

Staple Carron (000OPB)

From: Staple Carron (000OPB)
Sent: Friday, May 03, 2013 5:47 PM
To: 'intake@nycsci.org' (intake@nycsci.org)
Subject: Reporting a suspicion of Theft of service for Principal Shadia Alvarez 11X288

Importance: High

Dear SCI Intake,

I suspect Principal Shadia Alvarez has engaged in per session theft of service as she attempted to submit time sheets to me with no time cards as evidence to support the hours she stated she worked. After pressing Ms. Alvarez for her time cards, she re-submitted a totally different time sheet, and then in an attempt to fool me, included two activities on one time sheet thinking I wouldn't realize the hours were different.

When I asked her if she was familiar with the SOPM, she stated she was. (Please see email trail below)

I would like an immediate investigation of her current and prior per session activity, because although I am her new superintendent, I suspect this is not the first time she has submitted improper documents which lead me to believe theft of service may be an issue.

Basically, I am alleging that I believe there is theft of service involved here.

Please inform me if you are receipt of this email.

Carron Staple
New York City Department of Education
Superintendent of Bronx High Schools
Districts 8, 9 & 11
Office Phone: (718) 741-5852 or 3157
Fax: (718) 741-7098

From: Conyers Donald
Sent: Friday, May 03, 2013 5:11 PM
To: Staple Carron (000OPB)
Subject: RE: Per Session & Time-Cards for Shadia Alvarez-

Please report to SCI

From: Staple Carron (000OPB)
Sent: Friday, May 03, 2013 4:44 PM
To: Conyers Donald
Cc: Feliz Sara
Subject: FW: Per Session & Time-Cards for Shadia Alvarez-
Importance: High

Shadia Alvarez sent me time sheets that were very suspicious with no time cards. I asked for actual time card copies, and now she has totally revamped her per session hours which are less than what she first asked payment for. This "mistake" leads me to believe an audit is necessary to review her prior per session, because

had I not pressed her for the actual time cards, she would have received compensation for hours she never worked. I find this highly unacceptable and suspect "theft of service" is involved.

I would like an immediate audit of all her prior per session and believe SCI should be called. Please advise.
Carron

Carron Staple

***New York City Department of Education
Superintendent of Bronx High Schools
Districts 8, 9 & 11
Office Phone: (718) 741-5852 or 3157
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Dear Principal Alvarez,
May I ask how long you have been receiving per session and who has been approving it?
I'm curious because you have not followed any procedures correctly.

I am not sure of your level of familiarity with the SOPM, but I cannot accept a time sheet where you are mixing Saturday activities with after-school activities. Since you were required to send me separate postings for each per session activity and you personally requested separate hours for each activity, you cannot expect to add them up together on one time sheet. There needs to be a separate time sheet and separate time card for each per session activity, so both you and I can track how many hours you have used per activity.

You say you are familiar with the SOPM, but the fact that I have to tell you sign your name in a legible manner on your time sheets, send me time cards, and now advise you on how to submit time sheets, leads me to believe otherwise. If you are familiar with the SOPM as you stated in your previous email below, then it sends me a message that you are purposely submitting false and incorrectly prepared per session timesheets.

Please resubmit in accordance of the SOPM, as each time I have to inform you about proper procedures, delays your per session being approved.

From: Alvarez Shadia
Sent: Friday, May 03, 2013 4:23 PM
To: Staple Carron (000OPB)
Subject: Per Session & Time-Cards

Hi Carron,

Hope all is well, I have added the signature on the time-sheet as per your request, in reviewing my time-cards I realized that some of the dates were missing and or not exact, therefore I am re-submitting revised time-sheets. Attached are the revised time-sheets and time-cards for your review.

I am familiar with the SOPM, my staff and I will continue to use it as a resource.

Thank you so much!

Shadia

From: Staple Carron (000OPB)
Sent: Thursday, May 02, 2013 11:58 AM
To: Alvarez Shadia
Subject: RE: Need per session posting,time sheets, and copies of time card

I need time sheets that have your signature written out in full. I also need to see your time cards where you clocked in and out for these per session activities. If you are not familiar with SOP for per session, please ask your network for the manual.

Carron Staple
New York City Department of Education
Superintendent of Bronx High Schools
Districts 8, 9 & 11
Office Phone: (718) 741-5852 or 3157
Fax: (718) 741-7098

From: Alvarez Shadia
Sent: Wednesday, May 01, 2013 5:06 PM
To: Staple Carron (000OPB)
Subject: FW: Need per session posting,time sheets, and copies of time card

Hi Carron,

Hope all is well, I sent you the postings last week, maybe it got lost in transition, I am attaching the postings again. Ms. Melendez will fax over the time-sheets this afternoon.

Please let me know if you need anything additional. Thanks!

PS. Look for our students on Bronx 12 News, we did a news piece on "Stop The Text-Stop the Wrecks!" - an interdisciplinary project between our art class and student government club. The students were interviewed as well as Councilman Jimmy Vacca and The Pelham Parkway Neighborhood Association. It was great!

From: Rittle Eve (11X288)
Sent: Wednesday, May 01, 2013 8:45 AM
To: Alvarez Shadia
Cc: Melendez Zulma
Subject: FW: Need per session posting,time sheets, and copies of time card

FYI

Eve Rittle
Principal's Secretary
Collegiate Institute for Math & Science
(718) 944-3631

From: Staple Carron (000OPB)
Sent: Wed 5/1/2013 8:39 AM

To: Rittle Eve (11X288)

Subject: Need per session posting,time sheets, and copies of time card

Hi Eve,

I asked Ms. Alvarez to fax over the per session postings for supervision of clubs and tutoring and I haven't received it. Can you please fax those 2 postings to me today? In addition I have not received her time sheets or copies of her time cards. If you file copies please send them to me as I must have them in order to approve her per session.

Thanks.

Carron Staple

Carron Staple

Bronx High Schools Superintendent

Districts 8, 9, 11

718-741-5852

From: Rittle Eve (11X288)

Sent: Wednesday, May 01, 2013 08:30 AM

To: Quintana Carlyne (11X508); Maldonado Jackson Sandra (11X541); Burgos Sandra(11X299); Fuentes Lisa (11X415); Nariman Julie (11X509); Santiago Carlos (11X542)

Cc: Gambino Barbara (PSO); Ludwig Heidi (PSO); Staple Carron (000OPB)

Subject: Out of the building

Good Morning -

Ms. Alvarez has asked me to let you know that she is out of the building today at a Network Meeting. Mr. Santiago Principal of Pelham Prep will take care of any issues in her absence.

Have a great day.

Eve Rittle

Principal's Secretary

Collegiate Institute for Math & Science

(718) 944-3631