

**RATIFY APPROVING A SPECIAL ON-LOAN LEAVE OF ABSENCE FOR JAN LETTS****THE CHIEF EXECUTIVE OFFICER RECOMMENDS APPROVAL OF:**

**A special On-Loan Leave of Absence for Jan Letts to enable her to work with the Chicago Leadership Academies for Supporting Success (CLASS) as an educator-in residence. CLASS shall provide the Board with a written guarantee to reimburse the Board for the full salary, benefits, pension payments and related expenses that the Board pays to Ms. Letts during the term of the leave. Information pertinent to this leave is stated below:**

**This amended Board Report is necessary to extend the term of the leave of absence.**

**ORGANIZATION: Chicago Leadership Academies for Supporting Success  
221 N LaSalle Street – Suite 1550  
Chicago, Illinois 60601  
Attention: Faye Terrell-Perkins, Senior Executive Director  
(312) 263-7767**

**USER: Chicago Public Schools  
Office of Principal Preparation and Development  
125 S Clark Street, 5<sup>th</sup> Floor  
Attention: Nancy Laho, Chief Principal Preparation and  
Development Officer**

**TERM: The term of this leave and reimbursement will begin July 1, 2005 and will end June 30, 2006.**

**SCOPE OF DUTIES: Jan Letts, as educator-in-residence for Chicago Leadership Academies for Supporting Success, will assist with identifying, acquiring and maintaining hardware, software and the network products for CLASS. She will observe, model, and co-teach with staff; convene planning sessions and workshops using the integration of technology into the leadership role of school administrators and their instructional programs. In addition, she will advocate and model the integration of technology into the leadership programs at CLASS.**

**AFFIRMATIVE ACTION: Not applicable.**

**LSC REVIEW: Not applicable.**

**FINANCIAL: The Board will pay Jan Letts' full salary, benefits, pension payments and related expenses and the Chicago Leadership Academies for Supporting Success will reimburse the Board for these expenditures after receiving the Board's quarterly invoices.**

**BUDGET CLASSIFICATION: 0953 280 433 0215 5110**

**GENERAL CONDITIONS:  
Inspector General – Each part shall acknowledge that in accordance with 105 1LCS 5/34-13.1, the Inspector General of the Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.**

**Ethics – The Board's Ethics Code adopted September 27, 1995 (95-0927-RU 3), as amended from time to time, shall be followed.**

**Approved for Consideration:**

  
**Barbara Eason-Watkins**  
**Chief Education Officer**

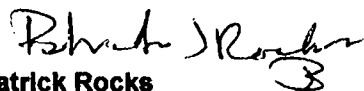
**Approved:**

  
**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

  
**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:** 

  
**Patrick Rocks**  
**General Counsel**