

REPORT NAME: Award Rec - RFP 2025-02 - Staffing & Payroll Services 2025-03-21

REPORT OF: Head Start Director

FOR: Information

STRATEGIC GOAL ALIGNMENT: ECE SubHub will provide staffing & payroll services to increase the current workforce and fill vacant positions.

STRATEGIC OBJECTIVE ALIGNMENT: Strategic Objective #3: Align resources (time, people, money, materials) to student need assuring the equitable, but not equal allocation of access to maximize student growth and achievement.

FISCAL FUND IMPACT: Costs will be covered by the Head Start, Early Head Start, and GSRP grants.

IMPACT AMOUNT: \$100,000.00

EXECUTIVE SUMMARY/BACKGROUND:

Head Start Performance Standard 1302.21 Center-based option. A program must maintain appropriate ratios during all hours of program operation, except:

(i) For brief absences of a teaching staff member for no more than five minutes; and,
(ii) During nap time, one teaching staff member may be replaced by one staff member or volunteer who does not meet the teaching qualifications required for the age.

- An Early Head Start or Migrant or Seasonal Head Start class that serves children under 36 months old must have two teachers with no more than eight children, or three teachers with no more than nine children.
- A class that serves a majority of children who are three years old must have no more than 17 children with a teacher and teaching assistant or two teachers.
- A class that serves a majority of children who are four and five years old must have no more than 20 children with a teacher and a teaching assistant or two teachers.

COST BENEFIT ANALYSIS: Awarding the contract to Staffing & Payroll Services to ECE SubHub will enable the program to fill vacant positions and maintain awarded state and federal funding.

RECOMMENDATION:

The Superintendent recommends that the Board approve the recommendation for ECE SubHub to provide Staffing & Payroll services in order to support the workforce and fill all of the programs' funded enrollment slots.

IMPACT IF NOT APPROVED:

The grantee may not be able to cover staff absences, fill all of the funded enrollment slots, and potentially lose state and/or federal funding.

NEXT STEPS IF APPROVED:

If approved, ECE SubHub will provide service to Bussey children and families.