



Burrillville Extended Care (BEC)  
Board of Directors  
Minutes July 7th, 2015  
\*\*\*\* REVISED \*\*\*\*

Called to Order and Attendance/Review Agenda:

Meeting called to order-by Greg Devlin @ 6:30pm

Members Present- Dawn Williams, Greg Devlin, Laura Fontaine

Members absent:

Members Excused: Alyssa Iadarola

Others Present- BEC Director Kelly Cournoyer  
Assistant Director Lisa Nault  
Office Manager Shannon Murphy  
Town Council Liason Michelle Bouchard  
Sylvia StPierre

New Members: James Alix

Minutes of May 5th 2015 to be accepted:

Dawn Williams accepted the minutes Laura Fontaine second 4-0  
motion passed

Correspondence:

None

Good and Welfare:

Shannon received an email from a parent complimenting one of their  
staff members, Miss Chelsea.

Old Business:

Financials: Fiscal year 2015/2016 budget waiting approval

Financials: Fiscal year 2015 adjustments

Still need to be made by auditor

Budget: Shannon said the unofficial profit of \$88,602.07

2015 summer program registration: A total of 136 families using the  
summer program with a total of 167 children enrolled. Program is almost at  
capacity with a total of, 75 kids on Monday, 90 kids on Tuesday, 105 kids on  
Wednesday, 95-100 kids on Thursday and 80-105 kids on Fridays. Activities are

Tuesday and Thursday are Spring Lake days, Wednesday is the field trip day and Monday and Fridays are on-site days.

**Therapeutic Child Care:** Lisa talked about having 4 children enrolled in the program through CEDARR.

**2015-2016 School year before/after school registration:** Greg asked how the registrations were going; Shannon said it has been very slow but will pick up once the school year comes closer. We currently have 26 families with 32 children attending. Reminders will be sent out by August 1<sup>st</sup> so Lisa and Kelly can get the staffing and numbers together. Middle school grades 6<sup>th</sup> and 7<sup>th</sup> can attend until the age of 13.

#### New Business:

**Write off of uncollected debt.** Total of \$4,275.55 as of June 30, 2015 over 2 years old since the new policy for parent's payment has changed. Dawn motioned to write off the uncollected debt Laura second the motion. Motion passed with no objection 4-0.

**Fiscal year 2016 current financials:** Fiscal year just started 7 days ago a profit of 7112.36 week one due to some tuition and a field trip.

**Special meeting for 2017 budget review:** Shannon said in the past the budget needs to be presented and submitted by January 1<sup>st</sup> and we would not meet before that. Usually the adjustments are done in January and would like to see if she could meet with us sooner and have 1 more additional meeting to see what the numbers would be.

**BEC Junior mentoring program:** Kelly is looking for ways to better the program to have 6th graders help with special tasks that need to be done. There are currently six staff members that attended the program and now have returned to work at BEC. She would like to get a program started in September. This would give them more responsibility and not seem like a day care. They would need to apply and only a certain number of kids would be allowed in the program. A meeting prior to go over the responsibilities and what is required of them. They are thinking 8 kids would be a good number to start with 4 at each site. Sylvia said maybe a recommendation from at least one teacher would be a good idea.

**Pay Bracket increase for staff/lead staff:** Kelly proposed a .60 cent increase. It would have a \$6,240.00 per year impact. Jim made a motion to raise the new hires to \$9.60 per hour increase, Laura second the motion no objection, motion approved 4-0. Sylvia made a motion to raise staff wages to Staff: \$9.60-\$11.00 per hour and Asst. Supervisor: \$11.00-\$12.60 per hour and Supervisor: \$12.60-\$14.20. Dawn second<sup>st</sup> the motion with no

objections motion approved 4-0. People with experience could be hired at a higher rate.

Meeting adjourned: Adjourned at 7:30pm Jim Alix motioned to adjourn and Laura Fontaine seconds the motion with no objections. Motion passed 4-0.

**Next Meeting:** Tuesday September 1st @ 6:30 p.m.  
Steere Farm Elementary School Library  
915 Steere Farm Road, Pascoag, R.I.

*Submitted by:  
Dawn Williams  
BEC Secretary*

APPROVED