

MARLBOROUGH BOARD OF EDUCATION

Regular Business Meeting

Thursday, November 20, 2025

Elmer Thienes-Mary Hall Elementary School - Library

6:30 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/htn-ssia-oup?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 | 6:30/05 |
| 2. Pledge of Allegiance | |
| 3. Celebrations | 6:35/05 |
| • Welcome New Board Members | |
| 4. Public Comments* | 6:40/05 |
| 5. Election of Officers | 6:45/10 |

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. 6:55/10

7. Additions to the Agenda 7:05/05

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 7:10/05

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 10/23/25 Regular Business meeting (Encl. 8.1A); 10/23/25 Policy Committee meeting (Encl. 8.1B);
- 8.2 Personnel Actions – none;
- 8.3 Reports – receive and file the following document: monthly enrollment report (Encl. 8.3);
- 8.4 Approval of Policy Revisions
(REFERENCE: October 23, 2025 Agenda, Encl. 9.1, 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. Oral Reports

- 9.1 Advisory Groups 7:15/10
 - PTO – Paula Graef/Kristen Trahan
 - SAC – Paula Graef/Kristen Trahan
 - Operations, Wellness & Safety – John Mercier
 - Board of Finance Liaison – Linda Earley
 - AHM – Chip Morris
- 9.2 Subcommittees 7:25/05
 - Policy
 - Personnel
 - Communications
- 9.3 Chairperson 7:30/05
 - CABA New Board Member Orientation/Leadership Conference
- 9.4 Superintendent and Administrative Team 7:35/10
 - Presentation: 2024-25 CSDE Next Generation Accountability Report

10. Unfinished Business 7:45/05

- 10.1 MES Facilities Project Update 7:50/05

11. New Business

- 11.1 Approval of Board Meeting Dates for Calendar Year 2026 (Encl. 11.1) 7:55/05

MOTION: That the Board approve the meeting dates for January-December, 2026 as presented in Enclosure 11.1.

- | | | |
|------|--|---------|
| 11.2 | Review November Financial Report (Encl. 11.2) | 8:00/05 |
| 11.3 | Transfer of FY24 Audited Fund Balance to Non-Lapsing Fund (Encl. 11.3) | 8:05/05 |

MOTION: That the Board approve the FY24 Audit Fund Balance amount of \$57,703. into its Non-Lapsing Fund.

- | | | |
|------|--|---------|
| 11.4 | First Read of Proposed Policy Revisions (Encl. 11.4)
The Board will review and discuss on a first read basis the proposed policy revisions as presented by the Policy Subcommittee: P#: 1312.3/ 6161.12 - Library Material Review, and Reconsideration, P#: 1312.4/ 6161.13 - Library Collection Development and Maintenance Policy, P#: 1312.5/ 6161.14 - Library Display and Program Policy | 8:10/05 |
| 12. | Communications | 8:15/05 |
| 12.1 | Staff Vacancy Summary - No updates since the last Board meeting. | |
| 13. | Future Meetings & Topics | 8:20/05 |
| | <ul style="list-style-type: none">• CABA/CAPSS Convention, November 21-22, 2025• CABA New Board Member Orientation/Leadership Conference, December 9, 2025• Tentative Policy Subcommittee meeting, Thursday, December 18, 2025, 6:00 p.m.• Regular Business meeting, Thursday, December 18, 2025, 6:30 p.m. | |

REMINDER: Agenda suggestions for the next business meeting are due to the Chairperson or Superintendent by 12:00 noon on Tuesday, December 9, 2025.

- | | | |
|-----|------------------|---------|
| 14. | Public Comments* | 8:25/05 |
| 15. | Adjournment | 8:30 |

**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.*

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

MARLBOROUGH BOARD OF EDUCATION POLICY SUBCOMMITTEE MINUTES

Elmer Thienes-Mary Hall Elementary School – Library

Thursday, October 23, 2025

6:00 p.m.

UNAPPROVED DRAFT

1. Call to Order & Roll Call

The meeting was called to order at 6:01 p.m.

Members Present: Amy Kuhrt, Chip Morris (ex-officio)

Administration: Dr. Holly Hageman, Superintendent

2. Review and Discuss Proposed Policy Revisions:

The policy Committee reviewed and discussed the following policies:

P#: 1312.3/ 6161.12 - Library Material Review and Reconsideration - Accept new mandated policy as presented. Scheduled for first read at the November 20, 2025 BOE Meeting.

