

**EAST WINDSOR BOARD OF EDUCATION
EAST WINDSOR, CONNECTICUT
SPECIAL MEETING
Meeting of Wednesday, March 13, 2024
7:00 p.m. - Room A5, Broad Brook Elementary School
14 Rye Street, Broad Brook, CT**

AGENDA

I. CALL THE MEETING TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ATTENDANCE

IV. BOARD RECOGNITION

In recognition of Board of Education Appreciation Month, we would like to thank our Board members for their dedicated service to our students, staff and community.

V. MINUTES

February 28, 2024 - Regular Meeting Minutes

VI. PUBLIC PARTICIPATION

- 1) Speakers should preface remarks by stating their name and address.
 - 2) Please limit your comments to three minutes.
 - 3) This section of the meeting shall last no longer than 20 minutes.
 - 4) Any comments should be made in an appropriate manner. Inappropriate comments may result in the speaker being asked to leave. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual. All such charges or complaints concerning individual employees of the Board of Education should be sent to the immediate superior of the person to whom the complaint relates. All such charges or complaints concerning a Board of Education member or Superintendent of Schools should be sent to the Chairperson of the Board and to such other Board members deemed appropriate. (ref.BP 9325)
 - 5) Questions which can be answered during the meeting may be answered at the option of the Superintendent and Chairman of the Board of Education. Other inquiries which may require analysis/investigation will be answered at the next scheduled Board meeting.
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VII. STUDENT REPRESENTATIVE REPORT

VIII. UPCOMING MEETINGS/EVENTS

- 1) March 20, 2024 - Board Policy Review Subcommittee Meeting at 5:30 PM
 - 2) March 20, 2024 - Board of Selectmen/Board of Education Budget Presentation to the Board of Finance 7 PM
 - 3) March 22, 2024 - East Windsor High School vs. East Windsor Police Department Charity Basketball Game at 6 PM
 - 4) March 27, 2024 - Curriculum Council Subcommittee Meeting at 6 PM
 - 5) March 27, 2024 - Public Budget Hearing at 7 PM
 - 6) March 27, 2024 - BOE Regular Meeting immediately following public hearing
 - 7) March 28, 2024 - East Windsor Board of Finance meeting at 7 PM
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IX. CURRICULUM REPORT

X. PERSONNEL REPORT

XI. EDUCATOR DIVERSITY PLAN PRESENTATION

XII. NEW BUSINESS: DISCUSSION

FY2025 Budget

XIII. LIAISON'S REPORT

XIV. PUBLIC PARTICIPATION

- 1) Speakers should preface remarks by stating their name and address.
 - 2) Please limit your comments to three minutes.
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 - 4) Any comments should be made in an appropriate manner. Inappropriate comments may result in the speaker being asked to leave. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual. All such charges or complaints concerning individual employees of the Board of Education should be sent to the immediate superior of the person to whom the complaint relates. All such charges or complaints concerning a Board of Education member or Superintendent of Schools should be sent to the Chairperson of the Board and to such other Board members deemed appropriate. (ref.BP 9325)
 - 5) Questions which can be answered during the meeting may be answered at the option of the Superintendent and Chairman of the Board of Education. Other inquiries which may require analysis/investigation will be answered at the next scheduled Board meeting.
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XV. MISCELLANEOUS

XVI. CORRESPONDENCE

- 1) Summer Enrichment Grant award letter
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XVII. EXECUTIVE SESSION
To discuss pending litigation.

XVIII. ADJOURNMENT

**EAST WINDSOR BOARD OF EDUCATION
EAST WINDSOR, CONNECTICUT
REGULAR MEETING MINUTES
Wednesday, February 28, 2024
7:30 p.m. - Room A5, Broad Brook Elementary School
14 Rye Street, Broad Brook, CT**

I. CALL THE MEETING TO ORDER

Chair K. Carey-Trull called the meeting to order at 7:31 p.m.

II. PLEDGE OF ALLEGIANCE

Chair K. Carey-Trull led the Board in the Pledge of Allegiance.

