



NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE
Ashby – Pepperell – Townsend, Massachusetts

MEETING MINUTES – June 23, 2026

Virtual via Zoom

PRESENT

Lisa Martin	Member, At-Large
Kym Craven	Member, Townsend
Qenan Francois	Member, Townsend
Jacqueline (Jackie) White	Member, Pepperell
Michael LaBossiere	Member, Pepperell
Alexander (Alex)	Bankuti Member, Pepperell
Chris Sloan	Member, At-Large
Lisa Bloom	Member, At-Large
Carla Lima	Member, Ashby ~ Absent

STAFF PRESENT

Brad Morgan	Superintendent of Schools
Gary Burboa-Reese	Assistant Superintendent of Schools
Nancy Haines	Business Manager
Kevin Cormier	Asst. Business Manager
Jeremy Hamond	Director of Operations
Robin Eibye	Recording Secretary
Laurie Smith	NMRHS Principal

CALL TO ORDER

Chair, Lisa Martin opened the meeting at 6:02 p.m., and it was announced that the meeting was being recorded.

Roll Call:			
Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes
Qenan Francois	Yes	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

APPROVAL OF CONSENT AGENDA

OUR MISSION: At NM, we are committed to creating a diverse learning environment where students are provided a meaningful education through academic, social, and emotional learning experiences. Together with parents, caregivers, and the community, students are encouraged to ignite and embrace their individual potential to find success within NM and beyond.

Members reviewed the consent agenda items. Chair Martin noted that the April 14, 2026, minutes were removed from the consent agenda. No corrections or objections were raised.

- *Motion made by Qenan Francois to approve the consent agenda excluding the April 14, 2026 minutes. Seconded by Michael LaBossiere.*

It was confirmed that payroll-related items would cause some members to abstain as in the past.

Roll Call Vote:			
Lisa Martin	Yes	Chris Sloan	Abstain
Kym Craven	Yes	Alexander Bankuti	Abstain
Qenan Francois	Yes	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

Vote: *The motion passed. 6/0/2 (Chris Sloan & Alexander Bankuti due to payroll conflict)*

PUBLIC COMMUNICATIONS

1. Alan Leao of 14 Main Street in Pepperell commented on the National Fitness Campaign (NFC) proposal for a fitness court at the high school. Mr. Leao expressed concern that the Town of Townsend already has NFC equipment in storage and questioned whether installing another NFC facility in the district would duplicate existing investment.
2. Randee Rusch of 60 Turner Road in Townsend commented on the draft policy regarding school committee meeting times. Ms. Rusch noted that the committee moved to one regular meeting per month, resulting in few but longer meetings.

REPORTS/INFORMATION ITEMS – VOTES MAY BE TAKEN

1. [Chairperson's Report](#) – L. Martin
 - 1) Chair Martin talked about the Conference Committee letter sent to legislators regarding school funding and development of a commission and said the district is seeking legislative support for increased funding.
 - 2) Chair Martin reminded members to complete and submit a CORI Authorization Form to HR as soon as possible.
 - 3) Chair Martin also reminded members to complete the MASC Introductory Training for new members, the State Ethics training, and file certificates with their respective towns.
 - 4) Chair Martin congratulated the NM Class of 2026 graduates and noted a successful graduation.
2. [Superintendent's Report](#) – B. Morgan

- 1) Superintendent Morgan announced the high school track is open to the public from 5:30 a.m. to 10:00 a.m., Monday through Friday, until later in August when fall preseason athletics begin.

3. [Assistant Superintendent's Report](#) – G. Burboa-Reese

- 1) Dr. Burboa-Reese reported on outcomes of a DESE Arts and Cultural Vitality Self-Evaluation grant. See attached presentation.
- 2) Dr. Burboa-Reese provided an update on the ADA Self-Evaluation and Transition Plan grant to conduct an ADA self-evaluation of the six school buildings using an external consultant. Dr. Burboa-Reese explained that site visits were conducted during April vacation, with a day spent at each building. The preliminary areas of concern have been identified, and the final report is expected by June 30, 2026.

NEW BUSINESS/GENERAL DISCUSSION – VOTES MAY BE TAKEN

1. NMRSD Family & Student Handbook – B. Morgan

The NMRSD Family & Student Handbook was continued to the next meeting because legal review was not completed.

