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November 6, 1942

The faculty meeting of the high school was called to order at 11:00 a.m. by Mr. Byers, acting vice-principal. He announced that teachers were requested to requisition for any books they may need for their classes as soon as possible and to refrain from ordering more than necessary. Absentee lists were asked to be made starting Monday, Nov. 9th. Miss Lamb announced that although all the teachers had not turned in their students' essays, the tentative winner for the junior high school was Miss Grace Manabe and the senior high school, Miss Sumi Kato. The organization for a student council and its representation were discussed. A committee composed of Mrs. Hudson, Mr. Nelson, Miss McMillan and Miss Nakaso were asked to look into the matter. The problems of labor for students were asked to be solved by Miss Nakaso and after much discussion, it was moved, seconded and passed that a committee composed of all the core teachers meet to investigate work conditions for students. Mr. Henry Tani reported that the following was a list of all the vacant classrooms:

Building 1	AB	open 5th and 6th periods
1	A	open all day
2	CD	open third and fourth periods
3	AB	open all day
4	AB	open all day
5	AB	open all day
5	F	open all day
11	CD	open first and sixth periods
12	D	open all day except the third period

He also announced that additional tables and benches and blackboards were in the making and would soon be distributed.

The meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Toyoko Hidekawa,  
Faculty Secretary



November 9, 1942

The faculty meeting of the Topaz High School was called to order by the Principal, Mr. Noble, at 11:10 a.m. The matter of school hours was discussed by the teachers and a motion was made, seconded and unanimously passed that school would be held from 9 a.m. to 1 p.m., and 2 p.m. to 4 p.m. A report on part-time employment was made by Mr. Nelson. The following is the proper procedure for those students in need of financial help to apply for work permits: (mimeographed copies to be distributed as soon as possible)

1. Students to make an application in writing to Mr. Noble
2. Blank to be made out to take to his employer
3. Person in charge to O.K. and provide instructions to pupil.
4. Take blank to Dr. Carlisle for approval
5. Physical examination necessary for employment

Teachers were asked to discourage students from working unless it was absolutely necessary except for vocational projects within the school. Working hours for students were set at two hours from Monday through Friday, 8 hours on Saturday and none on Sunday with \$8 maximum pay. No age limit was made except for those already set by the employer. It was stressed by Mr. Noble that no student work even part-time or outside of school hours without a work permit and that every boy and girl be required to attend at least half the number of school hours daily.

Mr. Henry Tani announced that each student was requested to turn in their transcripts for the purpose of checking up and those students not possessing transcripts to be taken care of by the school office. He asked teachers to in turn ask students to handle benches and tables more carefully as replacements were almost impossible.

Mr. Noble stressed the organization of classes as well as management and discipline. The problem of dividing the grades on the 3-3 or 2-4 plan were discussed and it was suggested that after chosen delegates from every grade had met, that they submit to the faculty their recommendation as to how the school would be organized.

Mr. Lewis was appointed chairman of the Armistice Day program to be held by the school and Miss Nakaso, Mr. Nelson, Mr. Tani, and Miss Hosoi were also appointed to assist him.

Mr. Edwin Iino, music instructor, announced that a choral group would be formed and that all teachers announce to their pupils that all those wishing to participate meet after school, Tuesday in 8 EF. Mr. Nelson informed the group that as soon as all the Caucasian teachers had arrived, a faculty party of both Caucasians and residents would be held.



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The meeting was adjourned at 12:40 a.m.

Respectfully submitted,

Toyoko Hidekawa,  
Faculty Secretary



November 11, 1942

The faculty meeting of the Topaz High School was called to order at 10:00 a.m. by our Principal, Mr. Noble. An announcement was made to the effect that the title of the Armistice Day program was changed to American Education Week by the committee in charge and that all students as well as teachers were required to arrange to attend the services. Classes were to be excused at 3:30 p.m. in order that all could attend.

Mr. Noble announced to the faculty that they may be asked in the future to come in to the office daily and sign a sheet indicating the amount of time spent on duty every day as the time-keeper could not possibly check in and out each teacher. He also said that teachers were required to stay from 8:30 a.m. to 5:30 p.m. in order to put in eight hours daily as required by the employment division and to indicate on the program what each instructor was doing in the way of school work during those hours. Miss Gerard was appointed to inquire to Mr. Bell concerning the number of excusable absences for teachers and report on the matter tomorrow morning at the faculty meeting.

As Building three was allocated to the boys Physical Education Department, Miss Caffall, core teacher, was asked to hold her classes in 4 AB instead of in 3 CD. Also asked to change rooms were Miss Date, shorthand teacher from 3 EF to 9 EF and Mr. Sakurai, business training instructor, the room to be given him by Mr. Tani.

Dr. Maugham of the Elementary Department announced to the faculty that on Friday evening, Nov. 13th, at 7:30 p.m. in the Dining Hall of Block 32 there would be a meeting for parents of both the Elementary and Secondary schools with the teachers of the respective schools for the purpose of talking over school problems. Students were encouraged to also attend.

Absentee lists were requested to be handed in by the teachers commencing today and that all students absent from school would be required to come with a written note explaining his absence.

Listed below is the proper procedure for teachers to follow concerning school attendance for students:

1. A list of absent students with the periods not attended to be made daily with "A" signifying absence all day and numerals designating the periods for part-time absence
2. Lists to be collected during the last period of the day unless otherwise specified.
3. First period teacher to get excuse for the student's absence following his return to school and also check on roll book to see if absence was excused or unexcused.
4. Second period teacher to initial absentee list (stu-



- dent to show note to teacher)
5. Seven school days allocated to students without charge or penalty

Mr. Henry Tani asked the teachers to notify him after the meeting if any alterations in the buildings would be necessary for conducting their classes, especially any special wiring, etc.

Mr. Nelson inquired as to what should be done about students in his seventh grade core who were qualified to be 8th grade students and he was assured that adjustments would be made upon careful check-up of the student's status. He was asked to get those students' names and take the matter up with Mr. Byers, chairman of registration.

The change in programs of 7th and 8th grade students in Physical Education and Music was announced and it was stated by one of the faculty members that the former subject was scheduled to be given on Monday, Wednesday, Friday and the latter on Tuesday and Thursday of each week. All those teachers concerned with this change were asked to meet after the close of this meeting in order to clarify this matter.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Toyoko Hidekawa  
Faculty Secretary

Listed below is the proper procedure for students absent from school to re-enter school:

1. Bring note explaining his absence
2. Show to first period teacher
3. Show to second period teacher, etc.

The following is a list of additional benches and tables as requested by the teachers:

6 Benches,	3 Tables,	Miss Kataoka	4 Benches,	2 Tables,	Miss Date
5 "	Mr. Westover		10 "	4 "	
	5 Tables,	Mrs. Lisle			Miss Sakurai
4 "	1 "	Mr. Matsueda	27 "		Mr. Iino
13 "	7 "	Mr. Bando	3 "	2 "	Mr. Jenkins
2 "	1 "	Miss Hosoi	12 "		Miss Gerard
6 "		Mr. Hale	10 "		Miss Satterfield
4 "	1 "	Mr. Finlinson	2 "	1 Table,	Mr. Muneno
2 "	2 "	Miss Nakaso	2 "		Miss Winters
2 "	4 "	Miss Sugihara		2 "	Mr. Byers
4 "	1 "	Miss Ishida	20 "		Laundry
2 "	1 "	Mr. Wakai		1 "	Miss Watanabe
4 "	2 "	Miss Ota	10 "		Mrs. Hudson

4 tables available in D.H.



*L. Noble*

November 13, 1942

A short meeting of the Topaz High School faculty was called at 11:00 a.m. by Mr. Noble for the purpose of making the following announcements:

1. Each teacher was requested to fill out completely the absentee slips as accurately as possible and special attention was called to check up to see if the student was properly registered in the class.
2. New registration blanks are to be issued students to be filled out on probably Monday for official record.
3. Teachers were recommended to attend the Education meeting tonight at 7:30 p.m. in the Dining Hall of Block 32.

Mr. Noble stressed to the teachers that they refrain from re-classifying students into higher grades until the transcripts which are being sent for arrive.

Mr. Jenkins and Miss Nakaso were unanimously chosen as the representatives to the meeting in Dr. Carlisle's office tomorrow morning. Mr. Henry Tani was asked by the Principal to make recommendations for substitute teachers as soon as possible.

Because of the fact that many students were carrying too many courses which required outside preparation, it was suggested by Mr. Noble that a study hall or part-time supervised study in classes be set up to alleviate this difficulty.

It was announced that no meeting would be held tomorrow.

The meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Toyoko Hidekawa,  
Faculty Secretary



November 16, 1942

The faculty meeting of the High School was called to order at 10:00 a.m. by Mr. Noble who announced to the teachers that the Education warehouse was 41-12-CD and that the following equipment was available: standard news print paper, 9"x 12", rulers, thumb tacks, white drawing paper, 9"x 12" and 6"x 9", manila sheets, pencil sharpeners, colored crayons, blackboard chalk, blackboard erasers and composition tablets. All departments were requested to hand in a list of supplies needed for the next three months to the office.

Mr. Noble asked the group about the possibility of having a core curriculum study program composed of about ten to twelve teachers and it was suggested and decided that Mr. Noble select the members to serve on that committee.

The Principal called upon members of the faculty to evaluate the present school set-up and after much discussion, a meeting of the core teachers was suggested at the close of this meeting to plan a way of coordinating the classes to the best advantage.

An announcement was made that 14 book shelves, 77 benches, 39 tables and 6 bulletin boards were available for the High School. A motion was made, seconded and passed that 12 of the book shelves would be given to the library for their use and 30 of the benches would be given to the music department.

Every teacher was requested to hand in the following lists:

1. The minimum equipment needed in order to conduct classes
2. The size of light bulbs needed for proper lighting in the classrooms
3. Damaged equipment to date

Mrs. Hudson informed the faculty on the progress of the student council meetings that both the lower and upper classmen desired the 3-3 plan for school organization and that already in the senior group a temporary chairman had been chosen. Mr. Byers was appointed to meet with the advisory group composed of Miss Nakaso, Mrs. Hudson, Mr. Nelson and Mr. Tani at their convenience.

Two new members of the faculty were introduced, Mr. Isaacson of the Mathematics Department and Mr. Adams of the Agriculture Department.

It was announced that a meeting would be held tomorrow morning at 10:00 a.m.

The meeting was adjourned at 11:20 a.m.

Respectfully submitted,

Toyoko Hidekawa,  
Faculty Secretary



November 17, 1942

The meeting of the faculty of the Topaz City High School was called to order by the acting Vice-Principal, Mr. Leon Byers, who started to dictate for written reference the various types of school programs, their purposes, procedures, personnel, questions and evaluations, but a motion was made, seconded and passed that a mimeographed form be stenciled to be distributed to the teachers.

The meeting was then turned over to Mr. Noble who called on Mr. Jenkins to report on the holiday schedule discussed in Dr. Carlisle's office, Saturday morning. Mr. Jenkins informed the group that a report was in the hands of Mr. Charles Ernst and could be subjected to change. The following are its contents:

1. Thanksgiving -- Thurs., Fri., and Sat.  
Saturday's four hours to be made up  
between now and next Wednesday
2. Christmas -- From Dec. 23rd to Jan. 4th
3. All those who desire to remain during the holidays may  
do so and assignments would be given.

