
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: DAVIS
FROM: RILEY
SUBJECT: CALLING SCHOOLS FOR SURPRISE VISITS TO TEACHERS
EMAIL DOCUMENT TO RICH NOVAK
DATE 11/19/01
CC: MAYO
JUMPER

Could you please do the following for me in my absence tomorrow and Wednesday:

1. Set up Governor's surprise visits to local schools to honor new National Board Certified Teachers next Monday, Nov. 26: The Governor will visit the following schools at the following times to make surprise visits to the teachers. Please **contact the principals at the schools in bold** to alert them to our visit and stress to them that this is to be a surprise for the teachers.

8:30 a.m. – 9:00 a.m.: **Brandon Elementary**, 125 Overby Street, Brandon; **Linda Finley (Principal listed in MDE Directory), 825-4706**. Governor to visit classrooms of following teachers:

- Zorean Neal: Middle Childhood Generalist certification (Neal earned certification upon retaking the test, which NBPTS is pushing!!!)
- Sheryl Sloop: Middle Childhood Generalist certification

9:30 a.m. – 10:15 a.m.: Madison Avenue Elementary, 1199 Madison Avenue, Madison; Rick Ross, Principal, 856-2951 (Ross or Ms. Dickerson will meet us in front of school). Governor to visit classrooms of following teachers:

- Lynda Flynn: Middle Childhood Generalist certification
- Betty Mahaffey: Middle Childhood Generalist certification
- Michelle Smith: Early Childhood Generalist certification
- Cindy Castille
- Melissa Grantham: Early Childhood Generalist certification (Grantham not there on Mondays, but she earned certification)

10:45 a.m. – 11:00 a.m.: **Calloway High School**, 601 Beasley Road, Jackson; **Cynthia Johnson, Principal, 987-3535**. Governor to visit classrooms of following teachers:

- Mary Washington-Branson: Early Adolescence Science certification

11:15 a.m. – 11:30 a.m.: **MS School for the Deaf**, 1253 Eastover Drive, Jackson; **Cindy Weir, Principal, 984-8001**. Governor to visit classrooms of following teachers:

- Lynne Cox: Exceptional Needs Specialist certification

Ask the principals to have someone at the front of the schools to meet us and escort us to the teachers' classrooms. Alert them that these events will be on the Governor's public appearance calendar, so press may show up.

I've given Jill these times and locations. Please notify her of principals' confirmation after you speak to the principals.

2. Email Rich Novak of the AGB the cover letter from the Governor and Mr. Patterson: I gave the Governor a draft of the cover letter from the Governor and Mr. Patterson that Rich wants to include in the Higher Ed Summit document. I typed in bold at the bottom of the memo for the Governor/Marilyn to give the memo back to you. The letter is located as follows:

Policy Folder to Education Folder to AGB. Higher.Ed Folder to 12.17 Summit folder to "inside.cover.letter" document.

Please make any changes that the Governor marks on the draft and then email the document to Rich Novak at richn@agb.org.

THANK YOU FOR ALL OF YOUR HELP!!!!