

Date

Street Address
City, State ZIP

Dear _____,

Presently Newton Public Schools Career & Technical Education Programs are seeking involvement in our Program Advisory Committees. A Program Advisory Committee consists of representatives of local business and industry, organized labor, post-secondary institutions, parents/guardians, students and representatives from registered apprenticeship programs. We are reaching out to area professionals and requesting them to work with us as Program Advisory Committee members in enhancing our career/vocational technical education program.

Your name has been recommended for possible membership on our Program Advisory Committee. By participating in this committee, you will have an opportunity to guide our _____ program, in preparing students for employment and further education in their field.

The responsibility of the Program Advisory Committee is to advise, assist and support school personnel in order to improve planning, operation and evaluation in its program area. The Program Advisory Committee meets two times each school year (usually October and April). Meetings are held at Newton North High School.

If you are interested in serving on the Program Advisory Committee, please complete the enclosed Letter of Intent and return it to me at your earliest convenience. We recognize that it may not be possible to attend all meetings, so please consider joining our Advisory Committee, even if you are unable to attend on _____.

Newton's Advisory Committees have been the driving force behind Newton's student success. Please contact me at 617-245-6254 or duffk@newton.k12.ma.us if you have any questions.

Thank you, in advance, for your consideration.

Sincerely,

Kathleen Duff
Director of Career & Technical Education Newton Public Schools