

Room 714

BOARD OF EDUCATION  
OF THE CITY OF NEW YORK  
SUPERINTENDENT OF SCHOOLS  
110 LIVINGSTON STREET  
BROOKLYN 1, N. Y.

Mr. John Rhoden  
285 Eighth Avenue  
New York, N.Y.

BOARD OF EDUCATION - CITY OF NEW YORK DIVISION OF SPECIAL SERVICES

---

Edward J. Berash  
ASSOCIATE SUPERINTENDENT

110 LIVINGSTON STREET, BROOKLYN 1, N. Y.  
LE 8-1000

April 1, 1960

Mr. John Rhoden  
285 Eighth Avenue  
New York, N.Y.

Dear Mr. Rhoden:

Attached is a copy of the memorandum of your re-employment by the Bureau of Community Education. You have been apprized of the items included herein in our prior discussions. Mrs. McDonald, Mrs. Frazier, and Mr. Dombrow have all received copies of these arrangements and conditions of your re-employment which begins on April 4, 1960.

Thank you for your cooperation in following these arrangements and instructions, and my best wishes to you for success on the job.

Sincerely yours,

*Michael M. Katzoff*  
Michael M. Katzoff  
Special Assistant

K/h  
Enc.

**BOARD OF EDUCATION - CITY OF NEW YORK** DIVISION OF SPECIAL SERVICESEdward J. Bersoff  
ASSOCIATE SUPERINTENDENT710 LIVINGSTON STREET, BROOKLYN 1, N. Y.  
UL 8-1000

March 31, 1960

To: Dr. John J. Theobald  
Superintendent of Schools

From: Michael M. Entzoff  
Special Assistant

Re: Re-employment of John Rhoden by the Bureau  
of Community Education

In accordance with our discussions I have made the following arrangements and conditions for the employment of John Rhoden:

1. He will begin work for the Bureau of Community Education on Monday, April 4, 1960.
2. During the regular school year he will perform most of his services in the basement shop previously used in Charles Evans Hughes High School. This will include all the silk screen work, photography work, exhibits and other related tasks assigned to him by the Acting Director of the Bureau. He will work 6 hours a day (exclusive of a lunch period of 45 minutes) or a work total of 30 hours a week, between 9 a.m. and 3:45 p.m., and will punch a time clock in Principal Oscar Dombrow's general office. Mr. Dombrow has agreed to certify to his working there and to check on his work.
3. Mr. Rhoden will not perform any work for the Bureau at his own studio.
4. At times, including some Saturdays, Mr. Rhoden will perform services at headquarters in the Bureau of Community Education's offices, such as maintaining the Bureau's borough maps of center activities, setting up exhibits, etc. He will sign the register in and out at the Board of Education on these occasions. Mrs. McDonald, the Acting Director, will certify as to his time and service on all such occasions.
5. Mr. Rhoden will make daily entries on the specialists' monthly service report which will carry his certifying signature as well as the signature of Mr. Dombrow and Mrs. McDonald. Should it be necessary for him to perform services at some other center, the head of such center will also certify to the services performed there.
6. In addition, Mr. Rhoden will keep a daily log of his activities, in which he will also carefully record time spent in, and place of, purchase of supplies.

March 31, 1960

7. All invoices and all paid bills for supplies ordered or purchased by Mr. Rhoden will be presented monthly to the Acting Director for approval and payment.
8. Since Mr. Rhoden will be working in the district of Supervisor Ruth Frazier she will be asked to check his work and to place him on her specialists' payroll. The appropriate payroll positions will be provided to her by Mrs. McDonald.
9. During the summer months for Vacation Playgrounds purposes, Mr. Rhoden will be used as a specialist in photography, exhibits, and other activities as assigned by the Acting Director and will continue to work 6 hours daily, exclusive of lunch. He will be paid as a specialist on the headquarters payroll during the summer.
10. During the regular school year Mr. Rhoden will receive a per diem salary of \$19.00, to be paid from the combined payroll position of Teacher-After School Center (\$7.00) and Teacher- Adult Classes (\$12.00)
11. During the summer duration of the vacation playground program, Mr. Rhoden will receive a per diem salary of \$13.50, to be paid from the combined payroll positions of Vacation Playground Teacher (I.N.) \$6.75 and Vacation Playground Teacher (P.N.) \$6.75.

Respectfully submitted,

Michael M. Etschoff  
Special Assistant

Approved:

Edward J. Bernath  
Associate Superintendent

Approved:

John J. Theobald  
Superintendent of Schools