2. [Out-of-State/International Student Travel](#) – L. Smith

Principal Smith reported that two staff members wish to propose an international student trip to expose students to other cultures. Planning for August 2027 to allow sufficient time to gauge interest and destination via a student survey and to allow families time to plan and save for costs. Principal Smith confirmed they are not seeking trip approval at this time, only permission to begin exploratory work. Members expressed general support for international travel opportunities if legal and policy issues are addressed. The Policy Subcommittee was assigned to review the existing international/out-of-state travel policy, confirm requirements (e.g., nurse, licensing, liability), and bring any necessary revisions back to the full committee.

3. [Appointment of Treasurer](#)

Nancy Haines and Kevin Cormier explained that, following the planned retirement of Treasurer Michael Hartnett (after 35 years), the district advertised the position and conducted a search. The Superintendent, Nancy Haines, and Kevin Cormier recommend the committee approve candidate Katie Kazanjian, currently Treasurer/Collector for the Town of Groton. Dr. Cormier noted Kazanjian has prior experience with Michael Hartnett, and Mr. Hartnett will remain in his position through July 18 to assist with training and transition.

- *Motion made by Michael LaBossiere to approve the District Treasurer Job Description as presented. Seconded by Qenan Francois.*

Roll Call Vote:			
Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes

Qenan Francois	Yes	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

Vote: The motion passed unanimously. 8/0/0

- Motion made by Jackie White to appoint Katie Kazanjian as District Treasurer for the 2026-2027 school year with a salary of \$12,629. Seconded by Kym Craven.

Roll Call Vote:			
Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes
Qenan Francois	Yes	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

Vote: The motion passed unanimously. 8/0/0

Chair Martin congratulated Ms. Kazanjian, who was present on the call.

4. [NMRHS Fitness Court](#) – G. Burboa-Reese

Dr. Burboa-Reese reported the district received a \$40,000 Blue Cross Blue Shield/National Fitness Campaign grant for an outdoor fitness court. Legal counsel advised the project must be competitively bid under Chapter 30B. The proposed court would be located outside the high school gym and support physical education, science classes, potential future CTE programs, and community use. Dr. Cormier reviewed the estimated \$264,750 project cost and proposed funding through the grant, a \$150,000 state Fair Share earmark, and approximately \$115,000 in FY26 year-end funds. Bids were issued for equipment, site work, and installation, with completion targeted for September 2026.

Committee discussion focused on the availability of existing National Fitness Campaign equipment owned by the Town of Townsend but not yet installed. Members questioned purchasing new equipment before exploring use of the existing equipment and requested that administration meet with Townsend officials to evaluate that option. Members also discussed project timing and competing district priorities.

No motion was made. The Committee took no action and requested the Superintendent meet with Townsend officials to explore relocating Townsend's existing fitness equipment to the high school before considering a new purchase.

5. [Conflict of Interest Disclosures](#) – L. Martin

Chris Sloan disclosed that his wife is employed as a district teacher and stated he will file the required Conflict of Interest disclosure with the Pepperell Town Clerk. He will abstain from matters directly affecting her compensation or benefits. Alexander Bankuti disclosed that his sister is employed by the district as a custodian and stated he will file the required disclosure and abstain from matters directly affecting custodial compensation or her employment. No action was taken.

6. [Superintendent Goals](#) – B. Morgan

Superintendent Morgan provided a mid-cycle update on his annual goals. He reported continued participation with DESE and Education Resource Strategies (ERS) on strategic resource planning, including collaboration with other districts on budgeting, staffing, and enrollment. He also reported progress toward developing district AI guidelines with Assistant Superintendent Dr. Reese, noting that a policy framework is needed before staff and student training can begin. Morgan further reported that he has completed approximately 75% of his school visitation goal and plans to increase his presence in school buildings next year by working from district schools several days each week. No action was taken.

7. [School Committee Member Term Limits](#) – L. Bloom

Lisa Bloom initiated a discussion regarding possible term limits for School Committee members and committee officers, citing examples from other Massachusetts districts. Members discussed whether term limits for elected members are legally permissible and agreed that legal guidance is needed before considering any changes. Ms. Bloom will consult district legal counsel regarding the committee's authority and any required process. No action was taken.