III. ATTENDANCE

In attendance: Chair K. Carey-Trull, Vice Chair H. Spencer, Secretary F. Neill, C. Sevarino, D. Menard, N. Farmer, E. LeBoriosis, G. Resto, K. Betancourt, Dr. P. Tudryn

Also in attendance: D. Rouillard, Student Representative V. Hernandez, T. Field, L. Daitch, and R. Galloway (remote)

IV. ADDED AGENDA ITEMS

None

V. MINUTES

February 14, 2024 - Regular Meeting Minutes – On a motion by H. Spencer, second by F. Neill, to approve the Board minutes. H. Spencer requested an amendment be made to denote K. Betancourt’s absence from the meeting. PASSED with a unanimous vote.

VI. PUBLIC PARTICIPATION

None

VII. STUDENT REPRESENTATIVE REPORT

V. Hernandez presented the news and events at all three schools.

VIII. EAST WINDSOR MIDDLE SCHOOL REPORT

T. Field and L. Daitch presented the East Windsor Middle School report to the Board. The report focused on the new and revised courses implemented at the middle school this year. The courses helped increase the sense of community and connection in the school for students of all abilities and presented new and challenging ways for students to interact with each other. A copy of the presentation was provided to the Board.

X. FINANCIAL REPORT

R. Galloway presented the financial report remotely. He advised the Board there are no major changes. N. Farmer updated the Board on the Finance Subcommittee meetings.

XII. NEW BUSINESS: VOTE

- 1) On a motion by H. Spencer, second by C. Sevarino, the Board voted to approve the 2024-2025 School Year Calendar as presented, with an amendment made to the listed Board of Education meeting times. The vote PASSED unanimously.
- 2) Discussion ensued regarding the Board's policies on meeting times. The Board requested additional revisions to the new policy be made and the policy be brought to the next meeting.

XIV. LIAISON'S REPORT

Chair K. Carey-Trull advised the Board that H. Spencer was elected chair of the Board Policy Review Subcommittee. H. Spencer advised the Board that the subcommittee recently reviewed the Series 3000 policies and will be reviewing the Series 4000 policies. H. Spencer also updated the Board on the most recent town Board of Finance meeting. F. Neill advised the Board that the Conservation Commission is considering a town ordinance for scenic roads. N. Farmer informed the Board about a movie night taking place at the middle school.

XV. PUBLIC PARTICIPATION

None

XVI. MISCELLANEOUS

F. Neill reminded the Board it is Girl Scout Cookie season and encouraged members to support a local troop. Chair K. Carey-Trull asked the Board if they would like to postpone the next budget workshop. No changes were made. Chair K. Carey-Trull advised the Board that the workshop with the Board of Finance is April 8, 2024. F. Neill advised that the high school music department is holding a talent show style event on March 8, 2024.

XVII. CORRESPONDENCE

- 1) Enrollment report
- 2) East Windsor Arts and Culture Committee Email

XVIII. EXECUTIVE SESSION

On a motion by H. Spencer, 2nd by C. Sevarino, the Board entered into executive session to discuss pending litigation at 8:34 PM. The Board came out of executive session at 8:36 PM.

XIX. ADJOURNMENT

On a motion by N. Farmer, 2nd by E. LeBorinous, the Board adjourned the meeting at 8:46 PM. The vote PASSED unanimously.

Respectfully submitted,
Jessica Kennedy
Board Recording Secretary

The Student Representative Report BOE Meeting 03.13.24

Broad Brook School Report

Last week was a busy week with the scholastic book fair, the start of One School, One Book and Read Across America. Mrs. Brogle hosted the book fair for students and families. Many parent volunteers helped students shop during the school day and during conferences.

Our One School One Book is Toys Go Out by Emily Lockhart. A backpack with the three main characters is spending a day in each classroom. Students are learning new vocabulary and answering trivia questions. Mrs. Tran had students make their own backpacks with the characters for the main bulletin board.

BBES hosted students from EWHS, the EW Police Dept, firefighters from the two fire departments and Jason Bowsza, our First Selectman. BBES appreciated the support of our community in promoting reading and literacy.

Middle School Report

Students from EWMS engaged in the annual Read Across America Week, alongside a Scholastic Book Fair Week hosted by Mrs. Fisher. The 5th Grade clinched victory in the February Attendance Challenge with an outstanding 94.53% attendance rate for the month, contributing to EWMS's overall attendance rate of 93.07% for February.

6th grade held its Annual Science Fair last week. Students did an amazing job.

On Friday, March 15th, the 7th grade will embark on a field trip to the Connecticut Science Center. Additionally, the 7th grade Performance Lit. students treated parents to an original play titled "Dance Dads" yesterday.

