



Hidalgo County Head Start Program

Policy Council Agenda

DATE: September 21, 2011

SUBJECT: Discussion/Approval of the Training and Technical Assistance Budget

RATIONALE/NEED: A detail of the proposed expenditure of funds to meet the Head Start Act mandate for teachers pursuing a bachelor's degree will be presented. A proposal to provide financial assistance to other staff who wish to pursue or are pursuing an associate's and or bachelor's degrees in a job related field will also be presented.

RECOMMENDATION: Administration recommends approval.

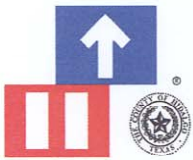
COST: Projected total two (2) year cost is \$416,944.72

RELATED INFORMATION INCLUDES: Attached Memorandum

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*



Hidalgo County Head Start Program

P.O. Box 0117 Edinburg, Texas 78540-0117 (956) 383-0706

TO: Policy Council Members
FROM: Teresa Flores, Executive Director *Teresa Flores*
SUBJECT: Training and Technical Assistance Budget
DATE: September 21, 2011

Current Status

The Hidalgo County Head Start Program has successfully responded to the Head Start Act of 2007 requirements for Head Start teachers. Specifically, the requirement states that "by October 1, 2011 each Head Start classroom in center-based programs must have a teacher who has at least . . . an associate, baccalaureate or advanced degree in Early Childhood Education." The Hidalgo County Head Start Program met the mandate as of May 2011. Support and financial assistance was directed toward meeting this part of the mandate in a timely manner. Current records show that one-hundred forty-one (141) teachers have an associate's degree and fifty-eight (58) of the one-hundred forty-one (141) have a bachelor's degree. (See Attachment 1.)

Bachelor's Degree Mandate

Another part of the Head Start Act requirement is that "by September 20, 2013 at least 50% of the Head Start teachers must have a baccalaureate degree or advanced degree in Early Childhood Education or a baccalaureate or advanced degree in any field, and coursework equivalent to a major relating to early childhood education with experience teaching pre-school age children." Since fifty-eight (58) of the one-hundred ninety-nine (199) teachers meet the bachelor's degree requirement, the Program needs to assist forty-two (42) teachers to earn the required bachelor's degree. The Training and Technical Assistance Plan and budget must reflect this effort for the next two years.

Projected Cost to meet the Bachelor's Degree Requirement

The Office of Head Start has continuously set aside a designated amount of Program funds to carry out Training and Technical Assistance activities for staff. For several years the amount has been approximately \$273,000. Part of these funds has been consistently allocated to assist staff pursuing degrees in early childhood education.

Attachment 1 shows the current status of education for all teachers. It also shows the approximate amount of funds needed for each teacher to meet the bachelor's degree mandate by 2013.

In summary, the first group consists of six (6) teachers who are close to completing the bachelor's degree. These are marked by an asterisk (*) and will complete the requirement within four semesters or less at a total approximate cost of \$21,575.04.

The second group is composed of fifteen (15) teachers who have a bachelor's degree in a field other than Early Childhood Education. The group requires approximately six (6) semesters of college hours at the rate of nine (9) hours per semester and at an approximate total cost of \$166,362.00 over a period of two years (\$83,181.00 for one year).

The third group consists of the remaining twenty-one (21) teachers with an associate's degree who will require six (6) semesters of college work at a rate of nine (9) hours per semester and at an approximate total cost of \$229,007.68 over a period of two (2) years (\$114,503.84 for one year).

The total for teachers to meet the mandate is approximately \$219,259.88 for the first year and \$197,684.84 for the second year as shown below:

Teachers	# of Teacher	# of Semesters	Year 1	Year 2	Total
Teachers on last year	6	4 or less	\$21,575.04	none	\$21,575.04
Teachers with other BA's	15	6	\$83,181.00	\$83,181.00	\$166,362.00
Teachers with AA's	19	6	\$105,362.60	\$105,362.60	\$210,725.20
	2	6	\$9,141.24	\$9,141.24	\$18,282.48
Total	42		\$219,259.88	\$197,684.84	\$416,944.72

There are several variables derived from a set of assumptions which may impact the proposed outcome of the timetable and expenditures described above. It is not possible to accurately account for these variables because each semester offers a different scenario. The best effort at projecting weighs several underlying assumptions which may nullify the need to account for such as variables.

