

Mr. Ehlers

See E.L. LUM

Music Department

Minutes of Staff Meeting April 29, 1958

Present: John Kelly, Eleanor Lum, Carol Yamaguchi, Dora Ah Chan, Nora Matsumura, Dorothy Moritz

Faculty Concert: The concert chairman, Eleanor, checked the program with the teachers as to the order of the pieces to be played, and playing time for each selection. The total time estimate for the program will be approximately 1 hour. Instructional music for children will be played first followed by the more advanced numbers. Each teacher playing the instructional pieces will give explanations of the pieces preceding the performance. Telephone calls will be made to the parents to invited them to this concert by the teachers. Invitations will also be sent to the Board members and Music Advisory Committee, Helen Bender, Halla Huhm and the staff members of the Group Work Dept. Refreshments will be served. Dorothy will be in charge assisted by Nora and Dora. Four older students will act as ushers.

Teacher Contact With Parents: John urged teachers to contact parents to meet with them personally, perhaps during make up week to discuss the more difficult problems of their students, rather than to try to discuss these problems over the telephone, which does not prove satisfactory in many cases. Teachers were asked to meet with Eleanor to discuss students who ^{MAY} possibly drop for the summer in order to facilitate new combinations.

Progress Report: Teachers were reminded to start making out progress reports of all students on the registration cards which is due at the end of each semester.

Make-up Lesson: Due to Dora's illness it was necessary to extend credit to each of her students for two lessons missed. John reported that Mr. Ehlers requested that Dora check her list of students and see whether there were any that needed make-up lessons and whether these could be fitted into her make-up week schedule.

Scholarship: Teachers will meet with Eleanor before the third week in May to reevaluate scholarship aid extended to students. It will be based on progress, attendance, attitude and financial satus. Dorothy will call parents of students receiving scholarship aid and inquire whether the family income has increased or decreased. This will aid in making decisions as to whether they will need more aid or in case of a substantial increase in income whether there is still a need for scholarship aid.

Talk w/El
about this

Extra Student Recital: Eleanor and Dora jointly will have another student recital at the end of this semester. Other teachers were invited to have their students participate in this recital.