

H2.72:1

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Oct. 1942 - Apr. 1943

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WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

H.R. 72

Topaz, Utah  
October 28, 1942

ADMINISTRATIVE EDUCATIONAL STAFF MEETING

The meeting was opened by Dr. John C. Carlisle, Superintendent of Education, who opened the question of the appropriate time to hold future administrative educational staff meetings. It was decided that Tuesdays at 4:15 PM would be the date and time. All administrative heads of each department were requested to attend.

Dr. Carlisle stated that we should know in general what everyone is doing, the number of schools, specific enrollment, and regarding equipment and what steps have been taken to procure it.

- (1) General report on status.
- (2) School work conferences - planning on part of principals and department heads.

INFORMAL REPORT FROM EACH SCHOOL HEAD (with respect to faculty appointive and residents, immediate needs, equipment and facilities.)  
A chart was requested by Dr. Carlisle picturing the staff now and replacements needed.

PRE-SCHOOL NURSERY (Miss Kay Uchida)

We have two centers at present located at Recreation Halls 9 and 13 which began on October 5, and we hope to open two others at Recreation Halls 27 and 31. We are numbering these centers A, B, C, and D. Teaching staff at present - 16 on payroll, one leader in each center, 7 assisting. At center 9-A there are 71 enrolled 10 of whom went on to kindergarten. At center 13-B there are 43 registered and 1 has gone on to kindergarten. Requisitions for equipment and materials have been put in. Could some arrangements be made with the industrial training class to make some of the equipment needed by the nursery schools?

Mr. Roper stated that at present he was rather dubious about this matter and did not wish to make too many promises.

ELEMENTARY SCHOOL (Dr. Reese Haughan, Acting Principal)

We have at present 661 elementary pupils registered, 394 of which are in the Block 41 School and 267 in the Block 8 School. We have 4 Caucasian teachers, 2 teachers (resident) who are certificated in terms of teacher training and 27 resident assistant teachers who are not too well trained - some of whom have just graduated from high school. All are doing a good job in terms of teaching youngsters.

Problem No. 1 is lack of qualified teachers in terms of core curriculum as set up by Dr. Robert E. Gibson.

Problem No. 2 - the buildings are not properly winterized and heating facilities inadequate.

School is currently being held from 1:15 to 4:30 PM in the afternoons only.

The moving of school furniture also proved to be a problem in the elementary schools. There were too many 30" tables and not enough 24" and 27" tables. In some instances the children are sitting on the floor and using the benches as tables.

Dr. Carlisle informed us that a survey of the tables showed that all tables could be accounted for with the exception of 4.

The necessity for keys and locks for all classrooms and also locks for the windows was stressed by Dr. Naughtan.

"Since processing is moving faster we should have six more appointed teachers within a week. According to Mr. Niesse if a teacher wants to take a chance the person may report for a 30-day appointment, during which 30 days they are processed permanently. It is definitely understood that 6 more teachers are needed in the elementary schools." Dr. Carlisle

Mr. Bell suggested that we "whip up" a two-weeks teacher training course using the 4 elementary staff teachers as experts to train cadet teachers re curriculum, etc. (At this time Mr. Marks from the Washington Office was introduced to all in attendance.

#### HIGH SCHOOL (Mr. L. G. Noble, Principal)

In connection with teacher problem we have at present 17 Caucasian teachers and 13 assistants and cadet teachers. We are confronted with a problem similar to the elementary schools regarding cadet teaching. There are many who assume the responsibility of a classroom. We are seriously up against this problem in the Industrial Arts program where 358 students have enrolled.

Dr. Carlisle stated that such a large number was not anticipated in the Industrial Arts program since the group were thought to be more an urban college preparatory group.

Mr. Melvin Roper who is heading this division stated that there 4 cadet teachers who have been assigned definite periods but they are capable only of teaching a unit in the industrial arts program not responsible for entire program. Thinks he may be able to use 4 full-time teachers.

The matter of the industrial arts program for those who are high school graduates and over is being taken care of Dr. Bane's adult education program.

The enrollment for the high school according to grades was as follows: 7th grade 139, 8th grade 140, 9th grade 164, 10th grade 176, 11th grade 182 and the 12th grade 196,; making a total of 997 with 5 specials.

#### DISCUSSION ON EQUIPMENT AND FACILITIES:

The lack of stoves and proper heating facilities proved to be very inadequate in all sections of the schools on top of the tables and benches problem.

Dr. Haughan suggested that in the event schools were postponed for an indefinite period of time due to the inadequate heating facilities and winterizing of schoolrooms, that we go into an extensive teacher training program, dividing up into groups and holding general meetings regarding curriculum studies.

It was pointed out at this time that stoves will be available at the end of the week.

The fact that holding school in such extremely cold weather without stoves and winterizing would be detrimental to the health of all students attending. After discussion on this subject a motion was made by Mr. Noble to the effect that school be postponed indefinitely until classrooms were heated properly. The motion was seconded by Mr. Roper. Everyone agreed to the motion, no oppositions.

The meeting was then adjourned.

Respectfully submitted,

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8-11

PROBLEMS RELATING TO EDUCATION AS DISCUSSED  
BY COMMUNITY SERVICE DIVISIONAL STAFF CONFERENCES

1. Committee on prevention of delinquency --- Mr. Henry Tani
  - A. Organize under Community Welfare all Youth problems --- Mr. Hiro Katayama
2. Definition of delinquency by committee spotting inherent maliciousness among the residents.

Action to be taken:

  1. Teachers will be asked to spot delinquents
  2. Cooperation of parents under Education
  3. Community Activities
3. Recommendations by committees
  - A. P.T.A. to educate parents
  - B. Articles in Topaz Times by educators and noted residents
  - C. A map of Topaz locating gangs and age groups to be spotted--another color indicating location of delinquent pupil throughout the Center
4. Following data brought up for consideration:
  - A. In San Francisco, there was a high delinquency rate among the Japanese in John Swett Jr. High School, Commerce High School and Galileo High School. All these students are here in camp
  - B. Beet workers have been informed improperly and correction methods must be taken.
  - C. No mother of child will report molestation
  - D. Venereal disease jumped in Santa Anita in the last month
  - E. Case conferences by Community Activities, Community Welfare and Education should be of a very private nature
  - F. Check on truant officers in school- signs of early delinquency

A plea from Community Activities with group leadership of a voluntary nature once a week should be recommended for the school faculty.
5. Attached minutes (*Kay Ueluda has notes*)
  - A. PTA
  - B. Report of Committee on Reports, Research, Statistics (*give next staff meeting*)
6. Telephones for Elementary School. Phones will be placed on the

6. (continued)  
telephone pole on the Northeast corner of Block 8, and Northwest corner of Block 41. These phones will be used only in emergencies. Suggestion that phone in Dining Hall 2 be used for same purposes. (All data according to Mr. Davis as reported by Mr. Fujita)
7. Check on time on appointive personnel. To be checked by Miss Kawakami twice a day.
8. Winterization in schools. In the winterization of schools, Mr. Taylor and Mr. George Shimamoto were deeply offended because their group was not mentioned in the publicity. As a result, hereafter, all Section Chiefs are responsible for all news stories released from their department.
9. Proposal: To be discussed at the staff meeting:

Is there a need for formal studies in social work to be given on a graduate seminar basis two hours a night, once a week. Mr. Bell believes that if the need is there, such a program will be set up.

F

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

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Respectfully submitted,

# WAR RELOCATION AUTHORITY

## CENTRAL UTAH PROJECT

In reply, please refer to:

Topaz, Utah  
November 10, 1942

### EDUCATION SECTION STAFF MEETING

Because of the arrival of Mr. Drayton Nuttall, Elementary School Principal, and the postponement of the meeting last week, the staff meeting was held one day ahead of schedule.

Those present were: Dr. John C. Carlisle, Superintendent of Education, Mr. L. G. Noble, Principal - High School, Mr. Drayton Nuttall, Principal - Elementary School, Dr. Laverne Bane, Head, Adult Education, Miss Kay Uchida and Miss Grace Fujii, Co-Directors of the Pre School Nursery Schools, Mr. Ernest Takahashi, Jr. Administrative Assistant, Mr. William K. Fujita from Mr. Lorne Bell's Division, Miss Motoko Hirose, Dr. Bane's Secretary.

### Problems for consideration

- I. Clearing up question of responsibilities  
An administrator will be responsible for everything under his Department. All matters pertaining to the high school will be referred to Mr. Noble, all matters pertaining to the elementary school to Mr. Nuttall, etc.
  1. Some time in the near future conferences will be held regarding recreation for the collegiate level and adult groups with Miss Emily Minton and Dr. Bane.
  2. The specific responsibilities of the Director of Curriculum with respect to the school program have not been finally settled.  
In theory - assume that our Curriculum Director will be "on call" for all curriculum problems and to study our community for reaction of teacher use.  
Mr. Noble asked for an interpretation and evaluation of the core curriculum. Is it a more efficient and effective way than under the old system?
  3. Responsibilities of Ernest Takahashi, Jr. Admin. Assistant. Expediting of requisitions for material, supplies, equipment, etc., following them up. His services are available to every school. "On Call" for all departments.



EDUCATION SECTION STAFF MEETING

Page 2

- II. Payroll and time report procedures  
Civil Service has set forth that we keep our 44 hour week - 8 hour day, one-half day Saturday.  
From now on, any individual leaving the Project on official business should leave a note for official files to that effect.

Question: What method can we use to determine what is official business? Does it mean that teachers should be in classrooms for 8 hours?

Solution: Everyone be 30 minutes early and stay 30 minutes after school making 1 hour if school is to be on a six-hour day from 9 to 1 and 2 to 4.

In the future we shall have individual cards made out in order that each teacher may fill in their working day.

- III. Planning meetings for elementary school, training institute for appointive staff.

- IV. American Education Week and Armistice Day

Will it be possible to "whip up" a school meeting regarding an Armistice Day Program. The thing we had in mind was paying tribute to the men who sacrificed their lives. It was suggested that we try to secure Mr. Charles Ernst as main speaker.

Miscellaneous business

1. School calendar
2. Records and reports of each meeting shall be kept for our files.
3. It was suggested that a memorandum regarding Civil Service time be submitted as formal administration instruction.

Appointive Personnel Meeting with Miss Jonscher  
of the Regional Office regarding  
Civil Service

November 13, 1942

The meeting of the faculty of the Elementary and Secondary Schools was called to order by the Superintendent, Dr. Carlisle, at 10:05 a.m. after which he introduced Miss Jonscher from the San Francisco office in Civil Service.

The following are the highlights of her talk to the Caucasian teachers regarding leave, absence, payroll and retirement regulations:

**Absences:** Fifteen days sick leave is granted to the worker with pay, twelve of which may be without medical evidence. After a period of three days' absence, a medical certificate is necessary. In cases of prolonged illness, a maximum of 30 days will be given the employees. Sick leaves may be accrued. No advance sick leave will be issued for less than a period of five days. For permanent disability, every employee is entitled to compensation.

**Leaves:** Twenty-six days maximum a year leave is granted an employee with pay, and he may accrue annual leaves up to 60 days. All workers who have started work from Oct. 1st have five days, four hours leave to their credit and this must be taken before the 31st of December. An employee is granted two days one hour and forty minutes a month. Leave slips must be filled out and this will be granted at the discretion of the division chief, i.e., the principal.

The Thanksgiving and Christmas holiday schedule will be drawn up tomorrow at 10:00 a.m. in Dr. Carlisle's office by a committee of two representatives from the Elementary and Secondary Schools each.

**Payroll:** Pay checks will be issued on the 8th and 23rd of each month, the checks covering the period from the 16-30th and 1-15th respectively.

**Note:** Concise statements on leaves and payroll may be had by securing a copy of Administrative Instruction No. 13.

**Retirement:** Five per cent retirement deductions and one dollar a month deduction for Taunton (a fund that covers every employee for a retirement pension in case the Government should collapse) will be made monthly. If an

employee is involuntarily separated from service, Tauntein will be refunded. Beneficiaries to the retirement fund must be designated on a form card. Retirement deductions will be refunded upon leaving the service if the employee has been in service for less than five years.

After thirty years of service, a C.S. worker is entitled to the pension and this may be received in one of the three following ways:

1. He may withdraw all the money in a lump sum.
2. He may receive an increased annuity. (beneficiary not entitled to receive)
3. He may get regular monthly pay up until the time of his death and the beneficiary will receive the balance of the fund.

**Bond Deductions:** Ten per cent of the employee's salary has been recommended for workers to pledge towards Defense Bonds. Each should designate the amount that he wishes to have deducted and the beneficiary to the Bond in case of death.

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

Respectfully submitted,

Toyoko Hidekawa,  
Faculty Secretary

RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

AMERICAN   EDUCATION   WEEK   PROGRAM

Dining Hall #32 at 7:30 P. M.  
Friday, November 13, 1942

Presentation of Colors

- I. Pledge to the Flag - led by Mich Hayashida  
(high school student)
- II. Musical Number - "Star Spangled Banner"  
Choir directed by Mr. Frank Iwanaga's  
Mrs. Tanaka Music School
- III. Invocation - The Reverend Howard Toriumi
- IV. Greetings - Dr. John C. Carlisle  
(Introduction of teachers  
and staff)
- V. Choir selections - "All Through the Night"  
directed by Mrs. "My Bonnie Lies Over the Ocean"  
Tanaka "Good Night Ladies"
- VI. Talk - Mr. Charles F. Ernst  
Project Director
- VII. Talk - Miss Mary C. McMillan
- VIII. Musical Number - "God Bless America"  
Choir

Withdrawal of Colors

AMERICAN EDUCATION WEEK PROGRAM  
Dining Hall #32 at 7:30 PM  
Friday, November 13, 1942

1. Presentation of colors  
Pledge to the flag - led by Mich Hayashida
2. Musical Number - "Star Spangled Banner"  
Choir directed by Mrs. Tanaka  
Mr. Frank Iwanaga's Music School
3. Invocation - The Reverend Howard Toriumi
4. Greetings - Dr. John C. Carlisle  
Superintendent of Education

"As many of you know, this is American Education Week and all over the United States programs are being held commemorating the purposes of education and more or less honoring the school, parents, and school teachers. It is the time when parents and teachers concerned with the welfare of the schools take occasion to talk over some school problems and get better acquainted."

