

MARLBOROUGH BOARD OF EDUCATION

Regular Business Meeting

Thursday, August 24, 2023

Elmer Thienes-Mary Hall Elementary School –Library

6:00 p.m.

The Marlborough Board of Education is holding its meeting in a hybrid format to allow for greater community awareness and participation. Hybrid meetings and proceedings will be recorded and posted on the District website within seven days of the meeting. The public is welcome to attend Board of Education meetings in-person, but also can view the Board meeting live via Google Meet Link:

<https://meet.google.com/jcs-vetk-unx?hs=122&authuser=2>

Persons requiring interpreters or related services are advised to call 860-295-6236 at least three (3) business days before the meeting.

Copies of the agenda enclosures are available for examination in the Superintendent's Office at 25 School Drive, Marlborough, CT during business hours: 8:00 a.m. to 4:00 p.m., Monday through Friday and are posted on the district website: <https://www.marlborough.k12.ct.us>

NOTE TO BOARD MEMBERS:

Attendance - If you are unable to attend this meeting either in-person or remotely please call the Superintendent's Office at 860-295-6236 at least 24 hours prior to the meeting. If you plan to attend remotely, please notify the Superintendent's office 24 hours in advance of the meeting.

In a partnership of family, school and community, our mission is to educate, challenge and inspire each individual to excel and become a contributing member of society.

AGENDA

1. Call to Order and Roll Call 6:00/05
2. Pledge of Allegiance
3. Celebrations 6:05/05
 - Introduction of School Resource Officer
4. Public Comment 6:10/05

Members of the Marlborough community are encouraged to share their thoughts with the Board of Education and are invited to do so during this segment of the meeting. All speakers must identify themselves by name and address and limit comments to 3 minutes. The Board will not engage in dialogue with the public. Written comments to be read-aloud by the Chair can be emailed to boardofed@marlborough.k12.ct.us no later than 24 hours before the meeting. Those who wish to provide comment by remote means: Raise your hand using the raise hand icon at the bottom of the Google Meet screen; once called upon, unmute yourself to speak. Please mute yourself after speaking

5. Additions to the Agenda 6:15/05
Additional business may be considered at a regular meeting upon a 2/3 vote of those members of the board present and voting, per state statute.

6. Consent Agenda 6:20/05
Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chairperson to remove it for later discussion and a separate vote if necessary.

MOTION: That the Board approve the following Consent Agenda items:

- 6.1 Minutes of 6/14/23 Regular Business meeting (Encl. 6.1)
- 6.2 Personnel Actions – none;
- 6.3 Monthly Enrollment Report (Encl. 6.3)
- 6.4 Grants – none

7. Oral Reports
- 7.1 Advisory Groups 6:25/10
 - PTO – Dan White
 - SAC – Dan White
 - Operations, Wellness & Safety – Dan White & John Mercier
 - Board of Finance Liaison – Louise Concodello
 - AHM – Kerri Barella
 - 7.2 Subcommittees 6:35/10
 - Policy – Louise Concodello
 - 7.3 Chairperson 6:45/05
 - 7.4 Superintendent and Administrative Team 6:50/15
 - Building Projects Update
 - ESY
 - Professional Development and Curriculum Work
 - School Opening Update
 - BOE Business By Month Calendar (Encl. 7.4)
 - Legislative Update
 - New District Medical Advisor
 - Grant Award: Registered Behavior Technicians (RBTs)

8. Unfinished Business
- 8.1 Discuss and Review FY 2022-23 Year-End Financial Report 7:05/15
(Encl. 8.1A) and Financial Transfers (Enclosure 8.1B)

MOTION: That the Board approve the FY 2022-23 financial transfers as presented.

9. New Business
- 9.1 Review August Financial Report (Encl. 9.1) 7:20/05

- 9.2 Discussion and Possible Action Re: School Lunch Pricing and State Transition Assistance for Breakfast and Lunch Expenses (STABLE) Funds (Encl. 9.2) 7:25/10

The Board will discuss and take possible action on adjusting the price of school lunch for 2023-24 in compliance with the equity in school lunch formula.

MOTION: That the Board approve adjusting the price of school lunches from \$3.05 to \$3.15 for the 2023-24 school year.

- 9.3 Fixed Asset Disposal Request (Encl. 9.3) 7:35/05

MOTION: That the Board approve the disposal of items as presented

- 9.4 Election of Board Officer(s) 7:40/15

MOTION: That the Superintendent chair the meeting for the sole purpose of electing an interim Chairperson.

MOTION: That the Board elect an interim Chairperson.

MOTION: That the Board elect an interim Vice Chairperson.

10. Public Comment 7:55/10

Members of the Marlborough community are encouraged to share their thoughts with the Board of Education and are invited to do so during this segment of the meeting. All speakers must identify themselves by name and address and limit comments to 3 minutes. The Board will not engage in dialogue with the public. Written comments to be read-aloud by the Chair can be emailed to boardofed@marlborough.k12.ct.us no later than 24 hours before the meeting. Those who wish to provide comment by remote means: Raise your hand using the raise hand icon at the bottom of the Google Meet screen; once called upon, unmute yourself to speak. Please mute yourself after speaking

11. Communications

- 11.1 Staff Vacancy Summary (Encl. 11.1) 8:05/05
11.2 2023-24 Staff Listing (Encl. 11.2)

12. Future Meetings & Topics 8:10/05

- 12.1 Policy Committee Meeting, Thursday, September 28, 2023, 5:30 p.m.
12.2 Next Regular Business Meeting, Thursday, September 28, 2023, 6:00 p.m.

