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Jan / June 1945

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

January 9, 1945

M I N U T E S

Elementary School Staff Meeting
January 6, 1945
9:00 a.m.
Elementary School Library (8-9-CD)

Attendance:

Miss Thorp, Chairman
Mrs. Bane
Mrs. Black
Mrs. Boen
Miss Caster
Miss Finney
Miss Ishiyama
Miss Light
Mrs. Knight
Miss Matsutani

Mrs. Morley
Miss Nakatani
Miss Okawachi
Miss Shaw
Miss Shinoda
Mrs. Stewart
Mrs. Stollar
Mrs. Takiguchi
Miss Taniguchi
Miss Wyckoff

The student files and what should be in them were discussed. Work on the health records has been recorded on the permanent records in Block #3 during the vacation by Mrs. Bane and Miss Shaw. A request was made that everything handed in for filing should be dated - Month, Day and Year. It will be a handicap for the children if not dated. Blanks were passed out to obtain additional information to be added on the enrollment blanks.

The change of time schedule in the Kindergarten groups from morning to afternoon and visa versa will not be made this year unless an individual parent requests it because it is advisable for children living nearer the school to be the ones to come during the dark morning hours.

Eighteen pupils who are being promoted to the seventh grade will take achievement tests given by Mr. Seal at the Block #41 school on Tuesday, Jan. 9th, at 9:30 a.m. It will be a time test.

The various changes to be made in the classes at promotion were discussed. Each teacher reported about her class.

Whether or not promotion slips should be passed out to every child or to just those changing from one grade to another was discussed, but a decision was not reached. The matter was laid on the table until next Saturday. A duplicate, however, should be made of the promotion slips if there is sufficient paper available.

The importance of inventory was stressed by Miss Thorp. The check of inventory will be made of each room every month. A report by Mrs. Boen was made of the experiences that she had had at Jerome concerning the closing of the center. Everything concerning inventory should be reported. The broken pieces should be kept. Lost articles should be reported as soon as lost.

This part of the meeting was adjourned at 10:00 a.m.

Mrs. Boen, Supervisor of Student Teachers, Chairman.

Each teacher was commended on the December work especially that done during Christmas.

It was mentioned in August by Mrs. Boen that teachers should teach individuals and that curriculum would take care of itself. Re-enforcement of that appeal was made this morning since the end of the semester is nearing and also the beginning of a new semester. All that can be done should be done for the children so that they will fit into the new schools when center closes. Children should be given the best personality development, habits of citizenship, and courtesy along with the fundamentals.

For the Social Studies program preparations for the adjustment to be made upon the close of the center should be taught. Physical features of the classrooms of the schools to which they enter in the future should be considered. For instance: the electric clock on the wall on each classroom, department stores, streetcars, etc.

Remedial Reading. So much is heard about remedial reading. Mrs. Boen stated that her theory is to teach reading so efficiently there will not be need for remedial reading. Much of the reading difficulty is due to defective hearing, sight, etc. Meet the reading needs by utilizing the Weekly Readers that are stacked in the storeroom. Reading should be done on the pupil's level. Otherwise, reading would be difficult and dislike will grow. Feel free to modify your Social Studies program or others by substituting the Weekly Readers whenever necessary.

Minutes

3.

Jan. 9, 1945

Lesson Plans are due today. Two weeks from today they will be due again.

Splendid assembly programs have been presented by the various classes on the projects which they have studied.

The meeting adjourned at 10:30 a.m.

Respectfully submitted,

E. Otsuki

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

January 15, 1945

M I N U T E S

Elementary School Staff Meeting
January 13, 1945
9:00 a.m.
Elementary School Library (8-9-CD)

Attendance:

Miss Thorp, Chairman
Mrs. Bane
Mrs. Black
Mrs. Boen
Miss Caster
Miss Ishiyama
Mrs. Knight
Miss Koizumi
Miss Light
Miss Matsutani

Mrs. Morley
Miss Nakatani
Miss Okawachi
Miss Shaw
Miss Shinoda
Mrs. Takiguchi
Miss Taniguchi
Miss Wyckoff
Miss Yui

Promotion Slips. Since mimeograph paper can be obtained, the promotion slips can be passed out to every child if needed. The first, second and third grades being yearly grades, no promotion slips will be given to them. After much discussion a vote was taken to decide whether or not promotion slips should be given to children going from one grade to another or just to those going from a low to a high. It was decided to give promotion slips to every child in the fourth, fifth and sixth grades only. Duplicates must also be made. They will be handed to the children on Friday, the 19th, the last day of the semester.

Skeleton forms as a guide for a final report for the students relocating within the school semester will be made. The day he leaves school should be on that form. A committee was made to discuss just how the form should be organized, etc. Miss Caster, Miss Ishiyama, Miss Taniguchi, Miss Light and Miss Shinoda were chosen as the committee. Miss Caster, acting as chairman. A report is to be made January 27th.

It was decided that next week the meeting would be held in Block #41. Teachers will meet in the library.

Mrs. Boen's conference was not held due to the fact that she was speaking to the Pre-School group at that time. A reminder by her that the morning could be profited by grading papers, making lesson plans, etc. was made.

Miss Thorp stated that as far as personnel for the new semester is concerned the things are working out well.

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

Respectfully submitted,

E. Otsuki

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

January 29, 1945

M I N U T E S

Elementary School Staff Meeting
January 27, 1945
9:00 a.m.
Elementary School Library (8-9-CD)

Attendance:

Miss Thorp, Chairman	Miss Light
Mrs. Bane	Mrs. Morley
Mrs. Boen	Miss Nakatani
Mrs. Black	Miss Okawachi
Miss Caster	Miss Shaw
Miss Hayamizu	Mrs. Stollar
Miss Ishiyama	Miss Shinoda
Miss Knight	Miss Sutow
Mrs. Knight	Miss Taniguchi
Miss Koizumi	Miss Wyckoff
	Miss Yui

Introduction of three new teachers and report on farewell-welcome party.

Miss Knight, Miss Sutow, and Miss Hayamizu were introduced. Miss Trailor who is from Oklahoma and Miss Wehmeyer who is from Pennsylvania are expected to arrive on Monday.

Parties being scheduled by both the Elementary School and T.T.A. were discussed. Mrs. Bane spoke about the T.T.A. party and explained the reason for collecting the monthly dues of 25¢ from the appointive and 10¢ from the residents. Committees were mentioned and organized for the Elementary School Welcome-Farewell party. Teachers were reminded that tickets were being sold for the President's Ball. They are sold for \$1.00 a couple to the appointive and .50 a couple to the resident.