Mr. Noble submitted for high school graduation requirements for approval. They are listed below:

Social Living	English, 4 years History, 4 years
Physical Education	3 years, (Health included)
Science	2 years
Mathematics	Not required but recommended

#### COLLEGE REQUIREMENTS

Mathematics	1 year, Algebra, 1 year, Geometry 4 years for Engineering students
Language	2 years of one language 2 years of second language recommended
Social Living	4 years, English 4 years, History

#### COMMERCIAL

Junior Business Training, 1 year  
Bookkeeping, 1 year  
Senior Business Training, 1 year  
Typing, 2 years  
Shorthand, 2 years

#### VOCATIONAL

Vocational Education, 4 years  
Agriculture, 4 years  
Home Economics, 4 years

A motion was made, seconded and passed that the above-mentioned be accepted.

Mr. Noble suggested to the teachers that a supervised study



period of about ten to fifteen minutes be given for the purpose of those students who are carrying heavy schedules.

As to absentee lists, teachers were requested to star the students' names who were known to be cutting classes so that other teachers concerned would be aware of that fact.

A meeting of the core curriculum teachers was announced to be held tomorrow morning at 11:00 a.m.

The meeting was adjourned at 11:23 a.m.

Respectfully submitted,

Toyoko Hidekawa,  
Faculty Secretary



November 19, 1942

A short faculty meeting was called to order at 3:15 p.m. by Mr. Noble. An announcement was made that school will be closed until the completion of winterization in the classrooms.

The meeting was then turned over to Dr. Carlisle who spoke on the vacation schedules. The proposed schedules were given as follows:

Thanksgiving -- Thursday, Friday and Saturday.  
Christmas -- Close Wednesday night and open the following first of January.

After much discussion as to the length of the Christmas holiday, it was decided that formal announcement will be held up until more definite word is given by Dr. Carlisle.

It was pointed out to the faculty by Dr. Carlisle that only half a day on Thanksgiving is designated as a legal holiday, therefore, the rest of the Thanksgiving vacation might be counted against their annual leave.

On the winterization program, full cooperation of teachers was asked by Mr. Noble. They will commence work 9 a.m. tomorrow. It was also stressed that they will be relieved of any other kind of work during this period of time. The winterization is expected to carry on all day tomorrow, all day Saturday, and possibly Monday if necessary.

Mr. Roper announced that Dick Harada in Building 7F will take care of all equipment to be used and he requested that everyone go and personally check out the tools he requires.

All teachers who are to help out in this winterization was asked to report to Building 7 tomorrow morning at 9 a.m.

Henry Tani was appointed by Mr. Noble to take care of all the classroom property.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Yasuko Isoye  
Assistant Secretary



November 19, 1942

The meeting of the faculty of the Topaz City High School was called to order by Mr. Noble at 10:10 a.m. The principal purpose of this meeting was to check on requisitions of critical supplies. It was requested that all teachers who did not hand in their requisitions as yet do so by 11 o'clock today. Each requisition was checked and O.K.'d by Mr. Noble.

Regarding the opening of school on a full day schedule next week, it was announced that the hours will be from 10 to 1 and from 2 to 5, each class being held for 55 minutes.

Mr. Noble informed the faculty that state record cards will be used for all permanent records in this school, and records from each students California schools will be attached to it. Also outstanding activities of individual students will be written down as part of the permanent record.

Mr. Noble also announced that to date every stove in the school has been set up.

As to the Thanksgiving holidays, teachers were requested to hand in a report by next Wednesday night as to how they will make up their four hours of work.

Mr. Henry Tani announced that all property requisitions must be handed in to him by this afternoon.

Mr. Nelson requested that all core teachers cooperate and devote more time to the subject of student government. The following subjects for written assignments in core classes were given:

Every student to write to former school for a constitution of the school.

What is the student's recommendation for a type of government.

What would they recommend as to representation.

Mr. Nelson stated that he would like to have the essays on the subject of the student's recommendation for a certain type of government by next Friday.

Mr. Henry Tani then announced that before any moves of furniture can be made notations must be made to the office. This is to avoid inconvenience to any teacher by lack of furniture.

The meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Yasuko Isoye  
Assistant Secretary



December 7, 1942

*He is not Muzze*

The meeting of the faculty of the entire educational system in Topaz was called to order by the Superintendent, Dr. Carlisle at 4:30 p.m. Many notable guests were introduced. Among whom were Dr. Ade, federal representative in charge of education from the Washington Office of W. R. A., Dr. Farnsworth, and Mrs. Muzzer.

The meeting was then turned over to Dr. Ade, who first relayed greetings to the faculty members from Dr. Gudikins and Dr. Studebaker. Dr. Ade presented a philosophical discussion of education in which he stated that there is an "attitude throughout that education is a local and state function." He pointed out that more conferences with local and state agencies should be brought about.

He stated, "the challenge which Dr. Carlisle and the faculty meets here is -- when does education begin."

Every teacher was urged to keep a diary to tabulate new experiences which he experienced here. He said that this might prove as an incentive later on to doctors' thesis or dissertation.

He further stated, "Everyone has a philosophy of education -- what you think of education constitutes your philosophy of education."

"Character building is the ultimate aim of all education."

"If there is any criticism of education, it is that we don't have time to reflect. We need a philosophical point of view."

The question is asked, "which will you choose method or content?" Dr. Ade pointed out that content and method must coordinate. "You have to have both concurrently. You want a happy balance between the two. Try to think out which is the best in this center."

He advised, "If in doubt about any educational problems, inquire what the neighboring school is doing. Find out what is the best procedure in Utah."

He also stated, "A happy balance between the scientific and philosophic is to be desired, then you will have a more defensible thesis. In other words, a happy balance between core curriculum and specialization is to be desired."

Dr. Farnsworth, state office representative, was then introduced. He stated that since we were in a keen position to get the most out of everything in this new unusual experience, we should make the most of it and that "most will come as you people will mold it."

The High School Faculty was notified that the faculty meeting was postponed until Wednesday at 9:30 a.m.

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

Respectfully submitted,

Yasuko Isoye  
Faculty Secretary



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December 9, 1942

The faculty meeting of Topaz City High School was called to order at 9:30 a.m. by Mr. Noble, principal, who opened the meeting with a discussion of change of hours in school. He stated that a recommendation was forwarded to him regarding longer lunch hours for the students.

Teachers meeting was changed from Tuesday 9:00 a.m. to 4:15 p.m. Also, it was moved and seconded unanimously that school will start from 9:00 to 12:45 a.m. and 2:00 to 4:00 p.m. starting next Monday.

Miss Winters was then called upon to report on what Dr. Ade suggested to her. The suggestion, according to Miss Winters, was that we get more color into the rooms. Miss Gerard's room was pointed out as a good example. He commented definitely on the appearance of rooms. Mr. Noble asked teachers to please change or brighten room at the teachers own expense.

The matter of blackboards was taken up and the faculty was informed that there were still three left. Mr. Westover and Miss Satterfield then signed up for these blackboards.

Mr. Noble requested faculty members that if any students are to be excused, to please hand requests in to the office.

It was announced that while Mr. Noble is away, which is for Wed., Thurs., and Fri., Dr. Maughan will be in charge of the high school.

Teachers were asked to please make it a general policy to get parents' permit before taking any type of trip, preferably a written statement.

Eighth grade teachers were informed that the first and second group are to change from fourth to fifth period in Industrial Arts, and from fifth to fourth in Physical Education.

Mr. Nelson made an announcement that the faculty party will be held on the seventeenth. He stated that this party will be strictly for faculty members of the senior and junior high schools.

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

Respectfully submitted,

Yasuko Isoye  
Faculty Secretary



December 7, 1942

The meeting of the faculty of the Topaz City High School was called to order by Mr. Noble at 9:00 a.m. The matter of faculty meetings was discussed and a motion was made and seconded that all faculty meetings be held, hereafter, on Tuesday at 9:00 a.m. It was decided that a faculty committee be appointed by Mr. Noble to make up an agenda for these faculty meetings.

A suggestion was offered by Miss Gerard to write a memo to Dr. Carlisle and Mr. Ernst regarding overtime. She was assured that the matter will be taken care of. Also there was a discussion on the clarification of vacations, and the teachers were assured that the problem will be looked into.

Teachers were requested to hold their classes until the 55 minutes are up. In regard to core classes, core teachers were urged to dismiss their students at the end of each hour for a brief recess. Due to lack of proper facilities in the students' homes, teachers were asked to refrain from giving any homework.

The meeting was then turned over to Miss Mitchell, who gave a short summary on the book, "Homeroom Guidance Program for the Junior High Schools." During this discussion she stated that the homeroom teachers could act as counsellors to students in coordination with the Director of Guidance. For planning of activities, committees could be chosen. This philosophy is to let the students use their own initiative in bringing up and planning activities by themselves. Brief summaries were given on the subjects of orientation, vocational guidance, specific occupations, character analysis, and recreational guidance, etc. It was decided then to have Mr. Goertzel speak on a suggested program of guidance at a teachers meeting later on. Miss Mitchell and Mr. Goertzel were asked to meet with Mr. Noble as a committee to work on this program.

An announcement was made by Mr. Goertzel that his office was moved to 32-4-A. Also, teachers were informed that no more changes in program are to be made. However, switches in classes may be made provided mutual consent is given by both teachers involved.

Teachers were asked to check books in the library as the books are to be taken out soon. Program schedules for one year were asked to be handed in by today.

Nurses' Aid was set up in 3A, so teachers were requested to send any student not feeling well there.

Teachers meeting was announced to be held tomorrow morning at 9:30 a.m.

The meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Yasuko Isoye  
Faculty Secretary



December 15, 1942

The meeting of the Topaz High School faculty was called to order in Dining Hall 32 by Mr. L. G. Noble, principal, at 4:10 p.m.

An announcement was made at this time that school will close on the 23rd and will re-open again on the 28th. All teachers were requested to remain seated after this meeting for another meeting called by Dr. Carlisle. Cadet teachers were told to meet Thursday afternoon at 5 p.m. in Room 1 CD.

Teachers were asked to complete their enrollment and average daily attendance blanks by tomorrow noon.

Tomorrow night from 7:30 to 9:00 p.m. the cooperative action of all teachers were asked for the Parent-Teachers meeting. Teachers were asked to stay in classrooms from 7 to 9 p.m. to talk to parents. This will be the first step in soliciting active participation on the part of parents.

Mr. Nelson was then called on to present the first draft of the Constitution of Topaz High School. The Constitution was presented as follows:

#### EXECUTIVE COMMITTEE

1. President -- Twelfth grade student, 2:00 average.
2. Vice President -- 12th, 11th Grade; 2:00 average.
3. Secretary -- 12th, 11th grade; 2:05 average
4. Treasurer -- 12th, 11th grade; 2:00 average
5. Yell Leader -- Good citizen, faculty approval (Chairman of Rally Committee)
6. Editor in chief -- 2:00 average, 1 year Journalism
7. Boys Association President) 12th, 11th grade, 2:00 average
8. Girls Association President)
9. 12th grade president)
10. 11th grade president) 2:00 average
11. 10th grade president)

And two ex-officio faculty advisors, one woman and one man.

#### STUDENT REPRESENTATIVE COUNCIL

1. President (Vice President of Executive Committee.)
2. Officers of three grades
3. Two representatives from each homeroom.

#### RALLY COMMITTEE

Chairman - Yell Leader

Two assistants (recommended by faculty advisors)

Group of boys (the number to be determined by the Executive Committee and faculty advisors.)

#### STUDENT AFFAIRS COMMITTEE

5 boys

Appointed by faculty  
President of A. S. T.

5 girls

From candidates named by previous S. A. C.



After the constitution is mimeographed, the core classes were to discuss it fully in their classes. And all recommendations from core classes were to be brought to a meeting of the delegates to be accepted or rejected. Then a committee of six and secretary were to make a final draft.

