

Pana Community School District #8

Pana Educational Foundation Committee Minutes

Date: May 18, 2011

Time: 7:07 AM

Location: Pana Unit 8 School District Office

Call To Order By: Rebecca Carter, President

Roll Call: Members present were Rebecca Carter, Jim Downs, Jay Dunseth, Dennis Ishmael, Al Stupek and Rhonda Weideman.

Members Absent: Dave Koontz (New School Board Representative)

Superintendent Present: Yes

Visitors: Dr. Bill Beyers

Approval of Minutes: Ishmael made a motion to approve the minutes from the PEF April 20, 2011 meeting seconded by Downs. All yes.

Treasurer's Report: Jim Downs reported that our regular checking account balance as of April 30, 2011 was \$38,151.53 and our website checking account had a balance of \$5,032.45 for the same time period. Jim reported that he has 4 checks to write totaling \$8,639.83 with 3 of them accounting for \$8,250.19 in mini-grant awards. Motion was made by Ishmael to approve the Treasurer's report and seconded by Dunseth. All yes. Jim also pointed out that he didn't think the ending figure of \$44,754.23 on the fund balance report was altogether correct. Jim will work with Heather Phillips to work out any problems.

### **Items Discussed:**

#### Committee Reports:

- 1) **Scholarship** – Jim reported that David Kirkbride was chosen as the winner of the PEF Scholarship to be presented at graduation on 4-27-11. Dr. Lett reported that we only had 6 applicants this year.
- 2) **Courtyard** – Nothing to discuss at this time. The Courtyard Committee is lying dormant at this point patiently waiting like a “preying panther” to leap into action when the time is right.
- 3) **Mini-Grants** – We still need to take 3 pictures. Dennis and Becky will try to finish up on 5-19-11. Dennis or Becky will also make a mini-grant presentation to teachers on 5-31-11 for next year.

**Publicity** – Dr. Lett reported that Heather Phillips will be working on a Memorial Day ad to be placed in the 5-26-11 edition of the Pana News. Al will check with the PNP about donating all or a portion of the ad when it is ready. The Publicity Committee will meet on 6-21-11 at 7:00 AM at the Unit Office. They will discuss the interaction of the PEF website and alumni along with the PEF's possible future partnering with the school district on various technology driven products.

**New Business:**

Dr. Beyers reported that he had been approached by Brett Henschen about establishing a vocational type scholarship in his late sister, Terra Kasch's, name. Dennis Ishmael will talk to Brett about this. We may need to amend some of our general scholarship guidelines for this scholarship.

Dr. Beyers also reported that letters have been sent out to all business supporters of the PEF website and he plans on following up with anyone that doesn't respond. He also asked for some direction from PEF Board pertaining to the continuation of the online processing of credit and debit card purchases/donations through the PEF website. Processing costs are estimated at \$60 per month. (\$720 a year) Ishmael made a motion to continue with the processing for another year. Motion was seconded by Dunseth. All yes.

Dr. Beyers reported that he and his staff will be filming this year's graduation and selling the DVDs on the PEF website. He will provide the school district with an insert to be placed in the graduation program advertising the sale of the DVDs. Becky Carter will also mention the sale of DVDs during her PEF scholarship award presentation the night of graduation. Dr. Beyers also reported that he also recorded the recent school play and those DVDs are also on sale.

A local woman's group contacted Dr. Beyers and reported that they are disbanding and will be donating part of the remaining funds in their checkbook to the PEF.

Dr. Lett announced that Rhoda Dudra has submitted a letter of resignation from the volunteer clerical help she's been giving the PEF over the past 8 years. Everyone was asked to think of a suitable replacement for Rhoda. The PEF will purchase a gift certificate in appreciation for her services. Dr. Lett will handle. Dr. Lett talked about expanding the responsibilities of this job to include some of the support duties Heather Phillips gives the PEF.

Next PEF Board meeting is set for Wednesday, June 29, 2011 at 7:00 AM at the Pana CUSD #8 office and will also act as our annual meeting.

Motion to adjourn was made by Weideman and seconded by Dunseth. All yes.

Meeting adjourned at 7:52 AM.

## PEF Scholarship(s) Guidelines

- Any Scholarship criteria would need to be aligned with PEF scholarship eligibility requirements.
  - Graduating senior from Pana High School
  - Upper 50% of class with at least a grade point of 3.00 average (4.00 pt. scale).
  - Complete application with signature of school Guidance Counselor.
  - Copy of Transcript (each year)
  - Letter of recommendation from P.H.S. teacher.
  - Copy of ACT or SAT (1<sup>st</sup> year).
  - Mailed and post marked no later than May 1<sup>st</sup> of each year.
  - **B** average must be maintained for scholarship renewal.
- Full board will need to approve all new scholarship requests made on behalf of a donor or estate and approve any deviations from current PEF scholarship eligibility requirements.
- Scholarship Donor may designate a preferred field of study (i.e. science, elementary education, fine arts etc.). \*The PEF Board prefers scholarship giving with limited restrictions as to student eligibility.
- One member of PEF Board would need to be a part of the selection committee for all scholarships carrying the PEF name.
- Any PEF scholarship given on behalf of a donor or estate would be presented at the High School's annual spring scholarship banquet.
- The PEF Board would/will consider one time scholarships given on behalf of a donor or estate if the criterion for such scholarship is aligned with PEF eligibility requirements.

A copy the PEF Scholarship will be handed out to all prospective scholarship donors.