

APPENDIX F



**Department of
Education**

Curmca Farilla, Chancellor

KEATON WONG, Esq.

Interim Acting Diversity Management Unit Chief

Office of Equal Opportunity & Diversity Management

September 18, 2014

Dr. Kimberly King-Jupiter
Dean, College of Education
Albany State University
504 College Drive
Albany, GA 31705

Dear Dr. King-Jupiter:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

The DOE is an equal opportunity employer. As such, it is DOE policy to comply with all applicable federal, state, and local laws pertaining to discrimination and equal employment opportunity. According to Chancellor's Regulation A-830, it is the policy of the DOE to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction, except as permitted by law, predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses, and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.

DOE employment opportunities and internship opportunities can be found at <http://schools.nyc.gov/Careers/default.htm>. Interested candidates should follow the application instructions listed on the DOE website. Please refer back to our website periodically to view updated listings.

Your assistance in referring all qualified candidates will help us achieve our commitment to equal employment opportunity. Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Keaton Wong".

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, EsQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Mark Perriello
President and CEO
American Association of People with Disabilities
2013 H Street, NW, 5th Floor
Washington, DC 20006

Dear Mr. Perriello:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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rp;

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Cam1en Farina, Chuncallor

KEATON WONG, Esq.

Interim Acting Diversity Management Unit Chief

Office of Equal Opportunity & Diversity Management

September 18, 2014

Jessenia Francisco
Executive Director
Association of Latino Professionals in Finance and Accounting, New York Chapter
55 Broad St., 15th Floor
New York, NY 10004

Dear Ms. Francisco:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Sincerely,

Keaton Wong

Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

Wade Theresa

From: Wade Theresa
Sent: Friday, September 19, 2014 12:17 PM
To: 'Janeen.Hal@brooklaw.edu'
Subject: Black Law Students Association
Attachments: Letter to Black Law Students Association 2014.pdf

Sent On Behalf of Keaton Wong

Dear Ms. Hall:

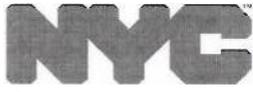
Attached please find a letter regarding employment opportunities with the New York City Department of Education. Please share the attached information with interested members of your organization.

Sincerely,

Theresa B. Wade, Esq.

100 Nassau Street, 11th Floor
New York, NY 10038
Tel: (212) 512-2000
Fax: (212) 512-2001
www.tbwade.com

NOTE: This e-mail and any files transmitted with it are confidential and intended only for the individual named. If you have received this e-mail by mistake, please notify the sender immediately by e-mail. If you are not the named addressee, you should not disseminate, distribute or take any action in reliance on the contents of this information. If you have received this e-mail by mistake, please notify the sender immediately by e-mail. If you are not the named addressee, you should not disseminate, distribute or take any action in reliance on the contents of this information.



Department of
Education

Carmen Farina, Chancellor

September 18, 2014

KEATON WONG, ESQ.

Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

Via Email

Janeen Hall
President
Black Law Students Association
Brooklyn Law School

Dear Ms. Hall:

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Calvin Fanila, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Via Email

Jose Landivar and Massiel Ramos
Co-Chairs
Latin American Law Students Association
Brooklyn Law School

Dear Mr. Landivar and Ms. Ramos:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Ruth Jordan
CUNY— Lehman College
250 Bedford Park Boulevard West
Carman Hall, Room B33
Bronx, NY 10468

Dear Ms. Jordan:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmon Farina, Chancellor

KEATON WONG, Esq.

Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Dr. Mary Ellen Sullivan
Chair, Department of Teacher Education
The College of Mount Saint Vincent
630I Riverdale Avenue
Founders Hall, Room 321
Riverdale, NY 10471

Dear Dr. Sullivan:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Via Email
Columbia Latin American Business Law Association

Dear Sir/Madam:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Via Email

Columbia Law School Women's Association

To whom it may concern:

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Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Fsrilla, Chancellor

KEATONWONG, ESQ.

Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Dr. Cecil Clark
Director, Office of Clinical and Field Experiences
Delaware State University
1200 N. Dupont Highway
Dover, DE 19901

Dear Dr. Clark:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Fsrma, Chancellor

KEATON WONG, ESQ.

*Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management*

September 18, 2014

Cecile Washington
Coordinator, Student Affairs
Florida Agricultural and Mechanical University
Division of Student Affairs
100 Student Union Plz Bldg. 1676
Tallahassee, FL 32307

Dear Ms. Washington:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

C. Milena Faria, Chancellor

KEATON WONG, ESQ.

*Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management*

September 18, 2014

Thomas G. Reio, Jr., Ph.D
Associate Dean of Graduate Studies for the College of Education
Florida International University
11200 SW 8th Street,
ZEB Building
Miami, FL 33199

Dear Mr. Reio:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATONWONG,ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Via Email
Jewish Law Students Association
Fordham Law School

Dear Madam or Sir:

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Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Fariña, Chancellor

KEATON WONG, ESQ.

