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

MEETING MINUTES – September 15, 2026
Virtual via Zoom

PRESENT

Lisa Martin	Member, At-Large
Kym Craven	Member, Townsend ~ Absent
Qenan Francois	Member, Townsend
Jacqueline (Jackie) White	Member, Pepperell
Michael LaBossiere	Member, Pepperell
Alexander (Alex) Bankuti	Member, Pepperell ~ Arrived @ 7:00 p.m.
Chris Sloan	Member, At-Large
Lisa Bloom	Member, At-Large
Carla Lima	Member, Ashby ~ Left @ 7:00 p.m.

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
Lauren Young, Principal	Nissitissit Middle School
Chantel Olmstead	Principal, Hawthorne Brook Middle School

GUESTS / PRESENTERS

None

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	-
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	-

Public Communications

Chair Martin asked whether there were any public communications; none were reported.

Consent Agenda

- Motion made by Michael LaBossiere to approve the consent agenda as presented.

  Seconded by Qenan Francois.

Roll Call Vote:

1. Michael LaBossiere – Yes
2. Qenan Francois – Yes
3. Carla Lima – Yes
4. Lisa Bloom – Yes
5. Lisa Martin – Yes

Outcome: The motion unanimously passed, 5-0-0

(Jackie White and Alexander Bankuti had not yet joined the meeting at the time of this vote).

Chairperson's Reports

- Chair Lisa Martin had no report at this time

Superintendent's Report

Superintendent Brad Morgan reported that the district opened for combined district/building-based professional development on August 24 and 25, welcomed students on August 26, and had completed its 12th day of school, describing the opening as the smoothest in his nine years with the district based on staff feedback.

He reviewed K–8 class-size averages by school and grade, noting that several kindergarten sections had exceeded 30 students the prior year, and that the district used Excess and Deficiency (E&D) funds and revolving funds this year to add an additional kindergarten section and improve class sizes district-wide. He referenced Policy IJB (Class Size) and noted that a small number of sections remain above the policy's mitigation thresholds (25 students in grades K–4 and 28 in grades 7–8), which the district is addressing through paraprofessional support

pending confirmation of October 1 enrollment counts. He reported that class sizes will be monitored monthly through a new dashboard developed by Dr. Cormier and Mr. Hamond.

Superintendent Morgan announced the return of School Resource Officer Mark Francis, following the departure of former SRO Dylan Silvestri to another position within the Townsend Police Department. He reported that he is now working from each school building on Tuesdays, Wednesdays, and Thursdays to increase visibility and accessibility to staff and students, notifying each school's staff in advance of his schedule.

He recognized district retirees from the prior school year (Shelley Babin, Patti Lee, Kathleen Penny, Bruce Williams, Mary Jane Bradley, Ellen Marcoux, Beth Romano, Nancy Haines, Peter Noon, and Anna Schmitz) and staff beginning their 25th year of service in the district (Karen Capizzi, Danielle Crogan, Rita Manley, Diane Rollo, Ken Robel, Lisa Comeau, Kathleen Davis, Amy Moore, Don Roy, Joan Cote, Karen DiGiovanni-Eacrett, Jannine Roberts, and Gaye Smith). He also reported more than 60 new hires or inter-district transfers between the prior and current school year.

In response to a question from a member regarding access to the class-size dashboard, Superintendent Morgan agreed to share read-only access with the Committee. In response to questions from Carla Lima regarding whether the improvement in class sizes reflected new hires versus enrollment changes, and regarding student retention and destinations of students leaving the district, Superintendent Morgan explained that kindergarten enrollment had not changed significantly and that the improvement resulted from additional staffing funded through E&D and revolving funds, that district-wide enrollment has been stable and is projected to remain stable over the next decade based on NESDEC projections, and that the district can look into where students who reside in the district but are enrolling elsewhere. He noted that families now have more educational options than in the past, including charter, private, online, and homeschool options, and agreed to consider developing a more formal survey or process to capture families' reasons for leaving the district.

Assistant Superintendent's Report

Dr. Gary Burboa-Reese indicated he had no report at this time.

Student Representative Report

Chair Lisa Martin reported that the district is currently working to identify a student representative to the School Committee, as required by law, and that Superintendent Morgan is working with building principals on this effort.

