



# Minutes

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**Regular Meeting** of the Board of Directors of Burrillville Extended Care (BEC) held on Tuesday, 3 September 2019, 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 6:30 PM

Members Present: Gregory Devlin, James Alix, Kristen Connelly, Michael Dutilly, Amanda Konnerth

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

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- 1) Motion made by Kristen Connelly and seconded by Amanda Konnerth to accept the minutes of the 2 July 2019 meeting and dispense with the reading of said minutes. The motion passed unanimously.
- 2) Public comment: None
- 3) Correspondence: None
- 4) Good and Welfare: None
- 5) Old Business
  - a) Discuss security updates at the Steere Farm Elementary School BEC site:

Ms. Cournoyer advised the board that work on the security updates has begun. The work is expected to be completed in October.
  - b) Discuss progress on opening the new, Austin T. Levy Elementary School site:

A representative of the licensing division of the Rhode Island Department of Children, Youth & Families (DCYF) came to inspect the program site today (3 September 2019) and indicated that approval of the license is all but certain. The administrators expect that the program site will be fully operational by the time of the next Board meeting in November.
- 6) New Business
  - a) Discuss report from administration regarding Year-to-Date Financial Statement:

Ms. Murphy noted that the Profit and Loss Statement does not yet reflect the most expensive item in the summer program, namely, payroll. She also noted that our auditor will be getting our financial documents for FYE 2019 this month. A motion was made by Michael Dutilly and seconded by James Alix to accept the report as submitted, and the motion passed unanimously.
  - b) Discuss report from administration regarding progress on registration for the Fall Program:

There are currently 201 children – representing 166 families – enrolled for the school-year program. Additional staff are being recruited at present, and so registrations continue to be accepted

c) Adding a full-time Site Coordinator position:

Administrators are thinking that, because the summer program has become increasingly robust and because a third program site will begin soon, they may need to add another supervisory position to the staff. The position would likely be for a site coordinator who would answer to the assistant director. A motion was made by James Alix and seconded by Michael Dutilly to ask administrators to draft a possible job description and to do a cost analysis for adding such a position. The motion passed unanimously.

d) Changing date of November 2019 Board meeting:

Due to the absence of a board member on the usual meeting date, a motion was made by James Alix and seconded by Michael Dutilly to change the meeting date to 13 November 2019 at 6:30 PM. The motion passed unanimously.

e) Election of officers:

As specified in the by-laws of the BEC Board of Directors, election of officers is conducted at the September meeting. James Alix nominated Michael Dutilly as Chair, and the nomination was seconded by Gregory Devlin. Michael Dutilly was elected chair by unanimous consent.

Michael Dutilly nominated James Alix as secretary, and the nomination was seconded by Gregory Devlin. James Alix was elected secretary by unanimous consent.

f) Michael Dutilly motioned to adjourn the meeting and James Alix seconded the motion. The motion passed unanimously, and the meeting was adjourned at 6:45 PM.

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