

August 25, 2010

Hon. Joel I. Klein
Chancellor
New York City Public Schools
Department of Education
52 Chambers Street, Room 314
New York, NY 10007

Re: Shaniquia (Singletary) Dixon
Katina Williams
Pearl Jones
SCI Case # 2007-4835
SCI Case # 2009-2836

Dear Chancellor Klein:

An investigation conducted by this office has substantiated that there were financial irregularities at and theft from PS/MS 149 in Manhattan. Between April 2005 and August 2007, Katina Williams, the school's former business manager, used the Small Item Payment Process ("SIPP") to create 123 fictitious SIPP payments, which were sent to the school and then deposited into one of the school's bank accounts.¹ Those checks totaled more than \$28,000.00. Williams also withdrew money from the accounts. Additionally, Williams removed two Department of Education computers from the school. Pearl Jones, a school aide, failed to deposit more than \$9,000.00 in cash in any school bank account at the end of the 2008-2009 school year.² Shaniquia (Singletary) Dixon was the principal of PS/MS 149 during these events.³

¹ During this investigation, in January 2008, Williams was terminated from her position as business manager at PS/MS 149. Thereafter, she was rehired by the DOE as a teacher at PS 154 in Manhattan.

² Pearl Jones was not reassigned.

³ When the initial allegations were received, the principal was known as Shaniquia Singletary. During the course of the investigation, she married and changed her last name to Dixon. She will be referred to in this report as Dixon. She was not reassigned as a result of this investigation. Dixon is currently the Assistant Director of the New York City Learning Academy of the DOE.

The investigation began on December 18, 2007 when an anonymous caller contacted the Office of the Special Commissioner of Investigation (“SCI”) and reported an allegation of misconduct involving then PS/MS 149 Principal Dixon. Later that month, SCI received a complaint which alleged additional misconduct. Those allegations were not substantiated. However, in the course of investigating those allegations, SCI did discover financial irregularities and theft at the school.

Since the investigation began, SCI has interviewed numerous witnesses, including staff and administrators at the school, other current or former employees of the Department of Education (“DOE”), and various vendors who did business with the school. Documentary evidence was obtained and reviewed. Some witnesses were interviewed on multiple occasions.

Also, during the investigation, on July 21, 2009, Dixon reported to SCI that she and the parent coordinator had discovered bags, boxes and cans containing cash in an unlocked file cabinet located in a particular room at the school. At that time, while the money was still being counted, Dixon believed that there was more than \$4,000.00 in currency. When the counting was completed, more than \$9,000.00 was recovered from the cabinet.

Fictitious SIPP payments

Katina Williams, the former business manager at PS/MS 149, was interviewed on several occasions by SCI staff.⁴ Williams explained that she created fictitious SIPP payments in the names of numerous PS/MS 149 staff members and vendors at the school’s address. Those SIPP checks were sent to PS/MS 149 and deposited into PS/MS 149’s bank accounts with Wachovia Bank (“Wachovia”) and Carver Federal Savings Bank (“Carver”), in order to “replenish” those accounts and ensure there was money to pay various bills. Williams claimed that she did this at Dixon’s direction.⁵ Williams also claimed that she made out the fictitious SIPP checks and deposited them for Dixon’s personal use. Additionally, she maintained that she had to use all the money allocated to the school. During one interview, Williams went through some of the business records

⁴ Williams reported that she had worked as a school aide at PS 161 when Dixon was an assistant principal there. After Dixon became principal of PS/MS 149, she brought Williams with her as a school aide. According to Williams, at the end of the 2004-2005 school year, Dixon said that she would make Williams the business manager. Thereafter, she received information about the various codes and what they were used for, was interviewed and processed for the business manager position and, in September 2005, attended a new business manager cohort. Williams was interviewed on multiple occasions by SCI staff. Two of those interviews were conducted under oath.

⁵ Based on the evidence gathered, SCI did not substantiate that Williams was acting on Dixon’s behalf.

seized from the school and identified several fictitious payments. Thereafter, copies of the SIPP checks for PS/MS 149 were obtained from the DOE Banking Unit. A review of those checks revealed that between April 2005 and August 2007, 123 SIPP checks totaling \$28,183.29 were generated using the address of PS/MS 149 as the payee's address, and these checks were all deposited into one of three PS/MS 149 bank accounts.⁶ The checks were made payable to various PS/MS 149 staff and PTA members and vendors.

