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2 of 3

June/Dec. 1943

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

30
Supt. Noble ✓
Topaz City High School,
Faculty Meeting,
June 5, 1943,
8:30 A.M.,
Room - Laundry.

ATTENDANCE: All were present with the following exceptions:

EXCUSED ABSENTEES: Mr. Alden S. Adams, Miss Eleanor Gerard, Mr. Victor Goertzel, Mr. George Lewis, Mr. Richard Nelson, Miss Doris Winters, and Mr. Mas Isobe.

ABSENTEES: Mr. Kojiro Kawaguchi, Mr. William Matsueda, and Mr. Fumio Nishino.

AGENDA:

A. Assistant Project Director

1. Mr. Lorne Bell - presentation of concepts behind our new division on education.
2. Superintendent Noble - discussion on the same topic.
3. Failure to properly fill out cards.
4. Shall we have a study hall for students or shall we have the teachers look after their own flock.
5. Suggestion for revision of Grade "9" examination schedule.
6. Policy on student departures from the project.
7. Mr. Harris's class experiences.
8. Clean-up day.
9. P.T.A. room-parents visiting on Friday.
10. Teacher-leaves and the "school".

B. Departmental Reports.

C. Miscellaneous.

11:30 A.M: Mr. Ashby of the State Department and Mr. Wilson of U.S.A.C., will give a demonstration of "HOW TO INSTRUCT." This is naturally a very vital topic for teachers and should be attended by everyone of the faculty. A continuation of our regular course will be followed if time permits.

- I. Dr. Golden L. Woolf opened our regular faculty meeting. He presented Mr. Lorne Bell who gave a lengthy report of concepts behind our new division on education.

1. Factor of Association and Purpose
2. Function
3. Tools of the Group are:

- (a) Group Organization
- (b) Leadership
- (c) Counselling
- (d) Group Records
- (e) Individual Records
- (f) Life History
- (g) Cultural Patterns
- (h) Community Organizations
- (i) Lecture Methods
- (j) Home Visitations

4. Teachers will find among their classes:

- (a) Low group moral
- (b) Lack of initiative

In closing Mr. Bell presented a poem-reading to the faculty members.

II. Superintendent L. G. Noble's topic on the above discussion was postponed until next Saturday, June 12, 1943.

III. Dr. Woolf notified the respective teachers of the improperly filled employment record cards. These were returned to the students the following Monday.

IV. Shall We Have A Study Hall For Students Or Shall We Have The Teachers Look After Their Own "Flock?"

A lengthy discussion was made on the above topic. In conclusion, Dr. Woolf's intention that we do not have a class in detention, was agreed upon by the group.

V. Mrs. Deon Ballard informed the faculty that the freshman class is not having a week set-aside as the seniors are doing. Since their Core Examinations have been set, even before their schedule was set-up, they will not follow the proposed freshman-senior examination schedule.

VI. It was agreed as a faculty/we will help these students who leave the project to go out on relocation with their families, but we will not grant permission immediately for these students who wish to go out on seasonal leaves.

VII. Miss Lottie Lee Lamb, librarian, stressed to the faculty the rules pertaining to Professional Books:

1. All books may be taken out for one week's time.
2. They may be renewed as many times as they wish.
3. When renewed, you will not be required to bring the book, but you must know the copy number.

The rest of the business on the agenda could not be discussed, because of the lack of time.

The meeting was adjourned at 10:15 A.M.

Respectfully submitted by:

Fumi Nagata,
Faculty Secretary.

Mr. Noble

✓

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School,
Faculty Meeting,
June 12, 1943,
8:30 A.M.,
Room - Laundry.

ATTENDANCE: Everyone was present with the following excep-
tions:

ABSENTEES: Miss Kiyo Koizumi and Miss Shizu
Tamura

EXCUSED ABSENTEES: Mr. Alden S. Adams, Mrs.
Deon Ballard, Mr. Thomas Cummins, Miss
Eleanor Gerard, Mr. Richard Nelson, Mr.
Leon Westover, Miss Doris Winters, and
Mr. Kojiro Kawaguchi

I. Dr. Golden L. Woolf presided over the faculty meeting, and
Mr. R. Fred Richards and Mr. Herman Stucki,
instructors in Physical Education and Vocational
Agriculture Departments, were introduced to the
group.
Dr. Woolf, then, stated that Mrs. E. Nail would
not be with us anymore, as she will be leaving
for Manzanar on Wednesday.

II. SUMMER PROGRAM: Superintendent L. G. Noble:
Dr. Woolf drew a chart on the board and Superin-
tendent Noble clarified the chart, which is
tentatively set, as follows:

"A C A D E M I C"

Mr. V. Goertzel

Mathematics	Science	Social Science	English	Rem. Eng.
<u>Make-up Opportunity</u>		<u>(FOR SCHOOL CREDIT)</u>		

H E A L T H, P. E. and R E C R E A T I O N

Mr. Dave Crowton

A R T S and C R A F T S

Mr. Melvin Roper

Industrial Arts

Home Economics

Arts

* * * * *

F I N E A R T S

Mr. George Lewis

Music

Language Arts

* * * * *

C L U B S and S O C I A L G R O U P W O R K

Miss Eleanor Gerard

Three persons from other divisions

* * * * *

E M P L O Y M E N T O F F I C E

Recreation Hall "4"---Mr. Campbell

Farm work

Project work

Work Outside

* * * * *

---P R O C U R E M E N T---
-----C L U B S-----

"Mr. Lamb will work with all groups, especially the Secondary."

Secondary
Dr. Woolf

Adult Education
Dr. Bane

Pre-School
Miss Robertson

Elementary
Mr. Nuttall

* * * * *

III. Superintendent Noble asked that an outline of the purpose of your division be made:

June 12, 1943

- (1) Name of your Division.
- (2) Purpose (Specifically Describe the Project Involved).
- (3) Responsibility of each Faculty Member (Appointive Personnel).
- (4) Resident Personell to take part, also.

- IV. Dr. Woolf stated that a complaint has been made by the Military Police that some of these students whose passes are made for a specific time, stay out until all hours of the night, or as long as they please. Teachers who are in charge of student groups going out to Delta, etc., were asked to take special attention to this matter.
- V. Dr. Woolf recalled to the faculty the fact that 20 boys are going out to thin beets (hurried-up-call). Forty - sixty boys will be going out for this purpose, but will go out on different intervals. So that, their school work will not be delayed, the group will be split-up into sections. "FOR EXPERIENCE and OPPORTUNITY."
This work will last for the next ten days or so.
- VI. Next Friday, June 18, 1943, set aside for the Seniors. The regular Friday Assembly, will be postponed until Monday, June 21, 1943. Friday will be run on regular schedule and Monday, shortened schedule. Class meetings for the Senior High. Assembly for the Junior High.
- VII. Since Miss Esther Tani is out of town at the present, Miss Lottie Lee Lamb stated the following facts from the city library:
1. More consideration from the faculty.
 2. That they would appreciate it very much any cooperation you could give in returning the books.
- VIII. Dr. Woolf stated that we ought to have all of our socials outside of school, etc., in order that we do not hold back any lessons.
- IX. SENIOR CLASS WEEK: Dr. Joe Goodman:
1. Senior Sneak, either Saturday 19th, or Sunday 20th.
 2. Baccalaureate Services, Sunday evening, 20th, with "caps and gowns."

3. Informal Party on the 22nd. Dining Hall "32".
4. Challenge the faculty in games, volleyball, softball, etc., on the 23rd.
5. Senior Ball on the 24th.
6. Graduation Exercises on the 25th:
 - (a) Conducted by the Seniors
 - (b) Three major speakers
 - (c) Dr. G. L. Woolf to present the diplomas
7. In addition to the Senior High Commencement, we have the Junior High School Graduation Exercises in the morning of the 25th.

X. TOPAZETTE: Mrs. Elizabeth Boardman:

On Monday, June 21, 1943, during the assembly hour, the "TOPAZETTE", will be distributed to the students. This is the last issue.

- XK. Mrs. Henderson - extended an invitation to the faculty members, to the 7th grade party to be held, tonight, at Recreation Hall "32".

XII. CLEAN-UP DAY: Mr. Melvin J. Roper:

To be held on Tuesday, June 15, 1943 - during third period. Faculty members were assigned to all twelve buildings.

A crew of boys will do the painting, sheet-rock work, etc.

All are to clean up their third period classrooms. Teachers who do not have a third period class, are to help where it seems that/is needed the most.

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- XIII. Mr. Henry Tani made a progress report on the Scholarship Drive which will give a minimum of \$100.00 to deserving students; that is: 50 students have applied, of which ten have enough money for themselves. The other 40 will be ranked by the Student Relocation Office in Philadelphia, and the top 20 students will be helped and will receive \$100.00 a piece.

- XIV. Miss Lamb: All books must be turned back to the library. If you want them kept, we will keep them on the shelf, otherwise they will be returned to the warehouse. If there is no stamp or complimentary number, they are to be turned into the store-room. If books are not in by the 26th, teachers will have to make out ~~their~~^{their} own inventory. Books will be returned for summer session. The library will be closed to faculty and students from the 28th, for a week.

- XV. Mr. Victor Goertzel reported that the mimeograph and hectograph are in tip-top shape, so teachers may have their "finals" run off. He, also, stated that a letter has been received from P. F. C. John Izumi to the faculty members. His address was given and teachers were asked to correspond with him.
- XVI. JOURNAL: DR. JOE GOODMAN:
Books may be here on the 24th, and will be distributed on the 25th to the students. Since "green" has gone to war, blue will be replaced, and it will have a blue and gold cover. 750 copies will be sold.
- XVII. Mrs. Zeda Lisle reported that the 8th grade group IV party fund will be given to the Scholarship Fund.

THE MEETING WAS ADJOURNED AT 10:10 A.M.

Respectfully submitted by:

Fumi Nagata,
Faculty Secretary.

*Superintendent
H. Cole*

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School,
Faculty Meeting,
June 19, 1943,
8:00 A.M.,
Room - Laundry.

ATTENDANCE: Everyone was present with the following exceptions:

ABSENTEES: Mrs. Black and Miss Sayuri Ishida.

EXCUSED -

TARDIES: Mrs. Elizabeth Boardman, Dr. Joe Goodman, Mrs. Ellen Henderson, Mr. Elmer Johnson, Mrs. Zeda Lisle, Mrs. R. Deffebach, Mr. Richard Nelson, Mr. E. Harris, Miss Kiyo Koizumi, Mr. Masao Yabuki, and Mr. Henry Tani.

EXCUSED -

ABSENTEES: Mr. Fumio Nishino and Mr. Robert Maggiora.

AGENDA:

- 1. Details of Senior Week
- 2. Details of Academic Processions
- 3. Details of Teaching Plans and Examinations:
 - (a) Science and Language June 22nd
 - (b) Core Finals " 23rd
 - (c) Math and All Others " 24th

What classes are to be held Friday, June 25th, in view of two graduation exercises.

- 4. PTA Reception, Friday evening, after the exercises.
- 5. Summer Program - Assignment of Duties. Matter of Personnel.
- 6. Year Books
- 7. Topazette
- 8. Student Scholarship Fund

I. Dr. G. L. Woolf opened our faculty meeting and reviewed the program for Senior Week:

Sunday, June 20th - "Senior Sneak" to Mt. Swasey - meet at 8:00 A.M. - Administration Building.

