



Bi-County Collaborative
Making It Possible

Dr. Arlene Grubert, Executive Director

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Board of Directors Meeting
October 13, 2016

Members

In attendance: Mr. Sawyer, Attleboro
Dr. Keough, Easton
Dr. Zielinski, King Philip
Mr. Gianetti, Mansfield
Dr. Allardi, Norfolk
Mrs. Suzan Cullen, North Attleboro
Dr. Baeta, Chair, Norton (arrival 12:17)
Mr. Raiche, Plainville
Mr. Robidoux, Swansea
Mr. Dockray, Tri-County
Dr. Lynch, Walpole
Dr. Cameron, Wrentham

Absent: Mr. Peter Marano, Bellingham
Mr. Himmelberger, Blackstone-Millville
Mrs. Debra Spinelli, Foxborough
Dr. Sabolinski, Franklin
Dr. Kevin McIntyre, Milford
Mr. Robidoux, Swansea

Present: Ms. Ciccone, Director of Finance & Operations
Dr. Grubert, Executive Director
Dr. Sullivan, Professional Development Coordinator
Ms. Renzi, Pavento, Ratcliffe & Renzi

The meeting was called to order by Dr. Allardi, at 12:00 p.m.

I. ACTION MATTERS

A. Approval of Board Minutes: September 15, 2016

Motion by Dr. Zielinski, seconded by Dr. Cameron, to approve the minutes of September 15, 2016. The motion passed unanimously.

Motion by Dr. Cameron, seconded by Dr. Zielinski, to approve the executive session minutes of September 15, 2016. The motion passed unanimously.

B. Employee Appointments/Resignations/Leaves of Absence

Motion by Dr. Lynch, seconded by Mrs. Cullen, to approve Employee Appointments/Resignations/Leaves of Absences as written. The motion passed unanimously.

C. FY16 Independent Financial Audit

Ms. Elaine Renzi, CPA of Pavento, Ratcliffe & Renzi & Co., LLC distributed the required audit disclosure and presented the FY16 Independent Financial Audit Report to the Board. Under Chapter 43 Section 1(d) each collaborative board of directors shall annually cause an independent audit to be made to its financial statements consistent with generally accepted governmental auditing standards and shall discuss and vote to accept the audit at an open meeting of the board.

Motion by Mrs. Cullen, seconded by Dr. Keough, to accept the FY16 Independent Financial Audit. The motion passed unanimously.

(Mr. Baeta enters meeting, 12:17PM)

D. Determination of Surplus funds (603 CMR 50.07)

Dr. Grubert reported that Education Laws and Regulations at 603 CMR 50.07 (9) require that the collaborative board of directors shall annually approve by a majority vote the dollar designated as the cumulative surplus.

The Committee reviewed the FY16 audited financial statements which shows in the Statement of Revenues, Expenditures and Changes in Fund Balance- Government Funds:

Total Expenditures = \$10,930,913

25% of Total Expenditures = \$2,732,728

FY16 Cumulative Surplus = \$2,952,315

Motion by Dr. Zielinski, seconded by Dr. Lynch, FY16 Total Expenditures are \$10,930,913. The motion passed unanimously.

Motion by Dr. Zielinski, seconded by Dr. Keough, 25% of FY16 Total Expenditures is \$2,732,728. The motion passed unanimously.

Motion by Dr. Cullen, seconded by Dr. Zielinski, FY16 Cumulative Surplus is \$2,952,315. The motion passed unanimously.

Motion by Dr. Zielinski, seconded by Dr. Keough, BICO to retain 25% of the FY16 cumulative surplus funds (\$2,732,728). The motion passed unanimously.

E. Executive Director's Evaluation

Dr. Grubert's evaluation was presented to the Board on September 15, 2016

Motion by Mrs. Cullen, seconded by Dr. Keough, to accept the Executive Director's 2015-2016 Evaluation. The motion passed unanimously.

F. Treasurer's Evaluation

As required in the regulations at 603 CMR 50.06, the Board of Directors will annually evaluate the performance and effectiveness of the Treasurer. Enclosed please find the Treasurer's evaluation for 7/1/15-6/30/16 completed by Board Chair, Dr. Joseph Baeta.

Motion by Mrs. Cullen, seconded by Dr. Keough, to accept Treasurer's Evaluation. The motion passed unanimously.

II. INFORMATIONAL MATTERS

A. Discussion of Surplus Funds

Dr. Grubert provided information on both regulations and Bi-County Collaborative's agreement about what the board can do with surplus funds. A portion of this has been completed with the vote to retain 25%. There is \$219,587, which is above the 25%. The board discussed options for use of the funds or how to disperse it. Various options were discussed including tuition credit, share disbursement, and contribution to the capital fund for future purchases and/or expansion.

Dr. Baeta requested more information to be gathered with a recommendation, for the next meeting.

B. FY17 Financial Update

Dr. Grubert presented the following documents to provide an overview of the FY17 Financial Summary:

- a. Expanded Balance Sheet period ending August 31, 2016
- b. Consolidated Statement of Revenue and Expenditures period ending August 31, 2016
- c. Consolidated Statement of Revenue and Expenditures period ending August 31, 2016 to FY17 Annual Budget
- d. Statement of Activity of Bi-County Collaborative Retiree Trust period August 31, 2016

C. CORI Checks

A general discussion took place regarding the process board members used for reviewing CORI checks. Each district had similar best practices in making these decisions regarding acceptable time frame and severity of incidents.

D. Narcan

The Massachusetts Department of Public Health (DPH) School Health Unit recommends that each school district or private school have a written protocol, signed by the school physician, authorizing the school

nurse to administer nasal naloxone to individuals who experience a life threatening opiate overdose in the school setting. Stock supplies of nasal naloxone should be maintained by the school nurse for this purpose.

- School nurse core competencies will be addressed by the MA DPH overdose response training guide.
- Upon approval from executive director, protocol will be signed by school MD and stock Narcan will be obtained from Adapt Pharma's free Narcan program for the Finberg Public Day School.

E. Other

The Southeast Collaborative Regional Organization will present the 2016 Behavioral Health Symposium on December 15th & 16th. This will be held 8AM-4PM at the Holiday Inn Mansfield.

Worcester State University and Bi-County Collaborative will present Redefining School Leadership: A panel discussion about new directions for school leaders. This event will be held at the Bi-County central office on Wednesday, November 16, 2016, 7:30-9:30am.

III. ROUTINE 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

Dr. Baeta requested a motion be made to enter into executive session.

Motion by Dr. Lynch, seconded by Dr. Zielinski, to adjourn the open meeting at 12:57 p.m and enter into executive session for purposes of legal matters with legal counsel, and not reconvene in open session. Role call per member taken by Dr. Baeta, The motion passed unanimously.