

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.

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

Total Members (including those proposed)					

* 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.