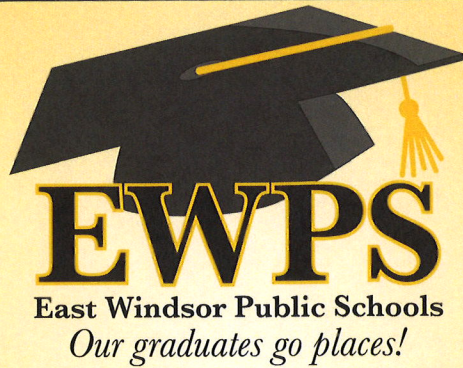
High School Report

Students have been preparing for "Think About Your Future" week in advisory. Students have been learning about the interview process and will also be preparing questions for Career Guest speakers.

Students in grades 9-11 will be participating in CT SAT Day on March 19th. More information about CT SAT Day can be found in Mrs. Anderson's weekly communication.

The Safe School Climate leaders and the East Windsor Police Department will be hosting a Charity Basketball Game on March 22nd at 6 pm. All proceeds will go to East Windsor Parks & Recreation to help offset programs for families in need.

On March 5th, EWHS students visited BBES and participated in "Read Across America" Day. High school students read with Broad Brook students and then worked on crafts focused on Dr. Seuss' "Cat In the Hat" and "Green Eggs and Ham."



2024 Summer Enrichment Program Application Overview

Board of Education

March 13, 2024

1

WHAT WE'RE DOING:

The Summer Enrichment Program Details:

- Duration: Six weeks, divided into three two-week sessions.
- Monday to Friday.
- Time:
Academic Enrichment: 8:00 AM - 11:00 AM.
Parks and Recreation Camp: 11:30 AM - 4:30 PM.



Portrait of the Graduate

East Windsor Public Schools

Informed Life-Long Learners

Curious
Motivated
Problem-Solvers
Open-Minded
Critical Thinkers

Self-Aware Individuals

Healthy Decision Makers
Resilient
Reflective
Socially-Emotionally Aware

Responsible Citizens

Civic Contributors
Clear Communicators
Culturally & Ethically Aware

East Windsor Graduates are Informed Life Long Learners, Responsible Citizens & Self Aware Individuals

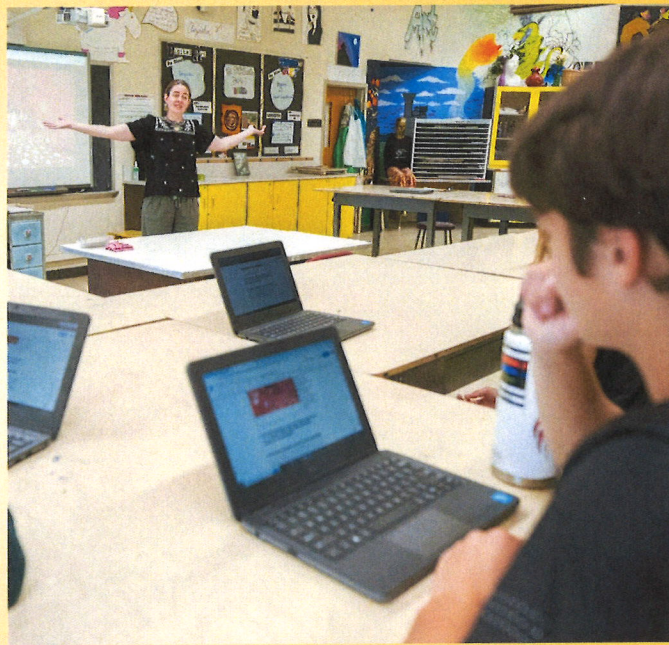
HOW WE'RE DOING IT:

The Problem

- Finding ways to fund these types of opportunities for our students

The Solution

- Working collaboratively with Parks & Rec.
- Locating available resources (grants)
- Designing a program that fits the parameters of the grant



3

WHAT WE'RE GOING TO DO:

Program Components:

Serve between 20-60 students/session

Enhanced Academic Skills: ELA, Math, SEL/Stem

Fostering Positive Relationships and Healthy Development

Alignment with Connecticut Literacy Standards and The Science of Reading



4

WHAT WE'RE GOING TO DO:

Program Components:

Attendance Incentives: 80% or greater
(Sonny's Place)

Daily Transportation

Breakfast, Lunch, Snack

Themed & Project Based Learning



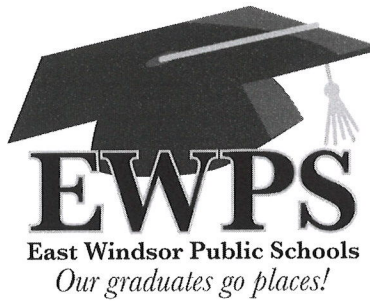
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Questions?

