Bi-County Collaborative
Making It Possible

Dr. Arlene Grubert, 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 9, 2015

Members

In attendance:	**Mr. Sheehan, Attleboro**
	Mr. Himmelberger, Blackstone-Millville
	Dr. Keough, Easton
	Mrs. Spinelli, Foxboro
	Dr. Zielinski, King Philip
	Mr. Gianetti, Mansfield
	Dr. Tremblay, Milford
	Dr. Allardi, Norfolk
	Mrs. Cullen, North Attleboro
	Dr. Baeta, Norton
	Mr. Raiche, Plainville
	Mr. Dockray, Tri-County
	Dr. Lynch, Walpole
Absent:	**Mr. Fleury, Bellingham**
	Ms. Sabolinski, Franklin
	Mr. Monteiro, Swansea
	Dr. Cameron, Wrentham
Present:	**Ms. Ciccone, Director of Finance & Operations**
	Ms. Paulajo Gaines, DESE
	Dr. Grubert, Executive Director
	Mr. Meichelbeck, Treasurer

The meeting was called to order by Dr. Lynch, Chairman at 12:00 pm

I. ACTION MATTERS

A. APPROVAL OF MINUTES: February 12, 2015 Minutes

Motion by Dr. Baeta, seconded by Dr. Zielinski, to approve the minutes of the February 12, 2015 Board of Directors meeting. The motion passed 8-5-0 (Mr. Himmelberger, Dr. Keough, Dr. Tremblay, Mrs. Cullen and Dr. Lynch abstained).

B. EMPLOYEE APPOINTMENTS/RESIGNATIONS/LEAVES OF ABSENCE

The following changes have occurred in employee status since the February meeting.

Appointments:	None
Resignations:	Mara Robinson, Physical Therapist
Terminations:	None
Retirements:	None
Leaves of Absence:	Reno Sabatini, Paraprofessional
	Ralph Wetzel, School Adjustment Counselor

Motion by Mrs. Cullen, seconded by Mr. Sheehan, to approve the changes in employee status. The motion passed unanimously.

C. INVESTMENT POLICY

Mr. Meichelback, Treasurer for Bi-County, reported that it is recommended that the Board vote to approve a change in Bi-County's investment strategy. The change reflects insuring a minimum of $500,000 (previously $700,000) to be consistent with current practices.

Motion by Mrs. Cullen, seconded by Mrs. Spinelli, to approve investment strategy to insure a minimum of $500,000 as recommended by Bi-County's Treasurer. The motion passed unanimously.

D. FY 15 BUDGET AMENDMENT

Dr. Grubert reported that last year the Board approved a Capital Policy and a Capital Fund for $360,400. The Office of Regional Governance at DESE advises that the Capital Fund be listed as a line item in the budget.

Motion by Dr. Zielinski, seconded by Dr. Allardi, to approve the amended FY 15 budget which includes the capital fund. The motion passed unanimously.

E. VAN REPLACEMENT

Dr. Grubert reported that five vans were taken off the road in the fall. Two vans were purchased using funds allotted in the FY 15 capital improvement plan for van replacement. There is a need to purchase a third van for students to get to job sites, transition and community activities. Dr. Grubert asked the Board to approve moving $20,000 within the existing Capital Fund from technology &furniture to van replacement.

Motion by Mr. Dockray, seconded by Mr. Himmelberger, to approve allocating $20,000 from the Capital Fund to replace a third van in FY 15. The motion passed unanimously.

II. INFORMATIONAL MATTERS

A. COLLABORATIVE AGREEMENT APPROVED

Dr. Grubert reported that the Bi-County Collaborative Amended Agreement has been approved by the Board of Elementary and Secondary Education. A copy of Commissioner Chester's letter and the Amended Collaborative Agreement was sent to Board Members.

