

MINUTES OF THE WEEKDAY SCHOOL COMMITTEE MEETING

April 16, 1959

Members present: Miss Ann Garrard, Mr. Sam Holton, Mrs. W. E. Whitford, Mrs. Tom Walker, Mrs. Elbert Pittman, and Mr. Shoaf.

Miss Garrard, Chairman, call the meeting to order and asked Mrs. Pittman for a report on the current status of the school. Mrs. Pittman stated that things were in good order and that the school had functioned well this year.

Mr. Shoaf reported that the remodeling was almost complete and that the group should be ready to move in by the first of May.

Mrs. Pittman described a need for acoustical tile to be installed on the ceiling of the new kindergarten room to provide a softener for the excessive sound created by the large room. The matter was discussed thoroughly, including consideration of cost and the amount of money available for the work.

Mr. Whitford moved that acoustical tile be installed on the ceiling of the new Kindergarten room, provided that the cost of materials and installation would not exceed 75 cents (.75) per square foot. It was seconded by Mrs. Pittman. It passed. Mr. Shoaf was instructed to arrange for the installation with Mr. Cole.

The chairman called for a report on progress of preparing a statement of philosophy and principles for the Kindergarten teaching program. Mr. Shoaf stated that it was the feeling of the committee that this project should be delayed until the group moved into the new room and the teachers became adjusted to the new facilities and until the teaching staff was prepared to cooperate in thinking through their plans for the program.

Mrs. Pittman reported that Mrs. J. O. Cox, Jr., assistant teacher in the Nursery school had indicated that she would not be available for work next year. The matter of replacing this staff member was discussed. The committee agreed that this may be the time to explore possibilities for securing a certified teacher to meet the required standards of the State Board of Instruction and to search for a person capable of administering the whole Day School program as Director of the school. It was suggested that a job analysis be outlined describing in detail the function, duties, and relationships involved in the carrying out of the director's job. The chairman appointed Mr. Shoaf and Mrs. Pittman to make the job analysis.

Mr. Holton suggested that the placement offices at Duke University and U. N. C. would be excellent places to get information on available persons for the job. It was also suggested that local public school superintendents might be able to give helpful information. Mr. Shoaf, Mr. Holton, and Miss Garrard were asked to contact these sources.

The need for setting up the budget for next year was discussed and the chairman appointed Mr. Whitford and Mrs. Pittman to prepare an itemized budget for our next meeting.

The matter of fees was discussed in terms of our need for additional funds to pay the necessary salary to secure a certified teacher and to raise the salary of present staff members. Mr. Holton moved, and Mr. Whitford seconded, that fees for next year be set as follows: per month: \$8 for the two-day a week Nursery,

\$11 for the three-day-a-week Nursery, and \$15. for the four-day-a-week kindergarten. It passed.

Mrs. Pittman and Mr. Shoaf were asked to prepare and send the regular letters and enrollment blanks to parents of prospective pupils for next year.

It was felt by the committee that the present staff should be contacted by letter to secure their agreement to serve as workers in the school for next year. Mr. Holton and Mr. Shoaf were instructed to prepare and send the letters.

In view of Mrs. Cox's faithful service to the school, the committee voted to send her a letter of commendation and appreciation.

The next meeting date was set for such a time as the committee had information from the placement offices on candidates for the new teacher-director's job.

The meeting was adjourned.

Respectfully submitted,

E. C. Shoaf

E. C. Shoaf, Secretary

The minutes were corrected as follows:

A motion by Mr Holton, omitted above, is inserted here -

"That the salaries of the present teaching staff be increased \$15.00 per month for each teacher." It passed.

E. C. Shoaf

