



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
May 14, 2015

Members

In attendance: **Mr. Fleury, Bellingham**
 Mrs. Spinelli, Foxboro
 Ms. Sabolinski, Franklin
 Dr. Zielinski, King Philip
 Mr. Gianetti, Mansfield
 Dr. Tremblay, Milford
 Dr. Allardi, Norfolk
 Mrs. Cullen, North Attleboro
 Mr. Raiche, Plainville
 Mr. Dockray, Tri-County
 Dr. Lynch, Walpole
 Dr. Cameron, Wrentham

Absent: **Mr. Sheehan, Attleboro**
 Mr. Himmelberger, Blackstone-Millville
 Dr. Keough, Easton
 Dr. Baeta, Norton
 Mr. Monteiro, Swansea

Present: **Ms. Ciccone, Director of Finance & Operations**
 Dr. Grubert, Executive Director
 Mr. Meichelbeck, Treasurer

The meeting was called to order by Dr. Lynch, Chairman at 12:04 pm

I. ACTION MATTERS

A. APPROVAL OF MINUTES: April 9, 2015 Minutes

Motion by Dr. Tremblay, seconded by Mrs. Spinelli, to approve the minutes of the April 9, 2015 Board of Directors meeting. The motion passed 11-1-0 (Ms. Sabolinski abstained).

B. EMPLOYEE APPOINTMENTS/RESIGNATIONS/LEAVES OF ABSENCE

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

Appointments:	Denise Shearns, Physical Therapist Assistant Molly Bruce, Paraprofessional
Resignations:	Devon Gray, Paraprofessional
Terminations:	None
Retirements:	None
Leaves of Absence:	Reno Sabatini, Paraprofessional Ralph Wetzel, School Adjustment Counselor

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

C. FY 16 BUDGET – SECOND READING

Dr. Grubert presented the second reading of the FY 16 Budget proposal. The projected revenue of \$11,677,010 is needed based on programming for an average enrollment of 187 students for the 2015-2016 school year. The budget details and tuition rates were reviewed.

Dr. Grubert reported that enrollment is up 10% from last year.

Motion by Dr. Allardi, seconded by Mrs. Cullen, to accept the FY16 budget. The motion passed unanimously.

Motion by Mrs. Cullen, seconded by Mrs. Spinelli, to move the \$250,000 increase in capital reserve in the FY16 budget to the Capital Fund.

D. LEASE FOR OFFICE SPACE

Dr. Grubert reported that the RFP process in accordance with Chapter 30B Section 16 of the MGL was completed on May 4th. It is recommended by Executive Director, Director of Finance & Operations, and Treasurer that Bi-County lease administrative office space at our current location of 397 East Central Street, Franklin, MA.

Dr. Grubert added that it is a 5 year lease agreement with 5 year option to renew.

Motion by Dr. Cameron, seconded by Ms. Sabolinski, to authorize the Executive Director to sign a lease agreement for administrative office space at 397 East Central Street, Franklin, MA . The motion passed unanimously.

II. INFORMATIONAL MATTERS

A. FY 15 FINANCIAL UPDATE

Dr. Grubert reviewed the financial summary which included Expanded Balance Sheet period ending March 31, 2015, Consolidated Statement of Revenue and Expenditures period ending March 31, 2015, Consolidated Statement of Revenue and Expenditures period ending March 31, 2015 compared to FY15 Annual Budget and Statement of Activity of Bi-County Collaborative Retiree Trust period ending March 31, 2015. Due to increased enrollment, Bi-County's net income reflects a profit of \$325,397.

Dr. Grubert explained that DESE is hosting a conference call to review guidelines for use of cumulative surplus. Dr. Grubert, Ms. Ciccone, and Mr. Meichelbeck will participate in the conference call on May 20th.

B. TRANSPORTATION UPDATE

Dr. Grubert reported that a subcommittee for the Bi-County Transportation Network has been formed and includes Deb Ciccone (BICO), Arlene Grubert (BICO), Mike Friscia (Walpole), Caron Ketchum (Plainville), and Bill Yukna (Foxboro). The committee met on April 27, 2015 to review the current Master Agreement and discuss options for the Network moving forward. The subcommittee agrees that a simplified contract for transportation is needed and the possibility of returning to a one vendor model should be explored. The subcommittee plans to hold an exploratory meeting with Van Pool to discuss transportation services and the possibility of returning in the future to a one vendor service model. At a meeting in June, the subcommittee will update all business managers in the network on the findings and ask for input in regard to developing a simplified and clear contract, the possibility of returning to a one vendor service model, clarification of the role and responsibilities of Bi-County Collaborative as well as the role and responsibilities of participating districts in the Transportation Network.

Dr. Lynch thanked the subcommittee for all their work.

C. POTENTIAL CLASSROOM SPACE

Dr. Grubert announced that the lower level of the property at 141 Mansion Drive is being built out to include 4 classrooms, a therapeutic pool, cafeteria, gym, and storage space. Bi-County has an opportunity to lease some additional classroom space from TEC.

Additional classroom space in Walpole can accommodate growth, afterschool programming and provide larger space for professional development programs. Bi-County is experiencing a need for additional space in the two Bi-County Programs presently located in Walpole.

Securing additional space in Walpole will afford Bi-County opportunities to expand. The Collaborative would like to plan on leasing 2 of the classrooms and some storage space. The lease would include use of the therapeutic pool, cafeteria and gym.

D. SCRO SPECIAL EDUCATION FAIR

Dr. Grubert reported that the Southeastern Regional Collaborative Organization will be hosting a Special Education Fair in the fall. This event provides an opportunity for the nine collaboratives in SCRO to provide information to the public about collaborative programs and services. Dr. Grubert wanted to communicate to the Board about the nature and context of this event and seek input regarding Bi-County's participation. The Board agrees with Bi-County Collaborative participating in this fair.

E. ANNUAL REAPPOINTMENT OF BOARD OF BOARD MEMBERS

It was reported that as required by Chapter 43, all Board members need to be annually appointed to the Collaborative Board of Directors.

In preparation for the 2015-2016 school year, Board members may obtain their school committees vote anytime going forward. This vote should be obtained prior to the commencement of the next school year.

F. BOARD OF DIRECTORS MEETINGS 2015-2016

The 2015-2016 meeting schedule was presented.

G. PROGRAM TOURS

Dr. Grubert reported that she has been conducting Program Tours for Special Education Directors. She stated that they are going very well. She talked about the new welcoming packet that parents will receive when they visit programs.

H. REGISTERED BEHAVIOR TECHNICIANS

Dr. Grubert announced that Bi-County Collaborative will be offering a Registered Behavior Technician Course this summer in partnership with New England Center for Children (NECC). The course is 40 hours and needs to be completed within 90 days. Staff completing this course will earn a certificate. This course will provide training and preparation for BICO staff who will be providing home based services to Walpole and other districts.

I. DONATION FROM MANSFIELD STUDENT

Dr. Grubert announced that a student from Mansfield raised \$1,000 for a music program for the Bi-County Collaborative students at the Jordan Jackson School. She has asked to be present at the June Board meeting to present the donation.

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. Cullen, seconded by Dr. Allardi, to adjourn the meeting at 12:50 pm. The motion passed unanimously.