



# MARS PLANET FOUNDATION

## April 16<sup>th</sup> 2024 Meeting Minutes

Board Members	Present	Ambassadors	Present
Beth Ziegler - President	X	Lee Ann Riner	X
Doug Wolf – Vice President	X	Jenn Giesler	
Amy Riggio - Treasurer		Bethany Ratcliffe	
Tricia Holland - Secretary	X	Robin Parsons	
Maura DiGioia	X	Helianna Galvis-Orr	
Kevin Hagen	X		
Carol Knox	X		
Liz Porco	X	<b>MASD Admin</b>	
Aaron Rose	X	Dr. Elizabeth McMahan	
Kim Vandall			
Vickie Zaccari			

The meeting was called to order at 6:35pm.

### ❖ Teacher Grant Presentation

- ❖ Mrs. Hinrichsen & Mrs. Frye – Light Night presentation (Grant request previously approved on 3/25/2024)
  - Event will occur Thursday May 16<sup>th</sup> 2024 from 6-8pm at MAE. It is an Art & Innovation showcase that will highlight artwork and projects from 2<sup>nd</sup>-4<sup>th</sup> grade students. Interactive exhibits and games will be available as well.

**Meeting Minutes** – The Regular Meeting Minutes from March 19<sup>th</sup> 2024 and the Special Meeting Minutes from March 25<sup>th</sup> 2024 were discussed.

- ❖ Carol Knox motioned to approve the March 19<sup>th</sup> meeting minutes as presented, seconded by Aaron Rose. The meeting minutes were unanimously approved by all present board members.
- ❖ Kevin Hagen motioned to approve the Special Meeting minutes from March 25<sup>th</sup> as presented, seconded by Carol Knox. The special meeting minutes from March 25<sup>th</sup> were unanimously approved by all present board members.

### Teacher Enrichment Grant Report – Presented by Liz Porco

- ❖ The results of the MPF Teacher Grant Survey were discussed.
  - 54 surveys were completed by teachers across all 5 buildings.
  - Recommendations stemming from survey data:
    - Switch to an electronic form application.
      - Liz Porco will work on building this template in Google Forms with possible deployment in Fall 2024.
    - List MPF purpose and criteria for approving grants on website and application in a user-friendly format.
      - Carol Knox has a list of prior grants in an Excel spreadsheet that will be updated.
    - Creation of Quarterly Flyer for Teachers – Maura DiGioia will work with Liz Porco on creating for May 2024.
      - Present to new teachers at the beginning of the year and present to all teachers at in-service days – Beth Ziegler will speak with Dr. McMahan and building Principals.

- Foundation board should receive notification of application at the same time as Administration so both groups have time to vet the submission.

#### **President's Report – Presented by Beth Ziegler**

- ❖ Mars Robotics Association – Mini Golf Fundraiser update
  - Event has been postponed. Mars-Bethel was unable to accommodate the event at this time.

#### **Treasurer Report – Presented by Beth Ziegler**

- ❖ Financial report has been e-mailed.
  - Scoreboard Sponsors - M@C Bids and Gratton & Kerr checks have been deposited.
- ❖ 2023-2024 EITC Grant Budget Discussion
  - We have \$10,258.52 left in our EITC Grant Budget for the year.
  - The DCED requires 80% of receipts to be spent each year and requires such receipts to be spent on pre-approved programs.
  - Doug Wolf motioned to contact each building principal stating \$2,000 is available for STEAM projects and education, Carol Knox seconded. The motion was unanimously approved by all board members.
  - 2023-2024 General Grant Budget Discussion We have \$9500.00 left in our General Grant Budget for the year.
  - After discussion, the board decided that the money will be rolled over to next fiscal year. We will determine during budgeting where this money should be allocated (additional scholarship, teacher grants, etc.).

#### **Scholarship Report – Presented by Lee Ann Riner**

- ❖ Thank you to everyone who read essays. All recipients have been selected.
- ❖ Scholarship/Awards ceremony planning is ongoing. MPF board will be notified as soon as a final count of Scholarship presenters is available.

#### **Fundraising Reports – Presented by Beth Ziegler**

- Color Run – June 2025
  - MPF Board needs to speak with Township supervisors to begin laying groundwork for Color Run.
- Tennis court fence advertisement discussion
  - MPF Board has decided to renew the license to advertise on the tennis court fences for the year. Kevin Hagen will pursue the renewal.

#### **EITC Report – Presented by Doug Wolf**

- ❖ The renewal application has officially been approved.

#### **Technology Report – Presented by Kevin Hagen**

- ❖ No report.

#### **Communications Report**

- ❖ Social Media
  - Content is ongoing. Light Night will be posted once announced. If there is any specific information that needs posted, please send to Maura DiGioia.
- ❖ Newsletter
  - No report.

**Event Reports**

- ❖ The Foundation will have a table at the upcoming open houses across the District buildings. Water bottle stickers and Croc charms will be available for purchase.
  - Thursday April 18<sup>th</sup> – Primary Center Open House (5:45pm-7:45pm)
- ❖ Table at Light Night event on May 16<sup>th</sup> 6-8pm.

**New Business**

- ❖ None.

Doug Wolf motioned to adjourn the meeting, seconded by Carol Knox. Meeting adjourned at 8:05pm.

The next meeting will be Tuesday, May 21<sup>th</sup> 2024, in the Board Room at the MASD Admin building.

**Respectfully submitted by,**

Tricia Holland