

# MARLBOROUGH BOARD OF EDUCATION

## REGULAR BUSINESS MEETING

Elmer Thienes-Mary Hall Elementary School - Library

Thursday, April 25, 2024

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/mbh-kwwj-oaa?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.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 by Chairperson 6:00/05
2. Pledge of Allegiance
3. Celebrations 6:05/05
  - CAPSS Student Awards
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 [boe@marlborough.k12.ct.us](mailto:boe@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 03/28/24 regular business meeting (Encl. 6.1A) and 3/28/24 policy subcommittee meeting (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 – Linda Earley
  - AHM – Chip Morris
- 7.2 Subcommittees 6:35/05
- Policy
  - Personnel
  - Communications
- 7.3 Chairperson 6:40/05
- Budget Process Update
- 7.4 Superintendent and Administrative Team 6:45/05
- Projected last day of school for students and staff: Friday, June 14<sup>th</sup> (early dismissal)
8. Unfinished Business 6:50/05
9. New Business
- 9.1 Review April Financial Report – (Encl. 9.1) 6:55/05
- 9.2 First Reading of Proposed Policy Revisions: 7:00/10
- The Board will review and discuss on a first read basis the proposed policy revisions as presented by the Policy Subcommittee (Encl. 9.2) - P#: 4111.3/4211.3 Minority Recruitment Plan , P#: 5141.213 Opioid Overdose Prevention (Emergency Administration of Naloxone), P#: 9325 Citizen Participation at Board of Education Meetings.
- 9.3 Discussion and Possible Action Re: Participation in Healthy Food Certification Program 7:10/10
- MOTION:** That the Board approve the motion in its entirety as stated: Implementing the healthy food option of C.G.S. Section 10-215f

Pursuant to C.G.S. Section 10-215f, the Marlborough Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of **July 1, 2024, through June 30, 2025**. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

**MOTION:** That the Board approve the motion in its entirety as stated:

The Marlborough Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

#### 10. Public Comments

7:20/05

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 [boe@marlborough.k12.ct.us](mailto:boe@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

7:25/05

##### 11.1 Staff Vacancy Summary (Encl. 11.1)

#### 12. Future Meetings & Topics

7:30/05

- Staff Appreciation Week: Monday, May 6, 2024 – Friday, May 10, 2024
- Town Budget Public Hearing, Monday, May 6, 2024, 7:00 pm
- Town Budget Referendum, Tuesday, May 7, 2024
- Tentative Policy Subcommittee Meeting, Thursday, May 23, 2024, 5:30 pm
- Next Regular Business Meeting, Thursday, May 23, 2024 6:00 p.m.



REMINDER: Agenda suggestions for the next business meeting are due to the Chairperson or Superintendent by 12:00 noon on Tuesday, May 14, 2024.

13. Adjournment

7:35

*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  
March 28, 2024

UNAPPROVED DRAFT

**MARLBOROUGH BOARD OF EDUCATION  
REGULAR BUSINESS MEETING MINUTES  
Elmer Thienes-Mary Hall Elementary School - Library  
Thursday, March 28, 2024 @ 6:00 p.m.**

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

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

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

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

**2. Pledge of Allegiance**

K. Barella asked the Board to move the Introduction of New MES Building Administrators to celebrations so as to not keep the new administrators and their families too late into the evening.

**S. Stolfi made a motion to move the first bulleted topic under agenda item 7.4, Introduction of New MES Building Administrators to the Celebrations section, second by L. Earley. Unanimously approved. MOTION CARRIED**

**3. Celebrations**

- **Board Appreciation** – Dr. Hageman thanked the Board for serving as volunteers on the BOE. She stated that their investment, time, thoughtfulness representing the community as well as their help in advising her is very much appreciated. K. Barella stated that she was grateful to work with each member of the Board and appreciates how well they all work together.
- **Library Grant** – D. White reported that MES is the recipient of a Marlborough Greater Together Community Fund grant award in the amount of \$7674 for PreK-2 age appropriate furniture for the MES library.
- **Introduction of New MES Building Administrators** – Dr. Hageman introduced the two new administrators, Paula Graef and Kristen Trahan. Dr. Hageman referred to the press release that was sent to the Rivereast that highlighted their background and accomplishments. Dr. Hageman also thanked Dan White and Kim Kelley for being wonderful hosts and starting the transition process..

