1974

A Slide-Tape Presentation for Teacher Orientation for Public Schools of Decatur, Illinois

William L. Rotz
Eastern Illinois University

Derrill V. Meyer
Eastern Illinois University

This research is a product of the graduate program in Educational Administration at Eastern Illinois University. Find out more about the program.

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pdm
A SLIDE-TAPE PRESENTATION FOR TEACHER ORIENTATION

FOR PUBLIC SCHOOLS OF DECATUR, ILLINOIS

(TITLE)

BY

Derrill V. Meyer

William L. Rotz

THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF

Specialist in Education

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS

1974

YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING
THIS PART OF THE GRADUATE DEGREE CITED ABOVE
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A SLIDE-TAPE PRESENTATION FOR TEACHER ORIENTATION

FOR

PUBLIC SCHOOLS OF DECATUR, ILLINOIS

A Field Study

Presented to

the Faculty of the Department of Educational Administration

Eastern Illinois University

In Partial Fulfillment

of the Requirements for the Degree

Specialist in Education

by

William L. Rotz

Derrill V. Meyer

July 1974
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Description of Program

This program consists of a sequence of two by two transparencies accompanied by magnetic tape narration. Its purpose is to illustrate the educational, historic, business, industrial, cultural, religious, and recreational features of the city of Decatur, Illinois. The major emphasis is on public elementary and secondary education.

A real estate firm in Decatur has provided a slide presentation previously for the orientation of new teachers in the Decatur Public Schools. This presentation was largely commercial in nature. It was felt that a presentation which was more educationally oriented would be more appropriate.

Possible Uses of the Program

This presentation would serve as a part of the orientation program of Decatur Public School District No. 61, as well as for other community relations activities. Orientation sessions for teachers new to the district are held for two days immediately preceding the opening of school each fall. The purpose of the orientation is to acquaint these teachers with staff, organization, procedures, and facilities of the district. It is also used to acquaint new teachers with the community.
Community relations programs are continuous and this program would be useful in meetings with PTA groups, service clubs, and other community organizations. This program could also have application for orientation of student teachers and for evaluation teams who might visit the district.

Procedure for Producing the Program

The slides, which we produced ourselves, were taken with two types of cameras: a Kodak Instamatic X-15 and a Minolta Sensomat 35mm single lens reflex. The 35mm camera was equipped with 35mm, 50mm, 105mm lenses. When it was necessary to use flash, either a Kaco hi-beam strobe or a Vivitar 251 strobe was used. Kodak Kodachrome-X, Ektachrome-X or Focal (CAF) ASA 64 film was used in the single lens reflex camera. Ektachrome type H film, was used in the Instamatic X-15 camera.

The production of the narrative tape was accomplished with a Webcor Model TC242 cassette-type tape recorder using Memorex magnetic tape.

Thumb tabs were placed on the upper right hand corner of the slides as they should be projected. This facilitates the placing of the slides in a slide tray for viewing. Each slide was numbered for the same purpose.
It is necessary for the projector operator to follow the script and make slide changes where they are indicated by numbers corresponding to the number on the slide. This method was chosen because it was felt that an audible signal is distracting to the audience and an inaudible signal requires the use of specialized projection equipment.

Evaluation

This program would be useful to District 61 as a readily available and easily utilized tool for community relations as mentioned earlier.

It is felt that doing this project helped in gaining a better insight into the operations of the Decatur Public School District. In addition, it facilitated a more thorough acquaintance with the history and vital statistics of the Decatur community and some of its component parts. Doing this project has helped organize the thinking necessary in undertaking this type of project and in experiencing procedures peculiar to this kind of project. It has provided an opportunity to make a contribution to Eastern Illinois University and to the Decatur Public School System.
BIBLIOGRAPHY


