

**BYLAWS
OF
THE EAST HARTFORD SCHOOL READINESS COUNCIL**

ARTICLE 1

Purpose

Section 1. Specific Objectives and Purposes

This council is organized exclusively for making recommendations on issues relating to school readiness including the application for school readiness grants. Established in 1997 under Public Act No. 97-259, An Act Concerning School Readiness and Child Day Care, this legislation established a grant program to provide spaces in accredited or approved school readiness programs for eligible children in priority school districts and districts with severe-need schools. School Readiness Councils will ensure that school readiness programs significantly increase the number of spaces in accredited and/or approved programs for young children to provide access to high-quality school readiness programs, significantly increase the number of full-day, full-year spaces to meet family needs, and share cost for school readiness and child-care programs among the state and its various agencies, the communities and families. The primary objective of the East Hartford School Readiness Council shall be to carry out the program requirements as defined in section 10-16p, 10-16u, 17b-749 and 17b-749c of the Connecticut General Statutes (CGS). Legislation has identified specific requirements for school readiness programs as part of the continuum of services in quality programs that meet the needs of children and families. These components include:

1. a plan for collaboration with other community programs and services and for coordination of resources in order to facilitate full-day and year-round, child care and education programs for children of working parents and parents in education or training programs;
2. parent involvement, parenting education and outreach;
3. record-keeping policies that require documentation of the name and address of each child's doctor, primary care provider and health insurance company and information on whether the child is immunized and has had health screens pursuant to 42U.S.C. Section 1396d and referrals for health service, including referrals for appropriate immunizations and screenings;
4. a plan for the incorporation of appropriate pre-literacy practices and teacher training in such practices;
5. nutrition services;
6. referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services
7. admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
8. A plan of transition for participating children from the school readiness program to kindergarten;
9. a plan for professional development for staff, including but not limited to, training in preliteracy skills;
10. a sliding fee scale for families participating in the program pursuant to section 17b-749; and

11. an annual evaluation of the effectiveness of the program; and

The East Hartford School Readiness Council will ensure that these quality components are carried out in its School Readiness Programs.

The East Hartford School Readiness Council will ensure that supplemental grants available to priority school districts to improve the quality and comprehensiveness of child-care programs or school readiness programs are utilized efficiently.

The East Hartford School Readiness Council will engage in shared and informed decision-making as informed by the cross-sector membership of the East Hartford School Readiness Council. Since the involvement of the chief elected official and superintendent offices is required, all matters and decisions will be discussed and voted upon openly at EH SRC meetings.

ARTICLE 2

Council Members

Section 1. General Membership

The East Hartford School Readiness Council shall be comprised of representatives from the East Hartford community, East Hartford Public Schools, parents, and others interested in the welfare of children. Standing voting members shall include representatives from the following organizations:

- Mayor or designee
- Superintendent of Schools or designee
- East Hartford Community Service Representative
- East Hartford Health Community Representative
- East Hartford Public Library Representative
- A representative from each of the child care programs receiving School Readiness Funds
- A representative from the Head Start Program (i.e., Director)
- A representative from the East Hartford Family Resource Center (i.e., Director)
- A preschool parent
- The local homeless education liaison designated by the local or regional board of education for the school district, pursuant to Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act, 42 USC 11431
- A representative from nonprofit and for-profit child care centers, group child care homes, prekindergarten and nursery schools, and family child care home providers at the discretion of the Council Co-Chairs
- Other early childhood program representatives not receiving School Readiness Funds at the discretion of the Council Co-Chairs

Voting Membership: Voting membership shall consist of members who represent the afore mentioned positions with the exception of voting that pertains to funding. When funding allocation is being determined, all members shall post one vote with the exception of the provider or entity receiving the funding.

Quorum: The East Hartford School Readiness Council (EHSRC) quorum, defined as the minimum number of East Hartford School Readiness Council Members that must be present in order to make the proceedings of the Council meeting valid, is seven (7) as long as one or both EHSRC co-chairs or their designees is present. This number meets the 50%+ requirement.

Regular attendance at the Council meetings is expected. Any member failing to attend three consecutive meetings without providing a sufficient excuse acceptable to the School Readiness Administrator or Co-chairs, will be excused from the School Readiness Council and a replacement will be appointed to complete the remainder of the grant year.

