

Executive Office
M. Ekler

Music Department

Minutes of Staff Meeting April 14, 1959

Present: John Kelly, Ronald Tarr, Dora Ah Chan, Nora Matsumura, Carl Cunningham, Dorothy Moritz

Semester Student Program: There will be a Student Program on May 16, 1959, Saturday at 7:30 p.m. in the Music School Auditorium. Teachers will personally contact and invite parents to this program. At the same time teachers will give the semester report of student's progress. John suggested that teachers instruct students to face the audience, to bow before and after playing their pieces. Carl Cunningham, program chairman will contact the part time teachers to include their students in the program. Parents of performing students will be instructed to have their children check in with Carl Cunningham as they arrive at the auditorium.

Teachers are requested to submit a tentative list of students who will be performing in the recital at the next staff meeting. In turn Carl Cunningham will submit a completed copy of the program to Dorothy to be typed and mimeographed ten days before the concert. Teachers are also reminded to arrive not later than 20 minutes before the program to greet parents and students who will be arriving early.

Dora Ah Chan and Ronald Tarr will be in charge of refreshments. Two teen age girls will be selected to pass out programs.

Summer Program: John suggested teachers start thinking about the summer teaching program and keep in mind that schedules must be adjusted to the summer Day Camp program in the Group Work department, and language school programs. Teachers will submit a tentative summer schedule at the May 12th staff meeting.

John stressed the fact that adjustments in fall schedules will be few if students on the present enrollment are urged to remain during the summer session.

A lengthy discussion followed on the subject of the Music School in relation to Palama Settlement. The Music staff will lead a discussion on the same topic during the professional staff meeting on April 22nd.