

West Parish Parent Teacher Organization
62 Prospect Street
Gloucester, MA 01930

August 27, 2014

Dear Parents,

West Parish Elementary School is looking to fill two parent/guardian representative position to the Site-Based Management Council. There are three parent/guardian representatives total on the Council, three staff members (and three teachers), the Principal and one community representative. The Council reviews the annual school budget and creates and implements our school improvement plan. In addition, during the West Parish Construction Project the Council serves as an advisory board for the school and district regarding the current and future needs of students and parents in the West Parish Community. In order to provide some continuity from year to year, member terms are staggered. Two parents, John Keyes and Lori Smith remained on the Council during Dr. Imel's first two years and we are now looking for two new parent/guardian to sit on the Council along with the returning parent.

West Parish parents will elect the new member of the Council if more than two parents/guardians apply for the available positions. If only two parent/guardian applies for the position, they will automatically be appointed to the Site Based Council Team. If more than two candidates apply, then the candidate with the most votes will be elected for two years, starting immediately. (We will have election ballots available during Curriculum Nights, September 16th, 17th, and 18th.) **If no new parents/guardians apply for the open position, then past year Site-Based Council Team members will be allowed to rejoin or remain on the Council.**

The Council meets once a month, before school, however, the meeting time is open for discussion. You must be willing to commit to these meetings and any others that are necessary. If you are interested but need more information, please contact the Principal, Telena Imel, at 978-281-9835.

If you would like to be considered, please submit the form below to the front office by **Friday, September 12, 2014**. There are no special qualifications for serving on the council other than being a parent or guardian of a West Parish student and a willingness to help in planning for our school and attending meetings. We welcome your application.

Sincerely,

Lisa Groleau
PTO President

Name: _____ Telephone: _____ Email: _____

Please provide brief background information such as why you would like to serve on the Site-Based Management Council. Use the back of this page if you need more space. Thank you!

Site-Based Council Meeting Dates 2014-2015

**Meetings are held
Wednesday Mornings at 7:30 AM**

September 24, 2014

October 22, 2014

November 19, 2014

December 17, 2014

January 21, 2015

February 25, 2015

March 25, 2015

May 20, 2015

June 10, 2015