

New Durham Parks and Recreation Meeting Minutes May 8, 2013, New Durham School

Call to Order at 6:35 PM

Attendance: Kristyn Bernier, Cot Veisel, Marcia Berry, Sherri Brulotte, Jennifer Nyman, Kellie Chase, Laura McCarthy

No Public Input

CKC Director's Report: Bus driver situation is settled for the summer program, with the driver's pay being \$13.00 an hour. This will result in fewer hours for the bus driver as the cost has to be passed on to the families, so Laura is cutting back accordingly. Summer trip to York's Wild Kingdom has been approved for booking as long as no money needs to be deposited. The entire cost per child is anticipated to be approximately \$21.00 pp.

Office supplied approved for time card machine ink and end of the year snacks.

Recreation Director's Report:

Ballfields – the swing has been fixed, fertilizer spread, benches repaired, guard rails being purchased – all through the highway department. Special thanks to Mike Clark and his crew for giving their assistance.

Numerous parent and coach issues with softball/baseball this year. Coached need to be reminded what "fair play" is per the ND Mission Statement. Kellie did not hand the statement out to everyone, and she was reminded that this document must go out every season as it outlines the expectations of all participants, coaches and parents. The issues arising stem from no one being reminded of the mission statement. Kristyn asked Kellie to email it out to all coaches ASAP and to ask them to email it to every parent on their team. The parent issues are several parents coaching on the sidelines, with one being told repeatedly that it is a distraction and disrespectful to coaches and athletes. Another parent was advised that if she had complaints about her child not getting enough advancement in practice that she was more than welcome to volunteer her time to help – she declined. Another coach had a parent send him an anonymous letter. Kellie was advised to remind coaches that if there is an issue, that PRC and

Kellie cannot deal with it if we are not told about the problem. Kristyn advised the group that she had responded to one coach who had written an out of line email to Kellie, and that he has since apologized to Kellie for his actions. Parents and coaches need to be reminded that this is about the children and not about the adults.

The “donkeys” are in to do a fundraiser similar to the flocking of last year.

Kellie handed out her Celebrate ND Day wish list and asked how much she could spend. The event will easily be \$10,000 to pull off given the events for Friday and Saturday. Kellie was advised that she could line up the items she is requesting keeping it all under \$10,000.00. She was told that all fundraised, donated and sponsored monies will go back into revolving to re-pay what comes out of revolving for the event. Kellie was hoping that any additional monies could be added to the allotment, and she was told that the money needs to be replenished or the fund would deplete quickly.

Dot advised the group that the school is looking into an after school program grant that would be run by volunteers a couple of days a week for homework and activities. There is concern of how this will impact afternoon CKC attendance.

The CKC parent contract was reviewed and final amendments made.

Laura expressed some opinions about allowing parents to bring in monies a day or two later than the Monday requirement. She was told that the payment must come in on the first day of the week that the child comes in for services. She was also told that no amendments are to be made on a parent’s contract regarding days billed by her, and that all billing changes must go through Carol in writing.

Kristyn advised that the commission will be putting a confidentiality policy in place for all staff. This will include that no family situation, child issues, financials or other personal information will be disclosed or discussed for any reason with anyone outside of the program. This also covers the disclosure of any financial or policy information about the Recreation or CKC Programs. Both directors were advised that if anyone has programmatic questions, financial questions or policy questions, they are to be directed to the Commission only. This will prevent any erroneous information being passed forward or false interpretation of information. Both directors acknowledged that this is in effect immediately.

Budget items were reviewed. Kellie advised that a selectman was asking the town administrator when a certain project would be completed, and Kristyn advised Kellie that the TA is to direct all inquiries about Rec and staff to the commission directly, as we are the supervisors of all Recreation staff. This avoids micromanaging or having an employee feel as though they answer to too many individuals.

Three candidates are interested in commission seats, however no one has submitted a formal intent.

Kristyn Bernier made the motion to go into non-public session per RSA 91-A:3 c, e for the purposes of discussing staff issue, coach issues and any CKC child confidential information. Dot Veisel seconded the motion. Roll call with all aye. Non-public session began at 10:15PM.

An issue with a coach and specific parent issues and solutions were discussed.

A personnel issue and was discussed and contract reviewed to clarify time off and leave hours.

Non-public session ended at 10:50PM

The next scheduled meeting is May 29, 2013 for a Celebrate ND Day work session, with the next PRC meeting to be held on June 20, 2013. Both at 6:30PM.

Respectfully submitted.

Kristyn Bernier, Chair