Thank you



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Board Meeting- March 13, 2024

Appointments:

Appointment- Norman Sperry, Building Substitute, East Windsor Middle School, effective 10/31/2023

Appointment- Kiara Kaiser, Transition Program, East Windsor High School, effective 10/02/2023

Appointment- Susan Butler, School Secretaries, Broad Brook Elementary School, effective 10/24/2023

Appointment- Michelle Kiss, Paraeducator, East Windsor High School, effective 11/14/2023

Appointment- Kiara Rivera, Cafeteria Substitute, East Windsor Public Schools (District), effective 11/18/2023

Appointment- Taitiana Rodriguez, Human Resources Director, East Windsor Public Schools (District), effective 01/03/2024

Appointment- Heather Sodel, High School Discovery Teacher, East Windsor High School, effective 01/02/2024

Appointment- Amy Avery, Life Skills Special Education Teacher, East Windsor Middle School, effective 01/06/2024

Appointment- Joseph Dunnham, Preschool Paraeducator, Broad Brook Elementary School, effective 01/07/2024

Appointment- Kyle Howe, ABA Discovery Paraeducator, East Windsor High School, effective 02/12/2024

Appointment- Stephanie Belske, ABA Strive Paraeducator, East Windsor High School, effective 02/12/2024

Appointment- Hannah Omary, Building Substitute, Broad Brook Elementary School, effective 02/28/2024

Appointment- Kyle MacDonald, Director of Facilities, East Windsor Public Schools (District), effective 02/26/2024

Appointment- Leah Dow, Preschool Teacher, Broad Brook Elementary School, effective 03/04/2024

Appointment- Nicole Walker, Credit Recovery Summer School Teacher, East Windsor High School, effective 07/08/2024

Appointment - Javon Edwards, ABA Paraprofessional, Broad Brook Elementary School, effective 9/15/2023

Resignations:

Resignation- Angelina Rocca, Tutor, East Windsor High School, effective 10/26/2023

Resignation- June Gregory, Special Education Teacher, East Windsor High School, effective 11/07/2023

Resignation- Stacey Batchelder, Special Education Teacher, Broad Brook Elementary School, effective 12/13/2023

Resignation- Willie Quinones, Director of Facilities, East Windsor Public Schools (District), effective 02/09/2024

Resignation- Bonnie Johnson, Tutor, Broad Brook Elementary School, effective 01/12/2024

Resignation- Lori Quagliaroli, Paraeducator, East Windsor Middle School, effective 02/08/2024

Resignation- Rebecca Crockett, Cafeteria General Worker, East Windsor Middle School, effective 02/27/2024

Resignation- Lynn Greer, Teacher, Broad Brook Elementary School, effective 06/06/2024

Resignation- Shawn Couture, ABA Strive Paraeducator, East Windsor Middle School, effective 06/30/2024

Terminations:

Termination- Lauren Wilcox, Human Resources Manager, East Windsor Publics Schools (District), effective 11/20/2023

Termination - Michelle Kiss, Paraeducator, East Windsor High School, effective 04/01/2024

Stipends:

Stipend- Andrew Masters, VB Track Coach, East Windsor High School, effective 03/04/2024

Stipend- Jason Elliot, Assistant Track Coach, East Windsor High School, effective 03/04/2024

Stipend- Tara Prochorena, VG Track Coach, East Windsor High School, effective 03/04/2024

Stipend- Taylor Skinner, Softball Coach, East Windsor Middle Schools, effective 04/01/2024

Stipend- Jillian Ellefson, Coed Cross Country Coach, East Windsor Middle School, effective 11/17/2023

Stipend- Tyler Porcello, VG Volleyball Head Coach, East Windsor High School, effective 11/17/2023

Stipend- Michael James, VG Soccer Head Coach, East Windsor High School, effective 11/17/2023

Stipend- Brendon Elliott, VB Soccer Head Coach, East Windsor High School, effective 11/17/2023

Stipend- Jason Elliott, VB Soccer Assistant Coach, East Windsor High School, effective 11/17/2023

