



College Station Independent School District

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MEMORANDUM

To: Dr. Clark Ealy, Superintendent
From: Molley Perry, Chief Administrative Officer
Date: November 7, 2018
Subject: New Administrative Contract
Agenda Item: I-1

Background

The Director of Purchasing position was posted according to district policy from Tuesday, October 16, through Friday, October 26. A committee of five, consisting of four district-level administrators and one campus principal interviewed six candidates (four internal and two external) selected from the pool of sixteen total applicants. Of the six candidates interviewed, the committee recommended two finalists to participate in a second interview with Dr. Clark Ealy, Superintendent of Schools.

Following a careful selection and interview process, Dr. Ealy recommends Carmella Shafer as the Director of Purchasing. Having served CSISD since 2009, Mrs. Shafer is currently the Assistant Director of Business Services. With her additional prior experience in CSISD as Coordinator of Accounting, as well as governmental financial experience at Texas A&M University, Waco ISD, and the City of Woodway, Mrs. Shafer clearly possesses the necessary qualifications and experience to successfully fulfill the duties of this important role.

Recommendation

It is recommended that the College Station Independent School District Board of Trustees approve the recommendation from the Superintendent of Schools to hire Carmella Shafer as Director of Purchasing.