

# MARLBOROUGH BOARD OF EDUCATION

## Regular Business Meeting

Thursday, December 14, 2023

Elmer Thienes-Mary Hall Elementary School -Library

6:00 p.m.

The Marlborough Board of Education is holding it's 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: [meet.google.com/rbj-agbx-zfb](https://meet.google.com/rbj-agbx-zfb)

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

- |   |         |
|---|---------|
| 1. Call to Order and Roll Call by Chairperson | 6:00/05 |
| 2. Pledge of Allegiance                       |         |
| 3. Celebrations                               | 6:05/05 |
| 4. Public Comments                            | 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@marlbrough.k12.ct.us](mailto:boardofed@marlbrough.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 11/16/223 Regular Business Meeting (Encl. 6.1A) and 11/30/23 Special Meeting - Board Orientation (Encl. 6.1B);
- 6.2 Personnel Actions – none;
- 6.3 Reports – receive and file the following document: monthly enrollment report (Encl. 6.3).

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 –
- AHM –

7.2 Subcommittees

6:35/05

- Discussion of Possible Addition of Standing Board Committee for Communications (Enclosure 7.2 A, policy 9132) and (Encl. 7.2B, policy 9133).

**MOTION:** That the Board add a Communications Subcommittee as a Standing Committee.

7.3 Chairperson

6:40/15

- Annual Appointment by Chair of BOE Members to BOE Standing Committees (Policy, Personnel) and as Liaisons to School and Town functions (BOF Liaison, SAC, Operations, AHM)
- CABA/CAPSS Convention Report
- Process for Superintendent Mid-Year Evaluation

7.4 Superintendent and Administrative Team

6:55/15

- Job Description for proposed Part-Time Pupil Services Director
- Personnel
  - Announcement of Principal Retirement/Vacancy/Search
  - Collective Bargaining \*
  - Staffing for Finance Office

\*This item may be addressed in Executive Session

8. Unfinished Business

7:10/05

- 8.1 Discussion regarding Policy 9321.3 -Electronic Board of Education Meetings (Encl. 8.1)

**MOTION:** That the Board approve updated policy 9321.3 as presented in Enclosure 8.1.


9. New Business

- 9.1 Review, Discuss and Take Action Re: Proposed FY 2024-25 Academic Calendar (Encl. 9.1) 7:15/05

**MOTION:** That the Board approve the proposed FY 2024-25 academic calendar as presented in Enclosure 9.1.

- 9.2 Review December Financial Report (Encl. 9.2) 7:20/05

10. Public Comments 7:25/05

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.

11. Communications 7:30/05

- 11.1 Staff Vacancy Summary (Encl. 11.1)

12. Future Meetings & Topics 7:35/05

- Next Policy Subcommittee Meeting, Thursday, January 25, 2024, 5:30 p.m.
- Next Regular Business Meeting, Thursday, January 25, 2024, 6:00 p.m.
  - ❖ Superintendent's Budget Presentation

**REMINDER:** Agenda suggestions for the next business meeting are due to the Chairperson or Superintendent by 12:00 noon on Tuesday, January 16, 2024.

13. Executive Session: Security Matter 7:40/15

14. Adjournment 7:55

*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**  
**Thursday, November 16, 2023 @6:00 p.m.**  
**Elmer Thienes-Mary Hall Elementary School – Library**

**1. Call to Order and Roll Call**

Kerri Barella, Interim Vice Chairperson, called the meeting to order at 6:00pm

BOE Members Present: Kerri Barella, Susan Stolfi, Angela Colantonio, Linda Earley, Chip Morris, Jean Wilson and Amy Kuhrt

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

**2. Pledge of Allegiance**

**3. Celebrations**

Dr. Holly Hageman welcomed new Board Members Amy Kuhrt and Jean Wilson.

**4. Public Comments - None**

**5. Election of Officers**

**Sue Stolfi moved that the Superintendent chair the meeting for the sole purpose of electing a Chairperson, seconded by Linda Earley. Unanimously approved. MOTION CARRIED**

Dr. Holly Hageman asked for nominations from the Board for the 2023-24 Chairperson.