5. Informal introduction of resident and appointive faculty.
6. Choir selections - "All Through the Night"  
"My Bonnie Lies Over the Ocean"  
"Good Night Ladies"
7. Talk - Mr. Charles F. Ernst  
Project Director

as neighbors, who have come here tonight  
"I would like to talk to you/as a part of Education Week to consider a few things together. I suppose if we could look back upon the early days of organized public education in this country--maybe in their beginning they had very much less than we have here in our humble beginnings in Topaz with regard to equipment. However, opportunities are just as bountiful in Topaz as anywhere. Education isn't a thing we can take in spoonfuls unless we too, have a part in it.

"Among us there are youth from 16 and 17 years of age and up into the early 20's who make up the largest single group in our community. I urge every parent of this age group, to work just a little harder to show just a little more interest in the education of their children here. At this time of their lives when accosted with this new environment they may fall by the wayside of their educational opportunities. We can have a capable faculty here, we can have whatever improvements in the way of facilities, but if the boys and girls do not come

it doesn't do much good. I sincerely urge that all parents take the responsibility of being sure that all boys and girls who should be in school, come to school.

"I cannot close without mentioning the importance of the nursery school, kindergarten, elementary and secondary school, also the division of adult education. Some of the most interesting things we learn as we grow older and we begin to get the true value of it. I am glad Dr. Bane is here and his staff. We want to give them every encouragement in working out plans for adults, that they may along with their children have the opportunity for education, women, men, boys and girls, parents and children, may together feast of the great opportunity of education.

"I am happy to realize that in this city, our education is based on that common fundamental--faith of our great humanity, the perfection of that humanity based on the conception of God. Starting in as we are from the very beginning of schools, it seems together with music, prayer and getting together we can feel that the Education Week, as far as Topaz is concerned, is something in which we can all have a part--neighbors, parents, and all in that spirit. Let us go forward together in Topaz in our search for education."

8. Talk - Miss Mary McMillan

"Since I have been in Japan  $1\frac{1}{2}$  years, I feel I know the character and people of Japanese ancestry very well. Even though the war is on I feel a kinship between the Japanese and I.

"I am happy to represent the other teachers of the faculty. We are working wholeheartedly for the best interests of your children. Knowing the importance of the Post War period we shall try to help them find a place for them on the outside; not only through books we must give them confidence in themselves. We can work together for a better world in the future.

"It is not only the responsibility of the teachers and youngsters, but it/the responsibility of all of us to work together to make a better world.

9. Closing - Dr. John C. Carlisle

"We hope you will all take occasion to visit our schools as soon as possible to become acquainted with the school teachers. Parents are just as welcome as students. We hope in the near future that a PTA will be organized and conducted by parents. We hope to have school meetings such as this occasionally.

10. Musical number  
Choir and assemblage "God Bless America"
11. Withdrawal of colors
12. Meeting adjourned by Dr. John C. Carlisle

JCC: ms

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"As many of you know, this is American Education Week and all over the United States programs are being held commemorating the purposes of education and more or less honoring the school, parents, and school teachers. It is the time when parents and teachers concerned with the welfare of the schools take occasion to talk over some school problems and get better acquainted."

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"It is not only the responsibility of the teachers and youngsters, but it/the responsibility of all of us to work together to make a better world.

9. Closing - Dr. John C. Carlisle

"We hope you will all take occasion to visit our schools as soon as possible to become acquainted with the school teachers. Parents are just as welcome as students. We hope in the near future that a PTA will be organized and conducted by parents. We hope to have school meetings such as this occasionally.

10. Musical number  
Choir and assemblage "God Bless America"
11. Withdrawal of colors
12. Meeting adjourned by Dr. John C. Carlisle

JCC: ms

EDUCATION STAFF MEETING  
TUESDAY, NOVEMBER 17, 1942  
Mr. Lorne W. Bell's Office

The Education Staff Meeting was opened by Dr. John C. Carlisle promptly at 5 PM.

Problems discussed were as follows:

I. When schools may commence on an all-day schedule--

1. Facilities adequate?
  - a. High School
    - (1) Stoves all in
    - (2) Winterization 20% completed  
Within two weeks will be completed
  - b. Elementary Schools
    - (1) Problem of chimneys yet to be solved in Block 41.
2. In the event schools are to convene on a full-time basis fires must be started about 8 AM or earlier.
3. Time to hold school
  - a. 9 AM to 1 2 PM to 4
  - b. 10 AM to 1 2 PM to 5  
The latter time schedule was approved.
4. Necessary stoves
  - a. Pre School 5
  - b. Recreation Hall #29 for adult education

Regularity of schools will mean a lot. Given class schedules should begin as soon as possible.

II. Minimum demands for space

1. High School
  - a. Not more than 5 or 10% of the rooms not being utilized.
  - b. Recreation Hall #31 used as gymnasium
2. Elementary Schools
  - a. 18 rooms in each block utilized
  - b. Recreation halls
  - c. Plan may be worked out where 4 rooms may be available for Dr. Bane's Adult Education Staff
3. Nursery schools
  - a. Two-thirds floor space necessary in each of four recreation halls.
4. Adult education
  - a. Urgent need of 4 more rooms.

EDUCATION STAFF MEETING  
NOVEMBER 17, 1942

III. Equipment

1. It was suggested specifically that equipment inventory be kept on a "bank balance" idea-- furniture on hand, what we need, and why.
2. Accounts will be set up by the Fiscal Department in the near future setting forth our expenditures.
3. A memorandum from Mr. James F. Hughes regarding the possibility of permanent school buildings was read questioning the feasibility of electrical wiring in temporary rooms because of priorities.
4. Large 200 watt globes necessary for adequate lighting now.

IV. School calendar

1. A committee met with Dr. Carlisle, November 14, and proposed that:
  - a. Thanksgiving holidays commence Wednesday, November 25, after school through November 29.
  - b. That Christmas holidays start December 24 through January 4.
  - c. That teachers make up the four hours on the Saturday holidays and file such notice with their respective principals for official records.
  - d. That teachers may work during the Christmas holidays if they so desire.
2. Memorandum regarding new timekeeping procedures of appointive personnel discussed.

V. Miscellaneous business

1. Mr. Noble raised the matter of outside departments using dining hall #32 and other buildings in Block 32. It was decided that a permit be made for such use in the future.

The meeting was adjourned at 6:05 PM

Respectfully submitted  
M. Sera, Secretary

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
November 25, 1942

EDUCATION SECTION STAFF MEETING  
NOVEMBER 24, 1942 5 PM

The Education Section meeting was called to order by Dr. John C. Carlisle promptly at 5 PM, Tuesday, November 25, 1942.

An agenda of the meeting was distributed and the problems for discussion were divided into the three following headings:

- I. School operation plans - November 25 to 28.
  1. Present status of winterization
  2. Plans for group meetings  
Elementary and Secondary
- II. Weekly reports from each level of the Education Section.
  1. Preparation for report for this week
- III. Clearance of all items going beyond the Education Section.

.....

A conference with Mr. Taylor of the Maintenance and Operations Section disclosed that winterizing would not be completed by Wednesday. Reports from the high school section and elementary schools were that winterizing would not be done by Wednesday. However, it is hoped that schools may function on a full-day basis starting Monday, November 30.

Acting Superintendent during the time Dr. Carlisle is away were designated as follows:

Wednesday and Thursday, November 25 and 26	- Dr. Bane
Friday and Saturday, November 27 and 28	- Mr. Noble
Saturday, November 29	- Mr. Nuttall

Mr. Nuttall reported that there would be ample work for the teachers in his Section over the weekend.

The Nursery School group are in the midst of winterizing. Miss Fujii stated that a crew would be desired for Friday morning.

Dr. Carlisle announced that any problems regarding partitions, wiring, etc. should be routed to his office and in turn the matter will be routed through Mr. Bell's Office to the proper sources.

EDUCATION SECTION MEETING  
Continued

Plans for November 25 to 28.

If appointive teachers are here over the weekend, a full 8-hour day should be adhered to. This policy also pertains to the resident teachers.

II. Weekly reports

In the future, each principal will hand in a weekly report regarding their respective sections to the Superintendent. Forms to be followed were distributed. The first report will be due Wednesday, November 25.

Miscellaneous business

Regarding the use of dining hall #32, Mr. Noble stated that it will be used by the church group on Sundays. However, it will not be loaned out to any other organizations. Recreation halls 31 and 32 will be available however.

Dr. Bone brought up the matter of janitor service in the schools. The fires must be started early enough to get the rooms warm before school convenes. It was suggested that all matters regarding this service be turned over to Mr. Yoshioka, supervisor of janitors.

It was suggested that in each Principal's office a daily "time in" and "time out" record be kept. A filed note should be filed with the respective principals regarding the extra hours time spent by the teacher.

A teachers workroom for group activity was suggested for the future to build up group morale.

Ernest Takahashi reported that several of our requisitions of October were junked. The explanation was that there were many duplications and things were so mixed up. However, it was reported that most of the requisitions of November are on bids or letters have been sent out for expediting.

Mr. Takahashi also reported on a meeting regarding the establishment of a Community Services Commission. This is a part of the planning for the new City charter.

Mr. Mittall wished to have the subject of semi-annual and annual promotions clarified. After much discussion it was decided to keep the matter pending for further information.

The meeting was adjourned at 8:10 PM.

Respectfully submitted  
M. Barn, Secretary

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
December 3, 1942

EDUCATION SECTION STAFF MEETING  
December 1, 1942 4:30 PM

Agenda -

- I. What information should be in the central office files concerning the curriculum of each division of the education section.
- II. What steps should we take to organize a P. T. A.?
- III. Possibilities for beginning a teacher training course for cadet teachers.
- IV. How can we attack our problems of teacher personnel?
- V. Central clearance of relationships with other departments of the Project.
- VI. Age-grade status of the California schools and the possibilities of a nursery school for 4-year olds.
- VII. Other items

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Dr. Carlisle called the meeting to order at 4:30 PM Tuesday, December 1, and an agenda as outlined above was distributed to all in attendance.

1. It was suggested under the first item that the central office should have on file a fair picture of what each department will program throughout the year as to curriculum. Dr. Maughan stated that any information in curriculum requirements that might be of interest would be of valuable help to evaluate.
2. A decision was reached that a separate P.T.A. unit be organized in each school center, i.e., one in the block 8 elementary school, one in the high school, etc. The proposition of sending 3 delegates (2 residents and one Caucasian from the high school and elementary schools and 3 residents from the nursery school to attend the committee meeting on Family Life Saturday in Mr. Bell's Office was satisfactory to further discuss organization of a P. T. A. Ernest Takahashi related the organization of the P. T. A. at Tanforan.

EDUCATION SECTION STAFF MEETING

3. Miss Wanda Robertson will arrive on the Project December 18 as Director of Cadet Teaching. Emphasis was placed on the urgent need for such courses. Possible courses to be given at present:
- Educational psychology
  - History of Education
  - Introduction of General Methods
  - Courses in Elementary and High Schools
  - General Curriculum

These courses will include 36 one-hour meetings for 12 weeks or 12 hr. meetings twice a week. Securing of credit for these courses will need the approval of State Institutions. A meeting is planned for Wednesday, December 2, at 5 PM 32-1-C & D. All teachers, resident and appointive, who do not have valid teaching certificates are recommended to attend.

4. Problems in resident teaching personnel at the elementary school level remains an acute problem. Suggestive names of capable teachers for the 2nd and 5th grade were requested by Mr. Nuttall. Regarding an art instructor for the elementary, Dr. Carlisle suggested Mr. Nuttall to discuss the matter with Dr. Bane.
5. Ernest Takahashi reported on the following:  
A Community Services Division truck will be available for the Education Section's use. Two men from our Section will serve as a temporary maintenance crew.

Requisitions - It was proposed as a new policy that no item or requisition shall remain unattended or passed on for action for two days or the originating office shall receive notice and reason why the requisition did not go through. This would greatly clarify the present requisitioning procedures. Dr. Carlisle stated that now we should have a more clear picture of just what supplies are needed for a six-month period, thereby making a larger order to be sent in, instead of the many small orders going in at intervals.

We now have a man working on the cost accounting of our Section in order that we may know just what expenses have been incurred to date.

Shop and science laboratory equipment and supplies remains an acute problem.

The meeting was adjourned at 6:10 PM with the proposal that it be continued Wednesday, December 2 at 4 PM.

EDUCATION SECTION STAFF MEETING  
December 2, 1942 4 PM

The meeting was opened by Dr. Carlisle at 4 PM, Wednesday, December 2, 1942.

Dr. Bane discussed the possibility of industrial projects at the adult education level.

Dr. Carlisle announced that Mr. Ernst, Mr. Bell, and Mr. Hirota would pay an informal visit to the schools on Friday morning at 10 AM.

On the matter of requisitions, Dr. Carlisle advised that we get orders in as far ahead as we can possibly can.