Baccalaureate Services - High School Grounds Plaza - at 8:15 P.M.

Monday, June 21st - Seniors vs. Faculty Play-Day - High School Grounds.
Tuesday, June 22nd - Continuation of Play-Day - Social in the Evening - "M" Banquet - Dining Hall "32".
Wednesday, June 23rd - Graduation Rehearsal - Practice hymn - 8:30 A.M.
Thursday, June 24th - Rehearsal - Senior "Prom" - 8:00 P.M., Dining Hall "32". Report Cards - morning.
Friday, June 25th - Graduation Services - 8:15 P.M. - High School Grounds Plaza.

Dr. Woolf, stated in closing, "HOLD FIRM AND CARRY THROUGH IN THE LAST WEEK OF SCHOOL."

II. Sunday evening for the Baccalaureate Services:

1. Procession to begin at the High School.
2. Proceed to the platform near Block "16".
3. Same procedure to follow for the graduation exercises Friday evening.
4. Faculty to take part in the exercises, also.

III. Graduation Exercises:

1. 10:00 A.M. - JUNIOR HIGH SCHOOL.
2. 8:15 P.M. - SENIOR HIGH SCHOOL.

IV. It was voted unanimous that on Friday, June 25th, we will not hold regular class room work, but will autograph year books, check in all textbooks, etc.
Everyone was urged to attend the JUNIOR HIGH SCHOOL graduation exercises.

Mr. K. Kawaguchi suggested that all teachers be in their specific rooms for the first, second, fifth and sixth periods for students wanting to check over their grades, etc.

The PTA will hold a reception after the graduation exercises in the Dining Hall for all graduates and their parents and friends.

V. Mr. Alden S. Adams: Stated that since next year's food supply will depend highly on the food grown on the project farm, we will need the help of all students out on the farm.

This next week, the school will lend a hand: the Seniors offered their help on Monday and Tuesday mornings; Freshmen to work on Monday and Tuesday, also; Juniors Wednesday and Thursday afternoons. All will meet at Rec Hall "31" at 8:30 A.M.

VI. Summer Program: Appointive Faculty:

The following will serve in the Summer Program: Dr. Woolf, Mr. Adams, Mr. Crowton, Miss Gerard, Dr. Goodman, Mr. Goertzel, Mr. Harris, Miss Sundquist, Mrs. Henderson, Mrs. Hudson, Mr. Lewis, Mrs. Lisle, Mr. Maggiora, Mr. Nelson, Mr. Roper, Mr. Westover, Mr. Simmons, Mr. Black, Mr. Stucki, Mr. Cummins, Miss Lamb, Mr. Johnson,

Mr. Verharren and Mr. Richards. Miss McMillan is leaving but will return before the summersession is over and will continue then. Miss Fukuoka will help us in the beginning but she will leave in the near future.

Dr. Woolf asked the cooperation of all the faculty to work with us on the Summer Program.

1. Academic Field:

Dr. Goodman	Mathematics
Mr. Verharren	English
Mr. Black	Social Studies
Mrs. Henderson	"Special" English
Mr. Westover	Science

2. Miss Gerard to head the committee on CLUBS and SOCIAL ACTIVITIES.

3. Miss Lamb -

Library.

4. Mrs. Ballard and Miss Sundquist are to work with Mr. Crowton in RECREATION.

5. Mrs. Hudson to head the work in HOME ECONOMICS with her respective group.

6. SUMMER CAMP: Program set up - Antelope Springs - Mt. Swasey.

VII. Dr. Woolf asked a report of the JOURNAL from Dr. Goodman:

He stated that the two boys, Ken Shimomura and Paul Tani had not yet returned from Springville, where they are proof-reading the JOURNAL. No report as yet on the progress of the year book.

VIII. TOPAZETTE: Mrs. Boardman:

Mrs. Boardman, stated too, that the two girls who have gone out to Delta to proof-read the last issue of the TOPAZETTE, which is proposedly due on Monday. No progress report on the paper, to date.

The tentative set-up for the passing-out of the TOPAZETTE was as follows:

1. To distribute the TOPAZETTE at the assembly on Monday, June 21st.
2. To reverse the schedule on Monday to: First, Second, Fourth and Third Periods. Assembly between the Fourth and Third Periods.
3. Papers to be passed out at the end of the Third Period.

IX. SCHOLARSHIP FUND: Mr. Henry Tani:

We have \$980.00 in the Scholarship Fund, to date. He reported that the students of the senior class are sponsoring a Camp-Wide Carnival during July 1, - 2, 3, - and 4.

Among the Senior Class Girls they will select a queen and her Court. A Coronation Ball on July 2nd. Booths will set-up on the High School Grounds. Ball to be held at Dining Hall "32".

Stated that the Block "2" entertainment will be held on July 14, 1943.

X. Mr. Lewis asked of the Junior High School teachers, for their students' cooperation in the Junior High School Assembly which is to be had on Monday, June 21, 1943.

XII. Mrs. Boardman asked that the sixteen Journalists be excused to sell the TOPAZETTE when it comes on Monday.

XIII. Mr. Yabuki extended an invitation to the faculty to their open-house following the graduation exercises in Room 5 AB. For three days following the graduation the Art Department room will be open to the public, both days and nights.

XIV. Mr. Goertzel:

Seniors' grades must be entered by the faculty by Wednesday. Cards will be distributed on Thursday at the graduation rehearsal.

For the seniors, "INCOMPLETES" are not passing grades.

All the other students' grades must be in by Tuesday, 10:00 A.M.

Mr. Adams made the motion, seconded by Mr. Nelson that Mr. Goertzel's suggestion be followed. Mr. Kawaguchi suggested that if there are any graduating seniors who need the credit but seem to be doing failing work, that the teacher give the student a "D-" so that he may graduate.

Please indicate whether you have double periods or not. Next school year will be on a semester plan. (High and Low). Students will then be in the same grade as would, before evacuation. Please consider any exceptional students and hand in a brief outline on these students to Mr. Goertzel.

Please hand in all test scores and etc., so that they may be put into their individual folders.

XV.

Mrs. Henderson extended an invitation to the faculty to the Seventh Grade social to be held in the Dining Hall from 2:30 - 4:00.

XVI. Mr. Tani stated that the QUARTERLY INVENTORY which will be held soon, ~~is~~ will be as of JUNE 30th. Will ask for the school number on all chairs, etc. One teacher will be assigned to every room and it will be held during the third and fourth periods of June 30, 1943.

XVII. Miss Gerard:

Miss Gerard stated that the Anti-Japanese sentiment in California is not what they say it is. She asked that all of us write back to our friends, in school, etc., more often, telling them about our city and what is going on here in Utah. Miss Gerard received a check for \$250.00 towards our Scholarship Fund.

XVIII. Dr. Woolf announced that our regular 11:00 A.M. Educational class will be dispensed with.

XIX. Mr. Nelson suggested an all-day faculty outing at Oak City Canyon to be held before the summer session begins. June 28th is the day set. The lack of transportation may prohibit us from going, but Mr. Adams and Mr. Nelson said that they would do the best they could.

THE MEETING WAS ADJOURNED AT 9:50 A.M.

Respectfully submitted by:

Fumi Nagata.

Dependent student
Habe

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

C

Topaz City High School,
Faculty Meeting,
June 26, 1943,
8:00 A.M.,
Room - Laundry.

ATTENDANCE: Everyone was present with the following exceptions:

ABSENT: Miss Chiye Fukuoka

EXCUSED ABSENTEES: Mr. Alden Adams, Mrs. Elizabeth Boardman, Mr. Richard Nelson, Mr. Melvin J. Roper, and Mr. Dave Crowton.

TARDIES: Miss Ellen Henderson, Miss Shizu Tamura, and Mr. Mas Yabuki.

AGENDA:

1. Car Parking.
2. Sunday On the Farm - June 27, 1943.
3. Personal Program for Summer Through Department Heads.
4. Registration Days - Thursday and Friday, July 1st and 2nd.
5. Equipment, rolls, books - to be handed in.
6. Outing, Monday Evening.
7. Departing Members.
8. Inventory.
9. Art Exhibit.
10. Sale - Industrial Arts.

I. Dr. Golden L. Woolf opened our faculty meeting and stated that the following teachers will be departing in the near future for the summer: Miss Mary McMillan, leaving tomorrow, June 27th, for Florida - via - air; Mr. Henry Tani, leaving on Wednesday, June 30th for visits in the Midwestern cities and states; Mrs. Gladys Bell leaving the education department but will remain on the project and has offered to help out in any possible way; Mr. Tom Cummins, will leave for his home town and do farm labor; and Mrs. Elizabeth Boardman who is leaving with her family for Minnedoka.

II. Car Parking:

Dr. Woolf informed the faculty of the proper parking place. Mr. Owens came to the high school to report

that three cars were improperly parked. Cars should not be parked in the alley-ways - must be twenty-five feet from the buildings. Suggests that the best parking space be out by the basketball court.

III. Sunday on the Farm - June 27th.

All appointive, resident staffs and school employees are asked to spend Sunday on truck gardening. The residents may accumulate overtime for this farm work. Announced that those who are unable to work on Sunday will be asked to do so on July 3rd. All are to meet in front of Mr. Adams' office at 3:00 P.M.

IV. Personal Program for Summer Through Department Heads.

A form for personal program for this summer was passed out to all department heads. This will be filled out by them, including all the information concerned with their workers.

V. Registration for Summer School - July 1-2.

It has been proposed that Registration will be held on July 1-2, with the hours set from 8:30 - 11:30, in Dining Hall "32".

VI. All teachers' roll books are to be handed into the Registrar's Office, 10-D, as soon as possible.

VII. Monday evening, June 28th, tentatively set for faculty outing to Oak City Canyon. Dr. Woolf stated that he received a notice from Mr. James Hughes stating that outings are not allowed for residents on Mondays (evenings) because of this community-wide "roll-call", through the block managers. If this date is impossible, then this outing will be on Tuesday, June 29th.

VIII. Mr. Henry Tani thanked the teachers for their fine cooperation on the inventory taken, recently.

IX. Art Exhibit.

Mr. Mas Yabuki stated that the Art Exhibit will be held, continuing on until tomorrow, June 28th. Hours - 10:00 - 10:00. Room - 5AB

X. Mr. Fumio Nishino announced that over \$20.00 was made on the recent Industrial Arts Department Sale. He stated that it was very successful.

XI. Miss Lottie Lee Lamb.

All books have not been handed in. Would like to complete

the task so that the inventory may be finished.

- XII. To the appointive staff, the "Employees Withholding Exemption Certificate" was passed out.
- XIII. Dr. Woolf asked that all department heads meet immediately after the meeting to discuss the plan of the new school.
- XIV. Announced that there would be no departmental meetings. Miss Eleanor Gerard announced that she would like to have all work done by the students, so that they may be set-up in the exhibit at the Administration Building. Would like to have them in, as soon as possible.
- XV. Mr. Victor Goertzel announced to the faculty that all grades be in by Tuesday noon at the latest, so that report cards may be recorded and ready for distribution on Wednesday afternoon. Distribution will be made in the Rec Hall.

The meeting was adjourned at 9:15 A.M.

Respectfully submitted by:

Fumi Nagata,
Faculty Secretary.

WAR RELOCATION AUTHORITY
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Respectfully submitted by:

Fumi Nagata,
Faculty Secretary.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School,
Faculty Meeting,
August 7, 1943,
9:30 A.M.,
Room - 5 EF.

