

YOUTH COMMISSION

PRO-ACCESS TEEN CENTER

1 SCHOOL STREET

January 19, 2016

8:00 PM

SPECIAL MEETING

MINUTES

PRESENT: Chairman, Kristin Nauheimer, Member Lisa Bergh,

Also present: Hilda Valdespino, Director Pro-Access Teen Center, Claudia Fortunato, Assistant Director, Cassidy Quinn Student Advisory Chairperson and Ariana Leggio, Ex-Officio Teen Member

Absent: Bob Korin, Mike Moles, Kristin Riolo, Rob Stowell and Rob Deletis

Chairman Kristin Nauheimer called the meeting to order at 8:09 PM

CORRESPONDENCE: None

APPROVAL OF MINUTES: Due to lack of quorum, the approval of minutes were tabled until the next regular meeting.

ELECTION OF OFFICERS: Chairman Nauheimer tabled the election of officers due to lack of quorum.

Kristin gave an update on her meetings with the First Selectman in regards to the hiring of a new Director.

Claudia distributed her letter of intent to apply for the position of Director (see attached).

Hilda distributed the outline of the operations of the Teen Center for the new Director (see attached). She also put together a job description for Human Resources and the First Selectman, along with a list of activities held in the past (see attached).

RECEIVED

2016 JAN 20 P 12: 19

TOWN OF BETHEL
TOWN CLERK

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

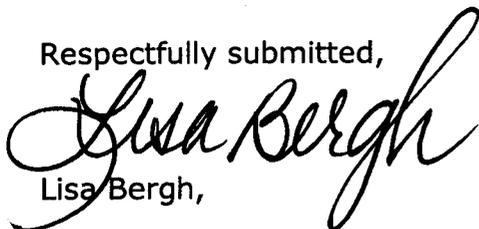
Directors Financial Report: Hilda reported on the financials for the month of August (see attached).

The next regular meeting will be scheduled for October 13, 2015.

ADJOURN: Lisa Bergh made a motion to adjourn; the motion was seconded by Kristin Nauheimer.

Meeting adjourned at 8:45 PM.

Respectfully submitted,

A handwritten signature in black ink, written in a cursive style, that reads "Lisa Bergh". The signature is positioned to the right of the typed name "Lisa Bergh,".

Lisa Bergh,

January 10, 2016

TO: Youth Commission

FROM: Claudia Fortunato

RE: Letter of Intent

This is my formal letter of intent describing my desire to act as the transitional Director for Pro Access, Bethel's Teen Center upon Hilda Valdespino's resignation. I would hope that you would also be comfortable endorsing and supporting me in my effort to be a candidate for consideration for the position once it is posted.

Attached you will find a list of the activities I have actively been a part of creating and implementing for and with the teens of Bethel. In many cases, once the logistics for the events were in place I single-handedly ran and supervised the program. Also in many cases I was responsible for coordinating the efforts in assuring the program was well implemented.

I have been in the position as Assistant Director of Pro Access, Bethel's Teen Center since March 2008. During these past 7+ years I have worked collaboratively with Hilda to plan the programs. Although I've physically worked part time logging in an average of 40-60 hours per month I communicate with Hilda almost daily during the mornings, evenings and weekends well beyond the times the center is open. We exchange texts and emails and calls constantly to assure that we are doing everything possible to create good, positive, well attended programs. Sometimes our efforts are wildly successful and sometimes we get a few in attendance.

The small attendance has never detracted from the experience the members have gained from the program. I welcome each of them openly and encourage them to share their ups and downs from their days which I believe is an important part of helping these members socialize and develop strong communication skills.

Once we established the criteria and parameters for the program for students with special needs I was the lead person who regularly oversaw that program. I would meet the students at the bus and work collaboratively with the hired co-worker to manage this program. We have not had a second person in this position this year and have embraced the students with mild high functioning needs singlehandedly.