**4. Public Comments- None**

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

**UNAPPROVED DRAFT**

**6. Consent Agenda**

C. Morris had a question regarding policy 5112 Ages of Attendance and wanted to remove this policy from Consent Agenda before approving 6.4 as part of the motion.

**A.Colantonio made a motion that the Board approve Consent Agenda items 6.1 – 6.4, removing Policy # 5112, Ages of Attendance for further discussion, seconded by L. Earley. Unanimously approved. MOTION CARRIED.**

**The Board decided to discuss policy 5112 - Ages of Attendance under agenda item # 8, Unfinished Business.**

- 6.1 Minutes of 02/22/23 regular business meeting, 3/12/24 special meeting, and 3/19/24 Communications Committee meeting;
- 6.2 Personnel Actions – none;
- 6.3 Reports – receive and file the following document: monthly enrollment report;
- 6.4 Approval of Policy Revisions:  
(REFERENCE: February 22, 2024 Agenda, Encl. 9.2: P# 5112 Ages of Attendance; 9110 Number of Members, Terms of Office, Oath of Office; 9325.1 Quorum)

**7. Oral Reports**

**7.1 Advisory Groups**

- PTO: D. White reported that the PTO stocked the staff lounge with food, snacks, and light beverages during Parent conferences which was greatly appreciated. Family Movie night was well attended and the Fun Run Fundraiser is in the works for 4/25; Staff Appreciation Week is coming up 5/6-5/10 and the Spring Book Fair from 5/28-5/31, and the Yard Goats Game on 6/14.
- SAC: D. White stated there will be a SAC meeting in May.
- Operations, Wellness & Safety: D. White informed the Board the next meeting will be held on Monday, April 1<sup>st</sup>.
- Board of Finance Liaison: L. Earley summarized the information that was discussed at the last couple BOF meetings which included the recently finalized 8.92 % Mill Rate increase and reviewed the joint communication of the BOF, BOS, and BOE to be submitted to the Rivereast ahead of the budget hearings.
- AHM: Chip Morris stated that AHM is moving forward with their clinical expansion. There will be a kid -vs- police officer basketball game on April 19<sup>th</sup> at RHAM. On April 20<sup>th</sup> there will be an Earth Day town wide clean-up in Hebron. April 27<sup>th</sup> is National Take-Back Day at RHAM. May 18<sup>th</sup> is AHM's Spring Concert Fundraiser and AHM is finalizing Project Graduation events for June 14<sup>th</sup>.  
K. Barella added that AHM is looking for new Family Resource Advisory Committee members.

**7.2 Subcommittees**

- Policy: K. Barella informed the Board there were 3 policies discussed at a meeting earlier in the evening: P#: 4111.3/4211.3 -Minority Recruitment Plan, P#: 5141.213 -Opioid Overdose Prevention (Emergency Administration of Naloxone), and P#: 9325 Citizen Participation at Board of Education Meetings. The three policies will be brought forward as first reads at the April BOE

**UNAPPROVED DRAFT**

meeting.

- **Personnel:** Upcoming Bargaining Unit Negotiations - Dr. Hageman updated the Board that there are two upcoming bargaining unit negotiations. Strategies to be discussed in executive session.
- **Communications:** Budget Communications - The joint communications document will be discussed under New Business.

**7.3 Chairperson**

- **Ballot Question Development:** K. Barella informed the Board that the BOF decided to send the Budget to referendum as is. The Town decided not to have questions on the ballot, but as an option, if the budget is voted down, they will send out a Flash Vote survey to gather feedback. The Board discussed concerns about using Flash Vote and requested that the Chair seek a meeting with the Chairs of the BOF and BOS along with the Town Manager and Superintendent on this issue.

**7.4 Superintendent and Administrative Team**

- **Mid-Year SCIP Update:** K. Kelly presented an update on mid-year goals and action steps related to the MES Strategic Continuous Improvement Plan.

**8. Unfinished Business**

**Discussion of Policy # 5112 - Ages of Attendance:** C. Morris questioned the specific ages mentioned in the policy paragraph: "The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age."

