



# BOARD OF EDUCATION OF THE CITY OF NEW YORK

HAROLD O. LEVY, *Chancellor*

*Louis P. Benevento, Executive Director*

*Division of Financial Operations*

## STANDARD OPERATING PROCEDURES MANUAL FOR FMC's and SCHOOLS

### MEMORANDUM NO. 3-01

**TO:** Holders of the *Standard Operating Procedures Manual* for FMC's and Schools

**FROM:** Louis Benevento

Ladies and Gentlemen:

This memorandum contains revisions to the *Standard Operating Procedures Manual* (SOPM) chapter on the **Extended Use of School Buildings.**

**Holders of the SOPM for Schools and Financial Management Centers (FMCs) are to remove and replace pages of this chapter as indicated in the chart below.**

#### **Highlights of Changes:**

Procedures governing the *Extended Use of School Facilities (Topic 5)* have been revised. School buildings may not be used for political events, activities or meetings except for conducting candidate forums, provided all candidates are invited to participate. Additionally, no candidate for public office or elected official seeking re-election may use any school building during the 60 calendar days prior to a primary and/or election, except if directly related to the elected official's public duties and responsibilities.

#### **Chapter: Extended Use of School Buildings**

Pages To Be Replaced			To Be Replaced By		
Discard	Dated	No. of Leaves	Replace With	Dated	No. of Leaves
All of Topic 5	All indicated dates	2	Revised Topic 5	October 2001	3

Please verify that the total number of sheets as indicated above are actually attached to this memorandum.

This transmittal should be filed in the back of the SOPM (in SOPM Number order) so that future users may refer to it for any editorial comments and the context in which the memorandum was issued.

**Continued on reverse side**

Inquiries regarding these procedures should be directed to:

**The Division of Financial Operations**

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