

PMEF Board Meeting Agenda for Thursday, June 5, 2025
Executive Committee will meet following the Board meeting

In Attendance: Matt Blank, Carole Chismar, Jolynn Drexel, Phil Gale, Kathy Fish, Katie Hess, Joe Herman, Steph Keck, Pat Kline, Jan Mindish, Mary Rafter, Brad Seiger, Dianne Smith, Scott Stephan
Absent: Reilly Noetzel, Don Mowery, Jerissa Warfel

Call to Order & President's Comments: Brad

Consent Agenda

Minutes of May 1, Board meeting (Steph)

Development Report (Pat)

1. Venture Grants (Carole/Coach): fiscal YTD: 29 grants totaling \$54,615.63.
2. Annual Dinner (Jerissa): date saver 9/21/25. Solicitation letters sent. Website launched.
3. EITC (Scott): contributions to date—7 partners totaling \$50,300. EITC to discuss ways to promote/inform businesses of use of 3rd parties—coordinate with marketing?
4. Scholarship (Jan): discussion under ED remarks. Senior Awards Night—5/22/25.
5. Annual Letter Campaign: date saver—6/12/25, at Manor Middle board room.
6. Development is recommending that soon-to-be-retired educator, Wendy Letavic, draft solicitation letter.
7. Legacy (Coach/Claudia): No report—follow-up in July
8. Possible Future Event: Teacher Appreciation Mixer (at the Bunker). Opening-Day week (in place of coffee)—more discussion to come
9. Strong & Healthy (Dianne/Katie): next fiscal year cycle—9/11, 12/4 and 3/12. Don Stewart presented TeenHope info to educate us better on services provided, particularly on school-based counseling. Debrief at July development meeting.

***Development Committee will meet during 6/12/25 Letter Campaign
at 8:00am at Manor Middle board room.***

Marketing Report (Katie)

1. Retiree Breakfast on May 7, was a successful event with several retirees expressing interest in Legacy giving. Thanks to all who helped before, during & after the event.
2. June social media will continue scholarship posts followed by golf photos.
3. Bring ideas for staff payroll deduction gifts to June 12 work session.

***Marketing Committee will meet during 6/12/25 Letter Campaign
at 8:00am at Manor Middle board room.***

Executive Director Report (Jan)

1. Scholarships: Thank you to our hardworking Scholarship Committee who spent many hours reading and scoring apps, meeting to select recipients, and presenting awards.

Over 100 students received over \$130,000. All recipients were in attendance! The Senior Awards Ceremony provides PMEF great outreach with an auditorium full of parents, community and businesses. Very positive responses. Next, we will be sharing student Thank You notes in letters to our scholarship sponsors.

2. Meeting with Brian Wallace, who will be working on our newsletter as a consultant. He needs Save the Date event dates, plus photos & story info by end of June.
3. Millersville Borough will again participate in National Night Out on Tuesday, August 5, 6-8 pm. We can discuss whether we want to participate at our 6/12/25 work session.

Consent agenda unanimously approved after a Mary/Carole motion.

Finance Committee/Financial Report (Pat)

1. Approval of May expenditures and June Treasurer's Report
 - a. Total Assets: \$3,778,530.44
 - b. Total Income: \$25644.63
 - c. Total Expense: \$135,252.74
 - d. Unanimously approved after a Scott/JoLynn motion.

Discussion Items

Nominating (Brad)

1. Candidates brought forward for official vote: Claudia Himes, Wendy Letavic, Michele Sipel, Jason Stover and Randi Wolf.
2. Three candidates will serve three-year terms, two candidates will fill special terms based on Board Members leaving prior to their terms ending.
 - a) Wendy Letavis was recommended for an additional 2 years (5 years total) and Claudia Himes for an additional 1 year (4 years total).
3. Unanimously approved.

Strong & Healthy (Dianne/Katie)

1. Request for additional funding to provide items at Clipper Magazine back to school event (for K-12) and Loft event (HS) targeted for eligible for free and reduced lunch students.
2. Total amount requested \$3300
3. Unanimously approved after a Katie/Matt motion

Golf Scramble (Brad)

1. June 10, 2025
2. Finalizing details

Strategic Plan Continued Discussion

1. We will postpone committee sign-ups until July when our new members are on board.
2. Committee Charters
 - a) Chairs asked to develop drafts that can be turned into the board by the August meeting
 - b) Link to information on Governance Committees, including a sample charter:

<https://www.boardeffect.com/blog/governance-committee-charter-template/>

3. September Meeting plan to continue development of 3-5 overarching strategic goals

Superintendents Comment (Phil)

1. Mentioned the passing of long-time teacher and School Board member, Dell Jackson.
2. Extended a Senior awards thank you for all the work put in.
3. Wrapping up the year, focused on unlocking new opportunities – created new experiences including field trip requests
4. 5 of 7 teams recognized by LL League for sportsmanship, district overall received the sportsman ship award

Next Meeting: Thursday, July 10, 2025 at 7:30 a.m., Manor Board Room

The meeting concluded at 8:37am, following unanimous approval after a Matt/Scott motion.