

MARLBOROUGH BOARD OF EDUCATION

Regular Business Meeting

Thursday, December 19, 2024

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/ijj-avgq-sdi?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: 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 |
| 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, 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. Election of Officers

6:15/10

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

MOTION: That the Board elect a Chairperson in accordance with Board policy.

MOTION: That the Board elect a Vice Chairperson and Secretary in accordance with Board Policy.

6. Appointment of Board members to the Policy, Personnel, and Communications Committees, and liaisons to the School Safety Committee, the Board of Finance, AHM, and SAC. 6:25/10

7. Additions to the Agenda

6:35/05

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.

8. Consent Agenda

6:40/05

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:

- 8.1 Minutes of 10/24/24 Regular Business Meeting (Encl. 8.1A); 10/24/24 Communications Committee Meeting (Encl. 8.1B) and 11/07/2024 Community Conversation Meeting (Encl. 8.1C);
- 8.2 Personnel Actions – none;
- 8.3 Reports – receive and file the following document: monthly enrollment report for December (Encl. 8.3);
- 8.4 Approval of Policy Revisions
(REFERENCE: October 24, 2024 Agenda, Encl. 9.1)

9. Oral Reports

9.1 Advisory Groups

6:45/10

- PTO – Paula Graef/Kristen Trahan
- SAC – Paula Graef/Kristen Trahan
- Operations, Wellness & Safety – John Mercier
- Board of Finance Liaison – Linda Early
- AHM – Chip Morris

9.2 Subcommittees

6:55/05

- Policy
- Personnel
- Communications

9.3 Chairperson

7:00/10

- Process for Superintendent Mid-Year Evaluation

- 9.4 Superintendent and Administrative Team 7:10/10
- STEAM Program for 2025-26
10. Unfinished Business 7:20/05
11. New Business
- 11.1 Approval of Board Meeting Dates for Calendar Year 2025 (Encl. 11.1) 7:25/05
- MOTION:** That the Board approve the meeting dates for January-December, 2025 as presented in Enclosure 11.1.
- 11.2 Review December Financial Report (Encl. 11.2) 7:30/05
- 11.3 Review, Discuss and Take Action Re: Proposed FY 2025-26 Academic Calendar (Encl. 11.3) 7:35/05
- MOTION:** That the Board approve the proposed FY 2025-26 academic calendar as presented in Enclosure 11.3.
- 11.4 Asset Disposal Request (Encl. 11.4A) and (Encl. 11.4B) 7:40/05
- MOTION:** That the Board approve the disposal of items as requested.
12. Public Comments 7:45/05
- 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, 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
13. Communications 7:50/05
- 13.1 Staff Vacancy Summary (Encl. 13.1)
14. Future Meetings & Topics 7:55/05
- Next Regular Business Meeting, Thursday, January 23, 2025, 6:30 p.m. (tentative)
 - ❖ Superintendent's Budget Presentation
 - Next Regular Business Meeting, Thursday, January 30, 2025, 6:30 p.m. (tentative)
 - ❖ BOE Budget Analysis and Potential Adoption of BOE FY26 Budget.
- REMINDER:** Agenda suggestions for the next business meeting are due to the Chairperson or Superintendent by 12:00 noon on Tuesday, January 14, 2025.
14. Adjournment 8:00

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, October 24, 2024
Elmer Thienes-Mary Hall Elementary School – Library @ 6:00 p.m.

1. Call to Order and Roll Call:

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

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

Administration Present: Dr. Holly Hageman, Superintendent
Paula Graef, Principal
John Mercier, Director of Operations

2. Pledge of Allegiance

3. Celebrations: Students from the 6th grade, accompanied by their teacher, Ms. Hanratty, presented their Thermal Energy Project. The presentation highlighted key findings and demonstrated the students' engagement with the topic.

4. Public Comment: None

5. Additions to the Agenda: None

6. Consent Agenda:

- 6.1 Minutes of 9/26/24 Regular Business Meeting and the 9/26/24 Policy 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 -
P# 3171.1 - Non-Lapsing Education Fund; P# 4000.1/4200.1/5145.44 - Sexual Harassment/Title IX; P# 4112.5 - Security Check, Fingerprinting, Criminal Justice Information

L. Earley made a motion that the Board approve the following Consent Agenda items: 6.1 - 6.4, second by S. Stolfi. Unanimously approved by all present. MOTION CARRIED.

7. Oral Reports:

7.1 Advisory Groups

- PTO – Ms. Graef shared these PTO event updates: Trunk or Treat and Haunted House; BMX Assembly launching PBIS initiatives focused on kindness and anti-bullying; upcoming field trips; Election Day

Bake Sale; Parent-Teacher Conference Dinner; upcoming puppetry assembly.

