



Bi-County Collaborative
Making It Possible

MEMORANDUM

TO: BICO Board of Directors

FROM: Jeanne M. Sullivan, Executive Director

DATE: September 30, 2023

RE: Quarterly Report

- Enrollment for the start of the school year is 177 students.
 - 169 Student Placements
 - 8 Student Assessment/ IAES
 - 117 Member
 - 60 Non-Member
 - We will continue to work through referrals as we receive them with a goal of continuing to increase our enrollment.
- During the period of July 1-Sept. 30, 2023, BICO Staff have processed 44 referrals to BICO Programs
 - 18 Referrals from Member Districts
 - 10 students have been accepted
 - 8 students have enrolled
 - 1 pending decision from District
 - Remaining referrals
 - 2 (highly sexualized behavior)
 - 2 (district withdrew)
 - 2 (chose private school)
 - 1 (no appropriate cohort)
 - 3 Open/Pending
 - 26 Referrals from Non-Member Districts
 - 10 Students have been accepted
 - 8 students have enrolled
 - 1 pending decision from District
 - Remaining referrals
 - 1 (hallucinations)
 - 2 (highly sexualized behavior)
 - 2 (no appropriate cohort)
 - 2 (require higher level of care)
 - 2 (chose another collaborative)
 - 2 (no parent response)
 - 1 (criminal charges)
 - 1 (full at grade level)
 - 5 Open/Pending

Professional Development Attended July 1, 2023-September 30, 2023

- MASS Conference - July 10-13, 2023
- BICO Leadership Retreat - August 1-2, 2023
- Virtual DESE Special Education Leaders Meetings
- Opening of School & PD Day -
 - BICO Staff kicked off the school year in person at EnVision Conference Center in Mansfield on Monday, August 28. The theme for the year is “Be A Coffee Bean / Recalibrate.” The morning program included welcoming new staff, celebrating staff moving to new roles and introduction to a new time and attendance system and The Coffee Bean Story. Also during the morning session, a panel of representatives from DCF presented training to all staff on mandated reporting. The afternoon program included breakout professional learning sessions presented by BICO Staff and guests (Professional Learning Sessions included: Assistive Technology-Easter Seals, Fetal Alcohol Syndrome Part II - Kristin Erickson, Make and Take Sensory Boards, Using Vector Solutions, CPI Roundtable Discussion, etc...).
 - On Tuesday, August 29, we held our beginning of the year Professional Development Day. Staff participated in content specific training (Go Math, Healthy Relationships Curriculum, Grading at HS, Healthy Lifting and use of assistive devices, Therapist Group Job Alikes) and then had the opportunity to collaborate with their classroom team, specialists working with their program, meet with program directors, etc.
- Strategic Plan Updates

I am pleased to report on the progress made toward achieving the goals created as part of the 2022-2026 Strategic Plan. As you will see below we have made significant progress on goal #2 & 3 while we have made some smaller gains on goal #s 1 & 4. We are currently developing our action plans for the 2023 -2024 school year and will be working to gain greater representation from stakeholder groups in addressing this work moving forward.

Strategic Objective Number	Strategic Objective	Year 1 (2022-2023) Focus Areas	Evidence of Progress
1	Establish and implement an ongoing & sustainable system for behavioral and academic data collection and analysis that informs decision-making and fosters student success.	*Develop goals and cohort models for programs. *Identify relevant academic and behavioral data based on goals, instructional practices, and student outcomes. *Establish data collection mechanisms (behavioral, academic, enrollment).	*Updated program descriptions. *Initiated a system of internal program reviews including: interviews with key stakeholders, observation of instruction, review of behavioral data and system for reporting findings back to stakeholders. These findings will be used as we further develop our current programming and examine opportunities for expansion. *A system to collect data regarding referrals, acceptance and non acceptance rates, student