Stipend- Travis Kupec, Coach, East Windsor High School, effective 11/06/2023

Stipend- Brittany Lamb, Pre-K SPED PLC Leader, Broad Brook Elementary School, effective 11/27/2023

Increasing Educator Diversity Plan Template



IMPORTANT NOTES:

1. Formal approval by your local or regional board of education, or equivalent governing body for schools must be obtained prior to submitting your Increasing Educator Diversity Plan. Be prepared to provide the day, month and year that the plan was approved by the board or equivalent governing body as part of the upload of your submission.
2. In the absence of an original motion or a preexisting board or board equivalent policy expressly conferring authority on the superintendent or equivalent schools administrator to make any necessary Plan revisions, the school board or equivalent governing body will be expected to formally approve any necessary revisions to its Plan prior to resubmitting the revised Plan by May 15, 2024

COVER PAGE	
District:	East Windsor Public Schools
Vision:	EWPS supports a culturally aware, engaged, and diversified staff that supports the growth, sense of belonging, and development of the students they serve. This will promote our Portrait of The Graduate approach: that all East Windsor graduates be informed life-long learners, responsible citizens, and self-aware individuals.
Theory of Action	If the leadership of EWPS identifies strategies to recruit, select, and retain a highly-skilled and diverse teaching faculty, and the district strategically incorporates practices to bolster its hiring pool, ensure equitable opportunities for candidates, and cultivates a supportive staff culture for staff of diverse backgrounds, then the school experience and academic outcomes will improve for all students.
Team Lead:	Taitiana Rodriguez - Director of Human Resources
Team Members:	Cheryl Gustafson - Safe School Climate and Equity Coordinator, Justin Martin - Director of Operations and Communications, Lynda Daitch - Asst. Principal, Dr Christine Johnson - School Psychologist, Michelle Wylie - Teacher / Teacher in Residency Cooperating Teacher, Kate Carey-Trull - Board of Education, Elizabeth Leborious - BOE member, Frances Neill - Board of Education, Gabriella Resto - Board of Education

Increasing Educator Diversity Plan Template

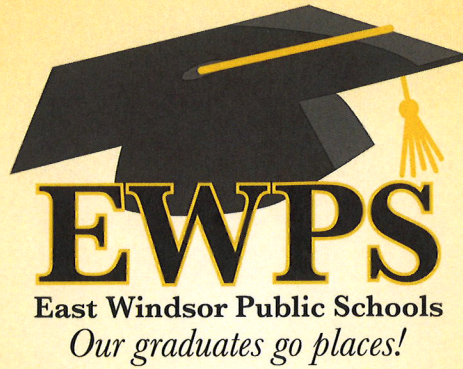


RECRUITMENT									
Goal (What are we trying to do?)	Who Manages the Goal? (name, position)	What?	Strategies/Key Activities (How are we going to do it?)	Who Owns This?	By When?	Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/engaged? What needs to be communicated? To whom?)
Attract top talent that is diversified and representative of the students we serve.	Tatiana Rodriguez, Director of Human Resources	Establish a presence at job fairs	Director of Human Resources	Director of Human Resources	SY 24-25	Track recruiting key performance indicators (# of applications received relative to previous years; # of hires)	Increasing Educator Diversity Team	Low return on investment (counter this through proactive communication and partnerships, research, responsiveness)	Who needs to be consulted? Superintendent / Assistant Superintendent, Justin Martin, Human resources
		Utilize social media and professional networking platforms to reach a wider scope of candidates	Director of Communications	Director of Communications	SY 24-25	Analysis of candidate pool (district should see a higher number of overall applicants and among those, a higher number of teachers of color)	Quarterly meetings	Inaccurate perceived intentions (All communications are reviewed by Justin and Increasing Educator Diversity team)	What needs to be communicated and to whom? Opportunities for employment, competitive benefits communicated to teacher prep programs, teacher job banks (local, regional, national fora)
		Engage with organizations (i.e. teacher prep programs, teacher residency program, TEACH Connecticut, TEAM, etc) to be able to provide appropriate professional supports to new teachers.	Assistant Superintendent; Director of Human Resources; District Facilitator of TEAM	Assistant Superintendent; Director of Human Resources; District Facilitator of TEAM	SY 25-26	Continued hosting of student teachers, teachers in residence.	Recruiting budget including, but not limited to, advertisement, materials, promotional swag	Current teachers need to complete TEAM IST to serve as cooperating teacher; to mitigate this, offer ongoing opportunities for IST internally or through RESCs. Nationwide trends with regard to declining interest in teaching do not improve.	Communication with teacher preparation program leaders to actively solicit teachers in training. Encourage them to consider job postings in district at the end of their practicum assignment.
		Implement 'grow your own' programming at the secondary level	District and building administration; School Climate and Equity Coordinator	District and building administration; School Climate and Equity Coordinator	SY 24-25	Number of students enrolled in Educators Rising	Teacher leader is required; stipend responsibilities outside of school day.	Low student enrollment based on competing extracurricular initiatives; can counter this by offering during the school day (advisory)	Recruitment announcements via email, advisory, morning news; benefits of membership to be communicated to students.
		Communicate strong EW/PS outcomes for students, family, and staff through and the vision of the Increasing Educator Diversity work through district marketing efforts.	Director of Communications	Director of Communications	SY 24-25	Number of community members interacting with social media, school choice enrollments, larger applicant pool.	Social media accounts, presence at school choice events, job fairs.	Misinterpretation of the Increasing Educator Diversity initiative goals; Counter this by supplying data about the benefits of a diverse teaching force for all students and for the job satisfaction of employees.	Communicate current, positive performance data, employee profiles featured in local media - highlighting good work

