

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. Tramel*
Date: August 14, 2019
Subject: Consideration, discussion and possible action related to the approval of
Head Start Chief Financial Officer
Agenda Item: H-2

BACKGROUND

The hire of key personnel in a Head Start program, such as the Chief Financial Officer (CFO), requires a specific process of approval from the Head Start Region VI Office. Among the required submissions is the documentation of approval from the Board of Trustees as the governing body of the CSISD Birth to Five Head Start program. Documentation should be submitted immediately when the decision has been made but prior to any job offer being extended to the applicant. The process for permission to hire may take up to thirty (30) days to finalize. Information has been received from the program Specialist that the step of formalizing the previously interim position is acceptable.

RECOMMENDATION

It is recommended that the College Station ISD Board of Trustees approve the previously interim Head Start Chief Financial Officer, Chris Neely, as the permanent CFO for the program.