

Education of the City of Chicago, having served in that capacity for twenty-one years since 2002; and

WHEREAS, Estela G. Beltran began her career with the Chicago Public Schools in 1986 at the Insurance Department, where she served as a Clerk Trainee and Principal Stenographer; in 1989 at the Law Department as a Principal Legal Stenographer, Head Legal Stenographer, and Executive Legal Stenographer; and in 1996 at the Office of the Board of Education as the Staff Assistant, and Assistant Secretary; and

WHEREAS, Estela G. Beltran will have served seven Board Presidents during her tenure and has contributed tremendously to the development and structure of the Office of the Board of Education and various departments of the school system; and

WHEREAS, Estela G. Beltran has been the facilitator of the Board Meetings and Public Hearings conducted before the Board Members; managed the Board Meeting materials disseminated to the Board Members; was responsible for complying with the Illinois School Code in relation to the Open Meetings act and Freedom of Information Act; served as the administrator of the policies for records management and records destruction for the Office of the Board of Education; reviewed all Board Reports, Policies, and Rules; accepted all liens, complaints and summons served on the Board and caused proper transmittal to the General Counsel; executed all contracts, agreements and legal instruments approved by the Board of Education; was the keeper of our time at each Board meeting, and the keeper of our meeting minutes; and

WHEREAS, Estela G. Beltran is known for her patience, grace, decorum and wise counsel in every situation; who always had a smile and a kind word; as a person possessing tremendous organizational abilities and vast institutional knowledge who has ensured the efficient and effective operation of the Office