		<p>*Review data to inform decisions about student services and outcomes. Report at monthly Leadership Team.</p>	<p>enrollment and non enrollment, program staffing, classroom capacity has been created. Data is reported on a regular basis.</p> <p>* Program Development Committee was designed to include appropriate stakeholders - this will begin in the 23-24 school year.</p> <p>* Researched ACE program for ASD and implementing in FY24</p>
2	Establish and implement a cohesive process of mutual collaboration and problem-solving between BICO & District partners.	<p>*Create a comprehensive communication strategy for Special Education Directors & Superintendents to describe BICO programs & services.</p> <p>*Explore comprehensive district-related services programs.</p>	<p>*Established a practice where the Executive Director and Director of Student Services are meeting with new and existing Board Members & Special Education Administrators to share information about BICO and learn more about the needs of their districts.</p> <p>*Developed a system for providing regular updates to Leadership Team, Staff, Operating Committee and Board of Directors related to BICO budget, enrollment, classroom capacity, staff openings, etc...</p> <p>*Board of Directors provided with opportunity to tour Mansion Drive and Mansfield programs during regularly scheduled meetings.</p> <p>*Re-established Job-alike for Out of District Coordinators.</p> <p>*Reviewed current district services offerings (TVI, O&M, APE, etc...)</p> <p>*Created and distributed a pamphlet that provides information on the Related Services that BICO offers to districts</p>
3	Develop effective communication systems for BICO's internal and external operations that clearly define workflow and expectations.	<p>*Clarify purpose, supports, and student profiles by adjusting and renaming programs and definitions.</p> <p>*Create, share, and update an in-depth organizational chart that clearly identifies positions, roles, and responsibilities</p>	<p>*Program descriptions have been audited and updated</p> <p>*Hiring practices updated to include greater representation of staff, documentation of reference checks, social media checks.</p> <p>*Revisions to Job Descriptions for Program Directors, Professional Learning and Curriculum Specialist and Director of Transition completed. The Leadership Team will continue to make updates to others as is</p>

		<p>*Establish a defined BICO process and administrative workflow.</p>	<p>appropriate.</p> <p>*Updates to the BICO Organization Chart are in process.</p> <p>*Increased transparency of budget process and current budget with BOD and with Leadership and staff.</p> <p>*Reorganized timeline for building budget & gaining Board approval.</p> <p>*Implemented ADP time and attendance module for all staff.</p> <p>*Vetted and selected new accounting system to begin implemented beginning Jan. 2024 with full implementation scheduled for July 1, 2024.</p>
4	Create a comprehensive professional development program with offerings and opportunities for BICO staff and member districts.	<p>*Develop guidelines for planning professional development. (clarity, audience, purpose)</p> <p>*Develop and implement a new induction program for staff.</p>	<p>*Focus for 2022-2023 became about providing time for classroom teams to collaborate. PD planning focused primarily on Welcome Back Day, the 2 full day PD Days and</p> <p>*Planned & Executed:</p> <ul style="list-style-type: none"> *Welcome Back/PD Days - held at German American Club, Walpole - focus on Coming Back Together, Mandated Training, being prepared for the new school year. *April 6 Professional Learning Day - Conference Model *End of Year Staff Meeting * 2023-2024 All Staff Welcome Back/PD Day - held at Envision Mansfield utilizing conference model with BICO Staff and guest presenters <p>*2023-2024 Pilot of Model for ½ day PD days that allows us to issue PDPs for content area work completed in 10 hour segments.</p> <p>*Leadership & Staff began participating in workshops & conferences outside of the Collaborative</p> <p>*Revised induction and mentoring program - this process is continuing into 2023-2024.</p> <p>*Vetted & Implemented Vector Solutions</p>

			<p>Platform for our mandated training and other professional learning opportunities, full implementation August, 2023.</p> <p>* Revised job description for Professional Development and Curriculum Specialist.</p> <p>*Appointed Professional Development and Curriculum Specialist beginning July 1, 2023.</p>
--	--	--	--

I am happy to talk with you to answer any questions you may have.