Committee Recognition

Qenan Francois announced that the Massachusetts Association of School Committees (MASC) selected Lisa Martin as the Division IV recipient of its All-State School Committee Award, recognizing significant contributions to the Committee and community. The Committee congratulated Chair Martin on the recognition.

Business Manager's Report

Dr. Kevin Cormier reported that the district's audit process is ongoing and that the auditing firm has been acquired by another company, resulting in some new reporting elements the district is still working through, though the process remains on track. He recognized members of the business office for their work over the summer managing an unexpected staffing turnover in the payroll department.

Finance Subcommittee Report

Michael LaBossiere, Finance Subcommittee Chair, reported that the Subcommittee met the prior day and discussed the FY26 budget closeout, noting it is nearing completion, and briefly discussed FY27 given the early point in the year. He reported on a revolving funds spreadsheet developed by Dr. Cormier providing improved visibility into revolving fund balances, purposes, and revenue sources, and noted that the Subcommittee requested a similar month-to-month budget tracking tool for other budget categories, which will be provided to the Committee on a read-only basis. He also reported that the Subcommittee discussed a suggestion, raised by Qenan Francois, to present future budget figures in inflation-adjusted terms to provide additional context. Dr. Cormier indicated he would share a draft of the instructional support tracking tool for feedback.

New Business – Overnight and Out-of-State Field Trip Requests

Washington, D.C. Trips

Principal Lauren Young (Nissitissit Middle School) and Principal Chantel Olmstead (Hawthorne Brook Middle School) presented requests for their respective eighth-grade classes to attend traditional trips to Washington, D.C. The Nissitissit trip is scheduled for May 18–21, 2027, including a stop in New York City, at a cost of $1,295 per student (reduced to approximately $1,145 with an early registration discount), with scholarships available through the trip vendor and additional support available through the school's PTO. The Hawthorne Brook trip is scheduled for April 13–16, 2027, including a stop in Philadelphia, at a cost of approximately $1,000 per student.

- **Jackie White** motioned to approve the Nissitissit Middle School eighth-grade trip to Washington, D.C., scheduled for May 18–21, 2027, and the Hawthorne Brook Middle School eighth-grade trip to Washington, D.C., scheduled for April 13–16, 2027.

  Seconded by Lisa Bloom.

Roll Call Vote:

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

Outcome: The motion unanimously passed, 7-0-0

Nature's Classroom Trips

Principal Young reported that Nissitissit Middle School sixth graders would attend Nature's Classroom in Charlton, Massachusetts, a five-day, four-night program scheduled for May 3–7, 2027, at a cost of $495 per student including transportation. Principal Olmstead reported that Hawthorne Brook's trip is scheduled for June 1–4, 2027, at a cost of approximately $400 per student.

- **Michael LaBossiere** motioned to approve the Nissitissit Middle School trip to Nature's Classroom scheduled for May 3–7, 2027, and the Hawthorne Brook Middle School trip to Nature's Classroom scheduled for June 1–4, 2027.

  Seconded by Lisa Bloom.

Roll Call Vote:

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

Outcome: The motion unanimously passed, 7-0-0

School Physician's Contract

Superintendent Morgan presented the school physician's contract as a renewal of the district's existing agreement with Dr. Coleman of Pediatrics West. No vote was required; the item was presented to the Committee for informational purposes.

Public Records Request Report

Superintendent Morgan and Robin Eibye presented a report, previously requested by the Chair, on the district's public records request process. Superintendent Morgan reported a significant statewide increase in public records requests in recent years, originating from think tanks, media organizations, and community members, requiring substantial staff time from Ms. Eibye, Dr. Cormier, Mr. Hamond, himself, and building leaders to research, compile, and review requested materials, including legal review to protect student and personnel privacy.

Robin Eibye reported 46 requests received to date this school year, exceeding the pace of more than 50 annual requests received in each of the prior three years, and described the district's practice of providing cost estimates before completing time-intensive requests. She noted that requests must be answered within 10 business days,

that state law caps the allowable hourly charge at $25, and that one current request had generated more than 110 separate communications with the district and the legal team. She asked Committee members to avoid using "reply all" on staff communications to reduce added workload.

