



# Long Island Head Start

## MEMORANDUM

To: Debrah Garcia, Chief Executive Officer

From: Local Center Personnel Committee \_\_\_\_\_  
(Center)

Re: **NEW HIRE RECOMMENDATIONS**

- Center Staff
- Administrative Support Staff (Center Level)
- Central Administration Staff

Date:

We, the Parent Personnel Committee of \_\_\_\_\_, met today and  
(Center)  
interviewed the following candidates for the position of \_\_\_\_\_.

- 1.
- 2.
- 3.

Our recommendation is to employ \_\_\_\_\_ for the  
(Name of Applicant)  
following reasons:

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*-use back of form for additional comments-*

*(A minimum of three parent signatures is required)*

Signature of Parent	Date	Signature of Parent	Date
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Signature of Parent	Date	Signature of Parent	Date
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**For Central Office Use Only**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

*Check applicable box below*

- Supervisor
- Director
- Services Area Staff
- Policy Council

*Parent recommendation*

*HR Revised 1/06*