- SAC – Paula Graef reported that SCA meetings will be held bimonthly, with the next meeting scheduled for November 19th. A survey regarding Open House has been sent out to gather feedback from families.
- Operations, Wellness & Safety – John Mercier stated that the brief cold weather provided an opportunity to test the boilers which are functioning well. Fuel rates have been locked in at a lower rate than this year's budgeted amount.
- Board of Finance Liaison – Linda Earley reported on the following: The Board of Finance reviewed FY23 end-of-year transfers. The 2025 regular meeting calendar was approved, with meetings scheduled for the third Wednesday of each month starting at 6:30 PM. The FY 25-26 budget calendar was also approved.
- AHM – Chip Morris shared updates on recent and upcoming programs hosted by AHM: A Mad Science Program and a pumpkin decorating program occurred this past week. This evening, a mental health resource fair took place, followed by a community presentation by Matthew Hill, a renowned national speaker on mental health promotion. National Take Back Day will be held at RHAM High School on Saturday, October 26, from 9 AM to 12 PM. AHM will participate in the Harvest Moon Festival this Saturday. A Kids Halloween Yoga Bash is planned for Oct. 30th. A Coffee and Crochet Meetup will take place on Saturday, November 2, at 11:15 AM.

7.2 **Subcommittees:**

- Policy - None
- Personnel - Dr. Holly Hageman reported there will be discussion regarding collective bargaining tentative agreements later in the evening in executive session for Board to consider for vote outside of executive session.
- Communications - Sue Stolfi reported there was a meeting earlier in the evening and there will be further discussion regarding the School District Facebook page under line item 8.1.

7.3 **Chairperson:** None

7.4 **Superintendent and Administrative Team:** Dr. Holly Hageman provided the following updates for the Board: The BOE Budget Timeline will be updated based on the budget calendar established by the Board of Finance; The FY23 Town Audit is well underway and Michele Demicco, Business Manager, is collaborating with the town to complete the Board's portion of the audit; the state Magnet School Tuition Cap funding is currently unclear whether there will be relief for local education agencies in budgeting for FY26 and beyond; A memo was sent by Dr. Hageman to the BOE, BOS, and BOF about the upcoming Facilities Assessment presentation, scheduled for Wednesday, December 11th, at 7 PM in the MES cafeteria.

8. Unfinished Business

- 8.1 **School District Facebook Page:** Dr. Holly Hageman reviewed that the Communications Committee recommends the launch of a school district Facebook page to enhance communications with the community. John Mercier demonstrated the Facebook page, highlighting its features and functionality, including that posts will not allow for comments.

L. Earley made a motion that the Board of Education approve of the launch of the school district Facebook page as presented, second by A. Kuhrt. Unanimously approved by all present. MOTION CARRIED.

9. New Business:

- 9.1 **First Read of Proposed Policy Revisions:** The Board reviewed and discussed on a first read basis the proposed policy revisions as presented by the Policy Subcommittee - P# 0521 - Nondiscrimination Policy and Notice; P# 5114 - Suspension and Expulsion/Due process; P# 7230.2 - Indoor Air Quality/Heating, and Air Conditioning (HVAC)
- 9.2 **Review October Financial Report:** Submitted
- 9.3 **Review of Confidential Documents relative to Collective Bargaining with the Marlborough Education Association and the Marlborough Administrators Association:**

A.Colantonio made a motion that the Board of Education enter into Executive Session and invite Dr. Hageman, to discuss confidential documents relative to collective bargaining with the Marlborough Education Association and the Marlborough Administrators Association, seconded by Linda Earley. Unanimously approved by all present. MOTION CARRIED.

**Entered Executive Session: 6:45pm
Exited Executive Session: 7:18pm**

A.Colantonio made a motion to end the Executive Session at 7:18pm, seconded by C. Morris. Unanimously approved by all present. MOTION CARRIED.

- 9.4 **Reconvene for the Discussion and Action relative to the agreements with the Marlborough Education Association and the Marlborough Administrators Association**

S. Stolfi made a motion that the Board of Education approve the negotiated agreement with the Marlborough Education Association for the term of July 1, 2025 - June 30, 2028, seconded by K. Barella. Unanimously approved by all present. MOTION CARRIED.

A.Kuhrt made a motion that the Board of Education approve the negotiated agreement with the Marlborough Administrators Association for the term of July 1, 2025 - June 30, 2028, seconded by A. Colantonio. Unanimously approved by all present. MOTION CARRIED.

10. Public Comment: None

11. Communications

- 11.1 **Staff Vacancy Summary:** Submitted

12. Future Meetings & Topics:

Marlborough Board of Education
Meeting Minutes
October 24, 2024
UNAPPROVED DRAFT

- Community Conversation about the Marlborough Elementary School Upcoming Budget, November 7, 2024, 6:30 p.m.
- Policy Committee meeting, Thursday, November 21, 2024, 5:30 p.m.
- Regular Business meeting, Thursday, November 21, 2024, 6:00 p.m.
- CABA/CAPSS Convention, November 15-16, 2024

13. Adjournment:

A. Colantonio made a motion to adjourn the meeting at 7:23pm, seconded by L. Earley. Unanimously approved. MOTION CARRIED.