I have thoroughly enjoyed my work at Pro Access. It's been extremely rewarding. I have grown professionally in this position and would welcome the opportunity to continue to work with the community and the town. I look forward to continuing to work with the parents and most of all the teens to serve them with valuable, enriching programs and experiences.

Respectfully yours,

Claudia Fortunato
203-948-6966
Cfortunato7@yahoo.com

Activities provided to members of Pro Access

Social:

- Video Game Days: Playing Wii, Guitar Hero, DDR
- Hangouts at local eateries such as: Jacqueline's, Giovanni's & Famous Pizza
- Hawaiian, Christmas, Halloween, St. Patrick's Day and Karaoke Parties
- Scavenger Hunts along Greenwood Avenue
- Ice Cream Tasting
- Pizza Tasting
- Movie Afternoons
- High School Book Club
- Spring Egg Hunt along Greenwood Avenue
- Girls Sleepover at Sat Nam Yoga Studio
- Coed Lock-In for members
- LipSync at SparkArts
- Manhunts
- First Day of School Events
- Program for Students with Special Needs
- Rollerblading on Greenwood Avenue
- Minute To Win It

Trips:

- All night Lockouts which include lazer tag, movies, diner, bowling, go-karting, rock climbing, Skyzone
- Botanical Gardens Train Show
- Lake Compounce Haunted Graveyard
- Halloween Corn Maze
- Movie Premiers
- Party Bus to Pez Factory
- Pumpkin Picking at Blue Jays
- Ice cream at the Creamery
- Bronx Zoo
- Maximum security Jail visit
- Paint Ball and Air Soft Trips
- Hot Air balloon Festival
- Harlem Globetrotters Trip
- Buffalo Wild Wings

Athletic:

- Open Gym on Friday nights
- Dodge Ball Games
- Basketball Tournament
- Hike at Huntington Park

Athletic Programs at:

- Sportsplex
- The Edge Performance Training
- Curves
- Glow in the dark dodgeball

Glamour Programs:

- \$5 Manicures at Classic Nails
- \$5 Eyebrow waxing at Aromazul
- Updoos at Panache Beauty Salon

- Massages at Take Time
- Professional Photo Shoot
- \$5 Highlights at Escape Salon and Spa
- Spa Day

Life Skills Courses/Programs:

- Training on directing and filming for weekly TV Show focused on teenagers
- 8-week "Toastmasters Youth Leadership Program" (7-9th graders)
- 5-week "Increasing Your Financial IQ Program" (10th - 12th graders)
- Cooking Classes
- Knitting and Crocheting classes
- GeoCaching
- Yoga Classes at Sat Nam Yoga Studio

Fundraising Projects:

- Relay for Life Team (raising close to \$2,000)
- "Souper Soup Day" fundraiser to help the homeless in our community
- Car Washes
- Creative Card creation and sales
- Pro Access Rocks (Easter and Christmas)
- Stars of Bethel
- Balloon-a Grad

Creative Projects:

- Mothers and Fathers Day Projects
- Arts and Crafts Projects
- Pro Access greeting card making

Events:

- Rock Concerts
- Pro Wrestling Tournament
- High Stakes Bingo
- Hypnotist

Volunteer Service Projects:

- Games at a local Assisted Living Facility
- Decorating for the holidays at a local Skilled Nursing Facility
- Assistance in the Bethel Food Pantry
- Knitting project for "Christmas at Sea" program and Premature babies
- Crocheting project for '09 Special Olympics
- Book Drive - collected close to 2,000 books and donated to 2 schools in CT
- Donate your hair to the ACS program
- Oversaw volunteer teens at Senior Center Holiday Festival dressed as Santa
- Decorated a trees for Ann's Place fundraiser
- Scotty Fund Activities
- BHS Football Game Fundraisers selling programs and raffle tickets
- Coffee/ donut cart at Basketball games

DIRECTOR, PRO ACCESS, BETHEL'S TEEN CENTER

KEY RESPONSIBILITIES:

PROGRAMATIC

- Familiarization of the Search Institute's 40 Developmental Assets and promote the assets at all programs and events.
- Ensure a safe environment and positive development of every individual participating in Pro Access program.
- Develop, plan and implement a wide variety of programs addressing 5 different areas creative, athletic, educational, social and excursions to attract a wide variety of teens.
- Programs can include but are not limited to:
 - Creative programs such as art classes, karaoke, arts and crafts
 - Athletic based programs such as open gym, basketball tournaments
 - Educational programs with speakers, open forums
 - Social programs such as after school socialization, parties, cooking
 - Trips to educational and social events and locations
 - Encourage participation from 7th and 12th grade students living in Bethel
 - Coordinate, book and make payments for all events and activities outside Pro Access such as buses for trips and admission to events.
 - Create and foster an environment of acceptance and no-judgement
 - Recruit volunteers as needed for specific programs

MARKETING AND MEMBERSHIP

- Regularly assess and develop creative ways to attract new members
- Market, publicize and promote all programs included but not limited to social media and constant contact
- Attend community networking events to promote Pro Access and develop relationships with business owners and community members who can contribute positively to the program at Pro Access

STAKEHOLDER RELATIONSHIPS

- Maintain a positive relationship with
 - Board of Ed personnel
 - School administrators
 - Businesses
 - Town personnel
 - Parents
- Communicate with parents regularly to assure positive outcomes

FACILITY

- Manage facility and regularly inventory equipment, games, office supplies, food etc.
- Coordinate use of the space with Board of Ed and Park and Rec

ADMINISTRATIVE RESPONSIBILITIES

- Maintain membership database
- Develop monthly Director's Report and Financial Report to present to Youth Commission
- Update and maintain website
- Make regular deposits to account

Members:

Accept applications

Input information into a dbase (excel)

Emails into CC

Deposit membership fees (once a month)

Incident reporting

- Youth Commission
- Parents
- Appropriate individuals

Calendar

Determine activities (no more than one \$25 event per month)

Weekly blowout on CC with FB posts

Assure that girls are putting it on Instagram and Twitter

Website

Needs to be looked at and overhauled

Events

In-house (everyday)	Trips	Fun Activities
Buy food	Email First Student for price	Scavenger Hunts
Buy appropriate supplies (from different stores)	Liability forms are used only if destination requires it. If not, membership application covers it	Manhunt
Games always look for games when out and about	Determine price and keep reasonable (most expensive trip has been lockout at \$50)	Open Gym (?) (Teen Game Night)
Assure they sing in and out	Try to pay the day of program vs. prior to the event because you never know how many will attend	Manicures
		Famous Pizza
		Pizza Crawl

Special Events

Coordinate all aspects of Special Events

- Marketing
 - Paul Steinmetz - newspapers
 - Sharon Palmer - Bethel Bulletin
 - Wendy - Bethel Patch
- Secure vendors
- Establish pricing

Enrichment Events: Try to have one educational/enrichment program per quarter with speaker (sometimes paid sometimes gratis)

- Spa Day
- Shark Tank
- College Preparation
- Financial Literacy
- High Stakes Bingo

Use of space by outside parties

- Tutoring
- Transitions Students
- Summer Camp

Youth Commission

- Directors Report
- Financial Report
- Fundraising Activities

Facility

- Snacks and Drinks
- Paper goods
- Supply closet
- Storage
- Housekeeping
- Computers
- Flat screen TV
- Wii
- Repairs

Outside Vendors

- Netflix
- Constant Contact
- Cable/Internet
- Bottled Water

Community Service for Pro Access

FOR PRO ACCESS	FOR OTHERS
Balloon-A-Grad	Relay for Life
Rocks (spring and holiday)	Souper Soup Day
Car Washes	

