



Bi-County Collaborative
Making It Possible

MEMORANDUM

TO: BICO Board of Directors

FROM: Jeanne M. Sullivan, Executive Director

DATE: June 30, 2023

RE: Quarterly Report

- Enrollment as of June 30, 2023 is 198 students.
- 194 Student Placements
 - 4 Student Assessment/ IAES

- 117 Member
- 81 Non Member

We continue to work through referrals as we receive them with a goal of continuing to increase our enrollment.

- During the period of April 1-June 30, 2023 BICO Staff have processed 70 referrals to BICO Programs
 - 30 Referrals from Member Districts
 - 9 students have been accepted
 - 3 students have enrolled
 - 1 pending decision from District
 - 5 ESY/Fall start enrolled
 - 3 Referrals did not participate in a tour or interview
 - 1 selected a private school prior to touring BICO
 - 1 selected a collaborative prior to touring BICO
 - 0 district withdrew the referral
 - 1 parent refused tour or did not respond
 - 0 other reasons
 - 1 Referrals are Open/Pending
 - 40 Referrals from Non-Member Districts
 - 4 Students have been accepted
 - 0 students have enrolled
 - 0 pending decision from District
 - 2 ESY/Fall Start enrolled
 - 8 Referrals did not participate in a tour or interview
 - 1 selected a private school prior to touring BICO
 - 1 selected a collaborative prior to touring BICO
 - 1 district withdrew the referral
 - 5 parent refused tour or did not respond
 - 0 other reasons
 - 0 Open/Pending

- Business Office - Finance & Facilities:
 - After completing a search for a new Director of Finance and Operations, we appointed Holly Buttrick effective July 1, 2023. Holly has worked closely with Dr. Lynch this year to manage the budget and learn other aspects of the Director of Finance and Operations role. Dr. Lynch will stay on as a consultant for the 23-24 school year serving the role of Project Manager/ Mentor to the Director of Finance and Operations.
 - Dr. Lincoln Lynch, Interim Director of Finance and Operations, Holly Buttrick, Budget Manager and I have continued to increase transparency and clarity of BICO's budget and finances through revisions to the manner in which the Finances are presented. We have completed an audit of the Central Office Staff Administrative Staff Responsibilities in order to identify adjustments to be made to increase efficiency and productivity. One important adjustment has been the hiring of an Accounting and Payroll Clerk to support the Business Office. In addition, we have undertaken the process of implementing a web based time and attendance module to better track employee attendance and requests for paid leave.
 - Dr. Lynch, Interim Director of Finance and Operations and I are also working closely on the process of identifying potential locations to relocate the programs located at Mansion Drive beginning on July 1, 2023. We have engaged the services of a real estate broker who understands the space needs and will be setting up tours of potential properties. We are also working with Walpole Public Schools to explore the possibilities of the Johnston Middle School which will be vacant effective June, 2024. Throughout the process we are updating the Facilities Subcommittee of the Board of Directors.

- Personnel
 - The FY 24 Budget has allowed reinstatement of Professional Learning and Curriculum Specialist. After a search we have appointed Ann Buckley who will begin on July 1, 2023.
 - After the resignation of Jake Richardson, Program Director (Nov., 2022) and Billy Kickham, Program Director (June, 2023) we have promoted Sara Gustafson and Melissa Worthy from classroom teacher to Program Director to replace them effective July 1, 2023.
 - In order to better support our classroom teachers, we have promoted Lauren Masseur from classroom teacher to Lead Teacher/Instructional Coach. Lauren will work closely with the Professional Learning and Curriculum Specialist as well as our Program Directors and classroom staff.
 - We are continuing to search for a Director of Transition Services after the resignation of Casey Hatten, Director of Transition Services (June, 2023).
 - We continue to have several open positions including an elementary special education teacher, 2 high school special education teachers and 1 Adult Transition Program Teacher.

- Professional Learning
 - On April 6, 2023 we held an all staff Professional Learning Day. The day started at Lakeview Pavilion in Foxboro with a continental breakfast, Welcoming remarks and a Keynote Address by Dr. Richard Drolet and Dr. Armand Pires. This presentation focused on a look back at where we started together 3 years ago, where we are now and preparing ourselves to move forward. After the Keynote Address, the Leadership Team had the opportunity to talk with Dr. Drolet and Dr. Pires about the role of a leader and troubleshoot some concerns. Staff proceeded to Summit Educational Center where they engaged in several breakout sessions presented by our staff, and staff from DESE.
 - On June 7, 2023 we held our end of year staff meeting. In preparation for this meeting, staff were asked to collaborate on a fun way to share their experiences from the year. During the meeting we held a picnic lunch and our amazing staff all shared skits, songs, stories, etc... to tell us about their program and experiences from the school year.

- Professional Development Attended April 1-June 30, 2023
 - Virtual DESE Special Education Leaders Meetings - Jeanne Sullivan
 - MOEC Legal Issues - Zoom - Jeanne Sullivan
 - NSIP Year 3 Consultancy Meetings - Jeanne Sullivan
 - April 3, 2023 - Zoom
 - May 1, 2023 - Holiday Inn, Marlboro - final meeting and graduation from program.
 - MOEC General Meeting - Accept Collaborative - Jeanne Sullivan
 - ASE Virtual Conference - June 8, 2023, -Jeanne Sullivan, Pamela Ludwig, Krisitin Boni
- Classroom/ Program Walkthroughs/Observations/Staffing Support continued throughout the Spring.
- College Connections:
 - Collaboration with Stonehill College - Graduate Internship Program
- Other:
 - Mentoring & Induction Monthly Meeting
 - April 13 (Virtual), May 18 (Virtual), June 22, 2023 (In person at Holy Cross) - Massachusetts Administrators of Special Education Executive Board Meeting
 - April 10-April 14 - Collaborative Wide Kindness Week
 - June 5-June 9 - Collaborative Wide Spirit Week

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