

November 29, 1957

MEMORANDUM TO PIANO TEACHING STAFF AND REGISTRAR:

At the Palama Settlement Board Meeting of last Friday the request for a policy covering teaching over and above the 24 contract hours was considered and approved according to the following conditions:

1. Teachers may undertake an additional four hours of teaching (above the 24 contract hours).
2. The fee for private lessons will be \$2.50 per half hour lesson, \$42.50 per 17-week semester.
3. The percentages would be as follows:

75% to the teacher
25% to Palama

Thus an hour of teaching at the above rate would net the teacher \$3.75.

4. Students should be referred to the registrar for regular registration.
5. Teachers working on this added-time basis shall keep a part-time workers' card, filling in the times worked as the lessons are taught and turning in the cards to the registrar on the morning of the 21st of each month.
6. The Registrar will add a stipulation to the contract of any teacher working above the 24 contract hours and state the rate of pay (\$3.75 per hour) and send a notice to the business and director's office to this effect.

John Kelly

Eleanor _____

Dora Louise _____

Nora _____

Carol _____

Dorothy _____