

East Hartford School Readiness Council
Policies and Guidelines
Monitoring and Evaluation
Reference (GP14-10)

It is the responsibility of the East Hartford School Readiness (EHSR) Council to ensure implementation of the grant sub-grantee, including fiscal and programmatic monitoring and mentoring of the sub-grantees and their adherence to the quality program standards, accreditation, grant policies and statement of assurances. A School Readiness Administrator will be hired to monitor and evaluate all programs. The EHSR Council will hire the Administrator who will act as liaison between the local or regional EHSR Council, the Mayor (or designee), the Superintendent (or designee), the sub-grantees, and the CT Department of Education, the CT Department of Social Services, and the CT Office of Early Childhood.

The monitoring and evaluation process of School Readiness sub-grantees will be the following:

1. Monitoring conducted by the School Readiness Administrator or designee will occur to assess compliance with areas of grant implementation.
2. Sub-grantees will respond to any non-compliance/recommendations within 10 business days of issue unless otherwise noted. If a non-compliance issue is brought to the attention of the EHSR Administrator and further investigation finds the issue to threaten the safety of the children, a written action plan/timeline must be completed and submitted to the EHSR office within 5 calendar days or otherwise determined by Administrator.
3. Unresolved issues may be brought to the full Councils' attention by either the EHSR Administrator or sub-grantee representative. An extension may be granted for non-compliance issues if reasonable steps have been taken to resolve the issue.
4. If the non-compliance issue continues, the sub grantee will be ineligible for future funding until the issue is resolved.