

OFFICE MEMORANDUM

Date: October 5, 1971

TO : Mr. James A. Dolman, Teacher Education Advisor

FROM : Myron C. Thomas, Maintenance Advisor *Myron C. Thomas*

SUBJECT: Weekly Reports for September 1971

Problems

The flood of August and September has slowed down the construction of the girls dormitories. They were to be finished by September 15th. It is hoped that the girls can move in on October 11th when school starts. OIGC is pushing the contractor to have them done by that time.

For the same reason FND has not yet installed the pump for the new well which has already come from Bangkok.

Progress

- 1). Mr. James Coleman arrived with his family during the high water on September 3rd to replace Mr. Ben Cor.
- 2). Because of additional change orders for the new construction program the % of completion was dropped down some but the buildings themselves were 50% completed on October 1st.
- 3). Considerable number of last minute details in preparation for the opening of school were attended to. Much of this involved the purchase of kitchen utensils and dining room equipment.
- 4). Because the dormitory lock keys were not right for the new girls dormitories, materials for 12 new keys were provided to the school carpenter who will finish the keys.

Very truly yours,
Myron C. Thomas

- 6). Local furniture contracts have been completed for the furniture for the two new classroom buildings and have been delivered and placed in the buildings.
- 7). The student summer work programs for all schools were completed on the 9th of September except for Sawanmakhat ENI which was extended for two weeks to allow the completion of an athletic area that was being worked on.
- 8). Contract for School Furniture for the new three story building at the Luang Prabang ENI was let by SSB.
- 9). A budget, showing the break down of all USAID funds for the various ENI's was prepared and delivered to Mr. Soghou. The breakdown was done on the basis for the school population.
- 10). The Directors and Business Managers of all ENI's have changed places except that T. Souphy is still the business manager of the ETW. The line up will be as below.

	VTK	LP	PK	SVET
DIRECTOR	BENH THAO Fr. Dir. MIL/LP	SONKITH Fr. Dir. of Studios LP	OUAT Fr. Dir. SVET/ETW	THONGHET Fr. Dir. of ENI/VTE
BUSINESS MANAGER	SOUHYE (No change)	KYLA Fr. B.M SV	SOUDAVI From R.H LP	KHAM HANH From H.N PK

- 11). The writer with his part-time counterpart, Mr. Gray visited the ENI Kene Thao on 14th September to make the final salary payment to the student summer workers, inspect the work done and to return several pieces of equipment that had been brought to Vientiane for repair.
- 12). Work was done on the dispute into the dry season review. These items were primarily road and grounds work at the ENI, Luang Prabang, Pakse and at the K-9 camp.
- 13). The monthly 1st September report for V.P. was sent to the Director on 1st September.

14). [Illegible text]