Dr. Hageman stated that this policy language is statutory and that parents rarely if ever hold off sending their child to school until age 7.

**C. Morris made a motion to approve Policy # 5112 - Ages of Attendance, seconded by A. Kuhrt. Unanimously approved. MOTION CARRIED**

**9. New Business**

**9.1 Review March Financial Report – Submitted**

**9.2 Review of Board of Education submission for a joint Boards (BOF, BOS, BOE) communication regarding the FY25 budget:** Dr. Hageman presented to the Board the joint communication that will be submitted to the Rivereast the following week.

**A.Kuhrt made a motion that the Board of Education approve the BOE's segment as well as the overall joint communication of the Boards, seconded by S. Stolfi. Unanimously approved. MOTION CARRIED**

**10. Public Comments - None**



**UNAPPROVED DRAFT**

**11. Communications**

**11.1 Staff Vacancy Summary – Submitted**

**12. Future Meetings & Topics**

- BOF meeting Wednesday, April 4, 2024, 7:00 pm
- Annual Town Budget Public Hearing, Monday, April 15, 2024, 7:00pm, MES Cafeteria
- Tentative policy subcommittee meeting, Thursday, April 25, 2024, 5:30 pm
- Next regular business meeting, Thursday, April 25, 2024, 6:00 pm
- 2nd Annual Town Budget Public Hearing, Monday, May 6, 2024, 7:00pm. MES Cafeteria
- Town Budget Referendum, Tuesday, May 7, 2024, 6:00am-8:00pm, MES Community Room

**13. Executive Session**

**13.1 Personnel Matter/Contractual Terms**

**L. Earley made a motion to enter into Executive Session to discuss Personnel Matter/Contractual Terms and to also invite Superintendent Hageman to the session, seconded by A. Colantonio. Unanimously approved. MOTION CARRIED.**

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

Administration Present: Dr. Holly Hageman, Superintendent

Entered Executive Session: 7:25 PM

Exited Executive Session: 7:40 PM

**14. Adjournment**

**K. Barella made a motion to adjourn the meeting at 7:40 pm., seconded by A. Colantonio Unanimously approved. MOTION CARRIED.**

Respectfully Submitted,

Carmela Monte

# MARLBOROUGH BOARD OF EDUCATION POLICY SUBCOMMITTEE MEETING MINUTES

**Elmer Thienes-Mary Hall Elementary School – Library**

**Thursday, March 28, 2024**

**5:30 p.m.**

**Unapproved Draft**

- 1. Call to Order & Roll Call:** The meeting was called to order at 5:34 p.m.

Members Present: Kerri Barella, Angela Colantonio and Amy Kuhrt

Administration: Dr. Holly Hageman, Superintendent

- 2. Review and Discuss Proposed Policy Revisions:**

The policy Committee reviewed and discussed the following policies:

P#: 4111.3/4211.3      **Minority Recruitment Plan** - No modifications needed; accept updated and revised policy as prepared.

P#: 5141.213      **Opioid Overdose Prevention (Emergency Administration of Naloxone)** - No modifications needed; accept policy as prepared.

P#: 9325      **Citizen Participation at Board of Education Meetings** – Adjust “boisterous” to “disruptive” under (3) paragraph and accept policy as prepared.

- 3. Adjournment**

**A. Colantonio motioned to adjourn the meeting at 5:47 p.m. Seconded by K. Barella. Unanimously approved. 3/0 MOTION CARRIED.**

Respectfully submitted,

Carmela Monte

**April 1, 2024**

Grade	Enrollment Local Classrooms				Grade Total	Change	# of Rooms	Class Size Avg./Room
	AM 1	AM 2	PM 1	PM 2				
PS	8	8	10	10	36	0	2	9.0/9.0
K	18	17	18		53	0	3	17.7
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	17	19	19		55	0	3	18.3
					Total Change 0			
<b>Total</b>					<b>451</b>			
<b>Special Education Full Time Outplaced</b>								
1/3/2017								1
<b>Special Education Part time Services Provided</b>								
<b>GRAND TOTAL</b>								<b>452</b>