Jeremy Hamond added that requests are not required by law to relate specifically to the district, that email-based requests can generate a high volume of records requiring review, and that he does not delegate review of email records due to the sensitive nature of the content. Committee members, including Jackie White and Michael LaBossiere, discussed the burden created by the volume of requests, noted that some requests appear to serve commercial data-compilation purposes, and expressed general support for the administration's approach, while acknowledging that public records law nonetheless requires the district to respond. No motion was required.

Communications and Community Relations Report

Robin Eibye reported that the district issued 29 press releases during the prior school year, with three additional releases in progress, and that the district's communications efforts have focused on highlighting student and staff accomplishments. The Committee thanked Ms. Eibye for her work on public communications and social media outreach. No motion was required.

Governance Guide

Chair Lisa Martin asked whether the Committee wished to update or reaffirm the governance guide adopted in January 2026. Members indicated the guide remains an appropriate high-level document requiring no changes at this time. The Committee agreed no vote was necessary to retain the guide as currently written.

School Committee Goals

Chair Lisa Martin and Qenan Francois noted that the Committee's goals, required under state law, could largely remain unchanged given ongoing uncertainty at the state and local levels, including upcoming collective bargaining. Michael LaBossiere noted that one goal from the 2025-26 cycle, related to adoption of an Artificial Intelligence policy, had been achieved and should be refreshed or removed, and volunteered to review and bring proposed updates to the goals to a future meeting. No vote was required.

MASC Joint Conference

Chair Lisa Martin reported that the annual MASC Joint Conference will be held November 3–6 in Danvers, and that members must register for the full conference (early-bird registration having passed, at a cost of $675 per registrant, covered by the district). Chair Martin and Qenan Francois indicated they plan to attend; Alexander Bankuti expressed interest in attending as well. No vote was required.

MASC Delegate Appointment

Chair Lisa Martin explained that a delegate is needed to represent the Committee at the MASC board meeting where member resolutions are discussed and voted upon. Alexander Bankuti expressed interest in serving in this role.

- **Michael LaBossiere** motioned to appoint Alexander Bankuti as the Committee's 2026 MASC delegate.

  Seconded by Jackie White.

Roll Call Vote:

1. Michael LaBossiere – Yes
2. Chris Sloan – Yes
3. Jackie White – Yes
4. Lisa Bloom – Yes
5. Qenan Francois – Yes
6. Alexander Bankuti – Abstain
7. Lisa Martin – Yes

Outcome: The motion passed, 6–0–1 (6 Yes, 0 No, 1 Abstain)

Carla Lima was not recorded as present for this vote.

MASC Resolutions

Chair Lisa Martin noted that the Committee, through its delegate, will need to take positions on resolutions to be considered at the MASC board meeting, and that members had not yet had an opportunity to review them in detail. Superintendent Morgan indicated he had not received the resolutions in advance this year but would review them and provide input before the next meeting. The Committee agreed to review the resolutions individually and discuss them at the October meeting.

Old Business

Chair Lisa Martin reminded members to ensure their CORI forms are current, directing anyone with outstanding paperwork to contact Robin Eibye. She noted that Alexander Bankuti's conflict-of-interest disclosure had not yet been received by the town clerk; Mr. Bankuti indicated he would resubmit it. Chair Martin also reminded all members to complete the state ethics training, which is required every two years and includes a brief assessment.

Ashby Elementary Solar Panels

Dr. Kevin Cormier reported that the district's legal counsel connected with Ashby's legal counsel, who has relevant experience in this area, and that Ashby's counsel will take the lead in organizing next steps. He indicated the matter appears to be progressing smoothly and that the district will be notified when documentation is ready for the Committee's review or action. No vote was required.

Warrants Subcommittee – Payroll Warrants

- **Michael LaBossiere** motioned to approve the payroll warrants for the district dated August 13, August 27, and September 10, 2026, as presented.

  Seconded by Lisa Bloom.

Roll Call Vote:

1. Michael LaBossiere – Yes
2. Chris Sloan – Abstain
3. Jackie White – Yes
4. Lisa Bloom – Yes
5. Qenan Francois – Yes
6. Alexander Bankuti – Abstain
7. Lisa Martin – Yes

Outcome: The motion passed, 5–0–2 (5 Yes, 0 No, 2 Abstain)

Carla Lima was not recorded as present for this vote.

