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

MEETING MINUTES – July 21, 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 ~ Absent
Chris Sloan	Member, At-Large
Lisa Bloom	Member, At-Large
Carla Lima	Member, Ashby

STAFF PRESENT

Brad Morgan	Superintendent of Schools
Dr. Gary Burboa-Reese	Assistant Superintendent of Schools
Dr. Kevin Cormier	Business Manager
Jeremy Hamond	Director of Operations
Robin Eibye	Executive Assistant
Laurie Smith	NMRHS Principal

Call to Order and Roll Call

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

1. Lisa Martin	Yes
2. Kym Craven	Yes
3. Qenan Francois	Yes
4. Jackie White	Yes
5. Michael LaBossiere	Yes
6. Chris Sloan	Yes
7. Alexander Bankuti	-
8. Lisa Bloom	Yes
9. Carla Lima	Yes

Consent Agenda

Chair Martin noted that the April 14, 2026 minutes needed to be removed from the consent agenda, and confirmed that member Chris Sloan would abstain from voting on the payroll warrants.

- Motion made by Michael LaBossiere to approve the consent agenda as presented, excluding the April 14, 2026 minutes.

  Seconded by Qenan Francois.

  Roll Call Vote:
  1. Qenan Francois – Yes
  2. Jackie White – Yes
  3. Michael LaBossiere – Yes
  4. Chris Sloan – Abstain
  5. Lisa Bloom – Yes
  6. Lisa Martin – Yes

  Outcome: The motion unanimously passed, 5-0-1 (Abstained due to payroll conflict)

Public Communications

Robin Eibye reported that no public communications had been received.

Chairperson's Report

Chair Lisa Martin issued two reminders to the Committee: that members should refrain from using "reply all" on emails except for administrative matters such as scheduling meetings, and that members should notify the Chair and Robin Eibye of their attendance plans in advance so that quorum can be confirmed.

Superintendent and Assistant Superintendent Reports

Superintendent's Report

Superintendent Brad Morgan reported that he did not have items to present at this point and would address matters later in the agenda as needed.

Assistant Superintendent's Report – Extended Day Program and ADA Plan

Extended Day Program

Dr. Gary Burboa-Reese reminded the Committee that in May it voted to maintain FY27 tuition rates for the Extended Day Program. He reported that, following consultation with MySchoolBucks, the vendor will deduct

transaction fees from the district's remittance rather than charging families directly, and that the program's financial impact will be monitored to ensure a positive balance is maintained.

ADA Self-Evaluation and Transition Plan

Dr. Burboa-Reese reported that the district received a $60,000 grant from the Commonwealth of Massachusetts to conduct an ADA self-assessment and transition plan, completed by Direct Access, a division of Matrix Design Group. Completed tasks included surveys of staff, families, and community members; on-site assessments of all school buildings during April vacation; and a review of approximately 270 policies, with recommendations for updates to 97 policies (approximately 36%) and three new policies.

The assessment found that the district has many accessible features but identified recurring barriers affecting safety, independence, effective communication, and equitable participation for individuals with disabilities. A 10-year ADA transition plan was developed with tasks prioritized by school and coded by priority level. Estimated costs range from approximately $630,000–$700,000 (low) to approximately $2.8 million (high), with an average of approximately $1.75–$1.76 million, to be implemented over a four-phase, 10-year schedule.

Dr. Burboa-Reese reported that the district has applied for a $250,000 ADA improvement grant from the same state program to address high-priority items, with a decision expected in the fall. He recommended referring the ADA policy report to the Policy Subcommittee for review, and having district and building leadership analyze recommended facility remedies and develop a draft 10-year ADA capital improvement plan for subsequent review by the Finance Committee.

In response to a question from Chair Lisa Martin regarding timing, Dr. Burboa-Reese indicated that Policy Subcommittee review would occur first, with Finance Committee review to follow once district leadership refines the capital plan. No motions were made on this item.

New Business

NMRSD Family and Student Handbook (2026-2027)

Superintendent Morgan reported that the NMRSD Family and Student Handbook (pre-K–12) and its addendum were reviewed by district legal counsel, Michael Joyce and Patrick Nevins, including a detailed review of all sections and alignment with Massachusetts General Laws and current legal requirements. He noted that most changes occur at the high school level, particularly in attendance policies and student records, reflecting recent changes in law, and that the handbook remains a single pre-K–12 document.

