

M. Ehlers

Music Department

Minutes of Staff Meeting September 16, 1958

Present: John Kelly, Ronald Tarr, Carol Yamaguchi, Dora Ah Chan, Nora Matsumura, Dorothy Moritz.

Drops: Before signing the drop slips John went over the reasons for the drops thoroughly with the teachers. John feels a closer relationship with the parents should be fostered so as to help remove problems and stumbling blocks before they arise. When parents call in to drop students teachers should call back and find out what the reason is for dropping. These must be noted on the registration cards. Hereafter the teacher's name and period of lessons taken will be noted on drop slips.

Enrollment: Our primary concern is to continue to offer music here at the best level we can. The primary policy is for beginners to start in groups and remain in groups for the 1st 2 years, with certain exceptions. A maximum of 4 students is desirable in each group. The general run has been 2 in a group.

Scheduling: A discussion was held on the long and many hours which are spent on the telephone to contact parents and students to find suitable time for lesson. It was decided hereafter that the parents of all students will be requested to re-register at the beginning of each semester during the make-up-week. Parents will meet with the teachers to discuss lesson times. Details of this procedure will be presented by Ronald Tarr at the next staff meeting.

Faculty Concert: It was decided that the teachers will play instructional pieces. Each teacher playing the instructional pieces will give explanations of the pieces preceding the performance. Program will be similar to the program of spring with one portion presenting instructional pieces and the second half consisting of concert pieces. The program will be no longer 50 minutes.

Music Advisory Committee: There will be a meeting on September 23, 7:30 p.m. at the Music School to discuss the March Music Festival and publication of the book "Folk Songs of Hawaii and the Pacific Nations".