

MARLBOROUGH BOARD OF EDUCATION

Regular Business Meeting

Thursday, September 28, 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/sye-sean-ruy?hs=122&authuser=1>

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.marlbrough.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 AND SUPERINTENDENT'S RECOMMENDATIONS

- | | | |
|----|-------------------------------------------------------|---------|
| 1. | Call to Order and Roll Call by Chairperson Ruth Kelly | 6:00/05 |
| 2. | Pledge of Allegiance | |
| 3. | Celebrations | 6:05/05 |
| 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.

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 8/24/23 Regular Business meeting (Encl. 6.1A) and the 8/24/23 Policy Committee meeting (Encl. 6.1B);
- 6.2 Personnel Actions – none;
- 6.3 Reports – receive and file the following document: monthly enrollment report (Encl. 6.3);
- 6.4 Grants - none

7. Oral Reports

- 7.1 Advisory Groups 6:25/15
 - 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 6:40/05
 - Policy – Louise Concodello
- 7.3 Chairperson 6:45/05
 - Welcome New Board Member
- 7.4 Superintendent and Administrative Team 6:50/15
 - First Month of School
 - Architectural Study/Capital Planning Process
 - SCIP: Academic Program Guide

8. Unfinished Business 7:05/05

9. New Business

- 9.1 Receive, Review, Revise and Adopt FY 2024-2025 Budget Guiding Principles and Assumptions (Encl. 9.1A) and Budget Timeline (Encl. 9.1B) 7:10/15
- 9.2 Review September Financial Report – (Encl. 9.2) 7:25/05
- 9.3 First Reading of Proposed Policy Revisions: 7:30/05

The Board will review and discuss on a first read basis the proposed policy revisions as presented by the Policy Subcommittee (Encl. 9.3)
P# 9230: Orienting New Board Members and P# 9323: Preparation of Agenda
- 9.4 Executive Session: Upcoming Transportation Contract Negotiations 7:35/15

10. Public Comment

7:50/05

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.

11. Communications

7:55/05

11.1 Staff Vacancy Summary (Encl. 11.1)

12. Future Meetings & Topics

8:00/05

- BOS & BOF Budget Kick-Off Meeting, October 19, 2023, 7:00 p.m.
- Tentative Policy Subcommittee meeting, Thursday, October 26, 2023, 5:30 p.m.
- Next Regular Business meeting, Thursday, October 26, 2023, 6:00 p.m. - 7:00 p.m.
- BOE Community Forum, Thursday, October 26, 2023, 7:00 p.m - 8:00 p.m.
- CABE/CAPSS Convention, November 17-18, 2023
- CABE New Board Member Orientation/Leadership Conference, December 6, 2023

13. Adjournment

8:05

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
Meeting Minutes
August 24, 2023
UNAPPROVED DRAFT

MARLBOROUGH BOARD OF EDUCATION
Regular Business Meeting Minutes
Thursday, August 24, 2023
Elmer Thienes-Mary Hall Elementary School –Library
6:00 p.m.

1. Call to Order and Roll Call

Ruth Kelly, BOE Vice Chair, called the meeting to order at 6:00 pm

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

Administration Present: Dr. Holly Hageman, Superintendent - Remote
Dan White, Principal
Kim Kelley, Assistant Principal
John Mercier, Director of Operations
Jason Lathrop, Finance

2. Pledge of Allegiance

Dr. Hageman recommended the board move item 9.4, Election of Board Officer(s) to the beginning of the meeting.

9.4 Election of Board Officer(s):

L. Concodello made a motion that the Superintendent chair the meeting for the sole purpose of electing an interim Chairperson, seconded by R. Kelly. Unanimously approved. MOTION CARRIED.

L. Concodello made a motion to nominate Ruth Kelly as the Interim Chairperson, seconded by A. Colantonio. Unanimously approved. MOTION CARRIED.

Dr. Hageman announced Ruth Kelly as the Interim Chair and she turned the board meeting over to Ruth Kelly to conduct the remainder of the meeting.