Specifically, from April 2005 through June 2006, 51 SIPP checks totaling \$11,305.90 (many in the amount of \$250.00), made payable to the names of 16 companies and 14 individuals at the school's address, were deposited into the school's "Ice Cream" account at Carver (which ended 9160). From May 2006 to November 2006, 21 SIPP checks totaling \$4,502.35 (many in the amount of \$250.00), made payable to 11 companies and two staff members at the school's address, were deposited into the PS/MS 149 Carver Operating Account (which ended 4110). Between January 2007 and August 2007, 51 SIPP checks totaling \$12,375.04 (many in the amount of \$250.00), made payable to the names of 29 staff members and five companies, at the school's address, were deposited into PS/MS 149's Wachovia account (which ended 0542).

Several staff members and companies were issued multiple checks. More than 20 of the payees were interviewed by SCI staff and none (except for Williams) had any explanation concerning the use of their names on the checks which were deposited into a school account.⁷ Among those interviewed were Dixon, Assistant Principal Marie Jones, and Pearl Jones. Several of the individuals interviewed also received legitimate SIPP checks. Those checks were negotiated by the payee. The back of the fictitious payments contained either a handwritten or stamp imprint indicating that the check was to be deposited in the particular school account.

Dixon was interviewed on multiple occasions. During one interview under oath, Dixon was shown the 123 SIPP checks. Dixon could not explain why those SIPP checks were deposited in PS/MS 149's bank accounts. A spreadsheet provided by the DOE Office of Accounts Payable listed the SIPP payments for PS/MS 149 and the codes for initiating and approving the payments. The approval code for 118 of the 123 payments was Dixon's. Dixon said that someone could have her code, but denied that she gave her approval code to anyone, including Williams.

⁶ The name on all the bank accounts contained "PS" or "P.S." 149 and not "PS/MS" 149.

⁷ One former DOE employee did report that either Williams or another individual mentioned that "we spent [money] in your name for the school." Another individual, during the course of the investigation, heard that fictitious check(s) had been created in her name.

SCI obtained and reviewed the records for the three accounts into which the SIPP checks were deposited.⁸ During the period of May 19, 2005 through January 4, 2008, Williams withdrew \$32,924.47 from the Wachovia and Carver accounts by checks made payable to “cash.” Frequently, something was written on the memo line of the check purportedly explaining the purchase. From the Carver account ending 9160, between May 19, 2005 and June 27, 2006, Williams cashed 41 checks totaling \$13,807.45.⁹ She was a signatory on all 41 checks.¹⁰ Dixon (as Singletary) co-signed 35 checks and her signature stamp was used on five additional checks.¹¹ Between June 29, 2006 and November 22, 2006, Williams cashed 21 checks totaling \$6,176.64, made payable to “cash,” which had been drawn on the Carver account ending 4110. Williams was the sole signatory on 10 of the checks, Dixon (as Singletary) co-signed one check with Williams and Pearl Jones co-signed 10 checks with Williams. From the Wachovia account ending 0542, between December 16, 2006 and December 7, 2007, Williams cashed 37 checks totaling \$12,940.38. Williams was the sole signatory on 14 of the checks. Dixon (as Singletary) co-signed one check, her stamp was used on five and another employee co-signed 17 checks. Between July 6, 2007 and September 18, 2007, Williams withdrew an additional \$1,970.00 through five over the counter transactions on a separate account which had been opened for a class camping trip. According to Williams, she believed that she withdrew the money from this account and gave it to Dixon. Williams denied that she ever took any money out of the school accounts and kept it for herself.

⁸ According to records obtained from Wachovia, the account ending 0542 was opened in December 2006 and Williams and Dixon (who was still Singletary) were the signatories. An additional DOE employee was added as a signatory in March 2007. According to records obtained from Carver, the account ending 9160 was opened in March 2005 and Williams and Dixon (who was still Singletary) were the signatories. That account was closed on June 27, 2006. Carver was not able to locate the signature cards for the school account ending 4110. However, a review of the checks made payable to “cash” drawn on that account showed that Williams, Dixon (who was still Singletary) and School Aide Pearl Jones signed the checks. Although initially denying that she made any checks payable to cash, after being shown 10 such checks, during an interview with SCI staff, Pearl Jones claimed that she made them payable to cash if she had been instructed to do so by Williams or Dixon and she did not know what the checks were for. She reported that she never cashed any checks. During one of her interviews, Dixon said that, “as far as [she] kn[ew],” checks could be written to cash. During a different interview, Dixon acknowledged that she “probably” instructed Williams to make the checks, which she signed, payable to “cash.”