**Sue Stolfi made a motion to elect Kerri Barella as Chairperson, seconded by Angela Colantonio.**

**Sue Stolfi, Kerri Barella, Linda Early, Angela Colantonio and Amy Kuhrt were in favor of the motion to elect Kerrie Barella as Chairperson. Jean Wilson abstained and Chip Morris was opposed to the motion. Vote 5-1-1. MOTION CARRIED**

Kerri Barella presided as Chair of the meeting to continue the elections of Vice Chair and Secretary.

**Chip Morris moved that the Board elect Linda Earley as Vice Chairperson, seconded by Jean Wilson.**

**Amy Kuhrt moved that the Board elect Sue Stolfi as Vice Chairperson, seconded by Angela Colantonio.**



**Chip Morris and Linda Earley were in favor of the motion to elect Linda Earley as Vice Chairperson.**

**Sue Stolfi, Kerri Barella, Angela Colantonio and Amy Kuhrt were in favor of the motion to elect Sue Stolfi as Vice Chairperson.**

**Jean Wilson abstained from voting for a Vice Chairperson.**

**Vote 4-2-1 in favor of electing Sue Stolfi as Vice Chairperson. MOTION CARRIED.**

**Kerri Barella made a motion that the Board elect Linda Earley as Secretary, seconded by Sue Stolfi. Kerri Barella, Susan Stolfi, Angela Colantonio, Linda Earley, Chip Morris and Amy Kuhrt approved. Jean Wilson abstained. Vote 6-0-1 MOTION CARRIED.**

**6. Appointment of Board members to the Policy Committee and liaisons to the School Safety Committee, the Board of Finance, AHM, and SAC, and discussion regarding creation of a Communications Committee.**

Dr. Holly Hageman suggested holding off the appointment of Board members to committees and liaison roles until the December BOE meeting. Dr. Holly Hageman suggested the delay allows members more time to decide what committees they would like to join and also helps the Chair to be as helpful as possible in member assignments. Dr. Holly Hageman reviewed bylaws: 9200, 9110, 9120, 9121, 9122, 9123, 9130, 9132, 9133 and 9321.2.

**Chip Morris made a motion to move Agenda item #6 to the December Board meeting, seconded by Sue Stolfi. Unanimously approved. MOTION CARRIED**

**7. Additions to the Agenda - None**

**8. Consent Agenda**

- 8.1 Minutes of 10/26/23 Regular Business meeting and 10/26/23 Community Forum
- 8.2 Personnel Actions – none;
- 8.3 Reports – receive and file the following document: monthly enrollment report;
- 8.4 Approval of Policy Revisions  
(REFERENCE: October 26, 2023 Agenda, Encl. 9.1)

**Linda Earley moved that the Board approve the consent agenda items 8.1-8.4., seconded by Angela Colantonio. Unanimously approved. MOTION CARRIED.**

**9. Oral Reports**

**9.1 Advisory Groups**

- **PTO** – Dan White reported PTO held a meeting on 11/14/23 and recapped the success of Trunk or Treat, 6th Grade Haunted House fundraiser, Election Day Bake Sale and the fall Scholastic Book Fair. The Parent-Teacher Conference dinner for staff was held that night, Thursday, November 16th. Last day for Wolf Pack tickets is this Friday for

the December 1<sup>st</sup> game. Upcoming events discussed; next author visit options, CCMC PJ Day and Yard Goat baseball game scheduled for June 14<sup>th</sup>.

- **SAC** – Dan White mentioned there was not a SAC meeting in November. Next SAC meeting will be held in December.
- **Operations, Wellness & Safety** – Dan White stated Chef Melissa has joined the committee meetings. Dan also updated new Board members regarding security upgrades. John Mercier reported on actions related to the facilities study; seven firms submitted proposals for the RFQ, two firms returned for interviews and the team selected Antinozzi Associates. John Mercier also reported that one boiler in the building has a crack in one section, however the repair and replacement is covered by insurance.
- **Board of Finance Liaison** – No Report
- **AHM** – Kerri Barella reported that AHM currently has a 50 person waiting list for services and is in the process of hiring an additional therapist. SOAR has 5 students involved with Peer Helpers at RHAM and the groups handed out “I Appreciate You” bracelets. The National Drug Take Back Day was a success. “Just Breathe” signs have been posted in Marlborough, Hebron, RHAM, Columbia and soon to be in Andover.

