

[Template Letter to Request Approval of New Board Members]

[Revised May 2015]

[School Name]

[School Address]

To Whom It May Concern:

On [DATE], the Board of Trustees voted in accordance with Open Meeting Law to accept [NAME OF PROPOSED BOARD MEMBER] and [NAME OF PROPOSED BOARD MEMBER] as members of the [CHARTER SCHOOL] Board of Trustees, pending approval from the Commissioner of Elementary and Secondary Education. I have submitted this request and each individual's current resume via the Board Member Management System for review and approval. I have created a record for each individual within the Board Member Management System, which includes their contact information, specifically their preferred email address at a minimum, in order for the individual to receive the required Disclosure of Financial Interest form for the previous calendar year. I am aware that the individual(s) seeking approval must complete and submit the required Disclosure of Financial Interest form in order for the Commissioner to consider the request for approval. Providing that these members are approved, our Board will then consist of [TOTAL NUMBER OF BOARD MEMBERS] approved members. All Board members and their positions are listed below. Thank you and I look forward to hearing from you regarding their status.

<u>Name</u>	<u>Position</u>	<u>Current Term</u>	<u>Voting Status</u>
Ms. Mary Brown	Chair	7/1/13 – 6/30/16	Voting
Mrs. Lisa Macafee	Vice-Chair	7/1/13 – 6/30/16	Voting
Mr. Harry Thomas	Treasurer	7/1/14 – 6/30/17	Voting
Mr. Daniel Johnson	Clerk	9/1/14 – 6/30/17	Voting
Ms. Pam Clark	Trustee	7/1/13 – 6/30/16	Voting
Mr. John Parent	Parent Rep.	7/1/13 – 6/30/16	Voting
Mr. School Teacher	Teacher Rep.	7/1/15 – 6/30/16	Voting
Ms. School Leader	Ex-officio	7/1/09 – termination	Voting
<i>Mr. Alex Moran</i>	<i>Trustee</i>	<i>7/1/15 – 6/30/18</i>	<i>Voting</i>
<i>Ms. Jane Doe</i>	<i>Trustee</i>	<i>7/1/15 – 6/30/18</i>	<i>Voting</i>

Sincerely,

Contact Person

Title

Sample Letter Of Changing New Board Member

M Mark



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