Department of Education * City of New York

FLUSHING HIGH SCHOOL
Cornelia Gutwein, Principal
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Flushing, New York 11354
Tel.(718) 888-7500 Fax: (718) 886-4255

ORGANIZATIONAL CIRCULAR

TO: Ms. Caporusso, Ms. Fayne, Ms. Fisher, Ms. Kotov, Ms. Lehe
Ms. Neos, Ms. Peras, Ms. Scoufaras, Ms. Skwera, Ms. Wilburn

FROM: Jack Schwarz (APO)

DATE: May 2010

RE: *Per Session Posting* - Summer Secretarial Service (Wednesdays)
(SUBJECT TO FUNDING AVAILABILITY)

1. As in past years, school secretaries are scheduled to serve during July and August to process correspondence, college transcripts, employment references and all other items that require immediate attention.

2. Secretarial service is scheduled this summer commencing Wednesday, July 7, through Wednesday, August 18. A total of 7 (seven) secretarial days have been allotted to our school allowing for secretaries to work in pairs on each of the seven days. Please note: All assigned secretaries must be on duty for six and one-half hours beginning at 8:00 a.m., exclusive of the lunch period. (No secretary may work more than five hours a day without a lunch break of at least *one-half hour*.)

   Each secretary must punch "in" and "out" at time clock. Time cards must be retained and delivered to the principal when schools reopen in September for payroll purposes.

3. If you would like to work this summer, please complete Item #4. If you do not wish to work, please check Item #5.

4.

July 7	□	August 4	□
July 14	□	August 11	□
July 21	□	August 18	□
July 28	□		

5. I do not wish to work this summer_____.

This completed form must be submitted to Mr. Schwarz no later than Friday, May 28, 2010. Thank you for your prompt attention to this matter.

Print Name:_____ Signature:_____