A discussion followed on the problem of requisitions, non-receipt of same, etc. It was suggested that Fred Yamashiro our Warehouseman notify all principals when supplies come in in order that may secure these as quickly as possible. A ledger book record was also suggested to be kept by Fred so that we will know at any time just what supplies came in, where it went and how many are on hand.

6. Item No. VI. on the agenda was to be left to the next meeting with the absence of Dr. Carlisle who was to be chairman for the meeting on Cadet Teaching.

Preparations for the opening of a pre-school class for the 4-year olds has already gone under way under the direction of Misses Uchida and Fujii.

7. Other items:

The possibility of establishing workshop rooms for the faculty was discussed and the need for good professional books will be taken care of also. Adequate furniture for the workshop will be procured by Dr. Maughan.

The meeting was adjourned at 5:30 PM.

Respectfully submitted

M. Sera, Secretary

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
December 15, 1942

EDUCATION SECTION STAFF MEETING

Monday, December 14, 1942  
4:30 PM Dr. Carlisle's Office

The following agenda was distributed to all in attendance:

- I. Leave policy and travel regulations
- II. Administrative clearance with other sections.
- III. Problems of curriculum, discipline, and classroom methods.
- IV. School community projects:
  1. Teaching children about the Project boundaries.
  2. Uniting to clear the roads of nails.
- V. The return of sample books.
- VI. Christmas vacation schedule.
- VII. Organization of P. T. A. meetings
  1. Joining the U. E. A.
  2. Joining the N. E. A.
- VIII. Timekeeping of resident personnel

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The Education Section Staff Meeting was opened by Dr. Carlisle who read a policy regarding the Carrier Service set up for residents and appointive personnel on the Project. Copies of this policy will be distributed to Department Heads for their ready information.

It was suggested that a visit to outside schools for all faculty members would be beneficial sometime in the future. The possibility of a faculty picnic this coming Saturday was discussed, however transportation facilities make it a question.

Under item II. it was brought out that clearance should be routed through the proper channels for expediting. Special requests for trucks as in the case of the high school agriculture class should be made in this way.

An announcement was made regarding the faculty meeting at which time Dr. Alfred Fisk from the San Francisco State College has been invited to address us.

EDUCATION SECTION STAFF MEETING

Page 2

Mr. Nuttall express the thought that he would like initiated an exchange of good accredited resident teachers for outside teachers. This would be beneficial for both parties concerned.

The matter of curriculum and discipline in the classrooms was discussed. Dr. Carlisle announced that a meeting would be held with the core curriculum teachers in the high school on Wednesday at 4:10 PM.

Under Item IV, Dr. Carlisle proposed that the elementary school children might help relieve the roads of nails in order that automobile tires might be saved. The matter of a safety hazard that might be in evidence was brought out.

Books received as samples from the various book companies were asked to be returned to Fred Yamashiro, Education warehouseman by Friday of this week.

The calendar for the school year will be as follows: Schools will close at the end of the day on December 23. They will reopen Monday morning, December 28. Regular school will be held during the week December 28 to January 1, inclusive. Insofar as we know, December 25 is a legal holiday. Teachers may count December 26, as a full day holiday not chargeable to their annual vacation if they make up the time previously - preferably on the afternoon of December 19. December 24, for those teachers who leave the project will be charged to their annual vacation.

Ernest Takahashi reported on a meeting regarding the policy of resident personnel timekeeping. Overtime accrued by teachers shall be added to compensatory leave.

A P. T. A. meeting in the form of an Open House will be held in the high school to build a better parent-teacher-child relationship on Wednesday, December 16, at 7:30 PM in the high school. A similar meeting will be held by both elementary school centers on Thursday evening, December 17.

The Nursery School directors were commended for the very successful Open House held last week in the pre-school centers at recreation hall 9 and 13.

Plans for the Christmas program to be held by the Elementary schools is in progress at the present time. The meeting was adjourned at 6:10 PM with the intention that it would continue the following day at 3 PM.

EDUCATION SECTION STAFF MEETING

Continued Page 3

December 15, 1942  
3 PM

The meeting was opened with the proposal that each department head in the Section hand in to the Central Office a comprehensive report regarding the number of classes, enrollment in each class, percentage of attendance, tardy cases, etc. in order that it might be on hand when and if any official might wish to have statistical figures on our program.

The weekly narrative reports, however, shall continue to come in every week, however, it seems that to date all reports seem to be more critical than comprehensive.

It was announced that the school census was now complete and that department heads may have access to the cards for reference if they so desire before we send them on.

Miscellaneous business

Mr. Noble mentioned the problem of report cards. The following suggestions were given: Personal notes from the teachers, a mimeographed form for teachers to indicate progress of the child regarding attitude toward work, days absent, tardy, etc.

Regarding library books that came in as gifts it was clarified that the \$1.00 valuation on each was not/be entered against our budget. to

A memorandum from Henry Tani regarding the need for the teaching of the Japanese language was discussed. However, no definite conclusion was reached on this matter.

The meeting was adjourned at 4:00 PM.

Respectfully submitted,

M. Sera, Secretary

12-17-42 AM

*W. C. Beck*  
*Superior Mailfold*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Education Section Staff Meeting  
Monday, December 21, 1942  
4:30 PM  
Dr. Carlisle's Office

The meeting was officially opened by Dr. Carlisle. Miss Wanda Robertson, newly-appointed Director of Cadet Teaching was introduced to all department heads.

Miscellaneous Business

It was the general thought that the field trip taken by the elementary and high school appointive and resident faculty on Saturday December 19, 1942 was very successful and enjoyed by all in attendance.

Though the students' Christmas vacation will begin on the 24th, all teachers will be required to be doing educational work on that day. Mr. Noble stated that the high school faculty would visit the homes of all the boys and girls who should be in school and are not presently enrolled. Mr. Nuttall will also work on the same idea--to comb the census report for possible children who should be in school in the elementary grades.

The question of school on New Years Day was brought up. Proper clearance on this will be received through the proper administrators and announced as soon as possible.

A reminder was given regarding the first cadet teaching meeting under Miss Robertson, Tuesday at 4:45 PM.

For everyone's information the elementary school Christmas program will be held on Wednesday, December 23 at 2:30 PM at Block #1.

The High School Program will be held on Wednesday, December 23 also from 2 PM to 3 PM.

Dr. Carlisle then asked for discussion of problems from each Department Head--the following problems were set forth by Mr. Noble, Principal of the High School and discussed.

1. Problem of teachers wearing slacks.
2. Grading system on report cards.
3. Problem of proper credits for graduation.
4. Problem of work permits for part-time employment.

Mr. Noble stated that Mr. Goertzel will be in charge of the credit system for high school graduation. Recommendation will be made to Dr. Carlisle by Thursday on the matter of credits.

Dr. Bane:

1. Problem of proper clearance for use of truck
  - a. Requisition to be typed by originating office
  - b. Okehed by Department head
  - c. Sent to Dr. Carlisle's Office
  - d. Sent to Mr. Bell's Office for his approval
  - e. Routed to Mr. Potter for expediting.

Dr. Carlisle stated that such a request should be thought through carefully.

2. Problem of stencils.

Mr. Nuttall

1. Question of report cards
2. Tentative school calendar for the coming year.
3. Problem of mid-year promotion in elementary school, especially pertaining to present High 6th grade. A policy will be worked out with Mr. Noble

Since the Education Section has had to more or less make a personap fight for every item in connection with repairs and partitions it was proposed that a memo be written to the Project Director through Mr. Bell asking that a competent skilled architect be assigned to the schools to find out the minimum requirements needed for proper functioning of all schools. Then the cost would be drawn up and presented intact all at once to the proper channels for expediting.

The meeting was adjourned at 6:15 PM

Respectfully submitted,  
M. Sera, Secretary

JCC:ms

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
December 29, 1942

EDUCATION SECTION STAFF MEETING  
Monday, December 28, 1942  
4:30 PM Dr. John C. Carlisle's home

Those present were: Dr. John C. Carlisle, Dr. Maughan, Mr. Nuttall, Dr. Bane, Mr. Lorne Bell, Misses Kay Uchida and Grace Fujii, Ernest Takahashi, Mr. Noble and Mr. Honderich, Miss Wanda Robertson.

Dr. Carlisle opened the meeting with a request for a discussion on the immediate important problems confronting each department. Problems were discussed as follows:

- I. In the matter of the distribution of Red Cross gifts of candy and toys - it was proposed that Mr. Nuttall, Misses Uchida and Fujii and Ernest Takahashi work in collaboration with the Junior Red Cross chairman, Tad Hikoyeda of the C. A. S.
- II. On the question regarding school on New Year's Day in connection with resident teaching personnel Mr. Bell gave the following suggestions:
  1. Work if individual wishes
  2. Develop compensatory leave before then.
  3. Leave without pay.

Proposed program for appointive personnel in High School and elementary schools:

1. Committee meetings on
  - a. Student credits
  - b. Student cards
  - c. Pupil record cards
  - d. Teachers to work on aquarium project with Miss Robertson.
- III. Miss Robertson stated that Mrs. Tyler of the Salt Lake City Public Library was kind enough to have her select discarded books which were still in good condition for the schools here. 450 good elementary school books were selected and 600 for the public library. It was suggested that we might have access to their picture library and stereoscope upon request. Miss Robertson suggested it would be a nice idea to have Mrs. Tyler come to the project on some Saturday, say January 16, to visit the school libraries and also hold an informal tea.

Dr. Carlisle asked that a committee with Miss Robertson at the head, work with Miss Bills and Mrs. Honderich of the school library, the head librarian of the public library and other resident assistant librarians work on this contemplated event.

- IV. The problem of the inefficiency of the procurement section was discussed. Ernest Takahashi said that the Procurement Office informed him to allow 25 days before a requisition is filled. Dr. Carlisle urged that all department heads check with Ernest Takahashi regarding all requisitions sent in to date and the status of each. School lockers, cabinets, and shelves remain an acute unsolved problem in all schools. Also the urgent need for desks for appointive staff.
- V. Mr. Honderich of Community Enterprises was asked regarding the possibility of the use of their moving picture machines for educational purposes. He suggested that the schools were welcome to use the machines at any time with an individual or individuals on the Education Section payroll to operate the machines. Miss Robertson suggested we contact Brigham Young University regarding suitable educational visual aid material. A list from each department head to be made into a composite list was requested. Dr. Maughan was appointed as head of this project. Mr. Westover was designated from the high school.

At this time Mr. Bell expressed his regret that he must leave for a 5:30 meeting and stated he would be acting Superintendent of Education on Dr. Carlisle's leave. Dr. Maughan will be assistant. He wishes each department head to send in to his office in writing specific job and goals for the next 30 days and for the next 90 days. Conferences will be held with each department head on Wednesday when an evaluation of personnel and workings of each department will be gone over thoroughly.

General problems:

1. Keeping alive all possible applications for prospective teachers.
2. General problem of curriculum planning in schools.
3. Credits for cadet teachers.
4. Possible J. C. extension courses.
5. Policy regarding charge on industrial arts materials used by students.
6. School calendar - Ending semester date. Committee to meet.
7. Council on education should be set up.
8. Problem of promotion (Was left unfinished)

Meeting was adjourned at 6:15 PM

Respectfully submitted  
M. Sera, Secretary.

WAR RELOCATION AUTHORITY  
GENERAL UPAN PROJECT

Tepan, Utah  
January 6, 1943

EDUCATION SECTION STAFF MEETING  
January 5, 1943 12 Noon  
Mr. Lorne W. Bell's Office

Those present were Mr. Lorne W. Bell, Dr. Bone, Dr. Neufuss, Mr. Noble, Mr. Ruttell, Misses Kay Gehlke and Grace Fujii, Miss Vera Robertson, Ernest Takahashi.

A general agenda with the following problems was distributed:

1. Reports of committees (if any)
2. School funds collected within the school
3. The 40 hour week as applied to school teachers.
4. The adequate use of the school library
  - a. Library shelves
5. Define the school budget
  - a. High School
  - b. Elementary
  - c. Other
6. Procurement of urgent materials
7. Recruiting of teachers
8. Other problems

1. Mr. Bell asked whether we had in the school system some issues or problems in the realm of educational processes and whether a committee of people from each department should be created on the teacher training program. It was stated that only a part of the high school faculty were attending teacher training meetings and much of this lack of attendance was attributed to the large amount of work being performed by teachers which made it impossible for teachers to participate in other general functions of the community.

The matter of allowing teachers to go home one hour earlier was discussed but the conclusion of the regular time of 5 PM was left standing.

Mr. Ruttell suggested that conferences be held regarding work habits and problems of discipline as many teachers do not know anything about classroom organization.

Miss Robertson reported that she has been holding meetings regularly with each elementary grade level discussing the basis of child development. In several classes before children listen to educational programs, Mr. Ruttell has held discussions on the topics. Miss Robertson further stated that she has gone into the various classes in the elementary school to help the teacher as much as possible.

Mr. Bell asked whether the Adult Education group had any such training courses. Mr. Bane reported that as yet teacher training courses have not been formally instituted except in the Basic English classes.

Dr. Haughen specified that any statements regarding teacher training should come from the Superintendent's Office.

With reference to Mr. Bell's suggestion that the teacher training courses be made compulsory to all teachers, Mr. Noble said that there were a few appointive teachers with as much as 30 years experience who should not be included on the same level as other teachers who actually needed the training.

Mr. Bittell stated that in the elementary schools everyone is required to attend, they have made no distinction between curriculum development and teacher training.