Membership is expected for the School Readiness Grant Year from July 1st to June 30th.

Any vacancies will be filled on the recommendation of a School Readiness Council Member to the School Readiness Council or by recommendation of a School Readiness Chairperson.

Any East Hartford School Readiness Council member may resign from the EHSR Council by delivering a written resignation to the Mayor of the East Hartford with a copy to the Superintendent of East Hartford Public Schools and to the East Hartford School Readiness Administrator.

Section 2. Powers and Duties of Membership

The East Hartford School Readiness Council shall have the authority to implement its policies and objectives which include the following:

1. Make recommendations to the chief elected official and the superintendent of schools on issues relating to School Readiness including any applications for grants pursuant to sections 10-16p, 10-16u, 17b-749 and 17b-749c of the C. G. S.;
2. Foster partnerships among providers of School Readiness programs
3. Assist in the identification of
 - a. the need for School readiness programs and the number of children not being served by such a program, and
 - b. for priority school districts, the number of children not being served by such a program and the estimated operating cost of providing universal school readiness to eligible children in such districts who are not being served;
4. Submit biennial (every two years) reports to the Connecticut Office of Early Childhood (OEC) on the number and location of School Readiness spaces, estimates of future needs, and the factors identified pursuant to subdivision (3) of this subsection;

5. Cooperate with the CT OEC in any program evaluation after July 1, 2000, use measures developed pursuant to section 10-16s of the C.G.S. for purposes of evaluating the effectiveness of the School Readiness programs;
6. Identify existing and prospective resources and services available to children and families;
7. Facilitate the coordination of the delivery of services to children and families, including
 - a. referral procedures, and
 - b. before-and after-school child care for children attending kindergarten programs;
8. Exchange information with other SRC's and community organizations serving children and families;
9. Make recommendations to school officials concerning the transition from School Readiness programs;
10. Encourage public participation

Section 3. East Hartford School Readiness Council Structure

The East Hartford School Readiness Council structure is defined in section 10-16r of the CGS.

1. The Chief Elected Official and the Superintendent, or their designees, are members of the East Hartford School Readiness Council. The Chief Elected Official designates the Chair or Co-chairs
2. The Chief Elected Official convenes the EHSR Council and leads the work in collaboration with the school district Superintendent.
3. To avoid School Readiness administrative conflict of interest, the recommended two co-chairs are the Chief Elected Official and the Superintendent or designees.

NOTE:

- **Program directors that receive School Readiness funds, the School Readiness Administrator (liaison), or direct supervisor of the Administrator (liaison) are not eligible to be a Chair or Co-chair of the Council**
- **Program directors that receive School Readiness funds, School Readiness Administrator (Liaison), or direct supervisors of the Administrator (Liaison) may not be designees on behalf of the Chief Elected Official or Superintendent**
- **When the Chief Elected Official or Superintendent and their designees all attend Council meetings, the Chief Elected Official and the Superintendent vote with the Council, the designees do not have a vote. When designees represent the Chief Elected Official or the Superintendent, the designees vote on their behalf**
- **Agencies, entities, or consultants receiving Quality Enhancement monies to provide services do not vote on distribution of funds;**
- **Early childhood providers do not vote on distribution of funds that may be allocated to their program. (please refer to voting membership, Article II, Section 1.)**
- **School Readiness liaison does not vote on SRC matters;**

- **The fiduciary (the Town, Board of Education, Regional Education Service Center [RESC], the Human Resource Agency, or Department of Health/Youth Services) assists the East Hartford SRC with fiscal responsibilities associated with the administration of the grant.**
 - **The fiduciary's governing body does not hold decision-making authority regarding the administration, coordination, or evaluation of the School Readiness grant, including funding decisions.**
4. The Chairpersons shall preside at Council meetings, shall work with staff to appoint committees as needed, shall ensure that there is a coordinated effort to establish a collaboration between the community and public schools, shall perform all duties as required to keep the School Readiness Council viable and functioning, and shall be expected to attend at least seventy-five percent (75%) of all regularly scheduled East Hartford School Readiness Meetings each grant year. Chairpersons are required to serve a two-year renewable term.