P#: 1312.4/ 6161.13 - Library Collection Development and Maintenance Policy - Accept new mandated policy as presented. Scheduled for first read at the November 20, 2025 BOE Meeting.

P#: 1312.5/ 6161.14 - Library Display and Program Policy - Accept new mandated policy as presented. Scheduled for first read at the November 20, 2025 BOE Meeting.

3. Adjournment:

A. Kuhrt motioned to adjourn the meeting at 6:27p.m., seconded by C. Morris. Unanimously approved. MOTION CARRIED.

Respectfully submitted,
Carmela Monte

Elmer Thienes/ Mary Hall Elementary School

Marlborough, Connecticut

Monthly Enrollment Report

October 1 - October 31, 2025

Grade	Enrollment Local Classrooms				Grade Total	Change	# of Rooms	Class Size Avg./Room
	AM 1	AM 2	PM 1	PM 2				
PS	10	9	13	13	45	2	2	AM 9.5/ PM 13
K	18	18	17		53	0	3	17.7
1	16	16	15	16	63	0	4	15.8
2	16	18	18		52	0	3	17.3
3	19	19	20		58	0	3	19.3
4	18	18	18	18	72	0	4	18.0
5	19	18	17		54	0	3	18.0
6	17	16	17	16	66	0	4	16.5
Total					463	+2		
Special Education Full Time Outplaced								
			1					
Special Education Part time Services Provided								
GRAND TOTAL					464			

MARLBOROUGH BOARD OF EDUCATION MEETING DATES

2026

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

January 22, 2026	Regular Meeting (<i>Budget</i>)
January 29, 2026	Regular Meeting (<i>Budget</i>)
February 26, 2026	Regular Meeting
March 26, 2026	Regular Meeting
April 23, 2026	Regular Meeting
May 14, 2026	Regular Meeting
June 4, 2026	Regular Meeting
August 27, 2026	Regular Meeting
September 24, 2026	Regular Meeting
October 22, 2026	Regular Meeting
November 19, 2026	Regular Meeting
December 17, 2026	Regular Meeting

2025-2026 General Fund November Summary

- **Salaries (51111-51190)**
 - For fiscal year 2026 our total budget in our salary accounts is \$6,332,840 which is about 71% of our total budget. Salary accounts include certified and non-certified, related services, and sub wages. For November we are forecasting a reserve in our salary accounts of \$81,465.32. This includes a placeholder in the sick day payout and the sub accounts.
- **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 \$1,189,108 which is 13% of our total budget. We are currently anticipating a deficit in our benefit accounts of (\$13,536.93). This is due to some enrollment changes we've had during open enrollment and over the summer.
- **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 \$172,070 which is about 2% of our overall budget. We are currently forecasting a deficit of (\$34,997) in these accounts due to the reclassification of salaries to professional purchased services.
- **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 \$347,846 which is about 4% of our budget. For November we are anticipating an overall deficit in these accounts of (\$32,728.96) due to an increase in electricity expenditures and a placeholder for a potential repair in relation to our Boiler. We will use other available funding sources, such as the MECCA fund, if any of these accounts continue to have increased overages.
- **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 \$599,171 which is about 7% of our overall budget. We are currently forecasting these accounts to have a reserve of \$10,426.91 due to anticipating the rates of Magnet school tuition to be capped at 58%.
- **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 \$269,277 for this fiscal year. This is about 3% of our overall budget. We currently are anticipating a reserve in these accounts of \$14,776.34 but that is due to the forecast amount being between 50% and 75% additional spent. We will continue to monitor these accounts as we move through the year.
- **Dues & Fees (58900)**
 - 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 \$16,113 which is less than 1% of our overall budget. We are currently forecasting these accounts to be fully spent.

Overall, our total spent to date for fiscal year 26 is \$2,570,336.84 which is about 28% of our total budget of \$8,926,425.

