

# **YOUTH COMMISSION**

**PRO-ACCESS TEEN CENTER**

**1 SCHOOL STREET**

**December 17, 2015**

**6:45 PM**

**SPECIAL MEETING**

## **MINUTES**

**PRESENT:** Chairman, Kristin Nauheimer, Members: Lisa Bergh, Rob Deletis, Kristin Riolo, Rob Stowell, Cassidy Quinn, Student Advisory Chairperson and Ariana Leggio, Ex-Officio Teen Member.

Also present: Director, Hilda Valdespino, Assistant Director, Claudia Fortunato, and First Selectman Matthew S. Knickerbocker.

Absent: Mike Moles, and Bob Korin,

Chairman Kristin Nauheimer called the meeting to order at 6:45 PM.

Kristin introduced First Selectman Knickerbocker to the Commission and explained that due to Hilda's resignation as Director for the Teen Center scheduled for January we had asked the First Selectman to advise as to what the next steps would be. First Selectman Knickerbocker inquired about the focus groups and what the status is regarding this. Hilda shared that there were 91 respondents. She went on to explain attendance and participation, hours, programs, etc. of the Teen Center.

The next subject up for discussion was the finances and management of running the Teen Center as an independent contractor. The current hours the center is open are Wednesdays from 2:30-6, Thursdays 7:00 PM or 6:00 PM till 9:00 PM, and Fridays 7:00 PM - 11:00. Trips and programs are held in addition to the hours the center is open.

First Selectman Knickerbocker wondered why the position was contracted out instead of a town employee; given the added expense. He suggested the Youth Commission discuss improvements and suggestions moving forward and create a hiring committee. In order to prevent a lag time between Directors, Matt mentioned

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TOWN OF BETHEL  
TOWN CLERK

the possibility of appointing an interim director. Mr. Knickerbocker stated he would be contacting the Town Comptroller and the Human Resource Director to discuss the future position and to advertise it as soon as possible.

First Selectman thanked the Commission for its time and departed at 7:35 PM.

**APPROVAL OF MINUTES:** Rob Deletis made a motion to approve the minutes of the meeting of November 17, 2015. That motion was seconded by Lisa Bergh. Vote taken, motion approved. Kristin Riolo abstained.

Rob Stowell made a motion to approve the minutes of December 8, 2015 Special Meeting. That motion was seconded by Lisa Bergh. Vote taken, motion approved. Kristin Riolo abstained.

**DIRECTORS REPORT:** Hilda Valdespino presented the Directors Report (see attached)

**DIRECTORS FINANCIAL REPORT:** Hilda presented the financial report for October and November (see attached).

**CONSIDERATION OF 2016 MEETING SCHEDULE:** Rob Deletis made a motion to accept the second Tuesday of each month, with the exception being November 15th in place of November 8<sup>th</sup>, 2016 due to it being Election Day. That motion was seconded by Kristin Riolo. Vote taken, motion approved.

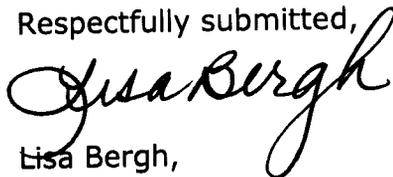
Hilda wanted to stress to the Commission how important she feels it to be that the Student Advisory Committee stay active.

Rob Deletis made an announcement that he may be resigning in mid February-March. He will keep the Commission informed.

**ADJOURN:** Rob Deletis made a motion to adjourn; the motion was seconded by Kristin Riolo. Vote, all in favor, motion unanimously approved.

Meeting adjourned at 8:00 PM.

Respectfully submitted,



Lisa Bergh,

Recording Secretary

Teen Center Director Report

December 14, 2015

Prepared by: Hilda Maria Valdespino and Claudia Fortunato, Bethel Teen Center Director & Assistant Director

1. Membership Update:

Grade	Nov. 2015		Total	Oct. 2015 (last report)	Reporting Oct. 2014 total #s because there was no meeting held in Nov. 2014)
	New Paid Members	Renewal Members			
7	24		24	25	15
8	8	7	15	17	12
Freshman	2	4	6	7	14
Sophomore	1	2	3	1	13
Juniors		4	4	2	17
Seniors		2	2	2	10
Outgoing Seniors					
Totals	35	19	54	54	81

