

Burrillville Extended Care (BEC)

Board of Directors

Minutes

March 3, 2008

Called to Order and Attendance/Review Agenda:

Meeting called to order by Dr. Van Dyke at 6:30 p.m.

**Members Present- David Brunetti, Newt Stevens,
Huliette Lopez-Recinos and Dr. David Van Dyke.**

Members Absent- none

Members Excused- Amy Shangraw-Ricci

**Others Present: Town Manager Michael Wood,
Finance Director John Mainville, Parks & Recreation
Director Cheri Hall, and BEC Site Director Kelly
Cournoyer and Lisa Nault.**

Minutes of the December 3, 2007 regular meetings to be accepted:

**Motion to accept by Juliette Lopez-Recinos. Seconded by Newt
Stevens. Motion carried 4-0.**

Correspondence:

None

Good and Welfare:

**The Director reported on the upcoming annual Easter Egg Hunt with
Easter baskets provided by Burrillville Extended Care.**

Old Business:

1. Expenditure Procedure-

The Director stated that Town Manager Michael Wood and Finance Director John Mainville were in attendance to address the questions raised by the B.E.C. Board of Directors at the last meeting.

One issue raised was the proposed support of Burrillville Extended Care to the new library. This question has been clarified that, since the library now falls under the jurisdiction of the town, it would be like one department giving to another. Plus, this expenditure would have to be approved by the Town Manager because it was not a budgeted item.

David Brunetti questioned what the procedure and classification is to follow for non-budgeted expenditures. Mike Wood stated that when B.E.C. transferred from under the schools jurisdiction to under the Town Council's jurisdiction, the auditors reviewed the expenditure procedures. It was noted of operations that were not consistent with other town department's expenditure procedures. During the budget submission process, future plans for expenditures are reviewed. The biggest issue in the past has been expenditures that are not directly benefiting the B.E.C. program including pizza for staff at staff training sessions, adopt-a-family for the holidays, etc. Dr. Van Dyke questioned if these procedures and policies are in writing to allow for

the new procedures to be followed. Mike Wood stated the budget process which reviews and approves the spending plan is the town's procedure for approving expenditures. Mike Wood recognizes that B.E.C. is not the traditional town department or program. Consequently, this is still a transition period and more discussion will have to take place to clarify procedures.

David Brunetti questioned what the purpose of the B.E.C. Board is now. Newt Stevens stated that the program has fee for service monies that are not part of the tax based monies collected. These monies should be spent to support the B.E.C. program and are separate from monies deposited into the general fund. John Mainville stated that monies whether from fee for service, user fees or grant monies collected should not make a difference how they are expended. Mike Wood stated that the transition period is still ongoing. The Director has been notifying the Town Manager and Town Council before any non-budgeted expenditures are made.

Juliette Lopez-Recinos stated that the Town Council liaison, Cynthia Roe, has not been attending the B.E.C. Board of Directors meetings. It would be helpful if the liaison was in attendance. Mike Wood stated he would check into it.

The Director stated being questioned on such items as sweatshirts versus vests should be under the judgment of the Director and Board of Directors. Mike Wood stated these expenditure questions are subjective. More time should be focused on being more specific on

anticipated expenditures during the budget process. Items outside the budget process would have to be approved by the Town Manager and/or Town Council and this would not diminish the responsibilities of the Board of Directors. The Town Manager shared that budget funds are going to be limited over the next few years and funding staffing might have to be reorganized.

The Director shared that the Parks and Recreation Department has a part-time position that was just funded as of July 2007. The Town Manager has stated the possibility of losing that part-time position due to budget restraints. The possibility of funding this position through Spring Lake Beach and Burrillville Extended Care funds was suggested. This would be approximately \$8,000 from both Spring Lake Beach and Burrillville Extended Care budgets to support the part-time position since the position is support staff for these two divisions of the Parks and Recreation Department. Mike Wood stated that this was the last position filled and would be the first position to be non-funded. Mike Wood invited any board member to speak to him or John Mainville with any questions.

2. Library Room Sponsor–

“Discussed above under Expenditure Procedure”

3. Callahan Tables-

The new tables supported by Burrillville Extended Care have been

installed at the Callahan Elementary School.

4. Financials-

The Director distributed to the Board of Directors the current financials showing net income of \$81,000. This does not include wages due to the school. David Brunetti stated that the report shows that the program is 57% through the total budget through January 2008, which is where the program should be at this point. Dr. Van Dyke questioned the overage expenditure in the furniture line item. Lisa Nault explained the cause of the overage. The Director explained the budget line items are just an estimate of annual line item costs. The proposed 2008-2009 budget has been submitted to the Finance Director. New line item numbers are forthcoming. The proposed budget has been submitted to the Budget Board and approved. The audit invoice for \$3,000 is not included in the audit report but all line items will be up to date by the next board meeting. Now that all B.E.C. information is on the MUNIS system, the next year audit invoice should be lower.