Marlborough Elementary School November FY26 Update

11/7/2025

Object Code	Budget	Transfers	Adj Budget	YTD Expended	Encumbered	Balance	Forecasted Adjustment	Forecasted Balance
Salary								
51111 - Admin	\$ 427,651.00	\$ -	\$ 427,651.00	\$ 149,863.75	\$ 283,076.01	\$ (5,288.76)	\$ 0.24	\$ (5,289.00)
51112 - Teacher	\$ 4,117,489.00	\$ -	\$ 4,117,489.00	\$ 973,746.23	\$ 3,092,601.99	\$ 51,140.78	\$ 62,479.18	\$ (11,338.40)
51113 - Stipend	\$ 3,744.00	\$ -	\$ 3,744.00	\$ -	\$ -	\$ 3,744.00	\$ 3,744.00	\$ -
51114 - Curriculum	\$ 5,500.00	\$ -	\$ 5,500.00	\$ 2,046.00	\$ -	\$ 3,454.00	\$ -	\$ 3,454.00
51115 - Teacher Subs	\$ 58,969.00	\$ -	\$ 58,969.00	\$ 11,714.43	\$ -	\$ 47,254.57	\$ 47,254.57	\$ -
51116 - Sick Day Payout	\$ 26,534.00	\$ -	\$ 26,534.00	\$ -	\$ -	\$ 26,534.00	\$ 13,000.00	\$ 13,534.00
51118 - Summer School Teacher	\$ 13,118.00	\$ -	\$ 13,118.00	\$ 10,439.04	\$ -	\$ 2,678.96	\$ -	\$ 2,678.96
51120 - OT/PT - Related Services	\$ 69,860.00	\$ -	\$ 69,860.00	\$ 7,155.52	\$ 22,202.88	\$ 40,501.60	\$ (811.40)	\$ 41,313.00
51123 - Office Support	\$ 337,728.00	\$ -	\$ 337,728.00	\$ 107,645.39	\$ 239,480.26	\$ (9,397.65)	\$ (8,543.47)	\$ (854.18)
51124 - Paraprofessionals	\$ 704,423.00	\$ -	\$ 704,423.00	\$ 135,683.50	\$ 577,002.34	\$ (8,262.84)	\$ (60,428.94)	\$ 52,166.10
51125 - Custodian	\$ 314,231.00	\$ -	\$ 314,231.00	\$ 121,614.74	\$ 168,592.08	\$ 24,024.18	\$ 30,231.68	\$ (6,207.50)
51126 - Nurse	\$ 69,767.00	\$ -	\$ 69,767.00	\$ 18,359.58	\$ 59,900.00	\$ (8,492.58)	\$ (2,334.58)	\$ (6,158.00)
51127 - Tech Coordinator	\$ 76,400.00	\$ -	\$ 76,400.00	\$ 26,445.96	\$ 49,953.48	\$ 0.56	\$ 0.06	\$ 0.50
51128 - Summer Paraprofessional	\$ 4,735.00	\$ -	\$ 4,735.00	\$ 6,569.16	\$ -	\$ (1,834.16)	\$ -	\$ (1,834.16)
51129 - Subs - Non Certified	\$ 23,630.00	\$ -	\$ 23,630.00	\$ 12,100.00	\$ -	\$ 11,530.00	\$ 11,530.00	\$ -
51190 - Constables	\$ 79,061.00	\$ -	\$ 79,061.00	\$ -	\$ -	\$ 79,061.00	\$ 79,061.00	\$ -
Total Salary	\$ 6,332,840.00	\$ -	\$ 6,332,840.00	\$ 1,583,383.30	\$ 4,492,809.04	\$ 256,647.66	\$ 175,182.34	\$ 81,465.32
Benefits								
52005 - SS/Med	\$ 175,000.00	\$ -	\$ 175,000.00	\$ 48,633.98	\$ -	\$ 126,366.02	\$ 130,744.59	\$ (4,378.57)
52012 - Pension	\$ 67,000.00	\$ -	\$ 67,000.00	\$ 21,006.63	\$ -	\$ 45,993.37	\$ 45,993.37	\$ -
52000 - Health Insurance	\$ 868,117.00	\$ -	\$ 868,117.00	\$ 384,508.71	\$ -	\$ 483,608.29	\$ 502,608.53	\$ (19,000.24)
52025 - LTD/Life Insurance	\$ 20,798.00	\$ -	\$ 20,798.00	\$ 9,108.08	\$ -	\$ 11,689.92	\$ 11,689.92	\$ -
52027 - GASB45	\$ 6,100.00	\$ -	\$ 6,100.00	\$ -	\$ -	\$ 6,100.00	\$ 6,100.00	\$ -
52035 - Unemployment Compensation	\$ 8,600.00	\$ -	\$ 8,600.00	\$ 86.00	\$ -	\$ 8,514.00	\$ -	\$ 8,514.00
52040 - Workers' Comp	\$ 35,493.00	\$ -	\$ 35,493.00	\$ 17,082.56	\$ -	\$ 18,410.44	\$ 17,082.56	\$ 1,327.88
52060 - Tuition	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00	\$ -
Total Benefits	\$ 1,189,108.00	\$ -	\$ 1,189,108.00	\$ 480,425.96	\$ -	\$ 708,682.04	\$ 722,218.97	\$ (13,536.93)
Professional Services								
53140 - Audit	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 25,333.00	\$ -	\$ (10,333.00)	\$ -	\$ (10,333.00)
53180 - School Physicians	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 700.00	\$ 300.00
53190 - OT/PT	\$ 59,096.00	\$ -	\$ 59,096.00	\$ 1,964.16	\$ -	\$ 57,131.84	\$ 82,095.84	\$ (24,964.00)
53200 - Consultant	\$ 27,150.00	\$ -	\$ 27,150.00	\$ 14,233.05	\$ -	\$ 12,916.95	\$ 12,916.95	\$ -
53210 - Legal Consult	\$ 14,400.00	\$ -	\$ 14,400.00	\$ 1,182.50	\$ -	\$ 13,217.50	\$ 13,217.50	\$ -

