
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: GEE
FROM: RILEY
SUBJECT: JANUARY 17, 2002, RECEPTION FOR NEW NATIONAL BOARD CERTIFIED TEACHERS
DATE 1/3/02
CC: FILE

As we have discussed, the Governor has indicated that he wants to host a reception again this year for the 405 new National Board Certified Teachers. The reception is scheduled for Thursday, January 17, from 4:00 to 6:00 p.m. in the north atrium of Central High School. I have reserved the atrium with Steve Joiner (359-1028) at the Department of Education.

I am attaching a copy of the master invitation that we sent out to the teachers. We stated on the RSVP form that, "Unfortunately, due to space limitations, we respectfully request that you do not invite additional guests to attend the reception with you." Hopefully, this will deter the honorees from bringing unexpected guests as they did last year.

I think that cake and punch will be fine for this. Last year we had about a 75% acceptance rate, so with 405 new teachers, I think we should plan on having at least 300-350 in attendance. I've asked them to RSVP by Friday, January 11, so we'll have a better idea of attendance a week out.

The Teacher Center is going to provide 3 staff members to help serve, I will be there to help, and I'll enlist 3 other staff from our office to help. Will this be enough?

Last year we went over and did a walk-through/set up meeting with Steve Joiner. Do you want me to schedule one again this year say for Thursday, January 10, or Friday, January 11?

Please let me know what other information you need from me. Thanks for your help!!!