A very brief report was made by each teacher on the progress made during the first week of the semester. Most of the teachers had had no difficulty. The teachers who received students from other grades are getting acquainted with the new students.

Details:

a. Teachers were asked to send in the duplicates of the promotion slips. The copies of the last reports should also be returned.

b. All books and supplies should be cleared with the stock room girl as soon as possible. The lack of books was discussed with the teachers and how to exchange between classes, etc. The checking of books and supplies should be made every month.

c. The fact that the inventory is being checked upon every month was reported in the Narrative Report. Any changes should be reported to the office. Teachers were asked not to exchange furniture between rooms until the complete inventory has been taken and to report everything that is either lost or broken. Mrs. Bane suggested that perhaps it would be easier for the teacher if the School Number was also taken when the office came to take inventory on furniture.

d. Repairs. Any teacher who did not get the repairs made that she reported last week should report it again. In the Block 41 School, the coal stoves will be left and the oil stoves will be taken out.

Dr. Collier was reported to have said that the administration had given permission for an Eye Clinic Specialist. W.R.A. cannot supply glasses, but examinations will be made. All teachers were requested to hand in a list of children in their room needing examinations.

Names and addresses of children having speech difficulties should also be handed to Miss Thorp in order that arrangements can be made with Mrs. Henderson.

Music in the classroom needs more emphasis. Each teacher was asked just what she had been doing with the music program.

Miss Light and Mrs. Morley reported that they did quite a bit of singing. The lower grade teachers seemed to have singing in their classroom quite regularly in connection with opening exercises. However, the upper grade children seemed to be getting very little of the music program with the exception of Miss Shaw and Mrs. Black.

Miss Caster gave a report on the final report form now being considered. Since there is little time to write to schools outside, it was decided not to wait for that information.

She said that if possible, the committee would like to meet with Miss Thorp to organize a skeleton form.

Teachers were asked to see that all children have their coats on when going home or going out to play.

All teachers need to be firm with their children to see that they go straight home and do not play on the way, especially at the noon hour.

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

Respectfully submitted,

E. Otsuki

An outline of Mrs. Boen's Meeting.

1. The teachers were divided in groups by grade levels.
2. Each teachers' schedule was evaluated for the new semester so that each teacher would have proper time allotment for each subject and scientific sequence of subjects taught.
3. Some teachers haven't taught Social Studies and Elementary Science enough this past semester to meet state of Utah requirements. These subject matter areas are to be given more time this semester.
4. Lesson plans were submitted for next two weeks period.
5. Teachers discussed problems and interchanged ideas, methods and procedures of classroom work.
6. The purpose of this type of meeting is as follows:
 - (1) To see that each teachers' schedule was scientifically gaged as to length of periods and arrangement of classes.

(2) To be sure that each teacher is following state of Utah course of study.

(3) Plans were evaluated individually and in groups so that both schools will be meeting same curriculum requirements.

(4) This is necessary because of two schools and having several teachers who teach same grade levels.

(5) I supervise teachers who have been in system longer than others, some with recent experience, others with limited experience and qualifications.

This type of meeting is conducive to professional growth for all types of teachers.

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

Respectfully submitted,

Mrs. M.H. Boen

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

EDUCATION STAFF MEETING
In Superintendent's Office
February 5, 1945
4:00 p.m.

Attendance:	Dr. Noble	Mrs. Boen
	Dr. Bane	Mr. Carmichael
	Miss Thorp	

AGENDA

1. Notice to Fire and Internal Security Depts. of Auditorium Use
2. Dr. Viles's letter on Center Closing
3. Labor Needs in Education Section Closing
4. Carrier Services
5. Report on Behaver Education Program
6. Aid to Teachers Seeking New Positions

* * *

1. Dr. Noble read the memorandum from the Fire and Internal Security Depts., which stated that notices of the use of the auditorium haven't been turned in to them regularly. They requested that future activities be reported to them, in order that they can provide proper protection. Dr. Noble emphasized the seriousness of not sending out these notices and again reminded Dr. Bane that this was his responsibility as chairman of the Auditorium Committee.

Miss Thorp reported that there is no connection in the water plug in the north-east of Block 8. Because of this, a new fire drill procedure had to be inaugurated.

2. Dr. Viles's letter and memorandum #2 stated that the Education program in elementary, high school, and pre-school levels will definitely close on June 1, 1945. It did not mention the adult education program.

Washington office has advised us that a general outline of suggested Center school closing procedures are being prepared and being sent to all the projects in the near future. They will cover the following subjects:

- a) Personnel
- b) Records
- c) Program Planning
- d) Summer Program
- e) Administrative Planning
- f) Reports

Dr. Noble said that:

1. For the remainder of the school program, we should place emphasis on academic achievements in all classes.
 2. Every effort be put forth to see that when children leave the Center schools, they would be prepared to go into the outside schools.
 3. The closing graduation exercises will be very much along the same line as in the past.
 4. Student records and transcripts be complete and up-to-date.
 5. Pupil cumulative records, including health tests and other pertinent data, be brought up-to-date. Each one should be sent to the Washington office in original folder assembled alphabetically by school units and accompanied by typed check list.
 6. Two copies of the pupil transcripts should be sent to Washington regardless of whether copies have been sent.
 7. Transcripts should not be given to students, but WRA form 393 may be given to them.
 8. Teacher personnel records form 282 be kept up-to-date and complete. When teachers leave the WRA, two copies of form 282 are to be sent to the Washington office.
3. Dr. Noble asked the unit heads for an estimate in labor needs in terms of carpenters and laborers in their respective units.

Mr. Carmichael said that before anything further could be done, we would have to know what is going to happen to the material.

Dr. Kane said that we should get help from the Warehouse when estimating the labor needs in the Education Section.

Dr. Noble will make further inquiry regarding this matter.

4. It was suggested that:

- a) We relinquish the Education carrier, M-26
- b) The Motor Pool be responsible for transporting twelve to fourteen teachers in the morning and at noon.
- c) The Motor Pool provide transportation for three handicapped children as at present.
- d) A station wagon be used in transporting teachers, so as to accommodate all the teachers in one trip.

5. A copy of the report on Rohwer Education program prepared by Dr. Elise H. Mertens, Sr. Specialist in the Education of Exceptional Children, U. S. Office of Education, was sent to this Project from Washington. This material will be sent to the elementary and secondary schools for study.

