

## MARLBOROUGH BOARD OF EDUCATION

### Regular Business Meeting Minutes

Thursday, August 22, 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, Angela Colantonio, and Amy Kuhrt.  
Linda Earley (7:00 pm arrival)

Chip Morris, joined remotely

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

#### 2. Pledge of Allegiance

#### 3. Celebrations:

Dr. Holly Hageman welcomed the MES new Co-Principals, Kristen Trahan and Paula Graef.

#### 4. Public Comment: None

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

#### 6. Consent Agenda

- 6.1 Minutes of 6/11/24 Special Meeting, 6/13/24 Special Meeting, and 6/13/24 Regular Business meeting
- 6.2 Personnel Actions – none;
- 6.3 Monthly Enrollment Report

**A. Colantonio made a motion that the Board approve the following Consent Agenda items: 6.1 - 6.3, second by A. Kuhrt. Chip Morris voted Yes remotely. Unanimously approved by all present. MOTION CARRIED.**

#### 7. Oral Reports

##### 7.1 Advisory Groups

- PTO – Paula Graef reported that the principals attended meetings with the PTO to gain insights on how they can better support the organization and were impressed by the range of activities the PTO has planned. Completed projects include; provided indoor recess bins, planned a welcome back breakfast for staff, scheduled assemblies, and purchased a poster maker for the school.

- SAC – Kristen Trahan reported that the first meeting is scheduled for September 17th. The committee will consist of five staff members, a Board Liaison, and a parent representative.
- Operations, Wellness & Safety – Deferred report to 7.4 Building Project Updates
- Board of Finance Liaison – None
- AHM – Chip Morris reported on AHM activities: AHM members met Marlborough’s new principals and were given a tour of the facility. AHM has hired new staff and two interns. They will be hosting speaker Stephen Hill in October, who will also provide assemblies and PD for area school faculty.

## 7.2 **Subcommittees**

- Policy Committee – Kerri Barella informed the Board that there were three policies reviewed to be brought forward for first read at the next BOE meeting.
- Personnel – Upcoming Bargaining Unit Negotiations - Teacher Negotiations are scheduled to start on September 4th. Dr. Hageman will be proposing that the Administrator negotiations begin immediately following the conclusion of the teacher negotiations.
- Communications – Dr. Hageman stated that the primary purpose of setting a September Communications meeting was to address the Board's interest in establishing a Facebook page. Dr. Hageman asked to invite the principals and John Mercier to the meeting. The date was set for September 12<sup>th</sup> at 5:30 pm.

7.3 **Chairperson** – Kerri Barella mentioned that she attended one of the three New Principal Meet & Greet events and noted that the principals created a very welcoming atmosphere for families.

## 7.4 **Superintendent and Administrative Team**

- **School Opening/Summer Work Update:**
  - ESY: Paula Graef reported that the 4 week Extended School Year (ESY) Program ran smoothly. Twenty students from Pre-k to grade 5 participated.
  - Professional Development and Curriculum Work: Kristin Trahan reported that summer curriculum work included refining literacy pacing, revising assessment rubrics, building rigor in writing, science lab extension work, and implementing multi-tiered systems of support (MTSS). Upcoming professional development will feature three teachers participating in Orton-Gillingham training.
  - Opening of School Preparations and Events: Paula Graef informed the Board that she and Kristen hosted three Meet & Greet events over the summer to engage with students and families. They also held multiple meetings with staff. The annual school Meet & Greet is scheduled for Tuesday, August 27th. Open House is planned for October 3rd. PBIS protocols are ready for renewed kickstart. The Principals met with local regional principals to talk about ways to collaborate. The Principals announced a mascot design contest for students, aligned to the re-boot of PBIS and school spirit.
  - Free/Reduced Meal Pricing Update: Dr. Hageman reported the state announced that students whose families qualify for reduced meals will receive them at no cost this year. Lunch price for students who do not qualify for free or reduced meals was set by the Board last June at \$3.25.
  - Building Projects: John Mercier reviewed the 2024 summer facilities, technology and food service projects: Replaced a boiler; replaced all exterior A/C vent caulk; power washed and brick sealed exterior of building; replaced doors; rewired door sensors; replaced computer control for HVAC and lights; hired a new PM custodian; painted classrooms; spread 75 yards of mulch; completed annual maintenance of boilers and hot water heaters, generator and boiler room pumps as well as stove hood and grease trap cleaning and inspection; relocated oil tank valve; completed inspections for oil

tank , fire systems, fire extinguishers and elevators; through grant funds, received and installed 6 new TouchView boards; replaced traditional phone line; created an MES intranet; updated all network and WiFi equipment; refreshed all radios/walkie-talkies; rolled over all computer programs/databases from 2023-24 school year to the 2024-25 school year; replaced dishwasher cleaning system;

