

Austin Independent School District

Terrence Eaton, Ph.D., Associate Superintendent
Office of Middle Schools



April 1, 2016

Dear Mendez Middle School Community:

This letter is to inform you that Principal Ron Gonzales will end his time as the principal of Mendez Middle School in June 2016. Mr. Gonzales will close the 2015-2016 school year, and will continue his work in planning and preparing for a successful 2016-2017 school year. We thank Mr. Gonzales for his service to the Mendez Middle School community, and are fortunate that he will continue his work with the Austin Independent School District. At this time, we will begin the work of selecting a permanent principal for Mendez Middle School. This selection process is an extremely important task which involves the entire school community. The Austin Independent School District is committed to choosing a principal who will continue to lead your school in a positive direction and be responsive to the needs of the Mendez Middle School community.

The process for selecting a school leader will include meeting with parents, teachers, and community representatives to identify characteristics Mendez Middle School community wants in a principal for the campus. This profile will serve to assist in the screening of all qualified applicants to select candidates to interview. The interview committee to select the new principal will include Mendez Middle School parent and teacher representatives. This committee will recommend a minimum of two finalists to the Superintendent for consideration. The Superintendent will make the final selection for approval by the Board of Trustees.

The timeline for the selection process is as follows:

May 3, 2016 at 3:45pm	Meet with the Mendez faculty and staff to develop a profile of a leader who can best serve the campus.
May 3, 2016 at 6:00pm	Meet with the Mendez parents & community members to develop a profile of a leader who can best serve the campus.
May 18, 2016	Principals from the Travis Vertical Team and I will screen applications from all applicants who meet the qualifications for the position.
May 26, 2016	Interview committee conducts first-round interviews
June 7, 2016	Interviews of finalists with the Superintendent
June 20, 2016	The recommended candidate will be presented to the Board of Trustees for approval.

Your support of Mendez Middle School is valued and appreciated. I look forward to your input at the meetings. If you are unable to attend, you may submit your input to me via e-mail at terrence.eaton@ausintisd.org or call me at (512) 414-4481.

Dr. Terrence Eaton
Associate Superintendent of Middle Schools
Austin Independent School District