R. Kelly asked the Board if there were any nominations for the Interim Vice Chair position.

S. Stolfi nominated Kerri Barella as Interim Vice Chairperson, seconded by A. Colantonio.

Vote 6-0-2. MOTION CARRIED:

Yes - Ruth Kelly, Sue Stolfi, Kerri Barella, Angela Colantonio, Anna Holden, Linda Earley.

Abstain - Louise Concodello, Patrick Pabouet

3. Celebrations:

Dr. Hageman welcomed back the board and recognized administration, office staff and the custodial team for their hard work in getting the school ready for reopening. She also thanked the staff that worked over the summer in the ESY program serving students as well as the teachers who worked on

curriculum. In addition, she congratulated all the teachers who continued professional development during the summer months including those who completed LETRS training. Dr. Hageman also thanked Wes Skorski for his service on the Board. Finally, Dr. Hageman introduced the new School Resource Officer, Victor Otero.

4. Public Comment - None

5. Additions to the Agenda:

- A. Holden made a motion to add the discussion of Enrichment Activities to the agenda, seconded by S. Stolfi. Unanimously approved. MOTION CARRIED.**

The board discussed adding the discussion of Enrichment Activities to New Business, 9.5.

6. Consent Agenda

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

L. Concodello made a motion that the Board approve Consent Agenda items 6.1 – 6.4, seconded by A. Colantonio. Unanimously approved. MOTION CARRIED.

7. Oral Reports

7.1 Advisory Groups

- **PTO** – D. White stated they have not held a PTO meeting yet but he and Kim met with PTO leadership to discuss scheduling dates of upcoming events and activities.
- **SAC** – D. White informed the Board that the first SAC meeting of the new school year will be held in September
- **Operations, Wellness & Safety** – D. White mentioned the next meeting will be held in September as well.
- **Board of Finance Liaison** – L. Concodello conveyed that the BOF met on August 17th and they passed the elevator funds transfer of \$45,000 from the roof account to the elevator account.
- **AHM** – K. Barella stated nothing to report this month and the next meeting will be held in September.

7.2 Subcommittees

- **Policy** – L. Concodello confirmed the Policy Committee met earlier in the evening at 5:30pm. They discussed two policies: Orienting New Board Members and Preparation of the Agenda.

7.3 Chairperson- R. Kelly thanked the Board for supporting her as Chair and said it will be a nice way to end her service to the Board after 16 years.

7.4 Superintendent and Administrative Team:

- J. Mercier presented to the Board a Building Projects Update which included: Elevator replacement/refurbishment, power washing and brick sealing of two faces of the building, boiler cleaning, painting HVAC vent covers, replacement of 3 external doors, replacement of cafeteria steam table, new wood chips to all playground areas, new district website, replaced and expanded WiFi access points, installed 40 TouchBoards, set up a cloud-based management system, synchronized cafeteria software, rewired/added door sensors to every exterior door.
- D. White gave a brief report on the Extended School Year (ESY) program.
- K. Kelley reviewed Late Spring/Summer Professional Development and Curriculum Work, which included: CTSEDS Expert Training, IEP Quality Training, Science of Reading Master Class, LETRS, Literacy curriculum mapping
- Dr. Hageman stated MES is ready for opening day and expressed excitement for welcoming staff, students, and families back.
- Dr. Hageman reviewed the updated BOE Business By Month Calendar.
- Dr. Hageman reviewed the 2023 Legislative Update, handed out the 2023 Education Legislative Summary booklet and touched upon the items that were most relevant to MES.
- Dr. Hageman also announced the District's new Medical Advisor: Dr. Christopher Bentley. Dr. Bentley is now the Medical Advisor for all R8 School Districts.
- Dr. Hageman reported that MES received a CSDE School Mental Health Specialist grant geared towards creating two Registered Behavior Technicians (RBTs) positions for our school-based Applied Behavior Analysis (ABA) program.