Respectfully Submitted,
Carmela Monte

DEC 19 2024

MARLBOROUGH BOARD OF EDUCATION
Communications Committee
Special Meeting Minutes

Elmer Thienes-Mary Hall Elementary School - Conference Room
Thursday, October 24, 2024 @ 5:30 PM
Unofficial Draft

1. Call to Order & Roll Call:

The meeting was called to order at 5:30pm.

BOE Members Present: Sue Stolfi, Linda Earley, Chip Morris, Kerri Barella
(Ex-Officio)

Administration Present: Dr. Holly Hageman, Superintendent
Paula Graef, Principal
John Mercier, Director of Operations

2. Discussion of School District Social Media Strategy: The Committee reviewed the “test” Facebook page for the school district and will recommend that the full Board approve of its launch at its Regular Meeting on October 24, 2024.

3. Adjournment: Meeting adjourned at 5:20 pm.

Respectfully submitted by:

H. Hageman

DEC 19 2024

**MARLBOROUGH BOARD OF EDUCATION
SPECIAL MEETING – COMMUNITY CONVERSATION
Meeting Minutes**

Thursday, November 7, 2024

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 6:31 pm

BOE Members Present: Kerri Barella, Sue Stolfi, Amy Kuhrt, and Chip Morris

Administration Present:

Dr. Holly Hageman, Superintendent

Paula Graef, Principal

Kristen Trahan, Principal

John Mercier, Director of Operations

Dan White, Pupil Services Director

2. Public Forum: Community conversation to provide information about Marlborough Elementary School and receive community input ahead of the annual budget development process:

Board Chair, Kerri Barella encouraged community members to share their perspectives and ask questions related to budget considerations. The Board listened to input from the public and responded to questions regarding funding priorities. An informational handout was distributed and posted on the MES website on the 2025-26 Budget Development page under the Budget tab.

3. Adjournment:

The meeting adjourned at 7:17pm.

Respectfully Submitted,
Carmela Monte

December 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	9	35		2	8 / 9.5
K	20	20	20		60		3	20.0
1	17	19	18		54		3	18.0
2	18	18	20		56	-1	3	18.7
3	18	18	18	18	72		4	18.0
4	19	19	18		56		3	18.7
5	16	17	17	16	66	-1	4	16.5
6	20	19	19		58	+1	3	19.3
					Total Change			
Total					457			
Special Education Full Time Outplaced								
Special Education Part time Services Provided								
GRAND TOTAL								457

3MARLBOROUGH BOARD OF EDUCATION MEETING DATES

2025

Library/Media Center
Elmer Thienes-Mary Hall School
6:30 p.m.

January 23, 2025	Regular Meeting (<i>Budget</i>)
January 30, 2025	Regular Meeting (<i>Budget</i>)
February 27, 2025	Regular Meeting
March 27, 2025	Regular Meeting
April 24, 2025	Regular Meeting
May 22, 2025	Regular Meeting
June 12, 2025	Regular Meeting
August 21, 2025	Regular Meeting
September 25, 2025	Regular Meeting
October 23, 2025	Regular Meeting
November 20, 2025	Regular Meeting
December 18, 2025	Regular Meeting

2024-2025 General Fund

December Summary

- **Salaries (51111-51190)**
 - For fiscal year 2025 our total budget in our salary accounts is \$6,217,373 which is about 72% of our total budget. Salary accounts include certified and non-certified, related services, and sub wages. We are currently forecasting a surplus in our Salary accounts of \$21,437.08. This includes anticipated amounts in our sub accounts and an increase in wages for our Non Certified Paraprofessional account. The change here from last month was utilization of available grant funds for certified teaching positions.
- **Benefits (52005-52060)**
 - Benefits include medical, dental, vision, life, and long term disability insurance. This object code also includes employer taxes, tuition reimbursements, unemployment, workers' compensation, and pension benefits. Our total budget in this object code is \$1,125,395 which is 13% of our total budget. We anticipate ending the year with a deficit in these accounts of (\$7,376.36). The change here from last month is in our Pension line and reflects actual contractual contributions.
- **Professional Services (53140-53260)**
 - Professional services are in the 3000 object codes. Professional services are budgeted items such as professional development for staff, contracted services, and purchased services. Some examples of purchased services or contracted services are our annual audit costs, attorney fees, Occupational and Physical Therapy, school medical advisor, medicaid reimbursements, Behavioral Analysts, Social Worker services, Psych services, and diagnostic evals. Our total budget in Professional Services is \$160,184 which is about 2% of our overall budget. For the December update we are forecasting a deficit of (\$8,485.75). This is driven by the audit line due to an increase in cost for services and increased expenditures in our legal consult line.
- **Plant Operations (54160-54520)**
 - All of the 4000 object codes refer to plant operations and utilities. Items coded here would be electricity, maintenance agreements, facility repairs, and trash removal. Our budget for this fiscal year is \$341,090 which is about 4% of our budget. For December's update, we are forecasting a surplus of \$21,837.08. We are currently only forecasting a percentage of facility repairs, but we continue to keep an eye on these accounts and will adjust the forecast as needed.
- **Transportation / Tuition / Insurance / Communication (55000-55170)**
 - The 5000 object codes cover contracted transportation, tuition, insurance (Property, liability, cyber, etc.), printing and binding, postage, telephone, and advertising. Our total budget in these object codes for this fiscal year is \$515,792 which is about 6% of our overall budget. We are currently forecasting a deficit of (\$13,978.57). The change here from last month is a forecasted amount for additional tuition costs.
- **Supplies (56080-56904)**
 - Supply accounts will be found in the 6000 object codes. Supplies can be for instructional supplies, office supplies, nurse supplies, custodial supplies, building supplies including Heat, transportation supplies such as gas and diesel, library books, and textbooks. Our budget in our supply accounts is \$276,327 for this fiscal year. This is about 3% of our overall budget. For December's forecast we are anticipating a surplus of \$23,375.17. This is due to forecasting only a portion of supply accounts being expended.
- **Equipment (57301-57390)**