13. Adjournment 8:15

REMINDER: Agenda suggestions for the next business meeting are due to the Chairperson or Superintendent by 12:00 noon on Thursday, September 21, 2023.

The Marlborough Board of Education does not discriminate in its programs, activities, and employment practices based on an individual's race, color, religion, creed, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability, (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, marital status, age, or status as a Veteran.

MARLBOROUGH BOARD OF EDUCATION

**REGULAR BUSINESS MEETING MINUTES
Elmer Thienes-Mary Hall Elementary School - Library
Wednesday, June 14, 2023
6:00 p.m.**

1. Call to Order and Roll Call:

Wes Skorski, BOE Chair, called the meeting to order at 6:01 pm

BOE Members Present: Wes Skorski, Ruth Kelly, Louise Concodello, Patrick Pabouet, Kerri Barella, Angela Colantonio, Anna Holden, Linda Earley.

Administration Present: Dr. Holly Hageman, Superintendent - Remote
Dan White, Principal
Kim Kelley, Assistant Principal

2. Pledge of Allegiance

L. Concodello made a motion to move agenda items 7.4, 9.1, 9.2, 9.3 to be discussed immediately after making the motions.

L. Concodello made a motion to move Executive Session 8.1, Superintendent Evaluation and 9.4 Board of Education Self-Evaluation after agenda item #12.

Both motions, seconded by A. Holden. Unanimously approved. MOTIONS CARRIED.

7.4 Superintendent and Administrative Team:

- Dr. Holly Hageman thanked Dan White, Kim Kelley and all the teachers and staff for a tremendous final week of school. Dr. Holly Hageman congratulated the 6th graders and wished everyone the best.
- Update on 2023-2024 Meal Prices - Dr. Holly Hageman informed the Board that the State has not sent out its normal meal price guidance yet. Traditionally, prices go up 10 cents a year, therefore MES lunch price could tentatively be at \$3.15 for the next school year. Pricing will be pending until board approval at the August meeting or at a Special Meeting to be held in the summer if necessary.

9. New Business

9.1 Discussion and Possible Action Re: Food Service Management Contract: Dr. Holly Hageman stated that she is seeking the approval of the third renewal representing the 4th year of the 5 year contract with Chartwells.

R. Kelly made a motion that the Board approves the Year Three Amendment of the agreement with Chartwells to provide food management services for the 2023-2024 school year, seconded by L. Earley. Unanimously approved. MOTION CARRIED.

UNAPPROVED DRAFT

9.2 Review June Financial Report: Dr. Holly Hageman reported that MES is running at a projected surplus of \$46,460.53. The school made some investments in technology, both hardware and infrastructure, and facility upgrades.

9.3 Staffing Needs 2023-2024: Certified Pre-K Teacher: Dr. Holly Hageman informed the Board that MES is seeking the Board's approval to add an additional full-time teacher for PreK beginning in the 2023-2024 school year. She reported that the PreK population has expanded in number and scope of needs, requiring more staff to implement IEP requirements. Dr. Holly Hageman explained the PreK position was not budgeted in the FY24 budget because when the budget was created, the numbers and needs of students had not fully materialized at that point. The additional staffing and classroom will also allow the district to provide additional seats for peer models who are important to the integrated PreK model. The administrative team has analyzed several grants and believe the estimated salary cost of this position can be covered.. MES also has the 2 % Reserve Fund to leverage if needed.

K. Barella made a motion that the Board approves of adding a 1.0 FTE certified Preschool Teacher to the 2023-2024 staffing roster, seconded by L. Concodello. Unanimously approved. MOTION CARRIED.

3. Celebrations: Kim Kelly presented a slideshow of MES student's end of year activities.

4. Public Comments: None

5. Additions to the Agenda: None

6. Consent Agenda

- 6.1 Minutes of 05/25/23 Regular Business meeting
- 6.2 Personnel Actions – none;
- 6.3 Reports – receive and file the following documents: June monthly enrollment report ;
- 6.4 Grants – none;
- 6.5 Flexibilities for Implementing the CT Guidelines for Educator Evaluation for the 2023-2024 SY

L. Concodello made a motion that the Board approve Consent Agenda items 6.1 – 6.5, seconded by A. Colantonio. Unanimously approved. MOTION CARRIED.

7. Oral Reports

7.1 Advisory Groups

- PTO – K. Kelley stated the PTO made \$28,770 through the Fun Run event. Talked about school supplies and Chalk the Walk for the start of the new school year.
- SAC – No meeting
- Operations, Wellness & Safety – Dan White reported that a Soft Lockdown procedure (stay put) was executed during the school day to attend to the medical needs of a student. Staff handled the Soft Lockdown very well. The school is still waiting to hear the outcome of the School Safety and Security grant.
- Board of Finance Liaison – Louise Concodello reported that the BOF will meet tomorrow at 7:00 p.m.
- AHM – Kerri Barella stated AHM won first place in the Red Sox Impact Award Contest for \$10,000. They are also running new Health Matters summer programs.

UNAPPROVED DRAFT

7.2 Subcommittees

- Policy Committee – Louise Concodello- No meeting this month.

7.2 Chairperson: No Report

10. Public Comments: None

11. Communications

- 11.1 Staff Vacancy Summary: Submitted

12. Future Meetings & Topics:

- Next policy subcommittee meeting, Thursday, August 24, 2023, 5:30 p.m.
- Next regular business meeting, Thursday, August 24, 2023, 6:00 p.m.

R. Kelly made a motion to go into Executive Session to discuss the Superintendent's Evaluation and the Board's Self-Evaluation, seconded by A. Colantonio. Unanimously approved. MOTION CARRIED.

