



Jeanne Sullivan, Executive Director

397 East Central Street, Franklin, MA 02038
Tel: 508.520.1998 • Fax: 508.520-1445
www.bicounty.org

Board of Directors Meeting
April 13, 2023

Meeting was held in person at the BICO Central Office.

Members

In attendance: Mr. David Sawyer, Attleboro
Dr. Peter Marano, Bellingham
Dr. Jason DeFalco, Blackstone-Millville
Dr. Amy Berdos, Foxborough
Ms. Teresa Murphy, Mansfield
Dr. Kevin McIntyre, Milford
Dr. Joseph Baeta, Norton
Ms. Jennifer Parson, Plainville
Mr. John Robidoux, Swansea
Dr. Karen Maguire, Tri-County
Dr. Bridget Gough, Walpole

Absent: Dr. Lisha Cabral, Easton
Mr. Lucas Giguere, Franklin
Ms. Karen Crebase, Hopedale
Mr. Paul Zinni, King Philip
Dr. Ingrid Allardi, Norfolk
Dr. John Antonucci, North Attleboro
Dr. Michael Baldassarre, Uxbridge
Dr. Cameron, Wrentham

Present: Ms. Jeanne Sullivan, Executive Director
Dr. Lincoln Lynch III, Interim Director of Finance and Operations
Mr. Joseph Meichelbeck, Treasurer
Ms. Holly Buttrick, Budget Manager
Bi-County Collaborative Program Directors

Mr. Marano called the meeting to order at 9:05 a.m.

Action Matters

Approval of Board Minutes from February 9, 2023

Motion by Ms. Murphy, seconded by Dr. Berdos to approve the regular session board meeting minutes dated February 9, 2023. The roll call vote to approve was unanimous. Dr. McIntyre abstained.

Approval of Board Minutes from March 2, 2023

Motion by Dr. Baeta, seconded by Dr. McIntyre to approve the regular session board meeting minutes dated March 2, 2023. The roll call vote to approve was unanimous.

APPROVED 5/11/2023

Approval of Facilities Subcommittee Minutes from March 16, 2023

Motion by Dr. Baeta, seconded by Dr. Berdos to approve the facilities subcommittee meeting minutes dated March 16, 2023. The roll call vote to approve was unanimous.

Employee Appointments/Resignations/Leaves of Absence

Motion by Mr. Robidoux, seconded by Dr. DeFalco, to approve Employee Appointments/Resignations/Leaves of Absences as written. The roll call vote to approve was unanimous.

Bi-County Investment Policy - Second Read

Dr. Lynch and Joseph Meichelbeck presented the second read of the Bi-County Collaborative Investment Policy.

Massachusetts General Laws (MGL) establishes the framework under which the Collaborative Treasurer is required to maintain funds in his/her custody. MGL Chapter 44, Section 55B requires the Collaborative Treasurer “to invest all funds except those required to be kept uninvested for purposes of immediate distribution.” MGL further requires that “invested funds be placed so as to achieve the highest rate of interest reasonably, accounting for safety, liquidity and yield.”

The basic principles as indicated by the provisions of the MGL can be defined as safety, liquidity and yield.

This is a common practice. They discussed the MA municipal trust. The Board of Directors were happy with this first read and they will be doing a second read in an upcoming meeting.

Motion by Dr. Baeta, seconded by Mr. Robidoux, to approve the Investment Policy as presented. The roll call vote to approve was unanimous.

Capital Improvement Fund Revision

A Capital Improvement Plan is a multi-year financial plan for the evaluation, prioritization and funding of collaborative projects that are necessary to protect and enhance educational and administrative programs. It is a public reporting mechanism on the expenditure of collaborative funds, as well as a financial management tool for budgeting. The policy states “The collaborative intends to establish a capital reserve fund of up to \$500,000. It is the intent of this capital planning process to include all capital projects in one document for the purposes of long-range fiscal planning and capital asset management. Finally, it is the goal of this process to provide consistent and coordinated review of capital projects and acquisitions in one document for approval by BICO’s Board of Directors.” The business office is requesting that the \$500,000 be increased to \$1,000,000. Motion by Dr. Baeta, seconded by Ms. Murphy, to approve the Capital Fund amendment and increase it to \$1,500,000. The roll call vote to approve was unanimous.

Informational Matters

FY23 Referral / Enrollment Update

Jeanne Sullivan provided an update on enrollment and referrals. Current enrollment as of April 13, 2023 was 198, which included 7, 45-day assessments and 191 placements in BICO Programs. 120 members and 70 non-members.

FY23 Budget Update

Ms. Holly Buttrick provided a Financial Update as of the month ending February, 2023. She provided a breakdown of the Revenues and Expenses. Ms. Buttrick reported that BICO is in a healthy financial position and that projections look good for the end of FY23.

FY24 Budget Update

Dr. Lynch provided a brief overview and update for BICO’s FY24 budget.

Facilities Update

Dr. Lynch presented the board with the updates in regards to Mansion Drive in Walpole and the Central

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APPROVED 5/11/2023

Office in Franklin. Throughout the search for a space for these two BICO leases, other needs have come to light. The search that Dr. Lynch and Jeanne Sullivan have been conducting for new locations has increased and is focused on size of space and student needs. Two of the locations they are looking closely at are a commercial space in Mansfield and Middle School Facility in Walpole. They have toured the facilities.

Update on Director of Finance and Operations Search

Jeanne Sullivan was excited to announce that Ms. Holly Buttrick will be BICO's new Director of Finance and Operations. Holly will work with Dr. Lynch, Interim Director of Finance and Operations during the Spring and will fully assume the role on July 1, 2023. Holly has been employed in the BICO Business Office since 2014. During this year, Holly has worked closely with Dr. Lynch, Interim Director of Finance and Operations and our treasurer, Joe Meichelbeck to analyze and share information on the FY23 budget. She has played a key role in shifting the FY24 budget timeline to better meet the needs of our member districts, increasing stakeholder input and overall development of the FY24 budget.

Dr. Lynch will remain as a consultant to BICO. In this role, he will provide structured mentoring to Holly and will also serve as project manager to support some of our larger projects such as finalizing new locations for programs, facilitating program moves, updates to BICO Handbooks and creation of a policy manual. Jeanne thanked Dr. Antonucci, North Attleboro and Dr. Berdos, Foxborough for their support in our interview and selection process.

Update on Executive Director 22-23 Goals & Collaborative 3 Year Accomplishments

Jeanne Sullivan provided the Board of Directors with a detailed update on her 2022-2023 Executive Director Goals which included stabilizing the collaboratives finances, collaborating with Member Districts to offer programming consistent with student needs as well as student learning and professional practice.

Jeanne then opened up the floor to BICO's Program Directors - Pam Ludwig, Krisitn Boni, Billy Kickham, Ben Giuffida and Casey Hatten. Each Director discussed various aspects and reflections of their programs which they oversee.

Executive Director Annual Evaluation & Contract Negotiations

Routine Matters

Approval of Payroll Warrants

Approval of Bill Warrants

Adjourn

Motion by Dr. Baeta, seconded by Mr. Robidoux, to adjourn the open meeting at 1031 a.m. The motion passed unanimously.