Assumption 1: All current teachers will remain with the Program for the next two years; no teacher with a bachelor's degree will leave the Program.

Assumption 2: All teachers who are to complete the bachelor's degree will follow the proposed timetable as described.

Assumption 3: Approximately 30% of the enrolled staff will qualify for financial assistance from the University.

Assumption 4: The Program will also continue to provide financial assistance to any staff member who chooses to pursue an associate's degree in Early Childhood Education and qualifies for such assistance. Currently forty-six (46) staff members are pursuing the degree.

Proposal and Request for Funds for Non-Classroom Staff

An examination of the current fund balances for the 2011 Technical Assistance and Training budget designated for educational purposes indicates that there are funds available for non-classroom staff to pursue an associate's or bachelor's degree in a job related field other than early childhood education. The proposal is to provide a maximum of \$25,000 per year for this purpose. These funds would be available on a first come first serve basis for staff members who do not qualify for financial assistance and meet the requirements for financial assistance in the Staff Development Handbook. Additionally, it is proposed that the funds be made available during the remainder of this year and retroactive as of June, 2011 which marks the completion of the associate's degree requirements by the teachers.

Educational Requirements for Non-Classroom Staff

In addition to the degree requirements for teachers, the Head Start Act addresses educational requirements for education coordinators including those who serve as curriculum specialists. These staff members must have a bachelor's or advanced degree in early childhood education. These requirements have also been met by the Program staff.

Considering that no other requirements are mandated and that we still have to meet the second part of the mandate, it is recommended that we remain consistent with the Head Start Act requirements until September 2013. At that time and if the mandate has been met, a review of current and future funding can be conducted to determine if other staff positions should require additional degrees or credentialing. Staff would be in a position to plan and implement a corresponding Training and Technical Assistance Plan to meet Program needs.

The provision of limited financial assistance (\$25,000) for qualified staff not under the mandate offers both opportunity and support on a voluntary basis. The Staff Development Department staff can begin to work with these employees and provide counseling. This approach can be reviewed and revised yearly based on Program needs and funding levels.



