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MINIDOKA PROJECT SCHOOLS
Hunt, Idaho

Mr. Cole
Curriculum
Adviser

FACULTY MEETING

DATE: Dec. 12, 1942

TIME: 8:55 to 10:42 A. M.

PLACE: Teacher's Rest Room, Rec. Hall 32

THOSE PRESENT: Miss Bennett, Miss Haug, elementary school teachers, student teachers, and teachers' assistants.

- I. Old business of Christmas Carols
 - A. Miss Queen, the chairman, reported a schedule planned by the committee of four other teachers.
 1. It will be placed on the bulletin some time during the week.
 - B. Different groups in classes from each of the schools in block 10 and 32 will carol in a designated block or blocks.
 - C. It was approved that the singing shall be a pleasure trip for the children and to go on the so-called trip twice during the season.
 - D. It was suggested that two groups carol in an assigned direction within a block.
 - E. Teacher's schedule to lead:
 1. Grades 1 and 2 in block 10-----Miss Senda, assisted
 2. Grades 3 and 4 " " "-----Miss Queen
 3. Grade 5-----Miss Hultcrantz and her assistant.
 4. Grade 6-----several of the four teachers who are not assigned to lead.
 5. Grades 1 and 2 in block 32----Miss Koontz, Mrs. Bauman, or Miss Nikolaison.
 6. Grade 3-----Miss Riikola
 7. Grade 4-----Miss Ikeda and Miss Sifton will assist in the morning.
 8. Grade 4-----Miss Nikolaison and Mrs. Sato as assistant.
 9. Grades 5 and 6-----Miss Wahl.
 - F. It was approved that the carolers sing in the hospital area and the administrative areas.
 - G. It was suggested that they sing in the dining halls during the lunch hour.
 - H. It was planned that the carolers will sing between two barracks; stopping between 2 and 4, 6 and 8, 10 and 12, etc. in each block.
 - I. Pointers in caroling:
 1. Start in a calm mood
 2. Excitement of any kind be prohibited during trip.
 3. Caroling trip be made according to weather.

4. Cover as many areas as desirable.
- II. Textbook Committee
 - A. An actual report was expected today about the requisitions of textbooks, but due to unusual circumstances, the list will be delayed.
 1. Recommendations of books be handed in to the chairman, Miss Riikola.
 2. Music series was suggested by Miss Wahl for classes.
- III. The Use of health room and children's rest room.
 - A. It was suggested that the children should utilize the convenience of rest room which is provided for the purpose of relaxation.
 - B. Teachers should be aware when children use the rest room that the damp clothes should not be placed on the rest cots, during damp weather.
- IV. Treats for children
 - A. Mrs. Bauman, chairman of this committee, reported that popcorn balls, Santa Claus cookies, and possibility of obtaining peanuts and some candies if Mr. Pomeroy had acquired information where they are available, may be had as treats.
 - B. Having popcorn balls was decidedly approved.
 - C. Teachers are to wrap own popcorn treats in own room using own method.
 - D. The total cost will be divided by the Caucasian staff of teachers, Mr. Jensen, Mr. McLaughlin, and Mr. Cole and the treats will also include the children in nursery schools.
 - E. The committee of six members will decide upon as to who will collect the expenses incurred.
 - F. Mrs. Bauman will notify us with information as to the transporting the order into the project.
- V. Road Hazards
 - A. Traffic very dangerous to school children running in the streets.
 - B. Teachers are to cooperate in stressing to students about road hazards.
 - C. Students be cautioned to walk on left-hand side.
 - D. School boy and girl patrol be organized
 1. A traffic student police be chosen among fifth and sixth grade who will accept the position as a mark of honor with responsibility but not on a basis of scholastic ability.
 - E. A meeting to appoint a patrolman will be held on Wednesday at 10:00 A. M. of this week in block 32 with Mac Kawamura; at 2:00 P. M. of the same day in block 10 with George Okita and William Sata.
- VI. Reports of children indicative of thinking or feeling
 - A. Mr. Bigelow, Reports Officer, requests more valuable materials
- V. Miss Bennett's announcement
 - A. The fourth grade teachers were notified that the Elson Readers which were ordered a while back was canceled as we have sufficient supply of readers in stock and additional supplementary readers can be ordered if desirable.
 - B. Third, fifth and sixth grade teachers are encouraged

- B. Third, fifth and sixth grade teachers are encouraged to utilize the supply according to the needs of students.

