
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: PATRICE & RACHEL
FROM: KELLY
SUBJECT: EDUCATION POLICY ASSIGNMENTS FOR SUMMER 2002
DATE 6/4/02
CC: BOYD

Pending

Coca Cola Scholars Letters: The Governor should be sending 3 signed letters back to me. These letters have a cover memo explaining that they are letters of congratulations to three students. Please:

- copy each student's signed letter from the Governor and staple it, along with the cover memo, to the other white papers from the Hattiesburg School District – put in the "Copies" Stack
- put each student's signed letter in the appropriate envelope
- put all three envelopes in the large manila envelope and mail it to the school district

Head Start Letter of Support: The Governor should be sending a signed letter of support for the refunding of the Head Start Collaboration Office back out to me:

- copy the letter, staple it to the cover memo and put in the "Copies" Stack
- put the original in the manila envelope addressed to Robin Miles at MDE
- call Robin at 359-5958 and tell her that the letter is ready to be picked up at the receptionist's desk on the 15th Floor of the Woolfolk Building
- leave the envelope with Ginnie at the front desk for Robin to pick up

Drug and Safe Free Schools Declaration Page: The Governor should be sending a federal form regarding the Drug and Safe Free Schools money back out to me:

- copy the form, staple it to the cover memo and put in the "Copies" Stack
- insert the signed original on p. 4 of the application that is contained in the clear folder on my desk
- call Susan Bentley at 359-2561 and tell her that the federal application is ready to be picked up at the receptionist's desk on the 15th Floor of the Woolfolk Building
- leave the clear folder with Ginnie at the front desk for Susan to pick up

Governor to Participate in SGPB fall retreat: The Governor should be sending a memo back out indicating whether he wants to attend the Southern Growth Policies Board's Council on the Community's fall retreat

- call Linda Hoke at Southern Growth Policies Board (919-941-5145) and let her know of the Governor's intentions (he regrets that he cannot participate OR he wishes to participate at the opening luncheon or for whatever other amount of time he indicated on the memo)
- obtain Linda's fax number and send her an "Event Information Sheet" for her to complete
- give Jill a copy of the memo and the Governor's response so that she will have it for her files
- give Jill the completed "Event Info Sheet" when Linda sends it back to you
- put the original memo with the Governor's response in the "Copies" stack

Governor to Meet with Teacher Organizations: The Governor should be sending a memo back out with his response as to meeting with the executive boards of the AFT and the MPE on specific dates:

- give Jill a copy of the memo so she has the appropriate response for her files and the Governor's calendar
- If the Governor indicates that he wants to meet with one or both of the groups on the tentative dates, please phone the appropriate person at the number below and let them know, obtain a fax number for them and send them an "Event Info Sheet" to be completed

Mary Ann Graczyk, AFT: 288-868-1397

Mel Buckley, MPE: 355-5517

- Give Jill the completed "Event Info Sheet" when you receive it
- If the Governor indicates that these dates don't work, please contact the appropriate person above and inquire as to any other date or time that their executive board could meet with the Governor, check these dates/times with Jill
- If these dates work, do a memo to the Governor requesting his approval (I've left a "general memo" boilerplate on my desktop that you can use – just save it under a different name to your diskette)
- If he approves of the second date, let Jill know and proceed with Event Sheet, etc.

Frank Yates of the MS Association of Educators (MAE) has not provided us with their board meeting dates yet. I've spoken to him regarding this and left him a message. Please:

- Call Frank Yates at 354-4463. This is MAE's general number and you'll get an electronic directory. You want the Executive Director's office. Keep calling until you get in touch with him or he returns your message with a date.
- Once you have the date, check it with Jill, do a memo to the Governor, send Yates and "Event Info Sheet" if the Governor says yes, etc...

Keep Boyd apprised of the developments on this item because these meetings are high on the Governor's agenda and he wants them scheduled ASAP. Boyd and Jill will be happy to answer any questions for you.

Jobs for Mississippi Graduates 2002/2003 Funding: The Governor should be sending a memo back out regarding this funding:

- Make a copy of the memo for me and put it in the “Copies” stack.
- Please give this memo to Boyd and he will take care of the rest.

Ongoing Activities

1. Clean out the policy files in the black filing cabinets outside of my office.
2. Conduct any research via my files, the policy files or the Internet on any subject that the Governor or Boyd might request.
3. Check my mail box each day:
 - Please go ahead and open any correspondence from the National Assessment Governing Board, Southern Regional Education Board, Southern Growth Policies Board, Jobs for America’s Graduates, the U.S. Department of Education, the MS Department of Education, the State Board for Community and Junior Colleges or the Institutions of Higher Learning. Also, open any mail from any of the teacher associations mentioned above or any Mississippi educational association (Superintendents Assoc., High School Assoc., School Board Assoc, PTA, etc...) Use your judgment as to how correspondence from these entities should be handled. Please forward any correspondence regarding a meeting of any of the national organizations to Boyd, Jill and Rusty Barnes at the Mansion (Mansion fax is 359-6473).
 - Throw away any duplicate publications that we receive. Also, SREB often sends the Governor, myself and Donna Simmons the same info. Open all 3 to make sure that it is duplicated and then throw the duplicates away.
 - You can trash anything addressed to Gov. Kirk Fordice or Jerome Smith, Education Advisor.
4. Check the fax carousel at the front desk by Ginnie each day. Discuss any requests for assistance or action with Boyd as to what action you need to take.
5. Letters to constituents: Please sort through the constituent correspondence under the black paper weight below my window. Shanta can help you determine the best response and show you a model response letter to send to them. Staple a copy of any letter you send out to the original correspondence and put it in the “Copies” file.

Other Info

1. My home number is 898-7834. Feel free to contact me if Boyd, Shanta or Phillip (in the office next to mine) are out and you need direction.
2. My computer password is “jane.” Feel free to use my computer to print or do any work that you need to.
3. My long distance code is 0931689. Shanta can show you how to use it. (You’ll need it to call Linda Hoke at SGPB.)