**HIDALGO COUNTY HEAD START PROGRAM
PREPARED BY STAFF DEVELOPMENT DEPARTMENT**

TEACHERS

#	POSITION	CENTER	MAJOR	DATE OF GRADUATION	# OF CREDITS	SEMESTERS NEEDED TO COMPLETE BIS DEGREE PLAN	COST
1	Teacher	Mission II	MA/BI ED	Aug. 1976	150	N/A	N/A
2	Teacher	UTPA	MA/ED ADM	May. 2011	168	N/A	N/A
3	Teacher	McAllen II	ELEM. ED	May. 1987	145	N/A	N/A
4	Teacher	McAllen II	BIS	Dec. 1993	160	N/A	N/A
5	Teacher	McAllen II	BS/LIBERAL STUDIES	May. 1996	125	N/A	N/A
6	Teacher	Edinburg IV	BS/HIST/ECED CERT.	May. 2001	140	N/A	N/A
7	Teacher	Mercedes I	BS/HEALTH ED/ECED CERT.	Dec. 2001	149	N/A	N/A
8	Teacher	Edinburg I	BIS	Dec. 2002	182	N/A	N/A
9	Teacher	Mission II	BIS	Dec. 2002	124	N/A	N/A
10	Teacher	Edinburg II	BIS	Dec. 2002	140	N/A	N/A
11	Teacher	Palmview II	BA/COMM/EC-4 th CERT.	Dec. 2004	152	N/A	N/A
12	Teacher	Alton	BIS	Dec. 2004	133	N/A	N/A
13	Teacher	Mission III	BIS	July 2005	129	N/A	N/A
14	Teacher	Palmview II	BIS	Dec. 2005	140	N/A	N/A
15	Teacher	Las Milpas I	BIS	May. 2006	140	N/A	N/A
16	Teacher	Mission II	BIS	May. 2006	145	N/A	N/A
17	Teacher	Edinburg IV	BIS	May. 2006	148	N/A	N/A
18	Teacher	Palmview III	BIS	Aug. 2006	140	N/A	N/A
19	Teacher	Edinburg IV	BIS	Aug. 2006	141	N/A	N/A
20	Teacher	Mercedes III	BIS	Dec. 2006	144	N/A	N/A
21	Teacher	Palmview I	BIS	May. 2007	120	N/A	N/A
22	Teacher	Palmview III	BIS	May. 2008	142	N/A	N/A
23	Teacher	Mercedes I	BIS	May. 2008	142	N/A	N/A
24	Teacher	Mission II	BIS	May. 2008	140	N/A	N/A
25	Teacher	San Juan II	BIS	Dec. 2008	140	N/A	N/A
26	Teacher	Edinburg IV	BIS	Dec. 2008	140	N/A	N/A
27	Teacher	Edinburg IV	BIS	Dec. 2008	142	N/A	N/A
28	Teacher	Palmview III	BIS	Dec. 2008	140	N/A	N/A
29	Teacher	Weslaco III	BS/ELEM ED/ECED	Dec. 2008	125	N/A	N/A

#	POSITION	CENTER	MAJOR	DATE OF GRADUATION	# OF CREDITS	SEMESTERS NEEDED TO COMPLETE BIS DEGREE PLAN	COST
83	Teacher	Mission III	AA/ECED	Aug. 2005	75	6	\$ 11,090.80
84	Teacher	Donna II	AA/ECED	Aug. 2005	66	6	\$ 11,090.80
85	Teacher	Palmview I	AA/ECED	Aug. 2005	75	6	\$ 11,090.80
86	Teacher	McAllen II	AA/ECED	May. 2006	62	6	\$ 11,090.80
87	Teacher	Progreso	AA/ECED	May. 2006	72	6	\$ 11,090.80
88	Teacher	Weslaco II	AA/ECED	Aug. 2006	86	6	\$ 11,090.80
89	Teacher	Palmview III	AA/ECED	Aug. 2006	80	6	\$ 11,090.80
90	Teacher	Las Milpas I	AA/ECED	Aug. 2006	75	6	\$ 11,090.80
91	Teacher	Mission II	AA/ECED	Dec. 2006	99	6	\$ 11,090.80
92	Teacher	Sullivan	AA/ECED	Dec. 2006	72	6	\$ 11,090.80
93	Teacher	San Carlos	AA/ECED	Dec. 2006	61	6	\$ 11,090.80
94	Teacher	Western Rd.	AA/ECED	Aug. 2007	64	6	\$ 11,090.80
95	Teacher	Edinburg III	AA/ECED	Aug. 2008	78	6	\$ 11,090.80
96	Teacher	Donna I	AA/ECED	Dec. 2008	71	6	\$ 11,090.80
97	Teacher	Weslaco I	AAT(EC-4 th)	May. 2007	71	6	\$ 11,090.80
98	Teacher	Palmview II	AAT(EC-4 th)	May. 2007	63	6	\$ 11,090.80
99	Teacher	Edcouch	AAT(EC-4 th)	May. 2007	82	6	\$ 11,090.80
100	Teacher	Palmview I	AAT(EC-4 th)	Aug. 2007	175	2	\$ 3,292.56 *
101	Teacher	Mission III	AAT(EC-4 th)	Aug. 2007	72	6	\$ 11,090.80
102	Teacher	Donna I	AAT(EC-4 th)	Aug. 2007	70	6	\$ 11,090.80
103	Teacher	Palmview II	AAT(EC-4 th)	Aug. 2007	105	2	\$3,899.12 *
104	Teacher	San Juan II	AAT(EC-4 th)	Aug. 2007	87	6	\$ 11,090.80
105	Teacher	Edcouch	AAT(EC-4 th)	Dec. 2007	70	6	\$ 11,090.80
106	Teacher	Las Milpas II	AAT(EC-4 th)	Dec. 2007	88	6	\$ 11,090.80
107	Teacher	Mission II	AAT(EC-4 th)	Dec. 2007	88	6	\$ 11,090.80
108	Teacher	San Juan II	AAT(EC-4 th)	Dec. 2007	87	6	\$ 11,090.80
109	Teacher	Donna I	AAT(EC-4 th)	Dec. 2007	72	6	\$ 11,090.80
110	Teacher	La Joya	AAT(EC-4 th)	Dec. 2007	114	5	\$9,141.24
111	Teacher	Palmview I	AAT(EC-4 th)	May. 2008	129	6	\$ 11,090.80
112	Teacher	Mission I	AAT(EC-4 th)	May. 2008	74	6	\$ 11,090.80
113	Teacher	Mission II	AAT(EC-4 th)	May. 2008	70	6	\$ 11,090.80
114	Teacher	Monte Alto	AAT(EC-4 th)	Aug. 2008	93	6	\$ 11,090.80
						Subtotal:	\$ 337,966.12