VIII. Supervision for aiding teachers

- A. It was noted that teachers would like both short and long visit by the supervisor according to the importance of a case.
- B. It was suggested to demonstrate in special fields (after Christmas)
- C. Teachers were urged to feel free to express any difficulties where advice is necessary.
- D. It was also suggested that they have frequent short visits and then request a long visit when necessary; and a conference may follow each advisory visit.
- E. Volunteers to teach in demonstrating special field during school hours in their own room.
 - 1. Miss Hultcrantz--remedial technique
 - 2. Miss Stull--musical field
 - 3. Miss Wahl--art
 - 4. Miss Queen--nature study
 - 5. Miss Nikolaisson--phonics
 - 6. Mrs. Bauman--primary number work
 - 7. Miss Hultcrantz--poetry
- F. Demonstration most necessary:
 - 1. remedial work
 - 2. art
 - 3. music---note reading, tone quality, monotone in octave lower
 - 4. word study

IX. Report cards

- A. It was suggested that a note or some report be made to parents as to the progress of children.
- B. A meeting concerning these report cards will be held this week; lower grade teachers may meet separately if desired; primary teachers in block 10 will meet with Miss Senda in her room Thursday at 3:30; and grades 4, 5, and 6 teachers meet with Mrs. Kleinkopf in her room; teachers here will arrange to meet the same day.
- C. It was suggested that grades 1 and 2 and 3 will have one type of card; 4, 5, and 6 grades have another type but termination of grades may differ in each class if desired.

X. Old suggestions

- A. Problems and questions be brought to next meeting.
- B. Magazine requisitions be filled out and brought to the office.
- C. Mrs. Kleinkopf would like to have Weekly Readers
 - 1. One group be issued to fifth and sixth graders
 - 2. The other group to third and fourth graders
 - 3. Schedule to be made for the use of these circulars in both schools in block 10 and 32.
 - 4. Adult English classes are also entitled access to these copies.

faculty meeting cont.

carry over from last meeting cont.

Miss Amerman suggested that we include Mr. Cole and Mr. Jensen to gather data and also basing it on the discussion this morning to devise a good grading system.

THE MATTER OF BULLETINS AND THEIR DISTRIBUTION

1. Bulletins should come out a day before to avoid conflicts
2. Mail boxes suggested so that teachers may communicate back and forth.
3. Boxes on the outside for bulletins thus prevention of disturbance during a class.
4. Pigeon hole system of communication voted on thus avoiding many difficulties.

Sue Hasegawa voted for student teacher's council replacing Lilian Inana.

MINIDOKA PROJECT SCHOOLS

Hunt, Idaho

Faculty Meeting

*Mr. Townsend, Chief of
Community Services*

DATE: Jan. 2, 1943, from 9:05 a.m. to 12:15 p.m.

PLACE: Huntville Elementary School in 10-4-B

THOSE PRESENT: Caucasian teachers, teachers' assistants, Miss Haug, Miss Bennett, and Mr. Cole

Miss Bennett conducted the Elementary Faculty Meeting and the following subjects were discussed:

1. Meals for Colonists--Mr. Krumenacker has asked for a week's time to get everything in order. He is to make a specified kind of label for everyone in each block. Then when he had an absolute count for the rations, he will give the Colonist teachers special permission to eat at the dining hall near their work by taking out that much from their home dining hall. This adjustment will be made, not only for our division, but for crippled children attending school from a long distance and other divisions as well.

2. Survey of children without proper footwear--Teachers were requested to make a survey of children in their rooms without proper footwear, listing them according to 2 columns; thus: how many are unable to buy them due to shortage of market, and how many are unable to buy them financially. This will include teachers' assistants, too.

3. Clothing and shoes--Teachers were requested to get together any clothing or shoes that they do not need for a pool from which to distribute them to needy children.

4. Weekly Readers--6th Grade teachers were asked to consider the problem of ordering additional copies.

5. Change in dismissal time--Beginning Mon., Jan. 4th, every class except Kindergarten will dismiss at 11:45, and school will call at 1:15.

6. Snowballing--Let us remind the children that the rule forbidding snowballing is for the benefit of the whole school, and that the children must respect, not only their own teachers, but every teacher no matter what grade she teaches. There is more need to develop respect and obedience to the teachers.