- o Equipment will be coded in the 7000 object codes. Technology equipment is for instructional or non-instructional purposes. We do not have any funds budgeted in Equipment for this fiscal year, but have spent \$1,400 to date on the purchase of classroom headphones.
- **Dues & Fees (58900)**
 - o All dues and fees accounts are coded in the 8000 object codes. Dues and Fees are for memberships to professional organizations and for conference fees. Our total budget for this fiscal year in our Dues & Fees accounts is \$17,920 which is less than 1% of our overall budget. We are currently anticipating that our Dues & Fees accounts will be fully spent.

Overall, our total spent to date for fiscal year 25 is \$3,136,667.06 which is about 36% of our total budget of \$8,654,081.

Marlborough Elementary School December FY25 Update

12/3/2024

Object Code	Budget	Transfers	Adj Budget	YTD Expended	Encumbered	Balance	Forecasted Adjustment	Forecasted Balance
Salary								
51111 - Admin	\$ 417,427.00	\$ -	\$ 417,427.00	\$ 175,838.73	\$ 239,535.00	\$ 2,053.27	\$ -	\$ 2,053.27
51112 - Teacher	\$ 4,147,099.00	\$ -	\$ 4,147,099.00	\$ 1,315,589.80	\$ 2,770,586.62	\$ 60,922.58	\$ 16,278.42	\$ 44,644.16
51113 - Stipend	\$ 5,773.00	\$ -	\$ 5,773.00	\$ -	\$ -	\$ 5,773.00	\$ 5,773.00	\$ -
51114 - Curriculum	\$ 5,375.00	\$ -	\$ 5,375.00	\$ 5,332.00	\$ -	\$ 43.00	\$ -	\$ 43.00
51115 - Teacher Subs	\$ 58,969.00	\$ -	\$ 58,969.00	\$ 13,695.00	\$ -	\$ 45,274.00	\$ 51,000.00	\$ (5,726.00)
51116 - Sick Day Payout	\$ 13,244.00	\$ -	\$ 13,244.00	\$ -	\$ -	\$ 13,244.00	\$ 51,934.22	\$ (38,690.22)
51118 - Summer School Teacher	\$ 13,118.00	\$ -	\$ 13,118.00	\$ 6,536.00	\$ -	\$ 6,582.00	\$ -	\$ 6,582.00
51120 - OT/PT - Related Services	\$ 69,258.00	\$ -	\$ 69,258.00	\$ 23,375.07	\$ 6,620.78	\$ 39,262.15	\$ 39,262.15	\$ -
51123 - Office Support	\$ 364,146.00	\$ -	\$ 364,146.00	\$ 132,325.89	\$ 200,593.35	\$ 31,226.76	\$ (7,746.96)	\$ 38,973.72
51124 - Paraprofessionals	\$ 566,311.00	\$ -	\$ 566,311.00	\$ 179,146.04	\$ 409,291.14	\$ (22,126.18)	\$ 6,309.82	\$ (28,436.00)
51125 - Custodian	\$ 313,554.00	\$ -	\$ 313,554.00	\$ 126,722.85	\$ 176,705.24	\$ 10,125.91	\$ (202.80)	\$ 10,328.71
51126 - Nurse	\$ 64,821.00	\$ -	\$ 64,821.00	\$ 25,133.70	\$ 45,217.96	\$ (5,530.66)	\$ (2,616.66)	\$ (2,914.00)
51127 - Tech Coordinator	\$ 73,388.00	\$ -	\$ 73,388.00	\$ 31,423.90	\$ 42,792.97	\$ (828.87)	\$ -	\$ (828.87)
51128 - Summer Paraprofessional	\$ 4,502.00	\$ -	\$ 4,502.00	\$ 2,567.87	\$ -	\$ 1,934.13	\$ -	\$ 1,934.13
51129 - Subs - Non Certified	\$ 23,630.00	\$ -	\$ 23,630.00	\$ 14,156.82	\$ -	\$ 9,473.18	\$ 16,000.00	\$ (6,526.82)
51190 - Constables	\$ 76,758.00	\$ -	\$ 76,758.00	\$ -	\$ -	\$ 76,758.00	\$ 76,758.00	\$ -
Total Salary	\$ 6,217,373.00	\$ -	\$ 6,217,373.00	\$ 2,051,843.67	\$ 3,891,343.06	\$ 274,186.27	\$ 252,749.19	\$ 21,437.08