B. RFP FOR OFFICE SPACE

Dr. Grubert reported that Bi-County's lease for administrative office space is up on June 30, 2015. Since the value of the lease is more than $35,000, it is required under Chapter 30B Secion 16 of the MGL to publicly post a Request for Proposals. The RFP was listed in the Central Register as of April 1st, will be in the Milford Daily News on April 10th and 17th, and sealed proposals are due by May 4th at 2:00 pm. The review committee for proposals will be Deb Ciccone, Joseph Miechelbeck, and Dr. Arlene Grubert. The plan is to have a recommendation for the May 14th Board meeting.

C. FY 15 FINANCIAL UPDATE

Dr. Grubert reviewed the expanded balance sheet period ending February 28, 2015, consolidated statement of revenue and expenditures period ending February 28, 2015, consolidated statement of revenue and expenditures period ending February 28, 2015 compared to FY 15 annual budget and statement of activity of Bi-County Collaborative retiree trust period ending February 28, 2015. She reported that student enrollment is up 10%. Increased enrollment is primarily in Program 1 which services students at the elementary & middle school levels with emotionally impairment. Discussion ensued regarding districts having therapeutic programs at the elementary level.

D. FY 16 BUDGET: FIRST READING

Dr. Grubert reported on the first reading of the FY 16 Budget proposal. The Budget Sub-Committee, consisting of Dr. Baeta, Mrs. Cullen, Dr. Keough, Mr. Raiche, Ms. Ciccone, Mr. Meichelbeck and Dr. Grubert held three meetings to discuss and develop the FY 16 Budget proposal. Dr. Grubert reported that the FY 15 Budget reflected an average projected enrollment of 173 students. Enrollment trends in FY 15 suggest that the enrollment projection for FY 16 is for an average of 187 students. To date, for FY 15, 40 out of 70 student referrals were enrolled in Bi-County Programs (58%). Overall enrollment in FY 15 is up 10%.
FY 16 total projected expenses are $11,677,010. The FY 16 proposal includes a 2% increase for staff and 6% increase for health insurance. There are two new positions in the FY 16 Budget proposal, one is for a Professional Development and Curriculum Coordinator and the second is for a Coordinator of Technology Integration and Planning.

Ms. Ciccone, Director of Finance and Operations, reviewed the tuition rates for FY 16. Members have a 0.4% overall weighted average increase and non members a 4% overall weighted average increase. She reported that IAES students are put in existing classrooms vs. last school year when they were in a

separate classroom. Also, most IAES were previously high school students but this has changed with an increase in now elementary and middle school IAES referrals.

E. **ONLINE VIRTUAL LEARNING ACADEMY – SCRO**

Dr. Grubert announced that information regarding the SCRO Virtual Learning Academy has been sent by email to all high school principals and superintendents in member districts. Several school districts including Carver, Falmouth, Franklin, Holbrook, Norton, Scituate, West Bridgewater, READS Collaborative and South Shore Collaborative have enrolled teachers to participate in the professional development required to become certified to teach online courses. As a result the SCRO Virtual Learning Academy will be able to offer 19 courses starting in the 2015-2016 school year.

A Course of Studies which includes course descriptions, information about the registration process and cost was included in Board members packet along with the introductory letter already sent out by email. Over the next five years SCRO plans to continue to offer professional development for more teachers to become certified and develop online courses with the hope to give every student an opportunity to participate in an online learning environment prior to graduation.

F. **OTHER**

Dr. Lynch welcomed Ms. Gaines from the DESE. Ms. Gaines congratulated Bi-County Collaborative on the Collaborative Agreement approval.

The question of SEI trainers was raised. There are no available trainers to do SEI trainings. The suggestion was made to offer an online SEI endorsement program. Ms. Gaines will look into this issue and report back.

III. ROUTNE MATTERS

A. APPROVAL OF PAYROLL WARRANTS

Payroll warrants were signed by Board members.

B. APPROVAL OF BILL WARRANTS

Bill warrants were signed by Board members.

Motion by Mrs. Spinelli, seconded by Mrs. Cullen, to adjourn the meeting at 1:06 pm. The motion passed unanimously.