		April	2023-2024 AS OF	4/15/2024			
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE	Apr-24
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2023-2024	4/15/2024	4/15/2024	4/15/2024	PROJECTED
							4/15/2024
111	51111	DISTRICT ADMINISTRATION	\$ 409,702.13	\$ 306,843.00	\$ 92,052.90	\$ 10,806.23	\$ 10,806.23
111	51112/51116	TEACHERS	\$ 4,019,440.32	\$ 2,726,675.70	\$ 1,323,752.86	\$ (30,988.24)	\$ (57,608.00)
111	51113	STIPENDS	\$ 6,594.00	\$ -	\$ -	\$ 6,594.00	\$ -
111	51114	CURRICULUM REVISION	\$ 5,250.00	\$ 2,390.00	\$ -	\$ 2,860.00	\$ 2,860.00
111	51118	SUMMER SPED PROGRAMS	\$ 10,371.80	\$ 13,192.75	\$ -	\$ (2,820.95)	\$ 390.69
112	51115 29	SUBSTITUTES	\$ 104,000.00	\$ 100,982.11	\$ -	\$ 3,017.89	\$ (32,553.64)
112	120 23 26 27 90	OFFICE/TECH/NURSE/OT/PT/SRO	\$ 625,181.29	\$ 485,443.48	\$ 144,261.33	\$ (4,523.52)	\$ (44,279.24)
112	51124 28	PARAEDUCATORS	\$ 484,634.37	\$ 348,055.27	\$ 153,311.40	\$ (16,732.30)	\$ 18,163.15
112	51125	CUSTODIANS	\$ 293,646.16	\$ 226,036.84	\$ 65,174.19	\$ 2,435.13	\$ (275.35)
		TOTAL SALARIES	\$ 5,958,820.07	\$ 4,209,619.15	\$ 1,778,552.68	\$ (29,351.76)	\$ (102,496.16)
200	52005	SOCIAL SECURITY	\$ 159,267.68	\$ 123,750.07	\$ -	\$ 35,517.61	\$ (0.00)
200	52012	RETIREMENT CONTRIBUTION	\$ 78,360.42	\$ 49,486.25	\$ -	\$ 28,874.17	\$ 11,324.17
200	52015-27	GROUP INSURANCE	\$ 823,208.17	\$ 612,883.98	\$ -	\$ 210,324.19	\$ 100,651.53
200	52035	UNEMPLOYMENT	\$ 9,600.00	\$ 50.00	\$ -	\$ 9,550.00	\$ 7,600.00
200	52040	WORKERS' COMPENSATION	\$ 41,083.56	\$ 34,209.12	\$ -	\$ 6,874.44	\$ 6,874.44
200	52060	TUITION REIMBURSEMENT	\$ 8,000.00	\$ 1,579.50	\$ -	\$ 6,420.50	\$ -
		TOTAL BENEFITS	\$ 1,119,519.83	\$ 821,958.92	\$ -	\$ 297,560.91	\$ 126,450.14
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	\$ 31,843.98	\$ -	\$ 25,531.02	\$ 0.00
340	53200	OTHER CONSULTANTS	\$ 16,650.00	\$ 12,360.08	\$ 850.00	\$ 3,439.92	\$ (6,497.92)
310	53210	BOARD LEGAL SERVICE	\$ 14,400.00	\$ 4,087.00	\$ -	\$ 10,313.00	\$ 6,658.00
340	53220	BOARD CLERK	\$ -	\$ -	\$ -	\$ -	\$ -
330	53240	STAFF DEVELOPMENT	\$ 9,675.00	\$ 8,759.86	\$ 73.90	\$ 841.24	\$ 750.00
320	53260	AHM YOUTH SERVICE	\$ 45,008.78	\$ 45,228.33	\$ -	\$ (219.55)	\$ (219.55)
		TOTAL PROF/TECH SERVICES	\$ 160,108.78	\$ 102,279.25	\$ 923.90	\$ 56,905.63	\$ 690.53
410	54160-70, 54325-40	UTILITY SERVICES	\$ 174,239.06	\$ 126,893.97	\$ -	\$ 47,345.09	\$ 12,367.61
420	54XXX	CONTRACTED REPAIR SERVICE	\$ 144,615.56	\$ 83,283.57	\$ 9,152.76	\$ 52,179.23	\$ (23,953.29)
		TOTAL PROPERTY SERVICES	\$ 318,854.62	\$ 210,177.54	\$ 9,152.76	\$ 99,524.32	\$ (11,585.68)