6. Dr. Noble said that he would send a memorandum from this office to all appointed staff regarding aid to teachers seeking new positions.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted

Teiko Hideshima
Secretary

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

February 6, 1945

M I N U T E S

Elementary School Staff Meeting
February 3, 1945
9:00 a.m.
Elementary School Library (41-10-CD)

Attendance:

Miss Thorp, Chairman	Miss Matsutani
Mrs. Boen	Mrs. Morley
Mrs. Black	Miss Okawachi
Miss Caster	Miss Shaw
Miss Hayamizu	Miss Shinoda
Miss Ishiyama	Miss Sutow
Miss Knight	Miss Taniguchi
Mrs. Knight	Miss Traylor
Miss Light	Miss Wehmeyer
	Miss Wyckoff

The new members of the Elementary School Staff, Miss Wehmeyer and Miss Traylor were introduced.

Miss Caster, committee chairman reported on the final report form to be given each child when he relocates. It will include comments in narrative form as:

- (1) Social Development and Citizenship
- (2) Work Habits
- (3) Ability in Subject Matter
- (4) Health and Physical Defects

Each teacher was asked to give an honest estimate of the child's ability and personality in order to help the new teacher "outside" to understand him. Miss Caster explained what type of comment was desirable under each heading read.

It was reported that Mrs. Henderson is now to keep children with speech defects and is getting in touch with their parents. At the present time she is caring for five children.

Dr. Noble visited the staff meeting and spoke of the W.R.A. plan for assisting appointive personnel to secure new positions when their services here are no longer required.

Miss Thorp read a letter from Dr. Ade in regard to this matter and a list of places where placement help may be secured was given to each teacher. She offered to assist resident teachers as much as possible when they were ready to relocate.

Announcement was made that an Art Exhibit was being held in the High School Library and that Mrs. Merrill urged all teachers to visit the Exhibit and the Library.

In order to prevent mistakes on leave slips, all teachers were requested to clear sick or annual leave lists through the Block 8 Office only, instead of through both "8" and "41" as here to fore.

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

Respectfully submitted,

Florence E. Thorp
Elementary Principal

Mrs. Boen, Chairman

Several different teachers had problems which were discussed individually.

Some teachers were given guidance in selection of textbooks for various reading groups.

Teachers were urged to select books that are on state of Utah's required list. We are fortunate in having such a wide selection of textbooks. They have been recently published and meet the needs and interests of children. Use these books in preference to the poorly illustrated older books that are in stockrooms.

The teachers were commended for the progress they have made in making lesson plans. Plans reveal splendid techniques and procedures being used in the classroom.

Teachers were reminded that plans will be due again February 10th for the next two weeks. A request for having plans in on date specified was made.

It was suggested that teachers from Block 8 visit the classrooms in Block 41 (where meeting is held every other Saturday morning) to see the display of work being done. New ideas can be obtained in this way.

Misses, Sutow, Knight, Weymeyer and Traylor remained for a conference so that their duties and responsibilities could be outlined. They were informed in detail of the complete school program and their part in it.

The meeting adjourned at 10:40 a.m.

At 10:45 a.m. I led a panel discussion in Rec. 15 with Nursery School teachers continuing my discussion of behavior problems of the small child.

Respectfully submitted,

Maude H. Boen
Supervisor of Student Teachers

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

February 12, 1945

M I N U T E S

Elementary School Staff Meeting
February 10, 1945
9:00 a.m.
Elementary School Library (2-9-CD)

Attendance:

Miss Thorp, Chairman	Mrs. Morley
Mrs. Bane	Miss Nakatani
Mrs. Black	Miss Okawachi
Mrs. Boen	Miss Shaw
Miss Caster	Miss Shinoda
Miss Hayamizu	Mrs. Stollar
Miss Knight	Miss Sutow
Mrs. Knight	Miss Taniguchi
Miss Koizumi	Miss Traylor
Miss Light	Miss Wehmeyer
Miss Matsutani	Miss Wyckoff

Announcement was made in regard to the Eye Clinic to be held next week. Dr. Collier has assigned Monday for children of the Elementary School and another day will be available later in the week. Sixteen children have been notified to report at the Hospital on Monday and there are as many more for the other day. Teachers were asked to report immediately additional children needing the service.

Mrs. Henderson is meeting several children at 8:30 each morning to give them speech training. Others with speech defects might benefit from the opportunity for this work.

A copy of the final report form, presented last week by Miss Caster, was shown and discussion followed in regard to its use. The last ruling as to what shall be given children who leave before the end of the present school term is that they will not take their reports to the new school but records will be filed and sent when the new school requests it. There was discussion as to whether or not this form would take the place of the regular report form now being issued periodically. It is likely

Feb. 12, 1945

that both forms will be used for children who remain at Topaz until the end of the school year. Definite decision will be made later.

Teachers were asked to complete the Final Report Form as soon as a child relocates in order that his records may be complete and available immediately.

There was discussion on the date for the issuance of the next report. The end of the nine week period seemed desirable. Definite decision will be made next week.

Miss Thorp read a letter from Dr. Noble, referring to his comments of February 3rd in regard to his willingness to write recommendations for teachers. A copy of the letter was given to each teacher.

Section A. of the W.R.A. Memorandum No. 1 was read. Also the section on Pupil Cumulative records. The staff is becoming increasingly conscious of the need for accuracy and completeness in records as center closing approaches.

Miss Thorp brought to the attention of the staff the Elementary School report which is to be part of the official section on Education in Topaz. Since the work must be completed within the next three months, teacher groups will be assigned responsibilities on the different grade levels. Mrs. Boen will organize the procedure before the next staff meeting, February 17th.

The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Florence E. Thorp
Elementary Principal

Mrs. Boen, Chairman.

Since last Saturday I have observed in many of the classrooms.

I suggest that you take inventory of the appearance of your classroom.

A teacher teaches orderliness and cleanliness first by her own personal appearance.

The school room is the immediate environment and can be what we make it.

A place for everything and everything in its place is the key to good management and good housekeeping in the school room as in the home.

No one can do good work in a cluttered-up, disorderly room, for it breeds confusion and slovenliness.

As soon as possible I would like to see your classrooms cleaned up and attractively arranged. Let the children help. Children who are to live and work in a classroom like to have a part in planning its arrangement.

Movability in the school room is indispensable. Am thankful we do not have seats nailed to the floor as we did when many of us were in elementary school.

Change the furnishings in your room to best meet the needs of your children.

Well equipped and accessible tables and shelves stocked with necessary supplies for the day such as paper, pencils, scissors, crayons, paste do much to facilitate good teaching and solve many problems of time and routine management.

