



MINUTES

Regular Meeting of the Board of Directors of Burrillville Extended Care (BEC) held on Tuesday March 6, 2018, 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 PM

Members Present: Gregory Devlin, Dawn Williams, Kristen Connelly, 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 seconded by Kristen Connelly to accept the minutes of the January 2, 2018, meeting and dispense with the reading of said minutes. The motion passed unanimously.
- 2) Public comment: None
- 3) Correspondence: Chairman Devlin informed the Board that he had received a letter from our ex-officio School Committee representative, Ms. Silvia St. Pierre, that, due to scheduling conflicts, she will no longer be able to serve as the liaison.
- 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) Motion by James Alix and seconded by Dawn Williams to receive a report from the administration regarding the Year-to-Date Financial Statement. The motion passed unanimously.
 - b) Motion by Gregory Devlin and seconded by Dawn Williams to duplicate weather policy change made at our January meeting in the Parent Handbook into the Employee Handbook. The motion passed unanimously.[See attached note for the text of the change.]
- 7) Motion to adjourn by James Alix and seconded by Dawn Williams. The motion passed unanimously, and the meeting was adjourned at 6:40 PM.

Note for Minutes of March 6, 2018 meeting of the
Burrillville Extended Care Program

Old “Weather Events” policy in Employee Manual

Weather Events

The BEC Program monitors any weather-related delays, early-dismissals, or closings announced by the Burrillville School Department. **On days when School Department has a delayed opening, the BEC Program will open at its normal hour.** If the School Department dismisses students early, the BEC Program will remain open for two hours after dismissal. On days when School Department is closed, the BEC Program will also close (and, as mentioned above, hourly employees will be paid for half of their scheduled hours for that day).

Revised “Weather Events” policy in Employee Manual

Weather Events

The BEC Program monitors any weather-related delays, early-dismissals, or closings announced by the Burrillville School Department. **On days when the School Department delays opening by two hours, the Program will open one hour later than normal. On days when the School Department delays opening by one hour, the Program will open on its normal schedule.** If the School Department dismisses students early, the BEC Program will remain open for two hours after dismissal. On days when School Department is closed, the BEC Program will also close (and, as mentioned above, hourly employees will be paid for half of their scheduled hours for that day).