8. Unfinished Business:

8.1 Discuss and Review FY 2022-23 Year-End Financial Report and Financial Transfers:

Dr. Hageman informed the Board that the 2022-23 closeout ended up with a surplus of \$44,754.95. Dr. Hageman anticipates depositing the surplus into the 2% fund after a completed audit. Dr. Hageman also reviewed the FY23 line item transfers for Board approval.

K. Barella made a motion that the Board approve the 2022-23 year end financial transfers as presented in the amount of \$319,959.38, seconded by L. Concodello. Unanimously approved. MOTION CARRIED.

9. New Business:

9.1 Review August Financial Report:

Dr. Hageman stated this is the first report of FY 2023-24 and is still early for projections. An early projected surplus of \$2,838.03 was reported.

9.2 Discussion and Possible Action Re: School Lunch Pricing and State Transition Assistance for Breakfast and Lunch Expenses (STABLE) Funds:

Dr. Hageman reviewed the State Transition Assistance for Breakfast and Lunch Expenses (STABLE) Funds grant. Breakfast is free for all students; students who qualify for reduced lunch will have free lunch. Students who do not qualify for reduced/free meals will pay \$3.15 for lunch, an increase of \$0.10.

Linda Early made a motion that the Board approve adjusting the price of school lunches from \$3.05 to \$3.15 for the 2023-24 school year, seconded by R. Kelly. Vote 7-0-1. MOTION CARRIED:

Yes - Ruth Kelly, Louise Concodello, Patrick Pabouet, Kerri Barella, Angela Colantonio, Anna Holden, Linda Earley.

Abstain - Sue Stolfi.

9.3 Fixed Asset Disposal Request:

Dr. Hageman reviewed the letter going out to the Town offering Chromebooks that no longer receive Auto Updates which are needed to maintain up-to-date operating systems required by the state. K. Kelly also reviewed the Journeys reading series that is no longer aligned with the Science of Reading curriculum that MES has adopted. H. Hageman mentioned that she will offer the reading materials to other districts.

A.Colantonio made a motion that the Board approve the disposal of items as presented, seconded by S. Stolfi. Unanimously approved. MOTION CARRIED.

9.5 Enrichment Activities:

The board discussed enrichment activities/after school clubs. H. Hageman stated that moving forward there will be a change in the acceptance of students in afterschool clubs from a first come first serve to a lottery approach. Administration will reach out to staff for possible expansion ideas and will look into additional funding to support more opportunities to offer clubs to students. Board members expressed appreciation for the number and variety of activities that were offered last year.

10. Public Comment: None

11. Communications:

11.1 Staff Vacancy Summary:

Dr. Hageman distributed an updated version of the Staff Vacancy Summary.

11.2 2023-24 Staff Listing:

Dr. Hageman distributed an updated version of the Staff listing. MES is seeking to hire one paraprofessional.

12. Future Meetings & Topics

12.1 Policy Committee Meeting, Thursday, September 28, 2023, 5:30 p.m.

Marlborough Board of Education
Meeting Minutes
August 24, 2023
UNAPPROVED DRAFT

12.2 Next Regular Business Meeting, Thursday, September 28, 2023, 6:00 p.m.

13. Adjournment:

**A. Colantonio made a motion to adjourn the meeting at 7:47 p.m., seconded by K. Barella.
Unanimously approved. MOTION CARRIED**

Respectfully Submitted,

Carmela Monte

MARLBOROUGH BOARD OF EDUCATION POLICY SUBCOMMITTEE MEETING MINUTES

Elmer Thienes-Mary Hall Elementary School – Library

Thursday, August 24, 2023

5:30 p.m.

Unapproved Draft

1. Call to Order & Roll Call Louise Concodello called the meeting to order at 5:33 p.m., seconded by Angela Colantonio. Unanimously approved.

Members Present: Louise Concodello, Kerri Barella,
and Angela Colantonio

Administration: Dr. Holly Hageman, Superintendent

2. Review and Discuss Proposed Policy Revisions:

P# 9230 Orienting New Board Members;
Keep edits as written and add “during the first six
months of the new member’s term” under #3.