Inspired Learning, LLC
Pro Access Report
December 2015

	Pro Access	TOTAL	
Income			
Consulting Income		0.00	
Bethel Teen Center	5,500.00	5,500.00	
Total Consulting Income	\$ 5,500.00	\$ 5,500.00	
Membership Dues	80.00	80.00	
Program Income		0.00	
Botanical Gardens Trip	209.00	209.00	
Total Program Income	\$ 209.00	\$ 209.00	
Total Income	\$ 5,789.00	\$ 5,789.00	
Gross Profit	\$ 5,789.00	\$ 5,789.00	
Expenses			
Computer & Internet Expenses		0.00	
Computer Software	40.35	40.35	Quickbooks
Total Computer & Internet Expenses	\$ 40.35	\$ 40.35	
Internet Expense	162.34	162.34	Comcast
Marketing/Advertising/Networkin	77.00	77.00	Constant Contact 45+32
Payroll Expense		0.00	
Director's Salary	4,748.00	4,748.00	
Employer Taxes	43.83	43.83	2286+176x2 + 1055X2
Payroll Service Fee	30.00	30.00	
Wages	459.00	459.00	
Total Payroll Expense	\$ 5,280.83	\$ 5,280.83	
Program Expense		0.00	
Botanical Garden Trip	736.00	736.00	
Christmas Party	158.50	158.50	
Food & Beverage	76.27	76.27	
Games	48.77	48.77	
Hot Air Balloon Festival	280.00	280.00	Bus
Ice Cream	23.99	23.99	
Movie	33.14	33.14	
Refreshments	39.04	39.04	
Thursday Night Programs	48.50	48.50	
Total Program Expense	\$ 1,444.21	\$ 1,444.21	
Total Expenses	\$ 7,004.73	\$ 7,004.73	
Net Operating Income	-\$ 1,215.73	-\$ 1,215.73	
Net Income	-\$ 1,215.73	-\$ 1,215.73	

Tuesday, Jan 19, 2016 06:39:42 PM PST GMT-5 - Accrual Basis

1. Membership Update:

Grade	Dec. 2015		Total	Nov. 2015 (last report)	Dec. 2014
	New Paid Members	Renewal Members			
7	24		24	24	15
8	8	7	15	15	12
Freshman	2	4	6	6	16
Sophomore	1	2	3	3	15
Juniors		4	4	4	19
Seniors		2	2	2	10
Outgoing Seniors					
Totals	35	19	54	54	87

- 2. Program Attendance (see report below)
- 3. Needs Assessment Update

- 3. Program Discussion
- 4. Finance Report

Nov. 16 – Dec. 11 PRO ACCESS ACTIVITY REPORT

	Activity	Date	Number attended	Comments
1	Wed. – After school	Dec. 16	3	
2	Thurs.	Dec. 17	5	
3	Fri night – Christmas Party	Dec. 18	17	
4	Tues. Dec. 29 – Alumni Reunion	Dec. 29	15	
5	Botanical Garden Trip	Dec. 30	5	
6	Wed.	Jan. 6	5	
7	Thurs. night	Jan. 7	5	
8	Fri. night	Jan. 8	13	
9	Open Gym	Jan. 8	21	
10	Wed.	Jan. 13	3	
11	Thurs.	Jan. 14	7	
12	Fri. – Games and...	Jan. 15	3	
13	Open Gym	Jan. 15	0	
Total of 102 participants served with 13 programs for an average of 8 participants per program.				
Same time period in 2015, 126 members served with 19 programs for an average of 7 participants per program.				

Pro Access Usage by other groups year to date:

Month	Program	Days Used	Average # of students seen
December	Tutoring	17	3 students
November	Transition	1	Used by 7 professionals serving 9 students.

**Sampling of activities provided to members of Pro Access
Sept. 2007 – Jan. 2016**

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- First Day of School Events
- Lead in weekly program for Students with Special Needs
- Rollerblading on Greenwood Avenue
- Minute To Win It
- Lego Mania events
- Tournaments: ping pong, foose ball, air hockey, pool

Trips:

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- Cards for American Cancer Society Survivors