Marlborough Elementary School November FY26 Update

11/7/2025

Object Code	Budget	Transfers	Adj Budget	YTD Expended	Encumbered	Balance	Forecasted Adjustment	Forecasted Balance
53240 - Professional Development	\$ 7,675.00	\$ -	\$ 7,675.00	\$ -	\$ -	\$ 7,675.00	\$ 7,675.00	\$ -
53260 - AHM Youth Services	\$ 47,749.00	\$ -	\$ 47,749.00	\$ 24,694.67	\$ -	\$ 23,054.33	\$ 23,054.33	\$ -
Total Professional Services	\$ 172,070.00	\$ -	\$ 172,070.00	\$ 67,407.38	\$ -	\$ 104,662.62	\$ 139,659.62	\$ (34,997.00)
Property Services								
54160-70, 54325-40 - Utility Services	\$ 176,734.00	\$ -	\$ 176,734.00	\$ 79,588.42	\$ -	\$ 97,145.58	\$ 112,599.08	\$ (15,453.50)
54XXX - Contracted Repair Services	\$ 171,112.00	\$ -	\$ 171,112.00	\$ 117,783.86	\$ 31,152.00	\$ 22,176.14	\$ 39,451.60	\$ (17,275.46)
Total Property Services	\$ 347,846.00	\$ -	\$ 347,846.00	\$ 197,372.28	\$ 31,152.00	\$ 119,321.72	\$ 152,050.68	\$ (32,728.96)
Purchased Services								
55000 - Telephone	\$ 7,404.00	\$ -	\$ 7,404.00	\$ 2,528.09	\$ -	\$ 4,875.91	\$ 4,875.91	\$ -
55005 - Email / Webhosting	\$ 15,500.00	\$ -	\$ 15,500.00	\$ 11,437.33	\$ -	\$ 4,062.67	\$ 4,062.67	\$ -
55110 - Advertising & Legal Notices	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 69.00	\$ -	\$ 1,031.00	\$ -	\$ 1,031.00
55120 - Tuition	\$ 71,000.00	\$ -	\$ 71,000.00	\$ 21,859.54	\$ -	\$ 49,140.46	\$ 49,140.46	\$ -
55125 - Magnet School Tuition	\$ 47,881.00	\$ -	\$ 47,881.00	\$ -	\$ -	\$ 47,881.00	\$ 35,910.75	\$ 11,970.25
55130 - Postage	\$ 3,900.00	\$ -	\$ 3,900.00	\$ 1,406.08	\$ -	\$ 2,493.92	\$ 2,493.92	\$ -
55140 - Property & Liability Insurance	\$ 40,287.00	\$ -	\$ 40,287.00	\$ 21,430.67	\$ -	\$ 18,856.33	\$ 21,430.67	\$ (2,574.34)
55160 - Student Regular Transportation	\$ 267,045.00	\$ -	\$ 267,045.00	\$ 36,731.94	\$ -	\$ 230,313.06	\$ 230,313.06	\$ -
55170 - Special Ed Transportation	\$ 145,054.00	\$ -	\$ 145,054.00	\$ 14,105.33	\$ -	\$ 130,948.67	\$ 130,948.67	\$ -
Total Purchased Services	\$ 599,171.00	\$ -	\$ 599,171.00	\$ 109,567.98	\$ -	\$ 489,603.02	\$ 479,176.11	\$ 10,426.91
Supplies								
56080 - Heat	\$ 70,634.00	\$ -	\$ 70,634.00	\$ 4,082.10	\$ -	\$ 66,551.90	\$ 66,551.90	\$ -
56090 - Diesel & Gasoline	\$ 28,943.00	\$ -	\$ 28,943.00	\$ 6,351.47	\$ -	\$ 22,591.53	\$ 22,591.53	\$ -
56095 - Propane	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56111 - Instructional Supplies	\$ 68,500.00	\$ -	\$ 68,500.00	\$ 41,654.79	\$ 2,207.41	\$ 24,637.80	\$ 11,478.35	\$ 13,159.45
