

Eva Mitomi, Music Coordinator

3. My schedule consists of work in the front office Tuesday through Friday from 8:30 to 12:00 and the Music School Tuesday through Friday from 1:00 to 5:30 p.m., Saturday 8:00 to 4:00. In the morning I am assisting Group Work Secretary, Gail Harada, with the general office work. Answering the telephone, typing, filing, mimeographing are done as needed.

In the music school there is bookkeeping and contact with students and parents in addition to general office work.

4. Contacted Miss Marion Kerr of University of Hawaii Music Department to ask for her recommendation of a teacher for our music program. One of our teachers will be leaving after this semester and I am looking for someone to replace her. There also are a few people on the waiting list for piano lessons.
7. In the planning for next month is a Christmas recital. Students of several teachers are expected to participate. Students of the advanced group of the Kiwanis band will be included in this recital and rehearsal is planned for December 16.