

Music Department
Minutes of Staff Meeting, Nov. 19, 1957

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

Resale Inventory: Slack habits regarding resale slips has resulted in some mixup of resale with library supplies. Mr. Kelly led the discussion in a thorough review of resale procedures. Teachers agreed to exercise great care in filling out slips promptly and accurately and a personal inventory will be made of all sales and purchases since September by each teacher.

Recruiting students for Herford lecture on Bach Inventions: John asked the staff to prepare a list of students who would be interested in the Herford lecture on Bach Inventions, scheduled for January 2, 1958. In addition to this teachers of other schools and studio will be contacted by phone or thru the mail by Eleanor Ho. Forms for registration will be sent out by John.

Care of the venetian blinds: Staff has been urged to take great care in handling venetian blinds in the department as repair work on said objects is expensive, John urged that the last person leaving the music building see that all students are out of the building and windows and doors are properly locked.

A new fan will be purchased for Dora Louise Ah Chan's studio room # 6.

Miss Ah Chan has been assigned to look into magazine subscriptions for the music department, suggestions included, Music America, Silver Bells, and Arizona Hiways.

Review plans for Dec. 7. Concert: The chairman, Eleanor reported that there will be 9 or possibly 10 piano selections, 6 numbers by the children's chorus, 2 or 3 violin selections and 2 or 3 from the Palama-Kiwanis Band students. Teachers will extend personal invitations to parents of students performing. Refreshments will be served.

String Ensemble: Problems of the string ensemble class were discussed relating to attendance and grade level.

Brief report on Mrs. Benders class and Nora Matsumura's class: Nora Matsumura reported good progress has been made in the musicianship classes. Correlation between private lessons, and the theory classes has been observed by the teachers.

Teachers Overtime Report: Mr. Kelly gave a resume of the advisory committee concerning the request for additional time in teaching.