



College Station Independent School District

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

MEMORANDUM

To: CSISD Board of Trustees

From: Susan Heath, Director of CSISD Birth to Five Head Start

A handwritten signature in blue ink, appearing to read "Susan Heath", is written over the "From:" line.

Re: Pre-Approval of Facilities Purchase using American Rescue Plan grant funds

Date: October 12, 2021

Purpose

The purpose of the facilities application is for pre-approval of the use of ARP funds for the purchase of portable unit. This purchase is contingent on the approval of the Office of Head Start.

Summary

CSISD Birth to Five Head Start has a program goal of increasing the number of students and families on their zoned (home) campus. Attending school on their home campus increases attendance and family engagement while reducing costs to the family unit. CSISD Head Start was awarded \$348,182 from the American Rescue Plan.

It is requested that the Board of Trustees approve the funding application for the purchase of a portable unit to be placed at Southwood Valley Elementary to increase the number of students served on their zoned campus. The amount of the facilities purchase is not to exceed \$186,000.

SUSAN S. HEATH
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MIKE MARTINDALE
Superintendent of Schools

Facilities Funding Pre-Approval for Portable Unit

Table of Contents

Facilities Funding Approval Request Application Narrative.....1

 Abstract.....1

 Program Goals.....2

 Demonstration of Need.....2

 Benefits to Children and Families.....5

 Planning and Implementation.....5

Facilities Funding Budget Justification.....6

Facilities Pre-Approval Application Narrative

Abstract

The College Station Independent School District Birth to Five Head Start Program has a purpose statement of *Learning that Lasts a Lifetime*. The program recognizes that learning does not begin and end at the school doors. Rather, learning is a lifelong process that is experienced in homes, schools, and communities. The Birth to Five Head Start Program's purpose statement embodies the passion and commitment to instill lifelong learning opportunities in our services to children and families. In order to create positive and nurturing environments that promote lifelong learning and development, the program established the goal of increasing the number of students served on their zoned elementary campus. Furthermore, the goals of the program are responsive to the needs of children and families in the City of College Station, are reflective of the program's past performance, areas of growth, and are supported and approved by the program's governing body and policy council.

Program Goals

Program Goal 1: Children will show improved academic outcomes through consistent, on-time attendance in school and home visits.

The first program goal focuses on improving each child's academic outcomes by increasing the presence and participation of both children and families on their child's home campus within the College Station Independent School District (CSISD). By overcoming the barriers that prevent children from being at school, on time, every day, the Birth to Five Head

Start Program is able to focus on engaging children in a rich learning experience in the classroom that will prepare them for kindergarten. Research has shown that children are more likely to do better in school and in life when their parents are engaged in their education. Therefore, the Birth to Five Head Start Program will emphasize the importance of a children's presence in the classroom and a parent's involvement in their child's education to produce positive and lasting outcomes in each child and their family.

Measurable Objective: Plan classroom placement based on data related to College Station ISD attendance zones.

For the 2020-2021 school year, 75% of children in the Head Start Program attended their home campus. Our goal was to increase the percentage of children served on their zoned campus by 5% each year. In 2019-2020, 63% of students were attending their zoned campus. The program increased the percentage of students attending their home campus by 12% in one program year, exceeding the goal initially set. As we begin the 2021-2022 school year, 80% of Head Start students are being served on their home campuses. However, the campuses with the highest percentage of eligible Head Start families do not have available classroom space to meet the demand.

Demonstration of Need

Service and Recruitment Area. College Station Independent School District (CSISD) serves as the grantee of the Birth to Five Head Start Program and therefore the service and recruitment area is the boundaries of CSISD in Brazos County, TX. Since 2004, CSISD has grown from 5 elementary campuses to 10. Despite that tremendous growth, several campuses have reached their capacity to serve additional students. There is no alternate space or facility in

the community that would allow children to be served on their home campus with access to services such as free USDA breakfast and lunch, age appropriate playgrounds, libraries and other components provided by the elementary campuses within CSISD. There are no proposed changes to the locations of the Head Start and Early Head Start Programs, as they will continue to be housed within CSISD facilities.