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<th>SLIDE</th>
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<tr>
<td>1. Town Plat</td>
<td>THIS IS A PLAT OF THE ORIGINAL TOWN OF DECATURE WHICH WAS LAID OUT ON JULY 7, 1829. NOTICE THAT ON THE SOUTHWEST CORNER OF THE PUBLIC SQUARE, WHICH</td>
</tr>
<tr>
<td>2. Log Court House</td>
<td>IS NOW LINCOLN SQUARE, (2) IS THE LOG COURT HOUSE. THIS LOG COURT HOUSE HAS BEEN RECONSTRUCTED AND NOW STANDS NEAR THE ENTRANCE OF FAIRVIEW PARK. IT WAS IN THIS COURT HOUSE THAT ABRAHAM LINCOLN PRACTICED LAW DURING HIS CIRCUIT-RIDING DAYS IN AND AROUND DECAUTUR. (3)</td>
</tr>
<tr>
<td>3. Gun Shop</td>
<td>THIS IS THE ORIGINAL GUN SHOP OF ONE OF DECAUTUR'S PIONEERS, HIERONYMUS MUELLER, WHO CAME TO TOWN BEFORE THE TURN OF THE CENTURY AND BEGAN HIS CAREER AS A GUNSMITH. (4)</td>
</tr>
<tr>
<td>4. Mueller Co.</td>
<td>THE MUELLER COMPANY NOW EMPLOYS 2,600 PEOPLE IN 49 STATES AND 2 CANADIAN PLANTS.</td>
</tr>
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<td>SLIDE</td>
<td>NARRATIVE</td>
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<tr>
<td>5. Hydrant</td>
<td>(5) <strong>THE PRIME PRODUCTS ARE HYDRANTS,</strong> VALVES, AND OTHER (6) <strong>DEVICES FOR CONTROLLING LIQUIDS AND GASES.</strong></td>
</tr>
<tr>
<td>6. Valves</td>
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<td>7. Staley Co.</td>
<td>(7) <strong>THE A. E. STALEY MANUFACTURING COMPANY CAME TO DECATUR IN 1909.</strong> <strong>THE OFFICE BUILDING, SHOWN HERE, WAS AT ONE TIME THE LARGEST OFFICE BUILDING DEVOTED TO A SINGLE COMPANY IN THE UNITED STATES.</strong></td>
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<tr>
<td>8. Staley Products</td>
<td>(8) <strong>THE STALEY COMPANY IS THE CREATOR OF HUNDREDS OF PRODUCTS FROM CORN AND SOYBEANS. THESE PRODUCTS ARE USED IN FOODS, BEVERAGES, DEXTROSE, AGRI-BUSINESS AND MANY OTHER AREAS.</strong></td>
</tr>
<tr>
<td>9. Caterpillar Co.</td>
<td>(9) <strong>THIS AERIAL VIEW OF THE CATERPILLAR TRACTOR COMPANY SHOWS THE HOME OF DECATUR'S LARGEST EMPLOYER. CATERPILLAR CAME TO DECATUR TO STAY IN 1955 AFTER OPERATING A MILITARY ENGINE PLANT HERE DURING WORLD WAR II. CATERPILLAR EMPLOYS OVER 4,500 PEOPLE AND HAS A TOTAL ANNUAL PAYROLL IN</strong></td>
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SLIDE | NARRATIVE
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10. Motor Grader | EXCESS OF 61 MILLION DOLLARS. (10) THE DECATUR PLANT PRODUCES 6 MODELS OF MOTOR GRADERS, 14 COMBINATIONS OF WHEEL-TYPE EARTH MOVING MACHINES, TWO OFF-HIGHWAY TRUCKS, 9 VARIATIONS OF TOWING WINCHES, AND COMPONENTS FOR PRODUCTS BUILT AT OTHER CATERPILLAR LOCATIONS. (11)

11. General Electric Company | GENERAL ELECTRIC'S AUDIO-ELECTRONICS PRODUCTS DEPARTMENT WITH MORE THAN 1,300 EMPLOYEES, BUILDS THE FINEST IN STEREO COMPONENTS, PORTABLE PHONOGRAPH AND YOUTH ELECTRONICS. (12)

12. Firestone Co. | THIS IS THE DECATUR PLANT OF THE FIRESTONE TIRE AND RUBBER COMPANY, ONE OF THE WORLD'S LARGEST PRODUCERS OF AUTOMOBILE AND TRUCK TIRES. (13)

13. Millikin Home | THIS WAS THE HOME OF JAMES MILLIKIN WHO WAS A PIONEER BANKER IN DECATUR AND WHO DONATED MONEY TO ESTABLISH MILLIKIN UNIVERSITY. THIS IS STILL THE PROPERTY OF THE UNIVERSITY AND IS
SLIDE | NARRATIVE
--- | ---