Increasing Educator Diversity Plan Template



RETENTION								
Goal (What are we trying to do?)	Who Manages the Goal? (name, position)	Provide a support to incoming faculty	Strategies/Key Activities (How are we going to do it?)	By When?	Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/ Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
Create an inclusive, supportive, and engaging culture that promotes a sense of staff belonging.	Taitiana Rodriguez, Director of Human Resources	Provide support personnel to incoming faculty	Building administration	SY 24-25	Analytics from career life-cycle surveys; positive staff feedback	Building and district level administration, teachers; Plan for teacher / buddy participation in New Teacher Orientation (lunch), initially weekly check ins and then move to monthly as year progresses. Can be accomplished in the space of the contractual day (ie PLC)	Buddy teacher availability / follow through; to avoid this, build time into PD days or scheduled meeting days to provide time for new teachers and veteran teachers to connect.	Building administrators / TEAM DF need to be engaged in pairing new teachers up with experienced teachers. Dates of meetings to be communicated ahead of time. Purpose of partnership must be communicated to both new and mentor / buddy teacher.
		Administrator check-ins to provide support for new teachers	Building administration	SY 24-25	Reduced attrition rates	Building and district level administration; initially weekly checkins, then move to monthly as year progresses.	Ensure that new staff understands that check ins with admins are non-evaluative, offered as a measure of support to meet new teachers' needs	Building administrators and new teachers must be informed about purpose (supportive nature) of check-ins. Timeline for check-ins should also be communicated. A universal form to allow admins to collect data on new teacher needs would be a valuable tool.
		Affinity group roundtables for new teachers	District administration	SY 29-30	Teaching faculty demographics reflect a more diversified staff that is more representative of the student body.	Building and district level administration; For new teachers to share experiences with each other in a safe space.	If not facilitated in a restorative / community building way, staff might not feel open to share. It is important that it is not viewed as evaluative.	Facilitators of these groups to communicate scheduling of these opportunities (that is not in addition to the teacher's current workload.)
		Surveys to evaluate new staff job satisfaction; to identify strengths and areas for growth	Human resources	SY 24-25	Improved feedback from staff as subsequent surveys completed.	Human resources staff; survey software; Will need time allocated during contractual day to complete.	Lack of trust in the process. Counter this by communicating goal of creating a supportive work environment and by having non-evaluative administrative staff (HR) conduct survey; ensure confidentiality.	HR communicates process and purpose to new hires during onboarding and throughout employment life cycle.



