SANTA BARBARA CITY SCHOOLS
Office of the Superintendent
June 1, 1961

SUGGESTED INVITATION LIST FOR MEMBERSHIP
ON CITIZENS' ADVISORY COMMITTEE, 1961-1962

Richard Arbagey
Mrs. Paul L. Ashton
Thomas N. Banks
Reverend Carl Beharka
Joseph W. Benes
Harley T. Bennett, Jr.
Dr. Don C. Bittleston
James A. Black
Harry W. Brelsford
Albert Brotherton
Richard D. Buffum
Mrs. Allen J. Campbell
Mrs. Todd H. Campbell
Mrs. K. C. Canatsey
Robert F. Carlson
Granvel B. Caster
George A. Cavalletto
Philip Clark
Arthur B. Clemens
Leland M. Crawford, Jr.
Harold S. Danenhower
Mrs. Loraine Denton
Allan M. Duncan
Mrs. W. D. Engleman
Wilbur Filippini
Mrs. Lawrence E. Fisher
Dr. Richard V. Fisher
Mrs. Wilson Forbes
Michael C. Forster
John P. Franklin
Dr. Paul M. Gammons
James R. Garvin
David Giorgi
Mrs. William M. Girvan
James J. Giusto
Dr. Alan S. Goldman
Mrs. Lee Gray
Dr. John M. Groehli
Dean W. Grua
Mrs. Forrest T. Gutshall

Mrs. Raymond R. Haley, Jr.
Edward B. Hallor
Dr. Fred J. Haltermann
Tom C. Hanna
Mrs. Wyman T. Harder
John C. Harlan, Jr.
S. P. Harrison
Arthur A. Henzell
Mrs. W. N. Hollister
Vern Howard
Lloyd E. Iverson
Mrs. Charles L. Jacobs
Mrs. Elmer L. Jones
Mrs. Robert M. Jones
Mrs. Thomas L. Kleveland
Lawrence C. Lane
Mrs. Charles W. Lapworth
Mrs. Frank P. Leckie
Dr. Michael J. Lemus
Dr. Don M. Liebengood
Gene Lillard
Mrs. Robert D. McClurg
Richard H. McMahan
Richard W. Mansfield
Mrs. Eric Maurer
Mrs. Jean Storke Menzies
Mrs. John E. Miller
Mrs. Murt Miller
Courtenay Monsen
Frank Mori
Mrs. Robert C. Murphy
Mrs. M. O. Myers
Mrs. Aaron B. Nadel
Mrs. Lillian Nakaji
Mrs. George Nishihara
William M. Owen
Dr. Upton S. Palmer
Howard C. Parks
Charles R. Pierson
Richard M. Polsky
William Porter  
Boris F. Querfurth  
Dr. John S. Rathbone  
William Rea, Jr.  
Dr. P. Paul Riparetti  
Dr. John R. Rydell  
Albert B. Ruddock  
Harold V. Scollin, Jr.  
Dr. Otey M. Scruggs  
Harris W. Seed  
William K. Serumgard  
David N. Siebert

Frank P. Silva  
Mrs. Frederic Slavin  
Mrs. Wayland A. Stephenson  
Mrs. Harold H. Strayer  
Mrs. Frank Swain  
Mrs. Donald Sykes  
Mrs. J. Duane Thwing  
Warren Underwood  
Mrs. C. Gordon Utt  
Mrs. Silvio C. Varni  
Don W. Woods

It is also suggested that presidents of elementary and secondary PTA units in the following school districts be invited to membership on this committee:

Cold Spring School District  
Montecito Union School District  
Santa Barbara School District  
Hope School District  
Goleta Union School District  
Ellwood Union School District

The names of persons accepting this invitation will be presented to the Board for appointment at an adjourned meeting on June 22. It is suggested that the Board set Tuesday evening, June 27, for the initial meeting of the new committee.

S/gmb
I. Appointment

A. Departments or divisions requiring chairmen shall be decided by the administration of the school, with the approval of the Assistant Superintendent, Personnel and Special Services.

B. The president or principal, with the approval of the Assistant Superintendent, Personnel and Special Services, shall recommend appointment of department or division chairmen for three-year terms, subject to approval by the Board of Education. As a general rule, only permanent teachers shall serve as chairmen.

C. Department and division chairmen may be recommended for reappointment for an additional three-year term at the discretion of the president or principal, subject to approval by the Assistant Superintendent, Personnel and Special Services, and the Board of Education.

II. Responsibilities

A. Chair division and department meetings.
B. Assist in defining division and department needs.
C. Assist in selection of personnel as requested.
D. Assist in orientating new personnel with respect to course content, textbooks, rules and regulations, and philosophy of the school.
E. Assist in preparation of schedules of classes.
F. Assist with school budgetary matters, and preparation of monthly and annual requisitions.
G. Assist in improving the total instructional program within the school.
H. Prepare such reports as requested.
I. Perform other duties as assigned.

In sufficiently extenuating circumstances, the school administration may arrange clerical assistance for department chairmen, subject to approval by the Assistant Superintendent, Personnel and Special Services.

III. Remuneration

A. When there are six or more full-time positions within the division or department, the chairman shall receive $500. annually.

B. When there are not more than five nor less than three full-time positions within the division or department, the chairman shall receive $300. annually.

S/b/e
June 1, 1961