



HIDALGO COUNTY HEAD START PROGRAM
P.O. BOX 0117
EDINBURG, TEXAS 78540
956-383-0706

DATE: December 15, 2023

TO: Hidalgo County Head Start Program Policy Council

FROM: Elma P. Carrera, Assistant Program Director for Fiscal Operations

THRU: Irma E. Peña, Executive Director

Cc: Nora S. Muñoz, Assistant Program Director for Programmatic Services
Dr. Nereyda Cantu, Assistant Program Director for Operations

RE: Annual Stipend and Sign On Bonus

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We are requesting consideration and approval to include a \$5,000 annual stipend in the current Head Start Program Salary Scale to compensate Director(s) who supervise two departments or more.

Administration is also recommending a \$2,500 sign on bonus to Certified Teachers as an incentive to promote and retain qualified staff to be paid after their 6 month probationary period. The new certified teachers will be required to sign a one year contract.

The annual stipend and the sign on bonus would not be subject to the Cost of Living Adjustment compensation.

If this meets with your approval, this action shall be included in the current salary scale for the Head Start Program.

As always, we thank you for your continued support.