Benefits								
52005 - SS/Med	\$ 161,607.00	\$ -	\$ 161,607.00	\$ 62,922.84	\$ -	\$ 98,684.16	\$ 114,057.87	\$ (15,373.71)
52012 - Pension	\$ 80,190.00	\$ -	\$ 80,190.00	\$ 26,332.35	\$ -	\$ 53,857.65	\$ 41,608.65	\$ 12,249.00
52000 - Health Insurance	\$ 802,538.00	\$ -	\$ 802,538.00	\$ 435,408.27	\$ -	\$ 367,129.73	\$ 389,091.82	\$ (21,962.09)
52025 - LTD/Life Insurance	\$ 17,275.00	\$ -	\$ 17,275.00	\$ 9,035.93	\$ -	\$ 8,239.07	\$ 8,239.07	\$ -
52027 - GASB45	\$ 6,100.00	\$ -	\$ 6,100.00	\$ 6,945.00	\$ -	\$ (845.00)	\$ -	\$ (845.00)
52035 - Unemployment Compensation	\$ 8,601.00	\$ -	\$ 8,601.00	\$ -	\$ -	\$ 8,601.00	\$ 1,000.00	\$ 7,601.00
52040 - Workers' Comp	\$ 41,084.00	\$ -	\$ 41,084.00	\$ 16,693.63	\$ -	\$ 24,390.37	\$ 16,476.93	\$ 7,913.44
52060 - Tuition	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 4,959.00	\$ -	\$ 3,041.00	\$ -	\$ 3,041.00
Total Benefits	\$ 1,125,395.00	\$ -	\$ 1,125,395.00	\$ 562,297.02	\$ -	\$ 563,097.98	\$ 570,474.34	\$ (7,376.36)

Professional Services								
53140 - Audit	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 22,636.00	\$ -	\$ (7,636.00)	\$ -	\$ (7,636.00)
53180 - School Physicians	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 600.00	\$ 400.00
53190 - OT/PT	\$ 57,375.00	\$ -	\$ 57,375.00	\$ 15,224.18	\$ 8.95	\$ 42,141.87	\$ 42,141.87	\$ -
53200 - Consultant	\$ 18,150.00	\$ -	\$ 18,150.00	\$ 10,829.89	\$ -	\$ 7,320.11	\$ 7,320.11	\$ -
53210 - Legal Consult	\$ 14,400.00	\$ -	\$ 14,400.00	\$ 11,187.00	\$ -	\$ 3,213.00	\$ 3,213.00	\$ -

Marlborough Elementary School December FY25 Update

12/3/2024

Object Code	Budget	Transfers	Adj Budget	YTD Expended	Encumbered	Balance	Forecasted Adjustment	Forecasted Balance
53240 - Professional Development	\$ 7,675.00	\$ -	\$ 7,675.00	\$ 4,892.00	\$ 350.00	\$ 2,433.00	\$ 2,433.00	\$ -
53260 - AHM Youth Services	\$ 46,584.00	\$ -	\$ 46,584.00	\$ 24,088.88	\$ 23,744.87	\$ (1,249.75)	\$ -	\$ (1,249.75)
Total Professional Services	\$ 160,184.00	\$ -	\$ 160,184.00	\$ 88,857.95	\$ 24,103.82	\$ 47,222.23	\$ 55,707.98	\$ (8,485.75)

Property Services

54160-70, 54325-40 - Utility Services	\$ 176,734.00	\$ -	\$ 176,734.00	\$ 92,619.93	\$ -	\$ 84,114.07	\$ 83,831.57	\$ 282.50
54XXX - Contracted Repair Services	\$ 164,356.00	\$ -	\$ 164,356.00	\$ 95,276.71	\$ 18,655.16	\$ 50,424.13	\$ 28,869.55	\$ 21,554.58
Total Property Services	\$ 341,090.00	\$ -	\$ 341,090.00	\$ 187,896.64	\$ 18,655.16	\$ 134,538.20	\$ 112,701.12	\$ 21,837.08