A motion was brought up, seconded and passed to give a party for the 56 delegates on the constitutional committee. It was decided to postpone this party until after the holidays. Mr. Nelson, Mr. Lewis and Mr. Noble were to have a further discussion on this question.

On the question of visiting schools on the outside, the advisability of not going out on Saturday was made. Mr. Noble stated that it might be advisable to have school on one week day and to use that week day to go visit schools.

Core teachers Meeting was announced to be held tomorrow at 32-10-D at 4:10 p.m.

Mr. Lewis announced that the dance committee working on the opening high school social were Bill Oshima, John Oshima, Lil Miyachi, Paul Tani, and Kawakami. The social is to run from 7:45 to 11:00 p.m. at the dining hall. The social is to cover students of both high school and junior high school. The faculty members were also invited to attend this opening social.

Respectfully submitted,

Yasuko Isoye  
Faculty Secretary



December 22, 1942

The meeting for the faculty members of the Topaz City High School was called to order by Mr. Noble at 4:10 p.m. It was announced that Mr. Hale will act as Vice Principal and take care of student registration, and graduation credits. Mr. Goertzel will take care of guidance counselling, attendance, and is to be the chairman of the graduation committee. Mr. Tani is to take care of all requisitions, supplies, class schedules, and class reports.

All appointive and resident teachers were asked to meet at the high school on the 23rd. It was the plan to use appointive teachers to complete the school census. They were requested to report at 9 o'clock to go on the home contact. It was pointed out to the faculty members that there are about fifty-five students in this community who are eligible for school and who have not enrolled as yet.

The need of report cards and the need of a reporting system was stressed. A committee composed of Mr. Westover, chairman, Miss Gerard, Miss Nakaso, and Miss Mitchell are to work on this. They were to report on this problem a week from this Friday.

A pleasant surprise was given by Mr. Noble. Delicious candies were passed out to the faculty members with the compliments of Mr. and Mrs. Noble.

The matter of the assembly to be held tomorrow was then discussed. Mr. Lewis, chairman of activities, explained that the fifth and the sixth periods are to be for the junior high and senior high assemblies respectively. The order of the classes for tomorrow will be first, second, fifth, sixth, third and fourth. An announcement will be sent out tomorrow on this matter.

Roll books were then discussed. All teachers were requested to be sure and check on their roll books everyday. Miss Gerard was called on to explain to the faculty members the system she uses in her roll book, since, it was pointed out to faculty members it is a good example.

All appointive faculty members were urged to join the U.E.A. and N.E.A. Mr. Noble and Dr. Maughan recommended these organizations. All faculty members who are interested in joining these organization were asked to hand in their membership fees to Mrs. Hudson.

Miss Nakaso was called on to report on home study. As the result of the replies from parents, 560 questionnaires were answered and returned. The statistics were:

- 433 approval of homework
- 127 disapproval of homework
- 244 has accommodation for home study
- 307 has no accommodation



Average daily attendance was then discussed. It was pointed out that if a student drops from a class he is not to be counted in the class enrollment. These would definitely called for on a monthly basis. On the absentee lists, teachers were requested to check up on these lists. Unless the student gives you a definite excuse, clear up the matter before letting the student go to another class.

The meeting was adjourned at 4:45 p.m.

Dr. Carlisle then made an announcement that the meeting of the cadet teachers will be postponed until next Tuesday.

Respectfully submitted,

Yasuko Isoye  
Faculty Secretary



December 30, 1942

The meeting of the faculty of Topaz City High School was called to order by Mr. Noble, Principal, at 4:10 p.m. Tardiness of faculty members to the faculty meetings was discussed. A motion was made and passed to the effect that all tardy teachers are to be fined, \$1.00 for appointive and 10% for resident teachers. Also the faculty meetings were set at 4:15 p.m. Tuesday. Mr. Hale was designated the official timekeeper.

All faculty members were asked to be on the lookout for green "Venus" pencils, 3F or HB, which were taken from the Art Supply Room.

Some possibility of having fluorescent lighting for some classes were indicated by the Superintendent of Education. It was, however, to be mostly for those teachers who have fine arts department, such as, Drafting Room, Art Room and Library.

New working hours were announced. Working hours per week is to be 48 hours instead of 44 hours. On New Years Day, the appointive staff members were asked to report at 9:00 a.m., but the resident staff members were told that they were not to report for work. In cases of accumulation of overtime, time off may be taken on any day their services are not needed by their immediate superior.

All faculty members were urged to join the N.E.A. and U.E.A., if possible. The cost is \$3.50 for State and \$3.00 for National.

On the subject of delinquency among students, Mr. Henry Tani pointed out that the rate is highest in the Junior High School age. Gang influence is noted in classrooms, and an organization in the form of an Honor Guard in the Junior High School was suggested to overcome this problem. This Honor Guard is to establish their own code of honor for all students in Junior High Schools, and this organization would be responsible for all conducts of the Junior High School students. This report was made to the Administration office. The family council is working on this delinquency problem also. Mr. Tani was to solicit cooperation of teachers on this problem.

Mr. Noble notified the teachers that all important addresses will be tacked on to the bulletin board. He gave a brief synopsis of the address given by Elmer Davis on "What can an intelligent teacher think and do about this war."

On student election, Mr. Nelson stated first that the committee in Junior High School will incorporate the idea which Mr. Tani had brought up, that is, the formation of an Honor Guard. With respect to the Senior High School Constitution, an announcement was made that the first ratification failed. It failed because two-thirds of the enrollment did not vote. The Delegates said that there was some pressure from above, but it was pointed out that the pressure came from the Junior and Senior students themselves in not giving too much consideration to the Sophomores. However, another vote will



be held tomorrow and all teachers were asked to cooperate and urge all students to vote. The issue at state was whether representation for Sophomores are made or not. The attitude of faculty members towards this Constitution should be of full cooperation and support, and Mr. Noble said that he recommends that all faculty members give their support. Teachers were asked to announce to their classes about a Senior High Constitutional Delegates Meeting to be held tomorrow morning in 2-CD at 9:00 a.m. The delegates are to report back to their classes at 9:30 a.m.

Mr. Goertzel, Director of Guidance, then gave a brief report on his guidance program. He stated that starting with next week, a guidance program will be started in core classes. The first weeks will be devoted on orientation, then a vocational program will be set up. A series of tests are also to be given. These will involve a general ability test and a basic achievement test for all students. Individual counselling service is also to be set up. Also he said that he was issuing work permits.

Mr. Noble then read a letter from Gladys Smith. It stated that any teachers employed by the federal government cannot become eligible for the state retirement pension. All teachers who were members were asked to get their refund. Former teachers who taught in Utah previously are Mr. Roper, Mr. Finlinson, Mr. Westover, and Mr. Hale.

The subject of a banking system was brought up, however, it was decided to talk about this subject later.

Miss Lamb then announced that verification of information on all students for the registrar will be carried on.

Teachers were also notified that the program for Friday night is to be a one act play "Don't Feed the Animals." Announcement is to be made tomorrow according to Mr. Lewis.

The teachers were reminded that the average daily attendance forms are due today.

A suggestion was made by Mr. Noble to have one day in the week when parents can be invited to come in and meet the teachers.

Miss Gerard announced a party for the girls who were formerly from the Hayward High School on New Year's afternoon.

Miss Nakaso, Miss McMillan, and Miss Gerard was asked to meet with Mr. Noble after the meeting.

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Yasuko Isoye  
Faculty Secretary



January 2, 1943

The meeting of the Topaz City High School faculty was called to order by Mr. L. G. Noble, principal at 9:30 a.m. A motion was made by Mr. Adams that all committee meetings be held every Saturday morning at 9:30 a.m. The motion was seconded by Miss Henderson. The time is tentative pending Dr. Maughan's decision on the time for the Cadet Teachers work shop. The time will be 9:00 a.m. or 9:30 a.m. Mr. Noble will contact Dr. Maughan to meet this schedule, so that cadet teachers can attend both meetings. Where there is a conflict, teachers can make adjustments through the chairman of the respective committees,

The following is the committee list:

Credits and Graduation:

Mr. Goertzel, chairman  
Miss Henderson  
Miss Nakaso  
Miss McMillan  
Miss Lamb  
Miss Caffall  
Mr. Tani

Student Activities Committee:

Mr. Lewis, chairman  
Miss Kusumine  
Mr. Wakai  
Mr. Hale  
Mr. Tani  
Mr. Iino

Counsellor of boys, Mr. Jenkins  
Counsellor of girls, Mrs. Hudson

Student Publication, Miss Bills

Student Accounts and Bookkeeping, Mr. Maggiora

Radio and Visual Education:

Mr. Johnson, chairman  
Miss Date  
Mrs. Lisle  
Mr. Sakurai  
Miss Watanabe

Guidance:

Mr. Goertzel, chairman  
All core teachers  
Mrs. Hudson  
Mr. Jenkins

Health and Physical Education

Mr. Hale  
All physical education instructors



The credits and graduation committee was asked to give thought to the kind of graduation ceremony the students might want to have. The student activities committee was asked to outline their program. Things in the nature of Junior Prom. and Senior Hop is to be given some thought. Mr. Lewis stated that he was planning a projected program for all student activities. As to assemblies, he said that every class will be responsible for one assembly. In this way new talents are hoped to be discovered. The basic principle for Radio and Visual Education committee is to give visual aid to supplement the subject matter studied in school. A program for every Friday evening was planned.

The constitution was ratified and nomination for student body is to be held by Thursday and election the following Tuesday. Recommendation was made to the classes that they should organize their class organization by next week.

Mr. Noble suggested that the one act play "Don't Feed the Animal", be repeated in connection with the seventh grade program to the parents. If class programs, said Mr. Noble, were organized in connection with the P.T.A. it will be more of a success. All such programs should be given to Mr. Lewis and Miss McMillan.

Mr. Hale received a memo from Dr. Carlisle which was about a hiking program for Saturday mornings as part of the physical fitness program. On Saturdays or Sundays, different teachers would take a group out for a hike and this would be part of the school program. Permit from parents is required to go on these hikes. Identification cards are also needed.

Miss McMillan then asked that Mrs. Nail take her place as chairman of the language and Arts Department.

Core teachers meeting was announced for 4:15 p.m. Monday at 4-A.

Mr. Noble requested the committees to be sure and keep a record of committee meetings and give these to Mr. Noble.

A Social and Sports Committee was then appointed. The committee members were Mr. Nelson, Mr. Hale, and Miss Gerard.

The meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Yasuko Isoye  
Faculty Secretary



January 5, 1943

The meeting of the faculty of the Topaz City High School was called to order by the principal, Mr. Noble, at 4:15 p.m. An announcement was made to the resident teachers to the effect that Mr. Noble would like to meet with them after this meeting was over.

First, Mr. Westover gave his recommendation relative to a new type of time sheet. He stated that the faculty members should adopt a time sheet which would show all the time which was put in by the faculty members outside of working hours. His suggestion was to place on the time sheet here at the school a record of the actual hours when the teachers get here and when they leave. Besides putting in the actual hours when the teachers arrive and when they leave, another column to record the extra hours put in by the teachers the previous day in preparation of their work or anything pertaining to their work. This is to have written record at the end of the week in case any of the faculty members wish to take time off. Mr. Noble answered the question of Mr. Hale and said that these time offs will probably be O. K'd by the principal. Mr. Lewis then made a motion to change the time sheet according to Mr. Westover's plan. The motion was seconded and with the approval with the majority of the faculty members was carried. It was said that the time sheet will go into effect on Monday morning.