9.2 **Subcommittees**

- **Policy** – No report; next meeting is on January 25, 2024.

9.3 **Chairperson**

- Kerri Barella reported the CABE/CAPSS Convention will be held November 17-18. Kerri Barella, Sue Stolfi and Dr. Holly Hageman will attend.
- Kerri Barella also mentioned that the CABE New Board Member Orientation/Leadership Conference will be held December 6<sup>th</sup> and recommended Board Members attend if possible.

9.4 **Superintendent and Administrative Team**

- **Proposal for Board Retreat – Roles and Responsibilities:** Dr. Holly Hageman proposed that the Board hold a retreat on November 30<sup>th</sup> to review Roles and Responsibilities and other key functions. Board members agreed and the retreat will be from 6:30-8:30pm as a Special Meeting on November 30<sup>th</sup>.
- **Kindergarten Start Age Beginning 2024-2025:** Dr. Holly Hageman conveyed the state legislature passed a law stating, beginning next school year, the start age for kindergarten will be 5 yrs old by September 1<sup>st</sup>. Dr. Holly Hageman also stated that the legislation includes a waiver process if a family would like their child to be considered for enrollment if their child’s birthday comes after the September 1<sup>st</sup> cut-off date. The district will communicate with all entering kindergarten families and area preschools through several outreach methods.

10. **Unfinished Business - None**

11. **New Business**

11.1 **Approval of Board Meeting Dates for Calendar Year 2024**

Amy Kuhrt moved that the Board approve the meeting dates for calendar year 2024 as presented in enclosure 11.1, seconded by Angela Colantonio. Unanimously approved. MOTION CARRIED.

**11.2 Review November Financial Report**

Dr. Hageman reviewed the monthly financial report.

**12. Public Comments - None**

**13. Communications**

**13.1 Staff Vacancy Summary - Submitted**

**14. Future Meetings & Topics**

- CABA New Board Member Orientation/Leadership Conference, Wednesday, December 6, 2023
- Regular Business meeting, Thursday, December 14, 2023, 6:00 p.m.
- Policy Subcommittee meeting, Thursday, January 25, 2024, 5:30 p.m.

Kerri Barella reminded Board Members to notify her by 12:00 noon on Thursday, December 7, 2023 if there are any agenda suggestions for the next business meeting or if members would like to volunteer for any committees and/or liaison positions.

**15. Adjournment**

**A. Colantonio made a motion to adjourn the meeting at 7:45 pm. Seconded by Amy Kuhrt. Unanimously approved. MOTION CARRIED.**

Respectfully Submitted,

Carmela Monte



**MARLBOROUGH BOARD OF EDUCATION  
SPECIAL MEETING – BOE ORIENTATION  
Thursday, November 30, 2023 @ 6:30 p.m.  
Elmer Thienes-Mary Hall Elementary School – Library**

**Unapproved Draft**

**1. Call to Order & Roll Call**

Kerri Barella, Chairperson, called the meeting to order at 6:32pm

BOE Members Present: Kerri Barella, Susan Stolfi, Linda Earley, Chip Morris, Jean Wilson and Amy Kuhrt

Administration Present: Dr. Holly Hageman, Superintendent

**2. Pledge of Allegiance**

**3. Board Orientation - Rebecca Santiago, Shipman & Goodwin LLP**

Rebecca Santiago presented an Orientation for the Board including topics of Board Roles and Responsibilities, Freedom of Information Act, Communication and Information-Sharing.

**4. Adjournment**

Meeting adjourned at 8:35pm

Respectfully Submitted,

Carmela Monte

**December 1, 2023**

Grade	Enrollment Local Classrooms				Grade Total	Change	# of Rooms	Class Size Avg./Room
	AM 1	AM 2	PM 1	PM 2				
PS	8	7	10	10	35	+1	2	7.5/10.0
K	18	17	17		52	0	3	17.3
1	15	14	14	14	57	0	4	14.3
2	18	15	18	19	70	0	4	17.5
3	18	19	19		56	0	3	18.7
4	17	16	16	18	67	0	4	16.8
5	19	19	19		57	0	3	19.0
6	18	19	19		56	0	3	18.7
					Total Change +1			
Total					450			
<b>Special Education Full Time Outplaced</b>								
1/3/2017								1
<b>Special Education Part time Services Provided</b>								
GRAND TOTAL								451

## **Bylaws of the Board**

### **Standing Committees**

Standing committees of the Board of Education are as follows:

1. Personnel
2. Policy

Legal Reference: Connecticut General Statutes

1-200 through 1-241 Freedom of Information Act.