ATTENDANCE: Those present were: Mr. S. Yamagata, Mr. W. Matsueda, Mr. J. Chancellor, Mr. I. Bando, Mrs. E. Henderson, Mr. G. Lewis, Mr. L. Westover, Miss E. Sundquist, Mr. C. Verhaaren, Mr. E. Simmons, Dr. J. Goodman, Miss F. Sugihara, Mr. E. Johnson, Mrs. M. Hudson, Mr. F. Nishino, Mr. F. Sakurai, Mr. M. Yabuki, and Dr. G.L. Woolf, Chairman.

I. Dr. Golden L. Woolf presided over the faculty meeting.

SUMMER SCHOOL GRADUATION EXERCISES:

Practices to be held on Wednesday and Thursday.

Exercises to be held on Friday evening, August 13, 1943 in Dining Hall "32" from 7:30 P.M.

Faculty will have reserved seats.

Dr. Woolf asked that all grades for students attending Summer School be in by Friday.

II. Proposed Teachers' Institute for the Elementary and High School faculty members from August 18th - 22nd, at Antelope Springs. All were asked to submit their names to Miss Yasuko Isoye, as soon as possible.

The Meeting Was Adjourned At 10:00 A.M.

Respectfully submitted by:

Fumi Nagata,
Faculty Secretary.

Department and sub
Table
Admission roll on page 32

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School,
Faculty Meeting,
August 14, 1943,
8:00 A.M.,
Room - 5 EF.

ATTENDANCE: Dr. Golden L. Woolf, Mr. Drayton B. Nuttall,
Mr. Melvin J. Roper, Mr. Leon Westover,
Mr. Iwao E. Bando, Mr. Frank S. Sakurai,
Mr. George L. Lewis, Miss Kisako Okawa,
Mr. Saiki Muneno, Mr. Elbert Simmons,
Mr. William Matsueda, Mr. Fumio Nishino,
Mrs. Ellen Henderson, Miss Fumi Sugihara,
Mrs. Yoshiko Goto, Mr. Shig Yamagata,
Mr. John C. Chancellor, Miss Chiye Fukuoka,
and Mr. Mas Yabuki.

- I. Dr. G. L. Woolf, opened the faculty meeting and announced the transfer of the office of principal to Mr. Drayton B. Nuttall, former principal of the Elementary Schools.
- II. What program will be followed for the next three weeks, after summer school is finished?

INDUSTRIAL ARTS DEPARTMENT: Same program will follow.

GERMAN: Mr. Verhaaren will teach ten students German for the remainder of the summer.

SPECIAL ENGLISH: Mrs. Henderson will continue her Special English classes.

CLOTHING: The clothing classes will continue more or less on a voluntary basis.

PHYSICAL EDUCATION: The same procedure will continue in this department.

The course of study for next semester will depend wholly on the teachers.
Many uncertainties in the teaching staff, both appointive and resident.

Topaz City High School Faculty Meeting

August 14, '43

Dr. Woolf announced that Mr. Frank Sakurai will be leaving us On Monday, August 15, and that Miss Chiye Fukuoka will be leaving us on Tuesday. Mr. Sakurai for Philadelphia and Miss Fukuoka for New York.

Mr. Chancellor will be leaving, also, for Missouri, but will return in time for reopening of school next term.

No new business was brought up.

The meeting was adjourned at 9:15.

Respectfully submitted by:

Fumi Nagata,
Faculty Secretary.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School Faculty Meeting,
August 23, 1943,
Time: 8:30 A.M.,
Room: Laundry.

ATTENDANCE: Those present included the following:

Mr. Bando, Mr. Yanagi, Mr. Yamagata,
Miss Sugihara, Mr. Muneno, Mr. Lamb, Mr.
Crowton, Mrs. Henderson, Miss Lamb, Mr.
Roper, Mr. Lewis, Mr. Simmons, Mr. Johnson,
Mr. Westover, Miss McMillan, Dr. Goodman,
and Mr. Nuttall.

Those who were tardy:

Mr. Yabuki, Mr. Matsueda, Mr. Verhaaren,
and Miss Gerard.

This meeting was in charge of Dr. Ade, our
speaker for the morning.

"WHAT CONSTITUTES SECONDARY EDUCATION?"

1. Different teaching system in the Oxidental and the Oriental.
2. Function of the state is to provide education for the children (from young age), until they have profitably earned their schooling, or until "industry" observes.
3. Today, many of the schools are on a "8 - 4" organization.
4. Education is a state and local function.
5. Change of the character of American education on the outside.

"You've tackled the job with the students and the Teachers."

1. We should develop education through vocation.
2. Let them find themselves a better program.

Dr. Ade stressed the fact that he greatly favored the idea of two years more schooling in the high schools. But, that it will many years until they have a "6 - 4 - 4" system. This two years' additional work would not be a Junior College course.

With his talk, Dr. Ade illustrated a pamphlet, "What The American High Schools Would Teach."

Also, he recommended the readings of Francis Spalding and all of Phil Cox's books.

Questions and answers were given from the floor.

MR. NUTTALL: "What are some of the basic elements in the secondary program?"

"Do you see any special points in our secondary program?"

This information available from the pamphlet - suggests that when these points are obtained they be mimeographed for the faculty.

High schools are expected to go as far as they can on priority materials in the Vocational program in Industrial Arts. How can we get machines and other materials through?

Dr. Ade recommends that Mr. Roper write to Paul Kressman and ask him about these articles and he assured that Mr. Kressman would look into this matter.

Mr. Nuttall asked is there were any chances about getting us a booster on some of these materials. To this point, Dr. Ade stated that he would suggest that we talk the matter over with Mr. Sammler, who will be coming in to visit Topaz at the end of September. Better still, Dr. Ade asks that they give him a list and he will give it to the men who are working in the procurement section in Washington.

Dr. Ade, also made a suggestion that we make it a point that we go up to the State Department often and give Mr. Roper a few days' stay so that he could talk to the officials in Salt Lake City on this problem.

Mr. Lamb asked, "what is happening in the other projects on the units between the high school and employment office?"

Dr. Ade states that he contact Mr. Sammler when he comes down in September.

Dr. Ade advises on the post graduate work to be done in the high school rather than to do it in Junior College.

In the case of assemblies, he made the following suggestion: The principal take over the high school assembly and the assistant principal, the junior high school assembly. Every other week have a combined assembly.

Also, suggested that a close tie be made in the sixth and seventh grade work. Would not advise too much departmental work for the new seventh graders.

(a) Give exploratory courses in the Junior High School, by all means.

(b) Art is a necessity - both elementary and secondary program.

(c) Art - basic educational training.

Mr. Simmons asked Dr. Ade how much on the health program would be stressed in the Biology program.

Health should be stressed in the physical education program.

Use character building in the core program.

The meeting was adjourned at 11:00 A.M.

Respectfully submitted by:

Fumi Nagata,
Faculty Secretary,
Topeka City High School.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School,
Faculty Meeting,
August 28, 1943,
8:00 A.M.,
Room - 4 EF

ATTENDANCE:

Those in attendance included the following members:

Dr. Goodman, Miss McMillan, Mrs. Hudson, Miss Gerard, Mr. Yabuki, Mr. Harris, Mr. Goertzel, Mr. Lewis, Mr. Johnson, Mr. Verhaaren, Mr. Westover, Mr. Nishino, Mrs. Henderson, Miss Sugihara, Mrs. Goto, Miss Kataoka, Miss Tamura, and Mr. Drayton B. Nuttall, Principal.

Principal, Drayton B. Nuttall, opened the faculty meeting and suggested that a social committee be organized in the high school. This committee will be in charge of all the socials for incoming and outgoing faculty members.

A discussion followed on this, and it was, also mentioned that trips and other outside activities were absolutely "taboo."

Miss Gerard suggested that we plan and have more "open house" and other informal affairs - teas. "A good way to get acquainted with each other."

Mr. Westover made a motion that we appoint a committee of five members - seconded by Miss Gerard.

Mr. Westover made an amendment that just three members be appointed, at this time, and the other two be appointed from the new members joining the faculty group. Seconded by Mr. Lewis.

Mr. Lewis made an amendment to the above amendment, that not more than three members be voted upon from either the appointive or the resident personnel.

All the above motions carried.

The said committee will organize itself, with a treasurer and any other such officer which they think necessary.

Dr. Goodman made a motion that nominations be made - seconded by Mr. Johnson. Motion carried.

The following members were nominated:

Miss Gerard	8
Mr. Yabuki	13
Mr. Johnson	8
Mrs. Hudson	12
Miss Isoye	9

Mr. Yabuki, Mrs. Hudson and Miss Isoye were elected for the Social Committee. (The other two will be nominated and elected from the new members.)

Mr. Nuttall asked of the department heads for a report, regarding the status of text books in their respective departments:

Mr. Westover: Pretty well faced with that problem in the Science and Mathematics Department, with the exception of the new 9th grade Math class text books.

Mrs. Hudson: Needs books.

Mr. Yabuki: Need practically all art supplies.

From the budget the schools will only get 8% or 9% of the supplies ordered - asked for \$29,000 but will only receive \$2,500. All supplies will have to be cut down - this is not through the WRA, but asked of the Bureau of the Budget.

For the second, and third quarters we have asked for \$200, but if that is cut down to the limit as for the first quarter, we will only receive about \$20.00 for the high school.

This matter is being taken into consideration by the WRA office.

Mr. Lewis: Stated that speech is going to be combined with Core, next term.

150 text books for the Senior High Students.
90 text books for the Junior High Students.

Miss Gerard: Stated that activity work books have come in for the 9th, 11th and 12th grade core classes, and these will be of great help in the teaching system.

Mr. Verhaaren: Will set up some language work for next term, with Miss Sugihara.

In closing, Principal Nuttall asked that the faculty keep in mind, two problems to be settled:

- (a) A schedule for faculty and departmental meetings - suggested by Mr. Nuttall, that we hold faculty meetings, twice a month and special meetings, if necessary.
- (b) Keeping professionally in touch with what is going on:
 - (a) Teaching method.
 - (b) Curriculum study.

A meeting is tentatively set for Thursday, September 2, 1943, with the new faculty members, present. The groups were asked to come to this meeting with plans, not only for their own department, but for the whole group, in general.

The faculty meeting was adjourned at 10:00 A.M.

Respectfully submitted by:

Fumi Nagata,
Faculty Secretary,
Topaz City High School,
Topaz, Utah.

August 30, 1943.

Supt. Holl

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School,
Departmental Meeting,
September 1, 1943,
10:30 A.M.,
Room - Laundry.

ATTENDANCE: Those in attendance included the following:

Mr. Drayton B. Nuttall, Principal, Mr. Leon Westover, Mr. Melvin J. Roper, Mr. Masao Yabuki, Mr. Victor Goertzel, Mr. George L. Lewis, Mr. B. Davis Evans, Miss Lottie Lee Lamb, and Mrs. Marguerite Hudson.

The meeting was called to order by Principal Nuttall.

This meeting was held to set up the schedule and discuss plans for next term.

It was then decided that students will be permitted to register for classes they wish, even though we do not, to date, have the teacher for that subject. If, at the end of two weeks of school, we still do not have a teacher available, the subject will be dropped off of the schedule and these students will register for another class.

Overall maximum for students in each class will be set at forty-five.

