



There was a meeting of the Friends of North Syracuse Early Education Program, Inc. on December 22, 2016 at Main Street School.

Attendance: Janet Gonçalves, Jennifer Higgs, Dawn Hussein, Shannon Knapp, Kate Lane, Sara MacMartin, Catherine Podolak, and Kristin Pyer

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

Sara MacMartin made the motion to approve the minutes from the November 10, 2016 meeting with correction to be made to the wish request section regarding the articulation box to state that the purchase will be property of Friends of NSEEP. Kate Lane seconded the motion. The motion was carried unanimously.

*Treasurer's Report: There is currently \$43,448.65 on deposit with \$18,311.28 tied up with encumbered funds and budgeted commitments and \$24,987.37 in dispensable funds. The expenses for the month totaled \$9,804.11 of which \$8,411.78 was from the encumbered technology fund. Income for the month totaled \$485.78. Kate Lane made the motion to approve the Treasurer's Report as presented and prepared. Dawn Hussein seconded the motion. The motion was carried unanimously.

Janet brought a proposal from Powers Accounting and Business Services for accountant services for our 2016-2017 taxes. The proposal is for \$500.00. Sara MacMartin made a motion to approve Powers Accounting and Business Services as our accountant. Dawn Hussein seconded the motion. The motion was carried unanimously.

* Wish Requests: There is a request from Marie Willis for a electric stapler, staples and a 3 hole punch. Catherine was able to find these items for a total of \$289.17. This request was put to the rubric and it passed. This wish will come out of the building needs budget.

Dawn Hussein submitted a request for the Family Times advertising for March 2017 through August 2017 for a total of \$936.00. This is within the amount in the budget for advertising and the request is approved.

There is a request from Theresa Brousseau and Erin Wallace for \$360.00 for many Braille books and Braille puzzles. There was discussion and there was a suggestion to go to PTO to see if they will split the cost of this request. This request was put to the rubric and it passed. Jennifer will present this to the PTO at their January meeting to see about splitting the cost.

There is a request from the Speech Department for an All-In-One Inkjet Printer, ink cartridges and Boardmaker for Windows for a total of \$900.97. Dawn advised the group that there is study being currently done regarding the printers within the school. There is a quote that came in for the printer for the speech department from BOCES. Dawn is working with Don Keegan at the district to get this printer covered. At this time, it was decided to hold off on this request until next month when more information is available from the district to see if the printer will be covered.

* Update on quilt raffle: The income from the quilt raffle was \$295.00.

* Technology Update: The iPads are in and Shannon is working on them. The iPads will be available to the teachers after the holiday break. Each iPad is assigned to a classroom and Shannon created a spreadsheet for us with all the information we will need. Shannon also created a separate Google Drive for each iPad and created tutorials for the staff. There was discussion regarding purchasing a locked filing cabinet to store the iPads and the boxes. The cost of the filing cabinet is \$70.00. Catherine is going to order the cabinet with the technology funds.

*Annual Giving Program: Jennifer stated that she was disappointed by the return received on the letters that were sent out. There was a suggestion that if this is done again, to maybe stick with the most recent year of alumni parents. About 60 envelopes were returned with no forwarding address. The program brought in \$150.00 in donations.

Kate Lane motioned to adjourn the meeting. Catherine Podolak seconded the motion and it was carried unanimously at 7:40 pm.

The next meeting will be held on January 19, 2017 at 6:30 pm.

Respectfully submitted,

Jennifer Higgs