



There was a meeting of the Friends of North Syracuse Early Education Program, Inc. on November 12, 2015 at Main Street School.

Attendance: Hal Breon, Shari Doherty, Janet Goncalves, Tammy Harris, Dawn Hussein, Jennifer Higgs, Shannon Knapp, Linda Kurpiewski, Catherine Podolak, and Kristin Pyer

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

Shari Doherty made the motion to approve the minutes from the October 15, 2015 meeting as prepared and presented. Tammy Harris seconded the motion and it was carried.

*Treasurer's Report: There is currently \$50,527.97 on deposit with \$36,243.06 tied up with encumbered funds, and budgeted commitments and \$14,284.91 available for use. The expenses for the month totaled \$788.51. Income for the month totaled \$1,034.30. Jennifer Higgs made the motion to approve the Treasurer's Report as presented and prepared. Linda Kurpiewski seconded the motion and it was carried.

*Wish Requests: Kathy Leubner submitted a request for a scanner for the CPSE department. This scanner will be used for with the new document repository that houses the IEP direct. The scanner request was put to the rubric and it passed. There was another request from Charlie and the nurses for a replacement charger unit and battery for the two radio used by the nurses. Tammy received a quote from United Radio. The model that we are looking for replacement parts for, United Radio no longer carries. The quote is for a replacement radio that would meet the district specs. The quote is for \$219.00 plus \$15.00 to program. This item will be tabled until the next meeting. Jennifer is going to look into other options.

*Purchasing Guidelines: Tammy presented an updated purchasing guidelines. Shari Doherty made the motion to approve the Purchasing Guidelines as written and presented. Linda Kurpiewski seconded the motion and it was carried.

*Walk-A-Thon: Jennifer had an update from Jessica as she was unable to attend. Catherine offered to help Jessica rewrite the donation request letter to focus towards doctors and healthcare providers. Jessica also asked when would work best for Walk meetings and it was decided to have meetings before the Friends board meetings.

*Annual Giving Letter: Tammy presented a first draft of the letter. Tammy will work on revisions and bring to the next meeting.

*Get Air Fundraiser: The flyers will be sent home with the students on November 13th. The passes will be sold for \$10.00 and the cost to Friends is \$6.00 with a profit of \$4.00 per pass. The passes will be ordered once all orders have been received by the deadline of December 4th.

*Quilt Raffle: The quilt raffle is going well and the drawing will be on December 18th.

*Other Business: Jennifer received a quote from Plank Road Printing for return envelopes that have our address as the send to address. The cost for 500 envelopes is \$72.53 and for 1000 envelopes is \$94.89. These envelopes can be used for the giving letter, the Walk-A-Thon letter and Therapy Ball letter. Jennifer will have 1000 envelopes printed. Jessica has been in touch with Mr. LeClair at the high school. The art department is going to repaint the tile wall and make it look great. Shannon Knapp updated the group on the status of technology for the school. Main Street will be wired for wireless access. Shannon will work up a proposal for iPads and cases for each classroom, as well as Apple Care for each device. Shannon will also work on a proposal for chrome books for the teachers and psychologists.

The next meeting will be held on December 10, 2015 at 6:30 pm at Main Street School.

Shari Doherty motioned to adjourn the meeting. Janet Goncalves seconded the motion and the meeting was adjourned at 7:40 pm.

Respectfully submitted,

Jennifer Higgs
Secretary