The schedule, by periods was set-up on the blackboard. This same schedule was broken down to Core groups and a list was made by grades.

The meeting was adjourned at 11:30 A.M.,

RESPECTFULLY SUBMITTED BY:

Fumi Nagata, Faculty Secretary,
Topaz City High School,
Topaz, Utah.

Supt. Noble

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School,
September 2, 1943,
Faculty Staff Meeting,
8:30 A.M.,
Room - Laundry.

ATTENDANCE: Those in attendance included the following:

Mr. Drayton B. Nuttall, Principal;
Mr. George L. Lewis, Mr. D. Davis Evans, Mr.
E. D. Harris, Mr. Leon Westover, Mr. Melvin
J. Roper, Miss Lottie Lee Lamb, Miss Mary
McMillan, Miss Eleanor Gerard, Mr. Harold E.
Carlson, Mrs. Marguerite Hudson, Mr. John C.
Chancellor, Mr. Victor Goertzel, Mr. Henry
Tani, Mr. Masao Yabuki, Mrs. Ellen Henderson,
Mr. Motoichi Yanagi, Dr. Joe Goldman, Miss
Fumi Sugihara, Miss Harumi Kawahara, Mr.
Saiki Muneno, Mr. Elmer Johnson, Mr. Fumio
Nishino, and Mrs. Rosemund B. Cary,

Mr. Drayton B. Nuttall opened the faculty meeting and
each were asked to introduce themselves to
the new members - Mrs. Cary, Mr. Evans, Mr.
Carlson and Miss Kawahara.

Registration will follow on Monday and Tuesday - Sep-
tember 6-7.

If teaching staff materializes, school will begin on
Wednesday, September 8th.

Mr. Goertzel announced the registration by grades, start-
ing with the new twelfth graders on down to the
incoming L7's.

The new class schedule was reviewed with the group and
consideration was taken where there were no
teacher assignments.

Suggested that we all get acquainted with each other -
get together with the Young People's Church
group and the community.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School,
Faculty Meeting (Cont.)
September 2, 1943.

Stated that our student groups should mix in with the Council.
In closing Mr. Nuttall stated that our classrooms should go
beyond the "four walls."

The meeting was adjourned at 10:30 A.M.,

Respectfully submitted by:

Fumi Nagata, Faculty Secretary,
Topaz City High School,
Topaz, Utah.

Supt. Note

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School,
Faculty Meeting,
September 3, 1943.

ATTENDANCE: Those in attendance included the following:

Miss McMillan, Mr. Westover, Mr. Lewis, Mr. Evans, Miss Lamb, Mrs. Hudson, Mr. Goertzel, Mr. Carlson, Mrs. Cary, Mrs. Henderson, Mr. Chancellor, Mr. Tani, Mr. Yabuki, Mr. Nishino, Mr. Johnson, Dr. Goodman, Mr. Yanagi, Mr. Yamagata, Mr. Muneno, Mr. Roper, Miss Gerard, Miss Tamura, and Mr. Nuttall, Principal.

Mr. Nuttall officially announced to the faculty members, the new postponed date for the opening of school. - September 13, 1943.

Compensatory OverTime: Announced to the appointive staff that compensatory overtime may be given only to those who work for school function affairs - parties - coach the night games, etc., and it must be first approved by the project director.

The working hours for all teachers will be: 8:00 - 11:45 and from 1:00 - 5:15. Teachers are free to leave the school at 4:15.

Mr. Nuttall made known the procedure for writing to book companys.

For anser books: Just one teacher should write to the company. This one person should be a department head or Mr. Nuttall will write for one. Mr. Nuttall stated that he will be more than glad to write to all companys for sample copies or anser books. Teachers will be given discounts on all books.

Registration for school students will now be held on Wednesday and Thursday - September 8th and 9th.

Mr. Tani and Mr. Nuttall will gather some of the school students to help the teachers in repairing some of our furniture.

At this time, Miss Muriel Matzkin was introduced to the faculty members. Mr. Nuttall asked that Mrs. Henderson take the new women faculty members around the school.

Miss Lamb announced that the faculty library is now moved into Room 9A. No students will be allowed in the faculty library to take books out for any teacher.

Mr. Nuttall announced that plans call for a complete Community Education Staff meeting tomorrow morning at 10:30 A.M. in Dining Hall #32.

It was, also, announced that a department heads meeting will be held at 8:30 A.M.

The meeting was adjourned at 10:30 A.M.,

Respectfully submitted by:

Fumi Nagata, Faculty Secretary,
Topaz City High School,
Topaz, Utah.

Suph House

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School,
Unit Heads Meeting,
September 2, 1943,
3:30 P.M.,
Room - Laundry.

ATTENDANCE: Those in attendance included the following:
Mr. Roper, Mr. Lewis, Mr. Evans, Miss
Gerard, Mr. Goertzel, Mr. Westover, Miss
Lamb, Mrs. Hudson, and Mr. Mas. Yabuki.
Mr. Drayton B. Nuttall, Chairman.

The meeting was called to order by Mr. Nuttall.

Route Sheets: Principal Nuttall asked me to see Miss Isoye regarding Route Sheets. It was suggested that we have made, route sheets in the Community Education Section.

Compensatory Overtime: Appointive Personnel: Only to be given to those who have to work on games, school parties, etc. All overtime must be made known to the principal and project director beforehand.

All department heads were asked to reinforce the group with one pre-resident person, maybe, to hold the position of assistant department head.

It was suggested that they schedule all buildings into the hands of just one person.

Since there is lack of space, all department offices will have to be moved. It will be discussed in a meeting on Saturday morning.

No space will be scheduled for the Dining Hall by any outside group during the hours that classes are in session. A discussion followed on this. For reservations for evening performances, parties, etc., a discussion was held as to whether it should be a week in advance or two week's in advance - and as to whether students should be priority on reservations.

For scheduling and reserving, Mr. Tani was chosen to "do the work."

Continued:

Mr. Westover made a motion that we schedule no high school space until thirty-minutes after school hours, therefore, the principal appoint an individual who will see to it that the schedule be drawn up for activities.

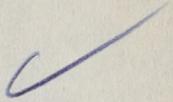
It was announced and voted upon that the school be postponed for opening until September 13th.

The meeting was adjourned at 5:00 P.M.

Respectfully submitted by:

Fumi Nagata,
Faculty Secretary,
Topaz City High School,
Topaz, Utah.

Suppl. Notes



WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School,
Department Heads Meeting,
September 4, 1943,
8:30 A.M.,
Room - 9A.

ATTENDANCE: Mr. Goertzel, Miss Lamb, Mrs. Hudson, Mr. Yabuki, Mr. Roper, Miss Kamba, Miss Goto, Mr. Westover, and Mr. Nuttall.

PHYSICAL EDUCATION OFFICE: To be moved into 8A.

AGRICULTURE OFFICE: " " " " 7A.

SPEECH OFFICE: To remain in 10F -(new building.)
LIBRARY OFFICE: Now in 9EF

ART OFFICE: To remain as is.

HOME ECONOMICS OFFICE: Mrs. Hudson stated that she would like to have put in 11EF a closet (moveable) so that the girls in the tailoring classes may use it for their sewing.

Room change request: Science to be moved into Room 3EF.

Mr. Nuttall stated that the following staff members have left or will be leaving the project:

- Miss Mary McMillan will be leaving around the 15th of September for Tennessee.
- Mr. E. D. Harris has left.
- Mr. Johnson will leave us on Monday.

Faculty advisors were chosen for next term. The following will serve: This list was made from a suggested list by Miss Gerard:

Student Cabinet	Senior High School	Miss Gerard and 1 resident.
" "	Junior High School	Mr. Roper and Mr. Murata

BLICATIONS: Dr. Goodman and the Journalism teacher.

SENIOR GIRLS' ASSOC: Miss Matzkin or Mrs. Ostlund.

JUNIOR GIRLS' ASSOC: Miss Sundquist.

SENIOR BOYS' ASSOC: Mr. Westover.

JUNIOR BOYS' ASSOC: Mr. Carlson or Mr. Sugiyama.

STUDENT AFFAIRS: Mr. Nuttall and Mr. T. Ogawa.

ADVISOR TO THE SECRETARY OF THE STUDENT BODY:
Mr. Maggiora and Juro Hayashida.

ASSEMBLIES: Mr. Evans and Miss Nakamura, assistant.

7th Grade: MRS. HENDERSON and MR. YANAGI.

8th Grade: MRS. LISLE and MISS KATAOKA.

9th Grade: MRS. CARY and _____

10th Grade: MRS. OSTLUND OR MISS MATZKIN and
MISS WATANABE.

11th Grade: _____ and MRS. GOTO.

12th Grade: MR. OSTLUND and _____

GRADUATION COMMITTEE: Senior Advisor and Mr. Ostlund and
two residents.
Junior High: Mrs. Cary and two
residents.

FACULTY SOCIAL COMMITTEE:
Mr. Yabuki, Mrs. Hudson and Miss Isoye.

THESPIAN CLUB: Mr. Evans

JUNIOR RED CROSS: Mrs. Hudson

ASSOC. of the ADVANCEMENT OF SCIENCE:
Mr. Westover

STUDENT FORUM: Mr. Tani and Mr. Tatsuno

A suggestion was made ~~that~~ mimeographed copies be made of directions for registration and that we hold an assembly the first week of school.

The meeting was adjourned at 11:00 A.M.,

Respectfully submitted by:

Fumi Nagata,
Faculty Secretary,
Topaz City High School,
Topaz, Utah.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

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Topaz City High School
Faculty Meeting
September 7, 1943

The meeting was called to order by Miss Gerard. Mr. Goertzel then took over and gave the following instructions for registration:

Schedule for registration.

Wednesday

Last term 11th grade	8:00 - 10:00 A.M.
10th	10:00 - 12:00 P.M.
9th	1:30 - 3:00 P.M.
Senior High Problem	3:00 - 5:00 P.M.

Thursday

Last term 8th grade	8:00 - 9:30 A.M.
7th	9:30 - 11:00 A.M.
high 6th	11:30 - 12:00 P.M.

Notice will be put in front of the Dining Hall 32 giving instructions as to where the students are to register. The following teachers will be assigned to these rooms:

2 CD

Miss Gerard
Miss Sugihara
Mr. Nishino

Mr. Carlson
Miss Cary
Mr. Westover

3 EF

Mrs. Hudson
Mrs. Lisle

Mr. Kawaguchi
Mr. Muneno
Miss Lindsey

5 EF

Miss McMillan
Miss Lamb

Mrs. Goto
Mr. Yamagata
Mr. Hirose

3 CD

Dr. Goodman
Mrs. Henderson

Miss Matzkin
Mr. Yanagi

5 CD

Mr. Lewis
Miss Sundquist

Mr. Evans
Mr. Chancellor

The central office will be located in the dining hall.

Registration Form: To be made in duplicate form, one for the office file and the other for their own information, both forms will be signed by the counsellor. The clerk in the office will know the maximum of each class and as the cards comes in she will number each subject card and as soon as the maximum number which will be about thirty-five is numbered that class will be closed. Word will be passed around to each class announcing this. Students will also have six subject cards which are to be turned in at the central office.

In the seventh and eighth grade, with the exception of English, Social Science, Math and Science, there will be no distinction of low or high grade. Each student will take two hours of Math and Science with one teacher, two hours of English and Social Science with a different teacher. These two teachers will work together and correlate their work. The requirements for the senior high students are English and Social Studies, and Physical Education. With the doctor's permission, students may be excused from gym, but they must take hygiene and during the exercise period students may take study.