⁹ One check, #173, was dated 4/6/07; however, the back of the check showed that it was cashed by Williams on April 6, 2006.

¹⁰ Dixon (as Singletary) cashed a \$100.00 made payable to cash, check #178, which she and Williams had co-signed. The memo section indicated “Secretaries Day.” Dixon specifically recalled the check, said that she cashed it, and explained that even though the school had only one secretary, everyone in the office received flowers for “Secretaries Day.”

¹¹ Dixon explained that there were two signature stamps in her name. One stamp was for the office and either Williams or she had the other. She named seven individuals, including Williams and Pearl Jones, as authorized users but maintained that no one was authorized to use one of the stamps on a check. As an example, Dixon explained that Pearl Jones was authorized to use her signature stamp on the immunization letters.

Dixon was shown all the checks made payable to cash and the over the counter withdrawals from the school's bank accounts. Dixon identified those checks that she completed or on which she had written the words in the memo section. She also identified her signature or her signature stamp when they appeared on various checks. At one point, Dixon explained that she did not sign blank checks, that she read what was written on the checks before she signed them, and that she asked questions if she did not understand (although at the time of the interview she did not recall asking any questions since it was "like five years ago"). On many occasions, she did not recall the specific checks. If there was an explanation written in the memo line, she sometimes thought it could have been the reason for the withdrawal – especially for those checks which she signed. However, in other instances, she reported that the explanation written in the memo section was either meaningless to her or false.¹² Dixon reported that no one ever provided her with money from the school accounts for her personal use. We could not determine how much of the cash withdrawn from the accounts was used for legitimate school expenses.

Removal of two DOE computers from the school

During her first interview with SCI investigators on January 14, 2008, Williams admitted that she had removed two computers from the school in July 2007. She explained that a particular teacher had not properly secured the computers for summer vacation and she had been directed to take them so that the teacher could be "written up."¹³ Williams again claimed that she did so at Dixon's direction.¹⁴ She accompanied the investigators to her grandfather's residence in Manhattan where investigators recovered two Dell computer towers and monitors, one keyboard, one HP printer, an optical mouse and an AC adapter. The towers contained DOE identification numbers.

¹² For instance, on June 27, 2006, Williams cashed a check for \$1,628.60 that was "signed" by Williams and Dixon's stamp. The memo section of the check stated: "Final expenses, summer school supplies Petty Cash Fund." Dixon reported that the explanation "mean[t] nothing to [her]." Additionally, Williams cashed two checks in April 2006, the respective memo sections read: "Knitting Club Supplies" and "Knitting Supplies." One check, with Williams as the sole signatory, was dated April 10, 2006 for \$219.00; the other, with Williams's signature and Dixon's stamp as the signatories, was dated April 12, 2006 for \$220.00. When shown the first check, Dixon explained that, although she did not recognize the check, at that time, Pearl Jones had a knitting club for a "handful" of girls at the school and they purchased "yarn or something." After she was shown the second check dated shortly thereafter, Dixon did not recall that check and could not explain it. Dixon did not think that the knitting club needed over \$400 in such a short period since there were only five or six girls involved in the knitting club. Between June 29, 2007 and July 25, 2007, Williams, who was the sole signatory on each check, cashed checks for \$800.00 for "Summer School Supplies," \$400.00 for "Supplies for School Store," \$150.00 for "Ms. Jones and Ms. Davis," \$630.00 for "Summer School Snack," and \$500.00 on "Back to School Supplies." Dixon maintained that the school did not or would not spend those respective amounts of money on supplies or snacks and did not know why the money, purportedly for the two individuals, was withdrawn.

¹³ Through her attorney, the teacher, who had been excused, declined the opportunity to be interviewed.

¹⁴ We did not substantiate the allegations that Dixon was behind the thefts.

Dixon stated that in 2006-2007, there was a policy to safeguard school computers but she did not have a school inventory of computer items. Dixon reported that prior to 2007-2008 there was no inventory of DOE items at PS/MS 149 (other than an inventory of school uniforms). Dixon said that no DOE property was ever stolen or missing and added that she had never reported any items from PS/MS 149 as stolen or missing. She believed that the teacher reported that her computer was missing to her immediate supervisor, Assistant Principal Marie Jones. Dixon said that the computer was never found, and that she filed no internal or police reports regarding the missing DOE computer. During an interview, Marie Jones told SCI staff that the teacher told her that her computer was missing and that she told Dixon, but added "I don't know if [Dixon] called [the] police."