P# 9323 Preparation of Agenda
Delete “grants” under consent agenda.

3. Adjournment

L. Concodello motioned to adjourn at 5:42 p.m. Seconded by K. Barella. Unanimously approved. 3/0 MOTION CARRIED.

Respectfully submitted,

Louise Concodello
Board Secretary

Elmer Thienes/ Mary Hall Elementary School

Marlborough, Connecticut

Monthly Enrollment Report

September 1, 2023

Grade	Enrollment Local Classrooms				Grade Total	Change	# of Rooms	Class Size Avg./Room
	AM 1	AM 2	PM 1	PM 2				
PS	6	7	10	10	33	+2	2	
K	17	17	17		51	0	3	17.0
1	15	14	14	14	57	0	4	14.3
2	18	15	18	19	70	-2	4	17.5
3	18	19	18		55	-1	3	18.3
4	17	16	17	18	68	+1	4	17.0
5	19	19	19		57	+1	3	19.0
6	18	19	18		55	+1	3	18.3
Total					446			
Special Education Full Time Outplaced								
							1	
Special Education Part time Services Provided								
GRAND TOTAL								447

MARLBOROUGH PUBLIC SCHOOLS

FY 2024-2025 Budget Development

GUIDING PRINCIPLES

- Act in a fiscally responsible manner when making decisions
- Work cooperatively with the Board of Finance and Board of Selectmen in the budget process
- Seek alternate funding sources through grants and/or revenue
- Seek opportunities for shared services with the Town and Regional 8 Districts
- Maintain commitment to class size guidelines
- Invest in evidence-based programs
- Benchmark with comparable high-performing schools to help guide decisions
- Reduce force (if applicable) through retirements or resignations, if possible

FY 25 BUDGET ASSUMPTIONS

- The budget shall support students, programs, curricula, and professional development goals related to literacy, math, SEL, Specials and other priorities outlined in the Strategic Continuous Improvement Plan
- The budget will reflect contractual obligations and market factors related to salaries, utilities (electricity), transportation*, heating oil, diesel fuel and gasoline, etc.
 - We expect to budget for eight (8) buses (as budgeted in FY24): *The current bus contract expires at the end of the 2023-2024 school year and a new contract is in negotiation
- Student enrollment is projected to be *approximately* 460 PreK-6 students
 - Certified classroom staffing (number of classroom teachers) will be based upon enrollment/class size guidelines and in consideration of student needs
 - We anticipate running 24 PreK-6 class sections versus 25 in FY24 (a reduction of one class section)
- Special education out-of-district placements is anticipated to be zero (reduced from one)
- We anticipate one or two teacher retirements
- The budget proposal will include a part-time (.45 FTE) Pupil Services Director position
- The budget will include a school office/operations/tech support position to replace retirements
- We continue to be a part of the Region 8 Medical Insurance Consortium which helps to manage costs

