



There was a meeting of the Friends of North Syracuse Early Education, Inc. on November 9, 2017 at Main Street School.

Attendance: Shari Doherty, Janet Gonçalves, Trisha Harp, Jennifer Higgs, Dawn Hussein, Jessica Kurpiewski, Linda Kurpiewski, Sara MacMartin, Catherine Podolak, and Kate Zacharek. Special guest in attendance was Jennifer Fetterman.

The meeting was called to order at 6:38 pm.

Sara MacMartin made the motion to approve the minutes from October 19, 2017 meeting. Shari Doherty seconded the motion. The motion was carried unanimously.

***Treasurer's Report:** There is currently \$46,660.92 on deposit with \$18,527.58 tied up with encumbered funds and budget commitments and \$28,133.34 in dispensable funds. The expenses for the month totaled \$1,428.04. Income for the month totaled \$1,222.32. At the time of the meeting, we were still waiting for the partial refund for the advertisement we shared with the Main Street PTO. Jennifer Higgs made the motion to approve the Treasurer's Report as presented and prepared. Linda Kurpiewski seconded the motion. The motion was carried unanimously.

***Wish Requests:** Jennifer Fetterman was at the meeting to request Pro Martial Arts Mats for the Rainbow Room (101). The mats will provide an even surface that is safe for the 66 children who receive physical therapy services throughout the school year. After reviewing videos, Jennifer feels these mats are the appropriate firmness for therapy activities. The cost for the 64 mats, which includes 8 extra mats for future replacements, is \$1,226.59. It was put to the rubric and was approved unanimously by the board. The money for the mats will come out of the gross motor account.

Three of the easels that were ordered last month have come in and we are waiting for the others, which are on their way.

***Certificate of Deposit Rates:** It was mentioned at the October meeting that we might put the tile wall fund into a CD. After much discussion, Sara MacMartin made the motion to approve putting \$4,300 from the tile wall fund into a 12 month CD at a rate of 1.39% with a step-up option, that gives us the opportunity to increase the rate one time during the term of the certificate, should rates increase, and Catherine Podolak seconded the motion, the motion was carried out unanimously by the board. Jennifer Higgs will be moving the funds over on Monday, November 13, 2017.

***Fall Fundraiser Ideas:** Delta Sonic: Some orders are coming in, all orders need to be in by November 27, 2017 so they will be distributed to the students and staff before Christmas break.

Five Below fundraiser: The flyer is waiting for approval before it can be distributed to Main Street students. The fundraiser will start on November 24, 2017 and end on December 1, 2017 at all the 5 Below stores in the area, with 10% of total sales coming back to Friends of NSEEP.

***Open Discussion:** There are three part-time teaching assistant positions for certified individuals available at Main Street School.

On December 13, 2017, there is an evening of yoga event sponsored by the North Syracuse Parks and Rec Department. Friends of NSEEP is the benefactor for this event and the money raised from this event will be used to buy yoga mats for the children to use during class yoga time. It will come on a big spool and then cut to size.

Catherine had some questions regarding the Treasurer's Report. Janet took out \$164.56 (gross motor) and \$2,714.95 (tech) from our annual budget which was incorrect since it's not part of the budget. It needs to be added back in and therefore, making our remaining budget commitments for the year \$12,240.31 and our budget plus encumbered is \$21,407.09 and therefore our dispensable funds are \$25,253.83. Janet stated that she will make the necessary changes to our budget.

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

The next meeting will be held on December 21, 2017 at 6:30 pm at Main Street School.

Respectfully submitted,

Trisha Harp