1-200 Definitions.

1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board: May 27, 1999  
Bylaw revised: December 19, 2013

MARLBOROUGH PUBLIC SCHOOLS  
Marlborough, Connecticut



## **Bylaws of the Board**

### **Special/Advisory Committees**

Special or ad hoc committees of the Board of Education will be named by the Chairperson as he/she deems necessary for a specified period of time not to exceed six months or when a report is accepted by the Board of Education.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

Legal Reference: Connecticut General Statutes

1-200 through 1-241 Freedom of Information Act.

1-200 Definitions.

1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board: May 27, 1999

MARLBOROUGH PUBLIC SCHOOLS  
Marlborough, Connecticut

## **Bylaws of the Board**

### **Time, Place and Notification of Meetings**

#### **Electronic Board of Education Meetings**

#### **Definitions**

**“Meeting”** A **“meeting”** is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advisory power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act. This definition includes hybrid, remote, and in-person meetings.

**“Public Notice”** Each Board member and each person who has duly requested such notification shall be notified no later than twenty-four hours in advance of the meeting of the time, date, location, and the agenda of any regular or special meeting. The twenty-four-hour notice shall also be posted in the Board office, delivered to newspapers designated by the Board, and filed with the Town Clerk, except that such notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board and filed with the Town Clerk not later than January 31 of each year in accordance with law. The meeting agenda must be filed at least twenty-four hours before the meeting convenes. (In an emergency meeting, the Board may proceed to conduct business if and to the extent required by the emergency.) The expectation shall also be adhered to in the event of a Board meeting held through electronic means as described in this bylaw. The public is encouraged to attend meetings in-person but will be informed about the option to attend virtually. If capacity is anticipated to exceed maximum allowable limits, the meeting notice can suggest the public participate by remote means.

**“Voting”** All Board actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is recorded in the minutes of the meeting. Proxy voting shall not be permitted. Voice voting must occur in the event of a BOE meeting held through electronic means as described in this bylaw. Votes will be verbalized into the record by the Board Secretary. Abstentions shall not be counted as votes but shall be recorded.

**“Internet (Chat) Discussions”** In the event of a Board meeting held through electronic means as described in this bylaw, under no circumstances are members of the Board to have private chats while engaged in the public session of the meeting. All comments, inquiries, and votes must occur in the public forum for all to hear. All Board member(s) are expected to comply with the guidance of this bylaw.

## **Bylaws of the Board**

### **Time, Place and Notification of Meetings**

#### **Electronic Board of Education Meetings (continued)**

##### **Policy Statement**

The Marlborough Board of Education (Board) may hold meetings in a hybrid format, accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, to allow for greater community awareness and participation. The Board may also hold meetings remotely if it is unsafe to meet in-person due to a public health emergency or other circumstances.

Hybrid/Remote Board meetings and proceedings will be recorded, and such recordings will be posted on the District's website within seven days of the meeting or proceeding. Consistent with Board Policy 1120, the Board of Education welcomes public participation in its meetings, including meetings held in a hybrid or remote manner through electronic means.

##### **Public Viewing and Participation in a Hybrid/Remote Meeting**

Members of the public may view the Board meeting live via electronic link. Such notice shall include instructions for the public, to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person.

The procedure for public comment during hybrid/remote meetings will mirror in-person meetings as follows:

- Members of the Marlborough community are encouraged to share their thoughts with the Board of Education and are invited to do so during the Public Comment 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](mailto:boardofed@marlborough.k12.ct.us) no later than 24 hours before the meeting.

Members of the public who attend virtually, shall mute their microphones. Those who wish to offer public comment will be un-muted or directed to un-mute during the period of their comment.

