

Penn Manor Education Foundation Minutes
Thursday, November 2, 2023

Becky called the meeting of the Penn Manor Education Foundation Board to order at 7:48 a.m. in the large group instruction room at Penn Manor High School. In attendance were the following: Carole Chismar, JoLynn Drexel, Dr. Gale, Joe Herman, Katie Hess, Steph Keck, Pat Kline, Jan Mindish, Don Mowery, Reilly Noetzel, Mary Rafter, Dianne Smith, Becky Spezialetti, Scott Stephan, Barb St. John, Brian Wallace, and Jerissa Warfel. Nicki Nafziger was also present briefly to share an update on Market Street Sports and answer our questions. Nicki shared that our students will get real life working experience in a studio to record the commercials/announcements. She requested that we approve going ahead with Market Street Sports so that our students can begin their field experience as soon as possible. After a Warfel/Hess motion, the vote was 12 YES and 1 NO. The School Board must also approve before it goes forward.

Minutes: The minutes of last month's meeting were unanimously approved after a Drexel/Chismar motion. 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. We are just over 3 million in total assets for the year. This is a change of \$194,000 over last year. A highlight for the month is that our Annual Dinner Gala raised more than \$10,000 over last year's event! Our total income for the month was \$22,736 and \$88,706 for the year. After our monthly expenses we are at a gain of \$274 for the month and \$31,685 for the year. Our investments are at a loss of \$102,326 for the month and a loss of \$83,738 for the year. Our net income is at a loss of \$53,163 for the month and a loss of \$109,663 for the year. A Kline/Hess motion to approve the October expenditures and the November Finance Report carried 13-0.

Executive Director's Report: Jan

-Scholarship update: webinar training, co-chairs met to begin edits on Kaleidoscope, updated contracts sent to endowed sponsors, letters sent to annual scholarship donors. Seven scholarships that were completed with paper applications last year are now going on Kaleidoscope.

-Status of payroll deduction: 235 donors, totaling \$19,490. Thanks to all for the distribution of incentive gifts!

-Holiday Concert Remarks: The full schedule of dates are not yet confirmed.

Dec.7 – Middle School Concert at High School

Dec.12 – Pequea Elem.

Dec. 14 – High School.

Marketing Committee: Katie

-Social media: photos of distribution of teacher incentive gifts, ExtraGive promotion

-Annual newsletter link has been emailed via Constant Contact. A Constant Contact message for the ExtraGive will go out one week prior to the November 17 event.

-Trunk or Treat event: A small group of PMEF members participated in the event sponsored by Millersville Lions/Lioness Club. It was very positive, and Katie suggested that it might be great to do this again next year.

Marketing Committee will meet on November 9 at 7:30 a.m. Location to be determined.

Development Committee: Pat

-Venture Grants: (Becky & Joe) Applications were reviewed by Venture Grant Committee who met to award grants on November 1. There were 41 grant requests totaling \$48,662. Checks will be distributed November 8-10.

-EITC update: Scott Stephan, Pre-letter to approved businesses, Application will be completed in November. Received the first EITC donation from Gibbel, Kraybill & Hess (\$600).

-Annual Letter Campaign update: \$24,077

-Dinner Update (Jerissa): Katie and Steph developed detailed financial tracking data on all guests: what they spent, and form of payment. Thank you letters, and tax letters sent. The 2024 dinner date is 9/22/24. We need to pay the deposit for our 2025 event now. That will be held on 9/21/25.

-ExtraGive, November 17: goal to raise \$23,000 in 2023. Happy Hour will take place at Tobias Frogg. ExtraGive script for alumni and friends of PMEF will be distributed to share with our link. Please start doing this on Monday, November 6! Minimum donations need to be just \$10. Board members are asked to sign up for time slots that will help us to earn extra incentive prizes.

-PM Friends and Alumni Night will be at Copper Hill on Tuesday, February 27, 2024. More details to come. The vote to approve the event passed unanimously following a St. John/Warfel motion.

-Legacy ideas to Pat, Development will review and discuss. We are trying to kickstart the campaign again.

Development Committee will meet at 7:30 a.m. on November 16 at Copper Hill.

Superintendent's Comments: Dr. Gale

Dr. Gale shared that we have reached the end of the first marking period.

Four fall sports teams made it to Districts. Field Hockey and two Cross Country runners have qualified for States!

The Marching Band placed second in States.

The Fall play, "Puffs", will take place on November 17 and 18.

Our Junior Class participated in a Financial Literacy Day provided by Junior Achievement and facilitated by a large group of community volunteers.

Grade 5 students at several school will be participating in a canoeing trip on the Susquehanna.

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

The next Board meeting will be on Thursday, December 7, 2023 at 7:45 a.m. in the High School Large Instruction Room. The Executive Committee will meet immediately following the Board meeting.

Respectfully submitted,

Barbara J. St. John
Recording Secretary