

*Template Letter to Request Approval of Final Candidates for Board of Trustees (BoR-Authorized Charter Schools Only)*

[USE Charter School Letterhead.]

[DATE]

New York State Education Department  
 Charter School Office  
 Room 465 EBA  
 89 Washington Avenue  
 Albany, New York 12234

NYSED CSO Staff:

On [DATE], the [CHARTER SCHOOL's] Board of Trustees (BoT) voted in accordance with the Open Meeting Law to select [NAME OF PROPOSED BOARD MEMBER] as a final candidate, pending approval by SED. The following is enclosed for your review:

1. copy of a formal BoT resolution [Include this specific language.]: *Motion [#]: The [Name of CS] BoT voted to select [NAME OF PROPOSED BOARD MEMBER] as the final candidate to its BoT, with a term expiring on [DATE], pending approval by SED. The resolution approving [NAME OF PROPOSED BOARD MEMBER] is formally adopted upon SED's approval.*
2. School Trustee Background Information Sheet (E-signature on Assurance is acceptable; Submit resume as appropriate.)
3. Disclosure of Financial Interest (E-signature is acceptable.)
4. copy of our by-laws that show our:
  - a. number of BoT members (minimum/maximum),
  - b. types of representatives required (e.g., parent, teacher, community, etc...),
  - c. member term limits, and
  - d. committee structure.
5. BoT Roster. Complete the chart below.

<b>All Current and Pending Board of Trustee Members</b>					
<b>Charter School:</b>					
<b>Trustee Name*</b>	<b>Trustee Email Address</b>	<b>Position on the Board (e.g., Officers or constituent representatives)</b>	<b>Voting (Yes/ No)</b>	<b>Committee affiliation(s)</b>	<b>Number of terms served and length of each, including date of election and expiration</b>

<b>Total Members (including those proposed)</b>					

\* Please indicate members pending SED Approval with an asterisk (\*).

Thank you for your review. If necessary, I can be reached at *[Phone #]* or *[Email address]*.

Sincerely,

*[E-signature]*

*[Name]*

BoT President

Encs.