Money found at school

On July 21, 2009, cash was found in an unlocked file cabinet in Room 151 at the school by Dixon and Parent Coordinator LeShawn Hodge. Dixon observed the straps of a black tote bag protruding from a cabinet drawer and when she looked in the bag she saw plastic containers and plastic bags containing money. Throughout the file cabinet, there was money in cans, bags and boxes. According to Dixon, the words "senior dues and/or potato chip sales," "5th grade prom pictures," "chips," and "cap & gown" were written on "Post-its" found with the money. Dixon called Randall Iserman at the Children's First Network and SCI to report the matter. Iserman went to the school and helped conduct a first count of the money which totaled \$9,359.00. After review of deposit receipts by the assigned investigator, the amount was later determined to be \$9,642.00.¹⁵ According to Dixon, Pearl Jones was the only person who had access to that cabinet. In a subsequent interview, Dixon said that all the bills had been paid and that Jones told her that the cash had been deposited into the bank account and gave her a deposit ticket. She continued that she had no idea how all that money was found in the school. Thereafter, her attorney provided a copy of a bank deposit slip which reflected that \$2,574.00 was deposited into the account ending 4110 in June 2009.¹⁶

School Aide Pearl Jones was interviewed on multiple occasions by SCI staff.¹⁷ Jones explained that she had been at the school for decades and that she was involved with or responsible for different categories of cash at the school. She had taken over the sale of ice cream and uniforms after Williams left the school. She also ran the "GO" store, which sold items such as pencils, cold soda, water, cookies and chips and she maintained a ledger for the sales. Jones said that Family Assistant Frances Fladger

¹⁵ The money was deposited in the school's account at Carver ending 4110.

¹⁶ More than \$2,000.00 of the deposit was in currency and the deposit ticket contained the handwritten notation "8th grade Prom & senior Trip - DJ—Prom Pictures."

¹⁷ During the latter interviews, she was interviewed in the presence of counsel under oath.

assisted Jones with counting the proceeds from the sales, including the ice cream and uniforms sales.¹⁸ Jones reported that she stored the money in various types of containers and carrying bags before placing them in the file cabinet located in room 151. Jones said that previously the file cabinet was kept in a room at the rear of the main office but, prior to June 2009, Dixon moved the file cabinet to room 151. Jones stated that she was the only person who possessed the key to the file cabinet where the money was kept and to her knowledge the file cabinet was locked.

Additionally, Jones was involved in the collection of funds for the graduation activities from the different academies at the school. She explained that she kept each academy separate and only deposited the money in the bank when a check for a particular expense was needed. Jones would deposit that amount and write the check.¹⁹ At the end of the year, she believed that, as to the 8th Grade monies, over \$1,000.00 had to be deposited.²⁰ Jones did not remember the amount for the 5th Grade.²¹ Although she could not say how much money had to be deposited in total, Jones adamantly denied that it could be over \$9,000.00. The explanation which Jones offered for not depositing the money was that June was a busy month, another employee was out sick that week and Jones had to “pick up the slack” and “no one stepped up to the plate to help” her so she “figured” that she could do it when she came back in September. Jones maintained that she “really” could not answer how much money was left in the cabinet but not deposited. Jones asserted that she did not tell Dixon that “everything was fine” or “squared away” with the money in June because “nothing was done,” and she still had money that was not deposited. Jones explained that in June she gave Dixon the monthly bank account statement so that Dixon could complete a DOE form reflecting the amount of money in the account. Jones recognized the June deposit ticket for the 8th Grade monies which Dixon’s attorney provided but did not remember when she gave it to Dixon.

¹⁸ SCI investigators interviewed Fladger in the presence of her attorney. Fladger confirmed that she began to assist Pearl Jones with the sales of cookies, potato chips, water and soda at the end of the 2008-2009 school year because Jones had problems handling the sales without assistance. Fladger also helped Jones with counting the proceeds of the sales. Fladger stated that at the end of each day, Fladger gave Jones either a “zip lock baggy or a blue clear bag similar to a bank deposit bag” with a “Post-it” size piece of paper inside the bag indicating the total amount of currency Fladger collected from sales of the snacks.

