

## **MEMORANDUM**

October 18, 2001

TO: Governor

FROM: John

RE: Houston Solar Car Challenge event at Board of Education

Tomorrow morning at a regularly scheduled meeting of the State Board of Education, the agenda includes a recognition ceremony (to be held at the end of the meeting). The board will recognize a retired teacher from Saltillo, Ms. Frances Coggins, and Keith Reese, a teacher from Houston Vocational Center, and the student team that won the Winston Solar Challenge. Information on both Ms. Coggins and the team from Houston is included in the attached set of remarks for Kenny Bush (board chair). A copy of the agenda is also attached.

The meeting begins at 8:30, and I am assured it will move very rapidly. You need to be at the 4<sup>th</sup> floor board room of Central High School around 8:30. You will remain outside the room until Mr. Bush begins the recognition ceremony, at which time you can slip in and he will recognize you. After they speak about Ms. Coggins and the Houston team, you will be recognized to make a special announcement. At this time, you will make the announcement regarding Federal Express.

The solar car will be outside Central High School, on the corner of Griffith and Lamar Streets. After you make the announcement, we will proceed downstairs to get photos of you and the students with the car.

Media has been notified and is expected to be there.