

East Hartford School Readiness Council
Policies and Guidelines - Sub-grantee Communication Systems
Reference (GP14-10)

The East Hartford School Readiness (EHSR) Administrator or designee will act as the conduit for communication to and from the Connecticut State Department of Education, Connecticut State Department of Social Services (DSS), the CT Office of Early Childhood, the Town of East Hartford, the EHSR Council and sub-grantees. The following applies to encourage open communication –

- A contact person at each funded EHSR sub-grantee will be identified.
- The EHSR Administrator will be available to consult with sub-grantees either in person, e-mail, and/or by phone.
- The EHSR Administrator will be available to provide technical assistance.
- Sub-grantees may be asked to discuss items at the EHSR Council meetings, or meet with the EHSR Administrator and Council Co-chairs.

The EHSR Administrator will distribute and discuss School Readiness policies and implementation with sub-grantees and/or EHSR Council members as needed. The EHSR Council meetings will:

- Be held *minimally six* times per year or at the discretion of the EHSR Council members.
- Offer a calendar of meetings to be distributed by September.
- Be Mandatory in that each funded sub-grantee must have at least one representative in attendance (persons may represent more than one sub-grantee and are responsible to ensure programs they represent receive the information from the meeting). Should a sub-grantee not have representation at a meeting due to unforeseen circumstances, it is the sub-grantees responsibility to contact the EHSR Administrator to receive any necessary information from the meeting. Attendance at meetings will be addressed at mentoring/monitoring meetings if needed.
- Be chaired by the Mayor and Superintendent and a set agenda will be available at all meetings. Guest speakers on relevant, timely issues will be scheduled.
- Allow for additional communication methods and will include phone, fax, e-mail, and mail.