

Dear/.....

I am writing to inform you of the Central Board's decision for the coming year to assume the responsibilities that have previously rested with the MEI School Board, as there are a great many actions that will require our attention prior to the closure of MEI in June, 2005. As a dedicated member of the MEI Board, I can well understand the challenges under which you have performed your duties during the past year. Moreover, we are most appreciative of your time and effort on behalf of the school over these many years. We certainly believe that you had the best interests of the students and the school in mind in all your deliberations and actions. During the forthcoming year, we plan to consolidate our efforts and manage many of the issues related to the closing and future placement of students and we believe that it is best to do so on a centralized basis.

Once again, I would like to express our gratitude for your commitment and support of MEI.

Sincerely,

A handwritten signature in cursive script that reads "Carol B. Aslanian".

Carol Aslanian