



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

DIRECTOR, CHARTER SCHOOL OFFICE
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To: Charter School Lead Applicants with active full applications under review as part of the *New York State Education Department 2011 Request for Proposals to Establish Charter Schools Authorized by the Board of Regents*

From: Cliff Chuang, Director

Date: June 27, 2011

Subject: Application Supplement: Completing Listing of Initial Board of Trustees Members

The Charter School Office is in the final stage of review for the *New York State Education Department 2011 Request for Proposals to Establish Charter Schools Authorized by the Board of Regents*. Since the submission of the full application on or before March 31, 2011, many of you have continued to develop your founding governing boards. At this point in the process, we request that each lead applicant use the form on page 2 of this memo to provide an updated full and complete listing of the proposed members of the initial board of trustees for the proposed charter school. Please also attach a description of each member's qualifications (e.g. resume) and background information and statement of assurances (see: http://p1232.nysed.gov/psc/documents/BoT_Member_Review.doc) if this was not already included as part of the original full application submission.

This supplemental information must be submitted no later than 5:00 p.m. on June 30, 2011 via email to charterschools@mail.nysed.gov in order to be considered.

Please note that even though Not-for-Profit Corporation Law Article 7 Section 702 requires that the number of board of trustee members shall not be less than three, New York Education Law Section 226—not just NYSED policy—requires that education corporations such as charter schools have a minimum of five board members. This is new information that has come to our attention since the publication of Question 17 posted at http://www.p12.nysed.gov/psc/documents/NYSED2011CSFullAppQ_A_32411.pdf and we apologize for the incomplete information previously presented.

Application Supplement: Initial Board of Trustees for [Insert Proposed Charter School Name] as of [Insert Date]

Supplemental Information to the application for [Insert Proposed Charter School Name] submitted in response to the New York State Education Department 2011 Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

Board Member Name	Address	Qualifications*	Background Information & Statement of Assurances*

* In these columns, please indicate whether these documents are included in the original full application submission (“full application”) or whether they are attached to this supplemental submission (“attached”).