Mr. Lewis suggested that during the first two weeks when teachers find their student having great difficulty with English, they recommend the student to reregister in Special English, where they may receive extra help.

Prerequisite: Algebra- 8th grade Math. Students must have not lower than C in their 8th grade Math, if lower than C students are recommended to take 9th grade Math instead of algebra. Students receiving lower than C in foreign language, algebra, and shorthand should be guided away from taking advance courses in these subjects.

Section II Biology is opened only to the 11th and 12th grade students only.

Students going to Tule Lake will register in classes, but may not sign out textbooks. During the registration these students cards should be marked "transferee".

Typing: 3 sections in evening will be taught. Students taking typing may be excused from either their first, fourth, fifth or sixth period, but students must be in school during the second and third period.

The meeting was turned back to Miss Gerard who stressed the point that teachers be familiar with the Utah course of study, the High School library and the school premise. Mis Lindsey was introduced.

The meeting was adjourned at 3:00 P.M.

Respectfully submitted by,

Yoshiko Masuda
Topaz City High School
Topaz, Utah

Mr. Noble

[Handwritten signature]

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
September 10, 1943
10:00 A.M.

Attendance: Those in attendance included the following:
Mr. Evans, Miss Sundquist, Miss Okawa,
Miss Kataoka, Miss Cary, Mrs. Goto, Miss Matzkin,
Mrs. Hudson, Mrs. Watson, Mrs. Lisle, Mr. Yamagata,
Miss Tamura, Mr. Nishino, Mr. Yabuki, Miss Lamb,
Miss Sugihara, Mr. Roper, Mrs. Henderson, Mr. Tani,
Miss Lindsey, Miss McMillan, Mr. Sugiyama,
Mr. Yanagi, Dr. Goodman, Mr. Mori, Mr. Goertzel,
Miss Gerard.

The meeting was called to order by Mr. Nuttall to clear up details for Monday.

Lack of teachers for the following subjects:

- | | |
|--------------------|------------------------------------|
| 12th grade English | French |
| 11th grade English | German |
| Music | Latin |
| Agriculture | 7th grade Social Science & English |
| Commercial | 9th grade Social Science & English |
| Physical Education | |

Up to the present date Mr. Yabuki and Mr. Carlson have six class assignments, the other's are teaching from four to five periods which would mean until teachers can be had they may be asked to take over a class temporarily.

Routine matter in class:

1. Roll to be called in each class.
2. Number of transferee's in class and their names.
3. Number enrolled in class.
4. Classes to be divided if necessary.
5. Books and supplies.

School will begin at 8:05 A.M. and will be followed with a flag raising ceremony. The rest of the morning will be divided up equally which will be about forty minutes.

The first day should be more or less an introductory day where the students can get familiar with the subject they are taking. The program should be planned carefully and it should be made as interesting as possible especially for the younger students.

Procedure for book issuance:

Distribution of books on the first day will be left to the individual teacher. Where there are enough books for each student in the class the teachers will check out books and assign them. The store room will furnish the form which should be signed by the student, write the number of the book and the total number of books taken out. In cases where there are not enough books for each student the teacher will sign out books but these books will remain in the department.

Supplies:

Supplies will be taken from the stock room by the teacher and issued to the student. Teachers may send students into the stock room as long as the student has a written note. One pencil will be issued to each student every four weeks in their English class.

Teachers will keep their roll on the class cards for the first four weeks but will transfer the roll as soon as the new roll books comes in.

When teachers find their rooms are being fixed they should hold their class outside or in any empty class room. Late registration will be held in 10 C. Any important questions that comes up during the day should be brought up to your department head.

The meeting was adjourned at 11:00 A.M.

Respectfully submitted by,

Yoshiko Masuda
Topaz City High School
Topaz, Utah

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
September 18, 1943
10:00 A.M.

Attendance: Mr. Nishino, Mr. Maggoria, Mr. Lewis
Mr. Ostlund, Mr. Evans, Mrs. Lisle,
Mr. Westover, Mr. Mori, Mr. Tani,
Miss Gerard, Miss Lamb, Mr. Yamagata,
Mr. Sugiyama, Mr. Carlson, Miss Matzkin,
Mr. Goertzel, Miss Sundquist, Mrs. Hudson,
Mrs. Watson, Mr. Yabuki, Dr. Goodman,
Miss Lindsey, Mrs. Henderson, Mr. Okubo,
Mr. Chancellor, Miss Nakamura, Miss Horita,
Miss Sugihara, Mr. Yanagi, Miss Okawa,
Mrs. Goto, and Miss Kataoka.

Language classes may be opened but there are no teachers in German and French, Mr. Nuttall suggested that if anyone should know an eligible person please have them contact him.

Teachers should get in touch with their department heads concerning requisitions, equipments, and supplies before October, 1.

Narrative Report: Teachers should hand in their monthly narrative report to the department head about the 22nd of each month. In this report statement of the activity in your class, the major emphasis made in your class should be given. Report forms will be in the mail box on Wednesday, September 22, and should be in the principal's office by Friday.

Teacher Training and College Credit Class: Discussion was held as to whether we should have the teacher's training program this semester. Arrangements would have to be made with the university concerning credits.

Miss Gerard gave a short report on the student election which will be held sometime next week.

Mr. Evans made suggestion concerning the assembly program.

Absentee: Mr. Goertzel gave a report on the absentee lists. Teachers will keep a record of their absentees by the day. The information needed on the list are the teacher's name, date, period, and the absentee's name. Teachers should be careful not to admit absent students into their class rooms until the student has an admit slip. The student's note must be brought into the attendance clerk's office in room 10B. Teachers should initial the admit slip and the sixth period teacher turn the slip into the attendance office. Ill students should not be sent directly home, but should be sent into the nurse's office which will be in room 7A.

Beginning Monday, students will not be admitted into the library without an admit slip.

The meeting was adjourned at 11:20 A.M.

Respectfully submitted,

Yoshiko Masuda
Topaz City High School
Topaz, Utah

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
September 24, 1943
10:00 A.M.

Attendance: Mrs. Plummer, Miss Sundquist, Mr. Carlson,
Miss Tamura, Miss Sharvy, Mrs. Henderson,
Miss Lindsey, Miss Nakamura, Miss Okawa,
Miss Tanaka, Miss Horita, Miss Cary,
Mr. Nishino, Miss Matzkin, Mrs. Watson,
Mrs. Hudson, Mr. Evans, Mr. Sugiyama,
Mr. Mori, Miss Sugihara, Miss Gerard,
Mr. Tani, Miss Kataoka, Mr. Yanagi,
Mr. Hirose, Mr. Westover, Mrs. Lisle,
Mr. Yamagata, Mr. Goertzel, Mr. Yabuki,
Miss Lamb, Dr. Goodman, and Mr. Momono.

The meeting was called to order by Mr. Nuttall.

Miss Gerard gave the following report on class room management.

- I. Physical set-up.
 - A. Lighting
 - B. Heating
 - C. Handicap
- II. Seating
 - A. Break up rowdy group
 - B. Move disorderly ones.
- III. Position of teacher
- IV. Tricks for teachers.
 - A. Know the names of students.
 - B. Wording of questions in class.
- V. Effective teaching
 - A. Adequate preparing of lessons.
 - B. Tie into interests.
 - C. Interesting surrounding.
 - D. Consider individual.

Teachers should follow strict regulations of the school.

Three unexcused cuts during the semester involves in the lowering of one letter grade in the report card. Three tardies are considered one absence. Five unexcused absences result in the drop of that class. On three cuts parents will be notified that the student has cut school and two further cuts will mean the suspension from school. Discussions were held on this topic. Dr. Goodman suggested that five unexcused cuts be dropped from that class and there be a consultation with the teacher, student and parent. The suggestion was voted upon and passed by the group.

Absentee: All absentee must be approved in advance except sudden illness, or sudden emergency.

Supplies: Mr. Hotta gave a report on supplies. Notebooks will be given out Monday and it will be given out the same as textbooks, and it will be numbered. The English teachers will be responsible. Pencils will also be given out.

Mr. Evans suggested that teachers watch for students needing remedial English.

Respectfully submitted,

Yoshiko Masuda
Faculty Secretary
Topaz City High School

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Dept. Heads Meeting
September 24, 1943
8:15 A.M.

Attendance: Mr. Maggoria, Miss Kamba, Mr. Nishino,
Mr. Yabuki, Dr. Goodman, Miss Matzkin,
Miss Lamb, Mrs. Hudson, Mr. Goertzel,
Mr. Evans, Mr. Tani, and Mr. Westover.

The meeting was called to order by Mr. Nuttall.

Reports: It is the responsibility of the Secondary School to make reports on all of the activities of the boys and girls of the high school age, and also on community activities. Teachers will be asked to make a full report of their class activities. The following groups will also be included in this report:

1. Regular scheduled groups such as clubs and athletics. All sports from the community activities will be reported through the high school.
2. Not regular groups but which is in the jurisdiction of the high school.
3. Class parties, class dances, school plays, library activities, and special services made by the various departments should also be reported. The number of participants and the audience should also be given.
4. Reports will also be required of their staff members.

Reports from the various departments were given as to how the classes were going.

Discussion were held concerning poor student attitude in respect to school, which has a lot to do with unexcused absences and disturbing classes.

Dept. Heads Meeting

-2-

Sept. 24, 1943

Regulation must be set-up in connection with respect to unexcused absences, so as to have some kind of student control. Three unexcused absences result in the grade being lowered one letter, three unexcused tardies result in one absence. Regulations must be established in which there should be a similiarity between the school here in Topaz and the school outside.

Discussion were held concerning students changing program.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Yoshiko Masuda
Faculty Secretary
Topaz City High School
Topaz, Utah

L.G.M.
By H.R.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
October 2, 1943
10:00 A.M.

Attendance: Mr. Sugiyama, Mr. Mori, Miss Sugihara, Miss Hosoi,
Mr. Goertzel, Mr. Westover, Mrs. Westover,
Mr. Ostlund, Mrs. Hudson, Mrs. Lisle, Miss Lamb,
Miss Sundquist, Mrs. Watson, Mrs. Plummer, Mrs. Goto,
Miss Cary, Miss Lindsey, Mr. Chancellor, Mr. Hirose,
Mr. Yanagi, Miss Tamura, Miss Kuroiwa, Miss Horita,
Miss Tanaka, Miss Okawa, Miss Kataoka, Mr. Yabuki,
Miss Gerard, and Mr. Momono.

The meeting was called to order by Miss Gerard.

Mr. Goertzel announced that there are now 1,023 students enrolled
in the high school.

Teacher training program: Teachers will be assigned bibliography
and they will outline the course:

Class Room Management - - Mr. Carlson, Miss Horita, and
Mrs. Goto.

Planning Teaching - - Miss Kataoka, Mr. Chancellor, and
Miss Cary.

Professional relation: Each individual member of the faculty staff
has some responsibility for the success of every other member of the
staff to the extent that the relation which exist between them
should be of a professional nature. Suggestion when given should
be professional and should be made at such time and place that would
under no circumstances cause embarrassment to the other party.
Criticism and suggestions should not only be made on a friendly
basis but must be accepted in a friendly basis.