September 18, 2014

Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

Hampton University
Department of Education
P.O. Box 6195
Phenix Hall, Suite 304
Hampton, VA 23668

Dear Sir or Madam:

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Sincerely,

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Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.

*Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management*

September 18, 2014

Gelvina Rodriguez Stevenson
Hispanic National Bar Association, Region II
Weill Medical College
445 E. 69th Street, Room 432
New York, NY 10021

Dear Ms. Rodriguez Stevenson:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Dr. Wilma Bonner
Director of Teacher Education
Howard University, School of Education
2441 4th St. NW, Washington, DC 20059

Dear Dr. Bonner:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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**Department of
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Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Bernard Hamilton, Jr. Ed.D
Interim Executive Director
National Alliance of Black School Educators
310 Pennsylvania Avenue SE
Washington, DC 20003

Dear Dr. Hamilton:

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Your assistance in referring all qualified candidates will help us achieve our commitment to equal employment opportunity. Thank you in advance for your cooperation.

Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.

Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Geoffrey Eaton, President
NAACP, Mid-Manhattan Branch
270 W. 96th Street
New York, NY 10025

Dear Mr. Eaton:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

National Association of Asian American Professionals, New York
P.O. Box 2628
New York, NY 10163

Dear Sir/Madam:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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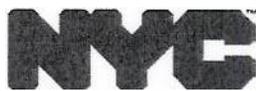
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Sincerely,

A handwritten signature in black ink, appearing to read "Keaton Wong", written over a horizontal line.

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Fariña, Chancellor

KEATON WONG, ESQ.

Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

National Association of Asian MBAs
120 Wall Street, 9th Floor
New York, NY 10005

Dear Sir or Madam:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.

*Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management*

September 18, 2014

Dr. Santiago V. Wood
National Executive Director
C/ONABE
8701 Georgia Avenue, Suite 700
Silver Springs, MD 20910

Dear Dr. Wood:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Cannen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

The National Association of Black Accountants Inc.
7474 Greenway Center Drive, Suite 1120
Greenbelt, Maryland 20770

Dear Sir or Madam:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Ch<-Jncellor

KEATON WONG, EsQ.

Interim Acting Diversity Management Unit Chief

OOice of Equal OppOrtunity & Diversity Management

September 18, 2014

Via Email

Cassye Cole

National Director of Education & Career Development

National Black Law Students Association

Dear Ms. Cole:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Michelle McCleary
President
National Black MBA Association, New York Metro Area Chapter
P.O. Box 8135
New York, NY 10116

Dear Ms. McCleary:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Your assistance in referring all qualified candidates will help us achieve our commitment to equal employment opportunity. Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to be "Keaton Wong", written in a cursive style.

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

National Conference of Black Lawyers
P.O. Box 240583
Borough Hall, New York 11424

Dear Sir/Madam:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

National LGBT Bar Association
1301 K Street, NW, Suite 1100 East Tower
Washington, DC 20005

Dear Madam or Sir:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

Wade Theresa

From: Wade Theresa
Sent: Friday, September 19, 2014 12:35 PM
To: 'nnaalsa.area6@gmail.com'
Subject: National Native American Law Students Association
Attachments: Letter to National Native American Law Students Association 2014.pdf

Sent On Behalf of Keaton Wong

Dear Mr. Sangster:

Attached please find a letter regarding employment opportunities with the New York City Department of Education. Please share the attached information with interested members of your organization.

Sincerely,

Theresa, I B. Wade, Esq.

13 Court Street - Suite 4102
Bronx, New York 10451
(718) 595-1111 - Phone
(718) 595-2511 - Fax
13 Court Street - Suite 4102
Bronx, New York 10451

CONFIDENTIALITY NOTE: This e-mail and any files transmitted with it are confidential and intended only for the individual named. If you have received this e-mail by mistake, please notify the sender immediately by e-mail. If you are not the named addressee, you should not disseminate, distribute or take any action in reliance on the contents of this information. If you have received this e-mail by mistake, please notify the sender immediately by e-mail. If you are not the named addressee, you should not disseminate, distribute or take any action in reliance on the contents of this information. If you have received this e-mail by mistake, please notify the sender immediately by e-mail. If you are not the named addressee, you should not disseminate, distribute or take any action in reliance on the contents of this information.



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.

September 18, 2014

Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

Via Email

Andrew Sangster

Area 6 Representative

National Native American Law Students Association

Dear Mr. Sangster:

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

Wade Theresa

From: Wade Theresa
Sent: Friday, September 19, 2014 12:47 PM
To: President@newyork.nshmba.org
Subject: National Society of Hispanic MBA's, New York Chapter
Attachments: Letter to National Society of Hispanic MBAs New York Chapter 2014.pdf

Sent On Behalf of Keaton Wong

Dear Mr. Espinoza:

Attached please find a letter regarding employment opportunities with the New York City Department of Education. Please share the attached information with interested members of your organization.

