



**MINUTES OF THE November 18th, 2025 BOARD OF DIRECTORS' MEETING
IN-PERSON AND ZOOM**

Roll Call of Board Members:

Michael Morrill – Putnam - zoom
Barbara Riley - Pomfret
Sonia Greene – Woodstock
Maryellen Donnelly – Hampton
Sara Kelley – Stafford
Justin Phaiah – Brooklyn
Jennifer Beausoleil – Coventry - zoom
Samantha Derenthal – Plainfield zoom

EASTCONN STAFF PRESENT:

Eric Protulis, Carol Klemyk, Melanie Marcaccio, Brian Greenleaf, Shawn Brodeur, Melissa Perry, Andy DePalma, Kristin Hempel, Ravit Stein, Amy Margelony, Dona Prindle, Laura Lybarger

The meeting was called to order at 5:40 pm by Board Chair, Justin Phaiah

Pledge of Allegiance

Audience with Citizens – None

Additions to the Agenda – None

PRESENTATION: Sarah Mallory, Principal of ACT Magnet School

Upcoming Events at ACT:

Cornucopia coffeehouse
Mid Summers Night Dream
Christmas songs
Video Fest
Prism Concert
Shrek
Dance Company Showcase

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

Motion: Maryellen Donnelly motioned to approve the minutes from the October 2025 Board of Directors' meeting as presented with one minor change around wording of the Executive Session

Second: Sonia Greene

Vote: All in Favor

Abstentions: Jennifer Beausoleil

Committee Reports:

Policy:

Presentation of First Read of the following policies:

4010.1.1 Employment and Student Teacher Checks
5006.1.1 Policy to Improve Completion Rates of the FAFSA
9004.1.1 Code of Conduct for Board Members

Facilities:

November Meeting was cancelled
Updates on the purchase of Westcott Road
Discussion on the CIF funds – to be discussed in detail later in the meeting

Finance:

November Committee Meeting is cancelled
Discussion on the efforts of reviewing budgets with program directors
Updates around QMC and ACT budget
Conversation around Transportation
Soft Freeze on the budget at this time
Some staff positions are not being filled
Deeper dive into revenue
Expenses will be looked at next month
Will take a harder look at the Magnet Schools budgets
Discussion of the salary increases and health care costs for next year

Updates from Head Start – Kim Mansfield

Enrollment is holding steady
Some students were dropped to home schooling

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's Updates:

Strategies around building the budgets for next year

Human Resources Report:

Numbers are still trending well
Success with sourcing candidates

Grant Report:

Discussion around the new summary document and how that will be provided each month

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
Eric will get these details ready to send out to our districts

Nominating Committee:

Organizing the Nominating Committee
Decisions by December 1st for any current Board Member that will is interest to Board Chair

The following Board members have volunteered to be on the Nominating Committee:

Samantha Derenthal
Michael Morrill
Sonia Greene – Sonia will be the chair of the Nominating Committee

Other Items:

Updates on the Regional Calendar for 26-27 – approval needed by Board
Will organize a draft calendar for 27-28 to be presented to Board at a later meeting

Approve the 2026-2027 Regional Calendar

Motion: Maryellen Donnelly motioned to approve the 2026-2027 Regional Calendar
Second: Barbara Riley
Vote: All in Favor
Abstentions: None

Consent Agenda:

Approve the following policies as presented:

5016.1.1 Meal Charging
5019.1.1 Pledge of Allegiance

Approval of the Application of the Community Investment Fund Grant

MOTION FOR THE BOARD OF DIRECTORS TO AUTHORIZE THE EXECUTIVE DIRECTOR TO APPLY FOR, ACCEPT, AND EXECUTE ALL DOCUMENTS NECESSARY TO SECURE FINANCIAL ASSISTANCE FROM THE CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT, PURSUANT TO APPLICABLE STATE STATUTES, FOR THE WESTCOTT ROAD ACQUISITION AND RENOVATION PROJECT, IN AN AMOUNT NOT TO EXCEED \$5,000,000

MOTION to Approve the Full Consent Agenda as presented:

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

Motion to enter into Executive Session for the purpose of reviewing real estate transaction and discussion of Union contract and invite Eric Protulis, Executive Director, and Melanie Marcaccio, Director of Human Resources

MOTION: Samantha Derenthal moved to enter into Executive Session and invite Eric Protulis and Melanie Marcaccio at 6:50 pm to discuss Real Estate and Union Contract
SECOND: Maryellen Donnelly
VOTE: Unanimous
ABSTENTIONS: None

Exited Executive Session at 7:17pm

Motion to Adjourn at 7:18pm.

MOTION: Sara Kelley
SECOND: Sonia Greene
VOTE: Unanimous
ABSTENTIONS: None