7. Transportation for Colonist teachers--Mr. Best stated that if he provided transportation for Colonist teachers, then he must provide it for all workers of other divisions. Mr. Stafford stated that inasmuch as the Colonists themselves voted against bus transportation within the Project, there is not much that can be done. However, I will go ahead and try to work something out. Hereafter, truck drivers will be dismissed if they disobey regulations and accept riders.

8. Children's absence--Hereafter any child absent more than 3 days is not to be reentered in school unless he has a permit from the doctor or nurse saying that he is free from any sickness. In the Stafford School send those children to the dispensary for the permits, and in the Huntville School send them to the hospital office. Miss Cona, Public Health Nurse, reported on duty last Wednesday and she will work part time with us.

9. Gravel walks--Gravel walks are being started in the Stafford Elementary School now.

10. Health cards--Feeling a definite need for health cards, we have gone ahead and mimeographed a form on 5 x 8 index cards. Miss Cona will probably have her own ideas in mind, but whatever she has, we can use the ones that we worked out for our own purposes.

11. Textbook selections-- (Rest of the morning was devoted to the selection of books in the following fields:)

- a. Dictionaries
- b. Science
- c. Health
- d. English
- e. Music
- f. Social Studies

MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
May 24, 1943

MINUTES -- ELEMENTARY FACULTY MEETING

DATE: May 22, 1943, Saturday
TIME: 8:30 to 12:00 a.m.
PLACE: Teachers' Rest Room, Rec. Hall 32
THOSE PRESENT: All Teachers
Teachers' Assistants
Miss Haug
Miss Fitzsimons
Miss Bennett

I. CUMULATIVE RECORDS

Miss Ruby Smith, chairman of the Cumulative Record committee, acted as chairman and presided over this meeting. The first discussion centered around that of cumulative records. Miss Smith and her committee reported the following points:

- A. Having cumulative record forms printed is simply out of the question.
- B. High School has decided to have a separate cumulative record form, then tend to purchase blanks from the Santa Barbara School, if possible.
- C. Because of the temporary nature of our school set-up, it probably is advisable for nursery school to have a separate cumulative record form. The nature of their reports differs widely from that of the elementary school.
- D. The committee is to continue with the original plans and try to have cumulative record forms ready for the use of the group in the near future.
- E. Teachers recommended that more space be left for comments in order that the cumulative records be more highly individualized.
- F. A question arose as to how much information should be put on about each child. It was decided that the teacher's judgment should determine whatever should be given in addition to the form requirements.

II. PROMOTION POLICIES

The question of cumulative records, naturally led into a discussion of promotion policies. The question was raised as to whether every child should be promoted regardless of the

quality of his work. Opinion varied during the discussion. Some teachers felt that children who have tried and seemed to be working up to individual ability should be given a chance in the next grade, but that there are few who had made little effort and who seemed not to be working up to capacity. Opinion varied as to whether this matter would be helped any by repetition of the grade. Some teachers were of the opinion that every child should be given a chance in the next grade. Others pointed out that chronological age should be one of the determining factors.

The possibility of extra coaching or remedial work during the summer months threw a new light on to the question of promotion. Most teachers seemed to feel that, generally, having received remedial instructions during the summer in his weak subject, a child should be given a chance to go on.

It was agreed that the term "ADJUSTMENT" might be used on the promotion notices. In other words, a very weak student might be assigned to ADJUSTMENT in the next grade. This would be similar to a trial promotion and would give the teacher a chance, after a six or eight week period, to reassign this child. This word would also indicate to the new home-room teacher that the child needed individual attention.

III. SUMMER ACTIVITIES

The next topic for discussion was the summer activities. The teachers seemed very much in a puzzled state as to the ramifications of a modified summer program. None of them had had experience in such a program, therefore, many pertinent questions were raised, such as:

1. Do we meet with our own home-room group for a time each day or do we meet with the activity group only?
2. Is there to be an over-all plan into which the program all fits or does each teachers block her time and work more or less individually.
3. Does this activities carry on throughout the day or does the teachers take on more than one activity.
4. What happens to the garden while the summer program is in session. How can children's

interest be stimulated in keeping up their own garden plot if the group is disbanded and organized into new groups.

