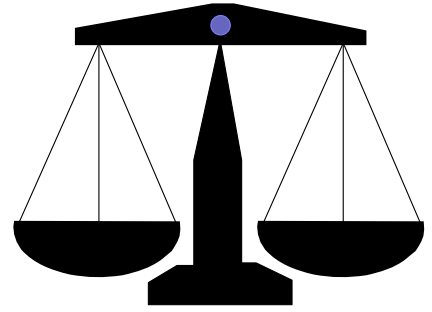


The  
Benjamin N. Cardozo High  
School

Gerald Martori, Principal



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**Vol. 2 – No. 25 June 18, 2010**

Monday, June 21, 2010	Cardozo's Graduation at Hofstra University End Term Party 2:30 P.M. - 6:30 P.M.
Thursday, June 24, 2010	Rating Day
Friday, June 25, 2010	Last full day of classes for students

Today's Smile: "No matter where you go, there you are."

1. **A Message from Principal Gerald Martori**

Dear Staff,

I hope that you will attend graduation on Monday, June 21, 2010 at Hofstra University.

I know that our seniors would appreciate their teachers coming to their graduation.

This is a reminder that Friday, June 25, 2010 is a full day of instruction. We will run our normal 1 – 10 periods.

Have a great weekend.

Jerry

2. **New Travel Procedures**

All out-of-city travel arrangements for air, train, and/or lodging must now be made through either Advantage Travel (888-444-4240) or euro-Lloyd Travel (212-629-5470).

Below are highlights of these new procedures:

- All DOE out-of-city travel must be arranged through one of the sub-contracted travel agencies noted above. Bids are not permitted.

A Purchase Order (PO) is required. Your school should encumber a PO using BOF as the vendor (BOS040000).

P-Cards may not be used to secure travel.

You should complete the Travel Reimbursement Approval Certification (TRAC) through FAMIS.

You should fax required information to the Bureau of Finance Travel Unit. BOF will contact the appropriate travel agency and authorize the travel.

Upon authorization, the travel agency will process your reservation and will notify you by e-mail.

For questions, contact your CFN or the Bureau of Finance (BOF) Travel Unite at 718-935-2930.

**3. A student thanks teacher Patty McGurren**

Dear Ms. **McGurren**:

I chose to write to you a personal thank you letter because your act of kindness truly inspired me. On June 7, 2010, I was very upset due to an incident that occurred with a security guard, who was extremely rude to me. I was a few blocks away from school when it was apparent that I was upset and you asked me if I was okay. Although you didn't know me, you were very compassionate towards me.

You comforted me by giving me advice and telling me that if I ever wanted to talk to someone you were there. In all my four years at Cardozo I never really experienced such a kind hearted act. I think students need more teachers like you that are willing to talk to them about problems other than school. I appreciate your act of kindness.

Thank you.

Truly yours,

- **Daniella P.**

**4. A student thanks teacher Ilene Smith**

Dear **Mrs. Smith**:

I am writing to you to inform you how much I appreciate all of your help and support. You have taught me so many things and helped me anytime with no problem; no matter how busy you were you've always found a way to help me. You've helped me in subjects I had difficulty with and so much more. With your help I gained knowledge and confidence. I went from failing exams with low 40's to high 70's, thanks to you Mrs. Smith

Sincerely,

- **Geraldine R.**

**5. The Ronald McDonald House of Long Island Thanks Cardozo**

Dear Friends:

Thank you so much for participating in our Dinner Program for our families. Nothing relieves stress as much as a good home cooked meal. Many families forego this luxury while attending to their sick child. A prepared dinner gives families an opportunity to unwind and get support from others in a similar situation.

Even though there is no place like home, your gift will help to provide the next best thing to families during a very critical time. Your support ensures that seriously ill children will have the most important remedy at their fingertips—their family. This has been our mission for nearly 24 years and caring friends like you have helped turn our House into a Home.

On behalf of the families we serve, and their children who need them nearby, we thank you for keeping us in your thoughts.

Warmest Regards,

- **Joanne V. Reda**  
Executive Director