

Penn Manor Education Foundation Minutes
Thursday, August 6, 2023

Becky called the meeting of the Penn Manor Education Foundation Board to order at 7:35 a.m. in the large group instruction room at Penn Manor High School. In attendance were the following: Carole Chismar, JoLynn Drexel, Dr. Gale, Katie Hess, Pat Kline, Don Mowery, Mary Rafter, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, Brian Wallace, and Jerissa Warfel. Becky welcomed us and asked us to send any email, address, or phone updates to Dianne for the Board Directory. Becky shared that descriptions of all committees will be emailed to us shortly and we will sign up for committees via email.

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

Finance Committee/Financial Report: Don

Don presented the printed report and reviewed the balance sheet, Profit and Loss Previous Year Comparison, and the expenditures. He shared that we earned \$106,000 in investment income for the month. That puts us at \$3,182,000 total assets for the year. This is a change of \$236,000 over last year. Our total income for the month was \$12,000. After our monthly expenses we are at a gain of \$5,000 for the month. Our investments have grown by \$50,000 for the month. Our net income for the month is \$55,000. A Kline/Chismar motion to approve the July expenditures and the August Finance Report carried 10-0. Don also shared that he is working closely with Kathy Fish during her transition into her new position. They are meeting periodically to refine processes and improve our systems.

Executive Director's Report: Dianne (for Jan)

-Scholarships: The Scholarship Committee met to review the process and recommend changes which were reviewed with our rep. Co-chairs met in July with Kaleidoscope. The full committee then met to revise scholarship filters and determine changes to make the program more sustainable in the future. They are meeting on August 14 to document recommended changes and share with the full board. Our contract invoice requires that we decide on a level of support needed by the end of August. The basic contract increased to \$5,000 (first increase in 5 years). The Committee recommends staying with the same level of support due to the many changes we will be making, bringing the total to \$7,250 after \$1,000 discount we will receive for being long term users. A vote was needed to authorize this budget adjustment. After a Kline/St. John motion, the vote carried 10-0.

There have been two new \$1,000 scholarships confirmed, another in the works.

Trade scholarships are being moved to Kaleidoscope.

-Opening Day (August 21) – We will describe our mission and highlight changes in Venture and Strong grants with staff. Incentive gifts will be revealed.

Coffee Café: Thanks to Jerissa for arranging this! She will be sending out a sign-up genius to help with the event. Donations may be given to Jerissa for those wishing to help cover the cost.

-ExtraGive, November 17, 2023: Ideas for alumni outreach needed. Our goal is to reach \$23,000 in 2023. Happy Hour will be held at Tobias Frogg. This will be discussed at monthly Development meetings.

Marketing Committee: Katie/Nicki

Katie reported the possibility of holding a “guest bartender” event to kick off next summer at Copper Hill or Sickman’s Mill.

-Social media: Finishing grant posts, golf sponsors, and dinner promotion.

- Teacher payroll deduction gifts have been ordered: phone charger (\$3/pay or \$60), Copper Hill \$10 gift card (\$4/pay or \$80), raffle for \$100 gift card (\$5/pay or \$100).
- Approval of magnetic clips for Homecoming and other events – Barb, best deal 500 at \$410. This money is already in the budget, so no vote was needed.
- Annual Newsletter goes to printer soon. Thanks to Brian!
- Venture Grant and Strong and Healthy committees met to review the focus of each. Meeting of chairs, August 17.

The Marketing Committee will meet on August 10 at 7:30 a.m. at Copper Hill.

Development Committee: Pat/Brad

- EITC update: \$16,250 from 5 EITC partners. Pat mentioned that we still need a chairperson for EITC. Scott volunteered to chair.
- Venture Grant update – Becky & Joe: Committee met to discuss changes.
- Annual Letter Campaign update: Over \$12,000 was received in the first 3 weeks! Since then another \$2,600 has been added. We have now received over \$14,000 from 94 people/families.
- Dinner Update (Jerissa): September 24, 2023. Main sponsors are secured (Deerfield, B&N Excavating). Pressroom is doing the alcohol. Table sponsors are being confirmed. The 2022 auction/raffle list & program were reviewed at the meeting. Those who provided or secured donations last year are asked to confirm whether or not those donations will be provided this year via email to Jerissa. Libation Wagon donations are requested. Program speakers include Pat Tocci and Kelly McNeal to speak about the new Strong Grants for athletics. Melissa Ostrowski will speak about Strong Grants to help with mental health screenings at the High School. Carly McPherson will share about the Letort school-wide book/author experience funded by a Venture Grant. Information will be updated at the monthly Development meeting.
- Millersville Parade: October 14 – More details to come.

The Development Committee will meet at 7:30 a.m. on August 17 at Copper Hill

Superintendent's Comments: Dr. Gale

Dr. Gale shared that we are fully staffed with teachers. There are 22 new teachers, at least 5 of whom are Penn Manor grads. They are still looking to fill some support staff positions. New teacher orientation will take place over 3 days next week. Link Crew is a newly established group of student volunteers at the High School. This is a program for peers to help students who are new to Penn Manor. Dr. Gale expressed that he has recently enjoyed encounters with Penn Manor alumni out in the community as successful professionals. Dr. Gale reported some concerns over the State budget. A sum of \$2.8 million is going to charter schools. Penn Manor's allotment will probably not come until late fall.

The meeting adjourned at 8:33 a.m. after the unanimous passage of a Stephan/Warfel motion.

The next Board meeting will be on Thursday, September 7, 2023 at 7:30 a.m. in the High School Large Instruction Room. The Finance Committee and Executive Committee will meet following the September Board meeting.

Respectfully submitted,

Barbara J. St. John
Recording Secretary