

April 25, 2001

Shirley Tucker, Program Director  
Leadership Jackson  
P.O. Box 22548  
Jackson, MS 39225-2548  
*Via Facsimile*

Dear Ms. Tucker:

This is to inform you that I must be absent from Leadership Jackson's retreat on May 11<sup>th</sup> and 12<sup>th</sup>.

My work commitments require me to be out of town May 10-12 in Annapolis, MD, with Governor Musgrove for a meeting of the National Assessment Governing Board (NAGB). Governor Musgrove is one of two governors that sit on this national board which sets policy for the National Assessment of Educational Progress (NAEP) -- commonly known as the "The Nation's Report Card." Following recent staff changes in our office, I am now the Governor's liaison to NAGB and am responsible for staffing him at the Annapolis meeting.

I regret that I will miss the retreat, as it will be my class's last session together. I understand that the three retreats are required for graduation, but my staffing the Governor for this meeting is an unforeseeable work commitment. Please advise me as to any further action that I need to take or any additional information that I need to provide to the Leadership Jackson Board of Trustees.

Thank you for your assistance in this matter.

Sincerely,

Kelly L. Riley  
Policy Liaison