2. Pertaining to school funds collected within the school a regular way to start an account for the school will be worked on.
3. 43 hour week is in effect for all appointive personnel as of January 1, 1943. There will be a 10% increase in salary. The regular 44-hour week will continue for resident personnel.
4. Mr. Bell asked whether the resident architect assigned to list school needs in the way of partitions, shelves, etc. was helping out. The main concern of the elementary school is for library shelves.
5. School budget - Mr. Noble asked that he would like a breakdown on the budget in order that each department may know how much money is expendable. Mr. Bell stated that this budget breakdown would be forthcoming.
6. Necessary supplies should be sent through Mr. Bell's office but thought out wisely. Since the serious need for books is evident each department head was asked to start a new book order rolling.
7. Recruiting of appointive teachers will be left to the discretion of the respective principals. Mr. Bell suggested a person be selected to personally go out on a teacher recruiting trip if need be.

Need for resident teachers for both elementary and nursery schools is evident.

The meeting was adjourned at 12:00 PM

Respectfully submitted  
E. Bane, Secretary

1/6/43

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Tropic, Utah  
January 12, 1943

EDUCATION SECTION STAFF MEETING

January 11, 1943

4:00 PM

E-1-3

Those present were Mr. Lorne W. Bell, Mr. Mattall, Dr. Haughan, Mr. Bone, Mr. Noble, Miss Robertson and Miss Fujii. An agenda as follows:

1. What the public expects of teachers
2. Budget for Visual Education
3. Credit for cadet teachers
4. Question of compensatory time for teachers
5. School activity calendar
6. Possibility of having a functioning residents' council on Education to sit in on the formulation of the school policy.
7. General problems

1. Deviating from the wording of the first item, the matter of teachers in Dormitory B and the present situation concerning the maid service was discussed.
2. Under the second item, Mr. Bell advised that Dr. Haughan confer with Mr. Niesco regarding the expenditures involved in the handling of visual education materials for the schools. Another suggestion was using the government franking privilege to absorb the mailing expenses.
3. A letter is pending answers from both the Utah State Agricultural College and the University of Utah regarding the credits acquirable through teacher training courses. The Nursery school asked that their department would like to be included. Miss Robertson suggested it might be a good idea to have the key men from the Department of Education and extension divisions from both universities come to the Center on educational conferences and specific statements could be made directly to the teachers concerned regarding credits. Mr. Bell asked whether this should be applied to Brigham Young University also. Mr. Bone was officially asked to write a letter to President Harris over Mr. Ernst's signature regarding this.
4. Mr. Noble wished clarification on the matter of compensatory time for appointive personnel. Mr. Bell made the definite statement that as far as residents are concerned, compensatory time may be accrued and taken off within a reasonable amount of time, preferably during that

month. However, in the case of appointive personnel no provision was made for compensatory time. The 3 hours on Saturday is counted as overtime and employees will be compensated accordingly. Mr. Noble asked that Mr. Bell write a memorandum regarding the possibility of teachers working overtime and accumulating enough to take a Saturday afternoon off for necessary shopping.

5. It was suggested that a representative from the Elementary School, High School, Adult Education, Community Activity Section, and Church Group meet and agree on a given schedule of events in order that conflicts may be avoided. A master calendar would be very helpful.

At this time, Mr. Noble gave an account of the successful, well-received parents-teachers day which took place on Friday, January 8 at the high school. 461 parents attended and recommendations were that such an affair be held occasionally. If Mr. Noble were to do a similar event over he stated that he would like to lay down the groundwork of the classroom and individual conferences between parent and teacher regarding the progress of their child would be beneficial.

It was observed that a definite P. T. A. consciousness was being aroused by the splendid turnout of parents, who are more than ever eager for the academic achievement of their children.

6. Mr. Bell stated there would be a Community Advisory Council established from representatives of sub-committees for children, youth, and adults. We would pick up all folks entered in education, possibly 5, creating a group from each district selected to constitute a congress on education with the point of view -- needs of children. 3 appointive people to act as "spark plugs".

Mr. Nuttall expressed his thought that he had in mind a group not too big- separate and apart from the P. T. A. in which it is necessary to get difficult messages or issues over to the parents; as a media in contacting the parents. This group would be similar to a typical city board of education. Should be appointed by the council or elected by the people.

Mr. Bell stated that it was the responsibility of the Superintendent's Office to work with the advisory group on Education.

7. General problems --  
Mr. Naughton will unravel the procurement situation pertinent to the Education Section.

#### EVENTS OF NOTE

Elementary School - Naming of Schools  
Block G Mountain View School  
Block 41 Desert View School

Nursery School - Intensive recruiting of teachers for proposed opening of center in SW part of community.

Adult Education - Everyone was informally invited to a get-together to be sponsored by the adult education section Saturday night at Dining Hall 32. A program is planned with refreshments.

#### High School - Student Body Election

Mr. Bell announced that trucks are to be made available upon request for contemplated picnics. This is a morale-lifting measure. Requests should be made to the O. A. S. the Tuesday before the Sunday planned. Mr. Bell also wanted to make clear to the principals that teachers bring their problems direct to the principal who in turn could see Mr. Bell.

In order to more efficiently expedite requisitions, Dr. Haughen will sign them.

The acute lack of space in housing for appointive personnel was openly discussed.

In the matter of necessary printing it was decided that Dr. Haughen look into this.

The meeting was adjourned at 5:45 with the announcement that following meetings would be held on Tuesday at 12 noon.

Respectfully submitted,  
M. Barr, Secretary

ms  
1/12/43

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
January 20, 1943

EDUCATION SECTION STAFF MEETING

12:00 Noon

Mr. Lorne W. Bell's Office

Those present were Mr. Lorne W. Bell, Mr. Noble, Dr. Maughan and Grace Fujii. An agenda as follows was distributed:

1. Transportation of personnel and material.
2. Petty cash fund and government franking privileges
3. Fire hazard in schools
4. Clarification of work permits for part-time students
5. Timekeeping procedures with schools and administrative staff
6. Erection of stage - high school
7. General problems

The meeting was opened by Mr. Bell who advised that we commence with Item No. 6 pertinent to Mr. Noble. The desire of the high school is to have erected an outdoor stage on the high school grounds for such events as large student body gatherings, band concerts, graduation exercises looking ahead to the spring and summer activities. The dimensions as follows: 35 feet in length and 20 feet wide. Mr. Bell suggested that the draftsman assigned for school needs work on this.

On Item No. 4 it was brought out that the hospital still refused to give medical examinations to students working part-time. However a plan is being proposed whereby an agreement can be reached through Mr. Jennings Office. A directive on operations will be issued regarding certain types of jobs which students will not be allowed to perform. A master job description will be forthcoming.

At this time, Dr. Maughan was called upon to discuss the problems of procuring and distributing supplies and materials after they arrive on the Project.

1. The principals should anticipate their needs far enough in advance to account for any delays in procurement. It was suggested that henceforth materials should be planned ahead through June.

At this point, Mr. Noble stated that books and supplies had been in the school storehouse for a period of time before they were actually received for use. Mr. Bell suggested that a conference be held with the heads of school warehouse, and supply clerks of the different schools for more better coordination among all concerned. It was brought out again the necessity of having the warehouseman notify all principals of materials and supplies coming in. The present system is having Warren Eijima, office assistant, go daily to the Warehouse and check on incoming supplies and ordering the use of a truck for transporting these supplies to the different schools. However, in a few cases supplies and materials

have become lost in transit, therefore, Mr. Noble proposed that a definite checkup should be held at each stopping point.

3. Each principal should delegate one person only for the purpose of drawing supplies and materials from the school warehouse to avoid confusion.

Mr. Bell was asked to work with the warehousemen regarding release of materials to persons without the proper authorization.

Dr. Maughan suggested that we keep an inventory list of books, supplies, and materials in each school. The principals will be responsible for all materials received within their jurisdiction.

Mr. Noble asked about a policy regarding lost tools and supplies. What happens? Mr. Bell suggested that we find out from the property control division what they are going to ask for - to tie their system in with the master property control system. This should be followed up closely.

On Item No. 1 requests for trucks or transportation should originate where needed, approved by principal, approved by Superintendent's Office then to Mr. Bell for proper expediting.

Item No. 2 - Dr. Maughan held a conference with Mr. Niesse and reported that if we had anything that demanded small expenditures up to \$5.00 we would go over to Mr. Niesse's Office and make out proper forms and receive the money for such expenses as transportation charges on films, etc. Franking privileges can be used for material up to 4 lbs.

The matter of using the basketball court at Delta High School was brought up. Mr. Bell will clarify the matter of a lease on this.

On Item No. 3 - The recent fire at the Block 41 School was discussed. Caution and the need of fire drills was seen. Mr. Noble reported that the high school students have been organized into satisfactory preparation on drills. Mr. Nuttall will also be approached on this problem.

On Item No. 5 pertaining to the timekeeping of the warehousemen at Block 41, it was recommended that Mr. Nuttall see that these men check in and check out through his office.

Comments:

Mr. Noble - Question of sick leave, need for two more English teachers. Mr. Bell expressed his desire to confer with Mr. Noble and Mr. Nuttall regarding recruiting of teachers, and possibility of having practice teachers come here upon their graduation.

Dr. Maughan - Budget for visual Education. At least \$200 is required to set up a satisfactory visual education program.

Mr. Bell announced the outcome of the cabinet meeting and the overruling of royalty on high school plays. The meeting was adjourned at 12:50 PM. Respectfully submitted, M. Sera, Secretary

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
January 27, 1943

EDUCATION SECTION STAFF MEETING

Tuesday, January 26, 1943

12:00 Noon

Mr. Lorne W. Bell's Office

Those present were Mr. Lorne W. Bell, Misses Robertson and Fujii, Dr. Maughan, Dr. Bane, Mr. Noble, Mr. Nuttall, Mr. Hale and Mr. Bankson

The following agenda was distributed to all in attendance:

1. Toy Lending Project - Nursery Schools
2. Essay Contest - Mr. Bankson
3. Report from Dr. Bane on B. Y. U. credits for cadet teaching.  
Reply from U. S. A. C.
4. Set-up of Health Activities of the Topaz School System -  
Mr. Sumner E. Hale
5. Possibility of teachers meeting with Delta Teachers
6. Procurement of supplies
7. State certification of teachers
8. A State and County visiting schedule
9. General problems

The meeting was opened promptly at 12. Dr. Bane was called upon to give a report on item #3 and stated that he was communicating with Mr. Jennings on what could be done in procuring people with M. A. degrees to teach voluntarily. In that letter he proposes to send a specific statement of the names and courses they would like to teach. Mr. Lorne Bell has consented to join the junior college staff with a class in sociology.

At this time it was announced that Dean Horsfall of the U. of U. had extended an invitation to Professor and Mrs. Obata to visit their institution. Dr. Bane will accompany them and en route will stop at the B. Y. U. to confer regarding cadet teaching credits.

Mr. Bankson was approached regarding the essay contest project to be sponsored through the Project Reports Division. He explained that the essay contest was contemplated for the purpose of gathering vital material for the historical section on reactions and experiences of the residents of Topaz. It will be thrown open to every resident of the city. A substantial cash award possibly \$10.00 for the first prize and \$5.00 for second prize and other awards of \$1.00 are being anticipated. One of the best sources of essay material will come from the high school and adult classes. He expressed his desire for understanding with the Education Staff and asked for ideas on which we may cooperate in carrying out a successful contest.

Miss Robertson asked for possible titles. Mr. Bankson suggested "My Impressions of Life in Topaz", "My Experiences in Topaz", and "What Evacuation has Meant to me." These will bring out the

undercurrent of feeling that the residents may have experienced, how they have adjusted themselves to their new life, etc.

Mr. Nuttall asked that the elementary school level be included in the contest also. However, it was suggested that another form of recognition be accorded to the students rather than the cash awards.

It was proposed that a small committee - of one teacher from the high school and one from the elementary school sit in on a meeting regarding the specific rules and operations of the contest. Miss Robertson was nominated as a committee member. The possibility of having the winning essays published in educational magazines will be worked on.

On Item No. 4, Mr. Hale's report on the Health Activities of the Topaz School System were distributed. Progress reports on the health situation in each school was called for. Mr. Noble asserted that the nurses' aide was on duty all day at the High School and needs along this line were being met quite satisfactorily. Mr. Bell asked that Mr. Noble initiate a conference with Mr. Hale and the principal medical officer, Dr. Boardman of the hospital, regarding health problems. Mr. Noble asserted that insöfar as Physical Education is concerned many improvements are needed such as shower facilities.

In the elementary Schools, Mr. Nuttall reported that the nurses aide was working out well but that she should be brought into the school meetings, etc.

Miss Fujii asked if a nurse solely for the nursery school could be assigned who might be a part of their group, attend their meetings, and become acquainted with the problems of the children.

The fact that medical examinations were extremely necessary for students was brought out by Mr. Hale. Mr. Bell suggested that we might be able to contact Dr. D'Alonzo of the Military Police Section to help out in giving examinations.

Miss Fujii reported on the toy lending project which was instituted by the Nursery School last week. Several parents had contacted the nursery schools regarding the possibility of their children being allowed to bring toys home. Sincere there were a surplus of toys that came in at Christmas - a toy lending library was begun at Recreation Hall #13 between 2 to 4 PM and toys may be loaned out for a period of two weeks. Any donations or loans of toys will be greatly appreciated stated Miss Fujii.

On Item #7, Mr. Noble reported that he had seen Mr. Blaine Winters of the Civil Service Commission in Salt Lake City and that he was advised that every appointive teacher file their credits with the clerk at the State Department of Education with a fee of \$1.00. This applies to all teachers who have come here outside of Utah. Residents who qualify are also asked to do so.

On Item #6, Dr. Maughan reported after a conference with Mr. Hughes on procurement that the main emphasis of the meeting had been to do with supplies and materials after they reached the Project. One must keep in mind also that we are at war. Procurement must go through many channels, but there might be a possibility in the near future where procurement of books may be speeded up. The conclusion was that we must anticipate our needs far enough in advance when we order preferably up to June 30.