Miss McMillan then gave a brief report on the P. T. A. She explained to the faculty members the plan for Friday on this day instead of the students reporting to school, the parents were to come instead. Classes were to start at 10:00 a.m. to 1:00 p.m. The purpose of this meeting was to explain to the parents what the teachers are doing in their respective classes. The parents were to go through with their child's schedule. Lunch was to be served under the direction of Mrs. Hudson and Miss Winters of the Home Economics Department. Also, there was scheduled a tentative program for the afternoon under the direction of Mr. Lewis. The morning schedule was to be as follows tentatively: From 9:30 a.m. to 12:30 p.m. All classes being held for thirty minutes. Teachers were asked to arrange for their own interpreters. Henry Tani was to be in charge of the publicity. Students were to be at each door of the classrooms as guides. Attendance was to be taken, but no students were to be marked absent.

Miss Bills was then called to give a report on the library. She stated that some rules were set up in the library concerning the faculty. They were as follows:

1. Do not make assignments for students unless you check first with the library to see whether the material will be available.
2. Suggest teachers notify the library about the assignments, then the library could see if they have the material, otherwise they will find supplementary materials. A week notice will be needed.
3. Notify the library a day ahead of time when scheduling classes to come into the library.



Also it was announced that starting next week the library will open in the evenings from 7:00 p.m. to 9:00 p.m. Library was announced to open on Saturdays, also. Faculty members were asked to assign special work when they send in the students to the library. The regular hour for the library is 9:00 a.m. to 6:00 p.m.

A report was also given on the health program of the school by Mr. Hale. Teachers were asked to be on the watch for any unusual signs of diseases in the students. If any symptoms are noted in a student, send the student home and report to the office at 3A, where a nurses' aid will be on duty. If any report is to be given, teachers were requested to please report by 10:00 o'clock. Students sent home will then be reported to the clinic which checks up to see what ails the student. When the students return to school from any kind of illness, they must first report to 3A to get a check up before being admitted to their respective classes again. Teachers were notified that the school access to the clinic and the ambulance. Results of the health examination were given. Out of the one thousand students that were examined for eye sight, 351 were reported to have defective eyesight. Faculty members were notified that Saturday was reserved for the high school at the eye clinic.

Mr. Tani was then called on to give a report on the requisition. He reported that 300 chairs came in. Tomorrow each teacher was requested to come to receive their chair. Benches will be checked up on later. Benches will first be given to the girls physical education class, and then to the Home Economics Class. There are 230 15" chairs, 75 were given to the library, and 150 were given to the general school at large. Most of these would be given to the Home Economic Class. Teachers were requested to come or send one pupil to get the chair. If sending a student, send him with a note with the room number written down. 16" and 17" chairs are also available.

Mr. Obata then spoke to the faculty members concerning the ice rink. He stated that the ice rink was unofficially opened. Teachers were asked to notify the students to be careful of the embankments surrounding the ice rink. The physical education department was notified that they may use the rink whenever they wish. The Ice Lodge and Tea Shop is to be opened also. In regards to hikes, Faculty members were requested to let the Community Activities Department three days ahead of the scheduled outing. This is to get individual passes for the students. Also an identification card is a necessity. Mr. Noble asked the teachers to please announce to their students tomorrow morning about the opening of the ice rink.

An announcement was made to the faculty members that the first period class is to be designated the registry room tomorrow. All teachers were please asked to cooperate on this matter.

In regards to requisitions, teachers were assured that their order will go through some time. If any additional text books were needed, teachers were asked to hand it in. All the requisitions that were handed in previously have already gone.



Faculty members were asked to cooperate and attend student sponsored assemblies, and dances.

Tomorrow afternoon, a basketball team is to be taken to Hinckley for a game there. About 25 boys were to attend. Their names will be given to the teachers. Also on Friday, there is to be another game.

The school calendar was announced to be as follows: End of the first semester, February 19. End of regular school semester, June 30.

All committee members were asked to meet next Saturday morning. If there is any conflict on the time, please indicate another time and give the schedule to Mr. Noble. Mr. Bell announced that all intra-committee meetings will be held on Wednesday.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Yasuko Isoye  
Faculty Secretary



January 7, 1943

The meeting of the faculty of the Topaz City High School was called to order by Mr. Noble, Principal, at 4:15 p.m. Mr. Noble again asked the teachers to give three days notice to get passes for hikes and field trips.

In regards to the Parent's Day tomorrow, Mr. Noble suggested to the faculty members that it might be a good idea to have their name written on their classroom door in Japanese.

Resident teachers were informed that the Cadet Teachers' Training Course will not be held tonight, but will be held from next Thursday.

Faculty members were notified that the professional library is ready for teachers in the library. Some of these materials were sent from Dr. Ade.

Also, Faculty members were requested to cooperate in the program for the Parents' Day by going to the various homes of the students and asking the parents to come. Each faculty members were asked to take one block to call on the homes.

The Physical Education Department had arranged for twenty-five boys to direct the parents to the various buildings. Also, Teachers were asked to arrange for their own interpreters.

Luncheon was arranged for 400 people, according to Mrs. Hudson. Invitations were sent out to practically all of the heads of department in Topaz City.

Mr. Hale then announced that Mr. Alton Jenkins was leaving Topaz on Saturday. In connection with this, the Library staff prepared a little farewell party for Mr. Jenkins. Refreshments were served.

Mr. Noble stated that tomorrow after the Parents' Day about 4:00 p.m., the teachers might have a softball game under the direction of Mr. Hale and Mr. Jenkins.

Meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Yasuko Igoye  
Faculty Secretary



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

*faculty  
minutes*

Topaz, Utah  
February 24, 1943

REGULAR TOPAZ CITY HIGH SCHOOL FACULTY MEETING  
Tuesday, February 23, 1943  
4:15 p.m.  
Room 9 EF

ATTENDANCE: Absence: Mrs. Nail and Miss Winters (illness).  
Tardy for more than 5 minutes: Mrs. Lisle, Mr. Yabuki, Mr. Roper,  
Mrs. Moritani, and Mr. Isobe

- AGENDA:
1. Report to faculty by student president.
  2. Time of meetings for executive councils of Sr. and Jr. High Schools.
  3. Sponsors for various organizations and clubs.
  4. Improvement of Instruction
    - a. Plans of Miss Gerard as Assistant Principal
    - b. Course offered each Thursday.
  5. A teacher should not interfere with other teacher's programs.
  6. Organization of a class for instrumental music.
  7. Jr. Hi School and Music
  8. Honor Roll. Standards
  9. Motion picture on relocation.
  10. Report cards -- changes in registration
  11. Absentee teachers leaving plans and assisting in getting substitutes.
  12. Breakages -- reporting breakages promptly.
  13. Summer program by departments
  14. P.T.A. Wednesday
  15. Evaluation of the school.

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STUDENT BODY PRESIDENT'S  
REPORT TO FACULTY:

Moss Ashizawa, President of the Topaz High School student body gave a report of the recent executive council meeting as follows:

1. Flag raising ceremony: It was decided at the executive committee meeting to have a flag raising ceremony once each week, on Mondays. The students desire a group of 2 or 3 boy scouts who will blow the bugle and have a flag raising ceremony before registry class, to which all student body members would be present.

A motion was made by Mr. Nelson and seconded by Mr. Lewis that the faculty leave the matter up entirely to the students as to how, when, and where it shall be held. The motion was carried unanimously.



## 2. Red Cross:

The student body as a whole is desirous of forming a Red Cross within the school. It was suggested that the president call a meeting of his staff and appoint a committee to handle all details and then give the outcome of the meeting to the student body. Two or three from each grade will handle the various details of the red cross.

Mrs. Hudson stated that she has 150 girls who are very anxious to donate their time and work to the Red Cross. She suggested that every afternoon from 4 to 6 p.m., members of the Red Cross, girls in the high school, etc. do sewing for the Red Cross. The cooperation of the entire faculty with the student body was expressed.

## 3. Student body funds: The president stated that according to the student body treasurer they are not receiving any fund for student activities. He will get all details on prices of student body cards, yearbooks, etc. and then present the matter to the faculty.

## 4. Delta Program:

Rhoda Nishimura, chairman of social activities and vice president of the student body, and her committee are planning a return program to Delta.

## 5. Student Affairs Committee:

In order to stop the art work going around on the walls of rooms, the students have organized a Student Affairs Committee to act as a student court. The faculty commended the president and his staff for organizing this group. It was decided that we cooperate to the fullest extent with the committee in helping them carry out their plans.

## ITEM NO. 2.

Out of the four possible ways to hold executive council meetings; namely,

1. that they meet 1st period each Monday.
2. that they meet during 1st period this Monday, 2nd period next Monday, 3rd period next Monday, etc. so that they will miss only 1/<sup>same</sup>period every six weeks.
3. that they meet after school
4. that they meet in a nearby dining hall during lunch hour.

the faculty decided on No. 2 above.

## ITEMS 3 and 4.

Miss Gerard stated that she will try to help the teachers all she can in their instructional program. She then asked for volunteers to sponsor different activities of the school such as assemblies, all classes, social events,



Red Cross, publications, special interest clubs, etc. The following volunteered as sponsors of the listed activities. Others will be selected later.

Sr. High assembly	--	George Lewis
Jr. High assembly	--	Mr. Nelson
Dramatics Club	--	George Lewis
10th grade	--	Ruth Mitchell
11th grade	--	Mary McMillan
12th grade	--	E. Gerard

Miss Gerard will visit classrooms and see what she can do to help the teachers solve their problems.

Dr. Woolf expressed the desire of all appointive staff, as well as the resident staff, uniting as one for the improvement of instruction. Those who think they had enough years of experience in teaching were also requested to attend as they may be of valuable aid to those present. The chairman stated that if any faculty/wish to get credit for this course, he can have this arranged. The class will be called "Improvement of Instruction Class."

ITEM 5. Teachers were asked not to hold a student in class into another period.

ITEM 6. Everything will be done to insert an instrumental course in our curriculum, as many pupils are asking to form a band or orchestra. Tom Tsuji and Dr. Woolf will try to work out a satisfactory solution to the problem.

ITEM 7. On the question of Jr. High boys dropping music and taking P.E. all week, Dr. Woolf stated that music must be taken by such boys as a required subject. All boys who previously dropped out of music must now go back into the class.

ITEM 8. April 22 and 23 will be our next report card day. All grades must be in on the night of 21st. Two days will be taken for the recording of grades.

Miss Gerard, Miss Bills, and Mrs. Moritani were appointed to study on the problem of honor roll and to establish a criteria whereby we can follow.

ITEM 9. Henry Tani reported that the movie on "Japanese Relocation Center" would be beneficial to the students. Arrangements were made to have the film shown in Dining Hall 32 on February 25 for all core classes during periods, 2, 3, and 5.



- ITEM 10. Regarding changes in registration, Messrs. Nelson, Adams, Goertzel, Finlinson and Woolf met to discuss and thrash out the problem. The difficulty seems to be in the Agriculture Dept. registration.
- ITEM 11. All teachers absent from work were requested to leave their roll book, plans of what they are doing, and help get a substitute.
- ITEM 12. Teachers were reminded to report all defacement or damage of property immediately to the principal so that such damage will not get any larger. If a particular pupil is liable for such damage, his cards and credits will be help up until restitution is made.
- Mr. Nelson suggested that the Honor Guards in the Jr. High be appointed this week to take care of such matters (damage to buildings) as provided in the constitution.
- ITEM 13. As requested by Mr. Noble and Mr. Bell, teachers were asked to look forward to a summer time program.
- ITEM 14. Dr. Woolf announced that Wednesday night, February 24, there will be a P.T.A. meeting at Dining Hall 32. The teachers were asked to be present 100%.
- ITEM 15. It was suggested that teachers be thinking about the evaluation of the high school.

