

Hidalgo County Head Start Program

Policy Council Agenda

DATE: September 17, 2008

SUBJECT: Discussion/Approval to Submit Application for Continuation Funding for Fiscal Year 2009 to the Department of Health and Human Services Administration for Children and Families (ACF)

RATIONALE/NEED: Every year we must submit an application for funding continuation as per Head Start Regulations.

RECOMMENDATION: Administration recommends approval.

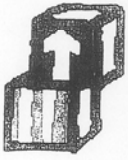
COST: N/A

RELATED INFORMATION INCLUDES: Budget Summary and Comparison

INITIATED BY: Elma Keller, Finance Director *E Keller*

REVIEWED BY: Edmundo Garcia, Assistant Program Director *E Garcia*

EXECUTIVE DIRECTOR'S APPROVAL: *Jess Flores*



Hidalgo County Head Start MEMORANDUM

"Children first..."

Date: September 9, 2008

To: Hidalgo County Parent Policy Council-Budget Committee

Through: Teresa Flores, Executive Director

From : Edmundo Garcia, Assistant Program Director *EG*

Subject: 2009 Budgets

The Hidalgo County Head Start Program Budget for the 2009 fiscal year is attached for your review, consideration and approval.

Our 2009 **Head Start** Budget totaling **\$23,226,407.00** equals our 2008 funding allocation from the Department of Health and Human Services. No permanent increases such as COLA (Cost of Living Adjustment) have been programmed for 2009.

The 2009 Budget for the **Child Nutrition** Program from the Texas Department of Agriculture is **\$2,550,952.42**. This Budget reflects **\$109,021.73** more than the 2008 budget due to a slight increase in the reimbursement rate.

The final budget reflects the input and collaboration from all Head Start department heads

The 2009 Hidalgo County Head Start Budget provides for:

- Adequate funding level to maintain a fully staffed program and comply with all Federal, State and local regulations.
- Funds to continue our staff development efforts to comply with federal mandates in which **50% of Head Start teachers must have a Bachelor of Arts Degree** or advanced degree in early childhood education or a related degree with experience teaching pre-school age children **by September 30, 2013**.
- **All Head Start teacher assistants to have** or be enrolled in a program leading to an associate or Baccalaureate Degree or be enrolled in a CDA (Child Development Associate) credential program that will be completed **by September 30, 2013**.
- Reallocating Support Service Facilitator positions to be filled by Support Service Assistants.
- Reduction of 2 personnel Courier positions, no longer essential to the operation.
- Meals for children to meet the daily nutritional requirements necessary to sustain appropriate child development.
- More funding for custodians' salaries from the Child Nutrition allocation (an increase from 14% to 20%).

Hidalgo County Head Start Program

Budget Analysis

Description	2008	2009	Difference	Comments/Notes
Salaries/Fringes				
Salaries	15,099,275.04	15,054,132.80	(45,142.24)	Support Service Facilitators became Center Managers; Facilitators vacancies filled by Support Service Assistants; and two courier positions no longer needed.
Fringes/Pension Adm Costs	5,542,297.06	5,542,259.58	(22,037.48)	Support Service Assistants; and two courier positions no longer needed.
Total Salaries/Fringes	20,663,572.10	20,596,392.38	(67,179.72)	
Out of Town Travel	10,000.00	10,000.00	0.00	
Equipment	0.00	12,000.00	12,000.00	Need to replace old file server/the new server will become the primary unit.
Supplies				
Office	67,500.00	102,587.60	35,087.60	Costs for fingerprinting is now being assessed effective as of September 2008.
Postage	6,500.00	6,500.00	0.00	
Classroom/Consum	176,000.00	176,000.00	0.00	
Classroom/Non Con	148,532.60	148,532.60	0.00	
Maintenance	215,000.00	215,000.00	0.00	
Janitorial	100,000.00	100,000.00	0.00	
Medical	20,500.00	20,500.00	0.00	
Playground	900.00	900.00	0.00	
Operational	91,070.00	91,070.00	0.00	
Total Supplies	826,002.60	861,090.20	35,087.60	
Other				
Center Space	153,000.00	155,000.00	2,000.00	Center space rental increased for Weslaco II & Weslaco III Head Start Centers.
Telephone	156,600.00	158,400.00	1,800.00	Internet connections on additional sites.
Utilities	339,600.00	357,892.12	18,292.12	Rates with the utility providers have increased.
Local Travel	71,999.30	77,999.30	6,000.00	Federal reimbursement rates increased to \$.585.
Renovations	0.00	0.00	0.00	
Audit	35,000.00	35,000.00	0.00	
Dental Serv	20,000.00	20,000.00	0.00	
Disability Serv	15,000.00	13,000.00	(2,000.00)	More children qualify for medicaid services.
Mental Health	33,000.00	33,000.00	0.00	
Medical Serv	15,000.00	10,000.00	(5,000.00)	More children qualify for medicaid services.
Printing- Admin	7,700.00	9,700.00	2,000.00	Printing costs have increased.
Printing Center	27,000.00	28,000.00	1,000.00	Printing costs have increased.
Subscriptions	300.00	300.00	0.00	
Insurance	161,500.00	161,500.00	0.00	
Vehicle Maintenance	95,000.00	95,000.00	0.00	
Fuel	122,000.00	139,000.00	17,000.00	Fuel costs have risen.
Equip. Repair-Admin	11,000.00	5,000.00	(6,000.00)	New equipment requires less repairs.
Equip. Repair-Center	37,000.00	37,000.00	0.00	
Equip. Rental	6,900.00	6,900.00	0.00	
Parent Involvement	30,000.00	30,000.00	0.00	
Babysitting Reimb	2,880.00	2,880.00	0.00	
CDA/ T.T.A.	247,353.00	247,353.00	0.00	
Legal Fees	57,500.00	57,500.00	0.00	
Advertising	1,500.00	1,500.00	0.00	
AA Program	80,000.00	65,000.00	(15,000.00)	More employees qualify for Pell Grants.
Total Other Expend.	1,726,832.30	1,746,924.42	20,092.12	
Total Oper. Budget	\$2,562,834.90	\$2,630,014.62	67,179.72	
Total Budget	23,226,407.00	23,226,407.00	0.00	