Mr. Bell suggested that Mr. Noble write a letter for Mr. Ernst's signature pushing the matter of trying to get textbooks sooner through the help of Dr. Ade of the Washington Office.

It was also suggested that Dr. Maughan and another administrator might go to the Warehouse at intervals to scout around for education supplies and more quickly expedite the handling of such.

On Item #8 there has been an agreement between the WRA and the State Board of Education providing that one or more persons from the State Advisory Staff will check and supervise these schools. A visiting schedule has been brought up. In February the following State Officials will visit the Project on Educational business: Dr. Farnsworth, Miss Campbell, Mr. Gunderson, and Dr. Skidmore on our invitation. Superintendent Paxton and Miss Henderson of the Millard County Board are also glad to come out at any time. Miss Robertson suggested that it would be a grand idea if Miss Henderson could be called into conference with the Delta teachers and groups of Topaz teachers might also join in. Schedule must be arranged and transportation far enough ahead. Mr. Noble will be in charge of this program.

Mr. Bell stressed the major item - Dr. Maughan's work in research projects in the schools. A meeting may be called in the latter part of the week on this if desired.

The meeting was adjourned at 1:05 with a decision that henceforward Education Section Staff Meeting would be held on Tuesdays at 2 PM in Mr. Noble's Office.

Respectfully submitted  
M. Sera, Secretary

ms

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
February 4, 1943

EDUCATION SECTION STAFF MEETING

February 2, 1943

2 PM Mr. Noble's Office

Those present were Mr. Noble, Mr. Nuttall, Miss Robertson, Miss Fujii, Miss Terasawa and Dr. Maughan.

The following agenda was distributed to all in attendance:

1. Educational Research - Dr. Maughan
2. School Repairs
3. Summer Program Plans
4. Parent Teacher Organizations
5. Second Semester - Kindergarten Promotion

1. Mr. Noble opened the meeting by asking what could be done about the research problem. A memorandum has been written to Mr. Bell regarding his reaction about educational research, where we are going and how far we have gone. Dr. Maughan reported that since he had taken on procurement duties, his time was largely taken up by procurement and only one-fourth of his time was allotted to educational research. A request has been received from the Washington Office that a report be written on the Educational program from the Nursery School through Adult Education regarding enrollment, statistical data, curriculum program, etc. Dr. Maughan stated that there were many problems in curriculum, i. e. How our educational system is satisfying the needs of the youth of our community; historic approach of what has happened; background of students in terms of California experience; the historical approach would run through the whole problem of what we are doing and what we are accomplishing.

Mr. Noble reported on a vocational meeting held Friday with the heads of all departments. It was very evident that there was uncertainty as to where we were going in the post-war period. A resident parent gave a talk on vocational education. Mr. Iki expressed his opinion that vocational education was nil as after the war is over they will be pushed out of duties and put into non-competitive occupations. Mr. Nuttall stated that it was not a matter of where we were going but a problem of defining goals.

Mr. Noble asked that Dr. Maughan after speaking with Mr. Goertzel and Mr. Nuttall outline three problems of study and research that could be analyzed, pool their thoughts on the matter, etc. Dr. Maughan reported that as of this date a few problems were: What do the people of Topaz think of our schools, what the parents would like to know about report cards, vocational choices of the pupils, and should a J. C. be adopted in Topaz?

2. The matter of acquiring two carpenters for the sole use of the Education Department was discussed and approved. Dr. Maughan will take care of this matter.

3. Summer program

Mr. Noble stated the obvious need for a program similar to the Indians be carried on as in-service training. A greater need here is for childrens' program, s recreation, hobbies, supervised vocational work, crafts, clubs, etc. It was brought out however that when the term ends the appointive staff will want to leave for their vacations. Mr. Noble will check on the accumulated summer vacation leave and questions regarding summer school for teachers. Miss Robertson stated that there will be a greater need for us to work together with other organizations. Miss Terasawa suggested that it would be interesting for children to exchange materials with other centers. In a future meeting, Mr. Roscoe Bell and Mr. Lamb will be called into discuss with us the possibilities of working together on a satisfactory summer program for the children. A meeting will also be called for the heads of the vocational departments of the school for plans. It is important that the responsibility be headed in Education so we will know what is going on. Miss Terasawa asked regarding classes for handicapped children. Mr. Nuttall reported that there was a teacher assigned who aided the kibel children keep up with their classroom work.

4. It is desirable that a PTA be initiated in this community. The following officers: President, Vice President, Secretary, should be elected by the residents. This will give an opportunity for every parent to be connected with the school and their childrens' welfare. It was proposed that each school have their own organization. The motion was made to call a meeting of interested parents and nominations and school business will be discussed at the first meeting. The time and date set is Tuesday, February 9, at Dining Hall #32 8 PM. Mr. Charles F. Ernst will be approached to talk to the group and have Reverend Goto translate. Mr. Nuttall will take care of the announcements and publicity in both English and Japanese.

5. Mr. Nuttall brought up the question of continuing with the school set-up or making a change to do away with the "High" grades in the elementary school. However, this would create a major problem in the high school. This problem will be discussed with the parents at the PTA meeting and the facts of the case will be presented regarding the policies of the State of Utah on this. There was a suggestion that written tests be given and children with exceptional ability may be moved ahead.

General problems - The matter of pupil transportation was discussed and also the problem of children going to the clinic during school hours.

The meeting was adjourned at 3:30 PM

Respectfully submitted  
M. Sera, Secretary

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

*Mr. Noble*

F

Topaz, Utah  
February 8, 1943

EDUCATION SECTION STAFF MEETING  
Friday, February 5, 1943  
12 Noon  
Mr. L. G. Noble's Office

ATTENDANCE

Mr. L. G. Noble, Miss Robertson, Miss  
Fujii, Mr. Nuttall and Dr. Maughan

SUGGESTIONS FOR  
FACULTY MEETINGS

A memorandum received from Mr. Bell was read suggesting that the high school principal and elementary school principal invite to their faculty meetings, Mr. Honderich and Mr. Sekerak to discuss the Community Enterprise Program here in Topaz. It was also suggested that Dr. Boardman, Chief Medical Officer, be invited to attend faculty meetings to discuss the problems of health and medical care in Topaz.

QUITTING EMPLOYMENT  
TO OBTAIN TRANSFER

Mr. Noble informed the department heads of a memorandum received from Mr. Jennings regarding "Quitting Employment to Obtain Transfer." Copies of this memorandum have been distributed to the department heads.

ADVISORY SCHOOL  
BOARD

At this time, Mr. Noble brought to our attention, a letter received from Mr. James G. Lindley, Project Director, of the Granada Relocation Center, on the organization of their Advisory School Board. The letter read in part:  
"Section 6-C of our "Understanding Concerning Operation of Schools at the Granada Relocation Center" which is our agreement with the State Superintendent of Public Instruction and the U. S. Office of Education, states: "Although teachers will be employed and the schools will be governed by the War Relocation Authority through appropriate officials, an advisory school board will be established for each Relocation Center to advise and consult with such officials. This board will consist of a chairman, and four members who will be elected by project residents if practicable and otherwise who will be appointed by the project director. If elected, their qualifications and tenure shall be subject to the approval of the project director."

According to the last action taken by the Board the permanent Advisory Board in Education is to be appointed by the project director in cooperation with recommendations made by the Superintendent of Education.

PROBLEM OF  
PROMOTIONS

It was proposed that a definite decision be reached in regard to the promotion problem in both elementary and high schools. It was disclosed that 20% of the students were formerly on the annual promotion basis while 80% were on the semester basis in California. A study from Henry Tani regarding promotions was discussed. Referring to the High 6th grade, Mr. Tani gave three suggestions:

1. Change in the elementary school
2. Change in the high school
3. An overall change which would make 30% of students lose one-half year's work and would cause parental objections and pressure.

Suggestion No. 2 will effect 400 students in high school. Another suggestion was the giving of achievement tests to elementary school children which will take the children into the grades revealed by the results.

Assuming that the second solution is pursued, the following adjustments are suggested:

1. All classes as are now instituted shall proceed to the summer.
2. The new class from the elementary School shall be accepted into the high school and a new core class shall be established for them as well as other accompanying classes.
3. Commencing with the following semester all students will be reclassified according to their actual credit attainment, as revealed by the transcripts and their work done here in Topaz into high and low grades. Re-evaluation.
4. A pre-registration before the fall semester will show what classes are needed in Curriculum. In the main, only the core classes will be designated as a semester point.
5. Promotions and graduations will be observed at the end of the spring semester of 1943 and half-yearly thereafter.

By actual count 299 or 38% are in the half-year status. Protests from students warrants re-adjustments in curriculum. This policy would go into effect next fall.

It was agreed by all in attendance, though it was not in accord with their thinking, that the half-yearly promotion be put into effect to help raise the morale of the parents and students alike.

A schedule for high school students will be drawn up so that students will be able to continue in P. G. courses if jobs are not available.

Mr. Nuttall suggested that the High Sixth Grade teacher continue on with her class at the Low 7th grade level. However, a policy on the kindergarten and first grade children will be officially presented to the parents regarding their inability for promotion before reaching 5 or 6 years of age.

The meeting was adjourned at 1 PM.

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

ALL EDUCATIONAL FACULTY MEETING MINUTES

February 9, 1943  
4:00 PM  
D. H. 32

Those in attendance were: Mr. Ernst, Lieutenant Tracy, Mr. Bell, Dr. B. K. Farnsworth, Dr. Broadbent, and the faculty members of the whole educational system in Topaz City.

Mr. Noble introduced Dr. G. L. Woolf, new principal of Topaz City High School, to all present.

Mr. Noble announced that overtime checks for December are to be given out after the meeting for those who are eligible.

Mr. Lewis was then called on to announce the program schedules for the high school coming up. He announced the Inaugural Ball on Friday, Feb. 12. He requested all of the faculty to attend. On Friday, February 19, three one-act plays are to be presented.

Mr. Ernst then took over the meeting. He made an announcement of the registration of male and female citizens over 17 years of age. He then introduced Lieutenant Tracy.

Lieutenant Tracy made a presentation of the proclamation from the War Department.

Mr. Ernst then explained to the faculty members the reason behind the formation of the W.C.C.A. and the W.R.A. He also stressed that he hoped the formation of this combat team would be one of the factors in breaking down the barriers set up by the public sentiment. He also stated that he hoped this center will be a staging center for those people coming from the west to the east. He also developed on the point of why this special combat unit was being set up.

A meeting was announced for Thursday night at D.H. 1 for all male and female citizens over 17 years of age.

Lieutenant Tracy then read the answers to the questions formulated by a committee of 15 residents selected at random by Tsune Baba, chairman of the Community Council. The answers were compiled by the War Department team headed by Lieutenant William L. Tracy.

A general discussion was held on this topic. Miss Caffall asked if girls will be able to join the W.A.A.C. and the W.A.V.E. She was informed that they weren't accepted as yet at the present time. The matter is under consideration at the present time. In answer to the question asked by Mr. Wakai on whether there is an ambulance corp, Lt. Tracy stated that there was no ambulance corp here and that probably this would come under the medical corps.

Mr. Lewis then asked whether all the other centers were organizing a separate combat unit. In answer to this, Lt. Tracy stated that the proclamation was sent simultaneously to all the relocation centers. Miss Gerard asked whether those whose fathers are in internment camps would be accepted. Lt. Tracy answered that after the forms are filled and sent to Washington, all those found to be loyal citizens would be accepted regardless. Mr. Nelson then inquired what stand the teachers should take in this program. Mr. Ernst answered this and stated that W.R.A. Staff members are not to influence anyone regarding this question. As an afterthought he stated that this was one of the purpose of the meeting today.

Meeting for the Juniors and Senior of Topaz City High School is to be held at 4:00 PM Thursday with Lt. Tracy.

Dr. Farnsworth then made a few statement to the faculty members. He stated that the social studies program in the Senior High Schools was revised during this emergency. He pointed out that the value of teaching students the culture and habits of other countries is important. He also stressed the importance of tying the schools with the community.

Dr. Broadbent then made a few comments on the film library of Brigham Young University.

The meeting was adjourned at 6:00 PM.

Respectfully submitted,

Yasuko Isoye  
Faculty Secretary

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

*Mr. Noble*

F

Topaz, Utah  
February 13, 1943

EDUCATION SECTION STAFF MEETING  
Friday, February 12, 1943  
12 Noon  
Mr. L. G. Noble's Office

ATTENDANCE

Those present were Mr. Noble, Misses Robertson, and Fujii, Dr. Bane, Dr. Maughan, Mr. Nuttall, Dr. Woolf and Mr. Roscoe Bell.

AGENDA

1. Discussion of summer agricultural program as it pertains to education - Mr. Roscoe Bell
2. Parents organization meeting
3. Promotions at close of semester
4. Vocational education in the schools
5. General problems.