##### **Expectations of Board Members Relative to Attendance Via Electronic Means**

Although the expectation is that Board members attend meetings in person, Board members who cannot be physically present at Board of Education meetings may participate electronically in the meeting if necessary. The following conditions shall be adhered to if there is electronic participation by Board members in the meeting:



## **Bylaws of the Board**

### **Time, Place and Notification of Meetings**

#### **Electronic Board of Education Meetings (continued)**

- Notice of a member to participate electronically must be made to the administration at least 24 hours in advance of the meeting.
- Remote members should be visibly present (camera on) during the meeting.
- Attendance remotely will be limited to no more than three times per school year.
- Quorum requirements can be met by a combination of members participating in-person or electronically.
- Physical conditions of the location of the meeting may preclude electronic participation in the meeting, however members may attend via teleconference.
- During an executive session, members must be in a confidential setting where others cannot see or hear the Board's discussion.

#### **Freedom of Information Provisions Relative to Holding "Hybrid" Meetings**

In accordance with Connecticut's Freedom of Information Act (FOIA) the following provisions will be implemented so that a remote or "hybrid" meeting can occur:

1. Board of Education members shall make every attempt to participate through a technology portal where they can be viewable, or at a minimum heard, for each other and members of the public. The Board of Education will accomplish this through use of an electronic videoconferencing program, such as, but not limited to, Google Meets, ZOOM, GoToMeeting, WebEx, where members of the public can call and/or submit comments or questions electronically.
2. Notice of the Board meeting's virtual or in-person location, when a hybrid approach is utilized, shall be published through the traditional means and outlets as well as being noticed on the District website and in the Board of Education Office no less than 48 hours in advance. Such notice and agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person.

## Bylaws of the Board

### Time, Place and Notification of Meetings

#### Electronic Board of Education Meetings (continued)

3. When the Board conducts a meeting, other than an executive session or special meeting, solely by means of electronic equipment, it shall (1) provide any member of the public (A) upon a written request submitted not less than twenty-four hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and (B) the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person; (2) ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is an executive session, and such transcription or recording is posted on the Board's Internet website and made available to the public to view, listen to and copy in the Board's office or regular place of business not later than seven days after the meeting and for not less than forty-five days thereafter; and (3) if a quorum of the members of the Board attend a meeting by means of electronic equipment from the same physical location, permit members of the public to attend such meeting in such physical location.
4. The Board, when conducting hybrid meetings, will make provisions to allow at least some members of the public and press to attend in the same location as the Board members conducting the meeting in a manner consistent with any public health guidance. The number of the public allowed to attend the in-person or hybrid meeting will be limited to capacity limits put in place consistent with public health and social distancing guidance, determined by local health officials.
5. If the Board conducts a special meeting it shall include in the notice of such meeting whether the meeting will be conducted solely or in part by means of electronic equipment and, not less than twenty-four (24) hours prior to such meeting, shall post such notice and an agenda of the meeting. If such special meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting.
6. Any vote taken at a meeting during which any member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous. The minutes of the meeting shall record a list of members that attended such meeting in person and a list of members that attended such meeting by means of electronic equipment.
7. Any member of the Board or the public who participates orally in a meeting of the Board conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable at the outset of each occasion that such member participates orally.

## Bylaws of the Board

### Time, Place and Notification of Meetings

#### Electronic Board of Education Meetings (continued)

8. Executive session will be held, when necessary and for the statutorily allowed reasons, in a second videoconferencing meeting open only to Board of Education members, and those individuals determined by the Board to be necessary to participate in such executive session.
9. Pursuant to PA 22-3 a Board member shall not be denied the opportunity to participate and vote in any meeting or proceeding using remote technology if such member requests to do so.

Legal Reference:      Connecticut General Statutes  
                                 1-200 (2) Definitions. "Meeting."  
                                 1-206 Denial of access to public records or meetings.  
                                 1-225 Meetings of government agencies to be public.  
                                 1-226 Broadcasting or photographing meetings.  
                                 1-227 Mailing of notice of meetings to persons filing written request.  
                                 1-228 Adjournment of meetings. Notice.  
                                 1-229 Continued hearings. Notice.  
                                 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.  
                                 1-232 Conduct of meetings.  
                                 10-218 Officers. Meetings.  
                                 10-238 Petition for hearing by board of education.  
                                 PA 22-3 An Act Concerning Public Meetings Pursuant to the Freedom of Information Act.

