

# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection:** Cicconi, James W.: Files  
**OA/Box:** Box 11  
**File Folder:** Office of the Chief of Staff's Participation in Partnerships in Education

**Archivist:** kdb  
**FOIA ID:** F1997-066/8<sup>9</sup>, D. Cohen  
**Date:** 08/11/2004

DOCUMENT NO. & TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. memo	Kathy Camelier and Andrea des Coteaux to Baker staff re Jan. 20 Congress Heights Event (pp 1 and 2, partial)	1/20/84	B6 B7c
2. form	Request for Appointments (1p, partial)	1/19/84	B6
3. memo	William Dalton to Holly Stewart re meeting (1p, partial)	1/18/84	B6
4. list	re things to do (pp 1 and 2, partial)	n.d.	B6 B7c

### RESTRICTIONS

- B-1 National security classified information [(b)(1) of the FOIA].
- B-2 Release could disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA].
- B-3 Release would violate a Federal statute [(b)(3) of the FOIA].
- B-4 Release would disclose trade secrets or confidential commercial or financial information [(b)(4) of the FOIA].
- B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA].
- B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA].
- B-7a Release could reasonably be expected to interfere with enforcement proceedings [(b)(7)(A) of the FOIA].
- B-7b Release would deprive an individual of the right to a fair trial or impartial adjudication [(b)(7)(B) of the FOIA].
- B-7c Release could reasonably be expected to cause unwarranted invasion or privacy [(b)(7)(C) of the FOIA].
- B-7d Release could reasonably be expected to disclose the identity of a confidential source [(b)(7)(D) of the FOIA].
- B-7e Release would disclose techniques or procedures for law enforcement investigations or prosecutions or would disclose guidelines which could reasonably be expected to risk circumvention of the law [(b)(7)(E) of the FOIA].
- B-7f Release could reasonably be expected to endanger the life or physical safety of any individual [(b)(7)(F) of the FOIA].
- B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA].
- B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA].

C. Closed in accordance with restrictions contained in donor's deed of gift.

ADC *Jim Coyne*

THE WHITE HOUSE  
WASHINGTON

January 20, 1984

*four -  
after departure  
2:30 dpt.  
other people -  
roped off area.*

MEMORANDUM FOR: BAKER STAFF  
FROM: KATHY CAMALIER  
ANDREA DES COTEAUX  
SUBJECT: JANUARY 20 CONGRESS HEIGHTS EVENT

Attached is our schedule of events for this afternoon. In reading through this schedule, we would like you to note several things:

- (1) The students will arrive between 12:30 and 12:45 p.m. at the OEOB Pennsylvania Avenue entrance. Holly Stewart of Private Sector Initiatives will be there to meet them. Kathy and Marianne will assist. All other Baker staff please be in the Indian Treaty Room by 12:45 p.m.
- (2) We would like you to stand by the door of the Indian Treaty Room to greet the students and teachers as they arrive. Please assist them in hanging up their coats (coatrack will be outside doors). Encourage the students to come into the room and stand by a seat. Note attached seating chart for your seating.
- (3) JAB will give brief welcome remarks and then all will proceed to the buffet line for lunch.
- (4) Following lunch, we will review the WH folder with the students and advise them of their schedule for the remainder of the afternoon. Lunch plates should be collected by the Baker staff and deposited in trash cans. JAB, MDT, and JWC may leave now.
- (5) At 1:30 p.m., Officers ~~REDACTED~~ will show a slide presentation of the U.S.S.S. history, etc. Baker staff will need to assist students in turning their chairs and in closing the blinds and turning down the lights. Following the slide show, ----- will give a canine presentation and then present certificates to the children.