Hidalgo County HeadStart Program
Positions Budgeted for 2009

Administration		Finance		Management Information Systems		Personnel		Procurement		Public Relations	
Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:
Assist. Program Director (s)	2	Director	1	Clerk	1	Officer	1	Director	1	Assistant	1
Receptionist/Clerk (s)	1	Assistant	1	Officer	1	Benefits Clerk	1	Assistant	1		
Executive Secretary (s)	2	Bookkeeper (s)	2	Technician	1	Secretary (s)	3	Clerk (s)	2		
Administrative Assistant	1	Assist. Bookkeeper (s)	2	Software Support Tech.	1						
Executive Director	1	Clerk	1		4						
	7		7								
Risk Management		Education		Staff Development		Health		Disability		Mental Health	
Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:
Benefits Specialist	1	Teacher (s)	194	Director	1	Coordinator/LVN (s)	2	Secretary	1	Clerk	1
Safety Officer	-	Assist. Teacher (s)	194	Secretary	0	Registered Nurse	1	Coordinator	1	Director	1
	1	Secretary	1	Coordinator	1	Director	1	Director	1		
		Specialist/Ops	1		2	Secretary	5	Service Aide	18		
		Coordinator	1						21		
		Area Director (s)	4								
		Center Manager (s)	37								
		Clerk (s)	7								
		SS Assistant (s)	48								
		SS Facilitator (s)	24								
			511								
Field Operations		Family Services		Transition Literacy							
Positions:	No:	Positions:	No:	Positions:	No:						
Bus Aide (Classroom)	18	Coordinator	3	Director	1						
Bus Aide (Substitute)	11	Secretary	1	Secretary	1						
Bus Driver (s) (Maintenance)	29	Director	1		2						
Custodian (s)	59		5								
Coordinator	1										
Director	1										
Clerk (s)	2										
Secretary	1										
Craftsmen	2										
Crew Leader (s)	2										
Maintenance (Personnel)	11										
Courier (s)	5										
	142										

Total Budgeted Positions 719
Substitute Teachers 57

776

Hidalgo County Head Start Program

Actual Budgeted Positions

Department	2004	2005	2006	2007	2008	2009	2010
Administration	8	8	8	8	7	7	
Finance	8	8	7	7	7	7	
MIS	8	7	5	5	5	4	
Personnel	5	5	5	5	5	5	
Procurement	4	4	4	4	4	4	
Public Relations	1	1	1	1	1	1	
Risk Management	2	2	1	1	1	1	
Education	527	582	572	566	568	568	
Staff Development	3	3	3	3	2	2	
Health	25	5	5	5	5	5	
Disability	36	26	24	21	21	21	
Mental Health	5	3	2	2	2	2	
Field Operations	158	156	150	147	144	142	
Family Services	30	5	5	4	4	5	
Transition Literacy	14	2	2	2	2	2	
Total # of Positions	834	817	794	781	778	776	

Texas Department of Agriculture (TDA)

	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
Head Cook	3	3	3	2	2	2	
Assistant Cook	5	5	4	4	4	2	
Driver	10	10	10	8	7	7	
Kitchen Helper	21	21	19	15	13	13	
Food Coordinator	6	2	2	2	2	2	
Clerk	2	2	1	1	1	1	
Secretary	0	0	1	1	1	1	
Director	1	1	1	1	1	1	
Total # of Positions	48	44	41	34	31	29	

Texas Department of Agriculture (TDA)

Budget Analysis

Description	2007-2008	2008-2009	Difference	Comments/Notes
Salaries/Fringes				
Salaries (plus COLA)	699,217.38	746,220.80	47,003.42	TDA budget is paying 20 % of the custodians salaries for one year.
Fringes/Pension Adm Costs	336,451.91	350,433.50	13,981.59	TDA budget is paying 20 % of the custodians benefits for one year.
* Total Salaries/Fringes	1,035,669.29	1,096,654.30	60,985.01	
Food	1,160,535.60	1,200,197.32	39,661.72	Rising meal costs.
Supplies and Equipment				
Equipment	-	-	-	
Non-Food Supplies	155,000.00	155,000.00	-	
Office Supplies	6,000.00	6,000.00	-	
Purchased Services				
Equipment Maintenance	30,000.00	30,000.00	-	
Vehicle Maintenance	13,000.00	13,000.00	-	
Vehicle Fuel	22,000.00	28,000.00	6,000.00	Rising fuel costs.
Telephone	7,000.00	7,000.00	-	
Media Costs	1,000.00	1,000.00	-	
Organization Costs				
Local Travel	8,425.80	8,425.80	-	
T & TA	3,300.00	5,675.00	2,375.00	Estimated increase on travel costs.
* Total Operating Expenses	1,406,261.40	1,454,298.12	48,036.72	
Total Budget	2,441,930.69	2,550,952.42	109,021.73	

Reimbursement Formula:

172 Service Days x 3,570 Children x 85% ADA x \$4.8875 Reimbursement Rate = \$2,550,952.43

Reimbursement Rate is Calculated as follows:

Breakfast	1.40
Lunch	2.57
Snack	0.71
Cash-in-Lieu of Commodities:	0.2075
Reimbursement Rate	4.8875