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Mrs. Peggy Hitchcock 250 N. Judd St
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Hitchcock

Music Department
Minutes of Staff Meeting on September 3, 1957

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

Work Schedule: John checked the work schedule for the fall semester with each teacher.

New Curtains: Carol Yamaguchi requested to have curtains put up in her piano studio.

New Piano: A Steinway upright piano has been donated to Palama Settlement Music Dept. by Miss Hope Troyer of Honolulu and will arrive Sept. 25, to be placed in room 4.

Helen Bender Class: 15 selected students were contacted by letter and a follow up by telephone calls and 6 boys and 6 girls have accepted, there is a possibility of 2 more accepting. This class has been set for Saturdays from 11:00 a.m. to 12 noon starting September 14.

Professional Staff Meeting: An announcement was made by John to the music staff that there will be a professional staff meeting on Wednesday September 11, and hereafter bi-weekly. A luncheon will be held at Waikiki Sands following the meeting of the 11th to honor Mr. Lorin Gill.

Herford Committee: Mr. Julius Herford arrives in Honolulu December 15th, and the program starts on Dec. 18th.

New Band Conductor: Moses Sato is our new Kiwanis advanced band conductor.

Children's Chorus: Children's Chorus will meet each Saturday from 9:00 to 10:00 a.m. from Sept. 21st under the direction of John Kelly Jr. Children whose ages range from 8 to 12 years will be contacted by letter and telephone calls by the teachers.

Monthly Student Recitals: Half-hour student recitals will be held on the 3rd Thursday of each month, a sheet will be posted in the office on which each teacher will enter the student's name, composition, composer, teacher's name and performance time of each composition, since each recital is not to exceed more than 30 minutes, it will be on a first-come first-served basis. This list will be completed on Thursday one week before the performance. Elly will see that the recital room will be ready.

Student Concert: Fall Student Concert will be held on Dec. 7, 1957 at 7:30 p.m. Chairman is Elly Ho, assisted by Carol Yamaguchi.

Rest Room: The lavatory at the foot of the stairs has been renovated as a girls lavatory.