¹⁹ Pearl Jones said that she had the same practice for the ice cream money. She again explained that when she received a bill for the ice cream, she would deposit the money and write a check. During her first interview under oath, Dixon testified that she believed that the money was deposited in the bank on the morning after it was collected. In the interim, the money was being stored in the file cabinet to which only Pearl Jones had the key. According to Dixon, she would ask Jones “did you put the money in?” and Jones either answered affirmatively or explained that she did not get to it yet, but would do so.

²⁰ Pearl Jones explained that, while the assistant principal was responsible for collecting 8th Grade graduation dues, on occasion Jones collected the dues on her behalf, and “[kept] it in a secure place” until the money was needed.

²¹ In a subsequent interview, Jones’s “best estimate” of the 5th grade money not deposited was “maybe” \$500.00.

Jones identified the various containers, bags, folders, receipt books, ledgers and miscellaneous papers found in the black file cabinet as items that were in Jones's possession during the 2008-2009 school year. Jones also identified the handwriting on attached "Post-its" and a majority of the papers as either Fladger's or Jones's handwriting.

Fiscal Structure and Controls at PS/MS 149

Dixon said that when she arrived at PS/MS 149 in July 2004, Pearl Jones was the treasurer and remained so while Williams became the business manager in Dixon's second year as principal.²² Dixon added that she supervised both Jones and Williams but failed to coordinate their specific duties to have one record of the money flowing in and out of the school. Dixon reported that Williams left PS/MS 149 in December 2007. Pearl Jones told SCI staff that after Dixon became principal, Dixon brought in Williams who took over PS/MS 149's finances and she "considered Williams the treasurer." After Williams left, Pearl Jones thought that there was no business manager. Marie Jones, who had been an assistant principal at the school since 1999, told SCI staff that "I don't recall the sense of a school treasurer at the school."

During her interviews, Williams reported that she did not maintain a school ledger and claimed that Dixon had told her that she did not need to do so. Williams explained that the checks they used had a receipt portion. Williams maintained that Dixon told her that completing the checkbook receipt for each check was sufficient. During an interview at SCI, Dixon reported that Williams had a ledger and that she saw it "at the end of the month."²³ Investigators reviewed the records obtained from the school and found no evidence of a ledger maintained by Williams.

Dixon said that after Williams left PS/MS 149, Jones maintained a ledger which she reviewed about once a month. Pearl Jones reported that she kept track of what was going on with locks, ice cream, and uniforms. Jones identified an ice cream ledger and

²² Dixon explained that as a new principal she did not want to remove Pearl Jones as treasurer and that Pearl Jones (until Williams left PS/MS 149) worked exclusively with the 3rd, 4th and 5th grades and their fundraising activities.

²³ Dixon described the ledger as a brown or black covered book that said "ledger." It contained lines and a "little column on the side," which had the deposits, the subtraction of "what was paid out and then a line of what was left." Dixon maintained it was a book and not the check register. Dixon explained that, at the end of the month, she wanted to know what was in the bank, and that Williams would bring it to her at the end of the month, every month. Dixon last saw the book in "maybe December of '07" – which was before Williams "left in January." When SCI investigators initially obtained documents from the school in January 2008, Dixon told them that there was no ledger and that "all [Williams] kept was a receipt." During her subsequent interviews, Dixon did not recall telling the investigators that there was no ledger and that all Williams kept was a "receipt" and she described the "book" into which Williams entered the deposits. Subsequent to Williams's departure from the school, Pearl Jones kept records concerning the money collected in categories such as ice cream, uniforms and school locks.

uniform books as records Jones created after Williams left PS/MS 149.²⁴ Jones said that she did not sit down and go over school's finances with Dixon, although Dixon would sign the records at the end of the month.

Avon

During the course of the investigation, it was reported that Pearl Jones sold Avon products at school. During one of her interviews with SCI staff, Pearl Jones admitted that for the previous three years she sold Avon products at PS/MS 149 to parents and staff including Dixon and Assistant Principal Marie Jones.²⁵ Pearl Jones reported that she purchased blue copy paper to use for the order forms for the Avon sales and had the Avon books on her desk at PS/MS 149. Jones said that she used the DOE copier to make copies of order forms and that she sold and distributed Avon merchandise during her normal school work hours. Twice a month, she distributed the ordered merchandise. Jones maintained that she never gave anyone at PS/MS 149 free merchandise and claimed that she averaged about 10 Avon sales a month. Jones said that purchases by Dixon and Marie Jones were less than \$25.00 each. Jones stated that she was not warned against making the Avon sales until September or October 2009. During their respective interviews, both Dixon and Marie Jones reported that they had purchased Avon products from Pearl Jones.

