

Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: March 23, 2016

SUBJECT: Discussion/Approval of Plan for Monte Alto Head Start Center

RATIONALE/NEED: The continued operation of the Monte Alto Head Start Center needs to be reviewed and administration needs guidance on proposed actions detailed in the memorandum attached.

RECOMMENDATION: Administration recommends approval of plan.

COST:

RELATED INFORMATION INCLUDES: Memorandum

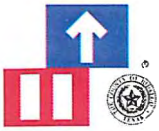
INITIATED BY: Edmundo Garcia, Assistant Director for Operations

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL:

Teresa Flores


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Hidalgo County Head Start Program

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

TO: Policy Council and Commissioners' Court Members

FROM: Teresa Flores, Executive Director 

DATE: March 8, 2016

SUBJ: Monte Alto Head Start Center

Monte Alto Head Start Center

Currently Hidalgo County Head Start Program (HCHSP) operates a small two classroom facility from a modular unit made available by the Monte Alto Independent School District (ISD). The playground space provided is at a distance from the classrooms, whereby children and staff walk on corridors past the elementary school classrooms and on to the south of the elementary school. The office is in a room attached to the main school building and away from the two classrooms. This facility employs 9 staff members; 1 center manager (vacant), 2 teachers, 2 assistant teachers, 1 support service assistant, 1 custodian, 1 bus driver and 1 bus aide, and serves 40 children.

Administration proposes to transfer enrollment and personnel to the Edcouch Head Start facility without displacing children or staff. The Edcouch Head Start center is a 12 classroom facility provided by the Edcouch Independent School District. This center serves 194 children and has a remaining capacity to absorb the two classrooms from the Monte Alto Head Start center. The teachers, assistant teachers, bus driver and bus aide will be relocated to Edcouch. The custodian will be transferred to a custodian vacancy.

Current enrollment for Monte Alto Head Start center is 40 children. Thirteen will be returning for a second year of service. Eight of the returning children live in Monte Alto approximately within a radius of 1 to 4 mile from the Monte Alto Facility and are currently being transported by HCHSP. Other children reside in the cities of Elsa, Donna, Edcouch, Hargill and Weslaco, Texas. New enrollees and all returning children from the Monte Alto area who are determined to be in need of transportation will be transported by HCHSP to the Edcouch Head Start Center where the transfer slots will be available. Since the Edcouch Head Start Center is only about 6.9 miles from the current Monte Alto service area and is estimated to take only 11 to 15 minutes to drive, we believe that the children will be transported safely and on time.

This change in operation will allow the program to use personnel and resources more efficiently as we consolidate classrooms. It will provide a budgetary savings of approximately \$90,191 (\$48,544 for a center manager, \$27,200 for a custodian, \$7,200 for rent, \$7,247 for utilities).