## MARLBOROUGH BOARD OF EDUCATION MONTHLY FINANCIAL REPORT

		April	2023-2024 AS OF	4/15/2024			
							Apr-24
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE	PROJECTED
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2023-2024	4/15/2024	4/15/2024	4/15/2024	4/15/2024
590	55000	TELEPHONES	\$ 7,404.00	\$ 7,455.39	\$ -	\$ (51.39)	\$ (1,014.51)
590	55005	WEBHOSTING/EMAIL SERVICE	\$ 8,456.00	\$ 2,503.32	\$ -	\$ 5,952.68	\$ -
590	55030	PRINTING & BINDING	\$ -	\$ 19.13	\$ -	\$ (19.13)	\$ (19.13)
590	55110	ADVERTISING	\$ 1,100.00	\$ 33.33	\$ -	\$ 1,066.67	\$ 966.67
562	55120	OUT OF DISTRICT PLACEMENT	\$ 130,517.43	\$ 217,149.87	\$ -	\$ (86,632.44)	\$ -
561	55125	MAGNET SCHOOL TUITION	\$ 34,374.00	\$ 41,084.11	\$ -	\$ (6,710.11)	\$ (6,710.11)
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	\$ 256,108.59	\$ 11,238.00	\$ 81,230.13	\$ 21,737.89
		TOTAL PURCHASED SERVICES	\$ 572,234.86	\$ 562,005.48	\$ 11,238.00	\$ (1,008.62)	\$ 15,115.78
620	56080	HEATING OIL	\$ 79,862.00	\$ 69,681.41	\$ -	\$ 10,180.59	\$ (0.00)
627	56090	DIESEL & GASOLINE	\$ 34,610.00	\$ 19,511.19	\$ -	\$ 15,098.81	\$ (0.00)
621	56095	PROPANE GAS	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -
611	56111-13	INSTRUCTIONAL SUPPLY	\$ 73,250.00	\$ 68,594.55	\$ 13,303.53	\$ (8,648.08)	\$ (12,993.66)
612	56211	INSTRUCTIONAL TECHNOLOGY	\$ 12,105.00	\$ 500.00	\$ -	\$ 11,605.00	\$ -
641	56410	TEXTBOOKS	\$ 30,000.00	\$ 3,945.84	\$ -	\$ 26,054.16	\$ 22,746.40
642	56421	LIBRARY BOOKS	\$ 5,300.00	\$ 5,213.92	\$ 70.60	\$ 15.48	\$ 15.48
690	56901	ADMIN OFFICE SUPPLY	\$ 4,000.00	\$ 3,678.39	\$ 156.36	\$ 165.25	\$ (1,233.20)
690	56902	HEALTH ROOM SUPPLY	\$ 3,500.00	\$ 6,080.65	\$ -	\$ (2,580.65)	\$ (2,580.65)
690	56903	FINANCE OFFICE SUPPLY	\$ 2,500.00	\$ 2,328.88	\$ -	\$ 171.12	\$ (0.00)
613	56904	MAINTENANCE SUPPLY	\$ 42,000.00	\$ 41,922.10	\$ 494.00	\$ (416.10)	\$ (10,000.00)
		TOTAL SUPPLIES/MATERIALS	\$ 288,327.00	\$ 221,456.93	\$ 14,024.49	\$ 52,845.58	\$ (4,045.63)
730	57301	NEW/REP EQUIP-INSTR	\$ -	\$ -	\$ -	\$ -	\$ -
739	57390	NEW/REPL EQUIP-NON INSTR	\$ -	\$ 1,142.97	\$ -	\$ (1,142.97)	\$ (1,142.97)
740	57400	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL CAPITAL OUTLAY	\$ -	\$ 1,142.97	\$ -	\$ (1,142.97)	\$ (1,142.97)
810	58901 8902	DISTRICT MEMBERSHIP DUES	\$ 16,820.00	\$ 5,461.72	\$ -	\$ 11,358.28	\$ (1,853.87)
900	59000	OTHER ITEMS	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL OTHER OBJECTS	\$ 16,820.00	\$ 5,461.72	\$ -	\$ 11,358.28	\$ (1,853.87)
		GRAND TOTALS	\$ 8,434,685.16	\$ 6,134,101.96	\$ 1,813,891.83	\$ 486,691.37	\$ 21,132.14



