

Mr. Ehlers

Music Department

Minutes of Staff Meeting, February 4, 1958

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

Faculty Concert: Faculty Concert will be held on May 13 at 7:30 p.m. The entire program will be no longer than 1 hour and 20 minutes. The first half of the program will be dedicated to children and the second half will be of larger works for parents to enjoy. John will speak to Marianne, Moses, Harold, Bill and Juan about their participation. John, Eleanor and Dora will be responsible to draw up the program and invitation to parents. Tickets will be ready to be issued to students on April 21st. News article for the local newspapers announcing the Faculty Concert will be written by Eleanor and sent to Mr. Ehlers. Teachers will submit selections to the committee no later than next week. The committee will meet soon to discuss the progress of recital plans.

Make Up Week: Make Up Week should be interpreted as a regular work week. The time should be spent with make up lessons, meetings, parent contacts, progress report, scheduling, etc. *Have allowed excess time during regular schedule*

Resale Deposit Card: The new procedure was carefully explained and discussed, so that there should be no doubt in the teachers mind as to how the resale music will be handled hereafter. Carol will make a display of the inactive material in the Registrar's office for the teachers in order to move some of this material.

John mentioned to teachers to make a close appraisal of material bought for resale and if not too sure of the material not to buy it. John also mentioned that each teacher should have at least one copy of the most important books she uses as "reference" in her studio.

Drops: John and the teachers went over each one of the 27 drops which occurred at the end of the semester. Some of the reasons for the drops were, no parental cooperation, no practice, too much school activities and loss of interest. John felt that this did not necessarily reflect lack of insight on the part of the teachers. Again John emphasized close parent-teacher relationship, so that in the exchange of information from parents the teacher may be able to recognize oncoming problems.

Quate

V
Exam Drops
27 in one Semester