LOCATED ON THE CORNER OF PINE AND MAIN STREETS. ITS ARCHITECTURAL SIGNIFICANCE AND GROUNDS MAKE IT ONE OF DECATUR'S OUTSTANDING BEAUTY SPOTS. (14)

14. Millikin University | MILLIKIN UNIVERSITY IS A FOUR YEAR COLLEGE, SITUATED IN THE WEST END OF DECATUR. IT HAS AN ENROLLMENT OF ABOUT 1,400 STUDENTS. (15) IT IS OUTSTANDING IN THE FIELDS OF LIBERAL ARTS, MUSIC, BUSINESS, AND EDUCATION.

15. Millikin Sunset | NEW ADDITIONS TO THE NORTHERN CAMPUS INCLUDE A GYMNASIUM AND PHYSICAL EDUCATION CENTER AND A FINE ARTS CENTER. (17) THIS IS A VIEW OF THE KIRKLAND FINE ARTS CENTER, WHICH INCLUDES DISPLAY AREAS FOR ART AND AN AUDITORIUM FOR PERFORMANCES CAPABLE OF SEATING 2,000 PEOPLE. (18)

16. Millikin P.E. Center | THIS IS THE PRESENT HOME OF THE DECATUR COMMUNITY COLLEGE. THIS CAMPUS IS ONLY THREE BLOCKS FROM THE PUBLIC
19. Community College Plate

LIBRARY, FIVE BLOCKS FROM THE VOCATIONAL CENTER AND TWELVE BLOCKS FROM THE MILLIKIN CAMPUS, (19) ALL OF WHICH HAVE AGREED TO SHARE THEIR FACILITIES WITH THIS RELATIVELY NEW EDUCATIONAL INSTITUTION. (20)

20. St. Mary's Hospital

ST MARY'S HOSPITAL, SHOWN HERE, AND DECATUR MEMORIAL HOSPITAL ARE DECATUR'S TWO HOSPITALS. DECATUR MEMORIAL HOSPITAL RECENTLY COMPLETED THE KIRKLAND DIAGNOSTIC AND TREATMENT CENTER WHICH PROVIDES A MODERN PATHOLOGY LABORATORY AND EMERGENCY DEPARTMENT WITH A PHYSICIAN ON DUTY 24 HOURS A DAY. THE DECATUR HOSPITALS ARE ALSO A PART OF THE ILLINOIS STATE TRAUMA NETWORK. (21)

21. Meyer Zone Center

THE ADOLF MEYER ZONE CENTER IS OPERATED BY THE ILLINOIS DEPARTMENT OF MENTAL HEALTH. THE STAFF THERE COORDINATES THE NEEDS OF 16 COUNTIES
IN THE REGION TO DEVELOP LOCALLY
CONTROLLED MENTAL HEALTH SERVICES. (22)

THE WAR MEMORIAL STATUE AND FOUNTAIN
ARE FEATURES OF CENTRAL PARK, IN WHICH
IS LOCATED THE TRANSFER HOUSE,
ORIGINALLY BUILT ON LINCOLN SQUARE
AS A STREETCAR AND BUS TRANSFER POINT.
CENTRAL PARK IS THE CENTER OF THE
DOWNTOWN AREA OF DECATUR. (23)

THE AMBASSADOR HOTEL IS A RELATIVELY
NEW HOTEL AND HAS A CommandING VIEW
OF DOWNTOWN DECATUR. (24)

THE CITIZENS BUILDING IS DECATUR'S
LARGEST OFFICE BUILDING AND IS HOUSED
IN THE SAME BUILDING AS THE CITIZENS
NATIONAL BANK. (25)