*Steve McCaskey*

*b(6)  
b(7)(c)*

- (6) At the conclusion of the U.S.S.S. presentation, we will prepare to depart for the residence. All should assist the students in putting on their coats and picking up their White House folders. Nothing may be left in this room. Also, please have each child take an American flag out of the centerpiece for later use at the helicopter departure.
- (7) Officer \_\_\_\_\_ <sup>DEFUNCTED</sup> will conduct the White House tour. Our only function will be to keep the children together and to answer any questions.
- (8) Officer \_\_\_\_\_ will take the children out to the helicopter departure and we will accompany her.
- (9) At the conclusion of the helicopter departure, we will bring the students back to OEOB room 450. Andrea has set up a "History of the White House" slide presentation and a member of the Curator's office will be there if there are any questions.
- (10) JAB will speak at approximately 3:50 p.m. He will speak about his role as Chief of Staff, etc. etc. Following his remarks, we will "open the floor" for questions addressed to any member of the Baker staff.
- (11) By 4:25 p.m., we will need to conclude our Q & A. JAB will thank the students and all Baker staff who can will escort the students back to the Pennsylvania Avenue OEOB entrance. Please make sure the students have all coats, hats, gloves, boots and memorabilia.
- (12) MISCELLANEOUS NOTES:
- The closest restrooms to the Indian Treaty Room are straight ahead (as you walk out of OEOB 474) on either side at the end of the hall.
  - There is a ladies room to the left (as enter) of OEOB 450 and a mens room to the right.
  - Bring your coats, boots, etc. to lunch as we will go directly to the residence and then on to the helicopter departure.
  - Please review the attached clearance list. Bill Dalton is the principal, Delores Evans is a parent and the other three adults are teachers. Please make an effort to speak to each of the children at some point during the day.
  - There will be file cards in their WH folders. Encourage the students to write down questions as they think of them during the day.

b(6)  
b(7)(c)

REQUEST FOR APPOINTMENTS

To: Officer-in-charge  
Appointments Center  
Room 060, OEOB

Please admit the following appointments on Friday, January 20, 1984

for James A. Baker, III of White House Office  
(NAME OF PERSON TO BE VISITED) (AGENCY)

The following five(5) individuals are adults:

ALEXANDER, Joyce (born 6/14/41, SS# [redacted])  
DALTON, William B. (born 11/28/33, SS# [redacted])  
EVANS, Delores C. (born 6/4/49, SS# [redacted])  
GRAY, Dorothy (born 8/14/32, SS# [redacted])  
STATON, Annie (born 12/18/33, SS# [redacted]) b(6)

The following twenty-seven(27) individuals are 11 and 12 year old children who will not have identification:

ALLEN, Katrina  
ANDERSON, Lashawn  
ARTIS, Chrissy  
ARTIS, Kendra  
BARNES, Charles  
CANTY, April  
CARRERA, Latonya  
DeCOSTA, Steve  
EVANS, Wendy  
GARDNER, Elana  
GARDNER, Tammi  
GREENE, Latoya  
HALTON, Delores  
HEWITT, Alphonso  
JEFFERSON, Stephone  
LINDSAY, Louis  
MAHAN, Lisa  
McCRAY, Stanley  
MYERS, Todd  
PENN, Michelle  
POINDEXTER, Forrest  
SPEIGHT, Vera  
WALLACE, Rochelle  
WASHINGTON, Rashida  
WHREN, Angela  
WHREN, Herbert  
WOOLRIDGE, Hugh

The following OEOB pass holder will need clearance to the West Wing:

JACKSON, Caron

MEETING LOCATION

Old Executive Office Bldg.  
Building & West Wing Requested by Katherine Camalier  
OEOB 474, OEOB 450  
Room No. and WH State Floor (tour) Room No. \_\_\_\_\_ Telephone 6797  
Time of Meeting 12:45 p.m. Date of request 1/19/84

Additions and/or changes made by telephone should be limited to five (5) names or less.