Entered Executive Session: 6:48PM

8. Unfinished Business

- 8.1 Executive Session: Personnel – Superintendent's Evaluation - continued

- 9.4 Executive Session: Board of Education Self-Evaluation

A. Colantonio made a motion to adjourn the Executive Session at 8:08 p.m., seconded by L. Earley. Unanimously approved. MOTION CARRIED.

Exited Executive Session: 8:08PM

13. Adjournment:

R. Kelly made a motion to adjourn the meeting at 8:10 p.m., seconded by K. Barella. Unanimously approved. MOTION CARRIED.

Respectfully Submitted,

Carmela Monte
Board Clerk

Elmer Thienes/ Mary Hall Elementary School

Marlborough, Connecticut

Monthly Enrollment Report

August 10, 2023

Grade	Enrollment Local Classrooms				Grade Total	Change	# of Rooms	Class Size Avg./Room
	AM 1	AM 2	PM 1	PM 2				
PS	6	6	9	10	31		2	
K	17	17	17		51		3	17.0
1	15	14	14	14	57		4	14.3
2	18	17	18	19	72		4	18.0
3	19	19	18		56		3	18.3
4	17	16	16	18	67		4	16.8
5	18	19	19		56		3	18.7
6	18	18	18		54		3	18.0
Total					444			
Special Education Full Time Outplaced								
1/3/2017								1
Special Education Part time Services Provided								
GRAND TOTAL								
								445

AUG 24 2023

MARLBOROUGH BOARD OF EDUCATION TYPICAL BOE BUSINESS BY MONTH*

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • Annual Medical Advisor appointment • Year-End Financial Report from previous Fiscal Year & Financial Transfers • Staff Listing including New MES Staff Members • Extended School Year update • Summer PD and Curriculum Work • Building Projects Update • Legislative Update 	<ul style="list-style-type: none"> • Opening of School • Budget Timeline and Guiding Principles/ Budget Assumptions • SCIP Presentation: Prior year's student outcomes and updated SCIP action plan 	<ul style="list-style-type: none"> • Acknowledgement of departing BOE Members whose terms are expiring in November (<i>if applicable</i>) <p style="text-align: center;">[BOF Budget Kickoff: All Boards Meeting]</p>	<ul style="list-style-type: none"> • Welcome BOE Members (<i>returning and newly elected</i>), after election, as applicable • Yearly election of officers (<i>Chair, Vice-Chair and Secretary</i>) • Approval of Board calendar meeting dates for January – December • SCIP Presentation: (<i>Topic TBD</i>) 	<ul style="list-style-type: none"> • Committee assignments • Approval of School Calendar for Next Year • SCIP Presentation: (<i>Topic TBD</i>)

*This does not represent the finalized agenda of each month

** Recurring Monthly Standing Items: Monthly Financial Report, Monthly Enrollment Report and Staff Vacancy Report.

**MARLBOROUGH BOARD OF EDUCATION
TYPICAL BOE BUSINESS BY MONTH cont'd***

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<ul style="list-style-type: none"> • Presentation and Review of Superintendent's Proposed Operating Budget and Capital Improvement Plan 	<ul style="list-style-type: none"> • Continued Review of Superintendent's Proposed Operating Budget and Capital Improvement Plan and Approval of the Board's Operating Budget and Capital Improvement Plan to forward to the Board of Finance <i>(Typically a Special Meeting in order to meet BOF timeline in Feb.)</i> • Request to deposit funds into the Non-Lapsing Account (once audit is completed of prior fiscal year) 	<ul style="list-style-type: none"> • CAPSS Superintendent's Awards • Board Appreciation Month • Non-Renewal of Non-Tenured Teachers <i>(if any)</i> • Review/Act Upon Board of Finance Budget Decisions <i>(if applicable)</i> 	<ul style="list-style-type: none"> • Healthy Food Certification • SCIP Presentation: <i>(Topic TBD)</i> 	<ul style="list-style-type: none"> • Adopt Line-Item Budget for Next Fiscal Year After Town Referendum • Staff Appreciation Month • Review Process and Timelines for Annual Board Self-Evaluation/ Goal setting • Superintendent Eval: * Board Members complete Superintendent Evaluation Form and receive Superintendent's Self-Evaluation. * Board meets in Executive Session before or after the meeting to discuss compilation of evaluation forms 	<ul style="list-style-type: none"> • Annual Approval of Food Service Contract • Board Self-Evaluation/ Goal Setting • Superintendent Evaluation • Setting Next Year's School Meal Prices (if info from state is ready; otherwise on August agenda)