THERE ARE SEVERAL SHOPPING CENTERS
LOCATED IN OUTLYING AREAS OF DECATUR.
THE ONE SHOWN HERE IS BRETTWOOD
VILLAGE WHICH IS AT THE INTERSECTION
OF PERSHING ROAD AND NORTH MAIN
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<td>27. Golf Course</td>
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<td>28. Sledding</td>
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<td>29. Ice Rink</td>
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<td>30. Lake Decatur</td>
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<td>31. Municipal Band</td>
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<tr>
<td>32. Church</td>
<td>THERE ARE 120 CHURCHES IN DECATUR OF NEARLY ALL DENOMINATIONS. THIS CHURCH</td>
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---|---
33. Church Window | THE FIRST CONGREGATIONAL CHURCH, IS LOCATED ON NORTH MACARTHUR ROAD. MANY OF DECATUR'S CHURCHES HAVE PLAYED IMPORTANT PARTS IN DECATUR'S HISTORY. (33) ST. JOHN'S EPISCOPAL CHURCH IS ONE OF THE OLDEST CHURCHES IN DECATUR. SOME OF ITS INTERIOR, WITH STAINED GLASS WINDOWS, IS SHOWN HERE. (34)
34. Municipal Center | DECATUR HAS A POPULATION OF 91,000 AND IS OVER 37 SQUARE MILES IN AREA. THE MEDIAN FAMILY INCOME IS $10,325 PER YEAR. DECATUR HAS A COUNCIL-MANAGER FORM OF GOVERNMENT. (35)
35. Fire Engine | OVER 400 CITY EMPLOYEES PROVIDE SUCH SERVICES AS STREET REPAIR, FIRE AND POLICE PROTECTION, AND WATER SUPPLY. (36)
36. Macon County Building | DECATUR IS THE COUNTY SEAT OF MACON COUNTY. MACON COUNTY WITH A POPULATION OF OVER 125,000 IS GOVERNED BY A COUNTY BOARD WHOSE MEMBERS ARE ELECTED FROM
THE COUNTY'S 17 TOWNSHIPS. (37) THE COUNTY PROVIDES SERVICES IN THE AREAS OF WELFARE, MENTAL HEALTH, LAW ENFORCEMENT, AND FINANCE. (38)


THE FIRST HIGH SCHOOL, WHICH STOOD FOR MANY YEARS AT THE CORNER OF NORTH AND BROADWAY, WAS INITIALLY OCCUPIED IN SEPTEMBER OF 1869. DECATUR'S EDUCATIONAL SYSTEM NOW INCLUDES 4 PUBLIC HIGH SCHOOLS, 5 MIDDLE SCHOOLS, 26 ELEMENTARY SCHOOLS, AND THE AREA
VOCATIONAL CENTER. THE TOTAL SCHOOL
ENROLLMENT IS NEARLY 20,000. (40)

40. Gastman School
THE E. A. GASTMAN SCHOOL, WHICH IS IN
THE PROCESS OF BEING REPLACED, IS ONE
OF DECATUR'S OLDEST SCHOOLS. IT WAS
BUILT IN 1904. (41)

41. Stevenson School
IN CONTRAST, ONE OF THE MORE MODERN
BUILDINGS IS THE ADLAI STEVENSON SCHOOL
ON NORTH NEELY AVENUE. IT REFLECTS
THE ARCHITECTURAL STYLE USED IN MOST
OF THE DECATUR SCHOOLS CONSTRUCTED
IN THE LAST 15 YEARS. (42)

42. MacArthur High
School
DECATUR'S FOUR PUBLIC HIGH SCHOOLS
OFFER A WIDE VARIETY OF ACADEMIC
DISCIPLINES. THESE ARE DESIGNED TO
APPEAL TO, AND FILL THE NEEDS OF,
STUDENTS WITH DIVERSE AIMS AND INTEREST.
ENGLISH, SOCIAL STUDIES, MATHEMATICS,
CONSUMER EDUCATION, AND LABORATORY
SCIENCE ARE REQUIRED. ART, FOREIGN
LANGUAGES, AND A COMPREHENSIVE
VOCATIONAL PROGRAM ADD STRENGTH TO A WELL-ROUNDED CURRICULUM. (43) THERE ARE MANY OPPORTUNITIES FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES. (44) VOCAL AND INSTRUMENTAL MUSIC, INTEREST AREA CLUBS, DRAMA, STUDENT GOVERNMENT, (45) AND ATHLETICS ALL PLAY AN IMPORTANT PART IN THE HIGH SCHOOL STUDENT'S LIFE. (46)

DECATUR'S 5 MIDDLE SCHOOLS INCLUDE GRADES SEVEN AND EIGHT AND PROVIDE FLEXIBLE PROGRAMMING SINCE THEY ARE ORGANIZED ON A MODULAR SYSTEM. (47)

