

[Template Letter to Request Approval of New Board Members]

[Revised March 2012]

[DATE]

Massachusetts Department of Elementary and Secondary Education
Charter School Office
75 Pleasant Street
Malden, MA 02148-5023

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. Enclosed for review and approval are each individual's current resume and Disclosure of Financial Interest form for the previous calendar year. 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	7/1/10 – 6/30/13	Voting
Mrs. Lisa Macafee	Vice-Chair	7/1/10 – 6/30/13	Voting
Mr. Harry Thomas	Treasurer	7/1/09 – 6/30/12	Voting
Mr. Daniel Johnson	Clerk	9/1/10 – 6/30/13	Voting
Ms. Pam Clark	Trustee	7/1/10 – 6/30/13	Voting
Mr. John Parent	Parent Rep.	7/1/10 – 6/30/13	Voting
Mr. School Teacher	Teacher Rep.	7/1/11 – 6/30/12	Voting
Ms. School Leader	Ex-officio	7/1/11 – termination	Voting
<i>Mr. Alex Moran</i>	<i>Trustee</i>	<i>7/1/11 – 6/30/14</i>	<i>Voting</i>
<i>Ms. Jane Doe</i>	<i>Trustee</i>	<i>7/1/11 – 6/30/14</i>	<i>Voting</i>

Sincerely,

Contact Person
Title