



BOARD OF EDUCATION  
OF THE CITY OF NEW YORK  
110 LIVINGSTON STREET  
BROOKLYN, N. Y. 11201

DR. RICHARD R. GREEN  
CHANCELLOR

CHANCELLOR'S MEMORANDUM NO. 45. , 1987-1988

June 9, 1988

TO: COMMUNITY SCHOOL BOARD PRESIDENTS, ALL SUPERINTENDENTS,  
EXECUTIVE DIRECTORS, HEADS OF OFFICES, AND PRINCIPALS OF  
ALL DAY SCHOOLS

FROM: Richard R. Green, Chancellor *Richard R. Green*

SUBJECT: Provisions for School Staff

It is important that school personnel be provided with the facilities, supplies and support they need in order to carry out their responsibilities in the most professional and effective manner.

Outlined below are several suggested provisions which should be made:

1. Access to regular office space that affords privacy for parent and student meetings.
2. Access to locked desk and files.
3. Access to locked storage for outside clothing.
4. Keys to the above and keys to restrooms.
5. Access to the use of secretarial services for letters to parents, reports, etc.
6. Access to the use of a telephone that can afford privacy for calls to parents and agencies.
7. Access to supplies.
8. Access to school parking where available (card).
9. Access to personal mailbox to receive regular school communications.
10. Access to security plan, visitor's book, time passes, etc.