



## Burrillville Extended Care Board of Directors

### *MINUTES*

**Regular Meeting** of the Board of Directors of Burrillville Extended Care (BEC) held on Tuesday March 7, 2017, at 6:30 PM in the Steere Farm Elementary School Library, 915 Steere Farm Road Pascoag, RI 02859

Meeting called to Order by Chairman Gregory Devlin at 6:32 p.m.

Members Present: Gregory Devlin, Dawn Williams, James Alix

Member Absent: Michael Dutilly

Others Present: Kelly Cournoyer, BEC Director  
Lisa Nault, Assistant BEC Director  
Shannon Murphy, Office Manager

- 1) Motion by Dawn Williams and second by James Alix to accept the minutes of the January 3, 2017, meeting and dispense with the reading of said minutes. Motion passed unanimously.
- 2) Public comment: None
- 3) Correspondence: Ms. Cournoyer shared with the board correspondence from two parents complimenting program staff for providing all-day care on an emergency basis when Austin T. Levy School was forced to close for a day on January 10, 2017, due to maintenance problems. Ms. Cournoyer noted, incidentally, that a similar problem occurred yesterday, March 2, 2017, at Steere Farm Elementary School, forcing staff to bus children to the Callahan site. She added that the police department's Colonel Lynch offered the use of the Municipal Courtroom if needed in the future.
- 4) Good and Welfare: None
- 5) Old Business to be considered and acted upon: None
- 6) New Business to be considered and acted upon:
  - a) Consider and act upon report of FYE 2016 Audit. No action was taken. The report was distributed to board members and its contents reviewed.
  - b) Consider and act upon report of FY 2017 Year-to-Date Financial Statement: Motion by James Alix and second by Dawn Williams to accept the report as submitted. Motion passed unanimously.
  - c) Inclement Weather Policy Review: The administrative team mentioned that several weeks ago, the school department announced an unusual two-hour delay to the start of school due to inclement weather. According to existing policy, the BEC program opened at its usual time. Only three students came at that early hour, however. Given the low turn-out, the administrative team wondered if it would be wise to change the policy so that the BEC would be on the same delay schedule as any announced school department delay. The ensuing discussion among those present focused on conducting a survey among

currently- enrolled families to better determine their needs in this regard. If necessary, this issue will be discussed again at a future board meeting. No formal action was taken at this time.

- d) Consider and act upon recommendation for registration schedule and rates for the 2017 Summer Program: The administrative team recommended (1) that the BEC program follow the same registration schedule as in previous years and (2) that fees for families remain the same as the current year's fees. Motion by James Alix and second by Dawn Williams to accept these two recommendations. Motion passed unanimously.
- 7) Motion to adjourn was made by James Alix and second by Dawn Williams. The meeting was adjourned at 6:54 p.m.

Respectfully submitted,

James H. Alix  
Secretary, BEC Board of Directors