Purchased Services

55000 - Telephone	\$ 7,404.00	\$ -	\$ 7,404.00	\$ 10,082.89	\$ 2,379.82	\$ (5,058.71)	\$ -	\$ (5,058.71)
55005 - Email / Webhosting	\$ 15,301.00	\$ -	\$ 15,301.00	\$ 1,251.66	\$ -	\$ 14,049.34	\$ 14,049.34	\$ -
55110 - Advertising & Legal Notices	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 92.00	\$ -	\$ 1,008.00	\$ -	\$ 1,008.00
55120 - Tuition	\$ 11,000.00	\$ -	\$ 11,000.00	\$ 15,728.60	\$ -	\$ (4,728.60)	\$ 30,000.00	\$ (34,728.60)
55125 - Magnet School Tuition	\$ 46,479.00	\$ -	\$ 46,479.00	\$ 18,370.00	\$ -	\$ 28,109.00	\$ 15,000.00	\$ 13,109.00
55130 - Postage	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 541.55	\$ -	\$ 3,458.45	\$ 2,500.00	\$ 958.45
55140 - Property & Liability Insurance	\$ 39,158.00	\$ -	\$ 39,158.00	\$ 21,844.02	\$ -	\$ 17,313.98	\$ 17,313.98	\$ -
55160 - Student Regular Transportation	\$ 253,123.00	\$ -	\$ 253,123.00	\$ 62,528.78	\$ -	\$ 190,594.22	\$ 190,594.22	\$ -
55170 - Special Ed Transportation	\$ 138,227.00	\$ -	\$ 138,227.00	\$ 26,454.64	\$ -	\$ 111,772.36	\$ 101,039.07	\$ 10,733.29
Total Purchased Services	\$ 515,792.00	\$ -	\$ 515,792.00	\$ 156,894.14	\$ 2,379.82	\$ 356,518.04	\$ 370,496.61	\$ (13,978.57)

Supplies

56080 - Heat	\$ 82,597.00	\$ -	\$ 82,597.00	\$ 4,249.67	\$ -	\$ 78,347.33	\$ 78,347.33	\$ -
56090 - Diesel & Gasoline	\$ 35,980.00	\$ -	\$ 35,980.00	\$ 13,250.10	\$ -	\$ 22,729.90	\$ 22,729.90	\$ -
56095 - Propane	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 748.43	\$ -	\$ 451.57	\$ 451.57	\$ -
56111 - Instructional Supplies	\$ 69,250.00	\$ -	\$ 69,250.00	\$ 29,685.44	\$ 2,038.45	\$ 37,526.11	\$ 28,144.58	\$ 9,381.53
56113 - Technology Supplies	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 1,793.50	\$ -	\$ 2,206.50	\$ -	\$ 2,206.50
56211 - Instructional Technology	\$ 6,000.00	\$ -	\$ 6,000.00	\$ (1,578.67)	\$ -	\$ 7,578.67	\$ -	\$ 7,578.67
56410 - Textbooks	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 2,855.32	\$ 138.20	\$ 12,006.48	\$ 9,004.86	\$ 3,001.62
56421 - Library Books	\$ 5,300.00	\$ -	\$ 5,300.00	\$ 4,432.57	\$ 532.21	\$ 335.22	\$ 335.22	\$ -
56901 - Office Supplies	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 2,876.02	\$ 179.98	\$ 944.00	\$ 944.00	\$ -
56902 - Health Office Supplies	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 1,042.62	\$ -	\$ 2,457.38	\$ 1,843.04	\$ 614.35
56903 - Other Supplies	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 129.97	\$ -	\$ 2,370.03	\$ 1,777.52	\$ 592.51
56904 - Custodial Supplies	\$ 47,000.00	\$ -	\$ 47,000.00	\$ 20,712.83	\$ 2,284.26	\$ 24,002.91	\$ 24,002.91	\$ -
Total Supplies	\$ 276,327.00	\$ -	\$ 276,327.00	\$ 80,197.80	\$ 5,173.10	\$ 190,956.10	\$ 167,580.93	\$ 23,375.17

Marlborough Elementary School December FY25 Update

12/3/2024

Object Code	Budget	Transfers	Adj Budget	YTD Expended	Encumbered	Balance	Forecasted Adjustment	Forecasted Balance
Equipment								
57301 - Instructional Equipment	\$ -	\$ -	-	\$ 1,400.00	\$ -	\$ (1,400.00)	\$ -	\$ (1,400.00)
57390 - Non-Instructional Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Equipment	\$ -	\$ -	\$ -	\$ 1,400.00	\$ -	\$ (1,400.00)	\$ -	\$ (1,400.00)
Dues & Fees								
58900 - Dues & Fees	\$ 17,920.00	\$ -	\$ 17,920.00	\$ 7,279.84	\$ 1,504.01	\$ 9,136.15	\$ 9,136.15	\$ -
Total Dues & Fees	\$ 17,920.00	\$ -	\$ 17,920.00	\$ 7,279.84	\$ 1,504.01	\$ 9,136.15	\$ 9,136.15	\$ -
Total Fiscal Year 2025	\$ 8,654,081.00	\$ -	\$ 8,654,081.00	\$ 3,136,667.06	\$ 3,943,158.97	\$ 1,574,254.97	\$ 1,538,846.32	\$ 35,408.65

