

OFFICE MEMORANDUM

November 2, 1971

TO : Mr. Norman W. Green, Chief, Education Division

FROM : James A. Colman, Teacher Education Advisor

SUBJECT: Teacher Training Monthly Report for November 1971

Problems:

As the student enrollment grows at Dong Dok the problems also seem to grow. Two major water break downs took place during this month. One was corrected in 48 hours the second in 24 hours. One new well had a new pump installed and is ready for use in emergencies or as a relief pump. A third back up gas turbin pump was installed at the well near the pond, so at least some water can be made available at anytime. The gas pump was necessary because of the power failure taking place at Dong Dok. This month at two different occasions power was off long enough to have the school run out of water. The present plan is to have portable power available at wells where electric pumps are installed to furnish power when city power is not available.

Secondly as the student enrollment grows the equipment and facilities present problems. This month student practice teaching began. Three groups demanding transportation each day caused considerable strain on the available transportation. Each day the English section needed transportation to Pa Nua school. The French section needed transportation to French secondary school and the BNI needed transportation to American elementary schools. Transportation needed for practice teaching this year stretched the entire staff and transportation available. The future transportation demands will grow each year.

The ESP can be used as an example; this year the ESP had 119 students practice teaching; next year there will be 206 students practice teaching and in 1973 there will be 300 students practice teaching. Practice teaching is extremely important and it is not desired to hinder its operations, but some other plans will be necessary even next year, because of the available equipment for transportation and funds for gasoline.

Progress:

The Teacher Training Department said farewell to Dr. Sompheu while Dr. Veo assumed Dr. Sompheu's responsibilities. The changing of directors has occupied a lot of time and effort during November. Dr. Sompheu and Dr. Veo visited each teacher training school in order to hand over the directors position to Dr. Veo and then Dr. Sompheu gave his farewell.

A major change in attacking Dong Dok maintenance problems was started this month. Mr. Thomas was on RFR approximately two weeks out of the month so the whole plan is not under way. The plan will undertake to:

- 1) Reduce the man hours now needed to provide supplies to the schools.
- 2) Increase the direct supervision of Dong Dok.
- 3) Have one person responsible for daily utility operation and one person working on preventive maintenance.
- 4) Develop preventive maintenance projects that will improve one element of the school until it is brought up to desired standards.
- 5) Make specific suggestions during the preventive maintenance effort. Each operation will be studied and some changes made. One team consisting of Lao staff to try to keep their portion of the system up to reasonable standards.

Mr. Casp DW will be working on all utility projects when necessary and Mr. Thomas will be supervising preventive maintenance program. The new effort will require 1/2 day per day. There will be at Dong Dok a worker at 1/2 of each day.

Mr. [Name] [Address]
[City] [State] [Zip]

Dear Mr. [Name]:
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