56113 - Technology Supplies	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 14,460.19	\$ -	\$ (10,460.19)	\$ -	\$ (10,460.19)
56211 - Instructional Technology	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 10,279.31	\$ 4,500.02	\$ 220.67	\$ 165.50	\$ 55.17
56410 - Textbooks	\$ 18,100.00	\$ -	\$ 18,100.00	\$ 10,193.12	\$ -	\$ 7,906.88	\$ -	\$ 7,906.88
56421 - Library Books	\$ 5,300.00	\$ -	\$ 5,300.00	\$ 3,307.05	\$ 488.21	\$ 1,504.74	\$ 1,128.56	\$ 376.19
56901 - Office Supplies	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 6,815.54	\$ -	\$ (2,815.54)	\$ -	\$ (2,815.54)
56902 - Health Office Supplies	\$ 5,300.00	\$ -	\$ 5,300.00	\$ 5,461.47	\$ -	\$ (161.47)	\$ (161.47)	\$ -
56903 - Other Supplies	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 880.73	\$ 9.25	\$ 1,610.02	\$ -	\$ 1,610.02
56904 - Custodial Supplies	\$ 47,000.00	\$ -	\$ 47,000.00	\$ 22,278.17	\$ -	\$ 24,721.83	\$ 19,777.46	\$ 4,944.37
Total Supplies	\$ 269,277.00	\$ -	\$ 269,277.00	\$ 125,763.94	\$ 7,204.89	\$ 136,308.17	\$ 121,531.83	\$ 14,776.34

Marlborough Elementary School November FY26 Update

11/7/2025

Object Code	Budget	Transfers	Adj Budget	YTD Expended	Encumbered	Balance	Forecasted Adjustment	Forecasted Balance
Equipment								
57301 - Instructional Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57390 - Non-Instructional Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Fees								
58900 - Dues & Fees	\$ 16,113.00	\$ -	\$ 16,113.00	\$ 6,416.00	\$ 2,088.00	\$ 7,609.00	\$ 7,609.00	\$ -
Total Dues & Fees	\$ 16,113.00	\$ -	\$ 16,113.00	\$ 6,416.00	\$ 2,088.00	\$ 7,609.00	\$ 7,609.00	\$ -
Total Fiscal Year 2025	\$ 8,926,425.00	\$ -	\$ 8,926,425.00	\$ 2,570,336.84	\$ 4,533,253.93	\$ 1,822,834.23	\$ 1,797,428.55	\$ 25,405.68



Dr. Holly Hageman
Superintendent

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

To: Linda Savitsky, Town of Marlborough Finance Director
From: Holly Hageman, Superintendent, Marlborough Public Schools
Date: November 21, 2025
Cc: David Porter, Town Manager
Michele Demicco, Marlborough Public Schools Business Manager

At its meeting last night, the Marlborough Board of Education acted to transfer the FY24 audited fund balance surplus amount of \$57,703 into its Non-Lapsing (2%) Account. The Board respectfully requests that the Town effectuate this transfer as soon as possible.