APPOINTMENTS CENTER: SIG/OEOB - 395-6046 or WHITE HOUSE - 456-6742

THE WHITE HOUSE

WASHINGTON

SCHEDULE FOR THE SIXTH GRADE CLASS  
CONGRESS HEIGHTS SCHOOL

FRIDAY, JANUARY 20, 1984

12:45 p.m. ARRIVE OLD EXECUTIVE OFFICE BUILDING (OEOB)  
- Greeted by Holly Stewart

1:00 p.m. ARRIVE INDIAN TREATY ROOM, OEOB #474  
- Greetings by Baker Staff  
- Buffet lunch

1:30 p.m. UNITED STATES SECRET SERVICE PRESENTATION

2:00 p.m. DEPART FOR WHITE HOUSE RESIDENCE

2:10 p.m. WHITE HOUSE TOUR

2:45 p.m. PROCEED TO SOUTH LAWN

3:00 p.m. MARINE I HELICOPTER DEPARTURE  
- The President and Mrs. Reagan will  
leave for Camp David.

3:15 p.m. DEPART FOR OEOB, ROOM 450

3:30 p.m. "HISTORY OF THE WHITE HOUSE"  
- Slide Presentation

3:50 p.m. REMARKS BY JAMES A. BAKER, III  
- Followed by Question and Answer period

4:20 p.m. CONCLUDE AFTERNOON AT THE WHITE HOUSE

4:30 p.m. BUS DEPARTS OEOB, PENNSYLVANIA AVE. ENTRANCE

OFFICE OF THE CHIEF OF STAFF:

James A. Baker, III - Chief of Staff and Assitant to the  
President

Margaret Tutwiler - Special Assistant to the President and  
Executive Assistant to the Chief of  
Staff

James W. Cicconi - Special Assistant to the President and  
Special Assistant to the Chief of Staff