Section 4. The Role of the East Hartford School Readiness Council Liaison

1. The liaison is responsible for the coordination, program evaluation and administration of the School Readiness Grant and serves as liaison between the local or regional SRC and the OEC.
2. A primary responsibility of the liaison is to recruit eligible programs for potential funding, and ensure bias-free implementation of the grant.
3. The liaison may be a contracted position with an independent consultant or an educational organization. The liaison may be employed by the municipality, RESC, Local Education Agency (LEA), Community Action Program, etc.
4. The liaison must be supervised by an individual who is not directly overseeing programs that receive School Readiness funds.
 - a. Example: Liaisons can be supervised by non-program administrators such as an assistant superintendent, mayor or administrative staff not directly overseeing funded programs.
 - b. Program administrators receiving School Readiness funds may not supervise liaisons.
 - c. Program directors and/or staff who work in programs that receive School Readiness funds may not act as the liaison.
 - d. It is the responsibility of the East Hartford School Readiness Council and the EH SR liaison to share this information with their sub-grantees and ensure that each program is in compliance with these guidelines in order for sub-grantees to receive funding as a School Readiness program.

ARTICLE 3

Meetings

The East Hartford School Readiness Council will meet a minimum of nine (9) times a year (July - June) according to a predetermined schedule. The Chairpersons or School Readiness Administrator may call additional meetings.

ARTICLE 4

Voting

East Hartford School Readiness Council Members shall, by majority vote, resolve all motions. Voting shall be conducted in person at meetings by EH SRC voting members or their designee. Please refer to Article II, Section 1 for definition of voting membership as compared to general membership. It is recognized that at any given EHSRC meeting, guests are welcome to attend, however guests are not permitted to vote.

It is recognized that East Hartford School Readiness Council Members are broad representatives of the community. One sector (i.e. public school vs. community) is not favored over another. Any member who feels that an issue is a conflict of interest must abstain from discussion and/or voting on that issue. All members will comply with the City of East Hartford Ethics and Conflict of Interest Ordinance.

Recommendations for funding and all EHSR Council work shall not be overruled by the Chief Elected Official or Superintendent or any other governing body at the local level.

ARTICLE 5

Standing Committees

Section 1

The East Hartford School Readiness Council shall consist of three standing committees: The Grants Review Committee, The Kindergarten Transition Committee, and The Recruitment & Family Engagement Committee.

Each committee must consist of the East Hartford School Readiness Administrator (Liaison), at minimum two representatives from the East Hartford School Readiness Council, and other community or public-school representatives recommended by the Council. The Grants Review Committee cannot consist of a person with any involvement of the grant being submitted. This will be viewed as a conflict of interest.

Section 1a. The Grants Review Committee

The Grants Review Committee shall review Grants submitted to the East Hartford School Readiness Administrator (Liaison) for School Readiness grant funds each grant year. The committee members will review

the submitted grants and make recommendations to the East Hartford School Readiness Council as to funding allocations.

Section 1b. The Kindergarten Transition Committee

The Kindergarten Transition Committee shall collaborate with the community and public schools to provide program policies, procedures and a plan that ensures East Hartford children and their families experience a smooth and successful transition from the child's school readiness program to kindergarten.

Section 1c. The Recruitment & Family Engagement Committee

The Recruitment & Family Engagement Committee shall collaborate with families, the community and public schools to develop a systemic outreach and marketing activities. This committee will be specifically responsible for developing a plan to recruit families into the East Hartford School Readiness Program to fill all openings at provider sites. This committee will also engage in community asset mapping to compile a contact list of resources, supports and activities for families that can be posted on the EHSRC webpage and shared with families by teachers and program administrators; to be updated annually.

ARTICLE 6

Other Committees

The East Hartford School Readiness Council (EHSRC) may establish Ad Hoc committees or task forces as needed. The process to formalize a committee shall consist of a proposal presented to the EHSRC that states the need, the goal and pertinent activities to achieve the goal. Proposals will be voted on by the EHSRC.

ARTICLE 7

Amendment of the Bylaws

All amendments to the by-laws must be submitted in writing at least two weeks prior to a meeting to be discussed at that meeting. Upon notification of the membership, a vote will be taken at the following meeting.

Any amendment to the by-laws requires a quorum to be present and voting, and that a 50 percent plus one majority be cast in favor to pass.

Adopted March 28,2018
EHSRC.
jlg