

MEMORANDUM TO WALTER EHLERS

From: John Kelly

Subject: Teachers' request for outside teaching

October 28, 1957

*Policy
matter
Call Peggy*

At the last staff meeting the question of taking on a few extra students was raised. Two Palama Dormitory girls have asked Dora Louise Ah Chan if she would take them on as students. Dora's 24 contractual hours are completely filled so she has raised the question of using her own room and taking them on during an evening time. The other teachers are interested in the decision, especially Nora Matsumura, who, as you know, is faced with financial hardship.

My own position on the matter is as follows: I would suggest granting permission to use the facilities for outside teaching providing the teachers sign a statement to the following effect.

1. It is my understanding that all my contractual obligations concerning the 24 teaching hours, parents contacts, recitals and other related duties must be fulfilled without conflict with any outside teaching.

2. The limit of taking on any additional students at Palama using Palama's facilities is to be 4 hours per week.

3. I agree to keep the Music School director and head of the piano faculty informed about the extent and times scheduled for outside teaching using Palama's facilities and that this scheduling will not be allowed to interfere in any way with regular scheduling of students either as to room space or teacher's time.

With a clear agreement as to the above conditions I do not foresee any problems and feel that the agency and the teachers would both benefit in the act of mutual help. An additional consideration is that of Palama's extending itself (under warranted and controlled conditions) as a partial compensation for the salaries which are so much lower in actual dollars and cents than the average teachers can earn at other studios and through private teaching. If a decision such as the one requested adds to the stability of personnel and helps cut down on staff turnover it will be a saving in itself.

*Requested
and
approved
Private Enterprise
for financial gain in
non-profit agency
Condemns
Palama
Policy*

*use w/o cost of piano
light
space
Tax deduction?
Comm. Chas?*

John