The Goals and Objectives report and the Workplan were distributed for the board for review. The parent surveys were very encouraging.

Motion by Juliette Lopez-Recinos to authorize up to 30% from the Burrillville Extended Care budget to support the Parks and Recreation part-time administrative aide position for the upcoming 2008/2009 budget if needed. Parks and Recreation budget could support 40%

and the Spring Lake Beach budget the remaining 30% of the part-time position if needed. The Director confirmed these funds would be taken from the Wages line item. Seconded David Brunetti. Motion carried 4-0. A memo will be sent alerting the Town Manager of this vote.

New Business: (The Director requested this item be moved to this time slot to allow for a quorum for a vote to be taken).

1. Summer Program/Changes-

David Brunetti questioned the notice sent to middle school program parents to change that the summer program through grade 7 only. Kelly Cournoyer explained that a past problem by children entering grades 8 and 9 attending the program has been negatively affecting the program. A new updated notice will be sent stating children that are currently enrolled in the program who are entering 8th grades will be welcome to attend this summer but new enrollees will only be welcome through grade 7 only. David Brunetti voiced his concern that this issue was not discussed or decided by the board.

David Brunetti stated he contacted D.C.Y.F. to find out the cutoff for children being left home alone. He was told there is no cutoff age but they frown on children being left home alone under age 12. If a child is left for more than 1 hour alone and something happened in the home, then the parents would be taken to court. The Director explained that is D.C.Y.F.'s policy but does not relate to B.E.C.'s

program.

Lisa Nault explained that the program population is growing largely with kindergarten and first grade enrollment versus the older age group. Consequently, to make room in the younger age group, the 5th graders are going to be combined with the grades entering the 5th, 6th and 7th age group. This older age group is harder to manage and stricter enforcement of rules will be followed. It is recommended that any notices shall be signed off by the Site Directors and the Director.

Motion by Juliette Lopez-Recinos that after the upcoming summer season, the offering to 7th grades going into 8th and 8th graders going into 9th will be eliminated as of the 2009 summer season. The minimum is age 5 for the entire program per state licensing.

Lisa Nault and Kelly Cournoyer stated that there is a need for an older children's program but not through the B.E.C. program. Juliette Lopez-Recinos stated the Parks and Recreation has been working on this prospect to offer an older teen's program possibly in conjunction with the Boys and Girls Club and/or the new library. It was recommended that the B.E.C. Co-Directors and David Brunetti to address this issue with the Recreation Commission. Seconded by David Brunetti with the amendment to clarify that students going into 8th grade in the following school year and not current 8th graders. Motion carried 4-0.

Newt Stevens excused himself to attend another commitment.

Old Business: (cont'd)

5. Program Updates-

Enrollment is up at the Steere Farm site is high but the Callahan site is slightly lower. The Town Manager had requested performance measures. The Director distributed to the board the Master Plan submission and timeline for B.E.C. A Parent Survey and Employee Self Evaluation were established. The results from the Survey are currently being tabulated. To date, the majority of comments have been positive including uniforms and hours. Staff has been instructed to greet the parents. Dr. Van Dyke suggested a survey be completed by any exiting parents also. The Employee Self Evaluation form will be utilized for the formal evaluations in June.

Kelly Cournoyer stated currently staff has a 30 day probation period at \$8.50 per hour and then bumped up to \$9.00 per hour. This has been changed to extend the probation period to 90 days probation and for the \$9.00 rate to be given. Raises are then given annually. This will allow for a longer evaluation probation period since some employees only work two days per week. The summer program does not have a probation period.

Motion by David Brunetti to extend the probation period for the school year program and not the summer program from 30 days to 90

days as part of the Employee Policy Handbook effective immediately. Seconded by Juliette Lopez-Recinos. Dr. Van Dyke questioned what the procedure is if after 90 days the employee is not meeting standards. Lisa Nault explained that an improvement process is reviewed and then reviewed again after another 30 days. The policy already includes an extension of the probation period being possible. Motion carried 3-0.

6. 2008-2009 Budget-

The Director noted the 2008-2009 Budget was already reviewed at the last meeting held on December 3, 2007.

New Business: (cont'd)

2. Board Stipend-

This will be added to the June 2, 2008 agenda for review.

3. Meeting Schedule-

Dr. Van Dyke wanted review the current Monday at 6:30 p.m. Board of Director's schedule. The board agreed to keep the same schedule.

David Brunetti questioned if there is a tier rate policy for staff other than for the Directors. The Director stated there is according to job title as included in the Employee Handbook.

Meeting adjourned: Motion to adjourn at 8:45 p.m. by Juliette

Lopez-Recinos. Seconded by David Brunetti. Motion carried 3-0.

Next Meeting: Monday, June 2, 2008, 6:30 p.m., Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Recorded by

Carol L. Conway

Administrative Aide

Burrillville Parks & Recreation Department