#	POSITION	CENTER	MAJOR	DATE OF GRADUATION	# OF CREDITS	SEMESTERS NEEDED TO COMPLETE BIS DEGREE PLAN	COST
115	Teacher	Western Rd.	AAT(EC-4 th)	Aug. 2008	74	6	\$ 11,090.80
116	Teacher	McAllen IV	AAT(EC-4 th)	Aug. 2008	167	6	\$ 11,090.80
117	Teacher	La Herencia	AAT(EC-4 th)	Aug. 2008	93	6	\$ 11,090.80
118	Teacher	Edcouch	AAT(EC-4 th)	Aug. 2008	87	6	\$ 11,090.80
119	Teacher	La Joya	AAT(EC-4 th)	Aug. 2008	93	6	\$ 11,090.80
120	Teacher	Edcouch	AAT(EC-4 th)	Aug. 2008	74	6	\$ 11,090.80
121	Teacher	Hidalgo	AAT(EC-4 th)	Dec. 2008	87	6	\$ 11,090.80
122	Teacher	Edinburg IV	AAT(EC-4 th)	Dec. 2008	90	6	\$ 11,090.80
123	Teacher	McAllen V	AAT(EC-4 th)	Dec. 2008	69	6	\$ 11,090.80
124	Teacher	Edinburg IV	AAT(EC-4 th)	Dec. 2008	72	6	\$ 11,090.80
125	Teacher	McAllen IV	AAT(EC-4 th)	Dec. 2008	97	6	\$ 11,090.80
126	Teacher	Edcouch	AAT(EC-4 th)	Dec. 2008	60	6	\$ 11,090.80
127	Teacher	Western Rd.	AAT(EC-4 th)	May. 2009	114	6	\$ 11,090.80
128	Teacher	McAllen VI	AAT(EC-4 th)	May. 2009	77	6	\$ 11,090.80
129	Teacher	Edinburg V	AAT(EC-4 th)	May. 2009	75	6	\$ 11,090.80
130	Teacher	Mercedes I	AAT(EC-4 th)	May. 2009	115	6	\$ 11,090.80
131	Teacher	Donna I	AAT(EC-4 th)	May. 2009	78	6	\$ 11,090.80
132	Teacher	Weslaco III	AAT(EC-4 th)	May. 2009	73	6	\$ 11,090.80
133	Teacher	Hidalgo	AAT(EC-4 th)	May. 2009	82	6	\$ 11,090.80
134	Teacher	Alton	AAT(EC-4 th)	Aug. 2009	87	6	\$ 11,090.80
135	Teacher	McAllen VI	AAT(EC-4 th)	Aug. 2009	106	6	\$ 11,090.80
136	Teacher	Edinburg IV	AAT(EC-4 th)	Aug. 2009	73	6	\$ 11,090.80
137	Teacher	McAllen V	AAT(EC-4 th)	Aug. 2009	75	6	\$ 11,090.80
138	Teacher	Las Milpas II	AAT(EC-4 th)	Aug. 2009	91	6	\$ 11,090.80
139	Teacher	La Joya	AAT(EC-4 th)	Aug. 2009	91	3	\$5,242.12 *
140	Teacher	Weslaco II	AAT(EC-4 th)	Aug. 2009	68	6	\$ 11,090.80
141	Teacher	Las Milpas II	AAT(EC-4 th)	Aug. 2009	75	6	\$ 11,090.80
142	Teacher	Edinburg IV	AAT(EC-4 th)	Aug. 2009	135	6	\$ 11,090.80
143	Teacher	Weslaco II	AAT(EC-4 th)	Aug. 2009	68	6	\$ 11,090.80
144	Teacher	Palmview I	AAT(EC-4 th)	Aug. 2009	70	6	\$ 11,090.80
145	Teacher	Alamo	AAT(EC-4 th)	Aug. 2009	106	6	\$ 11,090.80
146	Teacher	Weslaco I	AAT(EC-4 th)	Aug. 2009	115	6	\$ 11,090.80
						Subtotal:	\$ 349,056.92