*This does not represent the finalized agenda of each month

** Recurring Monthly Standing Items: Monthly Financial Report, Monthly Enrollment Report and Staff Vacancy Report.

AUG '24 2023

			June 2022-23 AS OF	8/16/2023				June
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE		FINAL
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2022-2023	8/16/2023	8/16/2023	8/16/2023		8/16/2023
111	51111	DISTRICT ADMINISTRATION	\$ 392,434.00	\$ 404,653.20	\$ -	\$ (12,219.20)		\$ (12,219.20)
111	51112	TEACHERS	\$ 3,891,462.50	\$ 3,790,432.45	\$ -	\$ 101,030.05		\$ 101,030.05
111	51113	STIPENDS	\$ 6,488.00	\$ 1,020.00	\$ -	\$ 5,468.00		\$ 5,468.00
111	51114	CURRICULUM REVISION	\$ 5,125.00	\$ 6,375.50	\$ -	\$ (1,250.50)		\$ (1,250.50)
111	51118	SUMMER SPED PROGRAMS	\$ 8,631.68	\$ 6,113.30	\$ -	\$ 2,518.38		\$ 2,518.38
112	51115 29	SUBSTITUTES	\$ 103,715.50	\$ 93,401.27	\$ -	\$ 10,314.23		\$ 10,314.23
112	51120 23 26 27	OFFICE/TECH/NURSE/OT/PT	\$ 545,078.20	\$ 492,235.60	\$ -	\$ 52,842.60		\$ 52,842.60
112	51124 28	PARAEDUCATORS	\$ 544,106.56	\$ 449,929.94	\$ -	\$ 94,176.62		\$ 94,176.62
112	51125	CUSTODIANS	\$ 213,297.53	\$ 218,277.11	\$ -	\$ (4,979.58)		\$ (4,979.58)
		TOTAL SALARIES	\$ 5,710,338.97	\$ 5,462,438.37	\$ -	\$ 247,900.60		\$ 247,900.60
200	52005	SOCIAL SECURITY	\$ 156,142.00	\$ 148,736.19	\$ -	\$ 7,405.81		\$ 7,405.81
200	52012	RETIREMENT CONTRIBUTION	\$ 60,217.00	\$ 67,150.61	\$ -	\$ (6,933.61)		\$ (6,933.61)
200	52015-27	GROUP INSURANCE	\$ 806,319.68	\$ 727,826.90	\$ -	\$ 78,492.78		\$ 78,492.78
200	52035	UNEMPLOYMENT	\$ 9,600.00	\$ 6,029.88	\$ -	\$ 3,570.12		\$ 3,570.12
200	52040	WORKERS' COMPENSATION	\$ 41,083.56	\$ 31,688.53	\$ -	\$ 9,395.03		\$ 9,395.03
200	52060	TUITION REIMBURSEMENT	\$ 8,000.00	\$ 7,962.50	\$ -	\$ 37.50		\$ 37.50
		TOTAL BENEFITS	\$ 1,081,362.24	\$ 989,394.61	\$ -	\$ 91,967.63		\$ 91,967.63
340	53140	AUDITING	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -		\$ -
340	53180	SCHOOL PHYSICIAN	\$ 1,500.00	\$ 1,600.00	\$ -	\$ (100.00)		\$ (100.00)
340	53190	OCCUP/PHYS THERAPY	\$ -	\$ 44,200.95	\$ -	\$ (44,200.95)		\$ (44,200.95)
340	53200	OTHER CONSULTANTS	\$ 16,650.00	\$ 27,952.09	\$ -	\$ (11,302.09)		\$ (11,302.09)
310	53210	BOARD LEGAL SERVICE	\$ 14,400.00	\$ 6,866.00	\$ -	\$ 7,534.00		\$ 7,534.00
340	53220	BOARD CLERK	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00		\$ 2,500.00
330	53240	STAFF DEVELOPMENT	\$ 12,175.00	\$ 4,973.54	\$ -	\$ 7,201.46		\$ 7,201.46
320	53260	AHM YOUTH SERVICE	\$ 43,696.00	\$ 43,911.00	\$ -	\$ (215.00)		\$ (215.00)
		TOTAL PROF/TECH SERVICES	\$ 105,921.00	\$ 144,503.58	\$ -	\$ (38,582.58)		\$ (38,582.58)
410	54160-70, 54325-40	UTILITY SERVICES	\$ 156,905.66	\$ 141,495.50	\$ -	\$ 15,410.16		\$ 15,410.16
420	54XXX	CONTRACTED REPAIR SERVICE	\$ 156,115.56	\$ 165,420.58	\$ -	\$ (9,305.02)		\$ (9,305.02)
		TOTAL PROPERTY SERVICES	\$ 313,021.22	\$ 306,916.08	\$ -	\$ 6,105.14		\$ 6,105.14

