



**MINUTES OF THE October 28th, 2025 BOARD OF DIRECTORS' MEETING
IN-PERSON AND ZOOM**

Roll Call of Board Members:

Michael Morrill – Putnam
Barbara Riley - Pomfret
Sonia Greene – Woodstock - ZOOM
Katherine Paulhus – Mansfield
Maryellen Donnelly – Hampton
Sara Kelley – Stafford
Terry Cote – Eastford – ZOOM
Justin Phaiah – Brooklyn

EASTCONN STAFF PRESENT:

Eric Protulis, Carol Klemyk, Melanie Marcaccio, Kim Mansfield, Amy Margelony, Ravit Stein, Shawn Brodeur, Kristin Hempel, Laura Lybarger on ZOOM, Dona Prindle on Zoom, Kim Bush on Zoom

The meeting was called to order at 5:34 pm by Board Chair, Justin Phaiah

Pledge of Allegiance

Audience with Citizens – None

Additions to the Agenda – None

PRESENTATION: DROP-IN PROTOCOL

Presented by: Ravit Stein, Director of Consultation and Professional Learning

Approve the Minutes from the September 2025 Board of Directors' meeting

Motion: Maryellen Donnelly motioned to approve the minutes from the September 2025 Board of Directors' meeting as presented

Second: Sara Kelley

Vote: All in Favor

Abstentions: None

Committee Reports:

Policy:

Presentation of First Read of the following policies:

- 5016.1.1 Meal Charging
- 5019.1.1 Pledge of Allegiance
- 5033.1.1 School Wellness

Facilities:

October Meeting was cancelled
Continue to have multi-strand approach for purchase of Westcott Road
The 1303 application approval is paused due to the Government shutdown
Update on the application of the Community Investment Funds (CIF)

Finance:

Reviewed budget sheet that was presented at the Finance Committee Meeting
Revenue is starting to roll in
Discussed the transportation line – their contract work gets invoiced on a monthly basis
Budget meetings for all divisions have started in prep for the November 2025 Board meeting

Updates from Head Start – Kim Mansfield

Reviewed the enrollment reports in the PC packet
Working with Windham on recruitment and applications process
Discussed the grant submission which is due November 1st – Board members will vote on this during the Consent Agenda
Head Start grants are guaranteed till the end of January
Delay in applications due to the government shutdown
Updated the renovations at Westcott Road

New Business:

Enrollment Report:

New consolidated report – which compares 2024 numbers
Two programs merged into CDT (EVC and NRP) this year
Recruitment time for ACT and QMC

Division Directors' Reports:

Review the new “summary” report that will be presented at each Board meeting and can be shared with the local districts
Executive Director highlighted areas:
Discussed Talk Tuesdays which is run by the state department of education
Google ads grants – funding to be used for marketing and expand our outreach
Updated the acronym listing

Executive Director's Updates:

Discussion of the impact of potential loss of SNAP benefits – coordinating plans to help our families and districts by putting resources in place

Create “open pantry” to share
Looking at cost savings options by procuring items through our food service department

Human Resources Report:

Still actively monitoring open positions
Have had a lot of success by sourcing candidates

New Business Additional Items:

Propose a change to the agency By-Laws to modify the count for quorum – discussion only tonight to change quorum from 7 to 5 members
Will vote at November 2025 Board Meeting

New Business Action Item:

Motion that the Board of Directors accept the HVAC project at the Arts and The Capital Theatre Magnet School (ACT) as complete and authorize the Executive Director to submit a request for the final payment

Motion that the Board of Directors accept the HVAC Project as complete and request the final payment

Motion: Sara Kelley moved that the Board of Directors accept the HVAC Project as complete
Second: Katherine Paulhus
Vote: Unanimous
Abstentions: None

Consent Agenda:

Approve the following policies as presented:

4001.1.1 Reports of Abuse or Neglect of Disabled Adults
4021.1.1 Social Media

Approve continued refunding of EASTCONN’s Federal Head Start and Early Head Start Grant for the 2/1/2026 – 1/31/2027 budget period

MOTION: Katherine Paulhus motioned to approve the Consent Agenda as presented:
SECOND: Maryellen Donnelly
VOTE: Unanimous
ABSTENTIONS: None

Motion to enter into Executive Session and invite Eric Protulis, Executive Director

MOTION: Maryellen Donnelly moved to enter into Executive Session and invite Eric Protulis at 6:47 pm
SECOND: Michael Morrill
VOTE: Unanimous
ABSTENTIONS: None

Exited Executive Session at 7:04pm

Motion to Adjourn at 7:05pm.

MOTION:	Katherine Paulhus
SECOND:	Sara Kelley
VOTE:	Unanimous
ABSTENTIONS:	None

Respectfully Submitted,

Carol Klemyk
Executive Assistant

Minutes approved on November 18th, 2025