

PALAMA SETTLEMENT

PROFESSIONAL STAFF  
MONTHLY REPORT FORM

For Month of January 1968

From: Music School

Covering:

1. Special assignments and short-term responsibilities
2. Groups with definite enrollment
3. Regular areas of responsibility
4. Contacts with community agencies and organizations
5. Program volunteers
6. Problems; recommendations
7. Projection for next month
8. Other

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2. The fall semester for private music lessons ended Jan. 27. There was a one week period for make up lessons. During the last week of January the music school registered for the spring semester.

With 3 teachers leaving and 2 new teachers starting at the end of the fall semester there was a lot of scheduling to do. There were some difficulties with parents resenting changing their children to another teacher. However, only 6 students did not re-register. 21 new students signed up.

3. Tuesday - Friday I am assisting Group Work Secretary Gail Harada with general office work. Afternoons and Saturdays at the music school there is scheduling of lessons, billing, mimeographing, statistics and contact with parents, students and music teachers in addition to general office work.
4. Contacted Waianaa High School to check out references given by Mr. Flake, piano teacher.
7. I would like to send out more flyers to schools in the neighborhood to increase enrollment.