**MARLBOROUGH BOARD OF EDUCATION MONTHLY FINANCIAL REPORT**

		April	2023-2024 AS OF	4/15/2024				
UNIFUND	MUNIS		BUDGETED	EXPENDED	ENCUMBERED	BALANCE	Apr-24	
ACCOUNT	ACCOUNT	DESCRIPTION	FY 2023-2024	4/15/2024	4/15/2024	4/15/2024	PROJECTED	4/15/2024
<b>BOE Report Feedback/ Questions</b>								
Why are Teacher Salaries (51112/51116) forecasted in a deficit position?								
		We hired one additional Pre-K teacher due to increased enrollment.						
		We anticipate higher retirement severance payments than originally budgeted.						
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.						
Why are Group Insurances (52015-27) in a surplus position ?								
		We are forecasting positive trends in enrollment and premium cost share collections.						
Why are Retirement Contributions (52012) in a surplus position ?								
		We are forecasting lower than budgeted contributions.						
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.						
		We have incurred significant HVAC expenses this winter.						
		We have incurred significant roofing repairs this year.						
Why is Student Transportation (55160/70) in a surplus position?								
		A portion of our special education transportation has been funded by grants.					*	
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				4/15/2024			*	



## Marlborough Public Schools BOE Policy Subcommittee 3.28.24

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
4111.3/4211.3	Minority Recruitment Plan - To: Increasing Educator Diversity	YES	Required	Replace/Update existing policy
5141.213	Opioid Overdose Prevention (Emergency Administration of Naloxone)	NO	Required	Add policy not in place
9325	Citizen Participation at Board of Education Meetings	YES	Optional	Replace/Update existing policy

*A sample policy to consider.*

## Personnel -- Certified

### Increasing Educator Diversity

The Marlborough Board of Education recognizes the importance of diversity among its educators. It is committed to ensuring effective strategies are implemented to recruit and retain a diverse pool of highly qualified and effective educators who reflect the demographics of our student population and those diverse communities extending beyond our schools' walls.

In accordance with Public Act 23-167, Section 10, the Board directs the Superintendent to develop and submit an Increasing Educator Diversity Plan (the Plan) to the Connecticut State Department of Education (CSDE) on or before March 15, 2024, and comply with all CSDE procedures related to the Public Act. Upon completion of the Plan and prior to its submission, the Board shall approve it. The day, month, and year on which the Plan receives Board approval is required to complete the application.

The Board recognizes the complexity of sustaining the critical efforts to increase educator diversity. To that end, the Board will work within its authority to support planning and implementation tasks, including but not limited to planning team responsibilities, administrator and staff training, recruitment efforts, and data collection.

The Board directs the Superintendent to draft regulations referencing resources available on CSDE's Talent Office Homepage.

(cf. 4111 – Recruitment and Selection)

(cf. 4111.1/4211.1 – Affirmative Action: Equal Employment Opportunity)

Legal Reference:

- Connecticut General Statutes
- 10-4a (3) Educational interests of state identified.
- 10-151 Employment of teachers. Notice and hearing on termination of contract.
- 10-153 Discrimination on account of marital status.
- 10-220(a) Duties of Boards of Education. (as amended by PA 18-34)
- 46a-60 Discriminatory employment practices prohibited.
- PA 16-41 An Act Concerning the Recommendations of the Minority Teacher Recruitment Task Force.
- PA 18-34 An Act Concerning Minority Teacher Recruitment and Retention.
- PA 19-74 An Act Concerning Minority Teacher Recruitment and Retention.
- PA 21-2 June Special Session, Sections 378 & 379.
- PA 23-27 An Act Concerning Transparency in Education, Section 10

Policy adopted: August 24, 2000  
Policy revised: December 20, 2018  
Policy revised: April 23, 2020  
Policy revised:

MARLBOROUGH PUBLIC SCHOOLS  
Marlborough, Connecticut

*A sample regulation to consider.*

## **Personnel -- Certified**

### **Increasing Educator Diversity**

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The materials provided by the CSDE will assist districts in developing comprehensive and sustainable plans to support efforts for diversifying their educator workforce. The following suggestions are referenced in detail in these documents and are meant to provide a broad overview:

