



# College Station Independent School District

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

## MEMORANDUM

To: Dr. Clark Ealy, Superintendent

From: Dr. Penny Tramel, Chief Academic Officer *P.T.*

Date: March 8, 2018

Subject: Required Board Approval for Eligibility Ranking System

Agenda Item: H-3.

Board Commitment: 2, 3

## BACKGROUND

Applications for the Birth to Five Head Start Program will begin being offered for the 2018-2019 school year on April 2. As the applications are returned to the office, each child is ranked by staff according to a variety of criteria to establish level of need for program services. The attached ranking sheets are used to determine a final number of points for each applicant. The only difference for the new program year was to change the point award for a family who had previously been in Head Start. The 2017-2018 criteria specified "CSISD Head Start" but the committee decided that it was more appropriate to award points for participation in *any* Head Start program.

The Birth to Five Head Start Policy Council discussed and approved these items at their February 15, 2018 meeting. Pending the approval of the two governing bodies, the eligibility ranking forms will be used to accept and rank order children for the 2018-2019 program year.

## RECOMMENDATION

It is recommended that the CSISD Board of Trustees approve the eligibility ranking forms for the College Station Independent School District Birth to Five Head Start Program. A signature page will be provided at the meeting for the approval of this request.