

NORTHSIDE CHRISTIAN CENTRE

MEMO

TO N. Rookes
FROM Senior Minister
RE K. Sandilands
DATE November 10, 1992

1. Thank you for your memo of 6th November outlining the information I requested.
2. I have met with Ken and Olwyn today requesting the following:
 - a. A comprehensive medical report which gives me details of his current visual impairment and his future prognosis.
 - b. A letter of intent which outlines his desire to remain in the teaching system until such a time as his physical impairment would preclude this activity.
3. Would you please receive this memo as a formal request for you and the Deputy Principal to provide me with a performance review, in educational terms, which outlines his effectiveness in his ministry as a teacher at Northside Christian College.
4. Attached you will find a letter I have written to him following our interview.
5. Could I please have this information by Wednesday, 2nd December, as I will be making a final presentation to the Board of Directors meeting on 8th December.
6. If you require any further clarification, please let me know.