THE TEACHING STAFF IS SPECIALIZED TO MEET SPECIFIC CERTIFICATION REQUIREMENTS FOR EACH SPECIAL AREA OF TEACHING. BASIC COURSES SUCH AS ENGLISH, MATHEMATICS, SOCIAL STUDIES, AND SCIENCE ARE OFFERED. IN ADDITION TO THESE, COURSE WORK IS OFFERED IN THE AREAS OF READING, LIBRARY SCIENCE,
GUIDANCE, PHYSICAL EDUCATION, (48)

ART, AND MUSIC. INDUSTRIAL ARTS

AND HOME ECONOMICS ARE INTEGRAL

PARTS OF THE MIDDLE SCHOOL PROGRAM.

SINCE THE THEORY GUIDING THE MIDDLE

(49) SCHOOL CURRICULUM PROVIDES FOR

EXPLORATORY EXPERIENCES, THERE IS

MUCH STUDENT INVOLVEMENT IN TERMS

OF MUSIC PROGRAMS, ART COMPETITION,

INTRAMURAL AND INTERSCHOLASTIC

SPORTS, AND STUDENT GOVERNMENT. (50)

THE ELEMENTARY SCHOOLS IN DECATUR ARE

ORGANIZED ON A KINDERGARTEN THROUGH

GRADE SIX BASIS. (51) STUDENTS ARE

PROVIDED THE BASIC SKILLS IN READING,

(52) WRITING, MATHEMATICS, (53) SOCIAL

STUDIES, SCIENCE, AND HEALTH.

OPPORTUNITIES FOR CREATIVE EXPRESSION

EXIST IN ART, MUSIC, (54) AND DRAMA.

(55) PHYSICAL EDUCATION IS AN IMPORTANT

PART OF THE ELEMENTARY PROGRAM. THE

ELEMENTARY PROGRAM IS HOUSED IN 26
SLIDES | NARRATIVE
---|---
56. Cloakroom | BUILDINGS. (56) A VARIETY OF ORGANIZATIONAL PLANS IS UTILIZED IN THE
57. Girls Writing | ELEMENTARY GRADES (57) RANGING FROM THE TRADITIONAL APPROACH TO THE OPEN CONCEPT. (58)
58. Women at Table | THE RECENTLY ADOPTED KINDERGARTEN READING PROGRAM IS A STIMULUS (59)
59. Coloring in Book | TO THE BEGINNING CHILDREN AND GIVES THEM AN OPPORTUNITY TO ENTER FIRST
60. Principal's Office | GRADE AT A (60) HIGH READINESS LEVEL. THE READING PROGRAM IS BASED (61) ON A MULTI-
61. Headphones | SENSORY APPROACH. (62)
62. Teacher and Girl | THE DECATUR SCHOOL DISTRICT OPERATES A TUITION-FREE SUMMER PROGRAM FOR ALL GRADE LEVELS--KINDERGARTEN THROUGH HIGH SCHOOL. (63) OFFERINGS ARE MADE IN MANY AREAS, INCLUDING BASIC SKILLS, ENRICHMENT, REMEDIAL WORK, AND LIFE-TIME CARRYOVER ACTIVITIES. HIGH SCHOOL STUDENTS MAY EARN CREDIT TO APPLY TOWARD GRADUATION IN THE SUMMER PROGRAM. (64)
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<td>64. Halloween</td>
<td>DISTRICT NO. 61 IS THE ADMINISTRATIVE DISTRICT FOR THE SPECIAL EDUCATION DISTRICT OF MACON COUNTY. A WIDE RANGE OF SPECIAL EDUCATION SERVICES IS PROVIDED INCLUDING EVALUATION AND PROGRAMS FOR EDUCABLE MENTALLY HANDICAPPED, TRAINDABLE MENTALLY HANDICAPPED, PHYSICALLY HANDICAPPED AND THE EMOTIONALLY DISTURBED. EFFORTS ARE MADE TO INTEGRATE THESE STUDENTS INTO THE REGULAR CLASSROOM SETTINGS. (65)</td>
</tr>
<tr>
<td>65. Drinking Milk</td>
<td>THIRTY-SEVEN TEACHERS STAFF THE COMPENSATORY EDUCATION PROGRAM FOR INNER-CITY STUDENTS WHO NEED EXTRA HELP TO ACHIEVE. (66) READING IS EMPHASIZED AND ALL-DAY KINDERGARTENS ARE PROVIDED IN SEVERAL SCHOOLS. (67)</td>
</tr>
<tr>
<td>66. Train</td>
<td></td>
</tr>
<tr>
<td>67. Materials Center</td>
<td>UPON COMPLETION OF THE PRESENT BUILDING PROGRAM, ALL OF THE ELEMENTARY SCHOOLS WILL HAVE INSTRUCTIONAL MATERIALS CENTERS WITH</td>
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PART TIME PROFESSIONAL HELP. SOME OF THE LARGER BUILDINGS HAVE FULL TIME HELP. VOLUNTEER HELP IS ALSO UTILIZED FOR STAFFING PURPOSES. A WIDE SELECTION OF BOOKS, PICTURE COLLECTIONS, AND AUDIO-VISUAL EQUIPMENT IS FURNISHED TO MEET THE MANY NEEDS OF STUDENTS. (68)

