



# Hidalgo County Head Start Program

## Policy Council Regular Agenda

**DATE:** May 16, 2018

**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 Schedule

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**INITIATED BY:** Teresa Flores, Executive Director

**REVIEWED BY:** Teresa Flores, Executive Director

**EXECUTIVE DIRECTOR'S APPROVAL:** 




## Hidalgo County Head Start Program 2017-2018 Summer Work Schedule Voting Results

<b>Administration Departments</b>	<b># of Employees</b>	<b>OPTION 1</b> <i>Monday - Thursday 8:00 am - 6:00 pm Friday 8:00 am - 12 Noon</i>	<b>OPTION 2</b> <i>Monday - Thursday 7:00 am - 5:00 pm Friday 7:00 am - 11:00 am</i>	<b>OPTION 3</b> <i>Monday - Thursday 7:00 am - 6:00 pm Friday Off</i>	<b>TOTAL VOTES</b>
<b>Administration</b>	<b>7</b>			<b>6</b> <b>1-(No Vote)</b>	<b>7</b>
<b>Child Nutrition</b>	<b>5</b>			<b>5</b>	<b>5</b>
<b>Compliance</b>	<b>1</b>			<b>1</b>	<b>1</b>
<b>Community Partnerships/ Transition</b>	<b>2</b>			<b>2</b>	<b>2</b>
<b>Education/Mental Health/Staff Dev.</b>	<b>8</b>			<b>8</b>	<b>8</b>
<b>Family Services</b>	<b>5</b>			<b>4</b> <b>1-(No Vote)</b>	<b>5</b>
<b>Field Operations</b>	<b>15</b>		<b>1</b>	<b>14</b>	<b>15</b>
<b>Finance</b>	<b>5</b>		<b>2</b>	<b>3</b>	<b>5</b>
<b>Health Services</b>	<b>4</b>			<b>4</b>	<b>4</b>
<b>Human Resources</b>	<b>6</b>			<b>6</b>	<b>6</b>
<b>M.I.S.</b>	<b>4</b>			<b>4</b>	<b>4</b>
<b>Procurement</b>	<b>3</b>			<b>3</b>	<b>3</b>
<b>Special Services</b>	<b>4</b>			<b>4</b>	<b>4</b>
<b>Warehouse</b>	<b>5</b>			<b>5</b>	<b>5</b>
<b><u>Totals</u></b>	<b><u>74</u></b>		<b><u>3</u></b>	<b><u>69</u></b> <b>2 - (No Votes)</b>	<b><u>74</u></b>

# Option 3 ROAD TRIP Summer Work Schedule

Monday - Thursday  
7:00 am - 6:00 pm  
Friday - Off



JUNE 2018				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7 Last Day of School	8 Staff Assembly
11 7:00-6:00	12 7:00-6:00	13 7:00-6:00	14 7:00-6:00	15 Office Closed
18* <b>1st Cycle Begins</b> 7:00-6:00	19 7:00-6:00	20 7:00-6:00	21 7:00-6:00	22 Office Closed
25 7:00-6:00	26 7:00-6:00	27 7:00-6:00	28 7:00-6:00	29 Office Closed

\*1<sup>st</sup> Cycle Begins - 06.18.18

JULY 2018				
Mon	Tue	Wed	Thu	Fri
2** <b>2nd Cycle Begins</b> Office Closed	3 Office Closed	4 Office Closed	5 Office Closed	6 Office Closed
9 Office Closed	10 Office Closed	11 Office Closed	12 Office Closed	13 Office Closed
16 Office Closed	17 Office Closed	18 Office Closed	19 Office Closed	20 Office Closed
23 Office Closed	24* <b>1st Cycle Returns</b> 7:00-6:00	25 7:00-6:00	26 7:00-6:00	27 Office Closed
30 7:00-6:00	31 7:00-6:00			

\*\*2<sup>nd</sup> Cycle Begins - 07.02.18  
\* 1<sup>st</sup> Cycle Returns - 07.24.18

AUGUST 2018				
Mon	Tue	Wed	Thu	Fri
		1 7:00-6:00	2 7:00-6:00	3 Office Closed
6 Return to 8:00-5:00	7 ** <b>2nd Cycle Returns</b>	8 Pre-Service	9 Pre-Service	10 Pre-Service
13	14	15	16	17
20	21	22	23	24
27 1 <sup>st</sup> Day of School	28	29	30	31

\*\*2<sup>nd</sup> Cycle Returns - 08.07.18

Policy Council Approval: 00.00.18  
Commissioners' Court Approval: 00.00.18