A barrack classroom can be restful; it can awaken and satisfy curiosity; it can stimulate appreciation it; it can challenge initiative and develop responsibility - or it can be four walls and twenty or thirty desks.

Children and teachers are doing some worthwhile activities and too it is very obvious that all teachers are giving much impetus to the fundamentals.

This week some visitation has been done between classes. A fourth grade class visited a fifth grade class to see illustrations of a story and to hear the fifth grade pupils read.

The fourth grade pupils later wrote "thank you" letters to

the fifth grade group telling how much they enjoyed the visit.

A sixth grade group has been doing some intensive study in science. This group wrote a letter to Miss Matskin, science teacher in High School, and invited her to come and talk to the class on earthworms. From previous study the children had sketched the earthworm and responded well to Miss Matskin's talk. Each child was given an earthworm that had been preserved. The children under supervision opened the earthworm and located the hearts and various parts.

Am quite sure these sixth grade pupils will write Miss Matskin a letter of thanks. I appreciate this type of work being done because children learn far more this way than by studying textbooks entirely.

Do more of this type of work but in so doing prepare your pupils well and also arrange with Miss Thorp for the day and period for same. Sometimes it entails children leaving school to go to High School library or other places in the center. It is wise that Miss Thorp know where teachers and pupils are at all times.

As teachers and administrators, we owe Miss Koizumi (Art teacher) for both schools much commendation and appreciation for the splendid work she does with children. Her work is reflected in every classroom. Miss Koizumi will be glad to correlate her art work with your classroom work if teachers will plan with her in advance.

A sampling of art work as well as all classroom work should be kept on file so that when exhibits or displays are needed material will be available without extra or rushed preparation.

Some library ethics needs to be stressed with various groups of children.

Miss Suzuki and Miss Hagiwara our librarians, serve each school in a very efficient way. We should be constantly on the alert with all pupils in encouraging them to return books promptly, to carefully handle them, training should be given in way books are placed on shelves, as well as returned to librarian's desk. The other day I saw children "pitch" books on table when they returned them. Several fell on the floor. Children should be expected to leave chairs in place in library as well as the books.

Feb. 12, 1945

It is my observation that some of our pupils do not know how to select books that will be helpful to them. Group your pupils and give them assistance in selecting books during your regular library period.

In reference to the report Miss Thorp read, may I suggest that each teacher keep a record of each pupil's achievements, strengths and weaknesses from week to week then when time comes for the annual narrative report to be made this information will be invaluable. We must make these reports very meaningful for each child so that he will be properly classified in outside schools.

Committees will be appointed next Saturday for those who will work on the documentation that Washington has requested from Education section.

Plans were handed in for next two weeks period.

Questions and problems were presented.

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Maude H. Boen
Supervisor of Teachers.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

February 22, 1945

M I N U T E S

Elementary School Staff Meeting
February 17, 1945
9:00 a.m.
Elementary School Library (41-10-CD)

Attendance:

Miss Thorp, Chairman	Miss Light
Dr. Noble	Miss Matsutani
Mr. Sanford	Mrs. Morley
Mrs. Bane	Miss Nakatani
Mrs. Black	Miss Okawachi
Mrs. Boen	Miss Shaw
Miss Caster	Miss Shinoda
Miss Hayamizu	Mrs. Stollar
Miss Ishiyama	Miss Sutow
Miss Knight	Miss Taniguchi
Mrs. Knight	Miss Traylor
Miss Koizumi	Miss Weymeyer
	Miss Wyckoff

A report was made concerning the children who had visited the optometrist on Monday and Tuesday, Feb. 12th and 13th. Twenty children availed themselves of the service.

The subject of Fire Drills was discussed again. Mr. Roraback had suggested that in case of fire children go to the playground to avoid traffic on the street east of the blocks. It was felt by the staff that because of wire around the corners of the playgrounds it would be safer to quickly go directly across the street before the engine arrived instead of passing the barracks and going around the enclosures. Since quick action could be made in case one barrack caught fire, it was decided to try the second plan during the next drill.

Announcement was made that statistical reports were due on Friday, Feb. 23rd and room inventories needed to be completed by Feb. 28th. Emphasis was given the lock situation. Teachers reported that the repairs had been made.

Teachers having children relocating were asked to turn in the Final Report Form within a few days after a child had left.

Mrs. Boen gave a report of the organization of committees to work on the Washington report for the Elementary School. Each grade group will confer together, gather its information and after due time all will be compiled into one report. Work will be under way in the near future.

Dr. Sanford and Dr. Noble visited the staff meeting and contributed helpful suggestions. Dr. Sanford gave a splendid talk on the importance of cooperation.

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

Respectfully submitted,

Florence E. Thorp
Elementary Principal

Mrs. Boen, Chairman

Teacher Committees For Education Section Report to Washington.

First Grade

Miss Sutow, Chairman
Mrs. Knight
Miss Traylor

Second Grade

Miss Shinoda, Chairman
Miss Light
Miss Nakatani

Third Grade

Miss Wyckoff, Chairman
Mrs. Morley

Fourth Grade

Miss Taniguchi, Chairman
Miss Okawachi
Mrs. Black

Fifth Grade

Mrs. Bane, Chairman
Miss Caster
Miss Shaw

Sixth Grade

Miss Ishiyama, Chairman
Miss Matsutani
Miss Irene Knight

The above committees will provide information on a part or all of the following points:

1. Aims
2. The offering
3. Plan of Work
4. Time Allotments (where applicable)
5. Standards (if applicable)
6. Accomplishments.

Suggest that individual reports be written by each teacher first. Then each grade chairman should call a meeting of her group. One report should be made from information obtained by the group on various grade levels.

When a report has been completed on each grade level, an Evaluation or Revisory Committee will read the reports and organize form to be followed in typing of same.

These persons will serve on Evaluation or Revisory Committee:

Mrs. Bane, Chairman
Miss Wyckoff
Miss Shaw
Miss Thorp

A tentative outline for the report when completed is as follows:

- I. Preface: Written by Miss Thorp
- II. Health Program:

1. Atypical children (Miss Jones' summer program)
2. Miss Stockbrand's health check up.
3. Speech difficulties - Mrs. Henderson's work.

III. Extra-Curricula Activities:

Arts and Crafts
Science Clubs
Open-House
Exhibits
May Day
Carol Singing
Music and Rhythms
Library program

IV. Curriculum by Grade Levels:

V. Summary

Our past weeks work and activities has been very profitable. Much worth while teaching was done preparing children for the eye clinic.

