NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT
POLICY SUBCOMMITTEE
Ashby – Pepperell – Townsend, Massachusetts

MINUTES – September 15, 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
Cathryn Hampson	Director of Health Services

CALL TO ORDER

Chair Lisa Martin called the meeting to order at 5:02 PM and confirmed the date as September 15, 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 August 11, 2026 Policy Subcommittee meeting. No corrections or objections were raised.

- **Motion made by Michael LaBossiere** to approve the minutes dated August 11, 2026 as presented.

  Seconded by Lisa Bloom.

  Roll Call Vote:

  1. Michael LaBossiere – Yes
  2. Chris Sloan – Yes

3. Lisa Bloom – Yes
4. Lisa Martin – Yes

Outcome: The motion unanimously passed, 4-0

PUBLIC COMMUNICATIONS

- Robin Eibye stated no public communications were received.

NEW BUSINESS

ACL: Interacting with Law Enforcement Officers (Protect Act)

The Subcommittee reviewed proposed Policy ACL, a new policy related to the Massachusetts Protect Act, which establishes that Massachusetts schools are protected places where immigration enforcement generally may not occur without required judicial authorization. Members noted that the policy is based on a recent MASC model following passage of the Protect Act in August, that the law already applies regardless of whether the district has an adopted policy, and that although DESE expected districts to adopt the policy by September 1, districts pushed back due to late issuance of guidance. Members agreed the policy could go through the normal first-reading process to allow for public comment, and that there was no need to treat it as an emergency policy given that the protections are already in effect under state law. Policy ACL will be forwarded to the full School Committee for first reading.

Policy JLCD – Administering Medications to Students

Cathryn Hampson presented the updated JLCD – Administering Medications to Students policy, revised in response to changes in 105 CMR 210 governing medication administration in schools. She explained that the district had previously made only limited changes while MASC discussed the regulations with DPH and DESE, and that with the regulations now settled, MASC has issued recommended policy language. The new draft is significantly expanded compared to the prior version, incorporating regulatory language from 105 CMR 210 and MASC while retaining district-specific provisions, and clarifying responsibilities, documentation requirements, daily logs, medication storage, and delegation procedures.

Members noted that JLCD appears on the ADA policy review list and may have associated recommendations, though the prior ADA review likely evaluated the older version of the policy rather than this expanded draft. Cathryn Hampson offered to cross-reference the ADA report recommendations with the new JLCD draft and work with Dr. Gary Burboa-Reese to integrate any needed language. The Subcommittee agreed to forward JLCD for first reading and to have Cathryn Hampson and Dr. Burboa-Reese review the ADA recommendations and report back at a future meeting.

Policy JLCDC – Self-Administration and Self-Care of Medications

Cathryn Hampson reviewed JLCDC, a policy separating student self-administration and self-care from the main medication policy, noting that MASC recommended creating a stand-alone policy to clearly define criteria and procedures and to clarify oversight, monitoring, training, and required collaboration with parents/caregivers and students. The policy maintains that the school nurse has final authority to determine whether self-care or self-administration is safe and appropriate, and that in rare cases where a nurse determines it is unsafe, the nurse may decline to approve self-care after discussing circumstances with parents/caregivers and physicians.

The Subcommittee discussed consistency of wording, including ensuring the policy clearly refers to North Middlesex Regional School District nurses, and noted that ADA-related recommendations may also intersect with this policy since it was previously embedded within JLCD. JLCDC will be forwarded for first reading, with ADA compliance language to be reviewed in conjunction with JLCD and any necessary updates brought back to the Subcommittee.

Policies AC, ACR, ACF, ACF-R – Nondiscrimination / Grievance Procedures

The Subcommittee reviewed the nondiscrimination policy series. Legal counsel recommended adopting the MASC-based AC (Nondiscrimination) policy, which is longer, more detailed, and cites additional legal references, along with ACR (Nondiscrimination Including Harassment and Retaliation), which contains reporting and grievance information. Legal counsel advised that ACF (Nondiscrimination on the Basis of Disability) and ACF-R (Discrimination and Harassment Grievance Procedures) are now redundant with the revised AC/ACR structure and recommended rescinding.

Dr. Burboa-Reese noted that the ADA review identified recommendations for some discrimination-related policies, likely based on the older versions, and that he will review ADA recommendations against the updated drafts and report back. AC and ACR will be recommended for first reading, and ACF and ACF-R will be recommended for rescission.