Increasing Educator Diversity Plan PA 23-167, Section 10

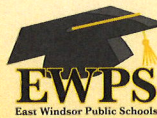
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Context for Connecticut's Increasing Educator Diversity Initiative



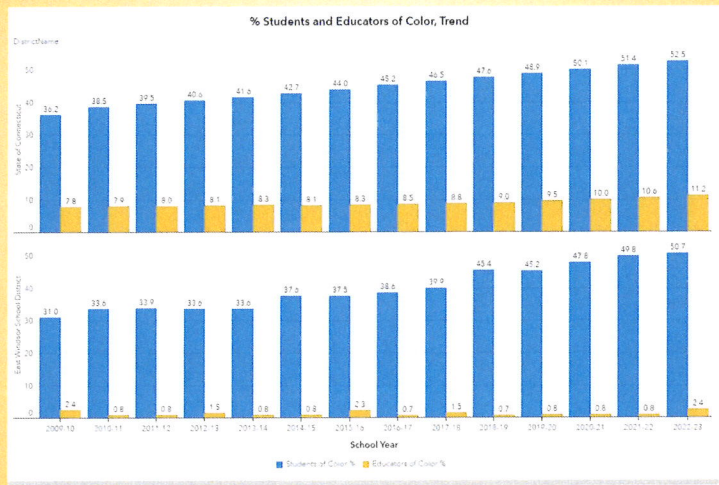
"All students benefit from the talents of teachers from a variety of different backgrounds, races, and ethnic groups who have high expectations of them, treat them humanely and equitably, are culturally responsive, and are willing and able to view students and families as assets. (Warner and Duncan, 2019)"

Excerpt from CT
Guidebook for Hiring and Selection



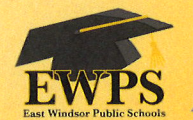
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How are our students represented in the classroom?



Our Process to Develop the EWPS Increasing Educator Diversity Plan

- Evaluated demographic trends regarding students and staff
- Met with a team of teachers, administrators, support personnel
- Gathered feedback and data from ATM about current hiring and retention practices
- Conducted focus group to gain perspective of student experience



Focus of the EWPS

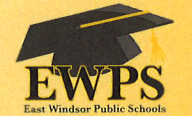
Increasing Educator Diversity Plan

Recruitment

Attract top talent that is diversified and representative of the students we serve.

How will we accomplish this goal?

How will we measure success?



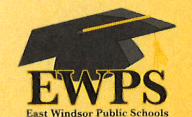
Focus of the EWPS

Increasing Educator Diversity Plan

Hiring / Selection Practices: Develop best in class hiring practices free from bias and committed to inclusivity.

How will we accomplish this goal?

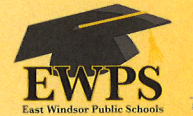
How will we measure success?



Focus of the EWPS Increasing Educator Diversity Plan

Retention: Create an inclusive, supportive, and engaging culture that promotes a sense of staff belonging.

How will we accomplish this goal?
How will we measure success?



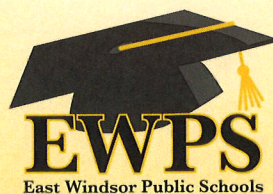
Questions?

Cheryl Gustafson
Safe School Climate and Equity Coordinator

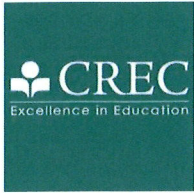
cgustafson@ewct.org

Taitiana Rodriguez
Director of Human Resources

trodriguez@ewct.org



8



Capitol Region Education Council

Purchasing

Danah Serrano-Baez, Purchasing & Accounts Payable Manager
111 Charter Oak Avenue, Hartford, CT 06106
(860) 524-4040

NOTICE OF INTENT TO AWARD RFP No. CREC-24-005 2024 Summer Enrichment Program Providers

RESPONSE DEADLINE: February 7, 2024 at 11:00 am

Thursday, February 29, 2024

Dear Darryl Rouillard,

Congratulations! We are pleased to inform you that the proposal you submitted pursuant to the RFP for **2024 Summer Enrichment Program Providers** was selected as one of the successful proposals. The Capitol Region Education Council (CREC) intends to award a contract for **2024 Summer Enrichment Program Providers** to **East Windsor Public Schools** based on your proposal for \$183,234.00. Your proposal was thoroughly evaluated by the State Department of Education evaluation committee and selected as a successful proposal based on the RFP requirements and objectives.

This Notice of Intent to Award signifies our preliminary intention to enter into a formal contract with your organization, subject to the contracting requirements as outlined in the RFP. However, the contract award is contingent upon the receipt of all required documentation including:

- A. Insurance certificates (Due 3/1)
- B. Licensures (Due 5/1)
- C. Submittal of required program information for registration portal (Due 3/1)
- D. Completed and executed contract document (Due within 3 days of receipt)

Our team will contact you to initiate contract negotiations. We are excited to be partnering with you on this important project and look forward to a successful collaboration.