Barbara Hayward - Administrative Assistant

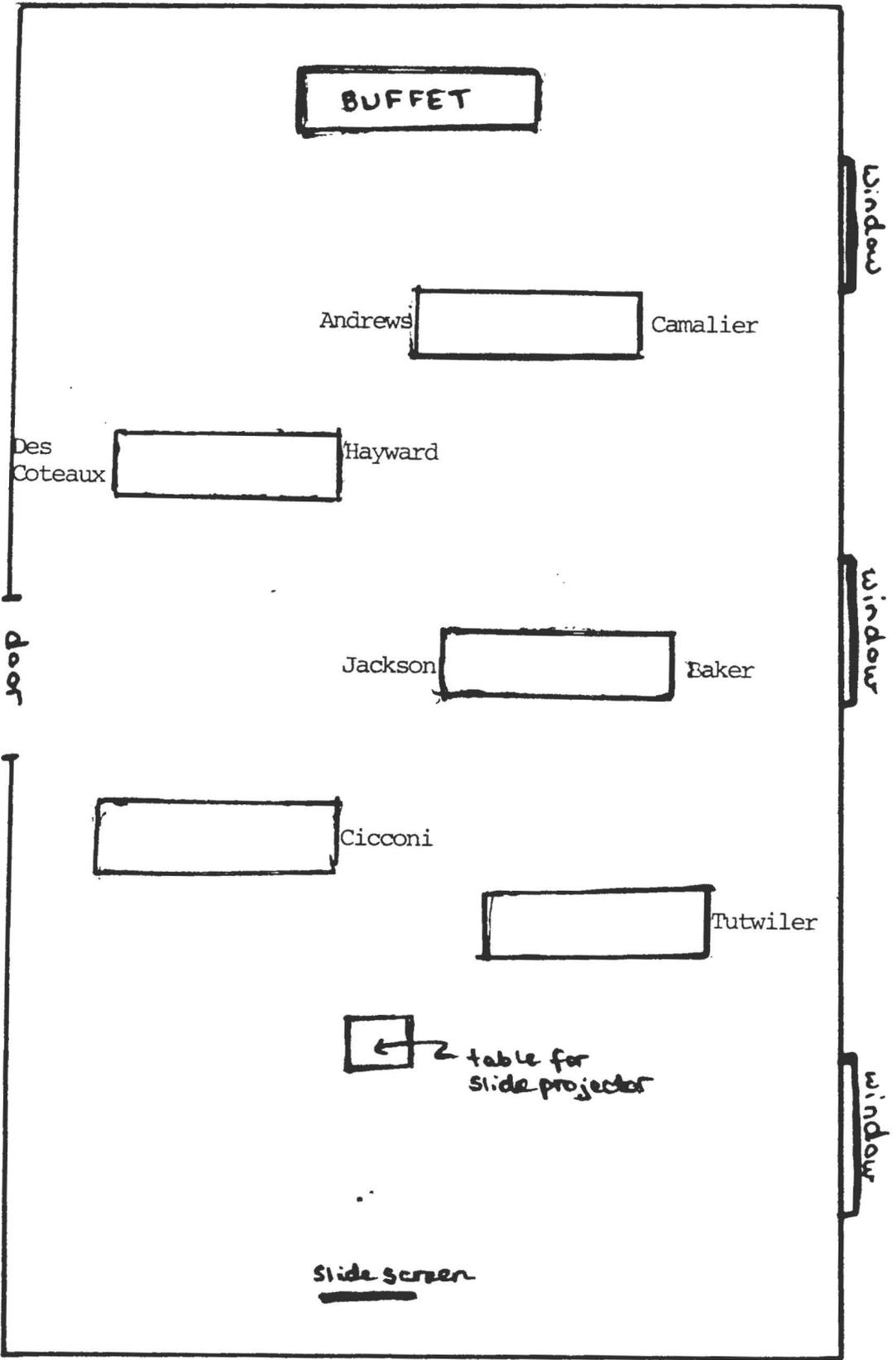
Kathy Camalier - Staff Assistant

Andrea DesCoteaux - Staff Assistant

Caron Jackson - Staff Assistant

Marianne Andrews - Staff Assistant

INDIAN TREATY ROOM  
OE0B 474



10 chairs at each table

HALLOWAY

JAMES A. BAKER III

Daily Schedule For FRIDAY, JANUARY 20, 1984

TIME	SUBJECT/VISTOR	LOCATION	TIME
7:00a.m.	WHITE HOUSE PICK UP		
7:15a.m.	PICK UP PRESTON MOORE	FOUR SEASONS	
7:30a.m.	BREAKFAST (MD/MOORE/JOSEPHSON)	MESS	30 min.
8:00a.m.	SENIOR STAFF MEETING	ROOSEVELT ROOM	15 min.
8:15a.m.	PRESS GUIDANCE MEETING	JAB	15 min.
8:30a.m.	PERSONAL TIME	JAB	30 min.
9:00a.m.	RR STAFF TIME	OVAL	30 min.
9:30a.m.	RR NATIONAL SECURITY BRIEFING	OVAL	15 min.
9:45a.m.	RR SENIOR STAFF TIME	OVAL	15 min.
10:00a.m.	RR CABINET PHOTO	BLUE ROOM	10 min.
10:15a.m.	MOTORCADE TO CONSTITUTION HALL	SOUTH DRIVE	
10:30a.m.	EXECUTIVE FORUM	CONSTITUTION HALL	
10:45a.m.	JAB REMARKS		
12:00n	ARRIVE WHITE HOUSE		
12:05p.m.	GOVERNOR SUNUNU	JAB	10 min.
12:15p.m.	PERSONAL TIME	JAB	30 min.
12:45p.m.	LUNCH WITH SIXTH GRADE, CONGRESS HEIGHTS SCHOOL	474 EOB	45 min.
1:30p.m.	RR MEETING WITH NORTHEAST GOVERNORS	OVAL	20 min.
2:00p.m.	STEVE WEISMAN/FRANK CLINES	JAB	20 min.
2:30p.m.	RITA FLYNN	JAB	10 min.
2:45p.m.	PERSONAL TIME	JAB	45 min.
3:30p.m.	REMARKS & Q&A CONGRESS HEIGHTS SCHOOLCHILDREN	450 EOB	45 min.
4:20p.m.	DEPART WHITE HOUSE		
4:30p.m.	MEETING WITH DICK WIRTHLIN ET AL	R/B HEADQUARTERS	
5:15p.m.	RETURN TO WHITE HOUSE		
5:30p.m.	PERSONAL TIME	JAB	
7:00p.m.	DINNER WITH PRESTON MOORES		

PUBLIC SCHOOLS OF THE DISTRICT OF COLUMBIA  
WASHINGTON, D. C.

