



College Station Independent School District

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

MEMORANDUM

To: Mike Martindale, Superintendent *MM*

From: Amy Drozd, Chief Financial Officer *A Drozd*

Date: October 13, 2021

Subject: Consider approval of a facilities application to the Office of Head Start and the potential purchase of a portable building.

Agenda Item: H – 3.

BACKGROUND

Head Start has determined that allowing head start students to attend the campus they are zoned to, or at least close in proximity, is best for our families. The availability of properly equipped classrooms at these campuses is a barrier to meeting this goal.

CSISD was notified in the Spring of 2021 of an allocation of funds to our Head Start program in the amount of \$348,182 from the American Rescue Plan (ARP). In the fall of 2021, to best serve the students of CSISD, a PK classroom was added to Southwood Valley (SWV) Elementary. The addition of this classroom allowed Head Start families who were currently zoned to and attending SWV to remain at this campus for PK instead of leaving for one year before returning for Kinder. Some of the space issues that will occur as this cohort advances at SWV can be resolved by purchasing a portable building from the ARP funds that will house 2 classrooms with restrooms. Additionally, this portable will allow for 2 additional classrooms to be sufficiently equipped with restrooms and other space requirements that are not currently being provided.

The purchase of facilities is an allowable expense of ARP but a detailed application process is required. The attached application has been prepared and submitted to the Head Start Policy Council for approval. Upon approval by the CSISD Board of Trustees, the application will be submitted to the Office of Head Start. Once CSISD is notified of the application approval, staff will solicit proposals from various purchasing cooperatives for the portable building. Based on preliminary quotes, it has been determined the cost for the portable building, all decking, ramps, fees, and infrastructure will not exceed \$186,000. The portable building will need to be set up in the summer of 2022 to be complete for students in August of 2022. Delivery time is uncertain, therefore, by obtaining prior approval and delegating the authority to the Superintendent for the purchase in an amount not to exceed, the process of soliciting quotes and placing the order will not be delayed. A report to Trustees of the final amounts will be provided once the process is finalized.



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RECOMMENDATION

It is recommended CSISD Board of Trustees approve the facilities application to the office of Head Start, and delegates the authority to purchase a portable building, including all related expenses, to the Superintendent in an amount not to exceed \$186,000 from ARP funds.

Amy Drozd
Chief Financial Officer

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Mike Martindale
Superintendent of Schools