Bylaw adopted by the Board:	November 18, 2021	MARLBOROUGH PUBLIC SCHOOLS
Bylaw revised:	April 28, 2022	Marlborough, Connecticut
Bylaw revised:	October 27, 2022	



**DRAFT MARLBOROUGH PUBLIC SCHOOLS 2024-2025 CALENDAR** updated 11.6.23

26 Prof. Development Day  
27 Staff Meeting Day/PD Day  
28 First Day of School

AUGUST 2024 3.5				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY 2025 18.18				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14+
17	18	19	20	21
24	25	26	27	28

14 Early Dismissal (PD)  
17 - 18 Presidents' Day Recess

2 Labor Day  
20 Early Dismissal (PD)

SEPTEMBER 2024 20.20				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20+
23	24	25	26	27
30				

MARCH 2025 20.21				
M	T	W	Th	F
3	4	5	6	7+
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

7 Early Dismissal (PD)  
19-20 Parent Conferences  
21 Prof. Development Day

11 Prof. Development Day  
14 Columbus Day

OCTOBER 2024 21.22				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL 2025 17.17				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11+
14	15	16	17	18
21	22	23	24	25
28	29	30		

11 Early Dismissal (PD)  
14-18 School Recess  
18 Good Friday

5 Prof. Development Day  
11 Veterans' Day  
13-15 Parent Conferences  
27 Early Dismissal  
28-29 School Recess

NOVEMBER 2024 18.19				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY 2025 21.21				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23+
26	27	28	29	30

23 Early Dismissal (PD)  
26 Memorial Day

11 Early Dismissal (PD)  
20 Early Dismissal  
23-31 School Recess

DECEMBER 2024 15.15				
M	T	W	Th	F
2	3	4	5	6
9	10	11+	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JUNE 2025 7.7				
M	T	W	Th	F
2	3	4	5	6
9	10+	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10 Projected Last Day/ Early Dismissal for Students and Staff

*\*If weather or other emergencies require the closing of school, the lost days will be made up by extending the school year in June up to 8 days. Then, if additional days are needed to get to 180 days, they will be taken from the April Recess, beginning April 14<sup>th</sup>.*

1 School Recess  
17 Prof. Development Day  
20 MLK Jr. Day

JANUARY 2025 20.21				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

■ No School  
■ Early Dismissal  
■ + Early Dismissal/PD

1<sup>st</sup> Marking Period: August 28<sup>th</sup> – November 1<sup>st</sup>  
2<sup>nd</sup> Marking Period: November 4<sup>th</sup> – March 7<sup>th</sup>  
3<sup>rd</sup> Marking Period: March 10<sup>th</sup> – June 10<sup>th</sup>  
Parent Conferences: November 13-15 & March 19-20

*\*If school is in session on June 19<sup>th</sup> (Juneteenth), school will be open and a suitable educational program will be held in observance of the holiday.*

180 Student Days / 186 Teacher Days

BOE Approved:

