

Date

-SAMPLE-

Name

Second Line

Address

City, State Zip

Dear Name,

Everett Public Schools annually seeks members of the community to represent their profession on the Career and Technical Education General Advisory Council. Because of your skills in the banking industry I hope that you would consider serving as a member of this council.

The Career and Technical Education program in Everett Public Schools contains four pathways of learning; business and marketing, health and human services, agriculture and science and technology and industry. The General Advisory Council is made up of representatives from these four areas and serves to give feedback to ensure that lessons taught in the classroom align with industry standards. As a member of this council you will be asked to give input in your area of expertise.

Enclosed in this packet you will find:

- General Advisory Council Member Job Description
- General Advisory Council Operating Procedures
- Everett Public Schools Strategic Plan Progress Report to the Community
- Everett Public Schools District Guide and Boundary Map
- Three copies of *Everett Schools*

Please take time to review the enclosed information and consider your membership on the General Advisory Council. Please feel free to call me with any additional questions.

Sincerely,

Lauren Hadley
Partnership Coordinator

Enclosures