

Tupelo Public School District

72 South Green Street
Tupelo, MS 38804
Phone: 662-841-8850 Fax: 62-841-8969
E-Mail: dbezell@tupeloschools.com
Web: www.tupeloschools.com

To: David Meadows
From: Diana Ezell
Date: May 16, 2011
Re: Church/Carver Merger

Memo

Beginning on April 29, 2011, Julie Hinds, Brenda Robinson, Kay Collins, Linda Pannell, and I began creating a timeline of events for the merger of Carver and Church Street Elementary Schools. In March, Mrs. Hinds began work with architects to develop plans for placement of modular units at Carver Elementary School. Using enrollment projections, Mr. Meadows and Mrs. Hinds determined the need for fourteen additional classrooms (seven modular units) on the Carver campus. The district presented the proposal to the City Planning Commission for a variance to allow use of the units at the school site. The Commission approved the variance, and their recommendation was presented to the Tupelo City Council on May 17, 2011.

On May 6, Mr. Meadows, Julie Hinds, and Brenda Robinson met with representatives of the Parkhill Neighborhood Association to gain input from neighborhood residents. On May 12, Mr. Meadows and Mrs. Robinson attended a meeting of the Parkhill Association to discuss the merger of the two schools. Plans are in place for an architect's rendering of the modular units to be on display at Carver Elementary Principal's Office. The rendering will also be presented to the Parkhill Association and the Carver Alumni.

The following table is the current timeline proposal for events to ensure a smooth transition for the appropriate merger of the two schools into Carver Elementary School.

ACTION	STEPS	DEADLINE	NOTES
1	SCHOOL INVENTORY	5/16	All classrooms, office, special areas, etc.
2	STAFF MEETING	5/17 AND 5/25	
3	Advertise for BIDs of MODULES	5/18	
4	PLAN FOR MERGING MEDIA CENTERS	5/20	
5	PLAN FOR MERGING ART SUPPLIES	5/20	
6	PLAN FOR MERGING PE	5/20	

7	PLAN FOR MERGING OFFICE EQUIPMENT	5/20	
8	PRINCIPAL ASSIGNMENT	5/24	
9	ASSIGN CLASSROOMS FOR 11/12	5/25	
10	ARCHITECT RENDERING DISPLAY	5/25 - 8/1	
11	PREVIEW OF RENDERING FOR PARKHILL ASSOCIATION	5/31	
12	PACK UP CHURCH STREET	5/31	
13	PLANS FOR CHURCH STREET MEMORABILIA	5/31	
14	PACK UP CLASSES TO BE MOVED AT CARVER	5/31	
15	PREPARE CARVER CAMPUS FOR PLACEMENT OF MODULES	5/31-7/15	
16	CARPET CLEANED AT CARVER	6/10-11	
17	FLOORS AT CHURCH STREET	6/13-17	
18	MOVE FURNITURE, BOXES, ETC TO CARVER	6/20-21	
19	MOVE CLASSES WITHIN CARVER	6/20-JULY1	
20	CLASS ASSIGNMENTS FOR STUDENTS MAILED	6/30	
21	LEASE MODULES	6/4	
22	MOVE FURNITURE BOXES TO HALLWAYS AT CHURCH	6/6-10	
23	MOVE FURNITURE AT CARVER TO HALLWAYS	6/6-10	
24	HSA	7/1 - 7/8	

25	SAM	7/1 - 7/8	
26	PRESENTATION TO CARVER ALUMNI	7/4	
27	MODULES IN PLACE	7/22	
28	CONSTRUCTION GYM (bathrooms)	7/22	
29	CONSTRUCTION BASEMENT (bathrooms)	7/22	
30	LANDSCAPING	7/27	
31	PARENT MEETING	8/1	
32	SIDEWALKS AND AWNINGS	8/1/11	
33	NEIGHBORHOOD OPEN HOUSE	8/7/11	