MARLBOROUGH BOARD OF EDUCATION
Regular Business Meeting Minutes
Thursday, October 23, 2025 @ 6:30 p.m.
Elmer Thienes-Mary Hall Elementary School – Library

1. **Call to Order and Roll Call by Chairperson:**
   Chip Morris, Chairperson, called the meeting to order at 6:32 pm

   BOE Members Present: Chip Morris, Amy Kuhrt, Jean Wilson, Linda Earley, Jamie Smigel, and John Batista

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

2. **Pledge of Allegiance**

3. **Celebrations:**
   Principals Paula Graef and Kristen Trahan presented a video featuring students sharing what they love most about MES.

4. **Public Comment:** None

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

A. Kuhrt made a motion to move New Business agenda item 8.1 *MES Facilities Project Update: Indoor Air Quality Inspection Report* to be discussed immediately following Additions to the Agenda and prior to Consent Agenda , seconded by L. Earley. Unanimously approved. MOTION CARRIED.

8. **Unfinished Business:**
   8.1 MES Facilities Project Update: Indoor Air Quality Inspection Report - John Mercier, Director of Operations, introduced Brian Messerschmidt, Project manager from Sustainable Engineering Solutions, who conducted the required five-year Indoor Air Quality Inspection. Mr. Messerschmidt provided an overview of the inspection process and presented findings and recommendations.

   There were no findings of air quality factors that would cause health concerns, however the report confirmed that the school's HVAC system has exceeded its functional life (15 year life; system is over 20 years old now), is not operating effectively or efficiently, and as indicated in the Antinozzi comprehensive facility study conducted last year, significant upgrades will be required. The recommendations included short-term actions that could be taken until a full system replacement is approved by the Town. (The report is posted on the MES website under the Facility tab.)

6. Consent Agenda:

6.1 Minutes of 9/25/25 Regular Business Meeting and the 9/25/25 Policy Committee meeting;
6.2 Personnel Actions – none;
6.3 Reports – receive and file the following document: monthly enrollment report

L. Earley made a motion that the Board approve Consent Agenda items 6.1 - 6.3, seconded by J. Bastista. Unanimously approved. MOTION CARRIED.

7. Oral Reports:

7.1 Advisory Groups

- PTO – Paula Graef shared that the PTO has had a busy month, with recent activities including the Mohegan Sun Native American in CT presentation for 3rd grade, Picture Day, the Book Fair, and the Ice Cream Social. Upcoming events include a STEAM Assembly, Trunk or Treat and Haunted House this Friday, a Chinese Acrobat Assembly, the Election Day Bake Sale, staff conference dinner, Family Bingo Night, and the start of yearbook orders.
- SAC – Kristen Trahan reported that the committee held its first meeting of the year on October 21st. The group reviewed the purpose of the School Advisory Committee which is to address questions, concerns, and suggestions from individuals and the community and to support school improvement. Topics submitted by families were discussed, and it was noted that "Monthly Topics for Discussion" will be added to the school newsletter to provide families with a way to communicate with the committee. Future meetings will be scheduled as needed.
- Operations, Wellness & Safety – John Mercier reported that a computer server unexpectedly became nonoperational and required replacement. Additionally, the automated system that regulates the Day Tank System for the boiler rooms failed and needed replacement. He is exploring insurance options to cover or partially offset the cost.
- Board of Finance Liaison – Linda Earley reported that the Board of Finance met on October 15th and will begin holding their monthly meetings on the third Monday of each month starting in February.
- AHM – Chip Morris stated that AHM will participate in multiple Trunk or Treat events this weekend. The Fall Drug Take Back event will be held on Saturday from 9:00 a.m. to 12:00 p.m. at the Hebron Police Department. There is still space available for participants in the November and December Health Matters programs.

7.2 Subcommittees

- Policy - Dr. Holly Hageman reported that the Policy Committee met earlier that evening and that the three policies reviewed will be presented to the Board at the November meeting for a first read.
- Personnel - None
- Communications - None

7.3 Chairperson - Chip Morris informed the Board that the Board of Selectmen endorsed the MECCA playground replacement. He also introduced John Battista to the Board, who replaced a vacancy.

7.4 Superintendent and Administrative Team - Dr. Holly Hageman shared that she received an email from Mark Paul of the Historical Society regarding the Town's plans to celebrate the 250th anniversary of the Declaration of Independence. He reached out to explore ways the school might participate and engage students in this community celebration. Dr. Hageman indicated that she will bring the opportunity to the teaching staff to generate

authentic ways for students to learn about and celebrate this historic milestone.

9. New Business

9.1 First Read of Proposed Policy Revisions:
The Board reviewed and discussed the state mandated policies:
P#: 9311- Policies and Bylaws, P#5114 - Suspension and Expulsion/Due Process, P#: 5118.2 - Educational Opportunities for Military Children, P#: 6159 - Individualized Education Program (IEP's), P#: 6171 - Special Education.

9.2 Review October Financial Report – Submitted

10. Communications

10.1 Staff Vacancy Summary - No updates since the last Board meeting.

11. Future Meetings & Topics

- Regular Business meeting, Thursday, November 20, 2025, 6:30 p.m.
- CABE/CAPSS Convention, November 21-22, 2025
- CABE New Board Member Orientation/Leadership Conference, December 9, 2025

12. Public Comment: None

13. Executive Session:

13.1 Matters Pertaining to Collective Bargaining -

L. Earley made a motion that the Board of Education enter into Executive Session to discuss matters pertaining to collective bargaining, seconded by J. Wilson. Unanimously approved by all present. MOTION CARRIED.

The Board entered Executive Session at 7:39 p.m.

BOE Members Present: Chip Morris, Amy Kuhrt, Jean Wilson, Linda Earley, Jamie Smigel, and John Batista

Administration Present: Dr. Holly Hageman, Superintendent

J. Wilson made a motion that the Board of Education adjourn the Executive Session, seconded by C. Morris. Unanimously approved by all present. MOTION CARRIED.

The Board exited the Executive Session at 8:15 p.m. and came back into public to vote on the following motion:

A. Kuhrt made the motion, seconded by L. Earley that the Board approves of the Superintendent presenting a Memorandum of Agreement to the Marlborough Teachers Association regarding an Retirement Incentive Program offer. Unanimously approved by all present. MOTION CARRIED.

14. Adjournment: Meeting adjourned 8:20 p.m.

Respectfully Submitted,
Carmela Monte