

Burrillville Extended Care(BEC)

Board of Directors

Minutes

September 19, 2005

1.) Called to Order and Attendance/Review Agenda:

**Meeting called to order by Amy Shangraw Ricci-Chair at
6:35 p.m.**

Members Present-Amy Shangraw-Ricci, Jaqueline Zahn, Mary Karmozyn, Juliette Lopez, Robert Wall, David Brunetti and Dr. Van Dyke.

Members Absent- none

Members Excused-none

Others Present: Town Manager Michael Wood, Town Solicitor Walter Kane, Parks & Recreation Director Cheri Hall and BEC Co-Directors Kelly Cournoyer and Lisa Nault.

2.) Acceptance of the Minutes from June 6, 2005:

Minutes of Regular June 6, 2005 Meeting were accepted. Robert Wall made the motion. Seconded by Juliette Lopez. Motion passed.

3.) Old Business:

a) Summary of Town Council Workshop and subsequent Town Council Meetings: Amy Shangraw-Ricci asked if everyone was up to date with the happenings during the last few months regarding BEC items being addressed by the Town Council. Since no one needed an

update, the Board moved to item B on the agenda.

b) Overview/review/discussion of the proposed ordinance for BEC as a division of Parks and Recreation: Amy Shangraw-Ricci started the discussion stating this is a wonderful step forward

and a long time coming. Amy recommended an amendment to the ordinance before it is submitted to the Ordinance Committee. The name of the program should be as stated in the most recent resolution as the “Burrillville Extended Care Division of Parks and Recreation” as opposed to “Extended School Age Care Division”. Town Manager distributed to the Board of Directors the latest ordinance proposal.

The ordinance proposal changes were reviewed item by item with the Board of Directors with recommendation of name change to “Extended Care Division” throughout the ordinance and the Board of Director terms shall be for staggered “one, two and three year terms”; include a “Health Care Professional” as a Board member; and

It was discussed that the program shall remain self-sufficient or the Town Council will determine the fate of the Extended Care Division. Profits will be utilized for the Extended Care Division unless the Town Council decides otherwise.

The paragraph starting with Town Treasurer and ending with Town

Clerk regarding “Petty Cash” shall be struck from the proposed ordinance.

The paragraph regarding budgeting for medical, retirement and contributions was reviewed and how often to monitor the necessary funding needed from the Extended Care Division. Discussion regarding the transition of the three full-time employees when the ordinance is approved and the possibility of reapplication. There is no bumping allowed because the division is not part of the bargaining unit.

The Extended Care Division currently has an auditor monitor the financials and will adhere to this in the future. The By Laws will be reviewed for submission.

Walter Kane recommended at least two Board of Directors members be present at the Ordinance Meeting scheduled Wednesday, September 21, 2005 at 7:00 p.m. The first reading of the proposed Ordinance changes with the Town Council will tentatively scheduled for Wednesday, September 28, 2005 and the Public Hearing during the first Town Council meeting in October 2005.

Town Manager Michael Wood stated if there are any other questions after reviewing the proposal further, feel free to contact him. Town Solicitor Walter Kane stated when the Burrillville Extended Program was proposed he did not believe it would succeed. Consequently, he commended Director Cheri Hall and all those involved for a wonderful

job.

Robert Wall requested a flyer be sent to the Extended Care parents announcing the Public Hearing date, place and time.

A motion to support the Ordinance going before the Ordinance Sub-committee and eventually the Town Council as amended by the Board of Directors.. Motion made by Robert Wall. Seconded by Juliette Lopez. Motion passed.

c) Outcome: BOSAP Funding for Middle School Program: Jacqueline Zahn requested this item be addressed out of order. She stated that the summer Middle School program was great and asked how it was funded. The Director stated that BOSAP supported the program with \$3,300 and will help with books for the new school middle school After School Assistance Program (A.S.A.P.) geared toward homework assistance and tutoring. Monday through Thursday they start out with recess, a snack and homework assistance from 2:15 p.m. to 5:15 p.m. Children can also attend after playing sports until can be picked up by 5:15 p.m. Middle School Principal Louis Short is enthusiastic about the new program and is considering offering it to assist students who need tutoring referred by the Guidance Department. This also helps meet the No Child Left Behind Act. Fifteen students are currently enrolled with two BEC teachers overseeing. On Fridays the children have a fun day including David Kopek teaching Karate and Stranger Danger. The cost is only \$5 per

day.

d) Review of State Training Camp for Counselors: The training was cancelled due to lack of participation at the state level. Instead, the BEC staff will be involved at the New England Training Institute held in Newport in the spring. Monies are budgeted for training and it might require a one night stay.

e) Program review of COLTS, Jr. Police Academy; Steere Farm and Callahan: Co-Director Kelly Cournoyer stated the program went extremely well and will be continued next year. Middle School Principal Louis Short will be recognizing the children who participated in the program in the next parent newsletter. There was only one complaint regarding a visit to the Juvenile Correction Facility. Next year a note will be sent prior to the parents explaining how the visit is done. Each student received a jacket, lunch and certificates at a graduation ceremony. Policeman David Beauchemin is researching offering a mini version of the Jr. Police Academy during the school year as an introduction to the summer program.

f) Computers-donation & licensing: New licensing wasn't necessary because each computer already had a license on the side of each one. They are now up and running with software loaded.

4.) New Business:

a) Parent Survey Results: Kelly Cournoyer reported that over 100 were distributed to the parent of the children participating in the summer program. Only 21 were returned. Robert Wall stated that is good news because if there were problems you would have gotten more back. One person was dissatisfied with fees and another with the field trip to the Juvenile Correction Facility. Another survey will be sent out in January 2006.

b) Rate Increase: Since fees have not been raised in three years, the possibility of raising the fee for the morning and afternoon session by \$1 to a total of \$6 per day for the morning session and \$10 for the afternoon was recommended beginning January 1st. This is still below the normal. Dr. Van Dyke stated that there is already a surplus. Why charge more? The Director stated that profits have currently been lower than in the past and with the added future expense for pension costs, it might be suggested.

c) Current Financials: The new budget was reviewed. The \$1 increase will help to offset cost increases. The net income is \$5,686 currently. Income from July 04 to June 05 is \$466,000 and projections from July 05 to June 06 are \$408,000. It is a possible goal for the program to someday have there own building but currently both schools have no need for the BEC space being utilized. Robert Wall recommended increasing the utility line item due to higher anticipated costs.

A motion to increase the morning and afternoon fee by \$1 was made.

Motion made by Robert Wall. Seconded by Dr. Van Dyke. Motion passed.

Discussion regarding the use of the Automatic Defibrillator Machine took place with Dr. Van Dyke.

Amy Shangraw-Ricci encouraged the BEC Board to review the proposed ordinance changes.

5.) Next Meeting-

Monday, October 3, 2005 at 6:30 p.m.

6.) Meeting Adjourned:

Motion to adjourn made by Robert Wall at 8:15 p.m.

Seconded by Amy Shangraw-Ricci. Motion passed.

Recorded by

Carol L. Conway

Administrative Aide

Burrillville Parks & Recreation Department