

**Template Letter from Board President**  
Topic: Distance Learning Begins; Thank You to Staff and Parents

*If you need assistance finalizing this letter, please contact Amber Graham Fitzgerald, Director of Member Engagement, at amberf@ossba.org or 405.528.3571.*

**This letter can be customized and shared by the board president as a letter to the editor, guest column or social media message. If you choose to submit a letter to the editor or guest column, please contact your local newspaper to ask about their guidelines, including word-limit and deadline requirements.**

Dear [Editor or Friends of District]:

This week marks the beginning of a new and unexpected experience for Oklahoma students, teachers and school staff. Although we did not anticipate ending the year this way, I am proud of the distance learning plan [District] has developed to allow students to learn from home. We know this change is difficult, and there is sadness about missing or delaying special events and activities. During this time, students and their families can count on [District] to support them, both academically and emotionally.

While this health crisis has presented many challenges, it also has given us opportunities to help one another. In one week, the district’s child nutrition team served [number] meals to local children. The schools also donated [number] boxes of supplies to area hospitals. [Or, insert other services and projects completed for your community or by your community.] Additionally, our staff completed the massive task of developing a distance learning plan in just a matter of days. On behalf of the board and our community, I commend and thank all school employees for their hard work and commitment. [District] has an incredible team.

[If your community has helped you with the cost of technology, printing or other resources, either recently or through a past bond issue, consider a few sentences to express your appreciation here.]

The next few weeks will unveil a temporary new normal for us all. Kitchen tables will double as classroom/office spaces, and our world will be limited to the walls of our own homes. I would like to thank parents for partnering with the district on this journey. While they will be assisting their children in person, they will not be alone. Teachers will be just a phone call, email or videoconference away.

We are fortunate to serve a community that values public education and understands that flexibility is necessary to meet the needs of students. A school is not a building; it is a family of caring, knowledgeable professionals making a difference for students every day. Our district is home to the best, and they will finish the school year strong.

Thank you for your support of [District].

Sincerely,

[Name]  
[Position], [City] Board of Education