Meeting was adjourned at 5:50 p.m.

Respectfully submitted,

S. Shimosaka, Secretary



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WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
February 20, 1943

*Noble*

TOPAZ CITY HIGH SCHOOL FACULTY MEETING  
Friday, February 19, 1943  
4:15 p.m.  
Room 9EF

ATTENDANCE: All teachers were present except Tom Tsuji, Kiyo Koizumi, Alden Adams, Richard Nelson, Chiyeko Fukuoka, and Seiichi Matsueda. Mr. Adams and Chiye Fukuoka were excused.

AGENDA:

1. Requisitions to cover to June 30, 1943.
2. Procedure in requisitioning for trucks.
3. New school building
4. Report card procedure
5. Broken windows
6. Budget
7. Used piano
8. Miss Gerard's appointment
9. Mr. Goertzel's appointment
10. Registry class attendance
11. Graduation requirements from Sr. High
12. MacMillan Books
13. Time sheet
14. Washington Day Program
15. Overtime - Resident
16. Elementary School exhibit

1. The meeting was opened by Dr. Woolf by reading a memorandum from Mr. Ernst to the entire faculty of the schools inviting them to a special meeting at Dining Hall 32, 3:15 p.m., Saturday, February 20, with Right Honorable Margaret Bondfield, former Minister of Labor of Great Britain.
2. Dr. Woolf then read a memorandum from Mr. Noble appointing Miss Eleanor Gerard as Assistant Principal and Supervisor of Instruction of the Topaz City High School.
3. Mr. Paul Nordoff, new music instructor, from Philadelphia, Pennsylvania, was introduced to the faculty by Dr. Woolf.
4. All teachers were requested to attend the high school assemblies. Teachers were asked to stress to their pupils the importance of the students being present at assemblies.
5. Requests for trucks or transportation should originate where needed, approved by principal, approved by Dr. Maughan, then to Mr. Bell for proper expediting. Dr. Woolf stated that we should try our best not to cancel passes once they are obtained from Internal Security.



February 19, 1943

6. Any student, who breaks a window, marks up books, or does other damage, will be personally liable for such damage of property. Dr. Woolf suggested that if defacement has been done to a building, the students in the class occupying the room repair it at once as a class in citizenship.
7. The matter of used pianos was brought up. It was pointed out that we should buy them rather than renting such used pianos.
8. Residents were requested to work as little overtime as possible. Overtime for this month should be taken this month or the next and cannot be carried over from month to month.

CREDITS AND GRADUATION: Mr. Goertzel, chairman of the credits and graduation committee, and school registrar was asked to give a report on the new requirements for graduation. He stated that only subjects taken in the 10th, 11th and 12th grades were taken into consideration. A student must have 16 units in those 3 years in order to graduate. The required subjects are 3 years of core, 3 years of physical education and 1 year of science. This means that a student must take physical education or health each year he is in high school. He also stated that vocational agriculture will not take the place of a physical education class, but that a P. E. student may be assigned to do some agricultural work on certain days.

REPORT CARDS: Monday morning, February 22, all students will receive their report cards in the registry class. From there they will take the card through their entire day's program and receive a grade from each teacher. At the end of the day the card should be taken home, signed by the parent or guardian that night and brought back to the registry classes next morning. Where a student is taking subjects alternately during a week, the teachers should get together during the period and give the grades to the pupils.

The question of whether to give one or two grades in core came up. It was decided that it was up to the teachers to determine 1 or 2 grades. Therefore, some students will have 2 grades for core and some will have just one.

REGISTRY CLASS: It was stressed that registry classes should start on time, which means that teachers as well as the students must be on time. Every teacher should have something to give the registry class each morning—a morning thought, ideals, slogan, etc.

#### NEW BUSINESS:

1. Mr. Noble stated that budget must be in procurement office, fully completed, by noon, Monday. Therefore, he suggested that department heads in the high school submit a budget, which is a rough sketch or estimate of equipment needed. If items were ordered this year but not yet received, they are also to be included in the budget. All heads of departments were requested to hand in their budgets by midnight, Friday, February 19, to Dr. Woolf.



February 19, 1943

2. All requisitions ordered between now and June 30 must not be reordered before that date. They must be in before March 1, 1943.
3. On February 22, George Washington's birthday, a very nice program at 3 p.m. is planned to which all students and teachers are invited. Supt. Skidmore of the State Department will be present and sod will be turned for the building of the new high school.

The last two periods on Monday will be 20 minutes each, which gives everyone plenty of time to go to the program.

4. Teachers were again reminded to caution their students from disturbing the stakes in the high school square.
5. Teachers were asked to turn in all books published by the MacMillan Co. if such books have not been purchased by the high school, so that they may be returned to the company.
6. Henry Tani requested all teachers to hand in their preference of types of tables, benches, and chairs so that such may be distributed accordingly.
7. Mr. Noble pointed out that all resident teachers who have not yet registered and who wish to do so should go tomorrow, February 20, between 12 and 1 o'clock, if possible.
8. Tomorrow, February 20, from 12:00 until 1 p.m. at 8-11-EF, there will be an exhibit on Egypt presented by the elementary school.
9. The appointive staff was urged by Mr. Noble to join the 10% club wherever possible.
10. After discussing the matter of the first bell in the morning, it was decided that there will be a warning bell at 9 o'clock and the second bell will ring at 9:05 to eliminate tardiness for registry class. Up to the present time the bell has been ringing only at 9 o'clock.

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

S. Shimosaka, Secretary



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

TOPAZ CITY HIGH SCHOOL FACULTY MEETING MINUTES  
January 26, 1943

The meeting of the entire educational system of Topaz City was called to order in Room 8-EF by Mr. Noble at 4:15 p.m.

Mr. Nelson first made an announcement to the Junior High School Core Teachers that the Petition for Nominations in the Junior High School was ready. It was announced that leniency was to be shown the nominee in that he would not necessarily have to maintain a B average scholastically but must have a B average in regards to attitude.

Dr. Joe Goodman was then introduced to the faculty members. He is to be in the Science and Mathematics Department of the Topaz City High School.

In regards to a note from Mr. Dillon S. Myers, Mr. Noble requested that the faculty refrain from usage of the term "Caucasion".

Dr. Chapman, executive secretary of the Western Area Protestant Commission, was introduced. A brief gist of his talk: He stated that one of the purpose of his trip was to promote a public sentiment towards this problem of resettlement. He further stated that the relocation was a temporary program and that the solution to this program is by resettlement. He stressed that the challenge is to participate in undertakings which involves the fundamental for which we are fighting this war. He pointed out that the attitude of the residents will have a definite bearing on the whole outcome of this conflict.

The floor was then opened for general discussion. In this discussion, Dr. Chapman, revealed that 355 students were released from last October, and he hoped that at least 400 students will be released for the spring semester. He pointed out, however, that there were several bottlenecks. One was that the majority of colleges opened to evacuee students were liberal arts school, while most of the students wish to take up technical studies. Another is in the matter of financial aid to students. To date, he stated, the majority of contributions came from Protestant Church groups and the World Student Fund. He stressed that until they are able to secure more funds, it will be impossible to aid the large number of students that would need financial aid. He further stressed that the people outside want assurance. He asserted that this is a main factor in changing public opinion. He stated that although denominational schools are most responsive, the large colleges in the middle West have not as yet made their assurance as to what to do.



High School Faculty Meeting Minutes

January 26, 1943

The meeting was then adjourned for the educational staff. However, the high school faculty were requested to stay for some announcements.

Mr. Noble stated that every teacher must obtain a State of Utah Certification. In order to obtain this they must send in the necessary credentials to Blane Winters in the State Department of Education together with \$1.00.

Also faculty members who had borrowed "Our Environment" by Carpenter, and "Today's Problems" by Hughes, were requested to return the same as soon as possible.

It was also announced that all Committee reports were to be given at next Faculty Meeting. Committee chairmen were requested to make the report as brief as possible. Also he requested that all departmental meetings be held.

On the problem of Registry Class, Mr. Noble made a few suggestions. He requested that the teachers be in class on time. He also stressed that announcements are to be placed on the same sheet as the absentee slip. Thus, all announcements must be handed in the previous day by 4 o'clock. Absences and excuses are to be responsibility of registry teachers. Also to be part of the registry is any general discussion on problems that concerns the whole class. On personal problems, faculty members were requested to make appointment hours with the student.

Roll books were announced to be in the Stockroom. Faculty members were requested to transfer students name, grade, credits, etc. fully into this roll book since it is to be used as a permanent record.

Monthly report was announced to be due on the 30th of the month.

Mr. Goertzel made an announcement that the faculty may use any girls over 16 years who can type to assist in reading, typing, etc. If any faculty member had anyone in mind they were requested to notify Mr. Goertzel.

The meeting was adjourned at 5:35 p.m.

Respectfully submitted

Yasuko Isoye  
Faculty Secretary



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

TOPAZ CITY HIGH SCHOOL FACULTY MEETING

Tuesday, March 2, 1943

4:15 P.M.

Room - Laundry

ATTENDANCE: All teachers were present, except, John Iwatsu, Yoshiko Goto, Toshi Kataoka, M. Kusunoki, Shiro Nakaso, William Matsueda, and Tom Tsuji.

Those excused were, Chiye Fukuoka, Joe Goodman, George Lewis, and Melvin J. Roper.

Doris Winter is still ill.

AGENDA:

1. Miss Eloise Sundquist - Greetings
  2. Teacher's Resolution - John Meissner
  3. Gravel and Clean-up Day, March 5, 1943
  4. Committee Assignments - Brief Statement from each
  5. Instructional Planning
    - (a) What has been done
    - (b) What needs to be done
  6. Red Cross - Mr. Henry Tani - Mrs. Marguerite Hudson
  7. Summer Program - Summer Leave
  8. Need to leave rolls, plans, assignments, and substitutes when away.
  9. Teacher's Meeting
    - (a) Best place to meet
    - (b) Thursday - credit to be earned if desired
  10. Cans for stoves in the rooms - Bell - Supplies
1. The meeting was opened by Dr. G. L. Woolf, who introduced to the faculty members, Miss Eloise Sundquist, new Core teacher from Texas, and she in turn acknowledged the introduction.
  2. "The Teachers' Resolution", by John Meissner, was then read over with the group, by Dr. Woolf.
  3. Mr. Alden S. Adams was called upon by Dr. Woolf, to give the report on graveling and clean-up day. Friday, March 5, 1943, will be set aside for this occasion. He reports the Landscaping Department estimates that about sixty to seventy loads of gravel is needed to cover the block, each truck to make four to five trips, to the gravel pit, which is located about three miles from here. At least two hundred boys could be used. The agricultural students are to clean up the rooms and the grounds, in particular.



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

MARCH 2, 1943

A motion was made by Mr. Victor Goertzel to consider this problem with the students before making a definite plan. Mr. Richard Nelson second the motion.

