



# College Station Independent School District

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

## MEMORANDUM

To: Dr. Eddie Coulson, Superintendent  
From: Glynn Walker, Deputy Superintendent  
Date: January 18, 2011  
Subject: Addition of authorized check signer on High School Trust & Agency account  
Agenda Item: J-2  
Board Priority/  
District Goal: Priority 3, Goal 4

## BACKGROUND

Due to the hiring of the new Director of Business Services, the District should add Debra Parks to the listing of authorized check signers for the High School Trust & Agency account.

College Station Independent School District maintains a checking account at Citibank for the purpose of administering High School Student Activity Funds. The following is the Citibank account number and account name, and the proposed authorized signers for the account:

### *College Station ISD High School Trust & Agency #51675*

Dr. Eddie Coulson  
Mr. Greg McIntyre  
**Ms. Debra Parks**  
Mr. Ernest Reed  
Ms. Gwen Elder  
Ms. Kelly Kovacs  
Ms. Latina Jackson  
Ms. Jolene Sears  
Ms. Anita Dotson

## RECOMMENDATION

It is recommended that the Board of Trustees of College Station Independent School District consider the addition of Debra Parks as an authorized check signer for the High School Trust and Agency account as detailed above.

GLYNN WALKER  
Deputy Superintendent for  
Human Resources and Business

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EDDIE COULSON, Ed.D.  
Superintendent of Schools