8. [Community Programming Announcements Calendar](#) – K. Craven

Kym Craven proposed exploring an electronic method for sharing community programs and resources with families while avoiding paper flyer distribution. Discussion focused on balancing community access with staff workload, legal considerations, and existing website resources. Ms. Craven will research practices used by other districts and assess community interest before bringing recommendations to the Committee. No action was taken.

OLD BUSINESS – VOTES MAY BE TAKEN

1. [2026-2027 School Committee Meeting Calendar](#)

Chair Martin presented the proposed 2026–2027 School Committee meeting calendar. Members discussed the potential for additional in-person meetings and workshops during the year while approving the calendar as the baseline schedule.

- *Motion made by Lisa Bloom to approve the 2026-2027 School Committee meeting calendar presented. Seconded by Michael LaBossiere.*

Roll Call Vote:

Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes
Qenan Francois	Yes	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

Vote: The motion passed unanimously. 8/0/0

2. [Ashby Elementary Solar Panels Update](#) – K. Cormier

Dr. Cormier reported no new update on the Ashby Elementary solar panel, noting the district is still awaiting a response from the Town of Ashby and/or their legal counsel regarding which attorney will represent the town, and terms of an agreement between the town and the district. Chair Martin stated she would email the Ashby Town Administrator, copying the Superintendent and Dr. Cormier, to prompt a response and identification of the town's legal contact.

SUBCOMMITTEE REPORTS – VOTES MAY BE TAKEN

1. Warrant Signatory Appointment – L. Martin

1. Appointment of 2026-2027 Primary and Secondary Warrant Signatories.

Chair Martin stated that Carla Lima and Lisa Bloom have stepped down as warrant signatories. Chair Martin has been signing warrants temporarily and noted the need for formal appointments. Michael LaBossiere volunteered to serve as secondary signatory.

- *Motion made by Qenan Francois to appoint Lisa Martin as the 2026-2027 Primary Warrant Signatory and Michael LaBossiere as the 2026-2027 Second Warrant Signatory, replacing Carla Lima and Lisa Bloom, respectively. Alexander Bankuti seconded.*

Roll Call Vote:			
Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes
Qenan Francois	Yes	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

Vote: The motion passed unanimously. 8/0/0

2. [Finance](#) – L. Martin

1. Election of Finance Subcommittee Chairperson

- *Motion made by Kym Craven to appoint Michael LaBossiere as Chair of the Finance Subcommittee. Jackie White seconded.*

Roll Call Vote:			
Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes
Qenan Francois	Yes	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

Vote: *The motion passed unanimously. 8/0/0*

2. FY26-2 Budget Transfer

Nancy Haines presented FY26 budget transfers totaling \$731,192.22, noting the previously proposed \$115,000 transfer for the outdoor fitness court had been removed following Committee direction to pause the project. Transfers support instructional equipment, operations, maintenance, and technology, as well as debt service, with funding from insurance, retirement, and out-of-district tuition accounts. Administration noted the transfers represent the best estimate based on outstanding obligations and that a final adjustment may be required after fiscal year-end.

- *Motion made by Qenan Francois to approve the FY26-2 Budget Transfer as follows:*

\$125,053.99 ADDED to Instructional Support Equipment
\$569,155.00 ADDED to Operations Maintenance Technology
\$36,981.00 ADDED to Debt Service – Interest
Funds to be transferred FROM:
\$71,701.28 FROM Insurance, Retirement Programs & Other
\$659,488.94 FROM Payment to OOD and Assessments for a total transfer of \$731.190.22.

Lisa Bloom seconded.

Roll Call Vote:			
Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes
Qenan Francois	Yes	Lisa Bloom	Yes

Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

Vote: The motion passed unanimously. 8/0/0

3. [Negotiation](#) – L. Martin

Chair Martin reported no updates from the Negotiations Subcommittee at this time.

Qenan Francois left the meeting.

4. [Policy](#) – L. Martin

1. Lisa Martin reported she was elected Chair of the Policy Subcommittee. Martin noted the subcommittee met prior to the full committee meeting to review the newly created Policy Tracker. She stated each Policy Subcommittee member was assigned ten policies from Section B (Governance) to review and update over the next month. The Policy Subcommittee will review assigned policies, bring them to the Policy meeting, and then forward recommended changes to the full School Committee for first and second readings.

2. Policy BE Duration of School Committee Meetings

Members discussed policy BE Duration of School Committee Meetings and agreed to continue the discussion to a future meeting for discussion and possible action.