With what is now four years of audited fund balances on the books for the Board of Education, FY21 (\$41,089.34), FY22 (\$40,823.02), FY23 (44,757), and FY24 (\$57,703), the Board of Education's Non-Lapsing Account should reflect a balance of \$184,372. As noted in the Board of Education Policy P3171.1, reflective of state statute, the Board of Education "may designate these funds for a specific purpose or purposes, including but not limited to, special education placements of Marlborough students, needs identified related to capital expenditures but not otherwise funded by the Capital Improvement Plan, or other extraordinary or emergency expenditures which are necessary yet otherwise not budgeted for."

Marlborough Public Schools BOE Policy Subcommittee

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
1312.3/ 6161.12	Library Material Review and Reconsideration	NO	Mandated	Add policy not in place
1312.4/ 6161.13	Library Collection Development and Maintenance Policy	NO	Mandated	Add policy not in place
1312.5/ 6161.14	Library Display and Program Policy	NO	Mandated	Add policy not in place

A mandated policy.

Community Relations/Instruction

Library Material Review and Reconsideration Policy

Statement of Policy:

The **Marlborough** Board of Education understands that, on occasion, a member of the public will wish to lodge a complaint against instructional material used in the classroom or available in the school library/media center. Consideration of requests to reconsider and remove material, displays, or student programs is limited to individuals with a vested interest. An individual with vested interest may challenge any library and other educational materials, display or student program by initiating a review of such material via the submission of a request for reconsideration form.

It shall be the policy of the **Marlborough** Board of Education that the removal, exclusion or censoring of any book shall not occur on the sole basis that a person with a vested interest finds such book offensive. No library and other educational material, display, or program shall be removed from library media centers, or programs be canceled, because of the origin, background, or viewpoints expressed in such material, display, or program, or because of the origin, background, or viewpoints of the creator of such material, display, or program. Library and other educational materials, displays, and student programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.

Until a final decision is made by the review committee, any library and other educational material being challenged shall remain available in the school library media center according to such material's catalog record and be available for a student to reserve, check out, or access.

A school district may consolidate any requests for review and reconsideration of the same challenged library and other educational material. Once a decision has been made by **the review committee** on any library and other educational material, such material cannot be subject to a new request for review and reconsideration for a period of three years.

The **Marlborough** Board of Education will review and update this policy as necessary every five years.

Definitions

"Library and other educational material" means any material belonging to, on loan to or otherwise in the custody of a school library media center, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material not required as part of classroom instruction.

Community Relations/Instruction

Library Material Review and Reconsideration Policy

Definitions (continued)

"School library staff member" means a school library media specialist, school librarian, any certified or non-certificated staff member whose assignment is in the school library or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

"Individual with a vested interest" means any school staff member employed by a local or regional board of education, parent or guardian of a student currently enrolled in a school at the time a reconsideration form is filed, or any student currently enrolled in a school at the time a reconsideration form is filed.

"Remove" means deliberately taking library material out of a library's collection. **"Remove"** does not include the process of clearing such collection of any materials that are no longer useful.

Material Review and Reconsideration Procedure

The Board of Education has established the following procedure for addressing complaints regarding the utilization of library and other educational materials:

1. Individuals with a vested interest may initiate the review or reconsideration of any library and other educational materials, display, or student program by submitting a request for recommendation form to the principal of the school in which the library and other education materials are being challenged.
2. The Principal, or the Principal's designee, shall promptly forward the request for reconsideration to the Superintendent of Schools for the school district.
3. The Superintendent, or the Superintendent's designee, shall appoint a review committee consisting of:
 - a. The Superintendent, or the Superintendent's designee;
 - b. the Principal of the school in which the library and other educational material is being challenged, or the Principal's designee;
 - c. ~~the Director of curriculum, or a person in an equivalent position;~~
 - d. a representative from the local ~~or regional~~ board of education;
 - e. at least one grade-level-appropriate teacher familiar with the library material provided, the teacher selected is not the individual who submitted the form;
 - f. a parent or guardian of a student *age thirteen years or younger* enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form;
 - g. ~~a parent or guardian of a student aged fourteen years or older enrolled in the school district, provided the parent or guardian selected is not the individual who submitted the form;~~
 - h. a certified school librarian employed by such board or employed by another board of education in the state.