NEW BUSINESS

1. A memorandum received from Mr. Roscoe Bell regarding the protection of the city trees was called to the attention of the department heads.
2. A reminder was given on the Education Section Organization chart which is being requested by Mr. Hughes.
3. A letter received from Superintendent Charles H. Skidmore regarding certification of Topaz School System was read as follows: "The Utah Plan to cooperate with the Topaz City School System is to make it fully up to the standard in the State and thereby its credits should be accepted without question by the various educational institutions of our country."
4. The procedure for leave blanks was discussed as per Mr. Sorenson's memorandum as follows: "When the employee has made application for Annual Leave the application must be forwarded to the Personnel Section in duplicate for notation on the leave cards. The amount of annual leave will then be noted on the bottom of one slip and it will be returned to the recommending officer. When the employee returns to duty, the recommending officer will note the time and date that the employee returns, sign on the designated line and forward to the Personnel Section. Application for sick leave in the case where sick leave cannot be requested in advance

EDUCATION SECTION MEETING

Page 2

- will be filled out immediately upon return to duty and the recommending officer will sign on both designated lines, noting date and time of return to duty.
5. The abuse of wall board in dining hall 51 was related. Any such necessary repairing should be reported to the Superintendent's Office as soon as possible.
  6. Strict adherence to eight-hour day was brought up by a memorandum from Mr. Reed's office.
  7. Dr. Bane and Mr. Nuttall brought up the fact that many times the school buildings were not properly heated by 9 AM. Therefore, Mr. Noble will write a memorandum to Mr. Korekiyo, head custodian asking for cooperation on this matter.
  8. An official photographer will arrive on the Project on the 16th for a ten-day stay at which time many events and projects of the school system will be photographed.

DISCUSSION OF  
SUMMER AGRICULTURAL  
PROGRAM - MR. ROSCOE  
BELL

Mr. Roscoe Bell, Head of the Agricultural Division stated that there would be opportunities in beef-cattle, hogs, chickens and turkey projects during the summer months for junior, senior high school students as well as higher elementary students, i. e. In the case of hogs, construction of fences, care of hogs, etc. It would be desirable to have a record kept of each students' various activities.

As to possible gardening, it was pointed out that there was only one site on the Project that could be utilized because of the high alkali content of the soil it was not conducive for growth.

Miss Robertson asked if soil might be brought in from the outside for box-plant gardening projects in the elementary school. Mr. Bell suggested that the crates be made up first and then upon a request to him soil would be secured.

Mr. Noble suggested the possibility of assigning school children to participate in caring for the trees which have been planted near the school grounds. This suggestion was heartily approved by Mr. Bell.

Dr. Bane of Adult Education and Chairman of Vocational Education reported that "A Number of high school teachers will assume community responsibilities and

as program develops it will be necessary to add to the high school staff in order to make available all high school staff for jobs of taking care of out-of-school students in production fields, etc."

PARENTS  
TEACHERS  
ORGANIZA-  
TION

Arrangements have been made for the first P. T. A. Meeting to be held on Wednesday evening at Dining Hall #32, at 7:30 PM. Notices to parents have been prepared in both English and Japanese. Miss Robertson is in charge of the program and Mr. Ernest and Mr. Noble have been contacted to address the parents.

PROMOTIONS  
AT GLOBE  
OF SEMESTER

It has been agreed by the Education Dept. that the half-yearly promotions will commence at the end of this semester but the Kindergarten and first grades will stay at that level until the Fall term in compliance with the Utah State regulations. The teacher of the High 6th grade will proceed into the Low 7th with her pupils.

GENERAL  
PROBLEMS

All Dept. heads were advised to notify Dr. Haughen when repair jobs had been completed in order that requisitions may be cleared.

A definite time for the Education Section Staff Meeting was designated as Tuesday at 2 PM in the Superintendent's Office.

A discussion ensued on the necessity of procuring gasoline for appointive owned cars on official business.

The meeting was adjourned at 1:10 PM.

F

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
February 19, 1943

EDUCATION SECTION STAFF MEETING  
Tuesday, February 16, 1943  
2 PM  
Mr. L. G. Noble's Office

ATTENDANCE

Mr. L. G. Noble, Dr. G. Woolf, Dr. Bane,  
Dr. Maughan, Miss Robertson, Miss Fujii  
and Mr. Nuttall

AGENDA

1. Organization charts
2. P. T. A. Meeting
3. Progress Reports for Mr. Bell
4. Budgets
5. Promotions
6. Cadet Teaching
7. Teacher Replacement and Certification
8. Posters
9. General problems

NEW BUSINESS

1. Mr. Noble opened the meeting by reading a memorandum from Mr. Lafabregue regarding possible scholarships for high school graduates. He suggested that instead of inducing the parents to contribute through common subscription it might work less hardship on the community if it were merely announced that donations be welcomed from those who were interested and had the money to give. Other possible sources of contribution were the churches and the JAAC.
2. The Pre-School Department was commended for their fine lectures and meetings.
3. All dept. heads were reminded that all requests for transportation and trucks should clear through the Principal's Office and routed to Dr. Maughan in the Superintendent's Office. Ample time should be allowed for arrangements ahead of time to insure securing this service.
4. Word was received from Mr. Taylor, head of the Maintenance and Operations Department that the staking out of the new high school building would commence on February 17.

5. An announcement was made of the appointment of Mr. W. Richard Nelson as official school photographer who will work in collaboration with Mr. Banksen.
6. A memorandum received from Mr. Hughes was announced as follows: Necessity for careful record-keeping emphasized, therefore acquisition of property through the warehouse must be handled strictly in accordance with existing procedures. No property may be acquired of the warehouse under the jurisdiction thereof without presentation of the proper documents to cover the transaction.

ORGANIZATION CHART

All departments heads were requested to hand in their respective organization charts by Friday of this week.

PARENTS TEACHERS  
ASSOCIATION MEETING

The P. T. A. Meeting has again been postponed due to the unrest of the community at the present time. A program is being planned by Miss Robertson and an election of officers will take place

PROGRESS REPORTS

All departmental heads are requested to submit to the Superintendent's Office a progress report of their respective departments. These reports would be of interest when Dr. Hanna of the Stanford University comes to visit the Project.

BUDGETS

Dr. Maughan gave a report on the Education Budget. The budget is broken down into the following items: Personal Services - Indefinite, Personal Services Japanese, Personal Services Non-Civil, Travel, Transportation of things, Communication services, Rents and utilities, Contractural Services, Supplies and materials, Mimeographing, duplicating and equipment. All department heads were asked to send in their budget requirements for the next semester.

PROMOTIONS

This problem has been taken care of. Promotion blanks are being prepared by the Elementary school

EDUCATION SECTION STAFF MEETING

CADET TEACHING

Registration for Extension courses for credit will begin at the end of this week. A fee of \$1.00 for each course is being charged. It has been proposed that Miss Eleanor Gerard, Core Teacher in the High School take over the responsibility of Cadet training in the secondary school.

TEACHER REPLACEMENT  
AND CERTIFICATION

Mr. Noble advised that all teacher credits should be filed with Mr. N. Blaine Winters of the State Teacher Certification Dept.

POSTERS

Posters received from Dr. Ade of the Washington Office were distributed.

GENERAL PROBLEMS,  
RECOMMENDATIONS OR  
SUGGESTIONS

Miss Robertson reported that Miss Henderson from the Millard County Education Staff would visit the Project on Thursday to help arrange for a teachers' visiting schedule.

Dr. Bane asked that the Principals notify him of the steps to be taken toward working out a summer program, define individuals we would like to have, how many possible work opportunities, how many students would likely participate in order to formulate a policy and extent of the summer work program.

Mr. Nuttall stated that he would make a report to Mr. Roscoe Bell regarding the Elementary School's participation in this program.

Mr. Noble suggested that Dr. Woolf, Mr. Nuttall contact Mr. Lamb of the Community Activities Section to further discuss the summer program.

Boys Scouts and other activity clubs should be organized and carried on through the summer.

Mr. Nuttall asked for an alphabetical list of supplies and materials already requisitioned in order that it may be referred to for next quarter's requisitioning.

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
February 25, 1943

EDUCATION SECTION STAFF MEETING  
Tuesday, February 23, 1943  
2 PM Mr. L. G. Noble's Office

ATTENDANCE

Those present were Mr. L. G. Noble, Dr. Woolf, Miss Robertson, Miss Fujii, Miss Gerard, Mr. Nuttall, and Dr. Bane

AGENDA

1. Bond Drive
2. Report by Mr. Nuttall on summer education plans
3. Time schedule and teacher leave
4. Truancy in the schools
5. P. T. A. Meeting
6. Evaluating employees

PROBLEMS OF IMMEDIATE CONCERN IN THE EDUCATION DEPARTMENT

The following problems were presented to the departments heads by Mr. Noble for consideration:

"What can the schools in the Project do to aid other departments in an understanding of the purpose and the responsibility of our Educational Program?"

"What can the schools do this spring in the way of a community-wide celebration that will promote health, patriotism, and afford opportunity for portrayal of the constructive programs being carried on in the classrooms?"

Time and consideration will be spent on the above problems and it is hoped that some concrete recommendations and action will result in relation to these problems.

ADVISORY BOARD

Tentatively on April 9, the Advisory Committee on Education composed of Dr. Carlisle, Superintendent Skidmore, Dr. Harris, Dr. Bealey, Superintendent Paxton, Mr. Hickey and Mr. Starley will come to the project. Mr. Noble asked that the department heads be thinking what educational problems can be suggested for the agenda.

VISUAL AID  
MATERIAL

Mr. Noble recommended that we secure the new film "Training of the Teacher" from the Department of Public Instruction for the beneficial use of our teachers here.

4. TRUANCY IN THE  
SCHOOLS

A report from the Youth Guidance Committee revealed that truancy was a major problem in this community. Dr. Woolf and Mr. Nuttall asserted that the attendance was good in their schools. This will be further investigated.

1. BOND DRIVE

All departments heads were urged to stimulate their faculty of the bond drive being carried on in this project. The Education Section quota is not favorable.

6. EVALUATION OF  
EMPLOYEES

At this time the matter of evaluation of employees was discussed. It was pointed out that we must move in with constructive comment and leave out the negative approach for the purpose of strengthening our staff and ourselves. Self-evaluation was suggested. Mr. Nuttall suggested that the employees may evaluate themselves and then come in for a conference with their superior for analyzing.

It was proposed that Dr. Woolf, Mr. Nuttall and Dr. Bane meet and draw up an evaluation chart that could be used as a first step toward this program and present a preliminary report by next week on their thinking along this line.

Mr. Noble then suggested that we carry on the program in the adult, elementary and high school, appoint a chairman of a committee to make a tentative report along the lines of our attach of this problem. The committee will meet on Saturday afternoon with Miss Robertson as chairman who will present this report at the meeting of the Community Services Staff Meeting.

Mr. Nuttall asked that we prepare ourselves for an evaluation of the schools.

2. SUMMER PROGRAM

Mr. Nuttall reported that he had been designated as the chairman of this program and that as yet a presentable report would not be presented.

3. TIME SCHEDULE AND  
TEACHER LEAVE

Mr. Noble brought to our attention the importance of strict adherence to the time schedule as set up previously. When teachers are not on duty at the school or go into Delta - definite arrangements should be made so that their superior will know.

5. P. T. A. MEETING

The first P. T. A. meeting will be held tomorrow night at 8 PM in dining hall #32 for the purpose of organizing and electing officers.

ADJOURNMENT

The meeting was adjourned at 3:25 PM.

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
March 2, 1943

EDUCATION SECTION STAFF MEETING  
Tuesday, March 2, 1943  
2 P.M. Mr. L. G. Noble's Office

ATTENDANCE

Those present were Mr. L. G. Noble, Drs. Maughan, Woolf, and Bane, Misses Uchida, Fujii, Gerard, and Robertson, and Messrs. Roper and Nuttall

AGENDA

No agenda. Open meeting.

LUMBER REQUISITIONS

Dr. Maughan gave a report on lumber requisitions. He was asked by Mr. Bell to hand in one big order for lumber for the period ending June 30, 1943, for the whole Education Section instead of handing in numerous departmental and sectional requisitions. Mr. Roper aided Dr. Maughan in determining the amount to be ordered. The amount of lumber needed arrived at by Mr. Roper for the entire Education Section amounted to 16,800 board feet, which was broken down as follows:

<u>Bd. Ft. of Lumber</u>	<u>Purpose</u>
4 - 5,000	Library shelves
6,000	Ind. Arts Dept.
1,000	For small requisitions which Dr. Maughan receives
2 - 4,000	Other miscellaneous needs

in  
It was decided to hand/the order for 16,800 board feet of lumber with breakdown as to where it will be used.

PLAY EQUIPMENT

Mr. Nuttall, chairman of the summer program committee, reported that with the large number of personnel comprising the committee, they would be able to clear the matter of play equipment. Those on it are:

Mr. Nuttall, Chairman	Wanda Robertson
Dr. Woolf	Kay Uchida
Dr. Bane	Grace Fujii

Miss Gerard	1 scout man
Mr. Lamb	All church groups
Mrs. Goddman	City council

On the matter of sandboxes, Mr. Noble asked Mr. Nuttall and the Pre-School Directors to hand in a memo, together with drawings, indicating where the sandboxes are to be located, the size, and how much sand would be needed. These lists will then be sent to Mr. Bell for immediate action.

#### EVALUATION

Miss Robertson, chairman of the Evaluation Committee, reported that she had a conference with Mr. Bell at which she learned that the purpose of the committee was to find ways and means by which people shall improve on the job--in service kind of evaluation program. The Evaluation Committee will meet Monday evening, March 7, at 8 o'clock at the residence of Miss Robertson.

Mr. Noble suggested that anyone desiring professional books send in a list to him.

#### TEACHER CERTIFICATION

Mr. Noble stated that a questionnaire will be sent to teachers to see what the state is asking them to do before obtaining a teaching certificate in the State of Utah. Mr. Noble stated that this certificate is called for in the W. R. A. contract.

#### VOCATIONAL TRAINING PROJECTS

Dr. Bane, Chairman of the Vocational Training Program, stated that four forms have been completed which are to be used for clearing high school students who are planning to work on the Project. Forms will be furnished to each section chief requesting a worker from the high school. The filling out of these forms will serve as a basis of negotiation. Clearance for employment remains constant, such as doctor's certificate, parental consent, etc.