Teachers are directly under the department head while Miss Gerard
is in charge of the teacher training.

Faculty Meeting

-2-

October 2, 1943

Roll Book: The roll books should be uniform throughout the school. Teachers who find their students being absent from school for one week will hand in their names to the office so as to have a check up as to whether they are cutting or a drop.

Mrs. Hudson made an announcement concerning the use of the kitchen.

The meeting was adjourned at 11:30 A.M.

Respectfully submitted,

Yoshiko Masuda
Faculty Meeting Secretary
Topaz City High School
Topaz, Utah

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
October 9, 1943
10:00 A.M.

Attendance: Mr. Evans, Mr. Mori, Miss Gerard, Miss Lamb,
Mr. Carlson, Mr. Ostlund, Mr. Chancellor,
Miss Sundquist, Mr. Yabuki, Miss Sugihara,
Miss Hosoi, Miss Okawa, Mrs. Goto, Mrs. Lisle,
Miss Kataoka, Mrs. Henderson, Miss Lindsey,
Mr. Ozaki, Miss L. Tanaka, Miss Masuda,
Mr. Nakagiri, Miss Matzkin, Dr. Goodman,
Mr. Momono, Mrs. Watson, Miss Kawahara,
Mrs. Hudson, Mr. Maggiora, and Mr. Goertzel.

Mr. Nuttall opened the meeting by reading Mr. Charles Ernst,
Project Director's message to the Community Council.

Discussion were held on the following:

Two principles students should know.

1. Details of the operation of the community government and how representatives are elected.
2. Students should be familiar with the general regulations adopted by the city.

Students should also be familiar with the relationship that exists between the Project Director and the Community Council. They should be familiar with the community government and its relationship to the administration.

What teachers can do to help students: Let students know what is going on in the outside communities.

Mr. Ostlund made comments concerning classroom teaching.

1. Turn out wholesome attitude students toward life, community, and country.
2. Success of students when they relocate will be determined largely upon the type of

reception and success that they will have when they go out to relocate.

3. Teachers should stress citizenship in every class.

Mr. Goertzel announced that permanent registration forms will be given out Monday and each English teacher will be responsible for the making up of these registration forms.

The meeting was adjourned at 11:00 A.M.

Respectfully submitted,

Yoshiko Masuda
Topaz City High School

J.B. n.

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

Topaz City High School
Faculty Meeting
October 16, 1943
10:00 A.M.

ATTENDANCE: Miss Hosoi, Miss Lamb, Mr. Yamagata, Mr. Sugiyama,
Mr. Mori, Mrs. Goto, Miss Horita, Miss Tamura,
Miss Kataoka, Mr. Nakagiri, Miss Matzkin, Mr. Yanagi,
Miss Lindsey, Mrs. Watson, Miss Sundquist, Mrs. Westover,
Mr. Carlson, Mr. Evans, Mrs. Plummer, Mrs. Henderson,
Mr. Ostlund, Mr. Chancellor, Mrs. Lisle, Mr. Goertzel
Mr. Yabuki, Miss Masuda, Dr. Goodman, Mr. Fukuhara,
Mr. Momono, and Miss Kuroiwa.

DBN
The meeting was presided by Mr. Goertzel.

General Announcements:

Miss Lamb

1. Library slips required with time designated.
2. Librarian will put the time the student entered the library and will return the slip into the teachers box.
3. Teachers should sign their names and not their initial.
4. Magazines are not to be taken out of the library.

Mr. Evans

1. Teachers were asked to send students into speech correction class.

Mr. Yabuki

1. Election for two members of the social committee of the Faculty Club will be held next week.

Dr. Goodman

1. Touch football team to be organized by the Education Section.

Mr. Goertzel

1. No teacher is obligated to release student to another teacher.

Minutes

-2-

October 16, 1943

Miss Matzkin

1. Planning a women's hockey team.

The outline on Instructional Planning and Classroom Management were given out to the faculty as part of a teacher training program. Instructional Planning was compiled by Miss Kataoka, Mrs. Cary and Mr. Chancellor and Mr. Chancellor went over the outline. Classroom Management was compiled by Mrs. Goto, Mrs. Horita and Mr. Carlson and Mr. Carlson went over the outline. The outlines are attached.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Yoshiko Masuda
Topaz City High School

INSTRUCTIONAL PLANNING

- I. Outlining the work of the course
 - A. Necessity for general planning
 - B. The problem or aims of the course
 - C. Scope of the course
 - D. Organizing the course into units
 - E. Relation of course to text-books and course of study
- II. Developing units of instruction
 - A. Unit idea gaining favor in educational circles
 - B. Characteristics of a unit
 - C. Types of units
 - D. Planning the unit
- III. Planning daily work
 - A. Definition
 - B. Value
 - C. Nature of lesson planning
 - D. Kinds of lesson planning
 - E. Essential elements of a good lesson plan
 - F. Characteristics of a good lesson plan
 - G. Cautions to be observed in making lesson plans
 - H. Constructive use of the lesson plan
- IV. The assignment as beginning point in teaching
 - A. Assignment often neglected
 - B. Possibilities of the assignment
 - C. Unit assignments
- V. The use of the question in teaching
 - A. Nature and function of the question
 1. Importance of the question

2. Function of the question

3. Types of questions--classified according to:

(a) teaching function

(b) mental processes involved

B. Techniques of the question

1. Qualities of a good question

2. Teacher technique of questioning

3. Teacher reaction to student questions

4. Teacher reactions to student response

References:

- Bossing. "Teaching in Secondary Schools", pp 78-116
 Schoring "Student teaching", pp 71-80
 Buttler "The improvement of Teaching in Secondary Schools", pp 300-317
 Goetting "Teaching in the Secondary School", pp 44-65

1. Physical aspects of classroom

A. Proper lighting facilities

1. Proper lighting standard
 - (a) glass area at least 20% of floor area
2. Suggestion for regulation
 - (a) Light over left shoulder
 - (b) Glares should be eliminated
 - (c) teachers stand away from windows

B. Heat and Ventilation

1. Temperature of school room
 - (a) 65-70° F.
2. Humidity of school
 - (a) 25-50% is desirable
3. Ventilation
 - (a) Air in motion
 - (b) Clean air

Problem of seating

1. Light and seating
2. Defective hearing and seating
3. Seating in relation to learning

D. Classroom equipment

1. Office files, mimeographs, erasers, etc.
2. Extensive library

E. Personality of the classroom

1. Teacher's personality

2. Room condition

II. Routine, an economy feature of the classroom

A. Dangers of mechanization or routine

1. Creativeness and initiative may be killed
2. Teacher may forget democratic nature of his office

B. Advantages of mechanization

1. Training in socialization
2. Mechanized routine gives students wider freedom

C. What activities should be mechanized?

1. Seating, roll, light, use of material, classroom courtesy, etc.
2. The steps in habit formation
 - (a) determine early what should be relegated to habit or routine
 - (b) begin the habit with zest and momental
 - (c) never permit on acceptance

D. Routine and discipline

1. 50% of disciplinary problems grow out of poor classroom techniques.
2. Principles of prevention
 - (a) physical condition should be ideal
 - (b) begin class promptly
 - (c) idleness, source of disorder
 - (d) teacher's alertness, influences control
 - (e) never suggest disorder in advance by prescribing rules and punishment.
 - (1) know your subject
 - (2) teach so it is understandable and interesting
3. Principle of correction
 - (a) aim should be constructive, not retributive
 - (b) intensity of correction should be suited to individual
 - (c) definite relation between misconduct and correction

- (d) do not punish all for misconduct of few
- (e) correct judiciously, without excitement
- (f) reprimand privately
- (g) use public opinion in correcting infringement
- (h) administer own correction
- (i) correction, consistent and certain
- (j) do not lecture, scold or employ ridicule or sarcasm

4. The High School and correction

- (a) program of studies enlarged
- (b) enriched social life too

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
October 23, 1943
11:00 A.M.

ATTENDANCE: Miss Sundquist, Mrs. Watson, Miss Lamb,
Mr. Chancellor, Mr. Yabuki, Miss Gerard,
Miss Kuroiwa, Miss H. Tanaka, Mrs. Lisle,
Mrs. Plummer, Miss Masuda, Miss L. Tanaka,
Miss Hosoi, Mr. Momono, Miss Sugihara,
Miss Kataoka, Mr. Sugiyama, Mr. Mori,
Mr. Ostlund, Mrs. Westover, Mrs. Ostlund,
Miss Sharvy, Miss Lindsey, Mr. Nakagiri,
Mr. Yamagata, Mrs. Henderson and Mr. Yanagi.

Mr. Nuttall called the meeting to order.

I. Substitute teacher

- A. Teachers must consider themselves available during their free periods.
- B. Teachers remain inavailable place in room 9-A or 10-C, but in all cases notify Mr. Goertzel where you will be.
- C. All substitute teachers will be assigned by Mr. Goertzel.
- D. Responsibility of the teacher who is going to be out to get the assignment to school before 8:45 A.M. If impossible to get assignment to school, someone from the school will go after the assignment to their home.
- E. When appointive staff leave the project during the weekend, they must leave their assignment for Monday in their box in case they cannot be back due to transportation delay so that substitute teachers will have an outline of their class.

II. Report Cards

- A. Proposed changes by Mr. Goertzel.
1. 3 point rating instead of two point.
E - Excellent
S - Satisfactory
U - Unsatisfactory
vs.
S - Satisfactory
U - Unsatisfactory
 2. Material on back of the report card to be condensed.
 3. Invitation on back inviting parents to visit the school.
 4. Space for teachers to write comments.
- B. After discussion on the 3 point rating the plan was accepted by the faculty.
- C. Mr. Yabuki suggested that we make the report card period into quarters. This suggestion was also accepted by the faculty.

Miss Lamb reported that if teachers desire a certain magazine pertaining to their department to report to their department head not later than Tuesday, October 26, 1943.

November 7 - 13 is Education week. Armistice day program will be planned by the High School Student Body on November 11. Teachers were asked to cooperate with the Student Body if asked to help with the program.

Mr. Nuttall passed out a self-rating form which came from Dr. Ade, Education counsellor of Washington, D.C. called "Teacher Personality Trait and Self Rating." At the next faculty meeting discussion in rating these forms will be held.

Teachers were again asked to look respectable in the way they dressed during working hours.

Mrs. Watson and Mr. Evans were elected to be on the Faculty Club social committee.

The meeting was adjourned at 12:30 P.M.

Respectfully submitted,

Yoshiko Masuda
Topaz City High School

O.B.N.

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
October 29, 1943
10:30 A.M.

ATTENDANCE: Mr. Evans, Mr. Yabuki, Miss Gerard,
Miss Sundquist, Mr. Carlson, Miss Lindsey,
Mr. Chancellor, Mr. Yanagi, Miss Sharvy,
Dr. Goodman, Mr. Westover, Mrs. Westover,
Miss Hosoi, Miss Horita, Miss Kataoka,
Mrs. Goto, Miss Okawa, Mrs. Plummer, Mrs. Cary
Miss Masuda, Mrs. Lisle, Mrs. Hudson,
Miss Lamb, Miss Matzkin, Mr. Sugiyama,
Mr. Mori, Mr. Goertzel, Mr. Ostlund,
Miss Sugihara, Miss Watanabe, Mr. Momono,
and Mr. Fukuhara.

Miss Gerard presided over the meeting.