Congress Heights  
SCHOOL  
6th & Alabama Ave., S. E.

W. B. Dalton PRINCIPAL

January 18, 1984

Memorandum To: Ms. Holly Stewart  
Special Assistant to Mr. James Coyne

From: William B. Dalton

Subject: Meeting - Mr. James Baker, Chief of Staff

The following is a list of students and adults who will be attending The White House on January 20, 1984:

Joyce Alexander	6-14-41	<i>REDACTED</i> ---
William B. Dalton	11-28-33	_____
* Delores C. Evans	6-4-49	_____ (parent)
Dorothy Gray	8-14-32	_____
Annie Staton	12-18-33	_____

1. Allen, Katrina	15. Jefferson, Stephone
2. Anderson, Lashawn	16. Lindsay, Louis
3. Artis, Chrissy	17. Mahan, Lisa
4. Artis, Kendra	18. McCray, Stanley
5. Barnes, Charles	19. Myers, Todd
6. Canty, April	20. Penn, Michelle
7. Carrera, Latonya	21. Poindexter, Forrest
8. DeCosta, Steve	22. Speight, Vera
9. Evans, Wendy	23. Wallace, Rochelle
10. Gardner, Elana	24. Washington, Rashida
11. Gardner, Tammi	25. Whren, Angela
12. Greene, Latoya	26. Whren, Herbert
13. Halton, Delores	27. Woolridge, Hugh
14. Hewitt, Alphonso	

MEMORANDUM FOR THE RECORD

STAFF MESS CATERED FUNCTION

604 JAN 10 PM 3 04

0184 - 45

FILE NUMBER

*RJX*

ORIGINATOR

DAY: FRIDAY

DATE: 20 JAN 84

TIME: 1200

ACTION: FOOD SVC FACILITY

\* LOGISTICS FACILITY

\* PRESIDENTIAL SUPPORT

CATERED FUNCTION: BUFFET LUNCHEON IN TREATY ROOM FOR (30-35) PEOPLE

CONTACT: CATHY CAMALIER or ANDREA DesCOTEAUX EXT-6797

BILL TO: CATHY CAMALIER WEST WING

COPY TO: WHSM CATERING FILES

REQUIREMENTS

HOT DOGS + MUSTARD-MAYONNAISE-CATSUP-RELISH

POTATO CHIPS + RELISHES (CARROT & CELERY STICKS-PICKLES-OLIVES)

COOKIES + SARA LEE CHOCOLATE SHEET CAKE

INDIVIDUAL BAGS OF JELLY BEANS

BOWLS OF M&M'S ON TABLES

SOFT DRINKS

PAPER PLATES, PLASTIC FORKS, LUNCHEON NAPKINS

PLASTIC GLASSES & ICE FOR SOFT DRINKS

\* REQUEST PRESIDENTIAL SUPPORT & LOGISTICS FACILITY

PROVIDE (1) MS EACH FOR SET-UP AND SERVICE.

NOTE: LOGISTICS FACILITY PROVIDE TABLE CLOTHS FOR (5) EIGHT, FOOT  
TABLES. ONE TABLE WILL BE USED FOR THE BUFFET AND FOUR TABLES  
WILL BE SET-UP FOR EATING.....

