

**YSB-LPC Advisory Board Meeting Minutes**

**March 20, 2024**

**Voluntown Elementary School**

*(Held virtually via Zoom at 5:00 p.m.)*

**Members of Voluntown Youth Service Bureau Advisory Board and the Local Prevention Council (LPC): Alcohol, Tobacco, and Other Drug Abuse Prevention (ATODA):**

**Members Present:**

Adam S. Burrows (Superintendent and YSB-LPC Secretary)

Diana Ingraham (YSB-LPC Chairperson)

Jo-Anne Weir (VES Teacher)

Rachel Ricard (Parent)

**Members Absent:** Jen Koczan (PTO), Paula Grillo (Business Proprietor), Christopher Wilson (Vice Chair and BOE Member)

**Student Representatives Absent:** Autumn Kelly (HS Student), and Steven Steniger (HS Student)

**Also Present:** Melinda Bryan (YSB Director) and Dee Dee Jackman (YSB Clerk)

**CALL TO ORDER:** Chairperson Diana Ingraham called the meeting to order at 5:01 p.m.

**SERAC:** A list of upcoming training programs, all available on [www.SERAC.org](http://www.SERAC.org), were provided to the Board.

**YSB-LPC ADVISORY BOARD MEMBERSHIP:** Due to quorum difficulties in the past, student members are assigned as “Student Representatives” instead of “voting members.”

**REVIEW MINUTES:** The minutes to the 2/21/24 meeting was provided.

*Motion (3/20/24) was made (Burrows/Weir) to approve the 2/21/24 YSB-LPC Meeting Minutes as presented. All in favor; motion passed.*

**BUDGET REPORT:** The budget report reflected an anticipated funding balance of \$14,664.22 and an available balance of \$13,870.91. Mr. Burrows reported that YSB spent roughly \$30,000 for the fiscal year, which shows how much this program has grown over the years. These funds were spent utilizing the collections account, donations, matching funds, and grants. Mr. Burrows thanked Melinda for her hard work and also Darlena Loranger, Executive Assistant to the Superintendent, for her assistance in YSB reports and budgeting. Melinda stated that she may need to do more fundraising next year for additional funding for programs.

*Motion (3/20/24) was made (Burrows/Weir) to approve the Budget Report as presented. All in favor; motion passed.*

**REPORT BY THE YSB DIRECTOR:** *(by Melinda Bryan)*

**Nursing Staff:** Needed during the STEM Program to be held on March 18, 25, April 1 and 15, 2024.

*Motion (3/20/24) was made (Weir/Ricard) to approve paying Terry Quintas 1 hour per day for 4 days total as Nursing Staff during the STEM Program. All in favor; motion passed.*

**Screen-Free Week:** To be held in May. Rock wall rental on Friday, May 10, 2024.

*Motion (3/20/24) was made (Burrows/Weir) allocate \$1525.00 to hire Interactive Events for a rock wall during Screen-Free Week. All in favor; motion passed.*

**Under the Big Top:** A juggling and balloon show for Preschoolers and their families. Paid for by both VES and YSB. Melinda shared there was a great turnout for this program (about 50 people) and that the performer did an excellent job entertaining both the children and adults.

*Motion (3/20/24) was made (Burrows/Ricard) to allocate \$200 towards the Under the Big Top presentation and up to \$25 for pizza. All in favor; motion passed.*

**Ski Trip:** This trip was cancelled due to inclement weather.

*Motion (3/20/24) was made (Weir/Ingraham) to approve paying Alyson Paige 2 hours for her time in both organizing and cancelling the Ski Trip reservations. All in favor; motion passed.*

**Unknown-Let's Talk about Vaping:** An informative presentation by SERAC will be held on March 25<sup>th</sup> at 6:00 p.m. The YSB will provide light refreshments.

*Motion (3/20/24) was made (Weir/Burrows) pay Amy Suffoletto a stipend of \$150 for her time at the SERAC "Unknown-Let's Talk about Vaping". All in favor; motion passed.*

Melinda attended the monthly Directors meeting.

**DCF PRIORITIES/JUVENILE REVIEW BOARD:** No communications were received.

**OTHER:** Mr. Burrows noted that he is drafting 23/24 evaluations for the following: YSB Director, YSB/LPC Board, and other people (paid or volunteer) who support the work of the YSB/LPC Board. Melinda will complete the online Dillinger Assessment survey. Diana has submitted her response to the survey as well.

Future Virtual YSB-LPC meeting dates are on the following Wednesdays at 5:00 p.m.: 4/17, 5/15, and 6/19/24.

Agenda Items for the next meeting will include the following: Approve Minutes; Budget Report; YSB Director's Report, and the YSB Director's Evaluation for 23/24 and Director's Contract for 24/25, YSB/LPC Evaluation for 23/24.

**ADJOURNMENT:**

The meeting adjourned at 5:17 p.m.

*Respectfully submitted by Dee Dee Jackman (YSB-LPC Clerk) and Adam S. Burrows (Superintendent and YSB-LPC Secretary)*