5. Will attendance at the modified summer program be compulsory or voluntary.

Obviously, many of these were not answered but a lengthy discussion was held where further conference with the administrative staff will be necessary. The teachers proposed the following calendar for the summer months:

July 2	regular session of school closes for the children
July 5,6, and 7	Teachers work on records, report cards, etc.
July 8,9, 10	Planning committees for the summer activities
July 12-Aug 4	Summer activities program
Aug. 16 -28	Bible School
Aug. 16 -Sept.5	Teachers' vacation
Sept. 6 Sept. 11	Elementary workshop and teachers' preparation
Sept. 13	Elementary school starts

This calendar was simply proposed and suggestive and also to be discussed with the administrative staff.

Bulletin No. 8 from Mr. Pomeroy's office was distributed and discussed in relation to the summer activities program. Teachers were asked to study this bulletin carefully, to fill in, sign and return by Monday night.

The following committee volunteered to compile the results.

Edith Kleinkopf	Ethel Fitzsimons
Alynne Morton	Mildred Bennett
Jewell Boatright	

IV. RELAXATION

During intermission, Miss Jessie Koentz and Miss Charlotte Stull had charge of music and relaxation. Teachers went to the Health Room and played Musical Chair.

V. CURRICULUM PROBLEMS

Miss Ethel Fitzsimons, Curriculum Director, discussed the following curriculum problems:

A. Flower arrangement classes.

Miss Matsuda has agreed to work with natives flowers at the next meeting, Wednesday, May 26 in the Administrative Rec. Hall. Teachers are asked to bring bowls and frogs and the follow-in special committees were appointed.

1. Wild larkspur and wild blue lupine are to be gathered by Mrs. Beatright, Mrs. Kleinkopf, and Miss Bennett.
2. A flat bowl -- Miss Ikeda and Mrs. Boatright.
3. Mimeographing and arranging for a blackboard -- Miss Fitzsimons.

B. Discussion of current curriculum problems.

Miss Fitzsimons brought some valuable mimeographed sheets on gardening to be used in connection with the school gardening plots.

She announced that she would take leadership as to the units of work undertaken by teachers and that Miss Bennett would assume direct responsibility for help with remedial or developmental work.

She asked that the curriculum cards which had been distributed at the former meeting be turned in by the end of the week.

VI. ANNOUNCEMENTS--made by Miss Bennett

A. Civil Service Rating Sheets

Civil Service rating sheets are available to teachers in the office.

B. Suggestions for help

Teachers were requested to ask for conferences after supervisory visitations or at any other time when they desire one. Miss Bennett pointed out that it was much easier to make suggestions and to help a teacher when she asks for help.

She pointed out that a teacher is going to ask for help at a time when she feels like taking suggestions, whereas, the supervisor might, unknowingly, pick a very inopportune

moment to make suggestions or to discuss desirable improvements.

Miss Bennett pointed out that those teachers who came for conferences and asked for help, regularly, were much easier to help than those teachers who seemed reluctant about being told of weaknesses.

C. Supervision of play periods.

She asked that play periods be always supervised. Only morning sessions need be teacher-organized but all sessions must be teacher-supervised.

D. Ventilation of classrooms.

She spoke of their wiggly squirmy attitude of children and expressed the opinion that part of this was due to poor ventilation in the classrooms. She asked that teachers watch this, particularly, suggesting that windows be closed during the morning and that both windows and doors be opened later in the day when the air needed changing.

She indicated, also, that if the matter of constant wiggling and squirming were discussed with the children and it was explained to them that "the body, like automobiles, contained only so much fuel" and if it is all burned up wiggling and squirming, there is little or nothing left for the work at hand. She stated that much could be done toward developing self-control and poise through a frank discussion of the matter.

Chairs and tables are promised for all rooms before the week is over. This should add greatly to the motional stability of the children.

E. Comic books and magazines.

Mr. Yasumura of the Community Cooperatives has requested a list of approved children's magazines and comic strips. He indicated that in as much as the canteens all carry such material they would much rather prefer to carry the best quality if they can find what that is. Our cooperation was asked in this matter.

Also, teachers were asked to get a list of all magazines read and the names of comic

comic books bought and read by the children at present. Mr. Yasumura wishes to make a study of the reading tastes of children and see whether something might be done for the improvement of our newsstand. Such a worthy attitude on the part of a businessman certainly deserves 100% cooperation from the school faculty.

F. Stanford Achievement Tests

Miss Bennett announced that part of the Stanford Achievement tests for the follow-up tests to be given this spring are here. As soon as the remaining tests come, a schedule will be worked out for the testing program.