- **Legislative Update:** Dr. Hageman distributed a current list of model policies from CABE that were updated following the recent legislative session, some of which were discussed in the Policy Subcommittee meeting earlier in the evening. CABE will continue to update policies from the legislative session from earlier in the year to be brought to the Board.
- **2% Fund deposit from FY22:** For FY22, \$40,823.02 was deposited into the BOE 2% Fund. For FY24 and beyond, the BOE will no longer need to request approval from the BOF to deposit surplus funds into the 2% Fund per new state statute and to-be-updated/approved BOE policy in progress.
- **MES Chain of Communication:** Dr. Hageman shared the new Chain of Communication document to define clear lines of communication to promote timely interactions so that questions or concerns can be addressed quickly and effectively and which also indicates which Principal parents can contact depending upon their child's classroom assignment. This document is posted on the MES website.

## 8. Unfinished Business:

- 8.1 **Discuss and Review FY 2023-24 Year-End Financial Report and Financial Transfers**  
Dr. Hageman informed the Board that the closeout for the 2023-24 fiscal year is expected to show a surplus of \$48,579.16. This surplus is anticipated to be deposited into the 2% Fund following the completion of the FY24 audit.

Dr. Hageman also reviewed the FY24 transfers for Board approval.

**S. Stolfi made a motion that the Board approve the FY 2023-24 financial transfers as presented, seconded by A. Colantonio. Chip Morris voted Yes remotely, Unanimously approved by all present. MOTION CARRIED.**

## 9. New Business

- 9.1 **Review August Financial Report** - Dr. Hageman thanked new Business Manager, Michele DeMicco for the clarity of this report and stated as this is the first report of FY 2024-25, it is still early for expenditures and projections.
- 9.2 **BOE Business By Month Calendar** – Distributed. The Board discussed the timing of the Community Forum deciding to have the topic on next month's agenda for further discussion.
- 9.3 **Annual Appointment of District Medical Advisor** - Dr. Hageman presented Dr. Bentley as the Medical Advisor. This will be his last year serving as the District and Region 8 Medical Advisor and the Region will be seeking a new advisor for 2025-2026.

**C. Morris made a motion that the Board approve the appointment of Dr. Bentley as the District Medical; Advisor, seconded by L. Earley. Chip Morris voted Yes remotely, Unanimously approved by all present. MOTION CARRIED.**

**10. Public Comment:**

Hal Whitney, Ogden Lord Road – Hal thanked the Board for their time and work. He also wished the Principals the best of luck. Hal inquired about the level of EV Charges the Town was looking to install and suggested looking into ways to prevent chargers from vandalism.

**11. Communications**

11.1 **Staff Vacancy Summary** – Submitted.

11.2 **2024-25 Staff Listing** - Dr. Hageman noted that the school is fully staffed.

**12. Future Meetings & Topics**

- Personnel MEA Negotiations, Wednesday, September 4, 2024. Time to be confirmed.
- Communications Committee Meeting, Thursday, September 12, 2024, 5:30pm
- Policy Committee Meeting, Thursday, September 26, 2024, 5:30 p.m.
- Next Regular Business Meeting, Thursday, September 26, 2024, 6:00 p.m.
- CABE/CAPSS Convention, November 15-16, 2024

Agenda suggestions for the next business meeting are due to the Chairperson or Superintendent by 12:00 noon on Tuesday, September 17, 2024

**13. Adjournment**

**L. Earley made a motion to adjourn the meeting at 7:57 p.m., seconded by A. Colantonio. Chip Morris voted Yes remotely. Unanimously approved by all present. MOTION CARRIED**

Respectfully Submitted,  
Carmela Monte