



Jeanne Sullivan, Executive Director

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Board of Directors Meeting  
September 7, 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. Lisha Cabral, Easton  
Dr. Amy Berdos, Foxborough  
Mr. Lucas Giguere, Franklin  
Ms. Karen Crebase, Hopedale  
Dr. Rich Drolet, King Philip  
Ms. Teresa Murphy, Mansfield  
Dr. Kevin McIntyre, Milford  
Dr. Ingrid Allardi, Norfolk  
Dr. John Antonucci, North Attleboro  
Ms. Rebecca Kidwell, Seekonk  
Dr. Karen Maguire, Tri-County  
Dr. Michael Baldassarre, Uxbridge  
Dr. Bridget Gough, Walpole

Absent: Dr. Jennifer O'Neill, Norton  
Ms. Jennifer Parson, Plainville  
Mr. John Robidoux, Swansea  
Dr. Cameron, Wrentham

Present: Ms. Jeanne Sullivan, Executive Director  
Dr. Lincoln Lynch III, Interim Director of Finance and Operations  
Ms. Holly Buttrick, Budget Manager  
Ms. Julie O'Connor, Director of Student Services  
Ms. Laurie Cunningham, Director of Clinical Services  
Ms. Anna Jewell, Executive Assistant  
Various Members of the BICO Leadership Team

Mr. Marano called the meeting to order at 9:04 a.m.

**Action Matters**

**Welcome to New Members**

Dr. Rich Drolet, King Philip Regional School District  
Ms. Rebecca Kidwell, Seekonk Public Schools  
Dr. Jennifer O'Neill, Norton Public Schools

APPROVED 10/12/2023

### **Board Reorganization (Vote Required)**

The BICO Collaborative Agreement States: “The Board shall annually organize itself by electing a Chairperson and Vice-Chairperson by a majority vote of the Board members present at the first Board meeting of the year. The Chairperson, by vote of the Board, may appoint such subcommittees or advisory or operating committees of the Board as will facilitate the work of the Board.” (DESE Agreement for Bi-County Educational Collaborative, p. 3 Section IV F.)

The Board nominated Dr. Peter Marano as Chairperson and Ms. Karen Crebase as Vice-Chairperson. Motion by Dr. McIntyre, seconded by Dr. Berdos, to elect Dr. Peter Marano as Chairperson. Motion by Mr. Giguere, seconded by Dr. Drolet, to elect Ms. Crebase as Vice-Chairperson. The roll call vote to approve was unanimous.

### **2023-2024 Sub-Committees**

#### Budget Sub-Committee

Dr. Peter Marano  
Dr. Jason DeFalco  
Dr. Rich Drolet  
Ms. Teresa Murphy  
Dr. John Antonucci  
Dr. Allan Cameron  
Ms. Jeanne Sullivan  
Dr. Lincoln Lynch III  
Ms. Holly Buttrick

#### Facilities Sub-Committee

Dr. Peter Marano  
Dr. Amy Berdos  
Dr. Lisha Cabral  
Dr. Bridget Gough  
Dr. John Antonucci  
Ms. Jennifer Parson  
Ms. Jeanne Sullivan  
Dr. Lincoln Lynch III  
Ms. Holly Buttrick

#### Program Development Sub-Committee

Dr. Jason DeFalco  
Dr. Kevin McIntyre  
Ms. Jeanne Sullivan  
Dr. Lincoln Lynch III

#### Evaluation Sub-Committee

Dr. Peter Marano  
Dr. Ingrid Allardi  
Dr. Allan Cameron

### **Approval of Board Minutes from May 11, 2023 (Vote Required)**

Motion by Dr. McIntyre, seconded by Ms. Murphy, to approve the regular session board meeting minutes dated May 11, 2023. The roll call vote to approve was unanimous with Ms. Kidwell abstaining.

### **Employee Appointments/Resignations/Leaves of Absence (Vote Required)**

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

### **Opening of School Report**

Jeanne presented the Board with an Opening of School Report. BICO Staff Welcome Back Day was held on August 28, 2022 at the enVision Hotel and Conference Center in Mansfield. The theme was “*Be a Coffee Bean & Recalibrate.*” There was a full staff meeting, mandated reporter training from DCF representatives, introduction to a new time and attendance system and Professional Learning Sessions presented by both BICO staff and outside collaborators. On August 29, 2022, BICO staff reconvened in their programs for team meetings, content specific training and program tours/ student visits.

### **Nurse MOU**

BICO Lead Nurse, Beth Flanagan, RN presented the Board with the Memorandum of Understanding that is used between BICO and our host school nurses. The purpose of this agreement is to ensure that both district and Bi-County Collaborative have clear understandings of each others roles and responsibilities. BICO Nurse Leader meets annually with the district school nurses at the beginning of each school year to review the MOU, ensure that the responsibilities listed in the agreement are acceptable and agreed upon, then both parties sign the agreement. New this school year, the district school nurse will then share the agreement with the Host District Superintendent for review and signature.

**Student Handbook Updates - Dress Code**

BICO Program Director and Summit Principal. Ben Giuffrida presented the Board with BICOs' updated dress code. This dress code was updated to better reflect and be aligned with our member districts policies. "The Bi-County Collaborative Dress Code Policy is grounded in the principles of inclusion, respect, and understanding. It aims to support students' social and emotional needs while fostering a positive and accepting learning environment. Through this policy, we strive to empower students to express themselves authentically and celebrate the rich diversity of our school community."

**Referral Process/ Enrollment Update**

Jeanne Sullivan, Julie O'Connor and Laurie Cunningham presented on referrals and enrollment. At the start of the 2023-2024 school year, enrollment was 177 students which included 169 Placements and 8 IAES/45 Day Assessments. 117 of the students enrolled are from member districts and the remaining 60 are from non-member districts.

**Financial Update (Information Only)**

Dr. Lincoln Lynch III provided the Board of Directors with the Financial Update. The financial audit is scheduled to be presented at the October 12, 2023 board meeting.

**Treasurer Evaluation (Vote Required)**

This vote was postponed until October 12, 2023 when Mr. Joseph Meichelbeck can be present at the meeting.

**Facilities Update**

Jeanne Sullivan and Dr. Lincoln Lynch III provided the Board with an update to various BICO facilities including the Central Office, Summit Educational Center and Mansion Drive.

**Executive Director Goals (Vote Required)**

Jeanne Sullivan presented her Executive Director Annual Goals to the Board which focused on a Student Learning goal, Professional Practice goal and a Collaborative Culture/ Family Engagement goal. Motion by Dr. Baldassarre, seconded by Ms. Murphy, to approve the Executive Director Annual Goals. The roll call vote to approve was unanimous.

**Acceptance of Donations**

Motion by Dr. Baldassarre, seconded by Dr. McIntyre, to accept a donation of 60 HP G2 Chromeboxes from Chelmsford Public Schools as well as Mini air hockey table, soft tip dart board, culinary supplies, office supplies and science materials donated to the Summit Programs from Heather and Greg Snow. The roll call vote was unanimous.

**Other**

**Routine Matters**

Approval of Payroll Warrants

Approval of Bill Warrants

**Adjourn**

Motion by Mr. Giguere, seconded by Dr. Drolet, to adjourn the open meeting at 10:25 a.m. The motion passed unanimously.