The whole program will be the joint responsibility of the high school teachers and Dr. Bane.

A form was drawn up to serve as a standardized record for workers who are not students.

Dr. Bane stated that the youngsters will keep their own record for two weeks, signed by foreman and finally kept in Dr. Bane's file. This will become a part of the permanent record file of the students. It is the responsibility of the teacher involved to make proper recording of the time worked by the youngsters.

Mr. Roper asked all present to submit a list of work which they want done by his industrial art department boys so that when and if the equipment to work with arrives, he will know just exactly where to send his boys.

#### OTHER PROBLEMS

Dr. Woolf inquired about the partition for Miss Gerard's office. Mr. Noble replied that he did not know what else we could do to expedite the matter.

Miss Fujii asked if she might secure scrap lumber to make blocks for the children. Mr. Noble assured her that these could be obtained by asking.

Dr. Woolf brought up the problem of the need for more new teachers. Mr. Noble suggested that we write to the Superintendents of Schools and ask if they are on contract, before taking them out of their own districts and use them on this Project. Dr. Bane and Mr. Nuttall thought that it would be better to take the teachers right out of universities after graduation.

Mr. Noble assured those present that if we can get by for the next 5 or 6 weeks, additional teachers can be secured.

#### ADJOURNMENT

The meeting adjourned at 3:50 p.m.

Respectfully submitted,

S. Shimosaka, Secretary

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
March 9, 1943

EDUCATION SECTION STAFF MEETING  
Tuesday, March 9, 1943  
2 p.m. Mr. L. G. Noble's Office

ATTENDANCE

Those present were Mr. L. G. Noble, Dr. Maughan, Dr. Woolf, Dr. Bane, Misses Robertson, Uchida, and Fujii, Messrs. Nuttall, and Tom Takahashi

AGENDA

1. All Education Staff meeting for presentation of films and short talks, Thursday, 4:15 p.m., D. H. 32.
2. Advisory Council on Education meeting and educational problems.
3. Teaching Personnel
4. Summer educational program

NEW BUSINESS

In line with the instructions from Community Services Staff meeting of two weeks ago, the Dental Department of the hospital was contacted regarding the establishment of a dental clinic in the schools. Mr. Nuttall introduced Dr. Tom Takahashi, representing the Dental Department, who submitted a plan whereby two dental chairs would be placed in the south end of the laundry in Block 32, with minor changes in construction of the laundry.

Dr. Takahashi stated the necessity of examining all children first before doing actual work. The examination will probably start with the younger age group. In this connection, Dr. Takahashi pointed out that probably a traveling dentist will visit the nursery schools.

It was decided to submit the drawing and plan to Mr. Bell immediately.

ITEM NO. 1

Mr. Noble announced that Mr. Gunderson of the State Department of Vocational Education will

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be here Wednesday, March 10. He will spend a great deal of his time with Dr. Bane contacting different departments in this Project having to do with vocational education.

An all Education Staff meeting will be held Thursday at 4:15 p.m. in Recreation Hall 8. There will be 3 up to the point talks on teaching as it pertains to this Project by Drs. Bane and Woolf, and Mr. Nuttall, which is not to exceed over 7 minutes in length. At the end of the meeting a film on teacher training, brought by Mr. Gunderson, will be shown to the entire faculties.

On Saturday afternoon at 2:30 in Dining Hall 32 Mr. Nuttall's father, Dr. Nuttall, who is Superintendent of Salt Lake City Schools, will speak to an all Education Section meeting. Mr. Noble stressed the importance of every teacher attending this meeting.

## ITEM NO. 2

April 9 is tentatively set as the date on which the Advisory Council on Education will visit this Project. The purpose of this Council is to give advice and hear our problems in this Project. Some of the problems to be presented to the Council are as follows:

1. Teacher recruitment.
2. Health and Physical Education in Schools
3. What kind of educational program can be used to completely dissolve this Project?

## ITEM NO. 3

Shortages of teaching personnel were expressed by Mr. Nuttall, Dr. Woolf, and Misses Fujii and Uchida.

## ITEM NO. 4

Nothing additional was reported by Mr. Nutall on the summer educational program except that they are not meeting until March 19.

## NEW PROBLEMS

The problem of whether the resident staff would be permitted to take compensatory leave at the end of the school term instead of now was brought up. Mr. Noble will take the matter up with Mr. Bell.

EVALUATION COMMITTEE The committee will meet Wednesday, March 10, at 4:15 in Mr. Noble's office. The meeting scheduled for Monday evening was not held.

Respectfully submitted,

S. Shimosaka, Secretary

*File*

②  
Staff meeting

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
March 17, 1943

EDUCATION STAFF MEETING MINUTES  
March 16, 1943, 2:00 p.m.  
In Mr. Noble's office

ATTENDANCE: Miss Uchida, Miss Robertson, Mr. Nuttall,  
Dr. Woolf, Dr. Bane, Dr. Maughan, Mr. Noble

- AGENDA:
1. Advisory Committee and Agenda for their visit.
  2. Organization of an Education Social Committee.
  3. Summer educational program.
  4. Change in time of staff meeting.
  5. Date for Educational Institutes.
  6. Registration of new students.
  7. Clarification of educational objectives.
  8. Passes

ADVISORY COMMITTEE Mr. Noble announced that the Advisory Committee on Education appointed by the State Board of Education for the War Relocation Authority at Topaz is being asked to convene at this Project on Friday, April 16, 1943.

It was suggested that the following tentative list of important problems would be discussed with the committee:

1. What can be done to realize a better and more far reaching public relations program in order that a better understanding may be had relative to the problems as they exist in this Relocation Center?
2. What can be done in relation to our labor situation to promote understanding and good will between the labor supply in this Project and the labor unions? The assumption here is that relocation of the laborers in these projects will become a problem of harmonious understanding and assimilation by the labor unions of this nation.
3. What kind of an educational program can successfully meet a situation where

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American citizens have temporarily lost some of the basic rights given under the Constitution?

4. Considering the various factors as they exist relative to relocation, what should be the aims and objectives of the educational program in this Project in terms of the following:
  - a. Are the problems faced by the students in these schools sufficiently different from those of other schools in this state to merit special consideration and emphasis?
  - b. Does patriotism, citizenship, and loyalty have the same connotations here as in other schools of this state and if not, what should be our approach to the solution of these problems?
5. We have employed in the elementary and secondary schools approximately 75 resident teachers who are well trained academically and doing, in the main, a very fine piece of work in their teaching responsibilities. What in your opinion is the future for these people in the teaching profession?
6. What activities classed as extra are co-curricular? What can education engage in that will aid in relocation and assist in a better understanding between the American public and the American citizens of Japanese ancestry?

The following tentative program for the day was adopted:

- 9:00 a.m. Advisory Committee meet in the office of the Superintendent of Education.
- 9:00 a.m. to 1:00 p.m. Visiting of the Project, with special attention to the educational program in the elementary and secondary schools.
- 1:00 p.m. to 2:00 p.m. Lunch
- 2:15 p.m. Meeting with the Education Staff and all department heads in the office of the Project Director. The purpose of this meeting is to discuss problems important to the administration of the Project as related to education. Agenda for this meeting will be submitted at a later date.

- 4:15 p.m. An all-Education Staff meeting. The purpose of this meeting will be to discuss matters important to education in terms of academic achievement and relocation objectives.
- 6:00 p.m. to 7:00 p.m. Dinner
- 8:00 p.m. to 9:30 p.m. Project wide Parent-Teachers meeting. This meeting will be under the supervision of the Parent-Teachers Association and will be held for the purpose of discussing with the residents educational matters important to the relocation program of the War Relocation Authority.

It was suggested by Mr. Noble that the Adult Education evening classes be called off on Friday night so that the teachers may attend this meeting.

Mr. Noble will take care of the 2 o'clock meeting.  
 Dr. Woolf will send the notices for the 4:15 meeting.  
 Mr. Nuttall will contact the P.T.A.

#### EDUCATION SOCIAL COMMITTEE

This committee will take care of Education Section outings, weiner roasts, etc. Mr. George Lewis was appointed as chairman. However, one representative is to be chosen by Mr. Nuttall, one by Miss Robertson, one by Misses Uchida and Fujii, and one by Dr. Bane to serve under Mr. Lewis.

#### AIMS AND OBJECTIVES

These questions were asked by Mr. Noble:  
 "How good a work are you doing in your school program? How well are your various departments in the school realizing their objectives? What are your objectives for the next month? In other words, can you give an evaluation of your program as being carried on?"

Those present were requested to hand in reports dealing specifically with the program for the ensuing month having to do with a further expansion, both as to the ways and means in obtaining a better understanding of the community school concept in this Project.

#### EDUCATIONAL INSTITUTES

The tentative date for this institute was set for April 2 and 3.

Miss Robertson suggested that we have the following people present from Salt Lake: Dr. Horsfall, Dr. Wahlquist, Miss Dobson, Mr. Campbell, Miss Hazen and someone from the Welfare Department.

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It was also suggested that we might invite the A. C. in May and the B. Y. U. in June. Miss Robertson will start corresponding with the above listed people.

SUMMER EDUCATIONAL PROGRAM

The discussion of this matter has been postponed to next week on account of lack of time.

REGISTRATION OF NEW STUDENTS

Dr. Woolf reported that the Girls Association of the High School took the new students around the school and registration for same is anticipated to be finished before 6 o'clock, March 16. Mr. Nuttall stated that as yet the elementary children from Hawaii have not registered.

STAFF MEETING

The date and time of the Education Staff Meeting will remain as is.

PASSES

The department heads were advised to check carefully all requisitions for transportation to outside points. While a liberal policy in the way of approval of requisitions coming in will be followed, it is extremely important that the administrative heads of the various departments check carefully each request coming in, in order that they may feel themselves fully justified in signing such request. Mr. Noble reported that in the past week several requisitions have been sent back due to the fact that it was felt they were not justified. It was also pointed out that persons going out must return into the Project before 10:30 p.m.

ADJOURNMENT

3:15 p.m.

Respectfully submitted,

S. Shimosaka, Secretary

LGN:ss

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
March 23, 1943

EDUCATION STAFF MEETING MINUTES  
TUESDAY, MARCH 23, 1943  
At 2 p.m.  
In Mr. Noble's Office

ATTENDANCE: Mr. Noble, Dr. Woolf, Dr. Bane, Dr. Gibson,  
Mr. Nuttall, Misses Uchida and Fujii

- AGENDA:
1. A prepared statement by all departments of the outline and objectives of their program for the balance of this school year. Due April 2.
  2. Submit set of forms and procedures used in all school departments for submission to Washington Office. Due April 2.
  3. Requisitions prepared and submitted for the first quarter of the new fiscal year. Due April 30.
  4. Play equipment needs of the Project.
  5. Other Business
  6. Paper towels and soap for all schools.
  7. Maps
  8. Adjournment.

ITEM NO. 1. All department heads were requested to submit an outline of their objectives for the balance of this school year by April 2. This will aid them in their program and will provide us with reports which we are sending out to other Projects from time to time. Dr. Bane will edit the entire material.

ITEM NO. 2 All department heads were asked to submit set of forms and procedures used in all school departments for submission to Washington Office by April 2.

March 23, 1943

- ITEM 3 Mr. Noble suggested that all department heads prepare requisitions to cover the first quarter of the new fiscal year so that we will not be handicapped by lack of supplies and books. These are due April 30.
- ITEM 4 Mr. Noble will discuss this matter with Mr. Bell. Mr. Nuttall has written to some of the manufacturing concerns asking about the possibility of getting manufactured play equipment. As these play equipment would be difficult to obtain it was decided to have them made in this Project, provided the materials are available.
- Dr. Gibson suggested that a complete list of materials we need and its justification, for play equipment, be handed in to him before his departure so that he may personally take the list to Washington. A PD-200 and justification for the materials must be in Washington before any action can be done in regards to these materials.
- ITEM 6 Dr. Woolf will hand in a requisition for paper towels and soap for the high school to be consolidated with the one Mr. Nuttall has already submitted.
- ITEM 7 It was suggested that the high school submit a requisition for maps and globes again as no record of their being ordered can be found in the Education Office
- OTHER BUSINESS: Dr. Gibson stated that since the building of the elementary schools have been canceled he is hopeful that if proper requisitions are made for any equipment or materials we need, they will be granted to us; that is, for the elementary school. He also stated that if any changes are desired for the new high school building, these must be submitted on a PD-200 to Washington. If all these changes and needs are handed in to him before he leaves, he stated it will greatly expedite matters.
- DRINKING FOUNTAINS Since Dr. Woolf has submitted a requisition for more drinking fountains, Mr. Nuttall was asked to hand in the number he will need in his schools.

March 23, 1943

MASTER PROGRAM  
CLOCK

The need for these clocks will be discussed later on when the building of the new high school is more certain.

RECEPTION OF  
VISITORS

All department heads were requested to inform their office staff to be courteous and kind to all people who come into the schools; make everyone feel at home.

RESIDENT  
EMPLOYEES

The opinion was expressed that resident employees are leaving the Education Section because they see no future in it.

Mr. Noble stated that the heads of each department should know, if they can, 30 days in advance, or long enough ahead, that a certain employee will be leaving so that they can be recruiting someone for that job.

## ADJOURNMENT

Adjourned at 2:55 p.m.

Respectfully submitted,

S. Shimosaka, Secretary

LGN:ss

*Mr. Bell*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
March 30, 1943

EDUCATION STAFF MEETING MINUTES

Tuesday, March 30, 1943

2:00 p.m.

