



MINUTES

Regular Meeting of the Board of Directors of Burrillville Extended Care (BEC) held on Tuesday January 26, 2016 at 6:30 PM in the Steere Farm Elementary School Library, 915 Steere Farm Road Pascoag, RI 02859

Meeting called to order at 6:31 p.m. by the Chair, Mr. Gregory Devlin

Members Present: Gregory Devlin, Dawn Williams, James Alix

Member Absent: Alyssa Iadarola

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) **Minutes:** Motion to accept the minutes of November 3, 2015 and to dispense with the reading of said minutes.
 - Motion by James Alix. Second by Dawn Williams.
 - Motion passed unanimously.
- 2) **Correspondence:**
 - a) Letter of resignation from Laura Fontaine, BEC Board member
 - Motion to accept Ms. Fontaine's resignation with regret and to send a letter on behalf of the Board thanking her for her service.
 - Motion by James Alix. Second by Dawn Williams.
 - Motion passed unanimously.
 - The Board discussed notifying Ms. Phaneuf, Town Clerk, of the vacancy and of the need for an alternate Board member. Chairman Devlin will contact Ms. Phaneuf.
 - b) Letter from James Alix, BEC Board member, regarding Parent Handbook
 - Motion to receive the letter and to table discussion till Item 5d of the agenda.
 - Motion by James Alix. Second by Gregory Devlin
 - Motion passed unanimously.
- 3) **Good and Welfare:**
 - a) Lisa Nault informed the Board that several parents wrote letters thanking the BEC staff for the "Parents Night Out" held on the evening of December 4, 2015. Staff members cared for children for several hours that evening so that parents could enjoy some time for themselves.
 - b) Kelly Cournoyer informed the Board of a grant for which she would like to apply on behalf of BEC. The Out-of-School Time Quality Improvement Grant would provide up to \$5000 toward the development of additional programming resources.

4) Old Business:

a) Officer positions:

- The Board had not yet formally elected a chairperson for the current year. James Alix nominated Gregory Devlin as chair. Mr. Devlin was elected chair by a unanimous vote.

5) New Business:

a) Fiscal Year 2016 current financials

- Shannon Murphy presented the Profit & Loss sheet for the year-to-date.
- Motion by Gregory Devlin to accept the document as submitted. Second by Dawn Williams.
- Motion passed unanimously.

b) Winter Recess:

- Students in the Burrillville School Department have two days of vacation in February, and so BEC staff will plan full-day activities on those days.
- No vote taken.

c) Summer 2016 Registration Dates & Rates:

- Shannon Murphy told the Board that in previous years, registration for the upcoming summer program took place from April 1 through the entire month. Late registrations were accepted from May 1 through the remainder of the month, and registration closed on June 1. Last year, fees for registration were \$35 per child, with a maximum of \$50 per family. The fee for a late registration was \$60 per child, with a maximum of \$75 per family. And the rate for each day at summer camp was \$33. The management staff recommended to the Board that registration dates and fees remain the same for the current year.
- Motion by James Alix to keep the dates and fees for this year the same as last year. Second by Gregory Devlin.
- Motion passed unanimously.

d) Updates to Parent Handbook:

- James Alix presented some observations on several discrepancies in the current edition of the BEC Parent Handbook.
- Based on the above-mentioned letter sent to the Board by Mr. Alix, Ms. Cournoyer drafted changes to the Handbook. She will forward copies of her draft to all Board members for review.
- Motion was made by James Alix and seconded by Gregory Devlin to postpone further discussion of proposed changes to the handbook till the Board's March meeting.
- Motion passed unanimously.

6) Motion to adjourn by Gregory Devlin. Second by James Alix. Upon a unanimous vote, the meeting was adjourned at 7:13 p.m.

7) Due to the anticipated absence of the Chair on March 1, the Board's next meeting will be on March 8, 6:30 p.m. at Steere Farm Elementary School.

Respectfully submitted,

James H. Alix, Secretary