

Pana Community School District #8

Pana Educational Foundation Committee Minutes

Date: April 20, 2011

Time: 7:03 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 and Al Stupek.

Members Absent: Rhonda Weideman and Pana School Board Representative

Superintendent Present: Yes

Visitors: None

Approval of Minutes: Dunseth made a motion to approve the minutes from the PEF March 23, 2011 meeting seconded by Downs. All yes.

Treasurer's Report: Jim Downs reported that our regular checking account balance as of March 31, 2011 was \$36,764.72 and our website checking account had a balance of \$5,093.35 for the same time period. Dr. Lett reported that we did get reimbursed \$315 from My Shopping Genie. Dr. Lett also passed out a new fund balance sheet that more accurately depicts the balances of all PEF deposit accounts. Jim Downs will work with Marge Dukeman on Mini-Grant disbursements. Ishmael made the motion to approve the treasurer's report seconded by Dunseth. All yes.

### **Items Discussed:**

#### Committee Reports:

- 1) **Scholarship** – Jim reported that applications are now in the high school office.
- 2) **Courtyard** – Nothing to discuss at this time
- 3) **Mini-Grants** – We still need to take 3 pictures. Dennis will work on that. Dennis will also present mini-grant program to teachers in June.
- 4) **Publicity** – Pictures for mini-grants and Scoring for Education program have been in the Pana News Palladium. Dennis Ishmael made a motion to put an advertisement in the Pana News around Memorial Day to thank and acknowledge PEF donors from this past year.

**New Business:**

Dr. Lett passed out a document outlining guidelines for all Scholarships and donations made through the PEF. (See attached sheet for guidelines) Ishmael made a motion to approve the guidelines and Stupek seconded. All yes. At this time, the PEF does not want to limit donations for specific programs that wish to use the PEF as a conduit for tax deduction purposes although it may become necessary to do so in the future. Dr. Lett and Jim Downs will talk to Carol Schramm and Carol Kessler about their donations made toward specific causes.

Dr. Beyers will be back at the PEF's May meeting to discuss the direction the PEF would like to take for our website pertaining to business sponsors. Dunseth made a motion to approve contributions made by business sponsors on the PEF website to be directed towards specific projects. Motion was seconded by Downs. All yes.

Next PEF Board meeting is set for Wednesday, May 18, 2011 at 7:00 AM at the Pana CUSD #8 office.

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

Meeting adjourned at 7:45 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.