Community Relations/Instruction

Library Material Review and Reconsideration Policy

Material Review and Reconsideration Procedure (continued)

~~In cases where such form is submitted by a student enrolled in *grades nine to twelve*, inclusive, and when appropriate and at the discretion of the superintendent, a student enrolled in grades nine to twelve, inclusive, may serve on the review committee if such student did not submit the reconsideration form, provided the superintendent consults with the principal of the school involved in such reconsideration request prior to making this determination whether to include such student on the review committee.~~

4. The **review committee** shall evaluate the request for reconsideration form by reading the challenged material in its entirety and evaluating the challenged material against the school district's *Collection Development and Maintenance Policy*.
5. The **review committee** shall make a *written decision* on whether to remove the challenged material *within sixty school days* from the date of receiving such request and provide a copy of the committee's decision and report to *the individual with a vested interest who submitted the form and to the principal of the school*.
6. The individual with a vested interest who submitted the *request for reconsideration form* may appeal to the *review committee's decision* to the local or regional board of education for the school district. The Board shall determine whether the reconsideration process was followed and publish the decision on the school district's website.

General Provisions

Any school library media specialist or school library staff member who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Policy adopted:

cps 6/25

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

MARLBOROUGH PUBLIC SCHOOLS

Request for Reconsideration of Library Books/Materials

Title _____

Author _____ Publisher _____

This request was initiated by

☐ Parent/Guardian

☐ Student

☐ Other (please specify) _____

The material is best described as a:

☐ Book

☐ Video or Online Content

☐ Periodical/Magazine

☐ Other Media. Please specify _____

Please answer the following questions:

1. Did you read, view, or listen to the entire work? If not, what parts did you examine?

2. In what specific ways do you think this work is inappropriate for students?

3. What have you been told about the educational purpose of this material?

4. What do you believe is the theme or purpose of this material?

5. For what age group would you recommend this material?

6. Are you aware of the judgment of this work by literary critics and/or professional educators/organizations?

7. What are the valuable aspects of this material?

8. What do you feel may be the results of students reading, listening to, or viewing this material?

9. What work/material of equal or superior value would you recommend replacing the one in question?

10. Please explain your reasons for your objection:

Signature of Complainant

Date

MARLBOROUGH PUBLIC SCHOOLS
 MARLBOROUGH CONNECTICUT

Request for Appeal of Reconsideration of Library and Other Educational Materials Decision

Full Legal Name: _____ **Title of Material:** _____

Address: _____ **Telephone Number:** _____

Author: _____ **Publisher:** _____

Date the Reconsideration Decision was communicated to you: _____

Please explain why you are appealing against this decision:

How do you believe the review committee failed to follow the reconsideration process?

Are you submitting any documentation with this appeal? If so, please list/describe supporting documents:

The Marlborough Board of Education shall determine whether the reconsideration process was followed and will publish the decision on the internet web site of the school district.

MARLBOROUGH PUBLIC SCHOOLS
 MARLBOROUGH CONNECTICUT

Sample Letter to Complainant

Date: _____

Complainant Name

Address Line 1

Address Line 2

Dear [Complainant's Name],

Thank you for bringing your concerns regarding one of our school's library materials to our attention. In accordance with Connecticut state law, our school has a procedure in place to adjudicate concerns and reconsideration requests.

To facilitate this review, we kindly request that you submit a *Request for Reconsideration of Library Books and Materials* form to clearly identify the specific content you find objectionable and describe the nature of your concerns. Once your submission is received, it will be forwarded to the District Library Review Committee for formal consideration. The Committee's review process includes thoroughly reviewing the material, assessing its educational value, and addressing all concerns raised.

If you have any questions or require assistance with this process, please do not hesitate to contact me at [phone number or email address].

Thank you for engaging with us to support a thoughtful and responsible approach to creating libraries that meet the needs of all students.

Sincerely,

[Your Name]

[Your "Vested Interest" Identity]

A mandated policy.

Community Relations/Instruction

Library Collection Development and Maintenance Policy

The Marlborough Board of Education recognizes that library and other education materials should be provided for the interest, information and enlightenment of all students, and represent a wide range of varied and diverging viewpoints in the collection as a whole.

