



Burrillville Extended Care (BEC)  
Board of Directors  
Minutes  
December 5, 2011

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

- ✦ Meeting called to order-by Juliette Lopez-Recinos 6:36 p.m.
- ✦ Members Present-Juliette Lopez-Recinos , Dr. David Van Dyke, Town Council Liaison Kevin Heitke, Esq.
- ✦ Members Absent-, Jennifer Briere, Newt Steven
- ✦ Others Present: BEC Interim Assistant Director Lisa Nault and Interim Director Kelly Cournoyer; BEC Office Manager Shannon Murphy; Parks & Recreation Director, Cheri Hall

**Minutes** Accepting the minutes for the October 3 meeting tabled to next meeting for a quorum.  
Minutes will be accepted at the March 5 Meeting.

**Welcome:**

Juliette Lopez-Recinos welcomed all board members.

**Good and Welfare:**

None

**Old Business:**

1. **Financials** - Shannon Murphy passed out the financials to the board. Current budget shows net income of 169,000 and the Town has not been paid out yet. Once the Town charges Burrillville Extended Care benefits and wages we should have a profit of 14,000 for last fiscal year. The audit has been done for last fiscal year and should have it by next meeting. Cheri Hall mentioned the wages of 33,000 for the Parks and Recreation Director are taken out of the investment account and not out of the operating budget. Cheri Hall asked Shannon Murphy if the revenues are on target. Shannon Murphy that less than 1% of our revenues are in the rear. Shannon Murphy mentions that we are on target and with the \$25.00 late payment and asking families to add a different form of payment to their account. We are noticing the families staying on target with their balance. Dr. Van Dyke



questioned the uncategorized income line item which Shannon Murphy explained it was the collections of IGA receipts; the small amount goes back into the operating budget. Dr Van Dyke also questioned a transfer error from the Treasurer's Office of 1,831.98 which was collected in July. Kelly Cournoyer informed the board that she asked Shannon Murphy to add a line item for any money we receive from such as the Spooky House or any future events so we can use the money for them in the upcoming years.

2. **Burrillville Extended Care Reorganization-** Cheri Hall wanted to mention to the board that Mike Wood has put into place that Kelly Cournoyer is the interim Director of the Burrillville Extended Care program and Lisa Nault the interim Assistant Director. Mike will review the positions in June.
3. **Spooky House Night-** Lisa Nault explained the event, which was held for the families of Burrillville Extended Care Program. The event cost ten dollars for each family to come and decorate a haunted house at our center.. Cheri Hall asked how many families attended the event. Kelly Cournoyer informed the board that we had about thirty families.

#### **New Business:**

1. **Santa on the Town Common -** Kelly Cournoyer informed the board that Santa on the Town Common went very well and we had approximately 65-70 children. Kelly Cournoyer informed the board that there was another Holiday event going on in the town, so it was hard for families to decide which event they were going to take their children too. We made one hundred fifty cupcakes and frosting for the children to decorate. We also had a wish box and the children got to make a list for Santa and drop it in the wish box. We took complementary photos of the child with Santa. Kelly Cournoyer informed the board that we received help from the Harrisville Fire Department; for putting up the lights and transporting Santa; Christine Mulligan for donating the Santa costume; and Mike Dutilly from the fire department played Santa.



Shannon Murphy shared with the board that she thought Santa did a great job and she enjoyed seeing the families hanging around and enjoying hot chocolate and watching their children play. Kelly Cournoyer thanked Lisa Nault for the donation of lights for the Gazebo.

2. **After Care "After Hours"** - Lisa Nault mentioned to the board we are offering a new program for families in the Town of Burrillville. Parent/Teacher Conferences are offered twice throughout the school year. We have implemented a service that would allow the families to attend Parent/Teacher Conference while we watched the children at that time. It was also noted that Callahan and AT Levy had a good turnout. Kelly Cournoyer explained that it was hard for Steere Farm because it has its own space and we were tucked away, so no one knew we were there. Kelly Cournoyer mention that there are a few bugs we need to work out as far as the time of the conferences, i.e., those having two or more children scheduled at different times it seems the children are staying longer with us.
3. **Program Updates** - Lisa Nault explained that the enrollment is still steady and Shannon Murphy mention our enrollment is about one hundred fifty children. Juliette Lopez-Recinos asked if we have enough staff and Lisa Nault mentioned that staff is good and we are still receiving applications. Kevin Heike asked if there were populations that are not utilizing Burrillville Extended Care. Shannon Murphy stated that there are families who utilize their neighbors to take their child on and off the bus rather than paying for daycare, even though are rates are still low. There are low income families who do not qualify for state assistant and with the economy it's tough and the State is strict as far as who qualifies.



**Meeting adjourned:** Adjourned at 7:00 pm

**Next Meeting:** Monday March 5, 2011, 6:30 p.m., Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I

*Submitted by:*

*Lisa A Nault*

*Burrillville Extended Care Interim Assistant Director*

Approved