

TO: PSA Directors, Board Members, and Compliance Officers  
FROM: David A. Lewis, Director  
DATE: February 5, 2025  
RE: Board of Directors Appointments/Reappointments

The time is approaching once again for new members to be selected to fill any board vacancies due to resignation or term expiration. Please follow the process below as outlined in the contract:

1. Publicly advertise that you are taking applications for board positions. (Appropriate advertising could include any or all of the following: school newsletter, printed and nonprinted media, letters of information to community groups, etc.) **Please send us a copy of your advertisements.**
2. All applications must include the following:
  - a. Public School Academy Application for Board of Director Candidates, **even those seeking re-appointment must complete an application.** (1 copy included, please make additional copies as needed. Form can be filled out electronically and printed at <http://www.svsu.edu/supo/psaboardmembers/>)
  - b. Complete résumé for each candidate.
3. Please include the description of the process used to screen and recommend board candidates.
4. **A copy of all applications received must be submitted through Epicenter (1 application per task) with a memo stating the board's recommendations for appointment.**

TIMELINE:

February - April 17 PSA Boards advertise for open seats, select candidates to recommend, and prepare materials to submit to SVSU Partnership office

**April 18** **All completed applications, advertising, and recommendations memo MUST be submitted through Epicenter**

May 9 SVSU Board of Control Committee reviews applications

June 16 SVSU Board of Control appoints board members

July 1 Board members begin term of service

If you have any questions, please call the office at 989-964-4623.

Enclosures: List of Board Member Terms Expiring 6/30/25, plus vacancies  
Board Candidate Application