



MINUTES

Regular Meeting of the Board of Directors of Burrillville Extended Care (BEC) held on Tuesday September 6, 2016, in the Steere Farm Elementary School Library, 915 Steere Farm Road Pascoag, RI 02859

Meeting was called to order at 6:30 p.m. by Chairman Gregory Devlin

Members Present: Gregory Devlin, Dawn Williams, Stephen Mulcahey, Michael Dutilly, James Alix

Member Absent: None

Members Excused: None

Others Present: Kelly Cournoyer, BEC Director
Lisa Nault, Assistant BEC Director
Shannon Murphy, Office Manager
Michelle D. Bouchard, ex-officio member representing the Town Council

- 1) **Motion to accept the minutes** of the July 5, 2016, meeting and dispense with the reading of said minutes, to be considered and acted on. Motion made by Dawn Williams and seconded by James Alix. The motion was passed unanimously.
- 2) **Public comment:** None
- 3) **Correspondence:** email from Louise Phaneuf regarding the question of the town ordinance establishing eligibility for the BEC Program. A motion to receive and file the correspondence was made by Gregory Devlin and seconded by Dawn Williams. The motion was passed unanimously.
- 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) Director's report regarding
 - i) FY 2017 Year-to-Date Financial Statement: reviewed Profit-and-Loss statement

- ii) Summary of Summer Program 2016: Ms. Cournoyer showed board members some of the weekly newsletters that the Program sent to parents throughout the summer. Ms. Nault shared a sample of the comments received from parents on the end-of-summer satisfaction survey.
- iii) Fall School-Year Program
 - (1) Staffing: There are currently seventeen staff members. The program would like to employ several additional staff members on a part-week basis.
 - (2) Enrollment: currently, there are 187 students enrolled
- iv) Holiday and Vacation Schedule: Ms. Cournoyer distributed a list
- b) Consider and act on final draft of the employee handbook: Motion to accept the draft of the employee handbook as submitted and forward same to the town manager, Mr. Wood, for review by the town's labor attorney. Motion was made by Stephen Mulcahey and seconded by Gregory Devlin. The motion was passed unanimously.
- 7) **Motion to adjourn** was made by James Alix and seconded by Michael Dutilly. The meeting was adjourned at 6:44 p.m.