

MUSIC SCHOOL STAFF MEETING

[1950?]

Feb 23

Present:

Miss Chun, Miss Loo, Mr. Orenstein

The following business was discussed:

1. Progress and attendances of classes
2. Progress and attendances of private lessons
3. Progress, preparation of faculty recital
4. Teachers were requested to:
 - a. Report excessive absences and tardies
 - b. Report absence of failure of new pupils to report at first scheduled lesson or class which may be due to misunderstanding of schedule or irresponsibility on part of students or parents.
 - c. Return all phonograph records or teaching materials to storage if not used regularly to prevent records from warping and waste of time in hunting materials.
 - d. To supervise students putting away of books and materials
 - e. To leave rooms in order and locked at the end of each day.
5. Teachers were reminded to take attendance of monthly recitals.
6. Procedures of teaching was again discussed with Mr. Orenstein.