



MEMO

GLASSBORO STATE COLLEGE
Bozorth Early Childhood Ce

*Call Mr. Hodes -
Request - give
meeting with Hodes*

To: Dr. Lawson Brown

From: Marion R. Hodes

DATE: MAR 25 1974

in Early Childhood

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I am enclosing a copy of the request is for a

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stration.

I would appreciate some help from you regarding the route you suggest for meeting this request.

I am prepared and willing to prepare a course proposal and teach such a course. Are there implications for a problem with the Educational Administrative Department? Secondly, do you suggest that I develop this course for a one-time offering or as a regular new course. I am quite sure that other areas of South Jersey are in need of such a course and feel it would not be inappropriate for us to have one.

May I hear from you at your earliest convenience.

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ARH:24-75*

5-28-74

Enc.

Call Mr. Hodes again

R, H to discuss

this matter with me.

*Dr. Hodes enclosing
course proposal*

OFFICE OF THE VICE-PRESIDENT
FOR STUDENT AFFAIRS

MAR 29 1974

GLASSBORO STATE COLLEGE



March 12, 1974

Dr. Marion Hodes
Glassboro Early Childhood Demonstration Center
Glassboro State College
Glassboro, NJ

Dear Dr. Hodes:

I was pleased that Cecilia and I were able to meet with you last week to discuss some areas of mutual concern. As a follow-up to our discussion on the workshop for April 17 I am suggesting several topics which the directors have identified as needs. They are: recording children's progress, maximizing community resources, maximizing center resources, community relationships, staff development, and relations with public schools. I would appreciate having a statement of the content of the workshop by Monday, March 18, to be used for publicity.

Regarding our discussion on identifying substitutes for the day care centers, I will be looking for a list of Glassboro students and their free days to come from you. Other area colleges have also been contacted so that we can make a bank of substitutes available to the day care community.

You will be hearing directly from Sister Margaret Sikora of the Martin Luther King Day Care Center regarding our efforts to plan for training of directors.

Sincerely,

Mary Ellen Murma

Mary Ellen Murma

rb

community coordinated child care council
of camden county

MS 165-511-53
SEARCHED
SERIALIZED
INDEXED
MAR 15 1974
FBI - CAMDEN

MARTIN LUTHER KING, JR.

Day Care Center

S.E. CORNER 8TH STREET and WOODLAND AVENUE • CAMDEN, NEW JERSEY 08104 • (609) 913-7506

41-9399

March 11, 1974

Dr. Marian Hodes
Bozarth Early Childhood Center
Glassboro State College
Glassboro, New Jersey

Dear Dr. Hodes:

The Day Care Directors of Camden County have requested 7 C's to investigate the possibility of a course in administration for directors, with special emphasis on personnel management. The initial request was for a course carrying college credits, similar to courses in administration offered for school principals, yet focusing on the problems and situations which are peculiar to day care.

Karen Long, Pam Christopher, Margaret Henry, and I have discussed and attempted to organize the results of a brainstorming session held at the last director's meeting. Enclosed you will find a "bare bones" outline for such a course. At this session, Margaret Henry spoke of a possible alternative to weekly sessions, i.e., a three day live-in workshop. This might deal with one or more segments of the outline enclosed.

We are investigating various sources for input regarding such a course. Specifically, our questions for you are the following:

1. Would you be interested in presenting such a course.
2. Would a three day block of time be sufficient to cover the topics listed-or would it perhaps require two or three such sessions?

Dr. Marian Hodes

-2-

March 11, 1964

3. Could college credits be offered? If so, would the tuition for such credits cover your salary? (There are approximately thirty-three Day Care Directors in Camden County. We project possibly eighteen to twenty would be interested.)
4. If not, what would be the approximate cost for your services.

May I impose on you by asking for a response within the next two weeks. If there is a particular time of year which is more feasible for you, would you please let us know that also. Please feel free to call me collect at 541-9399 if that is simpler for you.

Thank you for your time and any information you can give us.

Sincerely,

Sister Margaret M. Sikora
Directress

MMS:ems

Enc.

I Basic Structure

Personnel Policies
Job Descriptions
Organizational Charts

Basic Administration and Fiscal Policies

II Implementation

Communication Skills

Leadership Skills
Coping Skills
Interpersonal Relationships
Director-Staff
Director-Board

Problem Solving
Staff Motivation and Growth