



## ***MEMORANDUM***

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***Executive Directors of Human Resources***

***Dr. Johnny Briseño***

***Syreeta Presley***

To: Carol Nelson, Alvin ISD Superintendent  
From: Syreeta Presley,  
Dr. Johnny Briseño,  
Date: March 9, 2021  
RE: Positions for Jackie Doucet Caffey Junior High School

To prepare for the opening of Caffey Junior High School in the 2021-2022 school year, we would like to begin the hiring process as soon as possible. The approval of the following positions is requested at this time. The remainder of the positions required for staffing Caffey Junior High School will be requested in conjunction with the 2021-2022 staffing requests.