In Mr. Noble's Office

ATTENDANCE            Dr. Woolf, Mr. Nuttall, Mr. Noble  
                         Misses Fujii and Uchida

AGENDA                No agenda. Open meeting.

1. Molesting of Adult Education teachers in the evenings in Block 32. This matter will be turned over to Internal Security.
2. Changes in Classification of Resident Personnel. As requested by Dr. Woolf, two girls in his office staff; namely, the registrar and his secretary, will be given the supervisory classification of \$19 a month.
3. Typewriter Rental. It was announced by Mr. Noble that all rentals on private typewriters will be terminated as of tomorrow.
4. Testing Material. These examinations will be sent to Mr. Goertzel of the high school direct, who will act as the official examiner.
- ✓ 5. School Age Patients in Hospital. Mr. Noble will take this matter up with Dr. Boardman to see what arrangements could be provided for the continuing of schooling for the school age patients in the hospital, who will probably have to stay in the hospital for some time to come.
6. Teachers in Hospital. Mr. Noble pointed out that it would be well to visit teachers who are in hospital. Teachers might be assigned to perform this act.
7. Surplus supplies in Warehouse 41. Except for a few books, it was reported that there were no surplus supplies in the school storerooms. These few books will be returned to the Project Warehouse immediately.

8. Teacher Recruitment. It was suggested that a survey be made of the entire project to locate people with college training who are now employed in various departments who might qualify for teaching positions in our schools.

The elementary school desires 1 vice-principal and 10 elementary school teachers at the present time. (All appointive)

The high school will need 6 appointive teachers and 6 resident teachers.

The Pre-School department needs 15 to 20 girls to carry on their work.

9. Noteworthy Developments in the School System during the past three months.

- a. The organization and functioning of a community-wide Parent-Teachers Association.
- b. February 22, 1943. Ground breaking ceremonies for the new high school.
- c. The beginning of a school-wide curriculum study.
- d. March 12, 1943. Graveling of high school grounds.
- e. Teacher Training Program
- f. Teacher and Pupil Personnel Records.
- g. Completion of student body organizations.

- ✓ 10. Educational Institute Open Meeting. The president of the Parent-Teachers Association will act as chairman of the open meeting to be held Friday evening, April 2, in Recreation Hall 8, at 8:00 o'clock. The chairman will take care of the advertising end of it and Mr. Noble will send invitations to all department heads.

- ✓ 11. Teacher Application. Adeline C. Balzar of South Dakota, available June 1. Mr. Noble will write to her. Also, Luke Clegg.
12. Educational Institute on Saturday Morning. The Pre-School with Miss Dobson will meet in Rec. 9. The High School will meet in the laundry and the elementary school in 8-11-EF.
13. Dr. Paul Hanna of Stanford. Mr. Noble announced that Dr. Hanna will probably drop in a day or two in Topaz on his way to Washington. The date is indefinite as yet.
14. Education Section Teacher Social. <sup>Committee</sup> The following members were chosen to serve under Mr. George Lewis on the Education Section Teacher Social Committee:
 

Mrs. Hudson	-	High School
Kojiro Kawaguchi	-	High School
Carol Iino	-	Elementary School
Mrs. Bane	-	" "
Sonoe Kanemasu	-	Pre-School
(to be selected)	-	Adult Education
- ✓ 15. Materials to be given to new teachers. It was suggested that the following information be given to all teachers coming in new, as well as to our present staff.
  - a. P.T.A.
  - b. Sick leave
  - c. Matter of dress in school
  - d. School hours
16. Leaving early on Saturday. Dr. Woolf will have a conference with all teachers who left their work early last Saturday.
- ✓ 17. Intramural Program at High School. It was decided to meet with Mr. Bell and Mr. Lamb immediately regarding the recreational program from 4 to 6 p.m.
18. Pre-School. The Pre-School would like to occupy two-thirds of a barrack in Blocks 8, 41, 12 or 13, and 23 or 30. The other one-third will go to Adult Education. The estimated lumber needed, exact location of Pre-School, and its relationship to Adult Education will be handed in to Mr. Noble by the Co-Directors before his leaving for Denver, Colorado.
19. Adjournment: 3:00 p.m.

*Mr. Noble*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

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Topaz, Utah  
April 14, 1943

EDUCATION SECTION STAFF MEETING MINUTES  
Tuesday, April 13, 1943  
2:00 p.m.  
In Mr. Noble's Office

ATTENDANCE: Mr. Noble, Mr. Nuttall, Dr. Maughan, Dr. Woolf,  
Miss Robertson, Miss Fujii, Miss Uchida

- AGENDA:
1. Registration of all visitors to the Education Department.
  2. Study hall supervision.
  3. Rules and regulations for teachers.
  4. 1943-44 school schedule
  5. Spring Institute
  6. Securing teaching personnel
  7. Vocational training
  8. Intradivision Community Services Committee meeting on Procedures
  9. Supplies for Fiscal Year 1943-44.

\* \* \*

ITEM 1.  
VISITOR REGISTRATION

All department heads were asked to keep the names of all visitors to their departments and also any reports which the visitors may bring or make. These must be submitted to Mr. Bankson of the Project Reports Division. We must compile in the next week or so a statement of our method of documentation in this project and a description of all records we are making.

ITEM 2.  
STUDY HALL

Dr. Woolf reported that with the days getting longer there seems to be a decline in the number of students using the library for study purposes. The matter of opening up study halls in the dining halls will be temporarily dismissed, perhaps until next fall. Dr. Woolf will keep us informed on this matter. The possibility of opening the elementary school libraries was also discussed.

ITEM 3.  
RULES AND REGULATIONS  
FOR TEACHERS

Mr. Noble stated that he is in the process of preparing a booklet for incoming teachers containing rules and regulations governing their employment in this project. It was unanimously agreed that this was a very worthwhile move. The rough draft form will be submitted to the department heads for any corrections or suggestions.

ITEM 4.  
1943-44 SCHOOL  
SCHEDULE

It was agreed that the fall school term will start the first Monday in September. The department heads are to give careful consideration to the school schedule for next year, whether to run school on a twelve month basis, with holidays or vacations scattered or whether to close school early, etc.

ITEM 5.  
SPRING INSTITUTE

The date for the spring institute of Topaz schools was set for May 6, 7, and 8. It was decided not to have outside speakers but rather carry it out with our own power. A committee will be appointed by Mr. Noble to go ahead with the planning of the institute while Mr. Noble is away in California.

ITEM 6.  
SECURING TEACHING  
PERSONNEL

It was pointed out by Mr. Noble that we should try to secure all the appointive teachers we can, especially in the elementary school, to replace the resident teachers who will undoubtedly be going out of this center. The matter of single salary schedule for teachers on this project has been sent to the Washington office.

ITEM 7.  
VOCATIONAL TRAINING

Due to the excused absence of Dr. Bane this subject was not discussed.

ITEM 8.  
PROCEDURES MEETING

Dr. Woolf was appointed to attend this meeting in Mr. Bell's office at 7:30, April 13. Miss Robertson volunteered to attend.

ITEM 9.  
SUPPLIES FOR 1943-44.

Dr. Maughan and Mr. Nuttall will be responsible for computing the distribution frequency of items such as pencils, notebooks, erasers, etc. In other words, how much the school system should order of each item. The estimated requisitions for the first quarter of the new school year must be in by April 30, 1943.

OTHER BUSINESS:

All MacMillan Company books of which less than 10 copies were purchased by us must be returned to the company. If such books are being used in the classroom they will be purchased by the Education Section and <sup>if</sup> not in use they will be returned. Therefore, Dr. Woolf and Mr. Nuttall are to make a report of this matter to Dr. Maughan.

Inventory of the respective school equipment and supplies are to be in the Education Office not later than April 15.

Dr. Maughan will confer with Mr. F. Iwanaga of the Music School on the advisability of moving the grand piano, which is in the warehouse, to Dining Hall 32. The grand piano has been requisitioned for by both Dr. Woolf and Dr. Bane. Mr. Nuttall suggested that we get in contact with Mr. Iwanaga to see if one of the pianos in Block 8 could be moved to the high school, as the high school is in need of more pianos.

Hereafter, the appointive staff pay checks will be distributed by Sue Shimosaka on the day they are received. If teachers are absent on that day or if they cannot be located, the checks will be returned to Mr. Nichols and those teachers must call for them in his office.

ADJOURNMENT

3:20 p.m.

Respectfully submitted,  
Sue Shimosaka, Secretary

*Noble*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
April 20, 1943

EDUCATION SECTION STAFF MEETING MINUTES

Tuesday, April 20, 1943

2:00 p.m.

In Mr. Noble's Office

ATTENDANCE: Dr. Woolf, Dr. Bane, Mr. Nuttall, Miss Robertson, Misses Fujii and Uchida, and Dr. Maughan. (Mr. Noble — on annual leave)

AGENDA:

1. Teachers' Institute
2. Jr. College Program
3. Additional teachers
4. Water coolers
5. Food for school activities
6. Meeting on Supplies

TEACHERS' INSTITUTE

The meeting was called to order by Dr. Maughan in the absence of Mr. Noble. Dr. Woolf, chairman of the coming Teachers' Institute, reported on the plans thus far completed for the institute. The following departments will join in in the conference:

1. Health
2. Cooperatives
3. Community Activities
4. P.T.A.
5. Juvenile Problems
6. Community Welfare
7. Internal Security
8. Placement

since

Dr. Woolf stated that/the Community Activities Section and the Education Section will be merged into one section, the institute would be a good occasion to launch this into effect.

After considerable discussion the following program for the institute was agreed upon:

Thursday morning--General meeting -- general overview of the problems.

Committee meetings.

Thursday afternoon--Delta Band Concert

Continuation of committee meetings, if time permits.

Friday morning -- General session, with reports from the committee chairmen. Questions from the floor, and some large group discussions if it seems advisable.

Friday afternoon-- Committees could reconvene and consider programs of action, and the minutes of the meetings could be duplicated and placed in the hands of the executives and subordinates who will actually have charge in the formulation of the program.

It was unanimously agreed that the name of the institute will be called COMMUNITY EDUCATION CONFERENCE. Some of the problems to be discussed are:

GENERAL MEETING:

Speaker will give a report on the merging of the two sections; namely, Education and Community Activities. Also, give overview of some of the topics listed below.

1. Relation between the resident and appointive staff.
2. Preparation for relocation.
3. Health and physical welfare.
4. Family--Community relationships
5. Community recreation
6. Control of people of Topaz by minority groups.

It was decided to call a meeting, comprising of the Education Section staff members and the heads of the 8 sections listed on page 1 of this report, this coming Saturday, April 22, at 11 a.m. in Mr. Bell's office (if he approves our using his office).

Dr. Woolf will give a complete report at our next Tuesday's staff meeting of the coming COMMUNITY EDUCATION CONFERENCE, with all details worked out.

**JR. COLLEGE PROGRAM** It was decided that the Junior College program will be postponed until such time as the high school can get sufficient faculty members to carry on its program. Dr. Bane will so notify Mr. Bell.

**ADDITIONAL TEACHERS** The Pre-School reported that due to so many teachers leaving the Project, who were formerly working in their department, it will be necessary to close one of their schools starting this coming Monday. Dr. Maughan will take this matter up with Mr. Bell. The following number of teachers are still needed by the various school departments:

Pre-School	10
High School	9
Elementary	8
Adult Education	8

**WATER COOLERS** Water coolers for office staff are needed as follows:

Pre-School	4	Rec. 9, 13, 27, 37
Elementary	2	8-9-F and 41-9-E
High School	2	32-10-A and D
Adult Education	5	

**FOOD FOR SCHOOL  
ACTIVITIES**

It was reported by Dr. Maughan that under the present point rationing system it was impossible for the commissary to supply food for various school activities and that each department would have to work out the matter themselves.

**MEETING ON  
SUPPLIES**

A meeting composed of Dr. Maughan, Dr. Bane, Dr. Woolf, Miss Lamb, and Pre-School will meet April 21, 1943, at 11 a.m. in the Superintendent's office to discuss the matter of ordering supplies in bulk.

**ADJOURNMENT**

3:50 p.m.

Respectfully submitted,

S. Shimosaka, Secretary

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

April 27, 1943

EDUCATION SECTION STAFF MEETING MINUTES

April 27, 1943, 2 p.m.

In Mr. Noble's Office

ATTENDANCE

Mr. Roper, Mr. Nuttall, Dr. Maughan, Dr. Bane,  
Miss Kay Uchida and Miss Grace Fujii  
(Mr. Noble on annual leave)

AGENDA

none

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SUPPLIES

It was decided that the amount to be ordered of each item on the General Supply List, which is being mimeographed, will be compiled and determined in the Education Office by Dr. Maughan.

The special supply list of each school is due May 1. Items which cannot be determined by May 1 are to be handed in by May 15.

TEACHERS

The lack of teachers in the various schools was again voiced by school heads, especially is this true in the high school and Pre-School. Due to lack of teachers the Pre-School Center in Block 37 was forced to close, but it is expected to be open again next Monday, due to the mothers' willingness to help out part-time in the mornings.

As one way of advising the people of Topaz of the critical shortage of teachers in the schools, therefore obtain their cooperation, it was decided to have a write-up in the Topaz Times regarding this matter. It was suggested also that the staff themselves go out and find teachers who really are talented in the education field.

PLAY EQUIPMENT

Since the play equipment requisition of the Pre-School Department has been turned down, Mr. Roper of the High School was asked to help in this situation by having his boys make these equipment. He expressed his willingness

to cooperate providing the equipment are made of wood.

ADJOURNMENT

Meeting adjourned at 2:50 p.m.

Respectfully submitted

S. Shimosaka, Secretary