Several rooms in which I observed teachers and children were discussing sight and vision. A sixth grade class effectively sketched the eye and its parts. Then a discussion followed as to how glasses would aid children to see and read better.

Miss Shaw's pupils are corresponding with some Indian children. This experience in creative writing is always enjoyed by children and much can be done in social studies by this experience.

Mr. Conrad took a picture of Miss Shaw's pupils and one of the pictures will be sent the Indian children. Mr. Conrad also took some pictures of Valentine festivities in several of the classrooms in Desert View.

All teachers are to be commended for making Valentines Day a happy one for the children. Our elementary pupils do not have a great deal of social experiences outside of schools. As teachers we can do so much training with children by letting them assist in planning, making preparations, carrying out games and serving refreshments. The children enjoy an activity more when they have had a part in making the "good time" a success.

Miss Taniguchi's fourth grade pupils in Desert View are planning a visit with Miss Ishiyama's pupils in Mt. View as the fourth graders are studying about earthworms now and since Miss Matzkin from High School gave the sixth grade such an interesting discussion and laboratory demonstration these pupils will share this experience with the fourth graders.

Miss Wehmeyer has her Music Program in both schools functioning.

I appreciate the interest and cooperation that teachers and pupils have given her. She will teach in Mt. View school, Block 8 on Mondays and Wednesdays and in Desert View School, Block 41 on Tuesdays and Thursdays. She will rotate her work on Friday between schools. The past Friday was spent in Mt. View School in planning her program with me and in arranging her studio which will be 8-11-AB in Mt. View and 41-9-D in Desert View.

Classroom teachers will find it profitable to plan with Miss Wehmeyer for any special work she could do with children in correlating her teaching with work done in classroom.

Miss Caster's fifth grade is studying the southern states. Miss Wehmeyer is teaching this group some southern folk songs. This is an example of how correlation can be done.

Miss Caster's pupils are receiving scenic folders and letters from children and parents who have relocated. These are on display in the room and is a means of giving pupils information about various cities and localities where our pupils are relocating. This experience motivates study for many areas.

Some improvement has been observed in way students are observing library regulations. More improvement can be made. Please encourage your pupils to observe these regulations each time they come to library.

Next Saturday we will divide in groups and do shop work on the report for Washington.

Plans will be due again next Saturday.

Meeting adjourned at 10:45 p.m.

Respectfully submitted,

Maude H. Boen
Supervisor of teachers

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

February 27, 1945

M I N U T E S

Elementary School Staff Meeting
February 24, 1945
9:00 a.m.
Elementary School Library (8-9-OD)

Attendance:

Miss Thorp, Chairman
Mrs. Bane
Mrs. Black
Miss Ishiyama
Miss Knight
Mrs. Knight
Miss Koizumi
Miss Light

Miss Matsutani
Mrs. Morley
Miss Nakatani
Miss Okawachi
Miss Shaw
Miss Shinoda
Miss Taniguchi
Miss Traylor
Miss Wehmeyer

Miss Ishiyama, Sixth Grade teacher in the Block 8 School, gave a report of a Science trip and a subsequent Science visit made to the High School where the science teacher, Miss Matzkin, gave an interesting demonstration on the life of an earthworm. Since much valuable research was started by this experience it is hoped that the other sixth grades may benefit also in the future. Interest in Science needs to be stimulated on each grade level.

Miss Wehmeyer reported on the organization of her new music schedule and the response given by the children in singing, folk dancing and music appreciation.

Miss Light commented on a second grade trip to the High School Library recently.

It was announced that inventories were due on February 28th; that reports would be issued March 23, the end of the nine week period.

There was discussion in regard to the date for closing the Topaz Schools and upon Mr. Myer's statements at the appointive staff and mass meetings.

Following last week's organization of class-level committees to begin work on the Washington report, the teachers separated into groups and carried on tentative discussions.

The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Florence E. Thorp
Elementary Principal

Mrs. Boen was absent because of illness and her part of the morning's procedures was omitted.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

March 12, 1945

M I N U T E S

Elementary School Staff Meeting
March 10, 1945
9:00 a.m.
Elementary School Library (8-9-CD)

Attendance:

Mrs. Boen, Chairman	Miss Koizumi
Mrs. Henderson	Miss Light
Dr. Noble	Miss Matsutani
Mr. Kelly	Mrs. Morley
Mrs. Bane	Miss Nakatani
Mrs. Black	Miss Okawachi
Miss Caster	Miss Shaw
Miss Hagiwara	Miss Shinoda
Miss Hayamizu	Miss Sutow
Miss Ishiyama	Miss Taniguchi
Miss Knight	Miss Traylor
Mrs. Knight	Miss Wehmeyer
	Miss Wyckoff

Tentative plans for the remainder of the school year that was sent to Washington was explained to the teachers:

A. Surplus property in classrooms and stockrooms. Teachers having books in the classroom not being used should return them to the stockrooms and get the records cleared.

Boxes will be ordered for any old things that we no longer have any use for.

B. School will be dismissed March 29 and 30 for Spring Holidays.

C. May 11, Center Wide Health Day.

D. May 30 and 31, teachers and pupils are to clear records of supplies and materials.

E. June 1st, last day of school.

The new spring schedule was discussed. Revision was made from that of the one that was made last week due to the change in the afternoon schedule.

Several teachers have reported that the younger children come to the upper grades after their dismissal. Teachers were asked to please encourage little children to go home directly after school is dismissed. If they should wait for brothers or sisters, they should stay away from the classrooms.

It was reported that writing was found in the Weekly Readers. To discourage this, it was suggested that some one in the classroom check to see that there is no writing in the papers before they leave the room and also stress the fact that other children also have to use them.

The report card period will end as of March 23rd and be given out on the following Monday. *Cards will*
1

An appeal was made to teachers to have pupils locate lost books. Miss Hagiwara, the librarian, is working on the library inventory. Teachers should be more cooperative than ever before in helping both teachers and pupils in other rooms locate books and property.

Mr. Kelly made a report on some materials in the warehouse which are available to us. He also requested that we requisition all materials needed until June 1st, now so that Mr. Robins can control the surplus in warehouse 120. Misses Shinoda, Caster, Koizumi, Traylor and Ishiyama were appointed to report to warehouse 120 at 4:00 p.m., Monday, March 12th to check on supplies needed by both schools.

Miss Light from Mt. View School and Miss Wyckoff from Desert View School volunteered to collect Red Cross fund for Elementary School.

