

# **NOTICE:**

## **Town of Rockland**

### **ROCKLAND TEEN CENTER MEETING MINUTES:**

**Monday, May 18<sup>th</sup> at 7:30 PM**

**Location: Community Center Bldg. Union Street**

#### **Agenda:**

- ✓ **Hiring a 4<sup>th</sup> Person in the fall**
  - **The Teen Center treasurer will look into funds for this.**
- ✓ **Backyard BBQ June 5<sup>th</sup>**
  - **The Rockland Teen Center will host a family fun night!**

**June 5<sup>th</sup>, 6p-9p \$5 a ticket or \$20 for 5. This family fun night is for students, family and friends. We ask that all students 5<sup>th</sup> grade and under please be accompanied by an adult. There will be a cash concession available.**

#### **Board Members:**

**Renee will look into student volunteers for the night. Will secure social media for advertising.**

**Nicole will purchase cotton candy, bracelets, and balloons, hot dogs, buns, along with chips and other concessions stand items at Bj's.**

**Kirsten has confirmed the D.J. Will make flyers.**

**Mark has confirmed the activities.**

**The board will have a registration table available for parents to sign their child up for the 2015-2016 school year. There will**

also be an area available for parents to fill out a cori form as well as a volunteer form.

✓ **Parent Orientation for the fall**

- **The Rockland Teen Center would like to offer all parents of eligible students, an orientation about the Teen Center, the Teen Center rules and expectations of the Teen Center, parents, and the students.**

✓ **Volunteers**

- **The Teen Center is in need of at least 2 volunteers every week that the Teen Center is open.**

✓ **Implementing a safety officer**

- **Nicole will be appointed the safety officer for the Teen Center.**

**Responsibilities include:**

- **Securing cori checks from all volunteers**
- **Inquiring about First Aid and CPR training for staff and Board Members.**

✓ **Parent pick up/drop off**

- **6<sup>th</sup> grade parents will be responsible for picking their child up at the door. When registering your child for the Teen Center, you will have the option to decline door pick up and allow your child to walk out of the Teen Center to their respectable place.**

✓ **Suspension(s)**

- **Parents when called to pick up their child from the Teen Center will be asked to read an incident report stating the actions that transpired. The parents will also be required to sign the incident form acknowledging they were informed of the incident. The Teen Center Board will then meet, and decide on an appropriate course of action. The parent and student involved will receive a letter stating the action in the mail.**

- ✓ **Policies (No bullying, NO fighting, NO stealing, we reserve the right to check bags, NO outside drinks) and forms ie incident sheets, suspension sheets ,etc**
  - **The board will work together on updating and training staff on all forms**
- ✓ **Go over the process of implementing a key tag sign in/out system**
  - **Nicole will access the software and get that up and running.**
- ✓ **Upcoming activities**
  - **June 5<sup>th</sup>, Teen Center BBQ with a cash concession.**
  - **June 19<sup>th</sup>, The last day for the teen center.**
- ✓ **Supply shopping**
  - **Printer/copier**
  - **Ladder Ball**
  - **Cornhole...Renee has spoken to an eagle scout who will make this for us.**
- ✓ **Scholarships**
  - **Carla Dunn has been notified of the 2 students chosen to receive a \$500. Rockland Teen Center Scholarship.**
- ✓ **General discussion**
  - **Nicole and Kirsten will work on a calendar of events for the 2015-2016 school year.**
  - **Renee will publish calendar on Teen Center website**

✓ **Rockland Teen Center website**

**The website is now running properly sorry for any inconvenience.**

- ✓ **[www.rocklandteencenter.co](http://www.rocklandteencenter.co)**