Chair Martin noted that the School Committee membership page requires updating; Superintendent Morgan confirmed that membership information and formatting would be updated following content approval. Principal Smith noted that a make-up work policy previously omitted from the K–12 handbook has been re-inserted at faculty request, and that the high school cell phone policy has been updated to reflect a no-cell-phone-use expectation during the school day, consistent with a related policy item elsewhere on the agenda.

In response to a question from Member Jackie White regarding the relationship between the handbook vote and the separate cell phone policy vote, Superintendent Morgan explained that if the cell phone policy were not adopted, the handbook would need to be amended accordingly and returned to the Committee for a subsequent vote.

- Motion made by Qenan Francois to approve the 2026–2027 North Middlesex Regional School District Family and Student Handbook as presented.

  Seconded by Michael LaBossiere.

  Roll Call Vote:

  1. Qenan Francois – Yes
  2. Michael LaBossiere – Yes
  3. Chris Sloan – Yes
  4. Carla Lima – Abstain
  5. Lisa Bloom – Yes
  6. Jackie White – Yes
  7. Kym Craven – Yes
  8. Lisa Martin – Yes

  Outcome: The motion unanimously passed, 8-0

Ashby Elementary School Playground

Superintendent Morgan reported that, in preparing Ashby Elementary School (AES) for turnover to the Town, the Superintendent and facilities staff toured the building and identified that the AES playground was recently the subject of an ADA complaint. He stated that ADA compliance work must be completed for the playground to remain in use, and that the Ashby Town Administrator is seeking formal cost estimates, which remain approximate pending further detail. He noted open questions regarding whether the district, town, or shared responsibility should apply, and that the playground would need to be removed for liability reasons if upgrades are not funded.

Lisa Bloom stated that the Ashby Playground Committee, not the district, had fully funded the playground, and that the Town may not have been aware of this at the time initial correspondence was sent. Members discussed whether the playground was subsequently donated to the District or Town, whether documentation exists regarding donation or maintenance responsibility, and the need to clarify ownership before making financial or removal decisions. Suggestions included researching prior School Committee minutes and donation records, contacting representatives of the Ashby Playground Committee for documentation, and considering temporary fencing as a lower-cost interim measure prior to the October 30 building turnover deadline.

Dr. Burboa-Reese recommended that, if the district undertakes ADA work, an expert ADA playground evaluation be obtained to ensure full compliance rather than addressing only the items raised in the prior complaint. Members noted that the district must act before the October 30 turnover date.

- Motion made by Michael LaBossiere to table further discussion on the Ashby Elementary School playground at this time.

  Seconded by Chris Sloan.

  Members cited the need to clarify ownership, obtain detailed cost estimates, and understand legal and liability requirements prior to any decision.

  Roll Call Vote:

  1. Qenan Francois – Yes
  2. Michael LaBossiere – Yes
  3. Chris Sloan – Yes
  4. Carla Lima – Yes
  5. Lisa Bloom – Yes
  6. Jackie White – Yes
  7. Kym Craven – Abstain
  8. Lisa Martin – Yes

Outcome: The motion unanimously passed, 8-0-1 (Abstained due to connectivity issue)

CORI Status Update

Chair Martin reminded members that CORI checks must be completed to allow site visits. Robin Eibye reported that two members still had outstanding CORI submissions.

Fitness Court Update

Dr. Gary Burboa-Reese reported that, following prior Committee direction, district leadership met with the Townsend Recreation Director and Town Manager to discuss possible collaboration, as the Town had previously participated in a National Fitness Campaign grant. He reported that Townsend previously purchased the fitness court side of the equipment but not the fitness studio side, and that while the equipment color cannot be changed, the district could customize artwork and graphics in school colors.

The district is seeking to add the fitness studio side to support physical education activities and provide outdoor space for potential career and technical education programming, with a proposed location on high school grounds near the gym area. Members discussed balancing usability with the aesthetic impact on the campus.