Dr. Noble talked to the teachers about the "Efficiency Rating sheets" which Miss Thorp discussed with the teachers in the staff meeting, March 3rd. Teachers were given a chance to ask questions and were requested to have these

preliminary rating sheets made out by the time Miss Thorp returns, March 19th. Dr. Noble also supplied the teachers with "Personal Data Sheets" (A survey having been made of State of Utah to get a measure of attitudes on certain social and educational issues.) He wanted all teachers in Topaz included in the state survey. These are to be collected and given to Dr. Noble as early as possible, Monday, March 12th.

Mrs. Henderson discussed her program with the atypical children. Several children from Elementary school are being taught by Mrs. Henderson in the mornings and return to Elementary school in the afternoon.

Time did not permit "shop work" on the Washington report.

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

Respectfully submitted,

E. Otsuki

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

March 21, 1945

M I N U T E S

Elementary School Staff Meeting

March 17, 1945

9:00 a.m.

Elementary School Library (41-10-CD)

Attendance:

Mrs. Boen, Chairman	Miss Matsutani
Mrs. Bane	Mrs. Morley
Mrs. Black	Miss Nakatani
Miss Caster	Miss Okawachi
Miss Hayamizu	Miss Shaw
Miss Ishiyama	Miss Shinoda
Miss Knight	Miss Sutow
Mrs. Knight	Miss Taniguchi
Miss Koizumi	Miss Wehmeyer
Miss Light	Miss Wyckoff

Teachers were commended for adjusting to the new time schedule so well.

The Saturday morning meetings will continue to be at 9:00 a.m., but workers should check in to work at 8:00 a.m.

A list of books lost in the Block 8 library were passed out to the teachers to have their aid in locating the books.

Gravel was delivered to Block 8 on Wednesday, March 14. We appreciate the beginning attempt toward eliminating a muddy condition of the school blocks. The snow prevented the work continuing after Wednesday, but am sure work will be resumed soon.

The lights above doors in Block 41 have been repaired. Light and lock situations should be checked and reported to the office.

Miss Caster, a member of the committee of teachers that went to Warehouse #120 to check on supplies made a report and teachers were asked to list their needs so that an attempt can be made to obtain these materials.

A report was made by Miss Wyckoff of the Red Cross fund in Block 41 and Miss Light reported on the Block 8 fund. The contribution was \$45.00.

Announcement by Mrs. Boen was made of the two terminations, Miss Ishiyama and Miss Nakatani. Excellent work has been done by these girls and appreciation was given for their efforts. A tea will be given in their honor on Tuesday, March 20th at 3:45 p.m.

Miss Wehmeyer will take Miss Ishiyama's class. Appreciation was expressed to Miss Wehmeyer for the splendid work of the music program which she has done. She will try to continue some of her music program whenever Mrs. Boen can substitute for her class. The music studio will be open to each teacher.

A report was made by the chairman of each grade level on the progress of their report to Washington. Splendid work has been done and the committees are to have their reports in typed form by next Saturday so that the Revisory Committee can evaluate and brief the complete report for the elementary school.

Report Cards will be issued March 26, 1945.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

E. Otsuki

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

March 26, 1945

MINUTES

Elementary School Staff Meeting
March 24, 1945
9:00 a.m.
Elementary School Library (8-9-CD)

Attendance:

Miss Thorp, Chairman	Miss Matsutani
Mrs. Bane	Mrs. Morley
Mrs. Boen	Miss Okawachi
Miss Caster	Miss Shaw
Miss Hayamizu	Miss Shinoda
Miss Knight	Miss Sutow
Mrs. Knight	Miss Taniguchi
Miss Koizumi	Miss Traylor
Miss Light	Miss Wehmeyer
	Miss Wyckoff

Since the new 6 Saturday hours for the appointive staff require that one office in each Division be kept open in the afternoon, the teachers of the Elementary School volunteered for the following dates:

March 24	Miss Thorp
May 5	Miss Shaw
May 12	Miss Wehmeyer
May 19	Miss Wyckoff
May 26	Miss Caster
June 2	Mrs. Bane

On Thursday and Friday, March 29th and 30th, there will be a Spring Vacation for the children.

Reports will be sent out on Monday, March 26th, covering a period of 74 days. This is an unusually long period, but the teachers had felt it inadvisable to evaluate work for a shorter period, hence the carry-over from the previous semester. Promotion slips were issued in January for the children in the mid year group.

Clean-up Day in the Elementary School was requested by Dr. Noble for Wednesday, March 28th.

Since several teachers had planned Easter activities, picnics and hikes for the last day before vacation, it was decided that the various groups would do their house cleaning at some time during the day which would not interfere with their plans.

Miss Thorp reported Mr. Boyce's request for the return of surplus property and asked that each teacher check on furniture or unnecessary equipment that will not be needed during the following weeks. This "clean-up" period would be a fine time to do it. She asked that this be done within a few days in order that the truck, now being requested for hauling back to the warehouse the furniture in the recently closed kindergarten rooms, could pick up the other articles.

Mrs. Boen discussed pertinent points in regard to the Washington report and asked that groups not having included extra-curricular activities for 1944 - 45 add them to the prepared grade level sections this morning before leaving. This was done and the material is now ready for the committee to revise, edit and get into final form.

Since one member of that committee is to be away during the Easter holiday and the first part of the week is very full, it was decided that work on the report would be postponed until the week of April 2nd. The completed report is scheduled to be ready for Dr. Noble by April 25th.

Mrs. Boen expressed her appreciation for the name plates which Miss Koizumi and her art pupils made to label the classrooms in each school block. The students made the name plates from orange crates. They add color to the barracks and enable parents and other visitors finding individual classrooms without inquiring in the office.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Florence E. Thorp
Elementary Principal

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

April 2, 1945

M I N U T E S

Elementary School Staff Meeting
March 31, 1945
9:00 a.m.
Elementary School Library (8-9-CD)

Attendance:

Miss Thorp, Chairman	Miss Matsutani
Mrs. Bane	Mrs. Morley
Mrs. Black	Miss Okawachi
Mrs. Boen	Miss Taniguchi
Mrs. Knight	Miss Traylor
	Miss Wyckoff

Mrs. Bane, a member of the committee working on the Washington report, gave an outline of the way in which it is now being re-organized and completed. It was suggested that she, Miss Wyckoff and Miss Shaw who are in charge of it, consult Dr. Noble from time to time in regard to it before turning it in by April 25th.

Mrs. Boen reviewed with the teachers plans for classroom techniques and procedures during the next weeks of the Elementary School program and suggested that they have Mr. Carmichael, the new principal, look over their plan notebooks in order that he have an idea of past activities and work.

