

Burrillville Extended Care(BEC)

Board of Directors

Minutes

December 5, 2005

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

**Meeting called to order by Amy Shangraw Ricci-Chair at
6:40 p.m.**

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

Members Absent- none

Members Excused- Jaqueline Zahn

Others Present: Parks & Recreation Director Cheri Hall and BEC Co-Directors Kelly Cournoyer and Lisa Nault.

2.) Acceptance of the Minutes from September 19, 2005:

Minutes of Regular September 19, 2005 meeting were accepted. Juliette Lopez made the motion. Seconded by Amy Shangraw-Ricci. Motion passed.

3.) Old Business:

a) Review of revised By-Laws: The Director, in conjunction with the Town Solicitor Walter Kane, prepared the revised By-Laws. The duties of the Burrillville Extended Care Board of Directors have been more specified. Manuals for the parents and employees are noted in the By-Laws as being kept on file at the Town Clerk's Office as

required by the town ordinance. The Town Manager Michael Wood and Town Council Member Jacqueline Zahn have also reviewed the revised By-Laws. The revised By-Laws will be presented to the Town Council on Wednesday, December 14, 2005.

David Brunetti made the motion to approve the amended By-Laws. Seconded by Juliette Lopez. Motion passed.

i. Update Parent Handbook & Staff Manual: Any updates to the Parent Handbook and Staff Manual will be reviewed during December 2005 and January 2006 by the Director.

b) Training for N.E.T.I.: A proposal has been submitted to the National Parks and Recreation Association regarding a training session to be held at the New England Training Institute (N.E.T.I.) on April 2, 2006 led by the Burrillville Parks and Recreation Director and Burrillville Extended Co-Directors. The session, which would be approximately one hour and fifteen minutes long, would review the development and implementing of a licensed before and after school program. If approved, an invitation to the session was extended to the Board of Directors.

c) Update Middle School Program: Per Kelly Cournoyer, the Middle School Program is struggling and is not making any profit at this time. Flyers have been delivered to the Middle School office to be delivered to the parents but are not reaching them. Flyers were handed out at the Victorian Holiday Celebration advertising the middle school program. The program currently ends at 5:15 p.m.

David Brunetti suggested the possibility of offering the program until 6:00 p.m. like the elementary after school program offers. On Fridays, the middle school program offers a more relaxed fun day of Karate and more. An advertisement will be placed in the Bargain Buyer to help promote the program.

d) Victorian Holiday: Many children enjoyed the candy and activities provided by the Burrillville Extended Care staff. Due to the efforts of Co-Directors Kelly Cournoyer and Lisa Nault, BEC staff and students, the Burrillville Extended Care Program won first place in the Victorian Holiday Gingerbread House Competition. They won a \$30 gift certificate to Toys-R-Us for the BEC program.

4.) New Business:

a) Rate Increase: As previously discussed, the rate increase of \$1 for the cost of the morning and afternoon program will take effect as of January 1, 2006. The last rate increase was in 2003.

b) Current Financials: The financials were reviewed by the Board of Directors displaying the programs profit and loss statement. The program is doing well. The information will be utilized for the upcoming budget process. A request for a breakdown of line item #5600 and #6999 were requested for the next meeting. Next year more monies will be budgeted for field trips due to the extra trips planned for the Burrillville Junior Police Academy. There is also a surplus of over \$100,000 in the account from previous years.

c) Christmas Vacation Programming: The deadline for signups is December 15th with 45 currently registered. This Saturday, December 10th is the complimentary shopping day for the parents with 22 children currently registered. The daycare is open Friday, December 23rd but closed Monday, December 26th.

d) Adopt a Family: A family in Pascoag first referred to the Parks and Recreation Department due to flood damage, has been adopted for the holiday by the Lion's Club and the Burrillville Extended Care Program. The husband is suffering from cancer, while the wife stays home to take care of him. Additionally, an 18 year old and a baby live in the home. The family is very excited.

e) 2006 Calendar: A copy of the new 2006 calendar was shared with the board.

Burrillville Extended Care sweatshirts were given to each of the board members. The announcement of the offering of Bicentennial Mugs was given to the Board of Directors.

Amy Shangraw Ricci alerted the Board of Directors of the letter received from the Town Clerk's office regarding her and Robert Wall's term expiration on the board. The letter requests their intent of either reapplying or not. If another meeting is needed before the next scheduled meeting, the Director will send notice to the Board of Directors. The Director wished the Board of Directors a joyous

holiday season.

5.) Next Meeting- Monday, March 6, 2006 at 6:30 p.m.

6.) Meeting Adjourned: Motion to adjourn made by David Brunetti at 7:35 p.m. Seconded by Juliette Lopez. Motion passed.

Recorded by

Carol L. Conway

Administrative Aide

Burrillville Parks & Recreation Department