



NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT
POLICY SUBCOMMITTEE

Ashby – Pepperell – Townsend, Massachusetts

MINUTES – August 11, 2026
Virtual via Zoom

PRESENT

Chairperson	Lisa Martin	Member, At-Large
	Michael LaBossiere	Member, Pepperell
	Chris Sloan	Member, At-Large
	Lisa Bloom	Member, At-Large
	Robin Eibye	Recording Secretary

STAFF PRESENT

Brad Morgan	Superintendent
Gary Burboa-Reese	Asst. Superintendent
Robin Eibye	Executive Assistant
Jeremy Hamond	Director of Operations
Anne Marie Tucciarone-Mahan	Director of Human Resources

CALL TO ORDER

Chair Lisa Martin called the meeting to order at 5:02 PM and confirmed the date as August 11, 2026. It was confirmed that the meeting was being recorded.

Roll Call:			
Lisa Martin	Yes	Lisa Bloom	Yes
Chris Sloan	Yes	Michael LaBossiere	Yes

APPROVAL OF MINUTES

Members reviewed the draft minutes of the July 21, 2026 Policy Subcommittee meeting. No corrections or objections were raised.

- **Motion made by Michael LaBossiere** to approve the minutes dated July 21, 2026 as presented.

Seconded by Lisa Bloom.

Roll Call Vote:

1. Michael LaBossiere – Yes
2. Chris Sloan – Yes
3. Lisa Bloom – Yes

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

4. Lisa Martin – Yes

Outcome: The motion unanimously passed, 4-0

PUBLIC COMMUNICATIONS

- Robin Eibye stated Randee Rusch signed up for public comment and enabled her to speak. Ms. Rusch stated that she intended to provide public comment at the full School Committee meeting.
- Michael LaBossiere suggested slowing or pausing the addition of new policies to the Subcommittee's workload, focusing first on resolving and finalizing policies in progress, and addressing policies requiring more extensive attention. Chair Lisa Martin agreed with this approach, noting the intent to use the summer as a lighter period to update older policies and that some related changes would appear at the full School Committee meeting later that evening. No motions or votes were taken under this item.

NEW BUSINESS

Chair Lisa Martin identified several policies needing updates related to the employee handbook and compliance, including nondiscrimination and staff-related policies. Anne Marie Tucciarone-Mahan confirmed consultation with the district's attorney regarding needed updates and areas of non-compliance. Robin Eibye proposed sharing current versions of specified policies with legal counsel for redline edits and recommendations, and ensuring updates are consistent with MASC model policies and Massachusetts General Laws. The Subcommittee agreed that policies with substantial or sensitive content, particularly nondiscrimination and staff ethics/conduct policies, should be reviewed by legal counsel before Committee action, and that certain policies originally scheduled for first reading that evening would instead be pulled and sent to legal counsel first.

The following policies were identified for legal review: the nondiscrimination cluster and related forms (AC and related policies, including ACF, ACFR, and ACR-related content); CHA and CHC (Development and Dissemination of Procedures), which the Subcommittee determined require clarification on whether to combine the two policies and how any resulting duplicate would be removed; the staff/personnel "GB" policies GBEA, GBEB, GBEC, GBEC, and GBGB; and JP (Gifts and Solicitations – Students), identified as substantively similar to GBEC and needing alignment with it. The Subcommittee agreed these policies would be removed from immediate action and forwarded to legal counsel for review and redline edits before returning to the Subcommittee. No formal vote was taken on this item; consensus was reflected in the discussion.

The Subcommittee reviewed multiple policies against current MASC reference language to determine whether each should be recommended for first reading at the full School Committee meeting that evening or deferred for legal review or further clean-up.

Policy AB – The People and Their School District

Reviewed by Michael LaBossiere. The MASC reference version was found identical to the district's current policy; only the source citation and an adoption block required updating. No substantive language changes were proposed.

Policy ACA – Nondiscrimination on the Basis of Sex

Changes were limited to updated legal references and an updated cross-reference to Policy AC by title, with the policy code unchanged. No substantive changes were proposed.

Policy ACAB – Sex-Based Discrimination and Harassment

An introductory commitment statement from the MASC reference was proposed for addition, and a MASC note not intended for inclusion in policy text was removed. No other substantive changes were identified.