DRAFT - MARLBOROUGH PUBLIC SCHOOLS 2025-2026 CALENDAR

ENCLOSURE # 11.3

DEC 19 2024

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

AUGUST 2025 3.5				
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

FEBRUARY 2026 18.18				
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

- 13 Early Dismissal (PD)
- 16 - 17 Presidents' Day Recess

- 1 Labor Day
- 19 Early Dismissal (PD)

SEPTEMBER 2025 21.21				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19+
22	23	24	25	26
29	30			

MARCH 2026 21.22				
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			

- 6 Early Dismissal (PD)
- 18-19 Parent Conferences
- 20 Prof. Development Day

- 10 Prof. Development Day
- 13 Columbus Day

OCTOBER 2025 21.22				
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

APRIL 2026 16.16				
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	

- 3 Good Friday
- 10 Early Dismissal (PD)
- 13-17 School Recess

- 4 Prof. Development Day
- 11 Veterans' Day
- 12-14 Parent Conferences
- 26 Early Dismissal
- 27-28 School Recess

NOVEMBER 2025 16.17				
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

MAY 2026 20.20				
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

- 22 Early Dismissal (PD)
- 25 Memorial Day

- 10 Early Dismissal (PD)
- 23 Early Dismissal
- 24-31 School Recess

DECEMBER 2025 17.17				
M	T	W	Th	F
1	2	3	4	5
8	9	10+	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE 2026 9.9				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 11 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 17th.*

- 1-2 School Recess
- 16 Prof. Development Day
- 19 MLK Jr. Day

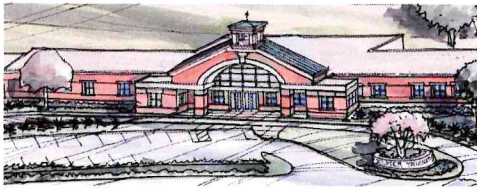
JANUARY 2026 18.19				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- No School
- Early Dismissal
- Early Dismissal/PD

**If school is in session on June 19th (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:



Dr. Holly Hageman
Superintendent

ENCLOSURE # 11.4A

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

DEC 19 2024

December 19, 2024

TO: Marlborough Board of Education

FROM: Dr. Holly Hageman
Superintendent

RE: Marlborough Elementary School Fixed Asset Disposal

Marlborough Elementary School plans to dispose of certain curriculum materials that are no longer in use due to their outdated content and lack of approval by the Connecticut State Department of Education. These materials no longer align with current educational standards and guidelines, and their continued use would not meet the needs of our students or the state's educational requirements.

In addition to the curriculum materials, we also have a couple of electric typewriters slated for donation or disposal. However, we are offering them to the Town first to see if they can make use of these items.

Attached is a list of the disposed curriculum items as well as the typewriters.

Elmer Thienes-Mary Hall Elementary School
Marlborough, CT 06447

FIXED ASSET DISPOSAL REQUEST FORM

NAME: Julie Caron

DATE: 12/2/2024

LIBRARY MAINTENANCE OFFICE COMPUTER LAB READING ROOM X CLASSROOM

ITEM	SCHOOL INVENTORY#	ITEM SERIAL #/ COPYRIGHT DATE	PURCHASE ORDER#	DESCRIPTION
Lucy Calkins Units of Study in Opinion, Information and Narrative Writing: A Common Core Workshop Curriculum	NA	Copyright 2013	NA	4-5 sets of each unit, K – Grade 5. The grade-by-grade plans for teaching writing workshops no longer align with our current educational requirements. As a result, these outdated resources are no longer suitable for use.
Harcourt Books (Small Group Sets)	NA	NA	NA	The materials (180-220 small group sets with 5 mini paperbacks in a set) no longer align with our current educational requirements. As a result, these outdated resources are no longer suitable for use in our classrooms.
Reading Adventure Books	NA	Copyright 2014	NA	HMH. 10 Copies, Paperback
Letter Cards	NA	NA	NA	2 ABC Letter Card Sets and 1 Consonant, Blend, Diagraphs Set