Request was made by the office in regards to passes to
Delta. Passes must be in the office 24 hours before de-
parture and Miss Gerard read the memorandum from
Mr. Hughes.

As part of a teacher training Mr. Maggiora gave a report
on "Drills."

I. Purpose

- A. Drills should be planned to regulate activities so that classroom work may contribute directly to more learning.
- B. Drills should not be thought of as merely testing results but the strengthening of learning.
- C. After assignment and self-directed study-learning may need further strengthening.

II. Conducting Drills.

- A. Principle or theory must first be presented.
- B. Drills to be effective must be individual.

- C. Pupil should watch their daily growth.
 - D. Drill material should make possible the diagnosis of individual disabilities.
 - E. Practice should be distributed in diminishing amounts and at increasing intervals.
 - F. Students must participate actively and continuously.
- III. Methods of presenting drills.
- A. Mimeograph
 - B. Purchased drills
 - C. Blackboard
 - D. Dictation
- IV. Students should be allowed to correct their own drills.

Announcements:

1. Dr. Goodman gave the highlights of the Fillmore vs. Topaz football game played October 28. The score was in our favor 18-8.
2. Mr. Carlson asked about the scholastic standing of the football players, and what their requirements were. There are no definite requirements as yet but the matter will be looked into by Dr. Goodman.
3. Mr. Westover introduced Miss Watanabe who is back with us again having been away on a seasonal leave.
4. Miss Lamb announced that the library will be opened from 7 to 9 P.M. on Tuesday through Friday.
5. Miss Lamb and Mr. Maggiora asked the faculty if anyone wish to work over time and get compensatory time by teaching typing in the evenings, or directing the library.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Yoshiko Masuda
Topaz City High School

W.B.N.

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
November 6, 1943
11:00 A.M.

ATTENDANCE: Mr. Sugiyama, Mr. Ostlund, Mrs. Lisle,
Mrs. Plummer, Mr. Evans, Miss Tamura,
Mr. Yanagi, Miss Masuda, Mr. Momono,
Miss Sugihara, Miss Watanabe, Miss Sharvy,
Miss Hosoi, Miss Sundquist, Mr. Yabuki,
Miss Lamb, Mrs. Hudson, Mrs. Cary,
Mr. Goertzel, Mr. Maggiora, Miss Lindsey,
Mrs. Henderson, Mr. Chancellor, Mr. Mori,
Mr. Westover, Mrs. Westover, Dr. Goodman,
and Miss Matzkin.

The meeting was called to order by Mr. Nuttall.

Requirements for students to take part in school activity.

1. 4 subject in the regular school classes.
2. Grade to equal C average.
3. Not more than one D grade and no F.
4. Must have all S grades on 3 point system.

Suggestion was made that a committee for eligibility be set up to hear each individual case.

Dr. Goodman commented that an eligibility committee would be in a position to consider not only the scholastic standing but also the athletic standpoint.

Miss Lindsey suggested that we have a committee of three for the eligibility committee. Dr. Goodman, Mr. Nuttall, and Mr. Evans were elected and Dr. Goodman was chosen as the chairman of the committee.

The High School Student Body is planning an American Education week, but the faculty decided that the visiting of parents to the school be postponed to the following week due to the mid-semester examination.

Mr. Goertzel suggested that we set up a definite schedule for examination so that students will not have to have too many tests in one day.

Faculty Meeting

-2-

November 6, 1943

The outline on "The Assignment In Teaching Technique" were given out to the faculty as part of a teacher training program. Mr. Evans went over the outline, it was compiled by Dr. Goodman, Miss Hosoi, and Mr. Evans. The outline is attached.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Yoshiko Masuda
Topaz City High School

DB. N.

THE ASSIGNMENT IN TEACHING TECHNIQUE

Bossing - pp. 270 - 308

- I. Importance of: Teachers given opportunity to give direction, stimulus to study and develop effective study habits.
- II. Properties of a good assignment
 - A. Define clearly task to be done.
 - B. Anticipate difficulties in advance, suggest ways to overcome them.
 - C. Properly motivate the attitudes toward the assign (not for grades)
 - D. Make provision for individual differences.
 - E. Adapted to needs and interests of the students (adjust to his environment)
- III. Assignments should be made at the end of recitation - prior to study period - 10 to 15 minutes of a 60 minutes study period.
- IV. Types
 - A. Page-chapter
 - B. Topical
 - C. Problem
 - D. Project
 - E. Exercises
 - F. Individual or group
 - G. Unit
 - H. Contract
 - I. Experimental
 - J. Drill

THE QUESTION IN TEACHING

Bossing - pp. 329 - 359

- I. Importance of
 - A. Stimulate mental life of the child.
 - B. Key to all educative activity.
- II. Teacher prerequisites
 - A. Clear rapid thinking
 - B. Keen sense of relative values
 - C. Skill in wording a question
 - D. Self confidence
- III. Function of
 - A. To discover extent of facts mastered.
 - B. Test students understanding of these facts pertaining to lesson.

- C. To stimulate interest
- D. To direct attention to significant elements in the lesson.
- E. To obtain individual or class attention
- F. To provide direct incentive for study

IV. Characteristics of a good question

- A. Concisely stated
- B. Require thought
- C. Not ambiguous
- D. Require extended response
- E. Avoid yes or no response
- F. Reflect definite purpose
- G. Avoid phraseology of text book
- H. Address class before designating response
 - 1. general attention secured
 - 2. all formal tentative answer in minds
- I. Assume student correct when he indicates inability to answer
- J. As a rule do not repeat questions or answers
- K. Ask questions of the inattentive.

- V. Student questions encouraged, when teacher cannot answer frankly say so.

VERBAL ILLUSTRATION IN TEACHING

Bossing - pp. 362-380

I. Verbal illustration in teaching

- A. Word symbolism
anecdotes stories etc.
- B. Think abstractly difficult human accomplishment
 - 1. George B. Shaw
 - 2. Effective Public Speakers
Imagery used
 - 3. Wm. Jennings Bryan clothed thought

II. Visual and mental imagery

- A. Primitive man - pictographic
- B. Hieroglyphic writing
- C. Chinese
- D. Childhood of race - childhood of man

III. Problem of Verbatism

- A. Rely on word symbols too much
Example. Blue Ridge Mt. Girl
- B. Understanding of ideas
 - 1. color blind
 - 2. literature - Lady of the Lake
 - 3. One word many meanings.

VI. How to use illustrations

- A. Use those common to students experiences
Example. farmer in city
- B. Ill-that illumines the idea
- C. The farmework detracts not from the idea
- D. Prepared in advance
- E. Personal experience use sparingly

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
November 13, 1943
11:00 A.M.

ATTENDANCE: Miss Kataoka, Mrs. Goto, Mr. Yanagi,
Miss Masuda, Mrs. Henderson, Miss Lindsey,
Miss Sundquist, Mr. Carlson, Mr. Yabuki,
Mrs. Hudson, Miss Tamura, Mrs. Lisle,
Mr. Ostlund, Mr. Maggiora, Mr. Westover,
Mrs. Westover, Mr. Sugiyama, Mr. Mori,
Miss Lamb, Miss Sharvy, Mr. Goertzel,
Miss Hosoi, Miss Watanabe, Miss Sugihara,
Mr. Hiraga, Miss Matzkin, Mr. Chancellor,
Mr. Evans, Mr. Yamagata, Mrs. Watson, and
Miss Okawa.

The meeting was called to order by Mr. Nuttall.

- I. Clarification of the 3 point system.
 - A. E-attention attractors
 - B. S-large majority will be S
 - C. U-attention attractors

- II. Report Cards
 - A. Blank cards to be picked up by the first period teacher.
 - B. Mark report cards in ink or indelible pencil.
 - C. Students who do not have first period class will receive their report cards in 10-D.
 - D. Cards will be signed by the parents and brought back to their first period teacher.

- III. Mr. Goertzel made a motion that teachers who have students on Tuesday and Thursday have the students come in with their report cards Monday after school for their grades.

- IV. Self rating sheets.
 - A. Rate yourself and then have a conference with Miss Gerard and Mr. Nuttall.

V. Mr. Westover gave the faculty some points on the three point system. "We must make the students realize that the grades are not so important but the citizenship is just as important as the achievement grade." Teachers should take few minutes before giving out the grades and explain the importance of the three point grading.

VI. Library.

A. Teachers must make definite plans with the librarian before sending in a large group of students.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Yoshiko Masuda
Topaz City High School

D.B.N.

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
November 20, 1943
10:00 A.M.

ATTENDANCE: Mrs. Henderson, Miss Sharvy, Miss Hosoi,
Miss Watanabe, Miss Sugihara, Mrs. Goto,
Miss Kataoka, Mr. Yamagata, Mr. Hiraga,
Mr. Yabuki, Miss Sundquist, Mr. Yanagi,
Mr. Sugiyama, Mr. Goertzel, Mr. Okubo,
Mr. Maggiora, Miss Matzkin, Mrs. Westover,
Mr. Westover, Mr. Carlson, Mrs. Plummer,
Mrs. Hudson, Miss Gerard, Mr. Ostlund,
Mrs. Lisle, Miss Lindsey, Mr. Chancellor,
Mr. Momono, Miss Masuda, Mr. Mori,
Miss Lamb, Mrs. Watson and Mr. Evans.

The meeting was opened by Mr. Nuttall.

I. Discipline problem.

- A. Can be solved by the students themselves.
- B. Each teacher to take some time and discuss with the class what the desirable attitude in a class room is.
 1. What is the responsibility of the student and what is the responsibility of the teacher.
- C. Teachers must stress attitude in class room.
- D. No teacher under any circumstances is to criticize another teacher in front of the class.

II. Student Rating.

- A. Mr. Goertzel presented the student rating plan.
 1. Achievement - 60
 2. Teacher rating - 20
 3. Others - 20
 - a. athletics - 5
 - b. active club participants - 5
 - c. student body and class government - 5
 - d. unusual activity, principal's award - 5

4. Grade point average times 20
 - a. A - 3
 - b. B - 2
 - c. C - 1
 - d. D - 0
 - e. F - Minus 1
 5. Rating average times 10
 - a. E - 2 *
 - b. S - 1
 - c. U - Minus 1
 6. The maximum point is 100.
- B. The following motions were made in regard to the rating system and accepted.
1. Each student in the school to be rated.
 2. Rate the students by grades.
 3. Rating to be for the semester instead of the yearly basis.
- C. The following motions were tabled.
1. Students should be ranked on the points accumulated.
 2. All students be rated and publish the upper 40% for the honor roll.
- III. Suggestion was made by Mr. Carlson that we have a permanent report card committee.
- IV. As part of the teacher training program the following report were given:

Standardized Tests

Introduction by Mr. Mori

- I. Primary responsibility of the instructor is to bring the maximum progress and to find the result.
- II. Purpose of maximum
 - A. Review.
 1. Should have a goal.
 2. Should have an understanding.

Miss Sugihara - Preparation

- I. Construct scoring rules.
- II. Construction of examination
 - A. Test of mastery
 - B. Time required

C. Test of recognition.

III. Steps in making examination.

- A. Selecting items of test.
- B. Must have an objective.
- C. Stress content of test.
- D. Arrangement of the test.
- E. Clear direction.

Mrs. Hudson - Standardization of test.

- I. Follow direction.
- II. Standardized tests are easier for the teacher.
- III. Do not stress that it is a standardized test.
- IV. Plan your test for the entire semester.