Negotiations Subcommittee

Chair Lisa Martin reported that the Negotiations Subcommittee has not yet met, with a meeting planned for later in the month, and that an update would be provided at the next School Committee meeting. She noted the Committee should be prepared for a possible executive session at that meeting to discuss negotiations.

Policies for Adoption

Chair Lisa Martin reported that the 12 policies listed for adoption had been posted for public review following first reading, and that no public feedback had been received.

- Michael LaBossiere motioned to approve the following policies as presented for adoption: 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; DB-1R – 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.

Roll Call Vote:

1. Michael LaBossiere – Yes
2. Chris Sloan – Yes
3. Jackie White – Yes

4. Lisa Bloom – Yes
5. Qenan Francois – Yes
6. Alexander Bankuti – Yes
7. Lisa Martin – Yes

Outcome: The motion unanimously passed, 7–0—0

Carla Lima was not recorded as present for this vote.

Policies for First Reading

Chair Lisa Martin reported that the policies listed below were reviewed by the Policy Subcommittee earlier that day and are being forwarded for first reading. She noted that two of the policies included, ACF and ACF-R, are expected to be recommended for rescission at a future meeting once their proposed replacement policies (AC and ACR) are formally adopted, and that both the existing and proposed policies were being included in this first-reading posting to allow full public review before that action is taken. She also noted that Policy IMG (Animals in School) was excluded from tonight's list, as no updates are needed at this time.

- **Qenan Francois** motioned to approve the following policies as presented for first reading: ACL – Interacting with Law Enforcement Officers Engaged in Civil Law Enforcement (Protect Act); JLCD – Administering Medication to Students; JLCDC – Self-Administration/Self-Care of Medications; AC – Nondiscrimination; ACR – Nondiscrimination Including Harassment and Retaliation; ACF – Nondiscrimination on the Basis of Disability; ACF-R – Discrimination and Harassment Grievance Procedures; GBJ – Personnel Records; GBEE – Staff Use of Social Networking/Electronic Communication; GBA – Equal Employment Opportunity; GBEA – Staff Ethics/Conflict of Interest; GBEB – Staff Conduct; GBEBC – Gifts and Solicitations; JP – Gifts and Solicitations; GBEC – Drug-Free Workplace Policy; GBGB – Staff Personal Security and Safety; IJND – Access to Electronic Media; BBA – School Committee Powers and Duties; BGB – Policy Adoption; IJNDG – Artificial Intelligence; NMRSD Artificial Intelligence Guidelines; and IHBG – Homeschooling.

  Seconded by Lisa Bloom.

  Michael LaBossiere encouraged members of the public to review the listed policies and submit feedback during the posting period.

Roll Call Vote:

Michael LaBossiere – Yes
Chris Sloan – Yes
Jackie White – Yes
Lisa Bloom – Yes
Alexander Bankuti – Yes
Qenan Francois – Yes
Lisa Martin – Yes

Outcome: The motion unanimously passed, 7–0—0

Carla Lima was not recorded as present for this vote.

Community Outreach / Town Liaison Reports

1. Ashby: Carla Lima was not on the call at this point in the meeting; no report was given.
2. Pepperell: Alexander Bankuti reported a joint meeting between Pepperell's School Committee representatives and the Select Board scheduled for September 23 to appoint a new Pepperell representative to the Nashoba Valley Technical High School committee.
3. Townsend: Qenan Francois reported that Townsend Select Board Chair Valerie Goodrich expressed appreciation for the Committee's assistance in moving Townsend Town Meeting to the high school, that discussions regarding the Spaulding lease and regional agreement need to continue, and that Townsend is entering a negotiation year with four collective bargaining agreements up for renewal, with negotiations expected to proceed through the winter and spring; Townsend requested the Committee's cooperation given that the district's own negotiations are expected to begin shortly.

Adjournment

- **Qenan Francois** motioned to adjourn the meeting.

  Seconded by Alexander Bankuti.

Roll Call Vote:

1. Michael LaBossiere – Yes
2. Chris Sloan – Yes
3. Jackie White – Yes
4. Lisa Bloom – Yes
5. Alexander Bankuti – Yes
6. Qenan Francois – Yes
7. Lisa Martin – Yes

Outcome: The motion unanimously passed, 7–0—0

Carla Lima was not recorded as present for this vote.

Adjournment time: 7:30 p.m.

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

APPROVED: October 20, 2026