2. Program Attendance (see report below)

3. Program Discussion

3. Needs Assessment Update

4. Finance Report

**Nov. 16 – Dec. 11 PRO ACCESS ACTIVITY REPORT**

	Activity	Date	Number attended	Comments
1	Wed. – After school	Nov. 18	3	
2	Fri night – Record breaking night	Nov. 20	5	
3	Open Gym	Nov. 20	5	
4	Wed. – After School	Dec. 2	4	
5	Thurs. night	Dec. 3	0	No show for caroling playlist
6	Fri. night	Dec. 4	1	
7	Open Gym	Dec. 4	3	
8	Wed. –Decorate	Dec. 9	2	
9	Thurs. – Caroling Play List	Dec. 10	2	
10	Fri. – Games and...	Dec. 10	8	
11	Open Gym	Dec. 10	8	
Total of 41 participants served with 11 programs for an average of 4 participants per program.				
Same time period in 2014, 102 members served with 10 programs for an average of 10 participants per program.				
NOTE: Open Gym average was 20 participants in two sessions.				

Pro Access Usage by other groups year to date:

Month	Program	Days Used	Average # of students seen
November	Tutoring	19	3 students
November	Transition	1	Used by an average of 8 professionals serving an average of 8 students.

**Inspired Learning, LLC**  
**Pro Access Report**  
 October 2015

	Pro Access	TOTAL	
<b>Income</b>			
Consulting Income		0.00	
Bethel Teen Center	5,500.00	5,500.00	
<b>Total Consulting Income</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	
Program Income		0.00	
Candy	276.00	276.00	
Friday Night Pizza	90.00	90.00	
Lake Compounce	400.00	400.00	
Thursday Nights	140.00	140.00	
<b>Total Program Income</b>	<b>\$ 906.00</b>	<b>\$ 906.00</b>	
<b>Total Income</b>	<b>\$ 6,406.00</b>	<b>\$ 6,406.00</b>	
<b>Gross Profit</b>	<b>\$ 6,406.00</b>	<b>\$ 6,406.00</b>	
<b>Expenses</b>			
Computer & Internet Expenses		0.00	
Computer Repairs	131.30	131.30	<i>printer issues and blacking out</i>
Computer Software	72.24	72.24	<i>best buy and quickbooks</i>
Website	175.00	175.00	<i>wordpress maintenance and hosting</i>
<b>Total Computer &amp; Internet Expenses</b>	<b>\$ 378.54</b>	<b>\$ 378.54</b>	
Insurance		0.00	
Liability Insurance	631.20	631.20	<i>2 months + new policy premium</i>
<b>Total Insurance</b>	<b>\$ 631.20</b>	<b>\$ 631.20</b>	
Internet Expense	162.35	162.35	<i>Comcast</i>
Marketing/Advertising/Networkin	85.98	85.98	<i>Constant Contact/Images/Shark Tank Press Release</i>
Payroll Expense		0.00	
Director's Salary	3,517.00	3,517.00	
Employer Taxes	51.76	51.76	
Payroll Service Fee	60.00	60.00	
Wages	510.00	510.00	
<b>Total Payroll Expense</b>	<b>\$ 4,138.76</b>	<b>\$ 4,138.76</b>	
Printing and Reproduction	265.88	265.88	<i>Bethel Printing, summer/fall calendars</i>
Professional Fees		0.00	
Bookkeeping Services	300.00	300.00	<i>two months</i>
<b>Total Professional Fees</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	
Program Expense		0.00	
Focus Groups	68.32	68.32	
Games	103.36	103.36	
Halloween Activity	142.16	142.16	
Ice Cream	37.40	37.40	
Lake Compounce	767.51	767.51	
Movie	16.57	16.57	
Refreshments	49.28	49.28	
Thursday Night Programs	255.79	255.79	
<b>Total Program Expense</b>	<b>\$ 1,440.39</b>	<b>\$ 1,440.39</b>	
<b>Total Expenses</b>	<b>\$ 7,403.10</b>	<b>\$ 7,403.10</b>	
<b>Net Operating Income</b>	<b>-\$ 997.10</b>	<b>-\$ 997.10</b>	
<b>Net Income</b>	<b>-\$ 997.10</b>	<b>-\$ 997.10</b>	