4. Dr. Woolf then presented Miss Eleanor Gerard and asked her to read the names of the advisors of the Extra-Curricular Activities, which is as follows:

1. Faculty Representative to Student Cabinets -  
Miss Eleanor Gerard - Mr. Richard Nelson
2. Assemblies - Mr. George Lewis
3. Class Sponsors:
  - L7 - Mrs. Larson
  - 7th - Mrs. Henderson - Mrs. Johnson
  - 8th - Mrs. Lisle - Mr. Cummins
  - 9th - Miss Caffall - Miss Sundquist
  - 10th - Miss Mitchell - Miss Amemiya
  - 11th - Miss McMillan - Miss Nakaso
  - 12th - Dr. Goodman - Mr. Nakaso
4. Jr. Red Cross - Mrs. Hudson  
Liason - Mr. Tani
5. Publications - Mrs. Boardman - Mr. Maggiora
6. Girls' Association - Mrs. Hudson  
Boys' Association - Mr. Isobe
7. Student Forum - Mr. Nakaso
8. Student Affairs Committee - Mr. Goertzel
9. Choir - Mr. Iino
10. Band - Mr. Tsuji
11. Clubs:
  - (a) Thespian - Mr. Lewis - Miss Fukuoka
  - (b) F.F.A. - Mr. Adams
  - (c) Jr. Mechanics - Mr. Roper
  - (d) "Plans for the Navy" - Mr. Roper
12. Graduation Committee - Mr. Lewis - Mr. Iino-  
Senior Class Officers - Mr. Nakaso -  
Dr. Goodman
13. Advisor to Student Body Treasurer - Mr. Maggiora

Note: The principal is an ex-officio member of all the above appointments.



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

MARCH 2, 1943

ANNOUNCEMENTS:

(1) Clearance for all activity dates must be made through Mr. Lewis at least a week in advance.

(2) Clearance for rooms must be made through Mr. Tani at least two days in advance.

(3) Discuss preparation and clean-up arrangements with Mr. Tani.

(4) Mr. Nelson made an announcement that he would like to have all the Honor Guard Representatives from all Jr. High Core Classes to meet on Thursday night, in connection with the Graveling and Clean-Up Day.

5. Miss Gerard requests that the following information be sent into the principal's office, as soon as possible.

INSTRUCTIONAL PLANS from the teachers teaching the subjects listed below:

- (a) Core Teachers of the 7th, 8th, 10th, 11th, and 12th Grades.
- (b) Language Department.
- (c) Mathematics Department (7th through 12th Grades).
- (d) Science Department, including Physics.
- (e) Music Department.

6. Mrs. Hudson was asked to report on the Red Cross. She stated that the membership drive is to be held within the Registry Classes with a student representative council in charge. For Red Cross Sewing, Room 11-EF, will be opened soon from 4:00 to 6:00 p.m. each day for the girls. The shops will be opened for the boys under Mr. Roper for Red Cross projects.

It was also stressed that small donations will be accepted.

7. The school term is ending on June 30, 1943, and Dr. Woolf asks that a summer program be organized for the months of July and August.

- (1) For a group who are retarded.
- (2) For those with particular interest.

All department heads were asked to take particular interest and look into this matter.

8. Dr. Woolf urged the faculty members to leave their rolls, plans, assignments and if possible obtain a substitute, when they are called away for business, etc.



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

MARCH 2, 1943

9. The teacher's meeting place has been changed from 9-EF to the Laundry. Hereafter, all meetings are to be held in this room.
10. The subject of can, for placing on top of the stoves was brought up. Mrs. Watson stated that cans had been delivered and were in the kitchen. Dr. Woolf, then asked the members of the faculty to go there for their own cans.

BELL - It was made known that the bell will be taken from the stand at the square and routed to the high school. Mr. Law suggested that it be put on top of the office (Principal's) with the chord extending into the office through the ceiling. It was also suggested that the janitor ring the bell at 8:30 each morning.

EARLY DISMISSAL - Dr. Woolf again stressed the matter of early dismissal, and asked that all teachers excuse their classes on the time indicated.

SUPPLIES - The complete file was turned over to Shig Nakayama, the supply clerk, so that he will know what has been ordered and by whom.

NEW BUSINESS:

Mr. Tani stated that there were no more arm chairs, and that they were short on ordinary chairs. He asked the faculty to keep a record of all tables and chairs wanted.

Boys' Organization - Every Monday morning there is to be a Flag-Raising Ceremony. Starting next Monday, all school students are to meet out by the Flag Pole before Registry Class. At 4:00 P.M., the bugle will sound and the flag will be lowered. Each student is to cease his work and whether on the school grounds or in the class rooms, he is to stand up and face toward the flag pole.

Class Meetings - Hereafter class meetings will be held once a month for both Boys' and Girls' Associations.

THE MEETING WAS ADJOURNED AT 5:15 P.M.

Respectfully submitted by,

Fumi Nagata  
Faculty Secretary



To Supt  
Noble

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL FACULTY MEETING,  
Tuesday, March 9, 1943,  
4:15 P.M.,  
Room - Laundry.

ATTENDANCE: All teachers were present, except Miss Doris Winters.

Those excused were: Mrs. Lucile M. Johnson,  
Mr. Richard Nelson, Mrs. E. Nail, Miss  
Chiye Fukuoka, Mr. M. Kusunoki, and  
Mr. Shiro Nakaso.

Tardy: Mr. Edwin Iino.

AGENDA:

1. Reading of the minutes of last faculty meeting
2. Business arising from the minutes
3. Administrative agenda:
  - (a) Introduction of new members - departures
  - (b) Attendance at meetings
  - (c) Department head meetings - special meeting, Thursday
  - (d) Punctuality
  - (e) Testing program
  - (f) Our library - Miss Ora Bills  
Miss Lottie Lee Lamb
  - (g) Program of each teacher
  - (h) Summer Program
  - (i) Report cards
4. Reports of Departments:

(a) Agriculture	(g) Language
(b) Art	(h) Science
(c) Arts (Industrial)	(i) P.E. & Health
(d) Commercial <i>Sept</i>	(j) Music
(e) Core	(k) Speech
(f) Home Economics	
5. Reports of Extra-Curricular Committees
6. Miscellaneous:

I. Dr. Golden L. Woolf opened the meeting by introducing to the faculty members, Mr. Dave Crowton, new Boys' Physical Education Director, and Mrs. Hannah Larson, new Low Seventh Grade Core instructor, who in turn acknowledged their greetings.

He reported that Miss Ruth Mitchell would not be with us anymore, and Miss Ora Bills will be leaving.

II. Dr. Woolf stressed to the faculty that the roll would be taken at every meeting, hereafter.



- III. He urged and encouraged all teachers to attend the regular special Thursday meetings, and also, asked that the faculty attend a meeting to be held at Recreation Hall "8", with the elementary faculty members, Thursday afternoon at 4:15 P.M., March 11, 1943. Following the meeting, films will be shown.
- IV. Stressed to the faculty about early dismissal and asked that they in turn cooperate and dismiss classes when indicated.
- V. Mr. Victor Goertzel, was asked to report on the Testing Program. The first phase of the testing program was finished today. He explained the tests and some factors which cause low I.Q.'S. He, also, gave the various percentage ratings. In conclusion, he asked the faculty to submit materials for our Accumulative Record Files for any extra-curriculum or outstanding student, whom they might know. He also, stated that starting next week he will interview each senior student.
- VI. Miss Bills reported on our library, and she stated that that there were many new books, magazines, pamphlets, and other sources of material now on hand. Miss Lamb, who will take over after Miss Bills leaves, also, encouraged the teachers to use the school library, and stated that extra dictionaries were available in the reserved section. She made known to the faculty, the new schedule, which is as follows:  
The library will be closed every Friday night, and Saturdays to the students, but will be open Saturday morning ONLY to the teachers.
- Miss Gerard reported that Room 4-A will be opened in the near future and set up as the teachers' study room, with text books, magazines, etc, on hand.
- VII. The teachers' daily program is to be handed in tomorrow morning, March 10, 1943.
- VIII. Dr. Woolf read a memorandum from Mr. Drayton Nuttall, regarding the summer program. He asked that all teachers have their summer program outlined by March 19, 1943, of what they plan to include in their summer school session at the high school. They are to be presented at the meeting of the summer program committee, which has been tentatively scheduled for this date.
- IX. The report that all report cards were not turned in was made by Mr. Goertzel at this time.



- Agriculture:
- X. (a) Mr. Alden S. Adams reported that the Gravel and Clean-Up work was done exceptionally well, last Friday. He also thanked the faculty for their cooperation. A suggestion was made to Dr. Woolf, that a dance be sponsored as a reward for the general student body for for this successful affair. Miss Gerard, chairman; Mr. Tani, Mrs. Hudson, Mrs. Moritani, and Dr. Goodman, were appointed on the committee for this party.
- (b) Art: *No report*
- (c) Industrial Arts:  
The Industrial Arts exhibit shown in the school library for the past week has now been brought over to the Delta High School for exhibition there for a week.
- (d) *Com. Dept.* Mr. Maggiora reported for the Commerce *ial Dept* and stated that the bookkeeping system for the school has now been set up.
- (e) Core:  
Miss Gerard reported the changes in the Core Classes: Mrs. Boardman teaches senior core, Miss Caffall devotes two hours in the eleventh core, Miss Sundquist has ninth grade core, Mrs. Larson the new seventh grade core, and Mr. Cummins has taken over Mr. Wakai's eighth grade core class.
- (f) Science and Mathematics:  
Mr. Westover reported that regular meetings are held in the science and mathematics department.
- (g) P.E. AND Health:  
Mr. Crowton reported on the Physical Education and Health and asked to have the title P.E. & HEALTH changed around to HEALTH AND PHYSICAL EDUCATION, with emphasis being more on "HEALTH".  
Dr. Woolf reported that the dentists have proposed to have each and every student's teeth examined.
- (h) Music:  
Mr. Edwin Iino reported that the choir is practicing for a concert they are planning to present in the near future.
- (i) Speech:  
Mr. Lewis reported that the two one-act plays which were presented in Delta and Hinckley last Tuesday, March 2, 1943, were successful. The play, "OUR TOWN", is now being practiced daily for presentation in April.
- (j) Language Arts Department:  
Miss McMillan reported on the Language Arts Department and stated that they have plans of forming a club in the near future.
- (k) Home Economics:



Mrs. Hudson reported on home economics and stated that after moving from the dining hall to room 11 EF every student is getting along nicely.

Dr. Goodman reported that the senior class have chosen a group to work on their graduation and program.

SENIOR ANNUAL - - -

Seniors are the major concern, but the school will publish it.

MISCELLANEOUS:

Mrs. Hudson asked that the Jr. Red Cross Drive be completed tomorrow morning, which will be the last day as the students were asked to fill out the Registry Blanks today and time had been limited.

Miss McMillan reminded the faculty members that fifty cents would be collected from each teacher at the beginning of every month.

Miss Gerard was asked to take the chairmanship of the core curriculum program

The meeting was adjourned at 5:35 P.M.

Respectfully submitted by:

Fumi Nagata,  
Faculty Secretary.



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WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
SPECIAL FACULTY MEETING,  
Saturday, March 13, 1943  
9:00 A.M.,  
Room - Laundry.

ATTENDANCE: Those absent were: Mrs. Lucile M. Johnson, Mr. Robert Maggiora, Mrs. E. Nail, Miss Chiye Fukuoka, Mr. Edwin Iino, Mr. John Izumi, Mr. Kojiro Kawaguchi, Mr. William Matsueda, Mr. Saiki Muneno, Mr. Shiro Nakaso, Miss Shizu Tamura, and Mr. Tom Tsuji.

Mr. Alden S. Adams was excused.

AGENDA: (1) Schedule  
(2) Registry  
(3) Assembly  
(4) Absentees - Punctuality  
(5) Typing by Girls  
(6) Mr. Henry Tani - Supplies  
(7) Miss Doris Winters - "PARTIES AND USE OF THE HOME ECONOMICS DEPARTMENT".