Mr. Mori - Conclusion.

- I. Definite marking system.
- II. Plan your marking.
 - A. Common sense and good judgement.

Announcement:

Mr. Chancellor bid the faculty farewell as he would be leaving Topaz High School.

Respectfully submitted,

Yoshiko Masuda
Topaz City High School

D.B.N.

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
December 4, 1943
10:00 A.M.

ATTENDANCE: Mr. Maggiora, Mr. Yamagata, Miss Hosoi,
Mr. Momono, Mrs. Plummer, Mr. Ostlund,
Mr. Carlson, Mrs. Westover, Mr. Westover,
Mr. Evans, Mr. Yabuki, Mrs. Henderson,
Miss Lindsey, Mrs. Hudson, Mrs. Lisle,
Miss Matzkin, Mr. Sugiyama, Mr. Goertzel,
Miss Sharvy, Miss Watanabe, Mr. Okubo,
Miss Sugihara, Miss Tamura, Mr. Yanagi,
Dr. Goodman, Mr. Mori, and Miss Kataoka.

The meeting was called to order by Mr. Nuttall.

On December 8, secondary principals, and junior college presidents from several counties south of Topaz will hold their monthly business meeting here and they will be visiting the school. These men are in a position to do a lot of good for Topaz.

Advice to the Faculty:

1. Accuracy when marking students absent.
2. Increase student activities.
3. Club advisors keep close contact with the various organizations.

Mr. Westover stated when the honor system is announced to the students they will realize the importance of the student activities and they will take more active part.

Suggestions:

1. Dr. Goodman: Break-down big activity group into smaller unit and plan the activities so everyone will be represented.
2. Mr. Westover: Faculty help the Junior High School students in their activities as they are still young and inexperienced.

- Faculty Meeting

-2-

December 4, 1943

Dr. Goodman presented the eligibility plan for Topaz High School as it was suggested at the department heads meeting. The plan was accepted by the faculty.

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Yoshiko Masuda
Topaz City High School

Dr. G.

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
December 18, 1943
10:00 A.M.

ATTENDANCE: Mr. Sugiyama, Mr. Ostlund, Miss Sundquist,
Mr. Carlson, Miss Kataoka, Mr. Yamagata,
Miss Gerard, Mrs. Goto, Miss Watanabe
Miss Lamb, Mrs. Hudson, Miss Henderson
Miss Plummer, Mrs. Anderson, Mr. Yabuki,
Mr. Westover, Miss Hosoi, Mrs. Westover,
Mrs. Lisle, Miss Lindsey, Miss Sugihara,
Mr. Goertzel, Miss Okawa, Mr. Phillips,
Mr. Yanagi, and Mrs. Watson.

The meeting was called to order by Mr. Nuttall.

Mr. Nuttall requested department heads and faculty members to make an effort to publicize student activities. All activities should be publicized in the Topaz Times, Rambler, and daily bulletin.

Department heads were asked to hand in, not later than Saturday morning, December 24, their budget estimate for 1944-1945.

It was pointed out that considerable attention should be given to the various student organization by the advisory group. The list of things an advisor to the student group should do, and their responsibilities were discussed. The following was accepted by the faculty members:

1. Advisor to be at all meetings of group
2. Advisor "help" plan activities, attend activities, and assume responsibilities
3. Let students do the planning first, and have the advisor smoothen their difficulties
4. Check room scheduling and announcements of meetings and activities.

Mr. Goertzel asked that teachers make an effort to notify him if they are unable to come, due to illness or otherwise, so that

Faculty Meeting

-2-

December 18, 1943

someone may substitute for them. Either regulation be followed or adequate explanation must be made when they return.

The outline on "Individual Differences" was given out to the faculty members as part of teacher training program. Miss Matzkin went over the outline. The outline was compiled by Miss Matzkin and Mr. Sugiyama. The outline is attached.

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Teiko Hideshima
Topaz City High School

INDIVIDUAL DIFFERENCES

Goetting, Teaching in the Secondary School, pp 70-92

Schloring, Student teaching, pp 29-52

Butler, Importance of Teaching in Secondary Schools, pp 236-73

Myers, Principals and Techniques of Vocational Guidance, pp 16-24

Encyclopedia of Education Research, pp 596-601

I Recognition of Individual differences

- A. Originally ignored in attempt to furnish H.S. education to all
- B. Awakening to concept of individual differences
 - 1. Maturation at different rates
 - 2. Relation of student to society
 - 3. Products of differing environments
- C. Organization of Educational Programs
 - 1. Administrative measures
 - a. Accelerating and retarding
 - b. Grade placement of subjects
 - c. Offering Electives
 - d. Guidance Program
 - 2. Instructional procedures
 - a. Homogeneous groups
 - b. Differentiated assignments
 - c. Individualized teaching
 - d. Projects
 - e. Enriched material
 - f. Remedial teaching
 - g. Integration of courses

II Studying Human Material

- A. Basic techniques
 - 1. Questionnaire, autobiography
 - 2. Informal approach
 - 3. Interviews
 - 4. Special tests
- B. Check factors
 - 1. Mental and physical health
 - 2. Interests and aptitudes
 - 3. Home conditions
 - 4. Civic traits
 - 5. Future plans
 - 6. Employment
 - 7. Extra Curricular activities
 - 8. Subjects taken concurrently
- C. Case History Approach
 - 1. Analysis
 - 2. Synthesis
 - 3. Diagnosis
 - 4. Prognosis
 - 5. Treatment
 - 6. Follow up

III Guidance

- A. Worthy goals
- B. Objectivity
- C. Individualized curricula
- D. Mental hygiene approach
- E. Definition
 1. Is course, curriculum and school guidance
 2. Is not , curriculum and school guidance

C

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
December 28, 1943
9:00 A.M.

ATTENDANCE: Mrs. Goto, Miss Watanabe, Miss Hosoi,
Mr. Momono, Mrs. Westover, Miss Gerard,
Dr. Goodman, Miss Matzkin, Mr. Maggiora,
Mr. Yamagata, Mr. Goertzel, Mr. Tyrrel,
Mrs. Watson, Mrs. Hudson, Miss Okawa,
Miss Lamb, Miss Sundquist, Mr. Mori,
Mr. Evans, Mrs. Lisle, Miss Hickman,
Miss Kataoka, Miss Tanaka, Miss Tamura,
Mr. Yanagi, Mr. Carlson, Mr. Phillips,
Mr. Seal, Mr. Westover, Mr. Yabuki,
Mr. Suzuki, Miss Sharvy, and Miss Masuda.

The meeting was called to order by Mr. Nuttall.

The purpose of the meeting was to discuss the goals and aims of our educational program.

Mr. Nuttall pointed out that education is part of life as eating and doing one's daily job. We don't educate for life, but education is life.

The questions, "What is the function of schools in total educational process?" and "What part does the school play in the whole educational function?" were discussed and outlined as follows:

Schools:

1. Enable students to profit by their experience
2. Assist in interpretation
3. Assist in adjusting to varied situations
4. Guide in economic and social living
5. Provide training in necessary skills
6. Broaden contact with life
7. Develop attitudes, appreciations, ideals, clear thinking, judgment, and balance.
8. Teach students to change his environment to better fit his needs.
9. Assist in discovering and developing aptitudes
10. Develop attitude of searching for truth

Mr. Nuttall asked the faculty members to study each one of the above mentioned points and offer suggestions or refinement for the next meeting.

Miss Sharvy gave a definition of education:

Education is the development of man's potentialities through the building of physical, intellectual, and moral habits.

Mr. Nuttall read and discussed the definition of an educated person as suggested by the Educational Policies Commission. Each teacher was given a copy of the outline and were asked to look it over. Attached is a copy of the outline.

Mr. Nuttall stated that school is an institution which attempts to bring together all the controllable factor of education and so organize them that the education of a child is made as complete as humanly possible.

The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Teiko Hideshima
Topaz City High School

AN EVALUATION OF MODERN EDUCATION

The Educational Policies Commission suggested four areas in which education should work to establish the characteristics of an educated person: (1) Self-Realization, (2) Human Relationship, (3) Economic Efficiency, and (4) Civic Responsibility. In each of these areas the educated person functions. They suggested the following actions in each of these four areas.

In the area of Self-Realization the educated person:

- Has an appetite for learning
- Can speak the mother-tongue clearly
- Reads the mother-tongue efficiently
- Writes the mother-tongue effectively
- Solves his problems of counting and calculating
- Is skilled in listening and observing
- Understands the basic facts concerning health
- Protects his own health and that of his dependents
- Works to improve the health of the community
- Is participant and spectator in many sports and other pastimes
- Has mental resources for the use of leisure
- Appreciates beauty
- Gives responsible direction to his own life

In the area of Human Relationship the educated person:

- Puts human relationships first
- Enjoys a rich, sincere, and varied social life
- Can work and play with others
- Observes the amenities of social behavior
- Appreciates the family as a social institution
- Conserves the family ideals
- Is skilled in homemaking
- Maintains democratic family relationships

In the area of Economic Efficiency the educated producer or consumer:

- Knows the satisfaction of good workmanship
- Understands the requirements and opportunities for various jobs
- Has selected his occupation
- Succeeds in his chosen vocation
- Maintains and improves his efficiency
- Appreciates the social value of his work
- Plans the economies of his own life
- Develops standards for guiding his expenditures
- Is an informed and skillful buyer
- Takes appropriate measures to safeguard his interests

In the area of Civic Responsibility the educated citizen:
Is sensitive to the disparities of human circumstance
Acts to correct unsatisfactory conditions
Seeks to understand social structures and social
processes
Has defenses against propoganda
Respects honest differences of opinion
Has a regard for the nation's resources
Measures scientific advance by its contribution to
the general welfare
Is a cooperating member of the world community
Respects the law
Is economically literate
Accepts his civic duties
Acts upon an unswerving loyalty to democratic ideals

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

Topaz City High School
Faculty Meeting
December 31, 1943
11:00 A.M.

ATTENDANCE: Mr. Evans, Miss Kataoka, Mr. Yanagi,
Dr. Goodman, Miss Masuda, Miss Okawa,
Miss Goto, Miss Sharvy, Miss Matzkin,
Mr. Phillips, Mr. Maggiora, Mr. Seal,
Mr. Yamagata, Mr. Carlson, Miss Anderson,
Miss Hickman, Miss Hosoi, Miss Watanabe,
Miss Sundquist, Mrs. Westover, Mr. Westover,
Mr. Tyrrel, Mr. Ostlund, Mrs. Hudson,
Mrs. Watson, Miss Gerard, Mr. Yabuki,
Mrs. Lisle, Mr. Evans, Miss Tanaka, and
Miss Tamura.

The meeting was called to order by Mr. Nuttall.

Mr. Nuttall announced that class work this semester will end January 19 instead of January 21, so that teachers may have the two days to correct examination papers and get ready for the new semester, which starts January 24.

Dr. Goodman announced the basketball schedule:

Dec. 31	--	Game with Delta team at the auditorium
Jan. 5	--	" " Payson
6	--	" " Wassatch Academy at the auditorium
8	--	" " Fillmore

It became official that the Principal be at all ball games.

Mr. Evans reminded the faculty members about the play on Thursday afternoon and Friday night, January 6 and 7.

The meeting was adjourned at 11:15.

Respectfully submitted

Teiko Hideshima
Topaz City High School