MARLBOROUGH BOARD OF EDUCATION MONTHLY FINANCIAL REPORT

		June 2022-23 AS OF		8/16/2023					
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE		June	
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2022-2023	8/16/2023	8/16/2023	8/16/2023		FINAL	
								8/16/2023	
590	55000	TELEPHONES	\$ 7,080.00	\$ 8,021.31	\$ -	\$ (941.31)		\$ (941.31)	
590	55005	WEBHOSTING/EMAIL SERVICE	\$ 5,900.00	\$ 10,962.12	\$ -	\$ (5,062.12)		\$ (5,062.12)	
590	55030	PRINTING & BINDING	\$ -	\$ -	\$ -	\$ -		\$ -	
590	55110	ADVERTISING	\$ 1,100.00	\$ 896.00	\$ -	\$ 204.00		\$ 204.00	
562	55120	OUT OF DISTRICT PLACEMENT	\$ 119,783.75	\$ 90,023.85	\$ -	\$ 29,759.90		\$ 29,759.90	
561	55125	MAGNET SCHOOL TUITION	\$ 29,423.01	\$ 33,556.63	\$ -	\$ (4,133.62)		\$ (4,133.62)	
590	55130	POSTAGE	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -		\$ -	
520	55140	LIABILITY/PROPERTY INS	\$ 32,800.00	\$ 36,006.39	\$ -	\$ (3,206.39)		\$ (3,206.39)	
510	55160-70	STUDENT TRANSPORTATION	\$ 346,750.24	\$ 340,305.29	\$ -	\$ 6,444.95		\$ 6,444.95	
		TOTAL PURCHASED SERVICES	\$ 546,837.00	\$ 523,771.59	\$ -	\$ 23,065.41		\$ 23,065.41	
620	56080	HEATING OIL	\$ 62,084.50	\$ 67,999.96	\$ -	\$ (5,915.46)		\$ (5,915.46)	
627	56090	DIESEL & GASOLINE	\$ 26,830.00	\$ 22,858.66	\$ -	\$ 3,971.34		\$ 3,971.34	
621	56095	PROPANE GAS	\$ 1,200.00	\$ -	\$ -	\$ -		\$ 1,200.00	
611	56111-13	INSTRUCTIONAL SUPPLY	\$ 73,250.00	\$ 177,216.30	\$ -	\$ (103,966.30)		\$ (103,966.30)	
612	56211	INSTRUCTIONAL TECHNOLOGY	\$ 9,490.00	\$ 132,805.31	\$ -	\$ (123,315.31)		\$ (123,315.31)	
641	56410	TEXTBOOKS	\$ 51,652.83	\$ 77,412.94	\$ -	\$ (25,760.11)		\$ (25,760.11)	
642	56421	LIBRARY BOOKS	\$ 5,300.00	\$ 8,555.41	\$ -	\$ (3,255.41)		\$ (3,255.41)	
690	56901	ADMIN OFFICE SUPPLY	\$ 4,000.00	\$ 3,507.63	\$ -	\$ 492.37		\$ 492.37	
690	56902	HEALTH ROOM SUPPLY	\$ 7,000.00	\$ 6,855.28	\$ -	\$ 144.72		\$ 144.72	
690	56903	FINANCE OFFICE SUPPLY	\$ 2,500.00	\$ 1,439.89	\$ -	\$ 1,060.11		\$ 1,060.11	
613	56904	MAINTENANCE SUPPLY	\$ 32,298.45	\$ 58,331.20	\$ -	\$ (26,032.75)		\$ (26,032.75)	
		TOTAL SUPPLIES/MATERIALS	\$ 275,605.78	\$ 556,982.58	\$ -	\$ (281,376.80)		\$ (281,376.80)	
730	57301	NEW/REP EQUIP-INSTR	\$ -	\$ -	\$ -	\$ -		\$ -	
739	57390	NEW/REPL EQUIP-NON INSTR	\$ -	\$ -	\$ -	\$ -		\$ -	
740	57400	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -		\$ -	
		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -		\$ -	
810	58901 8902	DISTRICT MEMBERSHIP DUES	\$ 13,845.00	\$ 18,169.45	\$ -	\$ (4,324.45)		\$ (4,324.45)	
900	59000	OTHER ITEMS	\$ -	\$ -	\$ -	\$ -		\$ -	
		TOTAL OTHER OBJECTS	\$ 13,845.00	\$ 18,169.45	\$ -	\$ (4,324.45)		\$ (4,324.45)	
		GRAND TOTALS	\$ 8,046,931.21	\$ 8,002,176.26	\$ -	\$ 44,754.95		\$ 44,754.95	

MARLBOROUGH BOARD OF EDUCATION MONTHLY FINANCIAL REPORT

			June 2022-23 AS OF	8/16/2023				June
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE		FINAL
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2022-2023	8/16/2023	8/16/2023	8/16/2023		8/16/2023
BOE Report Feedback/ Questions								
		Why are Teacher Salaries (51112) forecasted in a surplus position?						
		We experienced one leave of absence this year.						
		Why is the Related Services Salary (51120 23 26 27) account in a surplus position ?						
		We were able to hire a COTA to meet student needs.						
		Our Physical Therapy Services were outsourced in the 2022-23 school year.						
		Why is the Paraeducator Salary (51124/28) account in a surplus position ?						
		Because of delays in filling positions, we had a surplus in this line						
		This surplus grew during the year because certain positions were not filled.						
		Why is the Custodial Salary (51125) account in a deficit position ?						
		We have incurred additional overtime to address maintenance and repairs during the school year.						
		Why Group Insurances (52015-27) in a surplus position ?						
		We have had positive trends in enrollment and premium cost share collections.						
		Why is there a deficit in Occupational/Physical Therapy Services (53190)?						
		Our Physical Therapist resigned in May 2022.						
		We replaced them with a contracted service.						
		There are corresponding savings in the OT/PT salary line (51120).						
		Why are Contracted Repairs and Maintenance (54000-54999) over budget at this time?						
		We incurred higher than normal repair bills.						
		We upgraded HVAC units in three spaces using General Fund and MECCA funding.						*
		We upgraded our perimeter security in conjunction with our camera upgrade.						
		We are outsourced more of our elevator modernization.						
		Why has the Electricity (54330) forecast developed a surplus?						
		Our three year contract for energy supply expired in December.						
		We locked supply rates through November 2023.						
		We experienced milder than normal weather.						
		Why has the Out of District Placement line (55120) forecast developed a surplus?						
		Our Special Education Excess Cost grant reimbursement came in higher than expected.						
		Why has the Transportation Line (55160/55170) forecast developed a surplus?						
		We had conservatively budgeted our regular/special education transportation line.						
		Why are Instructional Supplies (56111) over budget?						
		We recently prepurchased science supplies for the 2023-2024 school year.						
		Paper and Copier usage has increased with new curriculum implementation						
		Why are Technology Supplies (56211) over budget?						
		There has been a significant investment in student and teacher hardware this year.						
		There has been a significant investment in infrastructure hardware this year.						
		Why are Textbooks (56410) over budget?						
		Based upon availability and lead time, textbooks for next year have been purchased this year.						
		We have extended our Mathematics program for three additional years at a significant discount.						
		Why are Custodial Supplies (56904) over budget?						
		There has been a significant investment in plumbing supplies, paint, and door hardware this year.						
		Custodial supply prices increased significantly this year.						
*		Asterisk indicates the budget explanation was updated as of		8/16/2023				*