G. Problems

Teachers were asked for problems or questions. The matter of tighter sealing of windows to keep out the dust was presented, as a most serious problem, in 10-2B and 10-2-E. Miss Bennett promised to look into this matter and see what could be done.

Meeting was adjourned at 12:00, noon.

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MINIDOKA PROJECT SCHOOLS
Hunt, Idaho
June 14, 1943

MINUTES -- ELEMENTARY FACULTY MEETING

DATE: June 5, 1943, Saturday
TIME: 8:30 to 12:00 a.m.
PLACE: Teachers' Rest Room, Red. Hall 32
THOSE PRESENT: Elementary teachers
student teachers
Miss Dirksen
Supervisor of nursery schools

I. CUMULATIVE RECORD FORMS

THE meeting was opened at 8:30 a.m. by Mrs. Nancy Bauman, who acted as chairman. She called on Miss Ruby Smith, chairman of the Cumulative Record Committee, for a report.

- A. Miss Smith reported that the mimeographing which had been planned on the folders was entirely unsatisfactory since the ink soaked through and spoiled the second and fourth sides of the folder.
- B. She reported that the committee had decided. in as much as there was some duplication on the proposed folder of records already on hand, that 5" x 8" cards be used for the information not already on hand. Instead of duplicating the health record, the office copy which is on 5" x 8" cards should be filed in the student's individual folder. Instead of duplicating report cards, a duplicate of the last report card should be made and put in the individual folder.
- C. It was agreed that a memorandum to parents would be necessary to get information to complete the health records. In case a child has a physical record, that should be clipped to the school health record.

II. CHILD'S INDIVIDUAL FOLDER

For the convenience of the teachers, the following list was developed of material which should be included in individual folders by July 9.

- A. Physical Record (including special cases)
- B. Elementary Pupil Permanent Record
- C. Major Units of Study

- D. Preliminary Enrollment Sheet
- E. Duplicate of last Growth Report
- F. Profile Chart and Test Record
- G. Specimen of work (if indicative of personality or temperament)
- H. Case History

III. CORRECTIVE MEDICAL CARE

A. Dental Work

The question was asked by several teachers about dental appointments. It was recommended that a list be made of the most urgent cases and sent to Miss Cona through the Principal's office with a request for appointments. This proves much more satisfactory than shown in individual appointments.

B. Glasses

Since there is no optometrist in the Project, the question arose as to how the furnishing of glasses for children was financed. Miss Bennett reported that families must take the responsibility of making appointments through the local hospital with optometrists or opticians in near-by towns. The cost of glassed must be paid by the family. In those cases where financial help is essential Carl Sandoz's office is to be contacted.

C. Medical Social Worker

The arrival of Miss Dorothy Cram, new medical social worker was announced, and an explanation given of the type of work which she does for the schools. Special cases are to be referred to her through Dr. Neher's office. It was reported that she had already undertaken two difficult cases and was making good headway.

IV. FINAL PLANS FOR MODIFIED SUMMER PROGRAM

The calendar as agreed upon with the administrative staff and the church council was announced as follows:

A. June 25	Regular School Session Ends
June 28 - July 9	Records and Tests Church School 12½ hrs
July 12 - Aug. 14	Modified Summer Program
Aug. 16 - Sept. 4	Vacation
Sept. 6 - Sept. 11	Elementary Workshop
Sept. 13	School Begins

B. Suggested Time Blocks

8:30 - 10:00	Home Room
10:00 - 11:30	
12:30 - 1:30	Rest Period
1:30 - 2:30	
2:30 - 3:30	

C. Rest Periods

It was recommended that the summer program not be made too formal. Miss Bennett urged that this was an opportunity to do some follow-up work in the school's supplement with a great deal of craft and activity. Suggestion was made that, since rest and relaxation is an art, that it must be learned. A period immediately following lunch should be set aside, daily, for elementary children should be taught how to relax. This suggestion was received very favorably, and teachers agreed to consider during the coming week and make further suggestions at the next meeting.

D. Attendance

1. The attendance at the five weeks summer program is to be compulsory. Children will be expected to attend every day, and attendance will be checked in the home-rooms and during each period of the day.
2. It was agreed that some of the offering should be purely elective on the part of the children after consulting with their parents. Those children will be required to take remedial work in the skill subjects or any other subject chosen from a list that a committee will make.
3. Mrs. Meinkopf suggested that the issuing of report cards and promotions be withheld until the close of the summer program. This would greatly affect remedial pupils' attitude toward the summer work.