THE WHITE HOUSE

WASHINGTON

January 14, 1984

MEMORANDUM FOR: ANDREA S. DES COTEAUX  
FROM: THERESA ELMORE *Theresa Elmore*  
DIRECTOR OF WHITE HOUSE ADMINISTRATION  
SUBJECT: USE OF THE INDIAN TREATY ROOM

Please allow this memorandum to serve as confirmation that the Indian Treaty Room has been reserved for a luncheon for 25 sixth grade students of the Congress Heights Elementary School on Friday, January 20 at 12:15.

The costs associated with this luncheon will be funded by members of the Chief of Staff office as well as the necessary clearances for individuals attending this event.

Thank you and best of luck for a successful event.

cc: Lucille Price/GSA

Andrea

TO DO:

- (1) Type clearance form for students and teachers. List teachers first and note that they are adults. Note that children will not have ID's and attach a tentative schedule of events.
- b(6)  
b(7)(c) (2) Leave a copy of this form with West Basement Officer and ask him to notify \_\_\_\_\_ of USSS. \_\_\_\_\_ will pick it up and arrange for "USSS Certificates" for the students.
- (3) Receive luncheon memo from Ron Jackson and "walk through" luncheon set-up and clean-up with him (will have to be done during or after USSS presentation). Discuss billing (put on JAB's bill).
- (4) Walk through entire schedule. Note time for:
  - Ask Pennsylvania Ave. entrance officers how long will take to clear individuals.
  - Walk from OEOB entrance to OEOB 474
  - Walk from OEOB 474 to East Wing
  - Walk from residence to helicopter departure
  - Walk from helicopter departure to OEOB 450
  - Walk from OEOB 450 to OEOB exit
- (5) Note where bathrooms are/pertinent locations
- (6) Name tags
- (7) Type schedules for distribution to students
- (8) Order necessary equipment
  - Betty Monkman set-up
  - USSS presentation - need screen, table for carousel, and extension cords
- (9) Check on bus parking, if necessary
- (10) Put together "packets": WH folders containing schedule, file cards, pen, photos, Welcome to the WH brochure
- b(6)  
b(7)(c) (11) Confirm \_\_\_\_\_ of USSS - review equipment we will provide vs. what she brings, presentation of certificates, "clean-up of equipment" when leave for WH tour, WH tour - length and depth, children will bring coats on WH tour
- (12) Helicopter departure - which exit from the residence, where place children, need to notify RR, need to notify Advance and/or Military Office (?), which entrance for re-entry to WH

- (13) OEOB 474 and 450 - note electrical outlets, chairs, shades, podium, loudspeaker(?), coatrack
- (14) JAB - advise BH of times during which he will be involved, tell him of RR notification at helicopter departure if pertinent, advise him of appropriate remarks and Q & A
- (15) Final confirmations:  
-- Holly Stewart x6676  
-- Ron Jackson  
--  *b(6)*  
-- Betty Monkman *b(7)(c)*  
-- Appointments Center  
-- Lucille Price  
-- JAB schedule  
-- RR departure time  
-- Caron and Marianne  
-- Correspondence assistance

*Maybe send name tags to school  
for distribution on bus - might  
expedite clearance*

THE WHITE HOUSE

WASHINGTON

January 10, 1984

118 P2:29

MEMORANDUM FOR THERESA ELMORE

FROM: ANDREA S. DES COTEAUX 

SUBJECT: Office of the Chief of Staff participation  
in the Partnerships in Education project.

On Friday, January 20, the Office of the Chief of Staff plans to bring in a group of 25 sixth grade students from the Congress Heights Elementary School. This is a result of the Partnerships in Education project that is being sponsored by Jim Coyne's office. The students will be arriving at the OEOB at 12:15 and will start their day by having lunch. We have reserved the Indian Treaty Room for this purpose and was advised by Lucille Price that we needed to get your permission to serve lunch in this room. We have worked out lunch details with Ron Jackson pending your approval. The eight members of the Office of the Chief of Staff will be paying for this lunch personally.

If you should have any questions regarding the above, please contact me at extension 2174. I would appreciate a response at your earliest convenience. Thank you.