AUG 24 2023

Marlborough Public Schools		
Budget 2022-23		
Year End Budget Transfer Request		
MOTION: That the Board approve the 2022-2023 year end transfers as presented in the amount of \$319,959.38		
List Of Financial Transfers		
1000 SALARIES	\$247,900.60	Open K Position LOA 89K/SUBSTITUTES 26K/PT BUDGET 41K/PARA OPENINGS 91K
2000 BENEFITS	\$72,058.78	ENROLLMENT
TOTAL : FROM SURPLUS ACCOUNTS	\$319,959.38	
3000 PROFESSIONAL SERVICES	\$38,582.58	PT OUTSOURCED
6000 SUPPLIES	\$281,376.80	INSTRUCTIONAL SUPPLIES 229K/TEXTBOOKS 26k/CUSTODIAL 26K
TOTAL : TO DEFICIT ACCOUNTS:	\$319,959.38	

		August	2023-2024 AS OF	8/16/2023			
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE	Aug-23
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2023-2024	8/16/2023	8/16/2023	8/16/2023	PROJECTED
							8/16/2023
111	51111	DISTRICT ADMINISTRATION	\$ 409,702.13	\$ 46,026.45	\$ 271,977.53	\$ 91,698.15	\$ 10,806.23
111	51112	TEACHERS	\$ 4,019,440.32	\$ -	\$ 3,961,494.52	\$ 57,945.80	\$ (44,429.30)
111	51113	STIPENDS	\$ 6,594.00	\$ -	\$ 6,594.00	\$ -	\$ -
111	51114	CURRICULUM REVISION	\$ 5,250.00	\$ 1,890.00	\$ 3,360.00	\$ -	\$ -
111	51118	SUMMER SPED PROGRAMS	\$ 10,371.80	\$ 11,004.00	\$ 11,518.00	\$ (12,150.20)	\$ (632.20)
112	51115 29	SUBSTITUTES	\$ 104,000.00	\$ -	\$ 104,000.00	\$ -	\$ -
112	120 23 26 27 90	OFFICE/TECH/NURSE/OT/PT/SRO	\$ 625,181.29	\$ 41,171.99	\$ 609,375.92	\$ (25,366.62)	\$ (32,864.68)
112	51124 28	PARAEDUCATORS	\$ 484,634.37	\$ 4,020.51	\$ 576,879.60	\$ (96,265.74)	\$ (11,705.22)
112	51125	CUSTODIANS	\$ 293,646.16	\$ 29,889.53	\$ 249,834.40	\$ 13,922.23	\$ 0.00
		TOTAL SALARIES	\$ 5,958,820.07	\$ 134,002.48	\$ 5,795,033.97	\$ 29,783.62	\$ (78,825.17)
200	52005	SOCIAL SECURITY	\$ 159,267.68	\$ 5,733.97	\$ -	\$ 153,533.71	\$ -
200	52012	RETIREMENT CONTRIBUTION	\$ 78,360.42	\$ 4,295.43	\$ -	\$ 74,064.99	\$ -
200	52015-27	GROUP INSURANCE	\$ 823,208.17	\$ 140,414.42	\$ -	\$ 682,793.75	\$ 85,372.47
200	52035	UNEMPLOYMENT	\$ 9,600.00	\$ -	\$ -	\$ 9,600.00	\$ -
200	52040	WORKERS' COMPENSATION	\$ 41,083.56	\$ 34,209.12	\$ -	\$ 6,874.44	\$ 6,874.44
200	52060	TUITION REIMBURSEMENT	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	\$ -
		TOTAL BENEFITS	\$ 1,119,519.83	\$ 184,652.94	\$ -	\$ 934,866.89	\$ 92,246.91
340	53140	AUDITING	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ -
340	53180	SCHOOL PHYSICIAN	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -
340	53190	OCCUP/PHYS THERAPY	\$ 57,375.00	\$ -	\$ -	\$ 57,375.00	\$ -
340	53200	OTHER CONSULTANTS	\$ 16,650.00	\$ 1,400.00	\$ -	\$ 15,250.00	\$ -
310	53210	BOARD LEGAL SERVICE	\$ 14,400.00	\$ -	\$ -	\$ 14,400.00	\$ -
340	53220	BOARD CLERK	\$ -	\$ -	\$ -	\$ -	\$ -
330	53240	STAFF DEVELOPMENT	\$ 9,675.00	\$ 1,500.00	\$ -	\$ 8,175.00	\$ -
320	53260	AHM YOUTH SERVICE	\$ 45,008.78	\$ 45,228.33	\$ -	\$ (219.55)	\$ (219.55)
		TOTAL PROF/TECH SERVICES	\$ 160,108.78	\$ 48,128.33	\$ -	\$ 111,980.45	\$ (219.55)
410	54160-70, 54325-40	UTILITY SERVICES	\$ 174,239.06	\$ 10,298.34	\$ -	\$ 163,940.72	\$ 0.00
420	54XXX	CONTRACTED REPAIR SERVICE	\$ 144,615.56	\$ 10,688.76	\$ -	\$ 133,926.80	\$ (500.00)
		TOTAL PROPERTY SERVICES	\$ 318,854.62	\$ 20,987.10	\$ -	\$ 297,867.52	\$ (500.00)