Policies ACF and ACFR – Nondiscrimination Grievance Procedures / Related Forms

These policies were identified as overlapping with updated AC and ACR content and potentially rendered redundant by that consolidation. The Subcommittee decided to hold ACF and ACFR and include them in the legal review package with AC/ACR before any removal or consolidation.

Policies ADDA-E2 and ADDA-R – CORI Forms and Procedures

For ADDA-E2 (CORI Request Form), Chair Lisa Martin noted that the top portion of the current document contained an outdated CORI form to be removed, and that the lower portion reflects the current form in use and should become the operative exhibit. For ADDA-R (DCJIS Model CORI Language), the policy text was found largely unchanged, with the heading updated to include the district's full name and the source citation updated.

Policy CHCA – Approval of Handbooks and Directives

Changes were largely technical, including updated legal references and correction of spacing and formatting issues. No substantive modifications to the policy's requirements were proposed.

Policies CHA and CHC – Development and Dissemination of Procedures

The MASC reference presents CHA and CHC as a single combined policy, while the district currently maintains two separate policies with duplicated and overlapping content. The Subcommittee determined that CHA and CHC require clarification on whether to combine them and how to remove or replace one of the existing policies, and agreed to pull both from immediate action and include them in the legal review and clean-up process.

Policy CM – School District Annual Report

Reviewed with no substantive changes proposed. Members clarified that the district is responsible for preparing and submitting an annual report to each member community, while communities determine how to publish or distribute it. Members agreed the existing statutory language should remain as is.

Policy DB1R – Budget Apportionment of Expenses

Reviewed by Chris Sloan. Changes included replacing a specific statutory reference with general wording referencing the state formula, clarifying that a two-thirds vote requirement refers to two-thirds of all members rather than those present, and updating legal references. No other substantive changes were proposed.

Policy DBC – Budget Deadlines and Schedules

Revisions were limited to updating references from "selectmen" to "select board" where applicable and updating legal references. No substantive change to procedural requirements was proposed.

Policy DH – Bonded Employees and Officers

Chris Sloan summarized proposed changes, including correcting wording from "dispensing" to "disbursing" funds, specifying the treasurer and assistant treasurer as bonded individuals responsible for disbursing funds, and updating cross-references and legal references. Chair Lisa Martin noted that the district does not currently have an assistant treasurer and raised the question of whether to retain that title in the policy. Members discussed leaving the "assistant treasurer" language in place to cover a potential future position, with clarifying wording such as "if applicable" to be added. The policy remained on the list to move forward for first reading with that clarifying edit.

Policy GBA – Equal Employment Opportunity

Reviewed by Chair Lisa Martin. The updated language adds detail to the nondiscrimination and equal employment opportunity statement and specifically includes hairstyle and hair texture among protected characteristics, consistent with recent legal developments. Members agreed the revised language was appropriate; no objections were raised.

Policies GBEA, GBEB, GBEBC, GBEC, GBGB – Staff Ethics/Conduct and Related Matters

For GBEA (Staff Ethics/Conflict of Interest), the MASC version was found substantially different and more concise than the district's current, more detailed policy; the Subcommittee determined it should not be replaced without legal review. GBEB, GBEC, and related staff conduct provisions were noted to intersect with collective bargaining agreements and staff handbook content, and the Subcommittee agreed these should be reviewed by legal counsel to ensure alignment with contracts and legal requirements and to determine what content belongs in policy versus handbooks or contracts.

For GBEBC (Gifts and Solicitations) and JP (Gifts and Solicitations – Students), it was noted that the district's website listed GBEBC under an incorrect title despite its content relating to gifts and solicitations, and that JP in the student section is substantively similar and should be made consistent with GBEBC; no direct MASC counterpart exists under the same title, so alignment is needed. The Subcommittee agreed to pull GBEBC and JP from immediate action and send them with the staff-related GB policies for legal review. All of the GB-series policies discussed (GBEA, GBEB, GBEBC, GBEC, GBGB) and JP were removed from the first-reading list and directed to legal counsel as part of the broader staff policy and handbook alignment work. No formal vote was taken on this item; consensus was reflected in the later construction of the first-reading list.