**Inspired Learning, LLC**  
**Pro Access Report**  
November 2015

	<u>Pro Access</u>	<u>TOTAL</u>	
<b>Income</b>			
Consulting Income		0.00	
Bethel Teen Center	5,500.00	5,500.00	
<b>Total Consulting Income</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	
Membership Dues	250.00	250.00	
Program Income		0.00	
Friday Night Pizza	75.00	75.00	
Lake Compounce	225.00	225.00	
Open Gym	97.00	97.00	
Premier Movie Credit	129.36	129.36	
<b>Total Program Income</b>	<b>\$ 526.36</b>	<b>\$ 526.36</b>	
<b>Total Income</b>	<b>\$ 6,276.36</b>	<b>\$ 6,276.36</b>	
<b>Gross Profit</b>	<b>\$ 6,276.36</b>	<b>\$ 6,276.36</b>	
<b>Expenses</b>			
Computer & Internet Expenses		0.00	
Computer Software	40.35	40.35	<i>Quickbooks online</i>
<b>Total Computer &amp; Internet Expenses</b>	<b>\$ 40.35</b>	<b>\$ 40.35</b>	
Internet Expense	162.34	162.34	<i>Comcast</i>
Marketing/Advertising/Networkin	47.99	47.99	<i>Constant Contact/Image</i>
Payroll Expense		0.00	
Director's Salary	2,286.00	2,286.00	<i>(short \$1231)</i>
Wages	1,148.09	1,148.09	
<b>Total Payroll Expense</b>	<b>\$ 3,434.09</b>	<b>\$ 3,434.09</b>	
Program Expense		0.00	
Games	14.75	14.75	
Movie	16.57	16.57	<i>Netflix</i>
Movie Night	141.12	141.12	<i>Hunger Games Movie Premier</i>
Thursday Night Programs	28.79	28.79	
<b>Total Program Expense</b>	<b>\$ 201.23</b>	<b>\$ 201.23</b>	
<b>Total Expenses</b>	<b>\$ 3,886.00</b>	<b>\$ 3,886.00</b>	
<b>Net Operating Income</b>	<b>\$ 2,390.36</b>	<b>\$ 2,390.36</b>	
<b>Other Income</b>			
Fundraising Income		0.00	
Stars of Bethel	80.00	80.00	
<b>Total Fundraising Income</b>	<b>\$ 80.00</b>	<b>\$ 80.00</b>	
<b>Total Other Income</b>	<b>\$ 80.00</b>	<b>\$ 80.00</b>	
<b>Net Other Income</b>	<b>\$ 80.00</b>	<b>\$ 80.00</b>	
<b>Net Income</b>	<b>\$ 2,470.36</b>	<b>\$ 2,470.36</b>	

Wednesday, Dec 16, 2015 01:25:58 PM PST GMT-5 - Accrual Basis

12/16/2015

Report: Transaction Report

# Inspired Learning, LLC

## TRANSACTION REPORT

January 1 - December 16, 2015

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
<b>Fundraising Income</b>								
<b>Stars of Bethel</b>								
03/19/2015	Deposit			Stars of	Fundraising Income:Stars of Bethel	Bethel Teen Center Checking	250.00	250.00
05/18/2015	Deposit				Fundraising Income:Stars of Bethel	Bethel Teen Center Checking	100.00	350.00
06/08/2015	Deposit				Fundraising Income:Stars of Bethel	Bethel Teen Center Checking	300.00	650.00
11/06/2015	Deposit			DEPOSIT	Fundraising Income:Stars of Bethel	Bethel Teen Center Checking	80.00	730.00
<b>Total for Stars of Bethel</b>							<b>\$730.00</b>	
<b>Total for Fundraising Income</b>							<b>\$730.00</b>	
<b>TOTAL</b>							<b>\$730.00</b>	

12/16/2015

Report: Transaction Report

# Inspired Learning, LLC

## TRANSACTION REPORT

January 1 - December 16, 2015

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
<b>Fundraisers</b>								
<b>Stars of Bethel</b>								
04/15/2015	Expense		Vision Designs		Fundraisers:Stars of Bethel	Bethel Teen Center Checking	302.15	302.15
09/23/2015	Expense		Dollar Tree	CK CRD PIN PURCHASE 09/23/15 DOLLARTREE BETHEL CT 7884	Fundraisers:Stars of Bethel	Bethel Teen Center Checking	31.98	334.13
09/23/2015	Expense		Dollar Tree	CK CRD PIN PURCHASE 09/23/15 DOLLARTREE BETHEL CT 7716	Fundraisers:Stars of Bethel	Bethel Teen Center Checking	2.13	336.26
09/25/2015	Expense		Sue Lohle	Costco Food for Stars	Fundraisers:Stars of Bethel	Bethel Teen Center Checking	80.12	416.38
<b>Total for Stars of Bethel</b>							<b>\$416.38</b>	
<b>Total for Fundraisers</b>							<b>\$416.38</b>	
<b>TOTAL</b>							<b>\$416.38</b>	

