MARLBOROUGH BOARD OF EDUCATION
Regular Business Meeting Minutes
Thursday, November 20, 2025
Elmer Thienes-Mary Hall Elementary School - Library @ 6:30 p.m.

1. Call to Order and Roll Call by Chairperson:

Chip Morris, Chairperson, called the meeting to order at 6:30 pm

BOE Members Present: Chip Morris, Amy Kuhrt, Jean Wilson, Linda Earley, Jamie Smigel, Louise Concodello and William Guzman

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

2. Pledge of Allegiance

3. Celebrations

- Chip Morris welcomed newly appointed Board member William Guzman and welcomed back returning member Louise Concodello.
- Paula Graef announced that MES received the **CT Grown for CT Kids Grant**, which will fund a new MES greenhouse. She thanked Beth Lander Morris for her efforts for her assistance in applying for the grant.

4. Public Comments:

Ken Hjulstrom, 181 S. Main St. - Board of Finance member and BOF liaison to the BOE, commented on the school's future facility projects. He noted that the BOF discussed the potential formation of a town building commission at their recent meeting and asked how the BOE plans to proceed. He inquired about the BOE's process, including whether the Board intends to be actively involved early in the project, as it was during the last major project 25 years ago, or if planning will be delegated primarily to the town's building commission.

Beth Lander Morris, 27 High Meadow Road - thanked the Board and administration for supporting the effort for the CT Grown for CT Kids Grant. She noted the grant begins on February 1st.

5. Election of Officers:

L. Earley made a motion that the Superintendent chair the meeting for the sole purpose of electing a Chairperson, seconded by W. Guzman. Unanimously approved. MOTION CARRIED.

Dr. Holly Hageman asked for nominations from the Board for Chairperson. Chip Morris was nominated.

L. Earley made a motion that the Board elect a Chairperson in accordance with Board policy and nominated Chip Morris for Chair, Amy Kuhrt seconded the nomination. Unanimously approved. MOTION CARRIED.

Chip Morris accepted the position of Chair.

Dr. Holly Hageman officially handed the meeting back to Chip Morris, who resumed his role as Chair to continue with the elections for Vice Chair and Secretary.

J. Wilson made a motion that the Board elect a Vice Chairperson and Secretary in accordance with Board Policy, seconded by L. Earley. Unanimously approved. MOTION CARRIED.

J. Wilson nominated Amy Kuhrt as Vice Chair, seconded by W. Guzman. Unanimously approved. NOMINATION CARRIED.

Amy Kuhrt accepted the nomination of Vice Chairperson

J. Wilson nominated Linda Earley as Secretary, seconded by A. Kuhrt.Unanimously approved. NOMINATION CARRIED.

Linda Earley accepted the nomination as Secretary

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.** Chip Morris reviewed the Board's subcommittees and liaison roles. He informed members that anyone interested in serving on a committee or in a liaison position should contact him, and appointments will be announced at the Board's December meeting.

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

8. **Consent Agenda:**
   - 8.1 Minutes of 10/23/25 Regular Business meeting; 10/23/25 Policy Committee meeting;
   - 8.2 Personnel Actions – none;
   - 8.3 Reports- monthly enrollment report;
   - 8.4 Approval of Policy Revisions (*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.*)

L. Earley made a motion that the Board approve Consent Agenda items 8.1-8.4, seconded by A. Kuhrt. C. Morris, A. Kuhrt, J. Wilson, L. Earley, J. Smigel, and L. Concodello approved, while W. Guzman abstained. MOTION CARRIED.

9. **Oral Reports**
   - **9.1 Advisory Groups:**
     - PTO – Kristen Trahan shared upcoming PTO events: November 21st is Family BINGO, December 12th is CCMC PJ Day, and December 19th is the Holiday Woot Woot Wagon to celebrate staff.