#	POSITION	CENTER	MAJOR	DATE OF GRADUATION	# OF CREDITS	SEMESTERS NEEDED TO COMPLETE BIS DEGREE PLAN	COST
179	Teacher	Edcouch	AAS/CCD	Aug. 2002	62	8	\$ 20, 680.32
180	Teacher	Mission II	AAS/CCD	May. 2003	62	8	\$ 20, 680.32
181	Teacher	Edinburg I	AAS/CCD	Aug. 2003	66	8	\$ 20, 680.32
182	Teacher	Weslaco I	AAS/CCD	Dec. 2003	74	8	\$ 20, 680.32
183	Teacher	Donna II	AAS/CCD	Dec. 2003	63	8	\$ 20, 680.32
184	Teacher	Edcouch	AAS/CCD	Dec. 2003	64	8	\$ 20, 680.32
185	Teacher	McAllen II	AAS/CCD	May. 2004	89	8	\$ 20, 680.32
186	Teacher	Edinburg IV	AAS/CCD	May. 2004	107	8	\$ 20, 680.32
187	Teacher	Vine Terrace	AAS/CCD	Aug. 2004	75	8	\$ 20, 680.32
188	Teacher	McAllen II	AAS/CCD	Dec. 2004	62	8	\$ 20, 680.32
189	Teacher	San Juan I	AAS/CCD	Dec. 2004	80	8	\$ 20, 680.32
190	Teacher	Mission IV	AAS/CCD	Aug. 2005	82	8	\$ 20, 680.32
191	Teacher	Alton	AAS/CCD	May. 2006	62	8	\$ 20, 680.32
192	Teacher	Mission I	AAS/CCD	May. 2006	82	8	\$ 20, 680.32
193	Teacher	Weslaco III	AAS/CCD	May. 2006	94	8	\$ 20, 680.32
194	Teacher	Palmview II	AAS/CCD	May. 2006	80	8	\$ 20, 680.32
195	Teacher	Edinburg III	AAS/CCD	Dec. 2006	64	8	\$ 20, 680.32
196	Teacher	Edinburg III	AAS/CCD	Dec. 2006	71	8	\$ 20, 680.32
197	Teacher	Mission III	AAS/CCD	Dec. 2007	72	8	\$ 20, 680.32
198	Teacher	PalmviewIII	AAS/CCD	Dec. 2007	61	8	\$ 20, 680.32
199	Teacher	Vine Terrace	AAS/CCD	May. 2010	102	8	\$ 20, 680.32
						Subtotal:	\$ 437,286.72
						Grand Total:	\$ 1,764,261.44

*** Accepted into the Early Childhood Program**