DEC 14 2023

		DECEMBER	2023-2024 AS OF	12/4/2023			
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE	Dec-23
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2023-2024	12/4/2023	12/4/2023	12/4/2023	PROJECTED
							12/4/2023
111	51111	DISTRICT ADMINISTRATION	\$ 409,702.13	\$ 168,763.65	\$ 230,132.25	\$ 10,806.23	\$ 10,806.23
111	51112	TEACHERS	\$ 4,019,440.32	\$ 1,281,291.90	\$ 2,775,647.79	\$ (37,499.37)	\$ (56,479.75)
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	\$ 13,192.75	\$ -	\$ (2,820.95)	\$ 390.69
112	51115 29	SUBSTITUTES	\$ 104,000.00	\$ 37,266.40	\$ 3,928.40	\$ 62,805.20	\$ (14,206.40)
112	120 23 26 27 90	OFFICE/TECH/NURSE/OT/PT/SRO	\$ 625,181.29	\$ 224,215.74	\$ 365,824.92	\$ 35,140.63	\$ (38,656.68)
112	51124 28	PARAEDUCATORS	\$ 484,634.37	\$ 161,878.37	\$ 356,004.00	\$ (33,248.00)	\$ 9,254.28
112	51125	CUSTODIANS	\$ 293,646.16	\$ 118,354.34	\$ 162,935.48	\$ 12,356.34	\$ (257.31)
		TOTAL SALARIES	\$ 5,958,820.07	\$ 2,007,103.15	\$ 3,894,472.84	\$ 57,244.08	\$ (89,148.93)
200	52005	SOCIAL SECURITY	\$ 159,267.68	\$ 59,116.52	\$ -	\$ 100,151.16	\$ -
200	52012	RETIREMENT CONTRIBUTION	\$ 78,360.42	\$ 25,530.01	\$ -	\$ 52,830.41	\$ -
200	52015-27	GROUP INSURANCE	\$ 823,208.17	\$ 384,725.91	\$ -	\$ 438,482.26	\$ 96,914.95
200	52035	UNEMPLOYMENT	\$ 9,600.00	\$ -	\$ -	\$ 9,600.00	\$ 1,600.00
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	\$ 503,581.56	\$ -	\$ 615,938.27	\$ 105,389.39
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	\$ 11,553.63	\$ -	\$ 45,821.37	\$ 0.00
340	53200	OTHER CONSULTANTS	\$ 16,650.00	\$ 1,462.68	\$ 1,500.00	\$ 13,687.32	\$ 0.00
310	53210	BOARD LEGAL SERVICE	\$ 14,400.00	\$ 522.50	\$ -	\$ 13,877.50	\$ -
340	53220	BOARD CLERK	\$ -	\$ -	\$ -	\$ -	\$ -
330	53240	STAFF DEVELOPMENT	\$ 9,675.00	\$ 3,369.86	\$ 2,340.00	\$ 3,965.14	\$ (0.00)
320	53260	AHM YOUTH SERVICE	\$ 45,008.78	\$ 45,228.33	\$ -	\$ (219.55)	\$ (219.55)
		TOTAL PROF/TECH SERVICES	\$ 160,108.78	\$ 62,137.00	\$ 3,840.00	\$ 94,131.78	\$ (219.55)
	54160-70, 54325-						
410	40	UTILITY SERVICES	\$ 174,239.06	\$ 73,303.98	\$ -	\$ 100,935.08	\$ 12,367.61
420	54XXX	CONTRACTED REPAIR SERVICE	\$ 144,615.56	\$ 40,124.61	\$ 8,201.60	\$ 96,289.35	\$ (14,110.08)
		TOTAL PROPERTY SERVICES	\$ 318,854.62	\$ 113,428.59	\$ 8,201.60	\$ 197,224.43	\$ (1,742.47)

