

## **SAMPLE LETTER TO FAMILIES/GUARDIANS FROM BOARD OF EDUCATION**

Dear Parents and Guardians,

The \_\_\_\_ Board of Education is inviting interested parents and guardians from our community to express interest in serving as a parent representative on the Region One Organizational Study Committee.

As you may know, the Region One Boards of Education have begun an Organizational Study to better understand our current K–8 structure, our schools and programs, and the future needs of our students and communities. The purpose of this work is to gather information, listen to our communities, and explore possibilities that may help us continue to provide a strong educational experience for our students.

A very important part of this process is ensuring that parents and community members have a voice at the table.

Each of the six Region One communities is expected to have two representatives participate in the Organizational Study Committee — one appointed by the local Board of Education and one appointed by the Board of Selectmen. Our Board is seeking a parent/community member who is interested in participating and bringing the perspective of our town's families to this process.

We are looking for someone who:

- Is a parent or guardian of a Region One student;
- Is interested in learning more about our schools and the Region;
- Is willing to listen to and consider a variety of perspectives;
- Can participate in committee meetings and related discussions; and
- Is willing to bring a thoughtful, community-focused perspective to the work.

You do not need to have any particular experience in education or school governance to be considered. We are interested in hearing from parents with a variety of experiences and perspectives.

To express your interest, please submit a brief letter of interest to the \_\_\_\_ Board of Education. Your letter may include why you are interested in participating, your connection to the community and schools, and anything else you believe would be helpful for the Board to consider.

Please submit your letter of interest by Friday, October 9, 2026, to [INSERT EMAIL/CONTACT INFORMATION].

At this time, no decisions are being made regarding the future structure of Region One. The Organizational Study is an informational and fact-finding process. The goal is to gather information, engage stakeholders, hear directly from our communities, and better understand the opportunities and considerations that may exist.

We believe it is important that our families have an opportunity to be part of this conversation. We encourage any parent or guardian who is interested in learning more and contributing to this process to consider submitting a letter of interest.

Thank you for your continued partnership, support, and commitment to our schools and our community.

If you have questions about the Organizational Study or the parent representative opportunity, please contact [BOE CHAIR] or the Superintendent of Schools.

Warmly,

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Chair

\_\_\_\_ Board of Education