Estimated costs presented included approximately $48,000 for the fitness studio module and related components, $40,000–$50,000 for a concrete slab and ADA access, and approximately $40,000 for fitness court assembly and installation, for a total estimated project cost of approximately $130,000–$138,000. Dr. Burboa-Reese reported that Townsend has an earmark of approximately $30,000 intended primarily for the concrete slab, and that the district is pursuing an earmark of $150,000 in coordination with Senator Cronin; if both earmarks are secured, the project would be at zero net cost to the district, though release of state funds may not occur until approximately October.

Dr. Burboa-Reese stated that district counsel advised an agreement is needed to document the Town's gift of existing equipment, clarify public access for residents of all three member towns outside school hours, and specify maintenance and future ADA responsibilities. He noted that the National Fitness Campaign recommends installation by late September due to weather and concrete-curing limitations, and that a special School Committee meeting may be needed before the August regular meeting to finalize an agreement.

- Motion made by Kym Craven to authorize the Superintendent to hold discussions with the Town of Townsend regarding the terms by which the North Middlesex Regional School District might acquire, as a gift, certain fitness equipment currently owned by the Town, and to report back to the School Committee.

  Seconded by Lisa Bloom.

  Members expressed support for collaboration with Townsend and emphasized the importance of clarifying maintenance, ADA responsibility, and public access, and of identifying any Town actions needed to preserve earmarked funds.

  Roll Call Vote:

  1. Qenan Francois – Yes
  2. Michael LaBossiere – Yes
  3. Chris Sloan – Yes
  4. Jackie White – Yes
  5. Carla Lima – Yes
  6. Kym Craven – Yes
  7. Lisa Bloom – Yes
  8. Lisa Martin – Yes

Outcome: The motion unanimously passed, 8-0

Conflict of Interest Disclosure

Chair Martin reported that Alexander Bankuti still needed to submit an updated Conflict of Interest disclosure. No further action was taken during the meeting.

Ashby Elementary Solar Panels

Dr. Cormier reported that the District now has the name of the attorney to contact regarding the Ashby Elementary School solar panel matter, and that initial contact had been made, with no substantive progress to report at this time.

Subcommittee Reports

Finance Subcommittee – M. LaBossiere

No report; the Finance Subcommittee has not met since the last School Committee meeting.

Negotiations Subcommittee

Chair Martin stated that negotiations are expected to begin in the fall; no substantive report was given at this meeting.

Policy Subcommittee

Cell Phone Policy – GBEF / JICJ (Use of Cell Phones and Portable Communication Devices)

The Committee considered a new/updated policy governing staff and student use of cell phones and portable communication devices. Chair Martin noted that the policy had been posted for public comment, with no feedback received from community members, staff, or Committee members prior to the meeting. The policy aligns with the high school handbook language restricting student cell phone use during the school day and applies more broadly under the GBEF/JICJ framework.

- Motion made by Michael LaBossiere to adopt policy GBEF and policy JICJ – Use of Cell Phones and Portable Communication Devices, as presented.

  Seconded by Lisa Bloom.

  Members clarified that the policy may be brought back for amendment if future revisions are needed.

  Roll Call Vote:

  1. Qenan Francois – Yes
  2. Michael LaBossiere – Yes
  3. Chris Sloan – Yes
  4. Jackie White – No
  5. Carla Lima – Abstain
  6. Kym Craven – No
  7. Lisa Bloom – Yes
  8. Lisa Martin – Yes

Outcome: The motion unanimously passed, 8-0

Policy KFE1 – School Facilities Use Rental and Personnel Fee Schedule

The Committee reviewed policy KFE1, which sets rental and personnel fee schedules for school facilities use. No public or staff feedback was reported, and updated fee schedules were noted as needed for fall rentals and current facility scheduling.

During discussion, Kym Craven raised a separate matter regarding allowing alcohol service at certain adult-oriented nonprofit events held in school facilities, reading draft language describing conditions under which nonprofit organizations could serve alcoholic beverages, subject to state law, local licensing, insurance, trained servers, and limitations such as excluding events primarily intended for students. Members discussed whether to incorporate alcohol-related language directly into KFE1 or address it through a separate policy under the KF (Facilities Use) section, and agreed on the need for legal review and public input, as well as consideration of data from other districts that permit such events.