## MARLBOROUGH BOARD OF EDUCATION MONTHLY FINANCIAL REPORT

		DECEMBER	2023-2024 AS OF	12/4/2023			
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE	Dec-23
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2023-2024	12/4/2023	12/4/2023	12/4/2023	PROJECTED
							12/4/2023
590	55000	TELEPHONES	\$ 7,404.00	\$ 3,856.13	\$ -	\$ 3,547.87	\$ (0.00)
590	55005	WEBHOSTING/EMAIL SERVICE	\$ 8,456.00	\$ 1,251.66	\$ -	\$ 7,204.34	\$ -
590	55030	PRINTING & BINDING	\$ -	\$ 19.13	\$ -	\$ (19.13)	\$ (19.13)
590	55110	ADVERTISING	\$ 1,100.00	\$ 33.33	\$ -	\$ 1,066.67	\$ -
562	55120	OUT OF DISTRICT PLACEMENT	\$ 130,517.43	\$ 60,490.81	\$ -	\$ 70,026.62	\$ -
561	55125	MAGNET SCHOOL TUITION	\$ 34,374.00	\$ 6,402.00	\$ -	\$ 27,972.00	\$ (4,038.00)
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	\$ 89,194.12	\$ 25,746.00	\$ 233,636.60	\$ 11,331.20
		TOTAL PURCHASED SERVICES	\$ 572,234.86	\$ 198,898.92	\$ 25,746.00	\$ 347,589.94	\$ 7,429.04
620	56080	HEATING OIL	\$ 79,862.00	\$ 9,388.69	\$ -	\$ 70,473.31	\$ -
627	56090	DIESEL & GASOLINE	\$ 34,610.00	\$ 5,275.62	\$ -	\$ 29,334.38	\$ -
621	56095	PROPANE GAS	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -
611	56111-13	INSTRUCTIONAL SUPPLY	\$ 73,250.00	\$ 49,343.98	\$ 7,858.66	\$ 16,047.36	\$ (12,601.74)
612	56211	INSTRUCTIONAL TECHNOLOGY	\$ 12,105.00	\$ 500.00	\$ -	\$ 11,605.00	\$ -
641	56410	TEXTBOOKS	\$ 30,000.00	\$ 1,418.10	\$ 1,440.00	\$ 27,141.90	\$ 5,000.00
642	56421	LIBRARY BOOKS	\$ 5,300.00	\$ 3,382.12	\$ 60.42	\$ 1,857.46	\$ -
690	56901	ADMIN OFFICE SUPPLY	\$ 4,000.00	\$ 2,447.41	\$ 326.35	\$ 1,226.24	\$ (500.02)
690	56902	HEALTH ROOM SUPPLY	\$ 3,500.00	\$ 802.04	\$ 733.18	\$ 1,964.78	\$ (0.03)
690	56903	FINANCE OFFICE SUPPLY	\$ 2,500.00	\$ 748.00	\$ -	\$ 1,752.00	\$ -
613	56904	MAINTENANCE SUPPLY	\$ 42,000.00	\$ 24,572.90	\$ -	\$ 17,427.10	\$ (10,000.00)
		TOTAL SUPPLIES/MATERIALS	\$ 288,327.00	\$ 97,878.86	\$ 10,418.61	\$ 180,029.53	\$ (18,101.79)
730	57301	NEW/REP EQUIP-INSTR	\$ -	\$ -	\$ -	\$ -	\$ -
739	57390	NEW/REPL EQUIP-NON INSTR	\$ -	\$ 1,079.63	\$ -	\$ (1,079.63)	\$ (1,079.63)
740	57400	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL CAPITAL OUTLAY	\$ -	\$ 1,079.63	\$ -	\$ (1,079.63)	\$ (1,079.63)
810	58901 8902	DISTRICT MEMBERSHIP DUES	\$ 16,820.00	\$ 2,441.51	\$ 1,475.00	\$ 12,903.49	\$ (1,361.16)
900	59000	OTHER ITEMS	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL OTHER OBJECTS	\$ 16,820.00	\$ 2,441.51	\$ 1,475.00	\$ 12,903.49	\$ (1,361.16)
		GRAND TOTALS	\$ 8,434,685.16	\$ 2,986,549.22	\$ 3,944,154.05	\$ 1,503,981.89	\$ 1,164.90



## MARLBOROUGH BOARD OF EDUCATION MONTHLY FINANCIAL REPORT

		DECEMBER 2023-2024 AS OF	12/4/2023				
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE	Dec-23
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2023-2024	12/4/2023	12/4/2023	12/4/2023	PROJECTED
							12/4/2023
<b>BOE Report Feedback/ Questions</b>							
		Why are Teacher Salaries (51112) forecasted in a deficit position?					
		We hired one additional Pre-K teacher due to increased enrollment.					
		Why are Substitute Salaries (51115) forecasted in a deficit position?					
		We have one long term substitute at this time.					
		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 Utility Services (54160/70) in a surplus position ?					
		We recently entered into a three year electricity purchase agreement.					
		Why are Magnet School Tuitions (55125) in a deficit position ?					*
		One additional student attends a magnet school above our estimates.					*
		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 is Student Transportation (55160/70) in a surplus position?					
		A portion of our special education transportation has been funded by a grant.					
		Why are Instructional Supplies (56111) over budget?					
		We added one Pre-K section.					
		We expanded our BCBA Program.					
		The cost of paper has increased year over year.					
		Why are Textbooks (56411) in a surplus Position?					*
		We anticipate reimbursement from the Right to Read Grant					*
		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		12/4/2023			*



# Marlborough Board of Education 2023-2024 Personnel Report

[illegible]