MARLBOROUGH BOARD OF EDUCATION

FY 2024-25 BUDGET DEVELOPMENT TIMELINE

SEP 28 2023

DATE	TASK/TOPIC
September 28, 2023	Board of Education adopts Budget Guiding Principles & Budget Assumptions and Budget Development Timeline
October 3, 2023	Principal presents budget guiding principles and timeline to MES faculty/staff at October Staff Meeting
October 19, 2023 (7:00 P.M.)	Board of Finance Budget Kickoff Meeting attended by Superintendent and BOE representatives
October 23, 2023	Department budget requests submitted to building administrators
October 26, 2023 (7:00 P.M.)	Board of Education Budget Community Forum (directly after the Regular BOE Meeting)
November-December 2023	Opportunities for public input on budget
November 1-3 2023	Administrators review budget requests and assumptions with Finance Assistant and Superintendent
November 13, 2023	Building Principal, Director of Operations and Finance Assistant review budget figures with Superintendent based on budget assumptions adopted by the Board
November 27 – December 1, 2023	Building Principal, Director of Operations and Finance Assistant continue to work with the Superintendent to prepare the Superintendent's Proposed Budget
January 25*, 2024	Board of Education receives Superintendent's Proposed Operating Budget and Capital Plan. Budget posted to the website. Board conducts analysis of the Superintendent's Proposed Operating Budget and Capital Plan
February (date TBD), 2024	Special Meeting as Board of Education continues analysis of Operating Budget and Capital Plan, as needed. Board of Education adopts its FY 2024-25 budgets
February (date TBD), 2024	Superintendent and Board present the Board's Adopted Operating and Capital Plan Budgets to the Board of Finance
March (date TBD), 2024	Superintendent and Board of Education transmit the FY 2024-25 Adopted Operating and Capital Plan Budgets to the Board of Finance
March (dates TBD), 2024	Board of Finance reviews and adopts town and school budgets
Date TBD (tentative)	Board of Education meets to discuss and make decisions following any Board of Finance budget action
April 15, 2024	Town of Marlborough Public Hearing on FY 2024-25 budgets
May 6, 2024	Second Town of Marlborough Public Hearing on FY 2024-25 budgets
May 7, 2024	Town of Marlborough Referendum on FY 2024-25 budget
Date TBD	Board of Education votes to adopt final FY 2024-25 budget

* January BOE meeting date to be approved by BOE at November meeting

1. Additional meetings may be scheduled following any action by the Board of Finance
2. The timeline is based on the Charter so that the Board of Finance receives the Board of Education budget at least 60 days before the first public hearing.

		September	2023-2024 AS OF	9/20/2023			
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE	Sep-23
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2023-2024	9/20/2023	9/20/2023	9/20/2023	PROJECTED
							9/20/2023
111	51111	DISTRICT ADMINISTRATION	\$ 409,702.13	\$ 92,052.90	\$ 306,843.00	\$ 10,806.23	\$ 10,806.23
111	51112	TEACHERS	\$ 4,019,440.32	\$ 481,794.59	\$ 3,578,638.83	\$ (40,993.10)	\$ (52,511.10)
111	51113	STIPENDS	\$ 6,594.00	\$ -	\$ -	\$ 6,594.00	\$ -
111	51114	CURRICULUM REVISION	\$ 5,250.00	\$ 2,140.00	\$ -	\$ 3,110.00	\$ -
111	51118	SUMMER SPED PROGRAMS	\$ 10,371.80	\$ 11,592.00	\$ -	\$ (1,220.20)	\$ (1,220.20)
112	51115 29	SUBSTITUTES	\$ 104,000.00	\$ 3,390.00	\$ 3,928.40	\$ 96,681.60	\$ 105.00
112	120 23 26 27 90	OFFICE/TECH/NURSE/OT/PT/SRO	\$ 625,181.29	\$ 103,522.23	\$ 480,871.10	\$ 40,787.96	\$ (38,458.36)
112	51124 28	PARAEDUCATORS	\$ 484,634.37	\$ 38,563.49	\$ 499,554.00	\$ (53,483.12)	\$ 11,458.90
112	51125	CUSTODIANS	\$ 293,646.16	\$ 61,819.23	\$ 217,247.30	\$ 14,579.63	\$ 167.45
		TOTAL SALARIES	\$ 5,958,820.07	\$ 794,874.44	\$ 5,087,082.63	\$ 76,863.00	\$ (69,652.07)
200	52005	SOCIAL SECURITY	\$ 159,267.68	\$ 22,566.28	\$ -	\$ 136,701.40	\$ -
200	52012	RETIREMENT CONTRIBUTION	\$ 78,360.42	\$ 12,409.24	\$ -	\$ 65,951.18	\$ (0.00)
200	52015-27	GROUP INSURANCE	\$ 823,208.17	\$ 132,168.95	\$ -	\$ 691,039.22	\$ 86,650.97
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	\$ 201,353.59	\$ -	\$ 918,166.24	\$ 93,525.41
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	\$ 1,750.00	\$ -	\$ 7,925.00	\$ (250.00)
320	53260	AHM YOUTH SERVICE	\$ 45,008.78	\$ 45,228.33	\$ -	\$ (219.55)	\$ (219.55)
		TOTAL PROF/TECH SERVICES	\$ 160,108.78	\$ 48,378.33	\$ -	\$ 111,730.45	\$ (469.55)
410	54160-70, 54325-40	UTILITY SERVICES	\$ 174,239.06	\$ 19,502.13	\$ -	\$ 154,736.93	\$ 0.00
420	54XXX	CONTRACTED REPAIR SERVICE	\$ 144,615.56	\$ 23,364.32	\$ 5,500.00	\$ 115,751.24	\$ (11,874.28)
		TOTAL PROPERTY SERVICES	\$ 318,854.62	\$ 42,866.45	\$ 5,500.00	\$ 270,488.17	\$ (11,874.28)