CLASSROOM AIDES ARE PROVIDED IN SPECIAL SITUATIONS TO HELP CLASSROOM TEACHERS WITH THE INSTRUCTIONAL PROGRAM. THESE ARE ADULTS WITH AT LEAST 30 COLLEGE CREDIT HOURS. A COOPERATIVE WORK TRAINING PROGRAM WITHIN THE SCHOOL SYSTEM PROVIDES HIGH SCHOOL SENIORS WHO SERVE AS AIDES IN KINDERGARTEN AND FIRST GRADE ROOMS IN A LEARNING/WORK ATMOSPHERE. (69)

THE ELEMENTARY PHYSICAL EDUCATION PROGRAM HAS BEEN STRENGTHENED RECENTLY THROUGH THE USE OF PHYSICAL
EDUCATION SPECIALISTS. THE
INTERMEDIATE GRADES EACH RECEIVE
TWO PERIODS PER WEEK OF PLANNED
INSTRUCTIONAL TIME WITH A SPECIALIST.
ALL OF THE FOURTH GRADE STUDENTS
PARTICIPATE IN A SWIMMING PROGRAM
AT THE YWCA FOR ONE SEMESTER PER
YEAR. WITH THE ADDITION OF ANOTHER
SPECIALIST FOR THE PRIMARY GRADES,
THESE STUDENTS WILL RECEIVE
INSTRUCTION ONCE EVERY TWO WEEKS. (70)

ALL OF THE ELEMENTARY STUDENTS
RECEIVE INSTRUCTION FROM A MUSIC
SPECIALIST ON A ONCE A WEEK BASIS IN
ADDITION TO THEIR MUSIC EXPERIENCES
WITH THEIR OWN CLASSROOM TEACHERS.
THE FIFTH AND SIXTH GRADE STUDENTS
ALSO HAVE OPPORTUNITY TO RECEIVE
INSTRUMENTAL INSTRUCTION. THIS IS
POSSIBLE THROUGH THE USE OF SECONDARY
PERSONNEL. THE MUSIC PROGRAM IS
71. Headdresses  
SCHEDULED TO BE SOMEWHAT EXPANDED  
WITH A BEGINNING INSTRUMENTAL PROGRAM  
IN GRADE FOUR. (71)

72. Duck Pond  
ART SPECIALISTS WILL BE VISITING THE  
ELEMENTARY SCHOOLS ON A REGULAR  
BASIS THIS YEAR. A MULTI-MEDIA APPROACH  
TO ART MAKES IT POSSIBLE FOR THE  
PUPIL TO HAVE VARIED EXPERIENCES  
IN GRAPHIC ART. (72)

73. Ranger and Children  
THE DECATURE COMMUNITY AND CENTRAL  
ILLINOIS ABOUND WITH OPPORTUNITIES  
FOR INFORMATIVE AND (73) RELEVANT  
FIELD TRIPS TO INCREASE THE SCOPE  
OF THE EDUCATIONAL EXPERIENCES. (74)