3. Policy IJNDG Artificial Intelligence

Superintendent Morgan and Mr. LaBossiere presented district AI Guidelines adapted from the Boston Public Schools framework and reviewed by legal counsel. The guidelines establish expectations for responsible AI use, academic integrity, staff development, and student learning while providing flexibility as technology evolves. Members supported developing a brief policy that references the guidelines and will be reviewed annually.

- *Motion made by Michael LaBossiere to approve IJNDG Artificial Intelligence Guidelines as presented. Lisa Bloom seconded.*

Roll Call Vote:			
Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes
Qenan Francois	-	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-

Michael LaBossiere	Yes		
--------------------	-----	--	--

Vote: The motion passed unanimously. 7/0/0

4. Policies GBEF & JICJ Use of Cell Phones and Portable Communication Devices

Superintendent Morgan presented proposed revisions to strengthen the district's PreK–12 restrictions on student cell phones and other portable communication devices, including earbuds and AI- or camera-enabled wearable devices, during the school day, with limited exceptions for documented accommodations and medical needs. Members discussed enforcement, student safety, and implementation. The draft policy will be posted for public feedback, and the high school principal will provide additional implementation information at a future meeting.

- *Motion made by Michael LaBossiere to approve the revised Student Cell Phone and Portable Communication Devices Policy JICJ/GBEF and related cross-references for first readings. Kym Craven seconded.*

Roll Call Vote:			
Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes
Qenan Francois	-	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

Vote: The motion passed unanimously. 7/0/0

5. [Policy KF Community Use of School Facilities](#)

6. [Policy KF-E1 School Facilities Use - Rental & Personnel Fee Schedule](#)

7. [Policy KF-R1 Community Use of School Facilities](#)

Jeremy Hamond presented proposed revisions to the Community Use of School Facilities Fee Schedule to simplify rates, align staffing costs with current contracts, and better reflect facility usage, including new options for partial gym rentals and Performing Arts Center spaces. Members discussed the proposed fee changes, facility utilization, and the potential for future discussion regarding alcohol at facility rentals. Discussion was ongoing at the conclusion of the transcript, and no final action was recorded.

- *Motion made by Michael LaBossiere to approve KF, KF-E1, and KF-R1 as presented for a first reading. Lisa Bloom seconded.*

Roll Call Vote:			
Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes
Qenan Francois	-	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

Vote: The motion passed unanimously. 7/0/0

3. [Community Outreach & Town Liaisons](#)

- Ashby Update – C. Lima

It was noted that Ms. Lima was absent. Lima did not respond to the meeting invitation, and the Chair did not receive notice of her absence prior to the meeting.

- Pepperell Update – A. Bankuti

Mr. Bankuti noted nothing to report from the Town of Pepperell

- Townsend – TBD

- *Motion made by Alex Bankuti to appoint Qenan Francois as the 2026-27 Townsend Community Outreach & Town Liaison. Seconded by Lisa Bloom*

Roll Call Vote:			
Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes
Qenan Francois	-	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

Vote: The motion passed unanimously. 7/0/0

Superintendent Morgan and members discussed adding a building-based substitute position and its funding source. Members discussed whether the position would be funded through the operating budget or revolving funds. Administration explained that the intent is to fund the position through the operating budget, if available, with revolving funds used only if necessary. It was noted that a dedicated building-based substitute

would provide consistent daily coverage, help address prior class size concerns, and support continuity for students and staff.

ADJOURNMENT

- *At 10:04 p.m., Alexander Bankuti motioned to adjourn. Michael LaBossiere seconded.*

Roll Call Vote:			
Lisa Martin	Yes	Chris Sloan	Yes
Kym Craven	Yes	Alexander Bankuti	Yes
Qenan Francois	-	Lisa Bloom	Yes
Jackie White	Yes	Carla Lima	-
Michael LaBossiere	Yes		

Vote: *The motion passed unanimously. 7/0/0*

Documents Reviewed / Referred To:

- 2026 06-23 Agenda
- 2026 04-29 Minutes
- 2026 05-04 Minutes
- Warrants
- NMRSD ACV Self Evaluation
- NMRSD Outdoor Fitness Court Presentation
- Self-Assessment of Goals 2025-2027

Respectfully submitted,
Robin Eibye, Recording Secretary

APPROVED: July 21, 2026
