

Burrillville Extended Care (BEC)

Board of Directors

Minutes

December 1, 2008

Called to Order and Attendance/Review Agenda:

Meeting called to order by Juliette Lopez-Recinos at 6:35 p.m.

Members Present-, Dr. David Van Dyke, David Brunetti, Juliette Lopez-Recinos and Christine Hammond.

Members Absent- Newt Stevens

Members Excused- N/A

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

Minutes of the September 2, 2008 regular meetings to be accepted:

Motion to accept by Juliette Lopez-Recinos with David Brunetti's amendments to page 4, Middle School Program item, to change misspelled "Louis Short" to "Lois Short". Second amendment to page 4, Meeting adjourned item, to correct "Dr. David Brunetti" to "Dr. David Van Dyke". Page 3 amendment to add under Voice Mail item, "if conceivable, the B.E.C. voice mail system can be connected to the town's voice mail system in the future". Seconded by David Brunetti.

Motion carried 4-0.

Correspondence:

None

Good and Welfare:

The Director extended an invitation and distributed fliers to the B.E.C. Board to attend this weekends Santa on the Town Common festivities. The Santa Calling program was announced and fliers distributed to the B.E.C. Board.

Kelly Cournoyer reported B.E.C.'s representation at this year's Victorian Holiday celebration with 100 complimentary giveaways gone quickly due to the high attendance and the lack of other complimentary giveaways.

Old Business:

1. Program Updates-

Kelly Cournoyer reported that on Election Day the daycare was open with 39 children in attendance and Veteran's Day there were 34 children in attendance.

Kelly Cournoyer reported that there is an ongoing problem with staff arriving late to work. Verbal and written warnings have been given. It was recommended that if late, fifteen minutes will be deducted. Lisa

Nault stated that monthly evaluations are performed and with this past review a copy of their timecard with any tardiness highlighted. The Board of Directors agreed that any unexcused and unverifiable tardiness will be deducted from their pay in fifteen minute intervals.

Kelly Cournoyer reported that a change this year to close half day Christmas Eve and half day New Year's eve. Two field trips will be planned for the winter break.

David Brunetti reported that a couple of bomb scares occurred at the middle school. Children were transported to the high school with any children who normally attend the middle school after school program then transported to Steere Farm site. Only three of the seventeen students made it to the Steere Farm site. B.E.C. was notified by a parent versus the school system.

Board member David Brunetti contacted the Superintendent to discuss the issue and how it will be addressed. The Superintendent told Lisa Nault and Kelly Cournoyer that this issue should be taken up with the bus company. Middle School Principal Lois Short will be contacting Lisa Nault to discuss new evacuation and transportation procedures. David Brunetti will once again contact the School Department to discuss the issue. On Saturday, November 22, 2008, from 9:00 a.m. to 12 noon a meeting took place with the B.E.C. staff to discuss evacuation procedures at all three sites.

A meeting is being scheduled with the Police Department, Fire Department, School Department and Bus Company to put evacuation plans and procedures in place in the event something else happens in the future. The Director stated that an application has been submitted to The Trust for a \$1,000 Safety grant for Crisis Kits to assist in this process. B.E.C. has put a section on the town's Code Red System for the B.E.C. parents to be contacted in case of an emergency at any of the three sites.

Kelly Cournoyer shared a sample of the new weekly newsletters being distributed to the B.E.C. staff. This idea came from a recent conference attended by Site Directors Lisa Nault and Kelly Cournoyer.

The Director reported her nomination of Kelly Cournoyer and Lisa Nault for the Rhode Island Recreation and Parks Association Walter Henry Award. This award is given to someone at supervisory level under the Director who does an exemplary job in advancing programs for parks and recreation, which includes after school programming.

2. Financials–

The Director reported on the current financials excluding employee benefits or wages totaling approximately \$35,000 being transferred out since July 2008.

Dr. Van Dyke questioned why only \$80 was expended for staff

training. Lisa Nault and Kelly Cournoyer reported that recent training took place with the expense to be included for the next financial reporting. Currently, after updated expenses, there still should be a net income of approximately \$30,000 to date.

3. 2009/2010 Budget-

The Director reported that there are no proposed changes to the upcoming budget from the prior year's budget. Dr. Van Dyke questioned if, with the current economic financial crisis, if any changes are necessary. Currently, no changes are necessary. Still have consideration for sliding scale fees as consideration. The Director will speak with Office Manager Shannon Murphy regarding any current overdue balances.

4. Voice Mail System-

The voice mail system expense will be taken from the program line item and is included as an agenda item for the next town council meeting.

New Business:

1. Holiday Get Together-

Next Monday will be the Holiday Get Together for the department.

The Director reported that after the last D.C.Y.F. visit, B.E.C. has been suggested to receive a Bright Star Status with D.C.Y.F. Lisa Nault reported that the only recommendation from D.C.Y.F. is to have

copies of the children and employee files at the Callahan site also.

2. C.I.P. 2009-2010-

The Director stated that the tables at the Spring Lake Recreation Hall need to be replaced. Consequently, (6) fold away tables similar to the tables purchased for the Callahan site, are recommended at an estimated cost of \$7,000 including shipping. This would be a recommendation for the upcoming C.I.P. requests for 2009-2010.

A motion by Juliette Lopez-Recinos to purchase (6) tables for the Spring Lake Recreation Hall, which is utilized as a summer site by B.E.C., at a total cost not to exceed more than \$9,000 was made to come from the investment account as part of the upcoming C.I.P. request to be presented to the Budget Board. Seconded by David Brunetti. Motion carried 4-0.

Director Cheri Hall introduced new member Christine Hammond to the Burrillville Extended Care Board of Directors.

Meeting adjourned: Motion to adjourn at 7:30 p.m. by Juliette Lopez-Recinos. Seconded by David Brunetti. Motion carried 4-0.

Next Meeting: Monday, March 2, 2009, 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