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net. \$404.62

# Inspired Learning LLC

## Payroll Summary - Claudia Fortunato 2014

Date	Name	Net Amt	Hours	Taxes Withheld	Total Deductions	Total Pay	Employer Taxes	Total Cost	Check Num
12/19/2014	Claudia Fortunato	\$695.88	56.5	\$264.62	\$0.00	\$960.50	\$91.72	\$1,052.22	1903
11/13/2014	Claudia Fortunato	\$569.42	44.5	\$187.08	\$0.00	\$756.50	\$72.25	\$828.75	1902
10/17/2014	Claudia Fortunato	\$470.22	36.25	\$146.03	\$0.00	\$616.25	\$58.85	\$675.10	
09/17/2014	Claudia Fortunato	\$450.27	34.5	\$136.23	\$0.00	\$586.50	\$56.01	\$642.51	
08/11/2015	Claudia Fortunato	\$1,766.65	\$152.25	\$821.60	\$0.00	\$2,588.25	\$247.18	\$2,835.43	
07/16/2015	Claudia Fortunato	\$2,198.14	\$191.50	\$1,057.36	\$0.00	\$3,255.50	\$326.81	\$3,582.31	
06/17/2014	Claudia Fortunato	\$693.21	56.25	\$263.04	\$0.00	\$956.25	\$97.06	\$1,053.31	
05/21/2014	Claudia Fortunato	\$526.45	41	\$170.55	\$0.00	\$697.00	\$70.74	\$767.74	
04/11/2015	Claudia Fortunato	\$787.04	\$59.25	\$220.21	\$0.00	\$1,007.25	\$102.24	\$1,109.49	
03/19/2015	Claudia Fortunato	\$325.28	\$22.00	\$48.72	\$0.00	\$374.00	\$37.97	\$411.97	
02/11/2015	Claudia Fortunato	\$620.51	\$43.25	\$114.74	\$0.00	\$735.25	\$74.62	\$809.87	
01/15/2014	Claudia Fortunato	\$487.90	\$34.00	\$90.10	\$0.00	\$578.00	\$58.67	\$636.67	
<b>Totals</b>		<b>\$9,590.97</b>	<b>771.25</b>	<b>\$3,520.28</b>	<b>\$0.00</b>	<b>\$13,111.25</b>	<b>\$1,294.12</b>	<b>\$14,405.37</b>	

## Payroll Summary - Claudia Fortunato 2015

Date	Name	Net Amt	Hours	Taxes Withheld	Total Deductions	Total Pay	Employer Taxes	Total Cost	Check Num
12/14/2015	Claudia Fortunato	\$364.11	27	\$94.89	\$0.00	\$459.00	\$43.83	\$502.83	1903
11/17/2015	Claudia Fortunato	\$563.87	44	\$184.13	\$0.00	\$748.00	\$71.44	\$819.44	1902
11/17/2015	Claudia Fortunato	\$584.22	45.75	\$193.53	\$0.00	\$777.75	\$78.74	\$856.49	1901
10/07/2015	Claudia Fortunato	\$398.42	30	\$111.58	\$0.00	\$510.00	\$51.76	\$561.76	
08/21/2015	Claudia Fortunato	\$456.74	35	\$138.26	\$0.00	\$595.00	\$60.39	\$655.39	
07/23/2015	Claudia Fortunato	\$782.89	65	\$322.11	\$0.00	\$1,105.00	\$112.16	\$1,217.16	
06/05/2015	Claudia Fortunato	\$602.92	47.5	\$204.58	\$0.00	\$807.50	\$81.96	\$889.46	1869
05/21/2015	Claudia Fortunato	\$336.11	24.75	\$84.64	\$0.00	\$420.75	\$42.70	\$463.45	
04/14/2015	Claudia Fortunato	\$458.99	35.25	\$140.26	\$0.00	\$599.25	\$60.83	\$660.08	
03/13/2015	Claudia Fortunato	\$536.01	41.75	\$173.74	\$0.00	\$709.75	\$72.04	\$781.79	
03/10/2015	Claudia Fortunato	\$566.98	44.25	\$185.27	\$0.00	\$752.25	\$76.36	\$828.61	1856
01/30/2015	Claudia Fortunato	\$570.08	44.5	\$186.42	\$0.00	\$756.50	\$76.78	\$833.28	
<b>Totals</b>		<b>\$6,221.34</b>	<b>484.75</b>	<b>\$2,019.41</b>	<b>\$0.00</b>	<b>\$8,240.75</b>	<b>\$828.99</b>	<b>\$9,069.74</b>	