



Jeanne Sullivan, Executive Director

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Board of Directors Meeting
February 8, 2024

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. Jennifer O'Neill, Norton
Ms. Jennifer Parson, Plainville
Ms. Rebecca Kidwell, Seekonk
Mr. John Robidoux, Swansea
Dr. Bridget Gough, Walpole

Absent: Dr. John Antonucci, North Attleboro
Dr. Karen Maguire, Tri-County
Dr. Michael Baldassarre, Uxbridge
Dr. Allan Cameron, Wrentham
Laurie Cunningham, Director of Clinical Services

Present: Mrs. Jeanne Sullivan, Executive Director
Ms. Holly Buttrick, Director of Finance and Operations
Mrs. Julie O'Connor, Director of Student Services
Dr. Lincoln Lynch III, Project Manager
Mr. Joseph Meichelbeck, Treasurer
Ms. Anna Jewell, Executive Assistant

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

Action Matters

Approval of Budget Subcommittee Minutes from December 14, 2023 (Vote Required)

Motion by Ms. Murphy, seconded by Ms. Parson, to approve the facilities subcommittee meeting minutes dated December 14, 2023. The vote to approve was unanimous.

Approval of Board Minutes from December 14, 2023 (Vote Required)

Motion by Ms. Crebase, seconded by Mr. Sawyer, to approve the regular session board meeting minutes dated December 14, 2024. The vote to approve was unanimous.

APPROVED 03.21.2024

Approval of Facilities Subcommittee Minutes from January 17, 2024 (Vote Required)

Motion by Ms. Crebase, seconded by Dr. Berdos, to approve the facilities subcommittee meeting minutes dated January 17, 2024. The vote to approve was unanimous.

Approval of Budget Subcommittee Minutes from January 24, 2024 (Vote Required)

Motion by Ms. Crebase, seconded by Dr. DeFalco, to approve the facilities subcommittee meeting minutes dated January 24, 2024. The vote to approve was unanimous.

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

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

Referral Process/ Enrollment Update

Jeanne Sullivan and Julie O'Connor presented on referrals and enrollment. Enrollment was 188 students which included 177 Placements and 11 IAES/45 Day Assessments. 118 of the students enrolled are from member districts and the remaining 70 are from non-member districts. There have been 131 referrals to date. There are 15 open referrals.

FY24 Budget Update

Ms. Holly Buttrick provided the Board of Directors with the FY24 Financial Update.

FY25 Budget - First Read

The Budget Subcommittee met on January 24, 2024 to review the financial status of BICO and develop a proposal for the FY25 budget. The following was proposed:

- A summary of the FY25 Budget Proposal that has been endorsed by the Budget Subcommittee is below:
- Target number of students is 190
- Tuition and service fees increase by 4%
- COLA of 2.5% represents the average COLA of our member districts
- Proposed Operating Budget of \$16,794,546 is balanced
- The budget for the Capital Improvement Plan has been removed from the FY25 Operating Budget and will be reported separately

A long discussion ensued regarding various aspects of the proposed budget with Board Members asking clarifying questions. After discussion, it was agreed that Jeanne M. Sullivan, Holly Buttrick would make adjustments to the FY25 Budget accordingly and bring it back to the Budget Subcommittee on February 28, 2024. The Second Read of the FY25 Budget will be done at the March 21, 2024 Board Meeting.

Facilities Update (Vote Required)

Over the last year, BICO Leadership has been working to identify a new facility to relocate the BICO Central Office in Franklin and the programs located at Mansion Drive in Walpole. We were notified by the Walpole School Department that the Johnson School would be vacant and available effective July 1, 2024. After exploration of several commercial spaces, as well as this school location, we are recommending that we relocate the BICO Central Office, Mansion Drive Programs and Summit Programs to this facility. Motion by Ms. Crebase, seconded by Dr. Allardi to authorize the Executive Director to sign the lease with the Town of Walpole. The vote to approve was unanimous with Dr. Gough abstaining.

Routine Matters

Approval of Payroll Warrants

Approval of Bill Warrants

Adjourn

Motion by Dr. Allardi, seconded by Mr. Robidoux, to adjourn the open meeting at 10:13 a.m. The motion passed unanimously.