



Burrillville Extended Care (BEC)

Board of Directors

Minutes

October 1, 2013

Called to Order and Attendance/Review Agenda:

- Meeting called to order-by Juliette Lopez-Recinos (6:30 pm)
- Members Present-Juliette Lopez-Recinos , Dawn Williams, Laura Fontaine, Town Council John Pacheco
- Members Absent-. Newt Stevens
- Others Present: BEC Program Directors Kelly Cournoyer and Assistant Director Lisa Nault, Office Manager Shannon Murphy

Minutes of the June 3rd 2014 minutes to be accepted:

Laura Fontaine accepted the minutes; Dawn Williams second 2-0 motion passed

Correspondence:

Special Meeting held September 10, 2013 Motion accepted by Laura Fontaine second Dawn Williams. Kelly Cournoyer stated she sent the proposal to Dr. Palotta and he accepted the idea and his secretary wanted Kelly to send mailings you have been sending to Mary Karmozyn to the superintendant instead per her request. Whatever future mailing must go to their office. We may no longer have a school committee person on our board. They are requesting all of Mary Karmozyns papers go to the superintendant instead. Judy asked to send a letter to find out if she is going to be on the board. Kelly said she doesn't think she is stepping down but does not know for sure. John Pacheco said the should appoint someone else. Judy asked if rec committee made a new ruling about the school committee.

They are unsure if a member actually has to be present at the BEC meetings. Judy said the have the same issues with the rec committee and Kelly said it is the first she has heard of that. Judy is going to check into the issue before a letter is sent out. It was Mary Karmozyns request her mailings go to the superintendants office.

Good and Welfare:

1. BEC will be attending Burrillville Day. It will be held at the Farmers Market. They will have a booth set up from 9-12 with a harvest theme. Judy asked what they had going on for the fair and Kelly said they would have coloring pages and info on their program.

Old Business:

1. **Financials:** Kelly stated they ended the year with about a 4300.00 profit. John Pacheco said he thinks the year ended good and feels positive when programs make money. Judy asked if that was about the same amount they did last year. Kelly said the year before they finished in a loss because of the parks and rec salaries. No other issues or questions. John Pacheco asked how the program was going and Kelly said things were going good he also asked about the middle school kids coming over. Kelly said they had about 4 kids coming over due to the fact they started the program a little late. Kelly thinks when the 1st quarter report cards coming out that they may see an increase in attendance when parents see the grades come out. Kelly said it doesn't cost any extra money and the kids are doing fine. Judy asked about the summer program and Kelly said everything went well. John Pacheco asked why they didn't go to Spring Lake this summer before the problems they had. BEC met with rec committee in November and they were unsure about the building and if they were gonna rent out to families or the teen program and decided to sit back for the summer to see what happened and the kids were kind of bored with Spring Lake. Kelly said they will be going back there this summer. The kids get bored around July 4th and start to find other ways to amuse themselves. Kelly said they went to Wallum Lake and Breezy Acres, other beaches Fort Adams and the State House.

2. **Fall Registrations:** Shannon Murphy said they have about 137 families that are registered for the before/after program with a total of 172 children. She said the centers are pretty well balanced with 87 students at Steere Farm and 83 students at Callahan School. And they are still accepting registrations. Judy asked how many they can hold and Kelly stated they are licensed for 105 at Steere Farm and at 70 Callahan. Average of 65 to 75 kids on average is a good number. They have enough staffing and are looking for more staff and have not yet advertised. Kelly said they wanted to see where the numbers were at before advertising.

3. **New Rates:** Kelly said Mike had asked them to add the dollar (1\$) for the afternoon program. Shannon said it went from 12 dollars (12\$) to 13 dollars (13\$) Judy asked what time the afternoon program ran from and it goes from 3-6. The



middle school gets there at 2:50. Staff gets there at 2:45. No negative feedback from parents due to the increase.

New Business:

1. **Extending the program to 6th graders.** Judy asked how many kids are coming and Kelly said right now we have 4. Kelly said it doesn't cost them any money they just have a snack and do their homework. Kelly is still hoping with report cards coming out and the sports programs ending the attendance will rise. Kelly said at least starting it this year the program will already be in place for next year. Judy asked if they did any different activities with them but Kelly said by the time they get their homework done the parents are there to pick the up. Judy asked how it runs with the older kids being in the program with the younger kids.

2. **Budget 2014-2015.** Kelly said she brought the budget down to what they brought in this last fiscal year which was 400,000 so the budget this year is 407,000. Kelly said there are some things they may need to add when the ordinance and by laws are approved on for the stipend. Another item Mike wanted her to add were the inter governmental charges. Kelly asked Shannon to go over the past 5 years for Workers Comp and unemployment. John asked about the payroll taxes going up and Shannon and Kelly said it tends to fluctuate. Kelly said there is nothing big in dollar amounts. Kelly said if they want to make changes they can look over it now and make changes for the final budget.

3. **Stipend for Board Members.** Kelly had the ordinance that went before the Town Council. Kelly handed out the by laws to look at and discuss but we can't vote on them until the next meeting. Judy asked about the Special Meeting with Mike. There were certain days he could not meet. The stipend will come out of the BEC budget and will need to be voted on. It is not yet in the budget and Kelly will add it. Parents cannot credit their account with the stipend but will receive a check and can cash it and put towards their tuition. Louise and Mike went through the by laws and changed the days and how many times a year we meet.

4. **Special meeting with Mike** in November to discuss the bylaws. We will also meet in December. Judy asked if we have to meet in

December as well. Can we combine the meetings. Shannon thinks we need to have 2 separate meetings to vote. Judy wants to know why we need 2 separate meetings and Mike wanted Kelly to arrange a special meeting. Meeting with Mike on November 5th, 2013. Kelly will email Mike with the date. We will still have our December meeting. A draft of their annual report was handed out by Kelly. Judy would like to do something for the town like adopting a family. Kelly said they used to do it but BEC was told by Cheri they should not because it is a town run program. Judy was asked about it from an outside source and was curious why they didn't do it anymore. John had mentioned the food pantry at St. Patricks Church and the churches doing the giving trees. Kelly said they told Andrea they would help with Santa on the Town Common. BEC is not doing the Halloween event. They are willing to do a donation box. Someone asked Judy at Callahan if BEC was doing anything for the families. We discussed several options to look into to help a family or families with donations or a clothesline with mittens to pick from. Kelly will check with the school nurse about any families. They are having daycare for the Open House and Parent Teacher Conferences. Janet Lyons didn't want any kids at the open house and was willing to pay for the non BEC kids to go there. We did not have Janet pay for any kids due to us being neighbors. They only had about 9 kids that were not BEC kids. Callahan charged 1\$ to families. Lisa said they had about 30 kids attend. Laura Fontaine made a motion to adjourn and Dawn Williams second it.

Meeting adjourned: Adjourned at 7:00 pm

Next Meeting: Tuesday December 3, 2013, 6:30 p.m. Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

*Submitted by:
Dawn Williams
BEC Secretary*