



Bi-County Collaborative
Making It Possible

Jeanne Sullivan M. Ed., Executive Director

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Board of Directors Meeting
May 15, 2025

Members

In attendance:

Dr. Peter Marano, Bellingham
Dr. Jason DeFalco, Blackstone-Millville
Dr. Lisha Cabral, Easton
Dr. Amy Berdos, Foxborough
Dr. Rich Drolet, King Philip
Dr. Kevin McIntyre, Milford
Dr. Ingrid Allardi, Norfolk
Dr. Jennifer O'Neill, Norton
Ms. Rebecca Kidwell, Seekonk
Mr. Scott Holcomb, Swansea
Dr. Karen Dwyer, Uxbridge
Dr. Allan Cameron, Wrentham

Absent:

Mr. David Sawyer, Attleboro
Mr. Lucas Giguere, Franklin
Ms. Karen Crebase, Hopedale
Ms. Teresa Murphy, Mansfield
Dr. John Antonucci, North Attleboro
Dr. Jennifer Parson, Plainville
Dr. Karen Maguire, Tri-County
Dr. Bridget Gough, Walpole

Present:

Ms. Jeanne Sullivan, Executive Director
Ms. Holly Buttrick, Director of Finance and Operations
Dr. Lincoln Lynch III, Project Manager
Mr. Joseph Meichelbeck, Treasurer
Ms. Julie O'Connor, Director of Student Services
Ms. Laurie Cunningham, Director of Clinical Services
Mr. Benjamin Giuffrida, Principal/ Program Director
Ms. Pamela Ludwig, Program Director
Ms. Ann Buckley, PD and Curriculum Coordinator
Ms. Anna Jewell, Executive Assistant

Dr. Berdos called the meeting to order at 9:07 a.m.

Action Matters

APPROVED 9/11/2025

Approval of Board Minutes from April 10, 2025 (Vote Required)

Motion by Dr. Marano, seconded by Dr. Drolet, to approve the regular session board meeting minutes dated April 10, 2025. The vote to approve was unanimous.

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

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

Position of BICO Treasurer (Vote Required)

Mr. Meichelbeck has resigned from his position as Treasurer effective June 30, 2025. The Budget Subcommittee has reviewed the attached job description for consideration by the Board of Directors. This document is a result of the review of job descriptions from other educational collaboratives and a regional school district. After consideration of the job description, an interview committee will work with the Executive Director on interviewing and recommending a candidate for consideration by the Board. Motion by Mr. Holcomb, seconded by Dr. DeFalco, to approve the job description of Treasurer. The vote to approve was unanimous. Motion by Dr. O'Neill, seconded by Ms. Kidwell, to appoint Dr. Allardi and Dr. Cameron as members of the Interview Committee. The vote to approve was unanimous.

Referral Process/ Enrollment Update

Julie O'Connor and Laurie Cunningham presented on referrals and enrollment. Current enrollment was 180 students which included 172 Placements and 8 IAES/45 Day Assessments. 114.5 of the students enrolled were from member districts and the remaining 65.5 were from non-member districts.

Facilities Update

Dr. Lincoln Lynch III updated the Board on various projects including air conditioning at JMS and copiers for BICO programs.

Financial Update

Ms. Holly Buttrick provided the Board of Directors with the FY25 Financial Update which included the FY25 Operating Budget Financial Summary and the FY25 Capital Fund Summary.

Executive Director's Evaluation (Vote Required)

Ms. Jeanne Sullivan met with the Evaluation Subcommittee on May 12, 2025 to review and discuss her FY25 Evaluation. Jeanne Sullivan's overall rating was proficient. The comments reflected by the members encompassed her strengths on leading BICO successfully through a thoughtful budget process by stabilizing enrollment and the budget. "Her visionary approach during a period of significant change has been a cornerstone of her effectiveness". Her strong communication skills have provided the Board and other BICO stakeholders with updates. Dr. Berdos reviewed the goals that the Board of Directors have set forth for Jeanne. These goals include assessing the collective needs for programming, addressing enrollment challenges and staffing retention.. Motion by Dr. Allardi, seconded by Dr. O'Neill, to approve the Executive Director's Evaluation. The vote to approve was unanimous. A vote was taken to increase Jeanne's salary 3.5%. Motion by Mr. Holcomb, seconded by Dr. McIntyre. The vote to approve was unanimous.

Other

Routine Matters

Approval of Payroll Warrants

Approval of Bill Warrants

The Bi-County Collaborative does not discriminate in admission to, access to, treatment in, or employment in its services, programs, and activities, on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, homelessness, disability, pregnancy or pregnancy-related conditions, age, veteran or military status, ancestry, or genetic information.

APPROVED 9/11/2025

Adjourn

Motion by Dr. Cameron, seconded by Dr. McIntyre, to adjourn the open meeting at 10:35 a.m. The vote to approve was unanimous.