MARLBOROUGH BOARD OF EDUCATION MONTHLY FINANCIAL REPORT

		August 2023-2024 AS OF		8/16/2023					
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE		Aug-23	
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2023-2024	8/16/2023	8/16/2023	8/16/2023		PROJECTED	8/16/2023
590	55000	TELEPHONES	\$ 7,404.00	\$ 1,402.53	\$ -	\$ 6,001.47		\$ -	
590	55005	WEBHOSTING/EMAIL SERVICE	\$ 8,456.00	\$ -	\$ -	\$ 8,456.00		\$ -	
590	55030	PRINTING & BINDING	\$ -	\$ 19.13	\$ -	\$ (19.13)		\$ (19.13)	
590	55110	ADVERTISING	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00		\$ -	
562	55120	OUT OF DISTRICT PLACEMENT	\$ 130,517.43	\$ -	\$ -	\$ 130,517.43		\$ -	
561	55125	MAGNET SCHOOL TUITION	\$ 34,374.00	\$ -	\$ -	\$ 34,374.00		\$ -	
590	55130	POSTAGE	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00		\$ -	
520	55140	LIABILITY/PROPERTY INS	\$ 37,806.71	\$ 37,651.74	\$ -	\$ 154.97		\$ 154.97	
510	55160-70	STUDENT TRANSPORTATION	\$ 348,576.72	\$ 4,646.70	\$ -	\$ 343,930.02		\$ -	
		TOTAL PURCHASED SERVICES	\$ 572,234.86	\$ 43,720.10	\$ -	\$ 528,514.76		\$ 135.84	
620	56080	HEATING OIL	\$ 79,862.00	\$ -	\$ -	\$ 79,862.00		\$ -	
627	56090	DIESEL & GASOLINE	\$ 34,610.00	\$ -	\$ -	\$ 34,610.00		\$ -	
621	56095	PROPANE GAS	\$ 1,200.00	\$ -	\$ -	\$ -		\$ -	
611	56111-13	INSTRUCTIONAL SUPPLY	\$ 73,250.00	\$ 8,467.70	\$ 7,783.09	\$ 56,999.21		\$ (0.00)	
612	56211	INSTRUCTIONAL TECHNOLOGY	\$ 12,105.00	\$ -	\$ -	\$ 12,105.00		\$ -	
641	56410	TEXTBOOKS	\$ 30,000.00	\$ -	\$ 450.00	\$ 29,550.00		\$ -	
642	56421	LIBRARY BOOKS	\$ 5,300.00	\$ -	\$ -	\$ 5,300.00		\$ -	
690	56901	ADMIN OFFICE SUPPLY	\$ 4,000.00	\$ 491.29	\$ 418.49	\$ 3,090.22		\$ -	
690	56902	HEALTH ROOM SUPPLY	\$ 3,500.00	\$ 802.04	\$ 373.15	\$ 2,324.81		\$ -	
690	56903	FINANCE OFFICE SUPPLY	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00		\$ -	
613	56904	MAINTENANCE SUPPLY	\$ 42,000.00	\$ 9,414.14	\$ 10,282.66	\$ 22,303.20		\$ (10,000.00)	
		TOTAL SUPPLIES/MATERIALS	\$ 288,327.00	\$ 19,175.17	\$ 19,307.39	\$ 249,844.44		\$ (10,000.00)	
730	57301	NEW/REP EQUIP-INSTR	\$ -	\$ -	\$ -	\$ -		\$ -	
739	57390	NEW/REPL EQUIP-NON INSTR	\$ -	\$ -	\$ -	\$ -		\$ -	
740	57400	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -		\$ -	
		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -		\$ -	
810	58901 8902	DISTRICT MEMBERSHIP DUES	\$ 16,820.00	\$ 439.00	\$ -	\$ 16,381.00		\$ -	
900	59000	OTHER ITEMS	\$ -	\$ -	\$ -	\$ -		\$ -	
		TOTAL OTHER OBJECTS	\$ 16,820.00	\$ 439.00	\$ -	\$ 16,381.00		\$ -	
		GRAND TOTALS	\$ 8,434,685.16	\$ 451,105.12	\$ 5,814,341.36	\$ 2,169,238.68		\$ 2,838.03	

AUG 24 2023



Dr. Holly Hageman
Superintendent

Marlborough School District
25 SCHOOL DRIVE, MARLBOROUGH, CONNECTICUT 06447
Telephone: (860) 295-6236/Fax: (860) 295-6153
www.marlborough.k12.ct.us

TO: Board of Education

FROM: Holly Hageman

DATE: 8/24/2023

RE: School Meal Update for the 2023-24 School Year: School Lunch Pricing and State Transition Assistance for Breakfast and Lunch Expenses (STABLE) Funds

Marlborough Public Schools has opted into the state's STABLE Funds for 2023-2024, which provides:

- Free breakfast for all students.
- Students who are eligible for free lunch will receive lunch for free.
- Students eligible for reduced-price meals will be able to receive lunch free of charge instead of at a reduced rate.
- With Board approval tonight, the lunch price for students who do not qualify for free or reduced meals is \$3.15.

Students who wish to buy a la carte items must purchase those items using a student account or cash (STABLE Funds do not cover a la carte selections).

Families should complete the Free/Reduced Application as soon as possible if they think their family may be eligible. The form is located on the school website: <https://www.marlborough.k12.ct.us/domain/224>. The form is also sent home with each student during the first week of school.



Dr. Holly Hageman
Superintendent

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August 25, 2023

TO: David Porter
Town Manager

FROM: Dr. Holly Hageman
Superintendent

RE: Marlborough Elementary School Fixed Assets Available for Donation

I am writing to notify you that the school has technology items, listed below, which are no longer in use based upon age/condition. Before disposing of or donating these items, I am writing to inquire if any other Town department might be able to make use of these items. If you could please let Carmela Monte know as soon as possible, we would appreciate it.

- 96 HP Chromebooks
- 107 HP Chromebooks

If you would like more information about the Chromebooks, Carmela can furnish that to you.

