

APPROVE A SPECIAL ON-LOAN LEAVE OF ABSENCE FOR JAN LETTS**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve 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 a technology facilitator. 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:

ORGANIZATION: Chicago Leadership Academies for Supporting Success
221 North LaSalle Street – Suite 1550
Chicago, Illinois 60601
Attention: Ingrid Carney, Executive Director
(312) 263-7767

USER: Chicago Public Schools
Office of Professional Development
125 South Clark Street, 5th Floor
Chicago, Illinois 60603
Attn: Albert Bertani, Chief Professional Development Officer
(773) 553-3483

TERM: The term of this leave and reimbursement will begin March 31, 2003 and will end March 27, 2004. By mutual consent, and subject to Board approval, this leave may be extended for up to a twelve (12) month period under the same terms and conditions of this leave.

SCOPE OF DUTIES: Jan Letts, as Technology Facilitator for Chicago Leadership Academies for Supporting Success, will assist with identifying, acquiring and maintaining hardware, software, and 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: 0300 280 428 2015 5110

GENERAL CONDITIONS:


Inspector General – Each party 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-RU3), as amended from time to time, shall be followed.


Approved for Consideration:


Barbara Eason-Watkins
Chief Education Officer

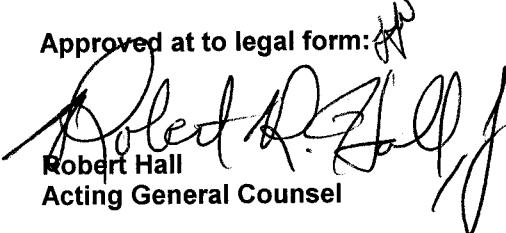
Approved:


Arne Duncan
Chief Executive Officer

Within Appropriation:


Kenneth Gotsch
Chief Fiscal Officer

Approved at to legal form:


Robert Hall
Acting General Counsel