

Members present: Dr. S. Sakamaki chairman
Miss M. Musgrove
Mrs. Ines Cayaban
Mr. D. Shehtennian

Member absent: Mr. R. Rath

Agenda:

1. Vacation policy
2. Increase of enrollment
3. Hours of work
4. Professional improvement with leave of absence after 3 years of service.

1. Vacation Policy: The committee recommends the following:

- a. To carry on the vacation policy as the pre-school has done in the previous years following the regular school calendar except that the staff be on duty a week before school begins in September.

2. Increase of enrollment:

- a. The committee felt that the maximum enrollment should be between 55 and 60 children depending on the ages of the children, since more five-year olds can be taken care of than three-year olds. The decision as to the maximum figure at any given time must be based on the age range of the first 55 children enrolled, and additional enrollment up to sixty should be left to the discretion of the principal.

3. Hours of Work

- a. The committee wishes to point out that the Pre-school hours are from 8 a.m. to 2:30 P.M. or 32½ hours a week. Time and again the staff reports for duty about 7:45 a.m. and leaves about 3:00 p.m. The actual working time on the school work would average 36½ hours a week. Home visits, PTA meetings and other related activities entail additional time.

Professional improvement with leave of absence after 3 years of service.

Since this matter needed more careful thought, it was decided that this matter be taken up at the next meeting.

Esther So