Transportation. 45 of Head Start children (20.3%) do not qualify for bus transportation due to limited classroom availability on the district's most northern campuses. It is a program goal to increase the number of students on their home campus, therefore, increasing the number of students eligible for bus services. Home campus placement is important because public transportation is not a viable option for families in College Station. In the county's recent community health survey, poor or inconvenient public transportation was cited as one of the top 5 community issues.

Elementary Site: *Southwood Valley Elementary*

The proposed portable unit would be placed at Southwood Valley Elementary to increase student placement on their zoned (home) campus, therefore improving access and attendance to students and families. There are currently 53 income eligible students zoned for Southwood Valley Elementary (SWV). (44 of these students are English speaking.) This is a 29% increase from two years ago. With one English and one Spanish classroom, and smaller square footage, we can serve a maximum of 36 students. A portable building would address the needs of all students zoned for SWV. A portable building would also address a lack of access to restrooms at SWV. Currently, bathrooms are down the hall which makes toilet training and maintaining teacher/student ratio challenging. Portable units with bathrooms could address the population

need and some of the toileting issues. Southwood Valley Elementary can adequately serve 660 students. The projected enrollment for the 2022-2023 school year is 672 students which is over the facility capacity.

Benefits to Children and Families

The benefits of serving children and families on their home campus are substantial. Families building relationships with their school family increases parent participation in parent/teacher conferences, field trips and volunteering. Having siblings on the same campus reduces tardiness that comes from multiple pick up/drop off locations. As mentioned above, home campus placement also increases access to CSISD bus transportation. Attendance of students not on their home campus was 15% lower than students attending their zoned campus last year and is 5% lower to date this year. Serving students on other locations does not equitably address family needs, quality services or program goals.

Planning and Implementation

This facility's pre-approval proposal was presented for approval to the Birth to Five Head Start Policy Council on October 12, 2021. The request was also an agenda item for approval by the Board of Trustees on October 19, 2019. All members of the governing bodies received detailed written information regarding the funding request.

The units will be a singular metal modular classroom 24'X64' containing 2 classrooms and 2 restrooms. There will be 2 entrances with ADA Ramp. The price includes delivery, setup and installation. CSISD Facilities and Maintenance will oversee the connection to electricity, water and sewer. The unit will provide the required 36 square feet per child for up to 20 students in each classroom. An additional 8' wide porch will be added for use with outdoor learning

activities. The unit will be positioned on the campus in proximity to playgrounds, cafeteria services and parent parking.

The proposed unit would be purchased in December 2021. With the materials delays being seen nationwide, it is projected that the units would be delivered in June 2022. Installation would be completed in July with a plan for student use beginning the 2022-2023 school year.

There will not be a lease of land or materials as CSISD will provide the land and supporting maintenance while the portable and other materials will be paid for in full by the American Rescue Plan (ARP) grant funds. There will be no loan or lender as the portable unit(s) will be purchased with ARP grant funds and the land is owned by the district. The units will therefore be owned by College Station ISD, the grantee of the Birth to Five Head Start program.

| Facilities Funding Projections to be paid with grant funds | | |
|---|-------------|------------------|
| Item | GMP* | Total |
| Metal modular 24'X64' (Containing 2 classrooms/bathrooms) | \$140,000 | \$140,000 |
| Environmental Services (Site Assessment) | \$10,000 | \$10,000 |
| Porch addition for outside learning | \$25,000 | \$25,000 |
| SWV site sewer connection | \$16,000 | \$16,000 |
| Total | | \$186,000 |

College Station Independent School District
Birth to Five Head Start
06HE000866: 2021-2023

The above Guaranteed Maximum Price (GMP) is the amount not to exceed for the portable unit and required installation costs. The GMP amount is covered in full by the \$348,182 American Rescue Plan funds awarded to College Station ISD Birth to Five Head Start.