



## College Station Independent School District

*Success...each life...each day...each hour*

### MEMORANDUM

**To:** Dr. Clark Ealy, Superintendent

**From:** Dr. Penny Tramel, Curriculum and Instruction *P.S.*

**Date:** June 19, 2018

**Subject:** Required Board Approvals for Birth to Five Head Start Cost of Living Adjustment (COLA)

**Agenda Item:** H-4.

**Board Goal:** 1

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### BACKGROUND:

For the 2018-2019 program year, the Office of Head Start has provided a 2.6% increase for the program funds (not to include the specific training and technical assistance funds). While this allocation is designed to cover salary and benefit increases, as well as to support the increase in programmatic costs, it does not alter the specific salary increase put into place by College Station ISD Board of Trustees. As the CSISD Birth to Five Head Start program must create a viable budget well ahead of the district decision making process, the costs for these salary increases were already established at the cost of other line items which were either decreased or flat funded. The funds that are provided for the program for the 2018-2019 program year are: Head Start: \$37,520 Early Head Start: \$15,663 TOTAL: \$53,183 Since the salary increases are already implemented, the funds provided can be specifically assigned for increased program costs. Example items are office supplies, printing and postage costs, books as training tools for families and specific staff development resources. No budget revision is required as the increase for salaries has already been written in the grant submitted for the new program year and has been approved through the Office of Head Start. This request was approved at the May 22, 2018 Policy Council meeting.

### RECOMMENDATION

It is recommended that the CSISD Board of Trustees approve the Birth to Five Head Start Program request for Cost of Living Allowance (COLA) funds of \$53,183 to support salary and benefit increases not to exceed a percentage established for all teachers in the district, and to allow for the increased costs of regular program expenses. A signature page will be provided at the meeting for the approval of this request.