



# MARS PLANET FOUNDATION

May 24<sup>th</sup> 2022 Meeting Minutes

| Board Members      | Present | Ambassadors                          | Present |
|--------------------|---------|--------------------------------------|---------|
| Kevin Hagen        | x       | Diana Jacoby                         |         |
| Tricia Holland     | x       | Jenn Giesler                         |         |
| Carol Knox         | x       | Megan Lenz                           |         |
| Stacey Palmer      |         | Bethany Ratcliffe                    |         |
| Amy Riggio         | x       | Robin Parsons                        |         |
| LeeAnn Riner       | x       | Liz Porco                            |         |
| Rochelle Seideneck |         |                                      |         |
| Jenn Stuber        | x       | <b>MASD Admin</b>                    |         |
| Doug Wolf          | x       | Dr. Elizabeth McMahon                |         |
| Vickie Zaccari     | x       | <b>Alternate School Board Member</b> |         |
| Beth Ziegler       | x       | Jennifer DiCuccio                    |         |

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

## Teacher Grant Presentation – Katie Misiura and Amy Zollner

- ❖ Rocket Readers is a reading incentive program at MASD. Children are encouraged to read for enjoyment and then log it. Mrs. Misiura and Mrs. Zollner work with over 100 students throughout the year, spanning grades 2,3,and 4. Over the past year, 25 students have completed 51 reading logs. Once a student completes a reading log, they receive a prize book as their reward. Mrs. Misiura and Mrs. Zollner are looking to expand the program and increase participation. They are asking for funds to purchase more books to be given for awards as well as additional incentive prizes to be given away each semester.
- ❖ Mrs. Zollner and Mrs. Misiura are requesting \$744.59 for the Rocket Readers grant.

## Teacher Grant Discussion

- ❖ Board members discussed the Rocket Reader grant submission.
- ❖ Jenn Stuber motioned to give \$1,500 to the Rocket Reader program. \$744.59 for the original request, and the additional money can be used at the discretion of Mrs. Misiura and Mrs. Zollner towards the Rocket Reader program. The motion was seconded by Carol Knox, unanimously approved by all present board members.
- ❖ This money would be paid out of the general fund.

**Previous Minutes** – The Meeting Minutes from April 19<sup>th</sup> 2022 were discussed.

- ❖ LeeAnn Riner motioned to approve the minutes as presented, seconded by Carol Knox. The meeting minutes were unanimously approved.

## Treasurer Report – Presented by Amy Riggio

- ❖ The Foundation financial report has been e-mailed.
- ❖ Board members discussed “designated donations.” The Foundation recently received a donation, which stipulated that the funds should be spent on a specific item for a specific teacher. After discussion, the Board determined that when a monetary donation is given to the Foundation, the Foundation is unable to guarantee that it will honor any restrictions/stipulations associated with the donation. While the Board recognizes such stipulations are usually well intentioned, it is the role of the Board to determine how donations to the Foundation are spent. Any relinquishment of such role may violate the duties required of

members of the Board. The Board determined that the following procedure shall occur when the Foundation receives a monetary donation that includes restrictions/stipulations:

- When a monetary donation with restrictions is received, the Treasurer will hold the check and communicate the information to the Board. Once the Board is informed, the Secretary shall send a formal letter to the donor regarding the Foundation's position requiring unrestricted monetary donations.
  - If the donor responds that the monetary donation can be utilized by the Foundation in an unrestricted manner, in accordance with the standard processes of the Foundation, the Treasurer shall then deposit the check.
  - If the donor responds that he/she would like to withdraw his/her donation, the check shall be returned to the donor.
- Tricia Holland will draft a letter for review by the Board.

### **Scholarship Report**

- ❖ Thank you to everyone who participated in the Awards Banquet.
- ❖ Megan Lenz will be meeting with LeeAnn Riner, Vickie Zaccari, and Tricia Holland in June to transition duties.

### **Fundraising Reports – Presented by Kevin Hagen**

- ❖ Dinner to Go Fundraiser - Mars Farmhouse Café fundraiser is scheduled for June 22<sup>nd</sup>. Kevin Hagen will work with Mars Farmhouse Café on the menu options this week then send to the Board for review/approval.
- ❖ Banners
  - Stacey Palmer is to develop a plan for banners. Plan to be e-mailed to the Foundation board on 05/24/2022.
  - Discussion regarding tennis court permit. The Foundation pays \$40 a year to maintain the permit through the state for advertising on the tennis court fences. Due to the location of the fence, stipulations have been imposed by the township with regard to advertising.
    - Beth Ziegler offered to review the township code.
- ❖ New Fundraising Ideas
  - Fun Skate Carpet/Slide Park(Vickie Zaccari)
    - Discussed as a potential winter fundraiser.
  - Bowling Fundraiser (Vickie Zaccari)
    - Vickie Zaccari provided details from a local non-profit's Bowling fundraiser recently.
  - Flying Squirrels Trampoline Park Fundraiser(LeeAnn Riner)
    - The owners of Flying Squirrels Trampoline Park in Zelienople are Mars residents. They have offered to host multiple fundraisers for our foundation. The Foundation would select the dates then the jumper would need to say that they are there for Mars. 20% of the money would be given to the Foundation.
    - Recommendation is to have these events in September/October and utilize orientation nights to communicate the events/drum up support.

### **EITC Report – Presented by Beth Ziegler and Doug Wolf**

- ❖ The Foundation has received no update regarding the status of our application. Beth will follow-up with our EITC contact: Alex Zaler.

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

- ❖ MobileCause – no report

### **Communications Report – Presented by Jenn Stuber**

- ❖ Newsletter – 75% complete. The newsletter will be completed by the end of the month. Once the newsletter is complete it will be distributed to the following areas:
  - E-mail Kevin Hagen for distribution to MobileCause database and MPF website.
  - E-mail Katie Caruso and Josh Schwoebel for posting on the District facebook page as well as the e-communicator.
  - E-mail the Principals and administration to be distributed to staff and students.
  - Jenn Stuber will post on the MPF social media sites.

### **Event Reports – Presented by Carol Knox**

- ❖ Mars Applefest is scheduled for Saturday October 1<sup>st</sup>.
  - Sign up's for the event will occur at the August Foundation meeting.
  - Discussion regarding items to be sold at the booth. Discussed Mars/Out of this world themed candy and soda bottles. Carol Knox will work with Amy Riggio on these items.
- ❖ Carol Knox to e-mail the building Principal's asking if dates have been set for the Back to School nights.

### **New Business**

- ❖ Carol Knox suggested having a meeting in July to primarily discuss and re-define teacher grant parameters.

Carol Knox motioned to adjourn the meeting, seconded by Vickie Zaccari.

Meeting adjourned at 8:08pm.

The next meeting will be Tuesday, June 21<sup>th</sup>, 2022, location TBD.

**Respectfully submitted by,**

Tricia Holland

MPF Secretary