

Staff:

Arrangements are being made with Mr. Raymond Nichols and we will continue our classes on through the Teachers' Convention November 4 and 5.

It would be well for all instructors to contact visiting principals and superintendents as far as convenient to acquaint them with the work that we are doing in our new Department of Physical ~~and~~ Education. I will have a conference with Dean Schwegler, and there will be more definite information later.

We will not be able to ~~use~~ hold classes in this building on the first floor due to the exhibits for the convention, but we have asked Mr. Nichols for classroom facilities in other available places so that we may go ahead with our work.

It will be necessary that everything be cleared at 8 o'clock the morning of the 4th so that the carpenters can come to work to fix the necessary equipment for exhibits for the visiting teachers.

Sincerely yours,

Hoover  
Dunkel  
Sherbon  
Ebel  
Lapp  
Alphin  
Plumley  
Raper  
Conger-Hargies