THE WHITE HOUSE

WASHINGTON

January 5, 1984

Attached is a proposed schedule for the Baker staff's participation in the Education Partnerships Project sponsored by Jim Coyne's office. We have selected Friday, January 20, as the day on which we will invite approximately 25 sixth graders (11 year olds) to the White House.

Please sign off on this schedule or make any changes or appropriate comments and return to Kathy Camalier or Andrea DesCoteaux by close of business Friday, January 6.

Thank you.

<u>NAME:</u>	<u>APPROVE:</u>	<u>COMMENTS:</u>
James A. Baker, III	_____	
Margaret Tutwiler	_____	
James Cicconi	_____	
Barbara Hayward	_____	
Kathy Camalier	_____	
Andrea DesCoteaux	_____	
Caron Jackson	_____	
Marianne Andrews	_____	

THE WHITE HOUSE

WASHINGTON

December 20, 1983

MEMORANDUM FOR JIM COYNE

FROM: JAMES W. CICCONI *JWC*  
SUBJECT: Partnerships in Education Program

Attached is a proposal from the Office of the Chief of Staff to sponsor a day at the White House for a group of 20 to 30 students (perhaps a class) from Congress Heights School. All eight members of this office would participate in the day's events, which we would like to schedule for Friday, January 13.

We would appreciate it if your office could assist and advise us in contacting the school, finalizing the schedule, et cetera. Details can be worked out with Kathy Camalier and Andrea DesCoteaux of this office. We would prefer to finalize this as soon as possible.

Thank you.

cc: James A. Baker, III  
Margaret D. Tutwiler

MEMORANDUM FOR JIM COYNE  
ATTACHMENT

PROPOSED SCHEDULE

FRIDAY, JANUARY 13, 1984

11:00 am Arrive OEOB, proceed to Room 450.  
Welcome by James A. Baker, III  
Viewing of "The White House  
Story, 1790 - 1963"  
Q & A session

12:00 n Proceed to Ward Room for light lunch.

1:00 pm U.S.S.S. presentation.  
- Uniformed Division  
- Canine Team

1:30 pm Tour White House library, mail room,  
and White House operators.

2.00 pm Residence Tour  
(tentative briefing by MDT and JWC)

3:00 pm South Lawn helicopter departure.

3:30 pm Grounds Tour  
(National Park Service)

THE WHITE HOUSE

WASHINGTON

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James A. Baker, III	_____	
Margaret Tutwiler	_____	
James Cicconi	_____	
Barbara Hayward	_____	
Kathy Camalier	_____	
Andrea DesCoteaux	_____	
Caron Jackson	_____	
Marianne Andrews	_____	

PROPOSED DRAFT SCHEDULE

FRIDAY, JANUARY 20, 1984

12:15 pm Arrive OEOB, proceed to Room 450.

12:30 pm Welcome by JAB Staff.  
-Distribution of their schedule.  
-Lunch\*

1:00 pm Conclude lunch and proceed en route residence.

1:15 pm Arrive residence for White House tour.

2:00 pm Conclude tour and proceed to Family Theatre for slide presentation.  
(History of the White House)

2:25 pm Conclude presentation and proceed to South Lawn for helicopter departure.

2:35 pm Helicopter departure.\*\*

2:50 pm Depart South Lawn and proceed en route Room 450, OEOB.

3:00 pm Presentation by Uniformed Division, U.S.S.S.

3:30 pm Remarks by JAB Staff.  
(JAB, MDT, JWC)  
Q & A session.

4:00 pm Conclude Q & A, depart OEOB.

\* Lunch is currently under consideration. Per Ron Jackson, Cost per student is estimated at just under \$5.00. If we decide to do this, each staff member would need to contribute \$15-\$20. Please provide you comments on this.

\*\* This tme slot is subject to change.

THE WHITE HOUSE

WASHINGTON

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Thank you.

cc: James A. Baker, III  
Margaret D. Tutwiler

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2.00 pm Residence Tour  
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3:00 pm South Lawn helicopter departure.