1. Convene a team passionate about this work, bringing diverse backgrounds and experiences, having the credibility to lead this work, and devote the time necessary to engage in preplanning and planning activities.
2. Utilize CSDE resources, such as EdSight, to examine your district's data and demographics.
3. Utilize the Toolkit to create an action plan.
4. Utilize the Toolkit to assist your team in creating a Shared Vision, a Theory of Action, SMART Goals, and a Problem Statement and performing a Root Cause Analysis. These tasks and their desirable outcomes are clearly explained and will assist your team's plan development.
5. Use the coaching webinars for training purposes to build your team's capacity to lead this work.
6. While your team's functionality is critical for sustaining your district's efforts up to and beyond the plan submission stage, having one person in the district responsible for recruiting and prioritizing diversity hiring is also identified as a key to reaching your goals.
7. In addition to approving the Plan, the Board's support is critical in ensuring it provides the resources necessary for the plan's development, communicates the plan's importance to the community, and provides time in its meetings for updates.

Regulation Adopted:



*An optional **policy** to consider.*

## **Students**

### **Administering Medication**

#### **Opioid Overdose Prevention (Emergency Administration of Naloxone)**

~~The Board of Education (Board) recognizes that many factors, including the use and misuse of prescription painkillers, can lead to the dependence on and addiction to opioids, and that such dependence and addiction can lead to overdose and death among the general public, including District students and staff. The Board wants to minimize these deaths by the use of opioid overdose prevention measures.~~

#### ***Alternate Language:***

The Board of Education (Board) is committed to enhancing the health and safety of individuals within the school environment. The District will identify specific locations for the storage of Naloxone and protocols for its administration in emergency situations to assist individuals suspected to be experiencing an opioid overdose.

### **Definitions**

**Drug overdose** means an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. The signs of opioid overdose include unresponsiveness; nonconsciousness; shallow breathing with rate less than 10 breaths per minute or not breathing at all; blue or gray face, especially fingernails and lips; and loud, uneven snoring or gurgling noises.

**Naloxone (Narcan)** means a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

**Opioid** means illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone (OxyContin, Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine.

### **Delegation of Responsibility**

~~The Superintendent or his/her designee, in consultation with the school nurse(s) and the school physician/School Medical Advisor shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone (Narcan) and related emergency response procedures pursuant to this policy.~~

~~The school physician/School Medical Advisor shall be the prescribing and supervising medical professional for the District's stocking and use of Naloxone (Narcan). The Superintendent or his/her designee shall obtain a standing order from the school physician/School Medical Advisor for the administration of Naloxone (Narcan).~~

## Students

### Administering Medication

#### Opioid Overdose Prevention (Emergency Administration of Naloxone) (continued)

#### Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof. In accordance with internal procedures, manufacturer's recommendations and any applicable Department of Public Health guidelines.

(cf. 5141.21 – Administering Medications)

Legal Reference: Connecticut General Statutes  
 10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.  
 10-212a Administration of medications in schools. ~~(as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198, PA 14-176 and PA 15-215)~~  
 17a-714 Immunity for prescribing, dispensing or administering an opioid antagonist to treat or prevent a drug overdose.  
 21a-279(g) Penalty for illegal possession. Alternate sentences. Immunity.  
 52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. ~~(as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)~~  
 Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive, as amended.  
~~PA 15-198: An Act Concerning Substance Abuse and Opioid Overdose Prevention~~  
~~PA 16-43: An Act Concerning Opioids and Access to Overdose Reversal Drugs~~  
 PA 22-80 An Act Concerning Childhood Mental and Physical Health Services in School.

Policy adopted:

cps 11/16  
 rev 7/22

## **Students**

### **Administering Medication**

#### **Opioid Overdose Prevention (Emergency Administration of Naloxone)**

The District's opioid overdose prevention program shall establish and follow appropriate procedures for the use of Naloxone (Narcan), regarding placement, storage, inventory, reordering, documenting and reporting incidents of usage and training.