Julie Caron
Principal's Signature

12/9/24
Date

Heidi B. Magnum
Superintendent's Signature

12.10.24
Date

Elmer Thienes-Mary Hall Elementary School
Marlborough, CT 06447

FIXED ASSET DISPOSAL REQUEST FORM

NAME: Kristen Trahan

DATE: 12/2/2024

LIBRARY MAINTENANCE OFFICE COMPUTER LAB READING ROOM CLASSROOM X

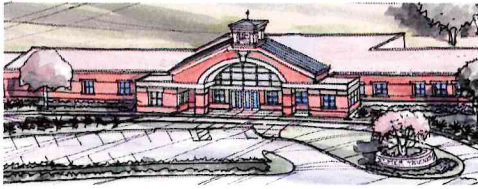
ITEM	SCHOOL INVENTORY#	ITEM SERIAL #/ COPYRIGHT DATE	PURCHASE ORDER#	DESCRIPTION
Math Trailblazers Books	NA	NA	NA	Miscellaneous materials from previous math series,
Grade 1	NA	Copyright 1997, 2004	NA	Teachers Guide : Units 1-20, 2 Sets
Grade 2	NA	Copyright 1997, 2004	NA	Teachers Guide : Units 1-20, 1 Set
Grade 3	NA	Copyright 1997, 2004	NA	64 Hardcover student books, 47 Adventure student workbooks, 2 sets of the Teachers Resource Guide: Units 1-20
Grade 4	NA	Copyright 1998, 2004	NA	46 Hardcover student books, 1 set of the Teachers Resource Guide: Units 1-16
Grade 5	NA	Copyright 1998, 2003	NA	1 set of the Teachers Resource Guide: Units 1-16
Grade 4	NA	Copyright 2012	NA	Miscellaneous materials from previous math series (9 Student Math Handbooks, 1 Student Activity Guide, 1 Differentiation and Intervention Guide, and 1 set of Activity Cards)

Kristen Trahan
Principal's Signature

12/9/24
Date

Jeffrey B. Trahan
Superintendent's Signature

12.10.24
Date



Dr. Holly Hageman
Superintendent

ENCLOSURE # 11.4B
Marlborough School District
25 SCHOOL DRIVE, MARLBOROUGH, CONNECTICUT 06447
Telephone: (860) 295-6236/Fax: (860) 295-6153
www.marlbrough.k12.ct.us
DEC 19 2024

December 19, 2024

TO: David Porter
Town Manager

FROM: Dr. Holly Hageman
Superintendent

RE: Marlborough Elementary School Fixed Assets Available for Donation

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

- Panasonic Electric Typewriter
- Royal TA Electric Typewriter

Thank you for your assistance in this matter.

cm

Elmer Thienes-Mary Hall Elementary School
Marlborough, CT 06447

FIXED ASSET DISPOSAL REQUEST FORM

NAME: Carmela Monte DATE: 12/3/24

LIBRARY ☐ MAINTENANCE ☐ OFFICE ☒ X COMPUTER LAB ☐ READING ROOM ☐ CLASSROOM ☐

ITEM	SCHOOL INVENTORY#	ITEM SERIAL #	PURCHASE ORDER#	DESCRIPTION
Panasonic Elec. Typewriter	1413	Can not read the serial #	NA	Old electronic typewriter. Has not been used for the last 5 years
Royal TA Elec. Typewriter	1409	NA	NA	Old electronic typewriter. Has not been used for the last 5 years

Kisyon Tahan
Principal's Signature

12/9/24
Date

Walter B. Wagoner
Superintendent's Signature

12.10.24
Date

POSITION	VACANCY DUE TO	ASSIGNMENT/APPOINTMENT	START DATE
SUPPORT STAFF			
Michele Demicco/ Shannon Rosario	Jason Lathrop - Restructure of Finance Office	Business Manager/Payroll	7/1/2024
Rebecca Smith	Brylene Laws hired as 3 rd Grade Teacher	1.0 FTE Paraeducator	8/27/2024
Erin Burns	Elise Filosa - resignation	1.0 FTE Paraeducator	8/27/2024
Denise Frank	Madison Wall - resignation	1.0 FTE Paraeducator	8/27/2024
Brittany Schadtler	Gino Perrone - resignation	1.0 FTE Paraeducator	8/27/2024
Emily Messier	Abby Dwyer - resignation	1.0 FTE Paraeducator	8/27/2024
Bonnie Hoffman	Jessica Tuck - hired as RBT	1.0 FTE Paraeducator	8/27/2024
Emily Phillips	Available position	1.0 FTE Paraeducator	8/27/2024
Keri Westcott	Available position	1.0 FTE Paraeducator	8/27/2024
Jessica Tuck	New RBT position	1.0 FTE RBT	8/27/2024
Sarah Dotson	James Raffin - resignation	1.0 FTE Custodian	9/9/2024
Joanne Andrews	Marcy Spellman - retirement	1.0 FTE Pupil Services Admin Assistant	10/9/2024
Ann Scanlon	Joanne Andrews – hired as Pupil Services Admin Assistant	1.0 FTE Paraeducator	10/28/24
Kim Bastarache	Holly Davis resignation	1.0 FTE Paraeducator	11/7/24
Robyn Seliokas	Denise Madley - termination	1.0 FTE Paraeducator	12/2/2024
Madison Wall	New position per student needs	1.0 FTE Paraeducator	12/9/2024