Thank you for your assistance in this matter.

cm

Elmer Thienes-Mary Hall Elementary School
Marlborough, CT 06447

FIXED ASSET DISPOSAL REQUEST FORM

NAME: Kim Kelley DATE: 8/8/23

LIBRARY MAINTENANCE OFFICE COMPUTER LAB READING ROOM CLASSROOM

ITEM	SCHOOL INVENTORY#	ITEM SERIAL #	PURCHASE ORDER#	DESCRIPTION
Journeys Reading Series: Published 2014 Grade 2: Trophies Grade 3 & 4: Journeys				Grades 2,3 & 4: Teacher materials, student hardcover books and classroom materials. Purchasing new materials that align with the Science of Reading curriculum.

Kim Kelley
Principal's Signature

8/17/23
Date

Huegan
Superintendent's Signature

8-17-23
Date

Elmer Thienes-Mary Hall Elementary School
 Marlborough, CT 06447

FIXED ASSET DISPOSAL REQUEST FORM

NAME: John Mercier

DATE: 7/26/2023

LIBRARY MAINTENANCE OFFICE COMPUTER LAB READING ROOM CLASSROOM

ITEM	SCHOOL INVENTORY#	ITEM SERIAL #	PURCHASE ORDER#	DESCRIPTION
HP Chromebooks 14				HP Chromebooks - Auto Update has expired (96)
HP Chromebooks 14 G4				HP Chromebooks 14 G4 - Auto Update has expired (107)

Kim Kelly
 Principal's or Director's Signature

8/17/23
 Date

W. Kelly
 Superintendent's Signature

8.17.23
 Date

POSITION	VACANCY DUE TO	ASSIGNMENT/APPOINTMENT	START DATE
SUPPORT STAFF			
Marissa Browning	Stacey Bednarz hired as PreK Teacher	1.0 FTE Paraeducator	7/03/23 (ESY) 8/29/23
Jessica Tuck	Regan Hughes resignation	1.0 FTE Paraeducator	8/29/23
Caitlin Reid	Kathleen McCarty resignation	1.0 FTE Paraeducator	8/29/23
Gino Perrone	Vacancy	1.0 FTE Paraeducator	8/29/23
TBD	Vacancy	1.0 FTE Paraeducator	
TBD	New Position	RBT	
TBD	New Position	RBT	

2023-2024 STAFF - ELMER THIENES - MARY HALL SCHOOL - Marlborough, Connecticut – 8/6/23

ADMINISTRATIVE STAFF – BOE OFFICE

Superintendent **Dr. Holly Hageman**
 Director of Operations **John Mericer**
 Financial Assistant **Jason Lathrop**
 Superintendent Asst **Carmela Monte**
 Special Services Assistant **Marcy Spellman**

ADMINISTRATIVE STAFF – SCHOOL OFFICE

Principal **Dan White**
 Assistant Principal **Kimberly Kelley**
 Admin Assistant **Victoria Samolis**

PRE-SCHOOL

Kathleen Filosa
Stacey Bednarz

KINDERGARTEN

Amy Cone
Karen Craig
Amy Farrior

GRADE 1

Pamela Farrington
Robin Kniep
Molly Reilly
David Wasserman

GRADE 2

Mary Cochefski
Jessica Cooper
Michaela Dehm
Jennifer Wall

GRADE 3

Linda Harbec
Lynda Quigley
Kelly Spooner

GRADE 4

Tom Barbone
Kelly Cooper
Molly Cunningham
Patricia Uccello

GRADE 5

Shelby Bobbi
Stephanie Pazul
Julie Weiss

GRADE 6

Tina D'Auteuil
Meagan Hanratty
Jenna Julian

ESSENTIAL ARTS

Art **Denise Ketterer**
 Library **Laura Rosas**
 Music, Choral **Susan Burgess**
 Music, Instrumental **Donna Arseneault**
 Physical Education **Trafford Underwood**
 Spanish **Beth Schwartz**

Technology **Debra Kaika**

SPECIALISTS

COTA **Kim Becker (0.2)**
 Occupational Therapy **Megan Johnson (0.6) (W:AM, Th, F)**
 Physical Therapy **Lindsay Cochefski (Tu, W:AM,F)**
 Psychologist **Matthew Aljian**
 Psychologist/BCBA **Joanne Jacques**
 Reading **Julie Caron (0.8)**

Math **Carrie Pilkington**
Jessica Warner
Kelly Mirando
Kerri Zmeskal

AHM Social Worker **Michele Thorn**
 Special Education **Jillian Bergeron**
Dianne Lord
Abby Phillips
Linda Seeley

Speech/Language **Alice Mecca**
 RBT **Victor Otero**

HEALTH Nurse
School Resource Officer

PARAEDUCATORS

Joanne Andrews
Autumn Bell
Sara Bell
Shannon Bielaczyc
Mary Blackman
Marissa Browning
Tammy Carlson
Pam Casale
Holly Davis
Shirley Egan
David Farrington
Gail Griffin (0.4)
Helen Horton
Liane Kindl (0.5)
Kathy Mucha
Geno Perrone
Caitlin Reid
Sarah Schadtle
Kathleen Turner
Jessica Tuck
Leslie Walker
Capri Winman

CUSTODIAL STAFF

Custodians **Joseph Dooley** 6:00 – 2:00 pm
Ben McNaughton 2:30 – 10:30 pm
Kevin Frederic Pfau 2:30 – 10:30 pm
Cindy Galvin 2:30 – 10:30 pm
James Raffin 2:30 – 10:30 pm

CAFETERIA STAFF

Melissa Grant – Food Service Director