

October 7, 2011

Attn: Board of Trustees

From: Diana Ezell  
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**RE: Report on Laptop Distribution**

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This report is intended to provide you an overall summary of the recent laptop distribution process and its results at Milam, Tupelo Middle School and Tupelo High School.

- Distribution:

**Milam:**

Current enrollment: 614  
97% distributed  
16 or 3% not distributed

**TMS:**

Current enrollment: 1,043  
84% have picked up  
169 or 16% not distributed

**THS:**

Current enrollment: 2,140  
91% distributed  
188 or 9% not distributed

- Parent Communication:

Parents were notified by letter from principal of the details regarding dates to pickup Macbooks, usage fee, eligibility for waivers, and any outstanding fees from last year.

- Process:

At each school, the process was essentially 3 steps: completion of forms, distribution of iCreate the Future handbooks, collection of payments, and distribution of MacBooks/accessories. The first two steps took place in one location and the last step at another location to ease congestion.

Distribution took place by grade or by pod at each school on different nights. A total of 8 nights were scheduled, 4 at THS, 2 at TMS and 2 at Milam. In addition, make-up days were also offered at THS and TMS.

- Resources:

Staff members from Security, Central Office, Finance Office and School staff were deployed to each school to work along with the principal, Help Desk staff member and front office staff. Many of them were trained prior to these days on how to process payments, complete promissory notes and handle waivers. Additionally, dozens of teachers volunteered at each of these schools in other tasks such as pulling laptops, handing out user agreements, directing traffic, etc.

- Improvements:

Generally speaking, more administrative oversight was offered to the entire process in an effort to offer more consistent and uniform procedures among the 3 schools.