I. Dr. Woolf announced the new schedule to the faculty, which will be as follows:

DAILY EXCEPT FRIDAY:      SCHEDULE

Time	Time	EVENT
8:30-----		Teachers Sign In
		Morning Bell
8:50-----	Students to be present.	(Flag Raising Ceremony, every Monday.)
8:55-----	9:45-----	FIRST PERIOD
9:50-----	10:40-----	SECOND PERIOD
10:45-----	11:45-----	ANNOUNCEMENTS
		THIRD PERIOD
11:50-----	12:40-----	FOURTH PERIOD
* "L U N C H" *		
1:55-----	Students to be present.	
2:00-----	2:50-----	FIFTH PERIOD
2:55-----	3:45-----	SIXTH PERIOD



TOPAZ CITY HIGH SCHOOL  
SPECIAL FACULTY MEETING

March 13, 1943  
9:00 A.M.

SCHEDULE FOR FRIDAY: (ASSEMBLY DAY)

8:30-----	Teachers sign in Morning Bell
8:50-----	Students to be present.
8:55-----9:30-----	FIRST PERIOD
9:35-----10:10-----	SECOND PERIOD
10:15-----11:00-----	ANNOUNCEMENTS THIRD PERIOD
11:05-----12:00-----	ASSEMBLY
12:05-----12:40-----	FOURTH PERIOD

- "L U N C H" -

1:55-----	Students to be present.
2:00-----2:50-----	FIFTH PERIOD
2:55-----3:45-----	SIXTH PERIOD

2. It was announced that starting Monday, there will be no Registry class, hereafter. The students would be informed of the change at the regular Monday, Flag Raising Ceremony, by Dr. Woolf.
3. The regular Friday, Assembly Hour, has been changed, also. Instead of having it after the fourth period, it will be held between third and fourth periods, as indicated on the above schedule.
4. The problem of students playing basketball, etc., during school hours was discussed. It was decided that each teacher write out his/her list of absentees for each period of the day, and hang it out on the nail outside his/her door, and a student will pick it up during that period. Beginning Tuesday, no student who has been out one or two periods, during that day, will be permitted to enter class the following day, without an admit slip. The teachers were stressed to call the roll at all times of the day.  
It was, also, decided, that three tardies will be equivalent to one day's absence.
5. Mr. Goertzel feels that some examinations given by the teachers to their students, and wanting them stenciled and mimeographed, could very easily be given orally. He asked that teachers have all work okeyed by him, before it is to be done by the girls in the office.
6. At this time, Dr. Woolf introduced to the faculty, Mr. E.D. Harris, who in turn acknowledged the greeting.



TOPAZ CITY HIGH SCHOOL,  
SPECIAL FACULTY MEETING,

MARCH 13, 1943,  
9:00 A.M.

7. Dr. Woolf, asked Mr. Tani to take over the supplies, and work with "Shig".  
Mr. Tani reported on the Junior Red Cross Drive, which was concluded Friday, March 12, 1943. He stated that the Senior High contribution amounted to almost \$40.00.  
The Junior High have not sent in their contributions, as yet, but he would estimate that approximately \$10.00 to \$15.00 would come in.
8. Miss Winters reported on the Home Economics (Foods) on, "PARTIES AND USE OF THE HOME ECONOMICS DEPARTMENT".
  - (1) No more refreshments prepared by Home Economics classes in regular laboratory time.
  - (2) Any group wanting to use the kitchen and equipment MUST notify Miss Winters, in writing, not less than four days before the date they want to use it.
  - (3) The refreshment committee of that group MUST submit to Miss Winters, in writing, an itemized list of equipment needed, the day before it is to be used.
  - (4) That list is to be signed by all members of that refreshment committee and they are held personally responsible for any breakage or loss.
  - (5) That equipment will be put on the table in the kitchen and will be left there when through, along with the signed list.
  - (6) All refreshment committees will have to work after school hours.
  - (7) Chairman of refreshment committee, may consult with Miss Winters, on quantities, etc., after menu and order is made.
  - (8) Chairman of refreshment committee must make own arrangements for food. It cannot come out of Home Economics Budget.
  - (9) The kitchen must be left clean.
  - (10) A faculty advisor must be with all student groups.



TOPAZ CITY HIGH SCHOOL,  
SPECIAL FACULTY MEETING,

MARCH 13, 1943,  
9:00 A.M.

NEW BUSINESS:

9.. Mrs. Elizabeth Boardman - - - - -"THE SCHOOL ANNUAL" - - - - -

Mr. Stewart, the W.R.A. photographer, will be here to take pictures for our school annual, Tuesday, March 16, 1943. He will just be here for a limited time, so she has asked that Tuesday be set aside as the right-of-way, for taking class pictures, with its respective officers, including the Junior High School, also.

10. Miss Robertson, from the Elementary School, and chairman of the Visual Aid Committee, was also present at this meeting. She asked to meet with the Department Heads in regards to films. She will be here at 5:00 P.M., Tuesday, March 16, 1943, to meet with the Department Heads, at their regular meeting, which will follow immediately after the faculty meeting.

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

Respectfully submitted by:

Fumi Nagata,  
Faculty Secretary.



*To Sept. Noble*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
FACULTY MEETING,  
March 23, 1943,  
4:00 P.M.,  
Room - Laundry.

ATTENDANCE: All were present with the exceptions of: Mr. Iwao Bando, Miss Eiko Hosoi, Mr. William Matsueda, Miss Katherine Nakaso, Mr. Shiro Nakaso.

Those tardy were: Mrs. Elizabeth Boardman, Mr. Melvin J. Cooper, Mr. George L. Lewis, (excused), and Mr. John Iwatsu.

Mr. M. Kusunoki is excused from all meetings.

AGENDA:

- (1) Minutes of Last Meeting
- (2) Business Arising from the Minutes
- (3) Administration:
  - (a) Mr. Drayton Nuttall - - - "SUMMER SCHOOL PLANS"
  - (b) Survey in Core Courses for Summer School, Other departments to assist all they can
  - (c) Matter of Adjusting Student Organization to our Change of Schedule
  - (d) Spring Registration
  - (e) Detention Classes for Chronic Absentees and Tardies
  - (f) Need and Use of Faculty Study Room
  - (g) Year Book
- (4) Report by Departments of:
  - (a) Past week activities
  - (b) Future Activities
- (5) Report by Committees of:
  - (a) Past week Activities
  - (b) Future Activities
- (6) Miscellaneous:

I. Dr. Golden L. Woolf opened the meeting and introduced to the faculty members, the following new additions to our staff: Mr. John Morozumi, Latin and 7th Grade, Mrs. Betty Deffebach, 10th Grade, and Miss Dorothy Elliot, P.E. Instructor.

II. Miss Eleanor Gerard asked all core teachers to take a registration of all students who are interested in the Summer School Plan. She also, asked that they have the students in their classes, decide their program for the Fall Semester.



Summer School Plan has been tentatively planned as follows:

- (a) Classes are to be held in the morning
- (b) Arrangements are being made to give credit to the students
- (c) Attendance will be voluntary

III. Mr. Henry Tani reported on the S.R.C. and stated that since the Registry Classes have been abolished, it has been quite difficult to contact the members of the S.R.C. A few days back, the core teachers were asked to elect two representative students from their core classes to form the new Senior Representative Council.

IV. Dr. Woolf stressed to the members about students, "cutting" classes. A "detention class", after school, has been proposed. He stated, in closing, "study each case on its merits".

V. Miss Lottie Lee Lamb reported on the Faculty Study Room, 32-4-A. She made known that a full-time librarian is in charge and the hours, Monday through Friday, are from 8:30 - 5:45, and on Saturdays, from, 8:30 - 12:45. If there is anyone desiring to use the room at any other time, they may do so, by contacting Miss Lamb.

The regular reserved section "rules" are that books are not to be taken out during the day, but that they may be checked out for overnight use.

VI. Mrs. Elizabeth Boardman informed the faculty as to the "pledge" of the "JOURNAL". The students will be charged \$1.50, while the faculty (appointive staff), are to pay \$2.00. The student salesmen will collect the money and give each "pledgee" a receipt, upon his/her wish of obtaining a copy. A large camera has been brought into the Co-op, and she hopes that a smaller one may be obtained, in order that candid-shots, may be taken. Each "senior" will have his/her individual picture taken and they plan to have a short write-up of each student.

VII. Mr. Victor Goertzel reported that some teachers are still not requesting for admit slips from the absentee. He made it clear to the faculty that tardies are not to be reported on the daily (each period) absentee slip. If a student is tardy three times, then his/her name should be placed on the list, with reference to the tardies as one "cut".



To date, the final registration blanks are not all in. We would like to have them in as soon as possible, especially the post graduates.

He stressed, again, that all report cards were not in and asked the teachers to please take special note in this matter and ask their classes.

We would like to have more students names for our Accumulative Files.

VIII. At this time Dr. Gibson, from Washington, arrived, accompanied by Dr. Laverne Bane, Mr. Drayton Nuttall, and Superintendent Noble.

Dr. Woolf asked Superintendent Noble to introduce to the faculty, Dr. Gibson, who in turn acknowledged the introduction. He stated that the purpose of his visit was to determine the housing program for the High School.

He conforms our future school to meet State facilities, and regrets that the elementary schools will be eliminated. After returning to Washing, he will be in charge of Curriculum work.

#### IX. Superintendent NOBLE:

"That when the High School is completed, which will just generally be six months from now, the elementary school will be consolidated in Block "32".

#### E L E M E N T A R Y

S C H O O L - - - - We must determine the immediate needs in the elementary school buildings in Blocks "8" and "41" - - - those needs that are imperative at this time, (supply closets, additional partitions, etc.), and those needs based on the elementary program when the two schools come into this block. These are all to be in, as soon as possible, so that Dr. Gibson can take the list up to Washington, when he leaves the project on Thursday, March 25, 1943.

#### H I G H

S C H O O L - - - - Plans of the High School building, are on file at the Maintenance Office. Will you make a list of all the supplies and equipment, (all departments, included), subtracting from that list, what you have on hand and submit that to me, so that it may be a part of the application to go up to Washington. All furniture will be brought to the new building and the elementary schools will bring over their own.

There is an adequate supply of work benches, but closets and shelves must be submitted, as they are not included in the plan.

All supply and equipment lists must be handed in by 4:00 P.M., March 24, 1943, in 32-10-A."



X. Mr. Drayton Nuttall reported on the Summer School Plan.

1. A definite field is needed for planning a program for children during the time when school is not in session. All will be in one unit, including the Community Activities.
2. A wide and varied program is tentatively set, and assignments will be made.
  - (a) Placing teachers in responsible positions, as the courses will all be "broken".
  - (b) Summer school will be set-up at the high school.
  - (c) Some Summer School Classes will be held at the elementary schools.
3. Anticipated that all of the teachers will have a full-time job.

Dr. Gibson suggested that it will be a fine thing to have a teachers' Summer Work-Shop at an University, and have teachers from the four other relocation centers in the surrounding states, present, also.

XI. Dr. Woolf stated that he would like to have a short report each week from all department heads on past week activities:

Mrs. Nail, Language: Suggested that on Fridays, the afternoon classes be split into three parts and devote 1/3 for language meetings and club. She made known the entrance of two new teachers in this department.

Mr. Roper, Industrial Arts: "Open House" will be sponsored Friday night from 7:00 - 9:30, Saturday 7:00 - 5:30, and on Sunday, possibly all day, in the Dining Hall.

Mr. Crowton, Physical Education: Has been divided into four division. The students will be having Health for two days, and P.E. three days. Beginning Monday, March 29, 1943, twenty-three teams in the Softball League, will be underway.

Mrs. Hudson, H.E., clothing: Classes to put on an exhibit in the library in the near future. Pictures will be taken of the Nurses' Aid Class at the hospital.

