

Melrose Public Schools Site Council Election Process

Hoover: Principal, 2 teachers, 3 parents, 1 community rep

Hoover has elections where teachers vote for teacher reps and parents vote for parent reps to a three year term and have one rotate off each year. Teachers are recruited thru their summer letter and a "Monday Memo" in September. Parents are recruited through a weekly e-notice in the spring. Voting takes place in September via paper ballot. The Council will convene for the first time prior to the mandated 40 days (Oct. 10, 2011) following the start of school.

Horace Mann: Principal, 2 teachers, 3 parents, 1 community rep

Horace Mann recruits parent openings via a summer mailing. Parents interested in serving are encouraged to return the parent candidate form upon returning to school in September. If there is a need for an election, a voting form is compiled and sent home to all families to solicit a vote within a specified deadline. Votes are tallied and the new school site council parent representative(s) is announced at the September PTO meeting. All candidates are contacted beforehand to let them know the results. The Council will convene for the first time prior to the mandated 40 days (Oct. 10, 2011) following the start of school.

Lincoln: Principal, 5 teachers, 6 parents, 1 community rep

Lincoln posts the announcement in their newsletter and posts it as an official agenda. Elections are held using a closed ballot process at a PTO meeting. If it is a non-competitive election, it's done through voice vote. It is well advertised. Whoever shows up at the PTO meeting gets to vote. About 1-2 months before information is posted in a newsletter describing how many openings there are on site council and what it entails. People who are interested are encouraged to contact the principal to have their name placed on the ballot. The election will take place at the September PTO meeting. The Council will convene for the first time prior to the mandated 40 days (Oct. 10, 2011) following the start of school.

Roosevelt: Principal, 3 teachers, 4 parents, 1 community rep

Teachers are recruited through an interoffice letter in September. Parents are recruited through a letter sent home via a summer mailing. Both groups are elected using a paper ballot – teachers within the building and parents through a paper ballot sent home via the backpacks. The Council will convene for the first time prior to the mandated 40 days (Oct. 10, 2011) following the start of school.

Winthrop: Principal, 3 teachers, 4 parents, 1 community rep

The teachers nominate and vote for teacher openings. A notice is sent home via a summer mailing soliciting parent volunteers. Parents volunteer themselves and/or nominate other parents to fill vacancies. Voting takes place using a paper ballot to fill parent positions during an election process in September. The Council will convene for the first time prior to the mandated 40 days (Oct. 10, 2011) following the start of school.

Middle School: Principal, 3 teachers, 4 parents, 1 community rep

The middle school principal reaches out to the fifth grade parents at the last PTO meeting of the year and on Orientation Night. A notice is posted on www.melroseschools.com/mms during the summer. If there are multiple candidates, surveymonkey.com is utilized for an election. The Council will convene for the first time prior to the mandated 40 days (Oct. 10, 2011) following the start of school.

High School: Principal, 4 teachers, 5 parents, 5 students, 1 community rep

Depending on the # of openings, parents can apply in September and depending on the number of candidates an election will be held at the high school open house in late September. Depending on the # of openings, faculty representatives are elected at the September faculty meeting. Student rep positions are announced the 1st two weeks of school and an election takes place in September. The community rep position is posted in August and the principal appoints in September. The Council will convene for the first time prior to the mandated 40 days (Oct. 10, 2011) following the start of school.