




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 

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.

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In addition, it is recommended that itinerant personnel:

1. be introduced to school staff;
2. be assigned to no more than one school a day;
3. be assigned balanced caseloads; and
4. have access to regular school-district activities i.e. monthly meeting.

Making these provisions will promote our common goal of treating school staff in a professional manner. We appreciate your best efforts in carrying out these recommendations. Thank you for your cooperation.