

May 13, 2022



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## **BECOMING A PARENT REPRESENTATIVE ON THE CITY CHARTER HIGH SCHOOL BOARD OF TRUSTEES**

City Charter High School's Board of Trustees is vested with the management of the business and affairs of the school. Our Board is publicly accountable for the fiscal and educational ethics of our school. One position on the Board is reserved for a parent representative. This is an important opportunity for a City High parent to be involved in our school's governance. The parent position is a one-year term and will begin at the July Board meeting. **The term will last one year from the month of appointment.**

To be eligible for this position, the parent must have a student currently enrolled at City High and the parent cannot be related to a City High staff member. Potential Board members are recommended by a Board Nominating Committee and approved by a majority of the Board. **Board members must be committed to attending monthly meetings on the third Wednesday of every month from 5:30 to 7:30 P.M. at the school.**

Parents who are interested in applying for this position **must submit a cover letter detailing why they would like to be a Board member that includes the contributions and/or perspectives they would bring to this role.** In addition, they need to [complete the attached questionnaire](#) about background experience and skills that you would bring to the parent representative position. **Letters and questionnaires should be sent to my attention at [dwallen@cityhigh.org](mailto:dwallen@cityhigh.org) by June 1, 2023.** Please write 'Parent Rep Application' in the subject line of your email.

The Governance Committee will review all applications and contact the recommended candidate with the intention of recommending the candidate for approval at its June 21st meeting. If the Board accepts the committee's recommendation, the parent representative will assume their duties as a trustee at the July 19, 2023 meeting.

If you have any questions or concerns, please contact me at 412-690-2489, x101, on my cell phone at 412-719-9410, or via email as noted above. Thank you in advance for your interest and for your continued support of City Charter High School.

Respectfully,

Dara Ware Allen, Ph.D.  
CEO and Principal

