



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

**MINUTES – May 24, 2022**  
**Virtual**

**PRESENT**

Chairperson	Randee Rusch	Member, Townsend
	Craig Hansen	Member, Pepperell
	Lisa Martin	Member, Pepperell
	June McNeil	Member, Ashby
	Brad Morgan	Superintendent of Schools
	Nancy Haines	Business Manager
	Robin Eibye	Recording Secretary

**ALSO PRESENT**

**CALL TO ORDER**

- Chairperson, Randee Rusch, opened the meeting at 10:02 a.m. and announced the committee was meeting in a virtual setting, fully remote via teleconferencing, practicing social distancing, and in accordance with the Governor's suspension of specific open meeting laws.
- Roll Call

<b>Roll Call:</b>			
Randee Rusch	Yes	Lisa Martin	Yes
Craig Hansen	Yes	June McNeil	Yes
Brad Morgan	Yes	Robin Eibye	Yes
Nancy Haines	Yes		

**MINUTES**

Following review, Craig Hansen motioned, and June McNeil seconded to approve the minutes dated May 11, 2022, as presented.

<b>Roll Call Vote:</b>			
Randee Rusch	Yes	Lisa Martin	Yes
Craig Hansen	Yes	June McNeil	Yes

Vote: The motion unanimously passed 4/0/0.

## **PUBLIC COMMUNICATIONS**

- None

## **OLD BUSINESS**

### **1. Regional Agreement**

- Randeé Rusch shared the Proposed Capital Apportionment Changes document with the committee and proposed the following:
  - Capital costs will be apportioned by the five-year enrollment average of October 1 enrollment numbers for that building at the beginning of the debt cycle and remain in effect for the life of the loan. (Percentage of apportionment is constant throughout the loan, including any refinancing). However, the apportionment shall be recalculated if new debt is taken on for the same project.
  - If a building does not support district students (participating in district programs), only houses district-wide substantially separate programs, or the building houses only administration; then the capital debt apportionment shall be on a 5-year average enrollment determined by the October 1 enrollment numbers for the district-wide enrollment and remain in effect for the life of the loan.
- A discussion ensued about when to calculate the 5-year rolling average, capital debt apportionment, and calculations.
- The committee discussed keeping the apportionment the same but adding the five-year rolling average.
- How to handle current debt and whether or not to apply the new method.
- Short-term borrowing is not set on principal paid; it doesn't give a consistent schedule for towns.
- Best way to handle counting Pre-K students not enrolled full-time.
- Pre-K tuition students vs. non-tuition students
- District-wide programs would be applied to district-wide apportionment per percentage of building used.
- Keeping the percentage frozen from the start

### **2. Facility Use**

- Brad Morgan requested the committee to review facility user fees for in-district groups.

## **NEW BUSINESS**

### **1. KF-E1 School Facility Use - Rental & Personnel Fee Schedule**

- The committee discussed pets on school district property and students' health and safety concerns.
- Ms. Rusch said she would provide proposed changes to the policy at the next meeting.

### **2. IIB Class Size**

- The committee discussed K-4 class sizes, paraprofessionals, when to split the class, when to add an additional teacher, and possible recommendations.

### **3. IHBG Homeschooling & IHBG-R Homeschooling**

- A brief discussion ensued about home school students attending electives and participating in extracurricular activities.

### **4. \*JJH-R Student Travel Regulations**

- The committee discussed updating the existing policy to allow the use of district-owned buses.

The committee confirmed they would meet again on May 31, 2002, at 10:30 a.m.

**ADJOURNMENT**

Lisa Martin motioned, and Craig Hansen seconded to adjourn the meeting at 11:07 a.m.

<b>Roll Call Vote:</b>			
Randee Rusch	Yes	Lisa Martin	Yes
Craig Hansen	Yes	June McNeil	Yes

Vote: The motion unanimously passed. 4/0/0

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Documents Reviewed / Referred To:

- 2022 05-11 Policy Subcommittee Agenda
- Minutes dated: May 2, 2022
- Proposed Capital Apportionment Changes
- KF-E1 School Facility Use - Rental & Personnel Fee Schedule
- IIB Class Size
- IHBG Homeschooling
- IHBG-R Homeschooling
- JJH-R Student Travel Regulations

Respectfully submitted,  
Robin Eibye, Recording Secretary

**APPROVED:** June 15, 2022

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