

**Burrillville Extended Care (BEC)**

**Board of Directors**

**Minutes**

**December 7, 2009**

**Called to Order and Attendance/Review Agenda:**

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

**Members Present-Dr. David VanDyke, Juliette Lopez-Recinos, and Christine Hammond.**

**Members Absent- Newt Stevens**

**Members Excused- N/A**

**Others Present: BEC Program Directors Kelly Cournoyer and Lisa Nault and Town Council Liaison Kevin Heitke, Esq.**

**Minutes of the September 8, 2009 regular meetings to be accepted:**

**Motion to accept by Juliette Lopez-Recinos. Second by Christine Hammond. Motion carried 3-0.**

**Welcome:**

**Dr. David VanDyke welcomed the Board of Directors.**

**Correspondence:**

**The Parks and Recreation Department Holiday Party flyer including the Yankee Swap was distributed to the Board of Directors.**

**Good and Welfare:**

**Dr. Van Dyke came to inspect both B.E. C. sites.**

**The Santa on the Town Common took place with B.E.C. holding a craft of making necklaces to the children while they waited for Santa. There were 50-75 children in attendance. The scouts supplied hot cocoa and Li'l General donated holiday cookies.**

**Old Business:**

**1. Program Updates-**

**Computers were purchased and installed at both B.E.C. sites.**

**2. Financials–**

**Updated financials were reviewed by the Board noting the transportation budget was over due to increased costs.**

**3. Parent and Employee Handbook Changes-**

**The proposed drug and alcohol policy to be added to the Employee Handbook was read by Lisa Nault. Discussion took place by the B.E.C. Board regarding both the Parent and Employee Handbook changes. This item was tabled until next meeting.**

**New Business:**

**1. Christmas Programming-**

**Lisa Nault reviewed Christmas vacation schedule of B.E.C. hours are**

**December 24th open ½ day, December 25th closed, December 28th, 29th and 30th open full days and ½ day on December 31st. Tuesday the children will be going to the movie theatre. There was no free day offered this year for parent holiday shopping due to lack of participation.**

## **2. H1N1-**

**Callahan Elementary School children will be getting their H1N1 vaccines on December 8th. In the beginning of the outbreak, there were many parent phone calls. There have been no concerns of the H1N1 flu with the children in the program. All children have been vaccinated.**

## **3. State Inspection-**

**Lisa Nault stated both site inspections by the State of Rhode Island went well with no concerns. The State of Rhode Island recommended the B.E.C. program sign up for the Bright Stars program which is a rating system.**

**This program is where the parents can call in to rate the program. Kelly Cournoyer stated the Bright Stars program is scheduled to begin January 2010 but since there might be a fee involved, the site directors are awaiting more information. The program is run by Rhode Island Kids Count. It would benefit the parents and the program to know the program rating. The site directors will be attending a conference on the Bright Stars program on Wednesday, December 9, 2009. This information will be shared at the next B.E.C.**

## **Board of Directors meeting.**

**Kelly Cournoyer stated there is an ongoing issue regarding the number of children attending the middle school program versus the number of children actually attending the program is down to 5 children. The Attendance Report for the middle school ASAP program was shared with the Board. Currently the B.E.C. program is funding for two staff to be at the middle school program.**

**After the site directors had a discussion with the Parks and Recreation Director, it was recommended moving the middle school children to the Callahan site in January 2010. The Callahan Principal, Mr. Brissette, stated a separate area from the elementary school children for the middle school age children could be designated. This would allow for the necessity of having only one staff member required. The other current middle school staff person would then be assigned where needed.**

**Juliette Lopez-Recinos questioned what the benefit would be. Kelly Cournoyer stated this would avert hiring any new staff members at the elementary sites and would avoid the rental fee. Site Directors Kelly Cournoyer and Lisa Nault both stated there would still be a need for the summer middle school program since there are 20-30 children that enroll. If the attendees are enrolled in an afterschool sport, they will not be allowed to attend the middle school program. Dr. Van Dyke stated a vote could be taken. Juliette Lopez-Recinos**

recommended input from the middle school parents and the Parks and Recreation Director be sought before a final decision is made.

Town Council Liaison Kevin Heitke, Esq. stated the Town Council is preparing for the upcoming Goals and Objectives requests. He questioned whether a new building for the B.E.C. program is still a goal and objective of the program. The advantage of keeping the program in the school locations is avoiding the transportation issue. Site Directors Lisa Nault and Kelly Cournoyer stated the relocation to a new building would be a priority if the school department wanted to utilize the B.E.C. program's current school areas being utilized. The B.E.C. program currently pays \$5,000 per year for rent to the school department. Dr. Van Dyke stated it would benefit to having its own building versus looking like the B.E.C. program as being part of the school. Kelly Cournoyer stated as per a previous discussion with the Parks & Recreation Director regarding an addition to the Recreation Center, which would allow for a separate space as a main building for the B.E.C. program but would still run in the schools during the school year and then in the main building other times could be beneficial. Juliette Lopez-Recinos stated a separate building on the grounds of the Steere Farm Elementary School could be a possibility. By keeping the program at the school sites allows the children to attend other ongoing afterschool programs offered. Juliette Lopez-Recinos stated that at a prior Town Council meeting it was stated there is land owned by the town at the Steere Farm Elementary School site that could be acquired by the B.E.C. program. Liaison

**Kevin Heitke, Esq. mentioned the new Stillwater Mill site might be a possibility. This item will be discussed as part of the agenda at the next B.E.C. meeting.**

**4. B.E.C. Newsletter-**

**The December 2009 family Newsletter and Monday staff Memo was shared with the Board.**

**Juliette Lopez questioned how the new phone system is working to allow for calls to be directed to the appropriate staff. Both Site Directors Kelly Cournoyer and Lisa Nault stated the new system is working out great.**

**Meeting adjourned: Motion to adjourn at 7:30 p.m. by Juliette Lopez-Recinos. Seconded by Christine Hammond. Motion carried 3-0.**

**Next Meeting: Monday, March 1, 2010, 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**