

AGENDA

Regular meeting - Board of Directors of the American School of Recife - 8:00 PM Tuesday, September 10, 1963

CALL TO ORDER

INTRODUCTION OF VISITORS

READ & APPROVE MINUTES OF AUG 6 MEETING

SUMMARY OF FINANCIAL

Bank Balances
Tuition payments
Tuition for missionary students

BUILDING PROGRAM - Report on progress

Building ✓
Airgram

SCHOOL BUSINESS

Textbook orders - follow up
Science materials ordered
Enrollment report 9956. 457.12 - 3444
Sign resolution for bank

SCHOOL HEALTH

Nurse available ?
First aid kit ordered

See Rj re nurse for School.

CURRICULUM

Report by Mrs. Desmond on general condition.
Procedure to be used by - consultants
Teacher conferences in progress:
Reading
Social Studies
Mathematics
Language Arts (other than reading)
Physical Education

Hiring STAFF

Establish salary for D. Zelia
Establish salary for substitutes
Letter from Mrs. Hogan - any action?
Employment of Mrs. Gueiros for 1st grade
Prospects for other teachers

NON - TEACHING STAFF

Empregada finally located (This is No. 3)
Cr\$ 6,000 plus bus plus lunch

WELLANEIOUS BUSINESS

Approve round trip ticket for Mrs. Desmond to Bahia - Can return Oct 21 for another week
Plans for Dr. Bakers visit 13-18 Sept

Approx 20 Sept.

DATE OF NEXT MEETING

Oct. 1 at 8:00 pm