74. Custodians  
THE DISTRICT'S 117 CUSTODIANS USE SKILL  
AND ELBOW GREASE TO KEEP ALL THE  
BUILDINGS BRIGHT AND CLEAN TO SET  
A MORE CHEERFUL LEARNING ATMOSPHERE.  
(75)

75. Carpenter  
BACKING UP THE CUSTODIAL STAFF IS A  
LARGE GROUP OF PLUMBERS, ELECTRICIANS,
AND CARPENTERS WHO MAKE REPAIRS
AND IMPROVEMENTS TO THE MANY
FACILITIES. (76)

76. Storeroom
A SOPHISTICATED STORAGE AND SUPPLY
SYSTEM STOCKPILES ITEMS RANGING
FROM LIBRARY PASTE TO LIBRARY TABLES.

77. Lunchroom
(77) THE EXTENSIVE HOT LUNCH PROGRAM
ALSO REQUIRES A LARGE AMOUNT OF (78)

78. Food Storage
STORAGE SPACE FOR BULK, CANNED, AND
FROZEN FOODS. (79)

79. Keil Building
THE ADMINISTRATIVE CENTER OF DISTRICT
NO. 61 IS THE KEIL BUILDING, NAMED FOR
A FORMER PRESIDENT OF THE BOARD OF
EDUCATION. HERE ARE LOCATED THE OFFICES
OF THE SUPERINTENDENT OF SCHOOLS

80. Plaque
AND HIS STAFF. (80) HERE, ALSO, THE
ULTIMATE GOVERNING BODY OF THE
DISTRICT, THE SEVEN MEMBER BOARD OF
EDUCATION, MEETS TO SET POLICY FOR
THE OPERATION OF THE DECATUR PUBLIC
SCHOOLS.
LOG

Spring of 1973

Held preliminary discussion with Dr. Shuff concerning a slide presentation as a possible field study experience.

Week of August 27, 1973

Obtained approval of Robert Oakes, Superintendent of Schools in Decatur, Illinois, for the production of a slide program for teacher orientation.

Week of September 3, 1973

Registered for Field Study, Course 6920, at Eastern Illinois University.

Began writing the course proposal.

Week of September 24, 1973

Presented the tentative proposal for the Field Study to Dr. Shuff.

Obtained written materials to be used in the proposal.

Week of October 8, 1973

Planned the types of slides, the subjects to be covered, and the shooting schedule for the slides we needed to take.
Week of October 22, 1973

Made tentative plans with Larry King, Program Director of
WSOY Radio in Decatur, for narration of the presentation.

Week of November 5, 1973

Began reviewing possible slides and began researching
the narrative.

Week of November 12, 1973

Talked with James Cussins of Mueller Company, Charles
Hippler of Caterpillar, Lee Jeske of A. E. Staley
Manufacturing Company to obtain a few slides of
facilities and products.

Week of December 3, 1973

Worked at putting the slides in order.
Wrote narrative to go with the slides taken.
Made sample assembly of the presentation.

Week of December 10, 1973

Registered for Field Study, Course 6910.

Week of December 24, 1973

Took some slides which were still needed.
Week of January 14, 1974

Obtained slides from the processor and edited these for use in the presentation.

Week of February 4, 1974

 Took more slides for use in presentation.

Week of February 18, 1974

 Assembled the slides obtained to this point.

 Wrote the narrative for these slides.

Week of March 11, 1974

 Worked to refine the presentation.

 Planned for taking the additional slides still needed.

Week of April 22, 1974

 Worked on researching and writing of the script.

 Attended a public relations workshop with a session on slide presentation preparation.

Week of April 29, 1974

 Met with Betty Query at South Shores School to preview slides of hers showing some activities at South Shores School.

 Made arrangements for duplication of some of the slides.
Week of May 13, 1974

Edited all slides available at this point.
Refined the narration, got presentation ready for final form.

Week of June 24, 1974

Took sample of the slide presentation, with script, to
Dr. Shuff for his tentative approval.
Set date for oral examination.

Week of July 1, 1974

Shot additional slides to complete the production.

Week of July 8, 1974

Met with William Williams, Principal of Jefferson Middle School, to obtain a few slides of activities at his school.
Finalizing the report for presentation and oral examination.
Obtained cassette tapes to use for narration.
Took cassettes, recorder, and script to Larry King for narration of script.