Policy JRA – Student Records

Reviewed by Chris Sloan. Changes included updating language from "parents/guardians" to "parents or legal guardians" for clarity, updating legal references, and correcting capitalization of "School District" and related terms. No substantive changes were proposed beyond these clarifications. After earlier discussion regarding which policies to pull, the Subcommittee ultimately retained JRA on the list to move forward for first reading.

After reviewing all policies on the working list, the Subcommittee compiled a list of policies to move forward to the full School Committee for first reading at the meeting later that evening, and confirmed which policies would instead be sent for legal review or further internal clean-up, as summarized above.

- **Motion made by Michael LaBossiere** to bring the following policies to the full School Committee for consideration for first reading: AB – The People and Their School District; ACA – Nondiscrimination on the Basis of Sex; ACAB – Sex-Based Discrimination and Harassment; ADDA-E2 – CORI Request Form; ADDA-R – DCJIS Model CORI; CHCA – Approval of Handbooks and Directives; CM – School District Annual Report; DB1R – Budget Apportionment of Expenses; DBC – Budget Deadlines and Schedules; DH – Bonded Employees and Officers; GBA – Equal Employment Opportunity; and JRA – Student Records.

Seconded by Lisa Bloom.

Members confirmed that the listed policies had been reviewed, did not require additional legal review at this stage, and were appropriate to move forward with a recommendation to the full Committee for first reading; no further questions or objections were raised.

Roll Call Vote:

5. Michael LaBossiere – Yes
6. Chris Sloan – Yes
7. Lisa Bloom – Yes
8. Lisa Martin – Yes

Outcome: The motion unanimously passed, 4-0

The 12 listed policies move forward to the full School Committee for first reading consideration.

POLICY ASSIGNMENTS AND NEXT STEPS

Chair Lisa Martin noted that additional policies, including one requested by nursing staff and other older policies, will be scheduled for future meetings once the current backlog is addressed, with the near-term focus on backlogged policies and those specifically requested by administration for review. The Subcommittee reiterated that Robin Eibye and Anne Marie Tucciarone-Mahan will coordinate with legal counsel and bring back revised, redlined policies for future consideration, and that no further policy updates would go to the full Committee beyond those already prepared for that evening's meeting.

ADJOURNMENT

- **Motion made by Michael LaBossiere** to adjourn.

Seconded by Lisa Bloom.

Roll Call Vote:

9. Michael LaBossiere – Yes
10. Chris Sloan – Yes
11. Lisa Bloom – Yes
12. Lisa Martin – Yes

Outcome: The motion unanimously passed, 4-0

Adjournment Time: 5:46 PM.

Documents Reviewed / Referred To:

- 2026 08-11 Policy Subcommittee Agenda
- 2026 07-21 Policy Subcommittee Minutes
- ACE – Nondiscrimination on the Basis of Disability
- GBJ – Personnel Records
- IJNDB-R – Empowered Digital Use Agreement
- GBEE – Social Networking
- AC – Nondiscrimination
- IJNDB-R – Empowered Digital Use Agreement
- GBEE – Social Networking
- AB — The People and Their School District
- ACA — Nondiscrimination on the Basis of Sex
- ACAB — Sex-Based Discrimination and Harassment
- ACF — Discrimination and Grievance Reporting
- ACF-R — Discrimination and Harassment Grievance Procedures
- ADDA-E2 — C.O.R.I Request Form
- ADDA-R — DCJIS Model CORI
- CHA — Development of Regulations
- CHC — Regulations Dissemination
- CHCA — Approval of Handbooks and Directives
- CM — School District Annual Report
- DB-1-R — Budget-Appportionment of Expenses
- DBC — Budget Deadlines and Schedules
- DH — Bonded Employees and Officers
- GBA — Equal Employment Opportunity
- GBEA — Staff Ethics / Conflict of Interest
- GBEB — Staff Conduct
- GBEB-C — Staff Conduct Form
- GBEC — Drug-Free Workplace Policy
- GBGB — Staff Personal Security and Safety
- IJND — Access to Electronic Media
- JP - Gifts and Solicitations
- JRA - Student Records

Respectfully submitted,
Robin Eibye

APPROVED: September 15, 2026
