## Template Letter to Request Approval to Add a Member to an Existing Board of Trustees

## (Board of Regents-Authorized Charter Schools Only)

## [*Place on Charter School Letterhead*]

[*DATE*]

**Via Electronic Mail**

New York State Education Department

Charter School Office

Room 5N EB Mezzanine

89 Washington Avenue

Albany, New York 12234

[charterschools@nysed.gov](mailto:charterschools@nysed.gov)

Dear NYSED CSO Staff:

On *[DATE]*, the *[CHARTER SCHOOL]* Board of Trustees voted, in accordance with the Open Meetings Law, to select *[NAME OF PROPOSED BOARD MEMBER(S)]* as a member or members to its Board of Trustees, pending approval by the New York State Education Department (“NYSED”). The following required documents for each member selected are enclosed for your review:

1. A formal Board of Trustees resolution incorporating the specific voted language contained below.
   1. Motion [#]: *The [Name of Charter School] Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select [NAME OF PROPOSED BOARD MEMBER] as a member to its Board of Trustees, with a term expiring on [DATE], pending approval by NYSED. The resolution approving [NAME OF PROPOSED BOARD MEMBER] is adopted upon NYSED’s approval.*
   2. Alternatively, you may use this [adaptable example of a Board of Trustees resolution](http://www.p12.nysed.gov/psc/regentsoversightplan/policy/SampleBoardResolution.docx).
2. The finalized Board Meeting Minutes showing the Board Resolution incorporating the specific voted language contained in the template or in the adaptable example.
3. [Background Information form](http://www.p12.nysed.gov/psc/regentsoversightplan/policy/botbackground.doc) for the proposed Board of Trustees member, including a signed Statement of Assurance, which is part of the form (e-signature is not acceptable)
4. Signed [disclosure of financial interest](http://www.p12.nysed.gov/psc/regentsoversightplan/policy/documents/FinancialDisclosure2020.doc) (e-signature is not acceptable)
5. Resumé or curriculum vitae
6. A copy of the proposed member’s diploma and an official transcript from his/her highest level of education (e.g. high school).  If such documents cannot be provided, provide a notarized letter signed by the proposed member stating the highest level of education obtained and the reason why these documents cannot be provided, including a description of the good faith efforts made to obtain them
7. By-laws showing:
   1. Number of Board of Trustee members (minimum/maximum)
   2. Types of representatives required if applicable (e.g., parent, community) or any other required qualifications
   3. Committee structure
8. [Board of Trustees roster](http://www.p12.nysed.gov/psc/regentsoversightplan/policy/BoardofTrusteesRosterTemplate.docx), formatted in accordance with the Roster template.

[A Charter School Office liaison](http://www.p12.nysed.gov/psc/Footer/csoliaison81618.pdf) will review the documentation within 45 business days of receiving all of the required documents.  On behalf of NYSED, the Charter School Office liaison will, in writing, request additional information, reject or approve the proposed member.

As Board President, I attest that each member of the *[CHARTER SCHOOL]* Board of Trustees has reviewed all application materials for the proposed member and is aware of and has acknowledged their continuing responsibility to notify NYSED of any misstatements or omissions of fact related to the proposed member.

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

Sincerely,

*[Signature]*

*[Name]*

Board President

Enclosures

*Last revised 04-26-2021*