



Joel I. Klein
Chancellor

**DIVISION OF HUMAN RESOURCES
65 COURT STREET – BROOKLYN, NEW YORK 11201**

PERSONNEL MEMORANDUM NO. 5 2009-2010

April 21, 2010

TO: All Superintendents, Chief Executives, Heads of Offices, ISC and CFN Staff, Human Resources managers and All Principals

FROM: Lawrence E. Becker

Chief Executive Officer *Lawrence E. Becker*

SUBJECT: Per Session Postings
Due by May 15th for Summer 2010 and Early 2010-11 Per Session Activities

As the end of the school year approaches, please be reminded that per session activities which will occur in Summer 2010 and early School Year 2010-2011 (September or October of 2010) must be posted before the end of the current school year.

Additionally, please note that all per session activities must be advertised for at least twenty (20) school days prior to their commencement. Since it may be difficult to plan certain programs due to budget uncertainty, a notification indicating that the position is "Subject to Funding Availability" must be included in the posting.

If you wish to post a Department-wide per session activity, please submit your per session posting via electronic mail (on Microsoft Word) to Robert Scamardella (RScamardella@schools.nyc.gov), Per Session Unit, no later than **May 15, 2010**. School and district-wide activities should be posted in schools.

For a sample per session posting template, please E-mail Robert Scamardella and he will forward one to you.

If you have any questions, please contact the Division of Human Resources, Per Session Unit at (718) 935-4075.

cc: Gary Barton
Peter Ianniello, Ph.D.
Robert Scamardella