

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: April 23, 2014

SUBJECT: Discussion/Approval of Summer Work Schedule

RATIONALE/NEED: The Administrative Office staff is recommending working 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. The Administrative Office staff were presented with three (3) options to choose from and the above summer work schedule received the majority of the votes.

RECOMMENDATION: Administration recommends approval.

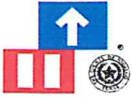
COST: N/A

RELATED INFORMATION INCLUDES: Voting Results and Summer Work Calendar

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: 



Hidalgo County Head Start Program Summer Work Schedule 2014 Results

Departments	OPTION 1 <i>Monday - Thursday 8:00 am - 6:00 pm Friday- 8:00 am-12:00 N (1 Hour Lunch)</i>	OPTION 2 <i>Monday - Thursday 7:00 am - 5:00 pm Friday 7:00 am-11:00 am (1 Hour Lunch)</i>	OPTION 3 <i>Monday - Thursday 7:00 am - 6:00 pm Friday- Off (1 Hour Lunch)</i>	TOTAL VOTES
Administration	2		5	7
Child Nutrition			5	5
Compliance			1	1
Education			6	6
Family Services		Note: Azalia - Out Did Not Vote	4	4
Finance	2		3	5
Health/Mental Health			5	5
Human Resources			6	6
Maintenance/Transportation/ Warehouse			21	21
M.I.S.			4	4
Procurement			3	3
Special Services		Note: Connie - Out Did Not Vote	3	3
Staff Development			2	2
Transition			2	2
TOTALS	4		70	74

~ May 2014 ~ For Your Information Only

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Community Partnership Banquet	2 Parent Volunteer Banquet	3
4	5	6	7	8 Staff Graduation Banquet	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Holiday	27	28 Last Day of School/ Early Release	29 Field Staff Workday/Staff Appreciation B.	30 Field Staff Workday/ Centers Close	31

OPTION 3

~ June 2014 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 7:00 am-6:00 pm	3 7:00 am-6:00 pm	4 7:00 am-6:00 pm	5 7:00 am-6:00 pm	6 Office Closed	7
8	9 <u>1 Cycle Begins</u> 7:00 am-6:00 pm	10 7:00 am-6:00 pm	11 7:00 am-6:00 pm	12 7:00 am-6:00 pm	13 Office Closed	14
15	16 7:00 am-6:00 pm	17 7:00 am-6:00 pm	18 7:00 am-6:00 pm	19 7:00 am-6:00 pm	20 Office Closed	21
22	23 <u>2 Cycle Begins</u> Office Closed	24 Office Closed	25 Office Closed	26 Office Closed	27 Office Closed	28
29	30 Office Closed					

~ July 2014 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Office Closed	2 Office Closed	3 Office Closed	4 Holiday	5
6	7 Office Closed	8 Office Closed	9 Office Closed	10 Office Closed	11 Office Closed	12
13	14 <u>1 Cycle Ends</u> 7:00 am-6:00 pm	15 7:00 am-6:00 pm	16 7:00 am-6:00 pm	17 7:00 am-6:00 pm	18 Office Closed	19
20	21 7:00 am-6:00 pm	22 7:00 am-6:00 pm	23 7:00 am-6:00 pm	24 7:00 am-6:00 pm	25 Office Closed	26
27	28 <u>2 Cycle Ends</u> 8:00 am-5:00 pm	29 <u>ALL STAFF RETURNS</u>	30	31	P.C. Approval: C.C. Approval:	