- SAC – Paula Graef stated that there was no meeting this month, but one will be scheduled soon to discuss the Open House, Meet-and-Greet, and parent conferences to get stakeholder feedback for how best to plan for these events next school year.
- Operations, Wellness & Safety – John Mercier reported a smooth start to the heating season.
- Board of Finance Liaison –Linda Earley reported that the BOF elected officers and finalized their regular meeting dates and budget calendar at their last meeting.
- AHM – Chip Morris reported that AHM is preparing for Giving Tuesday on December 2nd. A community survey on prevention will also be released that day. Fall programs are concluding, and winter and spring programs are being planned, with the winter brochure coming out soon.

9.2 Subcommittees:

- Policy - None
- Personnel - None
- Communications - None

9.3 Chairperson:

- Chip Morris informed the Board that CABE's New Board Member Orientation will be held on Tuesday, December 9th from 8:30 am - 5:00 pm at the Sheraton South Hotel in Rocky Hill.
- Chip Morris asked the Board if they are interested in an orientation/refresher by either the Board's legal counsel or CABE. Members felt that it was not necessary at this time.

9.4 Superintendent and Administrative Team:

- Presentation: 2024-25 CSDE Next Generation Accountability Report- Dr. Holly Hageman reviewed the report. MES ranked 4th out of 16 PK–6 school districts on the accountability index. She also noted that MES had the 3rd lowest per-pupil expenditures and was recognized as a School of Distinction for Math Academic Growth in its high-needs population.
- Dr. Holly Hageman reminded Board members that BOE meeting agendas and enclosures are posted on the BOE site on the Friday afternoons prior to the meeting as well as mailed to BOE members. She also reviewed the updated BOE Budget Timeline and encouraged the public to provide input on the school budget during the budget development process through the Public Comment segments of the BOE meetings. The Rivereast newspaper will publish a Superintendent's Corner article highlighting MES success and encouraging the public to offer input on the budget.

10. Unfinished Business:

10.1 MES Facilities Project Update - John Mercier reviewed an updated handout, *MES Facility Study: School Maintenance Needs & Renovation Actions*, summarizing the administration's DRAFT approach to the necessary "Major Alterations" that need to be addressed.

Chip Morris requested Board endorsement for himself and Amy Kuhrt to approach the Board of Selectmen to request the formation of a Public Building Committee for the MES Major Alterations. The Board approved the request unanimously.

11. New Business:

11.1 Approval of Board Meeting Dates for Calendar Year 2026 - Dr. Holly Hageman reviewed the proposed meeting dates for 2026.

L. Earley made a motion that the Board approve the meeting dates for January - December, 2026 as presented in Enclosure 11.1, seconded by l. Concodello. Unanimously approved. NOMINATION CARRIED.

11.2 Review November Financial Report - Submitted

11.3 Transfer of FY24 Audited Fund Balance to Non-Lapsing Fund - Dr. Holly Hageman reviewed the drafted memo to the Town Finance Director requesting that the FY24 audited fund balance surplus be transferred into the Board's non-lapsing fund.

A.Kuhrt made a motion that the Board approve the FY24 Audit Fund Balance amount of $57,703 into its Non-Lapsing Fund, seconded by J. Wilson. Unanimously approved. NOMINATION CARRIED.

11.4 First Read of Proposed Policy Revisions:
The Board reviewed 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. No changes were made; the policies will be presented for approval under consent agenda at the next BOE meeting.

12. Communications:
12.1 Staff Vacancy Summary - No updates since the last Board meeting.

13. Future Meetings & Topics:
- CABE/CAPSS Convention, November 21-22, 2025
- CABE 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.

14. Public Comments:
Ken Hjulstrom, 181 S. Main St. - noted that a BOF member cannot serve on any other board or commission, and therefore no BOF member can serve on the anticipated Public Building Committee for the MES Major Alternations Projects. He commented that the current project differs from the project 25 years ago, which was a major renovation, and stated that the water issue under the stage has been a long-standing issue.

15. Adjournment:

J. Wilson made a motion to adjourn the meeting at 8:35 p.m., seconded by L. Earley. Unanimously approved. MOTION CARRIED

Respectfully Submitted,
Carmela Monte