



There was a meeting of the Friends of North Syracuse Early Education, Inc. on July 19, 2018 at Main Street School.

Attendance: Shari Doherty, Janet Goncalves, Trisha Harp, Jennifer Higgs, Dawn Hussein, Jessica Kurpiewski, Linda Kurpiewski, Sara MacMartin, and Kate Zacharek.

The meeting was called to order at 6:34 pm.

Shari Doherty made the motion to approve the minutes from June 14, 2018 meeting. Kate Zacharek seconded the motion. The motion was carried unanimously.

***Treasurer's Report:** There is currently \$52,133.35 on deposit with \$11,816.53 tied up with encumbered funds and budget commitments and \$35,977.01 in dispensable funds. The expenses for the month totaled \$353.84. Income for the month totaled \$17,371.45. Kate Zacharek made the motion to approve the Treasurer's Report as presented and prepared. Sara MacMartin seconded the motion. The motion was carried unanimously.

***Officer Nominations for 2018-2019:** Jennifer Higgs made the motion to nominate Catherine Podolak for Vice President, Janet Goncalves for Treasurer and Trisha Harp for Secretary. Shari Doherty seconded the motion and it was carried out unanimously. Sara MacMartin made the motion to nominate Jennifer Higgs for President, Shari Doherty seconded the motion and it was carried out unanimously. These nominations will be voted on at the August meeting.

***Wish List:** Wendy Grabowski has requested a handwriting without tears table for her classroom. The table will cost \$400.00 plus an additional 15% shipping. The table functions to keep children focused on the task at hand and all things they need are within reach. Shari Doherty presented this wish request to the board as a fill in for Wendy Grabowski. This was put to rubric and met approval and passed, with the intention that in six months we get pictures and a brief paragraph showing evidence of the table helping the children in the classroom.

Sara MacMartin has requested items for book and toy library. These books and toys support the emphasis on STEM. The request was put to rubric and it met approval and passed, with the intention of evidence in six months with pictures and a brief paragraph showing evidence of how these books and toys are being used in the classroom.

Jennifer Higgs has asked for four laptops to be purchased for use with the officers of Friends. The laptops will cost a total of \$1,500.00 and an additional \$100.00 yearly for Windows Business suite and will come out of Dispensable Funds. This will help keep all items that are related to Friends in one place. If an officer should vacate their position, the laptop will go to the next person who assumes the officer position. Each

officer will sign a contract for use of the laptops that are property of Friends of NSEEP, to be used for Friends related material. This was approved by all board members.

Moving forward we decided amongst the Friends board that starting July 2018 when a wish request is over \$100.00 there will be evidence provided by the person seeking the request showing how the item is being used, how it is helping the child(ren) with pictures and a short paragraph. This feedback does not necessarily have to be presented at a meeting, but it has to be done at the six-month mark.

***2018-2019 Budget:** Jennifer Higgs made the motion to approve the budget for the 2018-2019 school year and Jessica Kurpiewski seconded the motion and it was carried out unanimously.

***School News:** iPads have mostly all been returned for the summer, however, two of them were given to summer school teachers and this is in violation of the contract that was signed at the start of the school year. Moving forward the contracts that are signed in September will be highlighted or in bold print that the iPads are not for personal use and that they are not to be borrowed or given to other teachers, and are not to be used during the summer. All iPads will be collected on or before the last day of school and distributed at the start of the new school year.

***Meet the teacher night** will be on September 4, 2018 from 5:00-7:00 at Main Street School.

Jennifer Higgs motioned to adjourn the meeting. Sara MacMartin seconded the motion and it was carried unanimously at 7:40 pm.

The next meeting will be held on August 9, 2018 at 6:30 pm at Main Street School.

Respectfully submitted,

Trisha Harp