#### **Communication**

Each school stocking Naloxone (Narcan) will have the school nurse, along with the District administration, plan for annually informing all parents/guardians and staff about the policy pertaining to its use and specifically:

- The availability of Naloxone to treat opioid overdoses and what it does;
- The symptoms of opioid drug overdoses;
- The manner in which individuals should report suspected overdoses;
- The protection from criminal prosecution provided by law for persons who report a suspected overdose using their name and remaining with the overdosing person until emergency medical services (EMS) or law enforcement arrive;
- The protection from civil liability provided by law for persons who report overdoses or administer Naloxone (Narcan) in overdose emergencies.

#### **Standing Order from the School Physician/School Medical Advisor**

The school physician/School Medical Advisor shall provide and annually renew a standing order for administration of Naloxone (Narcan) to students or staff suspected of experiencing an opioid overdose. The standing order shall be maintained in the Superintendent's office and copies of the standing order shall be kept in each location where Naloxone (Narcan) is stored.

#### **Training**

School nurses having custody of Naloxone shall be trained in its use by the EMT Department, school physician/School Medical Advisor, or Department of Public Health (DPH) approved training or from the appropriate division of the Connecticut State Department of Education. Such training program shall include overdose risk factors, recognizing opioid-related overdoses, calling 911, rescue breathing administering Naloxone (Narcan), recovery position and promptly seeking medical attention for drug overdoses.

The following signs may indicate an overdose situation:

- The person is unresponsive or limp.
- The person is awake but unable to talk.
- The person's breathing is slow or erratic or the individual is not breathing.



9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

### **Follow-Up**

After the administration of Naloxone (Narcan) the school nurse will follow the District's reporting protocols.

The school nurse, or other staff, is also to notify appropriate student services and provide substance abuse prevention resources to the overdose victim and family, as appropriate.

School nurses are to document all administration of Naloxone (Narcan) in the same manner as the administration of other medications under non-patient specific orders. The school nurse must report all administration of Naloxone (Narcan) to the school physician/School Medical Advisor, Building Principal, and Superintendent.

The Superintendent or his/her designee will immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a school bus to the local police department in accordance with state law and regulations, the procedure set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or his/her designee will notify the parent/guardian of any student involved in an incident involving the use of controlled substances as soon as practicable. All attempts made to reach the parent/guardian will be documented.

Any student who experiences a drug overdose is to be referred to the District's Student Assistance Program.

**Regulation approved:**

## Bylaws of the Board

### Citizen Participation at Board of Education Meetings

School district citizens who wish to speak with the Board of Education about a particular subject or concern shall be recognized at the appropriate point in the agenda of the regular monthly Board of Education meeting. In unusual circumstances and with the approval of the Board of Education this courtesy may be extended to special meetings of the Board of Education. Written communications from citizens requesting permission to speak with the Board of Education are encouraged but not required.

The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular [or special] meetings so designated for such purpose. The Chairperson may, if necessary or required, restrict the amount of time allowed for citizen presentation. Visitor participation in Board of Education meetings shall only be at the designated place on the agenda or upon Board of Education request.

- (1) Three (3) minutes may be allotted to each speaker and a maximum of Fifteen (15) minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
- (2) A Board member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
- (3) No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- (4) All speakers must identify themselves by name and address.

### Adequate Information to Precede Action

In deciding upon any question before it, the Board of Education shall examine and evaluate all available information which they consider essential. The Superintendent of Schools shall be given an opportunity to examine and to evaluate all such information and to recommend action before the Board of Education attempts to make a decision.

Legal Reference:      Connecticut General Statutes  
                                  1-200 Definitions  
                                  1-210 Access to public records  
                                  1-225 Meetings of government agencies to be public  
                                  1-226 Recording, broadcasting or photographing meetings  
                                  19a-342 Smoking prohibited in certain places. Signed required. Penalty  
                                  1-231 Executive sessions  
                                  1-232 Conduct of meetings (re disturbances)  
                                  1-206 Denial of access of public records or meetings. Notice. Appeal  
                                  10-224 Duties of the Secretary

Bylaw adopted by the Board:      May 27, 1999  
 Policy Revised:

MARLBOROUGH PUBLIC SCHOOLS  
 Marlborough, Connecticut

# Marlborough Board of Education 2023-2024 Personnel Report

[illegible]



