



There was a meeting of the Friends of North Syracuse Early Education, Inc. on July 20, 2017 at Smith Road Elementary School.

Attendance: Hal Breon, Janet Gonçalves, Trisha Harp, Jennifer Higgs, Dawn Hussein, Linda Kurpiewski, Kate Lane, Sara MacMartin, Catherine Podolak.

The meeting was called to order at 6:40pm.

Sara MacMartin made the motion to approve the minutes from June 21, 2017 meeting. Catherine Podolak seconded the motion. The motion was carried unanimously.

*Treasurer's Report: There is currently \$52,513.16 on deposit with \$13,009.20 tied up with encumbered funds and budget commitments and \$39,503.96 in dispensable funds. The expenses for the month totaled \$1,225.90 Income for the month totaled \$10,538.08. Sara MacMartin made the motion to approve the Treasurer's Report as presented and prepared. Kate Lane seconded the motion. The motion was carried unanimously.

- Janet Gonçalves will be providing balance sheets at the meetings from now on.
- Funding Factory will no longer appear on the balance sheet anymore because it is a place holder and will not effect the budget. Included in that will be: the tile wall, Vaugh Memorial Fund, and technology expense.
- A corporate contribution check in the amount \$420.00 was given to Friends of NSEEP from National Grid.
- A donation in the amount of \$150.00 for the Vaugh Memorial Fund by Kathleen Dylan was given to Main Street School Friends of NSEEP in the form of a grant through Schwab.

*For the August meeting, the Board Officers Nominations will be: Jennifer Higgs for President, Catherine Podolak for Vice President, Janet Gonçalves for Treasurer, and Trisha Harp for Secretary.

* Danielle O'Brien will be joining Friends of North Syracuse Early Education Program as a Social Media Coordinator along with Co-Chairing the Walk-a-thon.

*Wish Requests: Two requests from Cheri Rotelli. First request is the all-terrain tricycle for \$41.24. It was put to the rubric and passed. The second request was for six weighted compression vests (3 small and 3 extra small) totaling \$423.90. They were put to the rubric and passed. Shari Doherty is going to be picking up a rug that will be used in the waiting room for Main Street School. Sara MacMartin will be talking with Cheri Rotelli about getting a grant put together to replace the tables and chairs in the cafeteria by October 2017.

*2017-2018 Budget Discussion: Web Hosting: paid every 3 years, Snack program: paid every year. Cookbooks will be distributed to the parents for free if they give us their email address.

- Jennifer Higgs made the motion to move \$700.00 out of the encumbered funds for Apple Care. Kate Lane seconded that motion. The motion was carried unanimously.
- The Budget for 2017-2018 will be effective starting August 1, 2017. Sara MacMartin made the motion to approve the budget. Linda Kurpiewski seconded the motion. The motion was carried unanimously.
- Jennifer Higgs will be emailing the speech therapists to find out who plans on using and not using iPads. A representative will be coming to either the August or September meeting to discuss how often the iPads are used.

*Policy and Procedure Manual: Officer expectations, Policy for budget, Policy for purchasing items and return of property if someone leaves the group are all discussed in the packet.

- Jessica Kurpiewski mentioned in a past meeting for Main Street School to offer a tuition assistance grant.
- Janet Gonçalves suggested a Dollars for Scholars Scholarship for graduating seniors who had attended Main Street Schools

*School News: Carpet is done at Main Street and the WiFi is close to being done. Moving back into Main Street as early as August 15, 2017. The lockers that were removed during the WiFi installation are too rusty and rotted out and cannot be used for this coming school year. If anyone has any suggestions or ideas on lockers or cubbies for storage, please mention at the next meeting.

*Open Discussion: Sara MacMartin is putting together a list of ways to help give money back to Main Street and will be including these in the newsletter that will be distributed in September. If you have any suggestions, please let her know. Some of the ideas discussed included: labels for education (last month to use them is December 2017), Price chopper club card, printer ink cartridges, and Tyson chicken labels.

Sara MacMartin motioned to adjourn the meeting. Dawn Hussein seconded the motion and it was carried unanimously at 7:31 pm.

The next meeting will be held on August 10, 2017 at 6:30 pm at Smith Road Elementary School.

Respectfully submitted,

Trisha Harp