



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**

**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 Sullicvan 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

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.