Policy GBJ – Personnel Records (with Legal Edits)

The Subcommittee reviewed GBJ – Personnel Records with clarifying edits from legal counsel. No substantive objections were raised, and GBJ will be recommended for first reading.

Policy GBE – Staff Use of Social Networking / Electronic Communication

The Subcommittee reviewed GBE, modernized from "social networking" terminology to broader staff use of electronic media and social networking. Legal counsel provided comments regarding professional identities on social media and alignment with current staff practices and expectations. Members agreed the policy should be cross-checked with current district practices around professional social media identities and staff-student electronic communications, and that input from the Superintendent is needed before finalizing. GBE will move forward for first reading, with Superintendent Brad Morgan to review for alignment with current practice and any recommended adjustments to be brought back to the Subcommittee.

Policies GBA, GBEA, GBEB – Employment Opportunity, Staff Ethics, Staff Conduct

The Subcommittee reviewed GBA (Equal Employment Opportunity), GBEA (Staff Ethics/Conflict of Interest), and GBEB (Staff Conduct), previously edited by the Subcommittee and returned by legal counsel with no additional

recommended edits. The Subcommittee agreed to forward these policies as currently drafted to the full School Committee for first reading.

Policies GBEBC / JP, GBEC, and GBB

GBEBC and JP – Gifts and Solicitations

The Subcommittee reviewed GBEBC and its duplicate policy designation JP, both titled Gifts and Solicitations, updated to align with MASC and Massachusetts General Law. Key clarifications include that homemade gifts with no retail value are explicitly permitted, and that a new section addresses raffles and games of chance, clarifying that such fundraising may be conducted by parent or booster organizations but not directly by the school or students selling tickets on the school's behalf. The policy also requires that all gifts and donations to the district be accepted by a vote of the School Committee, except for routine, low-value classroom gifts such as typical gifts under $50 to teachers. Members noted the likelihood of public concern regarding fundraising restrictions but acknowledged that the district is bound by state law. GBEBC and JP will be recommended for first reading.

GBEC – Drug-Free Workplace

GBEC – Drug-Free Workplace Policy was identified as a separate policy from JP despite some shared indexing. Legal counsel recommended no additional edits beyond prior Subcommittee changes, and GBEC will be recommended for first reading.

GBB – Staff Personal Security and Safety

The Subcommittee reviewed GBB – Staff Personal Security and Safety with limited legal edits clarifying staff protections and expectations. No concerns were raised, and GBB will be recommended for first reading.

Policy IJND – Access to Electronic Media

The Subcommittee reviewed IJND – Access to Electronic Media, noting the policy had not been substantially updated in many years. Legal edits removed outdated references to the "World Wide Web" and obsolete community-access practices, and eliminated sections on community access to district technology that no longer reflect current practice. The Subcommittee discussed the need to confirm alignment with current technology-use practices, including student and staff access and filtering, and agreed to involve Jeremy Hamond, the district's technology lead, in reviewing and recommending any additional updates. IJND will be recommended for first reading, with Jeremy Hamond to review the policy and related technology protocols and provide feedback to the Subcommittee.

Additional Policies with No Further Legal Edits

Robin Eibye reported that legal counsel recommended no further changes, beyond prior Subcommittee edits, to BBA (School Committee Powers and Duties), BGB (Policy Adoption), IJNDG (Artificial Intelligence), and the NMRSD Artificial Intelligence Guidelines. These policies will proceed forward in their current revised form and be recommended for first reading.

Policy IHBG – Homeschooling

The Subcommittee reviewed IHBG – Homeschooling, revised by legal counsel in response to active questions during the current school year, including more detailed language regarding requirements for homeschooling plans, review and approval by administration (including the Assistant Superintendent), and expectations for compliance with state standards. Members discussed that district policies have generally shifted to using "caregivers" instead of "parents/guardians," while IHBG still uses "parent or guardian" in some sections, and agreed that terminology should be standardized within IHBG to "caregivers," consistent with other district policies. The Subcommittee agreed to replace "parent or guardian" with "caregiver" throughout IHBG where appropriate and forward it, as amended, for first reading, with further public feedback to be considered after first reading.

Policy Rescissions and First Readings

At the conclusion of the policy review, the Subcommittee consolidated its actions into a single motion covering recommended rescissions and first readings.