The Committee reached consensus to adopt KFE1 as a fee schedule at this time and to refer the alcohol-use concept to the Policy Subcommittee to develop as a separate draft policy, subject to legal review and a future first reading.

- Motion made by Michael LaBossiere to adopt policy KFE1 – School Facilities Use Rental and Personnel Fee Schedule, as presented.

  Seconded by Lisa Bloom.

  No objections were raised to the fee schedule; members acknowledged that alcohol-related language will be addressed through a future, separate policy.

  Roll Call Vote:

  1. Qenan Francois – Yes
  2. Michael LaBossiere – Yes
  3. Chris Sloan – Yes
  4. Carla Lima – Yes
  5. Kym Craven – Yes
  6. Jackie White – Yes
  7. Lisa Bloom – Yes
  8. Lisa Martin – Yes

Outcome: The motion unanimously passed, 8-0

First Reading – Governance and Related Policies (Batch)

The Policy Subcommittee presented a batch of policies for first reading, primarily in the "B" (School Committee governance) series, along with an Artificial Intelligence policy. It was explained that many of these policies have not been updated since 2011 and require review consistent with a five-year review cycle or legal and technical updates. Subcommittee members compared existing district policies to reference policies from the Massachusetts Association of School Committees (MASC) where available, incorporating minor editorial changes, updated legal

references, and terminology updates, with all changes preserved as redlines for review by the Committee, staff, and public.

Most changes were characterized as minor or technical, with a small number of policies expected to require more detailed discussion at second reading; two policies in the batch are anticipated to be recommended for rescission at second reading and will be identified to the Committee in follow-up communication. The Artificial Intelligence policy and any other policies with more substantive changes are expected to receive expanded discussion at second reading.

The following policies were read into the record for first reading: Artificial Intelligence Policy; BA; BAA; BB; BBA; BBAA; BBBA/BBBB; BBBC; BBBE; BCA; BDA; BDB; BDBA; BDC; BDD; BDF; BDFA; BDG; BE; BEC; BEDA; BEDB; BEDB-E; BEDD; BEDF; BEE; BG; BGB; BGC; BGD; BGE; BGF; BHC; BHE; BIA; BIBA; BID; BJ; and BK. These policies will be posted for public review and comment, with redline versions available.

In response to member questions regarding the volume of policies and time required for review, Subcommittee members reiterated that most changes are minor and that any policy warranting further discussion can be pulled prior to second reading.

- Motion made by Michael LaBossiere to approve the above-listed policies for first reading, as presented.

  Seconded by Lisa Bloom.

  Members asked about the volume of policies and review time required; Subcommittee members noted that most changes are minor and that policies needing further discussion can be pulled before second reading.

  Roll Call Vote:

  1. Qenan Francois – Yes
  2. Michael LaBossiere – Yes
  3. Chris Sloan – Yes
  4. Carla Lima – Yes
  5. Kym Craven – Yes
  6. Jackie White – Yes
  7. Lisa Bloom – Yes
  8. Lisa Martin – Yes

Outcome: The motion unanimously passed, 8-0

Community Outreach / Town Liaison Reports

- Ashby: Carla Lima reported no specific update at this meeting.
- Pepperell: Alexander Bankuti was absent; no report was provided.
- Townsend: Qenan Francois reported no specific update at this meeting.

Future Agenda Items

Chair Martin asked for additional topics for future agendas. No specific additional items were formally requested.

Adjournment

- Motion made by Michael LaBossiere to adjourn the meeting.

  Seconded by Lisa Bloom.

Roll Call Vote:

1. Qenan Francois – Yes
2. Michael LaBossiere – Yes
3. Chris Sloan – Yes
4. Carla Lima – Yes
5. Kym Craven – Yes
6. Jackie White – Yes
7. Lisa Bloom – Yes
8. Lisa Martin – Yes

Outcome: The motion unanimously passed, 8-0

Respectfully submitted for review and approval by the North Middlesex Regional School District School Committee.
Robin Eibye, Recording Secretary

APPROVED: August 11, 2026