Miss Thorp commented on the supplies recently received from the warehouse and the fact that there are now in the two school block stockrooms the supplies for the balance of the year. It may be necessary to use substitutes as variety is limited but no more will be available before the closing of the school program.

Teachers were asked to complete the month's time sheets before leaving at 12:15 as this is the last day of the month. Miss Thorp read Mr. Hoffman's letter in regard to adherence to the time schedule.

Teachers were reminded that it is important to keep sets of textbooks complete and to know at all times where every book is located. Final clearance on books as well as of all equipment will be required.

Since several teachers are taking annual leave during the children's Easter holiday. The attendance at the meeting was small.

At the conclusion of the meeting, the teachers presented Mrs. Boen and Miss Thorp with beautiful paintings of the Project. These were accepted with much pleasure and real appreciation.

The meeting adjourned at 10:00 a.m.

Respectfully submitted,

Florence E. Thorp
Elementary Principal

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

April 10, 1945

Project Safety Council Meeting

Present: Mr. Charles H. Roraback (Chairman)
Mr. Robert W. Roof
Mr. Ivan Sorenson
Mr. W. J. Campbell (Secretary)
Mr. Perry Carmichael
Mr. Mervin Bosh

With all members of the new Project Safety Council Committee present, it was agreed that the meetings should be held twice a month. The council will meet the second and last Friday of each month at 10:00 a.m. in the Placement Office.

Chairman Roraback reviewed the instructions as outlined in the Personnel Handbook section 20.1.300 and outlined the responsibilities of the Council as,

- (1) Reviewing all reports.
- (2) Recommending preventive measures to the Project Director.
- (3) Establishing facts concerning accidents and fires and if necessary, making personal inspections.
- (4) Disseminating material supplied by the Washington Safety Council and give proper publicity center wide.
- (5) The submission of the necessary reports to the Washington Safety Council.

Reports on the three major problems in the center will be given by the following council members at each meeting.

- (1) Mr. Ivan Sorenson--Motor Accidents
Number of motor accidents, cause and amount of damage to person and property.
- (2) Mr. Roraback--Fires
Number of fires, causes and amount of damage to person and property.
- (3) Mr. Bosh--Other Accidents
Number of all other accidents causing bodily harm, loss of government property or time away from jobs.

The following cases were studied and the recommendations are hereby submitted to the Project Director.

(1) Bob Nagamoto

Driving a Government vehicle 50 miles per hour, with three passengers in cab.

It is recommended by the Council that his drivers license be revoked.

(2) Ichiro Katsura

Reckless driving, crowding truck off highway.

It is recommended by the Council that his drivers license be revoked.

(3) Yeichi Dick Mitani

Overtaken truck on road to gravel pit.

Mr. Roof and Mr. Sorenson reviewed their findings from their investigation of the accident and it is their opinion that the accident was caused by speeding.

The Council recommends his termination for misuse of government equipment.

The next meeting will be on Friday, April 13, 1945.

Respectfully submitted,

W. J. Campbell
Secretary

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

April 11, 1945

M I N U T E S

Mt. View Elementary School Staff Meeting
3:30 p.m.
April 9, 1945
Elementary School Office (8-9-EF)

Attendance:

Mr. Carmichael, Chairman	Mrs. Morley
Mrs. Bane	Miss Shaw
Mrs. Knight	Miss Traylor
Miss Light	Miss Wehmeyer

Desert View Elementary School Staff Meeting
3:00 p.m.
April 10, 1945
Elementary School Office (41-9-EF)

Attendance:

Mr. Carmichael, Chairman	Miss Okawachi
Miss Caster	Miss Shinoda
Miss Hayamizu	Miss Sutow
Miss Knight	Miss Taniguchi
Miss Matsutani	Miss Wyckoff

A letter that was sent to Dr. Noble from Mr. A. E. Scott in the Mt. View District in California concerning teaching positions was read.

A memorandum that was sent to Mr. Sanford from Mr. Bell on the subject of night locks and keys was read.

Procedure of requesting for any form of time by the appointive personnel was explained and the need for teachers to notify the elementary school principal upon their return was stressed.

An opportunity for elementary school teachers to teach Conversational English was announced. This will be in lieu of Saturday mornings and a rescheduling of time will need to be done.

Lesson plans are to be made up as has been done in the past.

The May Day Program was discussed and comments were made by teachers.

Blank forms were passed out to teachers to obtain an evaluation of each pupil by subject matters. A letter grade should be made.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

E. Otsuki

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

EDUCATION STAFF MEETING
In Superintendent's Office
May 8, 1945
4:00 p.m.

Attendance:

Dr. Noble
Dr. Bane
Mr. Robins
Mrs. Sasaki
Mr. Hideshima

Mr. Carmichael
Mr. Boyce
Mr. Bishop
Mrs. Merrill

Mr. Doren Boyce, Head of Finance Section and Mr. Melvin Robins, Property and Warehouse Officer met with the Education Administrative Staff for the purpose of outlining the property survey and the checking in procedure to be followed at the close of the Topaz City Schools.

The meeting was opened with an introduction to the problem of disposition of the property now assigned to the education section. Dr. Noble stated that he was anxious to have this problem taken care of as soon as possible. He would like to have a plan worked out in advance so that the disposition of property in question will be satisfactorily and adequately taken care of.

The question of Mr. Tyrrel leaving the project June 1, 1945 was given as an example for the need of a plan to follow. It was agreed that representatives from property control would be on hand to check in all tools and equipment on May 30 so that Mr. Tyrrel could be released at that time.

As to the disposition of shop made tables, shelves, and Tule Lake furniture, it was decided that they should be stored in barracks 11 and 12 at Block 32. Teacher desks, chairs, filing cabinets, are to be returned to warehouse 118. All typewriters will be returned to warehouse 120 if not in use. No doubt this major equipment will be transferred to other divisions for their use.

The returning of this equipment will require from one to two trucks with approximately four laborers for each truck and from two to three storeroom clerks to spend full time in education section while this property is being checked.

It was decided that the teachers could be cleared of property responsibilities at the time the property was picked up at the teacher room, providing that all items on the teacher inventory were there and could be accounted for. A pencil transfer would be made at the time of pick up, signed by the releasing agent and received by property control. This moving process to begin May 30, 1945.

Mr. Boyce emphasized the need for separating property into two groups:

- 1) Tule Lake and shop made items to be left in Block 32.
- 2) Desks, chairs, filing cabinets and others to be transferred to regular project warehouses.