Students shall have access to the library and other educational material that is relevant to the research, independent reading interests, and educational needs of students based on a student's age, development, or grade level.

The library media center is an important place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by students.

A school library media specialist is professionally trained to curate and develop a collection that shall provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational material. **If the Marlborough Board of Education does not employ a school library media specialist, it will partner with a certified library media specialist to consult with the Marlborough library media staff.**

The Marlborough Board of Education directs the Superintendent to create an administrative regulation that establishes a procedure for a certified school library media specialist to continually review library and other educational material within a school library media center using professionally accepted standards which shall include, but need not be limited to: the material's relevance, physical condition of the material, availability of duplicates or copies of the material, availability of more recent age-appropriate or grade-level appropriate material and continued demand for the material.

Policy adopted:

cps 6/25

Community Relations/Instruction

Library Collection Development and Maintenance

Purpose:

This regulation establishes a procedure for certified school library media specialists to continually review library and other educational materials within a school library media center to ensure that they are relevant, in good condition, and age- or grade-level-appropriate.

General Procedure:

Using the criteria identified below and their professional judgment, ~~the~~ **a designated certified staff member, in consultation with a certified** school library media specialist, shall conduct a systematic review of the library's collection:

1. Material relevance

- a. Consult with instructional staff to determine whether the material is still useful and has up-to-date information.
- b. Evaluate usage data to assess the material's relevance to student interests and research needs.

2. Physical condition of the material

- a. Assess whether the material is damaged or worn beyond reasonable use.

3. Availability of duplicates or copies of the material

- a. Determine whether the availability of duplicates or multiple copies is justified based on usage statistics to avoid redundancy.

4. Availability of more recent age-appropriate or grade-level appropriate material

- a. Investigate the availability of newer editions or versions that offer more current and accurate information by considering awards and recommended lists for recently recognized literature.
- b. Ensure that any new material uses language that is appropriate for the reading level of students in the targeted grade range and developmental levels.
- c. Evaluate whether the new material's treatment of difficult or sensitive subjects (e.g., death, mental health, violence, sexuality) is in a developmentally appropriate way for the intended student audience.

5. Continued demand for the material

- a. Consult with instructional staff to determine whether the material continues to be cited or referred to for classroom instruction.
- b. Review usage data to determine whether the material is still being sought by students or teachers.

Regulation approved:

cps 6/25

This form is designed to provide guidance and should be revised by librarians to support their efforts.

MARLBOROUGH PUBLIC SCHOOLS
MARLBOROUGH CONNECTICUT

Library and Other Educational Material Assessment Form

Title of the material: _____ **Date of Assessment:** _____
Author: _____ **Assessor:** _____
Date of Publication: _____

Material relevance:

- ☐ Consulted with knowledgeable staff member(s) or teacher(s)
☐ The language is appropriate for the reading level of students in the targeted grade range
☐ Material is up-to-date and accurate

Notes:

Physical condition of the material:

Condition rating:

- ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Availability of duplicates or copies of the material:

Count of available copies: _____

Notes:

Availability of more recent age-appropriate or grade-level appropriate material:

If new material is available:

- ☐ It uses language appropriate for the reading level of students in the targeted grade range
☐ Presents difficult subjects (death, mental health, violence, sexuality etc.) in a developmentally appropriate way

Notes:

Continued demand for the material:

Describe the frequency with which the material is being accessed:

Determination:

☐ Retain ☐ Replace ☐ Remove

Explanation of decision and rationale

The school library media specialist shall complete the Library and Education Material Assessment Form when determining the removal or retention of a material. Assessment forms shall be maintained in the library center and made available upon request by individuals with vested interest.

A mandated policy.

Community Relations/Instruction

Library Display and Program Policy

Library displays and student programs are critical in serving as resources for voluntary inquiry, the dissemination of information and ideas, and promoting free expression and free access to ideas by students.

The Marlborough Board of Education recognizes that library displays are provided for the interest, information and enlightenment of all students, represent a wide range of varied and diverging viewpoints, and provide access to content that is relevant to the research, independent interests and educational needs of students.

The Marlborough Board of Education acknowledges that a ~~school library media specialist~~ **certified library staff member, in consultation with a library media specialist, if necessary**, is professionally trained to curate and develop displays and programs that shall provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational materials.

Policy adopted:

cps 6/25