



College Station Independent School District

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

MEMORANDUM

To: Dr. Clark Ealy, Superintendent
From: Molley Perry, Chief Administrative Officer
Date: May 16, 2019
Subject: New Administrative Contracts
Agenda Item: I-2

Background

Following a careful interview and selection process, Susan Heath is recommended by the Superintendent of schools for an administrative contract.

As the Director of Early Education Services, Ms. Heath will lead our Prekindergarten, Head Start, and Early Head Start programs. Heath is currently a national trainer and consultant in private industry, and she previously served as the Operations Manager for the CSISD Early Head Start program.

The Head Start Enterprise System (HSES) requires a specific process be followed when a director position of the program needs to be filled. The HSES requires:

- Resume
- Board approval and Board minutes accompanying
- Policy Council approval and Policy Council minutes accompanying
- A letter to HSES which indicates the name of the person recommended to be hired, the official title of the position
- A description of the process used to recruit for the job, as well as, an explanation as to why this individual was determined to be the most qualified.

The CSISD Head Start Policy Council has approved the recommendation for Ms. Heath's selection, and upon approval of the CSISD Board of Trustees will be submitted to the Regional Office of Head Start.

Ms. Heath was carefully selected through the interview process and possesses the necessary qualifications as specified by the Head Start Policy staff qualifications and competency requirements to successfully fulfill the duties of this important role.



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Recommendation

It is recommended that the College Station Independent School District Board of Trustees approve the recommendation from the Superintendent of Schools to issue an administrative contract to Susan Heath, pending approval from the Office of Head Start.