

August 26, 2002

Ms. Gail Heckendorf
Port of Everett
PO Box 538
Everett, WA 98206

Dear Gail,

It was great to speak to you on the phone last week. I am excited to be able to send you information about the Career and Technical Education General Advisory Council. Because of your skills in office management, your history with Everett Public Schools and your background in placing prospective employees, 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