

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Music Together Winter Session begins	3	4 PSM back in session (2nd 1/2 of week 17)	5	6	7
8	9 Week 1 of 2nd semester 20 week term	10	11 Piano Meeting MC—Noon	12 String Meeting 10:15 a.m. MC Orff Classes begin	13 <input type="checkbox"/> Program information for 1/28 & 1/29 Recitals Due	14
15	16 MLK, Jr. Day Lessons/Orch. <u>meet</u> Preschool does not meet  Lauree Christman	17	18	19	20 <input type="checkbox"/> Fall Actual Hours Due	21
22  Ruth Johnson	23	24	25 <input type="checkbox"/> Hourly Employees' Timesheets Due	26	27	28 <input type="checkbox"/> CV & Assessment Forms due
29	30	31				

PREUCIL SCHOOL OF MUSIC

Information for Faculty & Staff

January 2012

- **Reminder:** Week 17 is split between December 19th & 20th and January 4th, 5th, 6th, 7th. Week 1 of 2nd semester 20 week term starts January 9th.
- **Recital Information:**
 - **Hikari, Laura, Deb & Barb:** Program information for the January 28 & 29 recitals is due by Friday, January 13th.

If you are signed up to Supervise an upcoming recital, please double check that a host/hostess has been chosen. If you are Supervising a recital that doesn't yet have a hostess, please ask a parent in your studio or collaborate with the Assisting and Participating teachers to find one.
- If you didn't submit your Fall Actual Hours in December, **Actual Hours** for Fall are due to Ann by January 20 for a February 1st paycheck. Please see faculty handbook page 161-161.1 for details.
- **Martin Luther King, Jr. Day** is on Monday, January 16. Iowa City Schools do not meet that day, but it is a regular lessons day for PSM. Hancher Classes and Orchestras **DO** meet. Please clarify this with your students ahead of time to avoid confusion. Preschool will not meet that day; MLK Day is an in-service day for the pre-school teachers.
- **Hancher:** Hancher rep. classes begin Monday, January 9th.
- **Orff classes:** Orff classes begin the week of January 9th. Classes are offered on Thursdays for ages 6-8 at 4:30 p.m. and 6:30 p.m., on Saturdays for ages 6-8 at 10:00 a.m., and on Saturday for ages 4-5 at 11:00 a.m. Orff classes are 45 minutes in length and will run for 15 weeks through April.
- **Theory Classes:** Please note that theory classes will be meeting on 1/7, 1/14, 1/21 and 1/28 in the Main Campus LLRR (12:30-3:30)
- **Faculty Self-Assessment** and **CV Update** forms are due to Sonja by Saturday, January 28.