



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

DIVISION OF HUMAN RESOURCES
65 Court Street – Brooklyn, NY 11201

MEMORANDUM

May 15, 2006

TO: REASSIGNED STAFF

FROM: LAWRENCE E. BECKER *Lawrence E. Becker*
CHIEF OPERATING OFFICER

IT HAS COME TO MY ATTENTION THAT CERTAIN INDIVIDUALS HAVE BEGUN TO BRING INFLATTABLE MATTRESSES INTO 25 CHAPEL STREET. PLEASE BE ADVISED THAT SUCH ITEMS MUST BE REMOVED FROM CHAPEL STREET IMMEDIATELY. IT IS NOT APPROPRIATE FOR USE IN THIS FACILITY. TO THOSE INDIVIDUALS WHO ARE BRINGING THE INFLATTABLE MATTRESSES PLEASE REMOVE THEM BY THE END OF THE DAY.

IN ADDITION, PLEASE NOTE THAT I HAVE RECEIVED COMPLAINTS FROM SOME OF THE INDIVIDUALS ASSIGNED TO 25 CHAPEL STREET THAT THERE ARE SOME PEOPLE WHO UTILIZE UP TO 3 OR 4 CHAIRS TO LIE DOWN ON. PLEASE REFRAIN FROM USING MORE THAN ONE CHAIR SINCE I WANT TO ENSURE THAT EVERYONE HAS A CHAIR TO SIT ON.

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JOEL I. KLEIN, *Chancellor*

DIVISION OF HUMAN RESOURCES
65 Court Street – Brooklyn, NY 11201

February 15, 2005

To: All Reassigned Staff at 110 Livingston Street

From: Lawrence E. Becker
Senior Deputy Executive Director

As you may know, 110 Livingston Street is closing. Effective February 28, 2005 staff reassigned at 110 will be reporting to 25 Chapel Street in downtown Brooklyn. I have provided directions and a map for your convenience. You will be reporting to the 10th floor. You will note that Chapel Street is not far from 110 Livingston Street.

All reassigned staff will be reporting to this location. All staff will be required to utilize the time clock at Chapel Street to maintain a record of their time. Arrangements will be made to provide time cards to all and to make certain these time cards are forwarded to your school secretary. Since February 28th is the end of the month and your first day of reporting to 25 Chapel Street. You will complete your February time card at Chapel Street. Commencing March 1st you will be provided with a new time card.

It is necessary to have one uniform reporting time for Chapel Street, from 8:30 A.M. – 3:10 P.M. Lunch is from 12 Noon to 1 P.M. Reassigned school secretaries are to remain for their 7 hour and 20 minute day specified in the secretary contract. Supervisors are to remain for 7 hours exclusive of lunch, as per their contract.

Please be advised that no one is to use anyone else's time card for any reason. Punching another person in or out is not allowed.

Although it was not necessary to have DOE identification to enter 110 Livingston Street, to enter the Chapel Street building DOE identification will be needed. You can obtain an identification card by visiting 65 Court Street, Room 102 after work or during your lunch hour. Although schools are closed for the winter recess, 65 Court Street will be open for the week of February 21st (except Monday, February 21st). In order to get a DOE identification card you should bring some form of identification with you. The identification unit will have a list of those individuals who are reassigned. In addition I will see if arrangements can be made to have someone come to the lobby of 110 Livingston Street this week to take your picture using a digital camera. The identification card can be made for you once your picture is taken.

Although there are no other Department of Education offices in Chapel Street there are other tenants in the building. It is important that all reassigned staff remain on the 10th floor at all times when you are not leaving or entering the building.

Please make arrangements to remove any items or belongings that you have stored at 110, including any electrical items such as a coffee machine. Please do not bring such items to 25 Chapel Street.

Finally at the present time there are no plans to scan individuals at the Chapel Street site, although School Security may implement it at a later date if they deem it necessary.

Thank you for your cooperation.

LEB:ers
Attachment

Sit Tight > 3020A Disciplinary Charges
Frank Herman - O.S.L.