Conclusions and Recommendations

Katina Williams took two DOE computers from PS/MS 149. Through fraudulent SIPP checks which Williams created, more than \$28,000 to which the school was not entitled was deposited into the PS/MS 149 accounts. By itself, that was a theft of public funds. We were not able to determine how much, if any, of those funds were used to pay legitimate expenses. However, the frequent use of checks made payable to "cash," totaling about \$32,000 during the relevant period, which Williams then cashed, suggests that at least a portion of the pool of money created by Williams was stolen.

²⁴ Jones reviewed the ice cream log and noted that the first entry of money collected was in April 2008 which was "when I took over ice cream." Jones explained that she would enter the date and the amount of money collected on a specific date and usually the date the monies were deposited. Starting in November 2008, the amount of money collected was listed by week (and not date). Jones noted that Fladger also made entries in the book in Jones's presence. Jones added that Dixon would sign off on the ledger at the end of the month when the funds were reconciled. In reviewing the ice cream ledger there was no indication of deposits being made between February and June 2009. However, during that time the ledger reflected that more than \$4,800.00 was collected. Jones did not recall if she made any deposits of proceeds from ice cream sales into the Carver account during the period of February 2009 through June 2009. Jones explained that while Fladger helped count the money only Jones made the deposits. Jones stated that there might have been a break in the ice cream sales. The log reflected that they "[s]top[ped] selling ice cream, 3/30/09" and "[s]tarted back 4/21/09."

²⁵ Marie Jones recalled that Pearl Jones had been selling Avon at the school since 1999 and that she had purchased items from Pearl Jones once or twice. Dixon reported that she had purchased slippers and eye cream.

The evidence shows that Williams was involved in every stage of the process: creating the fictitious checks, signing the checks made payable to cash, and cashing the checks. Williams claimed that Dixon was behind the scheme and that Williams never took any money out of the accounts and kept it for herself. Dixon denied being involved and claimed that she had no explanation for the SIPP checks being deposited into the school accounts. Dixon also could not explain the “cash” withdrawals from the accounts for many of those checks which she did not sign and, on occasion, reported that the explanation written in the memo section was either meaningless to her or false. The investigation made clear that Dixon failed to perform an important responsibility she had as principal – the oversight of the fiscal management of the school. Under Dixon’s “watch,” more than \$28,000 of public money was misappropriated.

Moreover, during Dixon’s tenure as principal at PS/MS 149, a significant amount of money was “found.” Pearl Jones, who took over some of Williams’s responsibilities, did not deposit more than \$9,000 in school funds into the PS/MS 149 bank accounts; instead, she squirreled it away in a file cabinet. Dixon was ultimately responsible for that financial problem as well.

It is the recommendation of this office that Katina Williams’s employment be terminated, that she be made ineligible for employment and that this matter be taken into account should she apply for any future positions with the DOE or its affiliates.

It is the recommendation of this office that appropriate disciplinary action be taken against Shaniquia Dixon and Pearl Jones.

We again recommend that the DOE take whatever steps are necessary to correct the problems associated with school level finances.

We note the conduct committed by Katina Williams and Pearl Jones may violate the conflicts of interest provision of the New York City Charter which is administered by the New York City Conflicts of Interest Board.

We are referring our findings to the New York County District Attorney Cyrus R. Vance, Jr. for whatever action he deems appropriate.

We are sending a copy of this letter and of our report concerning this investigation to the Office of Legal Services. We also are forwarding our findings to the New York State Education Department for whatever action they deem appropriate. Should you have any inquiries regarding the above, please contact Special Counsel Ann Ryan, the attorney assigned to the case. She can be reached at (212) 510-1493. Please notify Ms. Ryan within 30 days of receipt of this letter of what, if any, action has been taken or is contemplated concerning Katina Williams, Pearl Jones and Shaniquia Dixon. Thank you for your attention to this matter.

Sincerely,

RICHARD J. CONDON
Special Commissioner
of Investigation for the
New York City School District

RJC:RAL:AER:gm

c: Michael Best, Esq.
Theresa Europe, Esq.