E. First Aid

It was recommended that among our electives, First Aid course for boys who plan to join Boy Scouts be offered. Miss Hesser and Miss Koch have material pertinent to this.

F. Kindergarten Problems

Since attendance of kindergarten children should be less than those of older children during the summer months, and the problems on that level, somewhat, differ, a meeting to discuss their problems, specifically, was to be arranged during the week. Miss Dirksen was asked to sit in on this meeting.

V. FLAG DAY SERVICES

- A. It was agreed that even though Stafford's flag pole had been erected, that the initial flag raising services be postponed until both schools could participate at the same time.
- B. It was agreed that June 14, Flag Day, would be an appropriate time, and committees volunteered to plan the services for each building.

Stafford

Miss Smith
Miss Wahl
Mrs. Boatright

Huntville

Miss Hultcrantz
Miss Hester
Mrs. Kleinkopf

- C. It was agreed that the following three songs would be appropriate:
America
God Bless America
Star Spangled Banner
- D. A committee would be responsible for choosing leaders and setting the time, planning rehearsals, if desirable.
- E. It was agreed that the two services should be held at different times in case visitors wish to attend both. It was agreed that parents should be invited, because this is the first time we have had room to include them.

VI. USE OF JAPANESE LANGUAGE IN SURROUNDING TOWNS

Henry Aoyama, representative from the elementary school staff, who met with the community-wide committee to discuss ways of getting at the problem brought to a head by the statement of the Kiwanis club, read the report from the committee.

The pertinent problem seemed to be:

1. People in surrounding town, particularly Twin Falls, object to our young citizens using the Japanese language on the streets. It was pointed out to the committee that they failed to realize that even though some of these people are young, they do not have good command of the language.
2. Some issei think it is not polite to speak in English.
3. Some issei speak more loudly than is necessary.
4. Bowing four and five times does congest traffic. It was suggested that this habit had been modified even in Japan, but was a custom which our older people still persist in using.
5. A big problem was that people in town shopping had no place to go when shopping is over. Since they move up and down the streets, there seem to be more in town than there actually are.
6. The following solutions were suggested:
 - a. Campaign of posters -- Speak English
 - b. Speak low in group -- yet might arouse suspicion
 - c. Walk around individually or in two's
 - d. Have supplement to Irrigator -- to educate
 - e. Announce in dining halls
 - f. English skits in Japanese programs
 - g. Recreation room in Twin Falls -- Church basement, perhaps

VII. DISCUSSION

- A. Some trouble caused by relocated people from other relocation centers.
- B. Do not cause antagonism among residents

VII. GARDEN PLANS

Toru Ogasawara reported on progress on the Stafford School plot. He reported that after a conference with Mr. Briggs, his plans had been revised. He explained the reason for the shortage of farm equipment and recommended that we do as much work in a small way by hand as possible.

He pointed out that in his plan, walks or paths for the children would be marked out. He announced that there is no W. R. A. flower seed available. The problem of companion crops was discussed. He announced that it five to six days to soak seeds prior to planting.

A question of garden tools was discussed and it was decided that, even though there seemed to be a shortage of Project tools probably, children could borrow from homes, a sufficient amount to complete planting.

When asked about transplanting the various garden plants, Mr. Ogasawara highly recommended that if this is done in a sunshiny day, that plants be covered to provide shade until growth has started.

Miss Plenmons is to report on the progress in Huntville School within the week.

IX ANNOUNCEMENTS BY MISS BENNETT

- A. Huntville P.T.A. initial meeting of interested parents to plan the organization will be held in Miss Haug's office, Wednesday, June 9, 2:00 p.m.
- B. Evaluation conferences are requested with every teacher before the close of school. The following material should be organized and brought to the conference.
 - 1. Teacher's notebook which includes daily plans
 - 2. List of material covered in the basic subjects by groups.
 - 3. Case historic of special students with recommendations for the next teacher.
- C. Photographs

Miss Bennett announced that Miss Fitzsimons had contracted Mr. Bigelow with regard to class pictures. There are four sizes available, 5¢ ones, 10¢, 15¢ and 25¢. If these are desired, a child must be appointed in the room to collect from class members. A schedule will be worked out with the photographer to take these pictures.

- D. When children are used in program, P. T. A. or otherwise they should go home immediately following the program.

Majorie Queen
Acting Secretary