404 plus \$5,000 for the High School store project. The High School store startup was divided into a \$3,000 grant plus a \$2,000 interest free loan. Payment will begin one year from the date of the store opening with annual payments of \$500 to be made until paid in full. Letters, checks, tax exempt information, posters, partial and no funding letters will be prepared and distributed.

An additional \$7,935 was needed to complete the funding of Spring Venture Grants. The amount was unanimously approved following a Kline/Drexel motion.

-Doug Maine Theater trip status update: 56 students will travel to New York City on May 3 to see Hadestown on Broadway.

-Grant events: March 8- Cardboard Boat Regatta at MU, 8:00 – 2:00; March 21 – Letort Book Breakfast at 8:00 a.m.; and March 29 – Community Outreach in HS Cafeteria, 4:00 – 7:00 p.m.

Marketing Committee: Nicki

- Mass mailing recommendation: A recommendation was made to choose Constant Contact bulk email service for email blasts. The advantage of this company is that there can be more than one user/sender and it can be tracked. The cost for the volume of mail that we need is \$300 per year. A Blank/Chismar motion was made and the service was approved 13-0.
- Strong and Healthy grants: No update at this time.
- High School Dedication: Jerissa – There will be a PMEF table (backdrop?, display board, newsletters, freebies). Events will take place April 14 – 16. Details to come. PMEF Board members will be asked to volunteer on Saturday or Sunday. A schedule and sign-up sheet will be forthcoming.
- Retiree Breakfast – May 10, 2023 in High School Large Group Instruction room. Invitations and envelopes are printed. The retiree list is being updated and labels printed. They will be mailed by March 10 with RSVP by April 10. Please plan to be present and help!
- Remembering Penn Manor Days – October 2, 2023, Millersville Area Historical Society – More information to come.
- Millersville Parade – Jerissa is requesting volunteers to work with her to create a float possibly involving students who have benefitted from PMEF Scholarships and programs.

The next meeting of the Marketing Committee will take place on Tuesday, March 7 at 7:30 a.m. in the PMEF office.

Development Committee: Pat

- Revised Board Member Expectations – A vote to make a change to the By-Laws was needed. After a St. John/Warfel motion, the vote carried 13-0.
- Nominating committee update: Brad reported that the Nominating committee interviewed 3 candidates so far and they are interviewing another tomorrow. Names will be presented in May and the vote will take place in June.
- Annual Letter Campaign Update: Contributions are now over \$30,000.
- EITC update: \$8,750 year to date.
- ELEO status and Google Workspace status: Kathy. No report at this time.
- Golf Save-the-Date: Tuesday, June 13, 2023. All but one major sponsor have been secured. There are already 20 committed foursomes out of a maximum of 30!
- Dinner Save-the-Date: September 24, 2023.

The next meeting of the Development Committee will take place on Thursday, March 16 at 7:30 a.m. at Copper Hill.

Superintendent's Comments: Dr. Gale

Dr. Gale shared that the Penn Manor High School Dedication Ceremony and Open House will take place during the weekend of April 14-16. The District Art Show will be on Display the entire weekend. Wall of Honor Inductees will be celebrated on April 14. A Community Day will be held on April 15 with food trucks and many family activities. The Formal Dedication Ceremony will take place on April 16 at 2:00 p.m. with self-directed tours to follow. Invitations and social media posts are currently in the works.

The meeting adjourned at 8:59 a.m. after the unanimous passage of a Drexel/Nafziger motion.

The next Board meeting will be on Thursday, April 6, 2023 at 7:45 a.m. in the High School Large Instruction Room.

Respectfully submitted,

Barbara J. St. John
Recording Secretary