MARLBOROUGH BOARD OF EDUCATION MONTHLY FINANCIAL REPORT

		September	2023-2024 AS OF	9/20/2023				
								Sep-23
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE		PROJECTED
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2023-2024	9/20/2023	9/20/2023	9/20/2023		9/20/2023
590	55000	TELEPHONES	\$ 7,404.00	\$ 2,135.97	\$ -	\$ 5,268.03		\$ -
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	\$ 2,350.00	\$ -	\$ 128,167.43		\$ -
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	\$ 46,803.54	\$ -	\$ 525,431.32		\$ 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	\$ 17,162.56	\$ 15,820.27	\$ 40,267.17		\$ (0.00)
612	56211	INSTRUCTIONAL TECHNOLOGY	\$ 12,105.00	\$ -	\$ 500.00	\$ 11,605.00		\$ -
641	56410	TEXTBOOKS	\$ 30,000.00	\$ 609.00	\$ 450.00	\$ 28,941.00		\$ -
642	56421	LIBRARY BOOKS	\$ 5,300.00	\$ -	\$ -	\$ 5,300.00		\$ -
690	56901	ADMIN OFFICE SUPPLY	\$ 4,000.00	\$ 491.29	\$ 526.46	\$ 2,982.25		\$ -
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	\$ 20,704.80	\$ 677.68	\$ 20,617.52		\$ (10,000.00)
		TOTAL SUPPLIES/MATERIALS	\$ 288,327.00	\$ 39,769.69	\$ 18,347.56	\$ 230,209.75		\$ (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	\$ 1,536.00	\$ 1,365.00	\$ 13,919.00		\$ (1,000.00)
900	59000	OTHER ITEMS	\$ -	\$ -	\$ -	\$ -		\$ -
		TOTAL OTHER OBJECTS	\$ 16,820.00	\$ 1,536.00	\$ 1,365.00	\$ 13,919.00		\$ (1,000.00)
		GRAND TOTALS	\$ 8,434,685.16	\$ 1,175,582.04	\$ 5,112,295.19	\$ 2,146,807.93		\$ 665.35

MARLBOROUGH BOARD OF EDUCATION MONTHLY FINANCIAL REPORT

		September	2023-2024 AS OF	9/20/2023			
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE	Sep-23
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2023-2024	9/20/2023	9/20/2023	9/20/2023	PROJECTED
							9/20/2023
BOE Report Feedback/ Questions							
Why are Teacher Salaries (51112) forecasted in a deficit position?							
		We hired one additional Pre-K teacher due to increased enrollment.					
Why is the Secretarial (51123) account in a deficit position ?							
		We moved one position from part time to full time.					
Why has the Paraeducator Salary (51124/28) account moved from a deficit position to a surplus position ?							
		We have received State funding for two (2) RBT's.				*	
		We have one open position at this time.				*	
Why are Group Insurances (52015-27) in a surplus position ?							
		We are forecasting positive trends in enrollment and premium cost share collections.					
Why are Contracted Repair Services (54xx) forecasted over budget?							
		We have incurred significant elevator repair expenses outside of our capital appropriation.				*	
		We anticipate additional fire alarm/security expenses this year.				*	
Why are Custodial Supplies (56904) over budget?							
		We anticipate significant investment in plumbing supplies, paint, and door hardware this year.					
		Custodial supply prices increased significantly again this year.					
*	Asterisk indicates the budget explanation was updated as of			9/20/2023		*	

