



# Minutes

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**Regular Meeting** of the Board of Directors of Burrillville Extended Care (BEC) held on Tuesday, December 3, 2019, in the Steere Farm Elementary School Library, 915 Steere Farm Road Pascoag, RI 02859

Meeting called to order by chairman Michael Dutilly at 6:35 PM

Members Present: James Alix, Michael Dutilly, Amanda Konnerth

Member Absent: Gregory Devlin

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

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- 1) Motion by James Alix and seconded by Amanda Konnerth to accept the minutes of the September 3, 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:** Board member James Alix announced that he would be resigning from the Board effective December 31, 2019, due to personal reasons.
- 5) **Old Business** to be considered and acted upon
  - a) **Discuss security updates to the Steere Farm Center:** Director Cournoyer informed the Board that the security updates are nearly complete. The one significant item that remains to be completed is the fire-door closure, and this is expected to be finished before the end of the month.
  - b) **Discuss roll-out of the BEC's third site at the A.T. Levy Elementary School:** Assistant Director Nault told Board members that this new program-site, operational since early November, has launched very smoothly. Because the approximately 35 students at this site are the youngest of all BEC students, the other two sites now hold the older students, and these two existing sites have adjusted well to the change of student ages. The Callahan School and the Steere Farm School sites each have approximately 35 students at this time.
  - c) **Discuss possible addition of a new, full-time program coordinator:** As requested at the Board's September meeting, the administrators produced a draft job-description and salary projections. A motion was made by James Alix and seconded by Amanda Konnerth to accept the proposed draft but with the addition of a statement to the effect that this staff person will be supervised by the assistant director and a slight change in the punctuation in the first paragraph under "Minimum Qualifications." The motion passed unanimously. Regarding salary recommendations for this staff position, a motion was made by James Alix and seconded by Amanda Konnerth to recommend a wage between \$16/hr and \$21/hr. The motion passed unanimously.

- 6) New Business to be considered and acted upon:
- a) ***Receive report from administration regarding Year-to-Date Financial Statement.*** A motion was made by James Alix and seconded by Amanda Konnerth to receive and file the report. The motion passed unanimously.
  - b) ***Discuss proposed budget for FYE 2021:*** A motion was made by James Alix and seconded by Amanda Konnerth to accept the proposed budget as presented. The motion passed unanimously.
  - c) ***Receive information from administrators regarding***
    - i) ***an upcoming active-shooter drill:*** no action needed
    - ii) ***updates to the Steere Farm School playground equipment:*** no action needed. Ms. Cournoyer noted that the Parent Teacher group that is spear-heading the playground project may later approach the BEC Board of Directors regarding a contribution to the effort
- 7) The meeting adjourned at 7:20 PM upon a motion by James Alix and second by Amanda Konnerth and a unanimous vote of the Board.