



Hidalgo County Head Start Program

Policy Council Agenda

DATE: April 13, 2011

SUBJECT: Discussion/Approval of Summer Work Schedule

RATIONALE/NEED: The Administration Office Staff is recommending to work the four (4) day week this summer. The day will begin at 7:00 a.m. and end at 6:00 p.m. including one (1) hour for lunch. Administration Office staff were presented three (3) options and the schedule above received the majority of the votes.

RECOMMENDATION: Administration recommends approval.

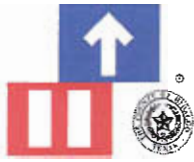
COST: N/A

RELATED INFORMATION INCLUDES: Summer Work Schedule Results and the Summer Work Schedule

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*



Hidalgo County Head Start Program

Summer Work Schedule Results

Departments	OPTION 1 Monday - Thursday 7:00 am - 5:00 pm Friday- 7:00 am-11:00 am	OPTION 2 Monday - Thursday 8:00 am - 6:00 pm Friday- 8:00 am- 12:00 N	OPTION 3 Monday - Thursday 7:00 am - 6:00 pm Friday - Off	TOTAL VOTES
Administration			7	7
Education			6	6
Family Services			5	5
Finance			7	7
Health/Mental Health			5	5
Maintenance/Warehouse/ Transportation			26	26
M.I.S.			4	4
Nutrition		3		3
Personnel (Human Resources)			8	8
Procurement			4	4
Special Services			3	3
Staff Development			2	2
Special Projects			1	1
Transition			2	2
TOTALS	0	3	80	83

June 2011 - Option 3

Mon	Tue	Wed	Thu	Fri
		1	2	3
6 1st Cycle Begins 7:00 am - 6:00 pm	7 7:00 am - 6:00 pm	8 7:00 am - 6:00 pm	9 7:00 am - 6:00 pm	10 Off
13 7:00 am - 6:00 pm	14 7:00 am - 6:00 pm	15 7:00 am - 6:00 pm	16 7:00 am - 6:00 pm	17 Off
20 2nd Cycle Begins Office Closed	21 Office Closed	22 Office Closed	23 Office Closed	24 Office Closed
27 Office Closed	28 Office Closed	29 Office Closed	30 Office Closed	

July 2011 - Option 3

Mon	Tue	Wed	Thu	Fri
				1 Office Closed
4 Holiday Office Closed	5 Office Closed	6 Office Closed	7 Office Closed	8 Office Closed
11 7:00 am - 6:00 pm	12 1st Cycle Returns 7:00 am - 6:00 pm	13 7:00 am - 6:00 pm	14 7:00 am - 6:00 pm	15 Off
18 7:00 am - 6:00 pm	19 7:00 am - 6:00 pm	20 7:00 am - 6:00 pm	21 7:00 am - 6:00 pm	22 Off
25 Return to Work 8:00 am - 5:00 pm	26 2nd Cycle Returns	27	28	29