Sincerely,

Theresa B. Wade, Esq.

/Asst. Counsel - Diversity & Inclusion Unit

Office of the Mayor, City of New York, 100 Hall Street, New York, NY 10013

City of New York, Department of Education, 100 West Street, New York, NY 10038

5th Floor - Suite 512

New York, NY 10013

(212) 915-4611 - P1111

(212) 935-2531 - F1111

twade@doe.k12.ny.us

<Oitf>E!r!'IAUT' NOTE: This is a copy of a message sent to you from the National Society of Hispanic MBA's, New York Chapter. If you are not a member of the National Society of Hispanic MBA's, New York Chapter, please do not disseminate this information. If you have received this message in error, please contact the sender. Thank you.



**Department of
Education**

Carmen Farilla, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Via Email

Alain C. Espinoza
Chapter President
National Society of Hispanic MBA's, New York Chapter

Dear Mr. Espinoza:

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Fariña, Chancellor

KEATON WONG, EsQ.

*Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management*

September 18, 2014

Brandi Warren

Interim Director, Center for Teacher Preparation and Partnerships

New Jersey City University

2039 Kennedy Boulevard

Professional Studies Building, Rm. 203A

Jersey City, New Jersey 07305-1597

Dear Ms. Warren:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Sincerely,

Keaton Wong

Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Ms. Carol Anderson
NYS OCFS Commission for the Blind & Visually Handicapped
80 Maiden Lane, 23rd floor
New York, NY 10038

Dear Ms. Anderson:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farilla, Chancellor

KEATON WONG, Esq.

September 18, 2014

Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

Via Email

Mohammed Amir Badat and Rahim Manji
Co-Chairs
Muslim Law Students Association
New York University

Dear Mr. Badat and Mr. Manji:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

Wade Theresa

From: Wade Theresa
Sent: Friday, September 19, 2014 12:50 PM
To: 'alok.nadig@law.nyu.edu'; 'hs2591@nyu.edu'
Subject: NYU OUTLaw
Attachments: Letter to NYU OUTLaw 2014.pdf

Sent On Behalf of Keaton Wong

Dear Mr. Nadig and Ms. Simpson:

Attached please find a letter regarding employment opportunities with the New York City Department of Education. Please share the attached information with interested members of your organization.

Sincerely,

Theresa B. Wade, Esq.
Director of the Diversity Management Unit
Office of Equal Opportunity & Diversity Management
New York City Department of Education
65 Court Street - Suite 1102
Brooklyn, New York 11201
(718) 995-1951 - Phone (718)
(718) 995-2331 - Fax
tdsch@doe.nyc.gov

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**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Via Email
Alok Nadig and Hillela Simpson
Co-Chairs
NYU OUTLaw

Dear Mr. Nadig and Ms. Simpson:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Diane Coleman
Director of Career and Employment Services
New York Urban League
204 West 136th Street
New York, NY 10030

Dear Ms. Coleman:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Sincerely,

Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Cannan Farina, Chancellor

KEATON WONG, EsQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Karen Lu
Executive Director
New York Women's Bar Association
132 East 43rd Street, #716
New York, NY 10017

Dear Ms. Lu:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Keaton Wong
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.

Interim Acting Diversity Management Unit Chief

Office of Equal Opportunity & Diversity Management

September 18, 2014

Dr. Loury Floyd
School of Education
North Carolina A&f State University
Proctor Hall, 1601 E. Market St.
Greensboro, NC 27411

Dear Dr. Floyd:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

JEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Dr. Sharon Spencer
Clinical Experience and Licensure Coordinator
North Carolina Central University
H.M. Michaux School of Education Bldg.
700 Cecil St.
Durham, NC 27707

Dear Dr. Spencer:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Keaton Wong,
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.
Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

September 18, 2014

Professor Barbara Atwell
Director of Diversity Initiatives-Pace Law School
78 North Broadway
White Plains, NY 10603

Dear Professor Atwell:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Fariña, Chancellor

KEATON WONG, ESQ.

September 18, 2014

Interim Acting Diversity Management Unit Chief
Office of Equal Opportunity & Diversity Management

Dr. Francesina R. Jackson
Chair, Education Studies Program
Spelman College
350 Spelman Ln. Box 63
Atlanta, GA 30314

Dear Dr. Jackson:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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Office of Equal Opportunity & Diversity Management



**Department of
Education**

Carmen Farina, Chancellor

KEATON WONG, ESQ.

Interim Acting Diversity Management Unit Chief

Office of Equal Opportunity & Diversity Management

September 18, 2014

Dr. Lena Walton
Urban Teacher Academy
University of the District of Columbia, National Center for Urban Education
Building 52, Room 306
4200 Connecticut Avenue NW
Washington, DC 20008

Dear Dr. Walton:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). As an equal opportunity employer, the DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

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