CABE Policy Summary 8/24/2023

Policy Number(s) & Bylaw	Policy Topic	Current MES Policy	Optional, Recommended or Mandated	Action: *Add policy not in place *Replace/Update existing policy with updates
9230	Orienting New Board Members	YES	A revised recommended policy	Replace/Update: Update existing policy
9323	Preparation of Agenda	YES	An revised optional policy	Replace/Update: Update existing policy

Bylaws of the Board

Orienting New Board Members

The Board of Education and its administrative staff shall assist each new member to understand the Board of Education's functions, policies, and procedures and operation of the school district upon taking office. The following methods shall be employed:

1. The new members shall be given selected materials, as available, on Board of Education member's duties and responsibilities.
2. The Superintendent of Schools shall supply material pertinent to meetings and shall explain its use, **including Robert's Rules**.
3. The Board Chairperson **will** request a veteran Board member mentor a new member **with monthly pre-meeting check-ins between mentor and new member during the first six months of the new member's term**.
4. The new member shall be invited to meet with the Superintendent of Schools, **Board Mentor**, and other administrative personnel to discuss services they perform for the Board of Education.
5. A copy of the Board of Education's bylaws and copies of pertinent materials developed by the State School Board Association shall be given to him/her by the Superintendent.
6. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.
7. Upon request from a new Board member(s), the Board Chairperson or designee shall arrange a meeting with new Board member(s) for the purpose of explaining and answering questions about Board processes, policies and procedures.

Bylaw adopted by the Board:
Bylaw revised:
Bylaw revised:

May 27, 1999
October 24, 2002
December 19, 2013

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Bylaws of the Board

Preparation of Agenda

Agendas for regular and special meetings shall be prepared by the Superintendent of Schools and approved by the Board of Education Chairperson.

Any Board member may request in writing or email an item be placed on the agenda of a regular meeting by contacting the Superintendent or Chairperson at least 8 business days prior to the day of the meeting for which the agenda item applies. Within 3 business days of receiving a written or email request the Superintendent or Chairperson must notify the submitter of their decision whether or not to include the agenda item.

If 2/3 or more Board members state in writing or email their request for an agenda item to be included on the next meeting's agenda it shall be included on the next meeting's agenda. The request of 2/3 or more Board members must be received at least 4 business days prior to the day of the meeting. All correspondence should include the Superintendent, Administrative Assistant to Superintendent, and the Board Chairperson.

The Board will follow the order of business set up by the agenda unless the order is altered or new items are added by vote of the Board during the meeting. Only by two-thirds (2/3) vote of the entire Board present at a regular meeting can the Board add, or take action on, a matter which did not appear on the printed agenda.

Regular Agenda Format

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Celebrations
4. Public Comment
5. Additions to the Agenda
6. Consent Agenda
 - Minutes
 - Personnel Actions
 - Reports
 - Grants
7. Reports - (Oral)
 - Advisory Groups
 - Subcommittees
 - Chairperson
 - Superintendent and Administrative Team
8. Unfinished Business
9. New Business
 - Monthly Financial Report

Bylaws of the Board

Preparation of Agenda

Regular Agenda Format (continued)

10. Public Comment
11. Communications – Information only, retirement letters, etc.
12. Future Agenda Items, Future Meetings and Topics, Follow-up
13. Executive Sessions
14. Adjournment

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board:
Bylaw revised:
Bylaw revised:

May 27, 1999
December 19, 2013
April 28, 2022

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Marlborough Board of Education 2023-2024 Personnel Report

[illegible]