3:30 pm Grounds Tour  
(National Park Service)

THE WHITE HOUSE

WASHINGTON

December 15, 1983

MEMORANDUM TO WHITE HOUSE AND EOP STAFF

FROM: MICHAEL K. DEAVER<sup>4</sup>

SUBJECT: PARTNERSHIPS IN EDUCATION.

The response to my November 3 memo and request for participation in the White House adoption of Congress Heights Elementary School has been very good. I appreciate the response to date, but must stress the seriousness of this initiative and ask each of you to try to commit several hours a week to assist the school and student body. If you have not indicated your willingness to participate, please do so by completing the attached form.

Offers of involvement range from one-on-one tutoring to classroom speaking to donations of books and equipment. The students and teachers have visited the White House often and have been included in many of the holiday programs.

Following Jim Coyne's meeting with the principal and staff of Congress Heights, it was decided that Bill Dalton, the principal would combine the many offers of assistance from White House staff with the school's curriculum. That will be done over the holidays and staff members will be contacted starting January 1 with full details and schedules.

We are anxious to make this a substantive partnership. Please indicate your willingness as quickly as possible.



Correspondents are needed to write to the students to help them develop their writing skills. This is expected to result in a regular exchange of letters and information.

### Counseling

Students often need "just someone to talk to." Trips or meetings may be arranged for students to have a chance to talk about a problem or an issue.

ELEMENT II: Resource Development - Partnerships are needed in the following areas:

### Expertise

Speakers are needed for all classes and clubs. Congress Heights has developed a Science Club, a Red Cross Club, an Art and Music Club, a Math Club, and a Library Club. The opportunities here are endless - whatever your expertise - Congress Heights would welcome a speaker to inform and educate the students.

### Computers

IBM and Digital Equipment Corporation have donated computers to the school. Assistants, technicians and programmers are invited to work with the teachers and students to develop new learning techniques.

### Assistants

Assistants are needed in the library and the school office to help develop the library system and maintain the daily operation of the school.

### Equipment and Supplies

Books, magazines, and records are accepted for the library as well as the classroom. Almost any type of equipment or supplies will be accepted if functional.

### Financial

Congress Heights is planning to establish a "Send a Child to Camp" fund. All proceeds will go towards sending the students to Camp Round Meadow, a fully equipped camp run by the National Park Service located near Camp David. Students will have the opportunity to attend camp for one week in the Spring.

MDT ✓

Ly

Landscaping and  
Beautification

The school welcomes assistance in 'sprucing' up the place. The students have a Garden Club and would appreciate direction as well as supplies.

Athletics

Individuals might offer their expertise and time to organize and coach a football game, basketball game, etc. or spend time on physical fitness in general. Again, a one-on-one relationship is important.

Field Trips

Special events are created for the students as a motivational tool. Congress Heights would like to organize more events for the students. Supervisory and organizers are needed for events such as: arrival ceremonies, White House tours, holiday events, technical tours of the complex, Kennedy center programs and events, NASA/Air and Space Museum, the Pentagon, Air Traffic Control Center, and the Weather Bureau.

This is only a basic outline. Beyond these two central elements, we offer a wide range of additional student and teacher-supported activities which we urge you to explore with our staff.

The degree of participation is as creative as you make it. Any special skills or interests not mentioned above which you might offer to Congress Heights?

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*Friday departure to Camp David -  
Coordinate afternoon (0205) for various speakers.*

NAME \_\_\_\_\_

OFFICE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

Please indicate your preference:

A) Grade Level (K, 1,2,3,4,5,6) \_\_\_\_\_  
No Preference \_\_\_\_\_

B) Particular subject area \_\_\_\_\_  
(English, Math, Science  
Arts, Music, Athletics,  
Foreign Languages)

Other \_\_\_\_\_  
No Preference \_\_\_\_\_

Specific interest, estimate of time available

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return to James K. Coyne, Private Sector Initiatives, Room 134,  
OEOB.