It was decided that books, and shop made equipment from the two elementary schools would be transferred to Block 32 to keep all equipment in the same locality so that Internal Security could guard it more satisfactorily.

Since the Adult Education program will continue on throughout the summer, disposition of this property would be handled at a later date. Mr. Carmichael, however, agreed to submit a list of all buildings and rooms used by the Adult Education program to property control.

High School and Elementary School textbooks are to be assembled in Block 32 barrack 8 rooms A. B. C. D. and left on shelves pending further disposition. Property Control will write letters to other agencies who have expressed a desire to purchase these books.

Surplus library books from the 3 schools will be assembled in barrack 9, which is the present location of the high school library.

All gift books are to be either given away or boxed for a future paper drive. Since textbooks have been declared expendable but accountable it was decided that students who could not account for their textbooks would appear before the survey board. The survey board would determine the course of action. Fines are to be kept at a minimum.

Appointed Personnel Clearance: The teachers should individually clear with property control. Any equipment that was taken from property control direct by the teacher should be returned personally, so that their records at property control would be clear.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Tatsuko Ito

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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

May 14, 1945

M I N U T E S

Mt. View Elementary School Staff Meeting
3:45 p.m.
May 7, 1945
Elementary School Office (8-9-EF)

Attendance:

Mr. Carmichael, Chairman	Mrs. Morley
Mrs. Bane	Mrs. Sasaki
Mrs. Black	Miss Shaw
Mrs. Knight	Miss Wehmeyer
Miss Light	

Desert View Elementary School Staff Meeting
May 9, 1945
Elementary School Office (41-9-EF)

Attendance:

Mr. Carmichael, Chairman	Miss Okawachi
Miss Caster	Miss Shinoda
Miss Hayamizu	Miss Sutow
Miss Knight	Miss Taniguchi
Miss Matsutani	Miss Wyckoff

Mr. Carmichael read a memorandum from Mr. Bell concerning the Center clean-up day, May 12th. It was suggested that the health and social studies periods be given over to a teaching project dealing on the value of this clean-up day.

The following instructions were given for making out grade sheets:

1. Arrange the students' names alphabetically, last name first.
2. Fill in I.D. number for each pupil.
3. Indicate sex by "M" for boys and "F" for girls.
4. Give a letter grade for the school year for each student in each subject area, except 1st and 2nd grades are to omit social studies, indicated on the grade sheet. The letter grades to be used are:

Ex. for excellent
G. for good
F. for fair
P. for poor
Failure for failure

These grade sheets may be filled out any time now, but are to be completed and in the principal's office by May 31st.

Administration Notice No. 247 was read and discussed.

Each teacher was instructed to hand in to the principal's office immediately the number of students who they believe will benefit by short review work this summer. Students who are failing are not to be included in this list. This list should include only the number of students who will be passed, but who are weak in some particular part of a subject and by a short review course they could more easily be adjusted into the school they enter this fall.

Mrs. Sasaki was requested to make out the nursery school program for the summer months, to be approved by the Elementary Principal and submitted to the Superintendent of Education.

Mr. Carmichael discussed again the conversational language classes which had been requested by several block managers.

The meeting adjourned at 4:45.

Respectfully submitted,

H. Okumoto

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

May 18, 1945

M I N U T E S

Mt. View Elementary School Staff Meeting

3:45 p.m.

May 14, 1945

Elementary School Office (8-9-EF)

Attendance:

Mr. Carmichael, Chairman

Mrs. Bane

Mrs. Knight

Miss Light

Mrs. Morley

Mrs. Sasaki

Miss Shaw

Miss Traylor

Miss Wehmeyer

Desert View Elementary School Staff Meeting

3:30 p.m.

May 17, 1945

Elementary School Office (41-9-EF)

Attendance:

Mr. Carmichael, Chairman

Miss Caster

Miss Hayamizu

Miss Knight

Miss Matsutani

Miss Okawachi

Miss Shinoda

Miss Sutow

Miss Taniguchi

Miss Wyckoff

1. Mr. Carmichael presented the vacation schedule and requested that teachers indicate their first and second choices of dates for vacations. The schedule was to be posted on the bulletin board for the next few days so that teachers could fill in dates.
2. The advisability of being terminated from a position or resigning from a position was discussed. It was pointed out that when a position was abandoned and the employee was terminated, there would be no deduction made from the retirement accumulations if withdrawn; but if an employee resigned, there would be a deduction made from the retirement accumulations if withdrawn.
3. The grade sheets were discussed again. The following points were brought up. If any given grade had students below grade in any subject, they were given a grade of not above poor. For

example: A student in the fifth grade who could not read material above the third or fourth grade level, since he was classified as a fifth grade student, he would be graded poor or failure. This same principle should apply to any subject matter area in which the student is being graded.

Respectfully submitted,

H. Okumoto

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

DOB

MEETING OF EDUCATION SECTION
In Superintendent's Office
June 13, 1945
11:15 a.m.

ATTENDANCE: Dr. Noble
Dr. Bane
Mr. Cleo Bishop
Mr. Carmichael
Mr. Boyce ✓
Mr. Fields

The purpose of the meeting was to clarify the returning of property to Property Control.

The points brought out were:

1. Education property is all checked in with exceptions of property located in offices used by Dr. Bane, Dr. Noble, and Mr. Carmichael. The old library building in Blk. 32 barracks 9 will contain all text books from elementary schools.
2. Empty buildings in Blk. 32, barracks 1, 2, 3, 4, 5, 11, 12; and blks. 8 and 41, barracks 8, 9, 10, 11 will be turned over to property control by separate memorandum.
3. Procedure for turning over described buildings; a memorandum to Mr. Niesse. *I requested this to come to us & then we can decide who should have custody*
4. Janitor was directed to clean store rooms of blk. 41 and 8, and to notify Mr. Crane when cleaned, about oil stoves and stationary objects in these buildings. *DOB*
5. Buildings 1, 2, 3, 4 in blk. 32 are being turned over to C. A. S. No. 10 is still in use and No. 6 is used by Mrs. Henderson. Equipment was left in Blk. 8 barracks 9-B-F for Mr. Hibi to pick up.
6. Mr. Bishop reported: Have not checked to find losses of property, but will do so as soon as possible.

Dr. Noble expressed appreciation for the fine cooperation exhibited by Property Control in connection with Mr. Bishop in transferring education property to Property Control.

Bldgs 8 & 9 Blk 32 are being used to store Text Library books. We will provide to inventory them & then take custody -
DOB