Motion – Policy Rescissions and First Readings

Motion: Motion made by Michael LaBossiere to recommend rescission of ACF – Nondiscrimination on the Basis of Disability and ACF-R – Discrimination and Harassment Grievance Procedures; and to recommend that the following policies, as amended, be forwarded to the full School Committee for first reading: ACL – Interacting with Law Enforcement Officers Engaged in Civil Law Enforcement (Protect Act); JLCD – Administering Medications to Students; JLCDC – Self-Administration/Self-Care of Medications; AC – Nondiscrimination; ACR – Nondiscrimination Including Harassment and Retaliation; 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 (duplicate index of GBEBC); 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 (with "caregiver" terminology updates as discussed).

Second: Seconded by Lisa Bloom.

Discussion: Members clarified that ACF and ACF-R are being rescinded because their content is now encompassed by the updated AC and ACR policies, and noted that several of the policies recommended for first reading are also referenced in the ADA policy report, with any necessary follow-up revisions based on ADA recommendations to be brought forward separately if warranted.

Roll Call Vote:

Michael LaBossiere – Yes

Lisa Bloom – Yes

Chris Sloan – Yes

Lisa Martin – Yes

Outcome: Motion passed, 4–0.

ADA Policy Report and Follow-Up Plan

Dr. Gary Burboa-Reese presented and summarized the ADA Policy Report generated from the district's ADA self-evaluation, noting that the external review examined approximately 270 district policies, with about 97 policies (roughly one-third) receiving recommendations for additional or clarifying language to enhance inclusivity and

support for students with disabilities, and three new policies not currently in the policy manual recommended for inclusion. He reported that reviewers found district policies generally in good condition and compliant, with suggested changes largely representing recommended enhancements rather than corrections of non-compliance.

Dr. Burboa-Reese recommended avoiding a mass, immediate reopening of all 97 flagged policies solely for minor language changes, and instead integrating recommended ADA language as associated policies come up through the regular review cycle, with a smaller subset addressed more promptly if warranted. Chris Sloan noted that some policies discussed at this meeting and scheduled for adoption are already on the ADA recommendation list, and suggested proceeding with adoption now and revising again later if urgent ADA-driven changes are needed. Lisa Martin and other members agreed this approach would maintain the integrity and momentum of the existing policy-review calendar and avoid process confusion from repeatedly pulling policies back for minor wording changes.

Dr. Burboa-Reese will review the 97 flagged policies, including those discussed at this meeting, identify any requiring prioritized or near-term updates, and bring back any recommended urgent changes along with the three recommended new ADA-related policies to a future Policy Subcommittee meeting. Lisa Martin will assist in cross-referencing policies already on the Subcommittee's tracker with the ADA list.

Adjournment

Motion: Motion made by Michael LaBossiere to adjourn the Policy Subcommittee meeting.

Second: Seconded by Lisa Bloom.

Discussion: None recorded beyond the summary above.

Roll Call Vote:

Michael LaBossiere – Yes
Lisa Bloom – Yes
Chris Sloan – Yes
Lisa Martin – Yes

Outcome: The motion unanimously passed, 4-0

Adjournment Time: 5:52 p.m.

Documents Reviewed / Referred To:

- 2026 09-15 Policy Subcommittee Agenda
- 2026 08-11 Policy Subcommittee Minutes
- ACL – Interacting with Law Enforcement Officers Engaged in Civil Law Enforcement (Protect Act)
- JLCD – Administering Medications to Students
- JLCDC – Self-Administration/Self-Carry Medications
- IMG – Animals in School
- AC – Nondiscrimination
- AC-R – Nondiscrimination Including Harassment and Retaliation

- ACE – Nondiscrimination on the Basis of Disability
- ACF – Discrimination and Grievance Reporting
- ACF-R Discrimination and Harassment Grievance Procedures
- GBJ – Personnel Records
- GBEE – Social Networking
- GBA — Equal Employment Opportunity
- GBEA — Staff Ethics / Conflict of Interest
- GBEB — Staff Conduct
- GBEBC (also JP) — Gifts and Solicitations
- JP (also GBEBC) — 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 Adoptions
- IJNDG – Artificial Intelligence
- NMRSD Artificial Intelligence Guidelines
- IHBG Home Schooling

Respectfully submitted,
Robin Eibye

APPROVED: November 17, 2026