Mr. Adams, Agricultural: Would like to have the advise of the faculty, about taking students (about 25 at a time), out of their classes. He explained the course given to the students here, and asked the opinion of other faculty members of all-day



trips to be taken by the Agriculture students. He made it known, that these students would miss school all day when they go on a trip. Mr. Harris suggested to the members of the faculty that Mr. Adams give the names of all these students who will be going on these field trips and inform the teacher of their absences. In closing, Mr. Adams presented and showed the group a wallet which he purchased in Salt Lake City, as a gift from the faculty, to Mr. Finlinson.

Mr. Lewis, Social Activities: Reported the following activities of the past and future:

The 8th Grade Party, last Friday, March 19, 1943

Banquet for the Science and Math Departments,  
March 25, 1943

Industrial Arts Exhibit, March 26, 27, 28, 1943

An 8th Grade assembly to be presented, Friday  
March 26, 1943, under Mrs. Lisle, for all  
Junior High students.

When asked about our Faculty Outing, Mr. Noble stated that trucks are not possible on Sundays, but if the faculty agrees, we may be able to get a sufficient supply of trucks for a Saturday Afternoon outing.

XII. Mr. Tani, reported on the use of Dining Hall "32". He stated that since Block "1" will not be used for future community functions, Dining Hall "32" will be more frequently used. Since the hall is subject to high school jurisdiction, all official high school functions, will take priority, within reason. He would like to have one week's advance notice for any use of the Dining Hall.

XIII. Miss McMillan reported on the P.T.A. She stated that we have fine P.T.A. Leaders and the teachers may be called upon for help in the future. She would like to have everyone solicit their cooperation.

The meeting was adjourned at 5:40 P.M.

Respectfully submitted by:

Fumi Nagata,  
Faculty Secretary.



March 30, 1943

AGENDA FOR TOPAZ CITY HIGH SCHOOL FACULTY MEETING  
MARCH 30, 1943, 4:00 p.m., Laundry

1. Minutes of last meeting.
2. Business arising from the minutes.
3. Administration:
  - a. Inventory to be taken - Mr. Tani
  - b. Weekly report and comments.
  - c. Minimum teaching standards.
  - d. Ordering equipment and material for new high school.
  - e. Ordering supplies for first quarter of next fiscal year.
  - f. Institute Friday evening and Saturday morning - Program.
  - g. Observing time schedule.
4. Report of past and coming events - by departments
  - a. Agriculture
  - b. Art
  - c. Industrial Art
  - d. Core
  - e. Home Economics
  - f. Science
  - g. Math
  - h. Library
  - i. Music
  - j. Health & P.E.
  - k. Commercial
5. Report of past and coming events by classes and committees in the extra-curricular field.
6. Miscellaneous.



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
FACULTY MEETING,  
March 30, 1943,  
4:00 P.M.,  
Room - Laundry.

ATTENDANCE: All were present with the exceptions of the following: Mr. John Iwatsu, and Mr. Fumio Nishino.

Those excused: Mr. Alden Adams, Miss Eleanor Gerard, Mr. Robert Maggiora, Mr. Richard Nelson, Mr. Melvin J. Roper, and Miss Doris Winters.

Tardy: Mr. Victor Goertzel, Mr. George Lewis, Miss Elliott, Mr. Frank Sakurai, Mr. John Shinkai, and Miss Shizu Tamura.

AGENDA: (ATTACHED) - - - - -

I. Dr. Golden L. Woolf opened the meeting and asked Mr. Henry Tani to report on the inventory to be taken.

As per the announcement of today to the faculty who were informed of the quarterly physical inventory, which is now undergoing in the project, he made it known that it would cover all government property in the high school.

BOOKS: He stressed again, that BOOK INVENTORY as of March 31st, is to be submitted by noon, Saturday, April 3rd, showing:

1. The title and author of each text-book (new and second-hand), used in your classes.
2. The quantity of each text originally issued for your class use, and the number you now have of each.
3. Specify the room or rooms in which these texts are kept and/or used.
4. Specify which of these texts are used by other classes. If so, by whom?

FURNITURE: Each teacher is hereby requested to submit by Saturday noon, April 3rd, an inventory as of March 31st, showing:



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

MARCH 30, 1943

1. The number of tables (specify whether 4', 5', or 6' long).
2. The number of benches (include broken benches, specifying the number broken).
3. The total number of each type of Tule Lake furniture (desks, chairs, or table-arm chairs). For each item, identify by the school (stenciled) number, and the WRA (stamped) number. Specify any broken items.

SPECIALIZED EQUIPMENT MUST BE REPORTED BY THE  
DEPARTMENT HEADS BY APRIL 10th, 1943.

II. WEEKLY REPORTS AND COMMENTS:

Dr. Woolf passed out and discussed with the faculty, "SECONDARY TEACHERS' WEEKLY REPORT, due Saturday of each week by 12:45 P.M., and to be placed in the Principal's Box in Rm. 10-C."

III. The minimum standards of classroom management, at Topaz City High School, were read and discussed, with the group.

IV. Starting next week, the "unexcused" "TARDY" and "ABSENCE" FEE will be collected - - - - \$1.00 from APPOINTIVE and \$.10 from RESIDENT.

V. Miss Katherine Nakaso suggested that the janitor not put in so much coal during the lunch-hour, as the weather is getting much warmer. Dr. Woolf stated that he would look into this matter and send a memorandum to the Head Janitor.

VI. Mr. George Lewis made known to the faculty about the staff party. He stated that it is proposed for this week-end, sometime, and a committee for this affair was chosen, with the following representing:

Mrs. Marguerite Hudson, Mr. Kojiro Kawaguchi,  
Mr. Min Yoshida, and an office representative.

VII. Dr. Woolf read a request by Superintendent Noble to make a list of all equipment and materials for the first quarter of the next fiscal year.

VIII. At this time, Dr. Woolf informed the faculty of the following Educators who are expected to arrive in the project April 2nd and stay until the 4th:



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

MARCH 30, 1943

1. Dr. John T. Wahlquist, Dean of the School of Education
2. Dr. Ronald F. Campbell, Director of the "William M. Stewart" Training School
3. Dr. I. O. Horsfall, Director of The Extension Division
4. Miss Caroline Dobson, Director of Kindergarten.

They are all from the University of Utah, in Provo. This Friday Evening at Rec Hall "8", the Community will be honored by their visit and talks. For Saturday Morning in the Laundry, the faculty will meet for a talk by Dr. Wahlquist.

IX. Report of Past and Coming Events - - - By Departments:

- ART: Mr. Yabuki - - Received four shelves for books and cabinets in the Art Dept.
- INDUSTRIAL ARTS: Mr. Handa - - A very successful and beautiful exhibit was displayed in Building "7" last week-end.
- HOME ECONOMICS: Mrs. Hudson - - The foods classes are going to prepare the food for the Senior High "JINX", this Friday night, April 2, 1943.
- LIBRARY AND SUPPLY ROOM: Miss Lamb - - She was asked to be in charge of the supply room.

1. No book or materials issued to students unless accompanied by note.
2. All supplies charged to teacher and later transferred to department record.
3. All overnight text-books must be issued by teachers and returned to the same teacher (and not to the storeroom).
4. Make special supply requests several days ahead, so that we can requisition for them from 41-12-CD.

1. Second and Third periods least used.
2. Five students from a single class may be sent to the library at one time.
3. Have a library slip.
4. Circulation of books increased.
5. Beginning tonight, 3/30/43, Room 9 EF, will be opened for students who are bringing their own text books to study.



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

MARCH 30, 1943

- X. Dr. Goodman - - - Senior class are sponsoring a party in the Dining Hall, and the faculty are cordially invited to attend.

As plans are now, the proceeds will be used for the "JOURNAL".

- XI. Mr. Lewis informed us of the coming Friday Assembly for the High School students. He announced that it will be a TALENT SHOW, instead of the usual assembly given by grades.

- XII. Dr. Goodman was asked by the Business Manager for the "JOURNAL" to collect the pledges from the faculty.

- XIII. Mr. Westover reminded the faculty that Mr. Maggiora would be leaving us soon, and that some kind of a party be given in his honor. The coming faculty party for this event, was suggested, as a "farewell" party, also.

In connection with parties for teachers who leave the project, a standing committee for the same, was chosen. The following will serve on this committee:

Miss Eleanor Gerard, Dr. Joe Goodman,  
and Miss Mary McMillan.

THE MEETING WAS ADJOURNED AT 5:30 P.M.

RESPECTFULLY SUBMITTED BY:

FUMI NAGATA,  
FACULTY SECRETARY.



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
SPECIAL FACULTY MEETING,  
April 3, 1943,  
9:00 A.M.,  
Room - Laundry.

ATTENDANCE: Dr. G. L. Woolf, Mr. I. Bando, Miss Kimi Fujii,  
Mr. F. Nishino, Mr. K. Handa, Mr. S. Yama-  
gata, Miss E. Gerard, Mr. M. Yoshida, Mr. S.  
Muneno, Miss S. Tamura, Mr. M. J. Roper,  
Miss M. McMillan, Miss T. Amemiya, Mr. D.  
Crowton, Miss M. Kusumine, Mr. J. Shinkai,  
Miss S. Ishida, Miss E. Hosoi, Mr. G. Lewis,  
Mr. M. Yabuki, Mrs. Y. Goto, Miss K. Koizumi,  
Mrs. L. Johnson, Mrs. E. Henderson, Mr. D.  
Johnson, Mr. E. Harris, Miss R. Watanabe, Miss  
K. Date, Miss F. Sugihara, Mr. W. Matsueda,  
Mrs. Z. Lisle, Mrs. E. Boardman, Mr. L. Westover,  
Miss E. Sundquist, Miss C. Fukuoka, Mr. T.  
Cummins, Mrs. M. Hudson, Miss L. Lamb, Miss D.  
Winters, Dr. J. Goodman, Mrs. E. Nail, Mrs. B.  
Deffebach, Mr. H. Tani, Mr. R. Maggiora, Mr. V.  
Goertzel, Mr. J. Iwatsu, Miss K. Okawa, and Mr.  
K. Awaguchi.

Those absent or excused: Mr. Alden Adams, Miss Deon  
Caffall, Mr. Richard Nelson, Mr. Edwin Iino,  
Mr. John Izumi, Miss Toshi Kataoka, Miss Katherine  
Nakaso, Mr. Frank Sakurai, and Mr. John Morozumi.

I. Dr. G. L. Woolf opened the meeting and Dr. John T. Wahlquist,  
Dean of the School of Education at the University  
of Utah in Provo, was introduced to the faculty.  
He, in turn, acknowledged the greeting and spoke  
to the staff on "STUDENTS AND THE WAR".

A. Army specialized tests, etc.

B. Effect of war on American Education:

1. Re-emphasis on math and science.
2. Technology will not solve all of our problems.
3. Specific vocational TRAINING now being given,  
but after the war it must provide vocational  
EDUCATION.



TOPAZ CITY HIGH SCHOOL SPECIAL FACULTY MEETING,

APRIL 3, 1943

"MAKE EDUCATION FUNCTIONAL" - - - - -

A. Influence of College Entrance requirements upset by the  
"8" year study of thirty schools:

1. What are they doing
2. College to accept these students if:
  - (a) Out of high school
  - (b) Student with a high moral
3. In appraising the study they followed 1500 of the students through college:
  - (a) Community
  - (b) Home
  - (c) Scholastic superiority of the student
    1. Talked more
    2. Wrote more
    3. Girls had more "dates"
4. Thirty other cooperating schools in California.
5. Concept of the "community school".

B. Core Curriculum: - - - Began in the ELEMENTARY SCHOOLS - - -

1. Fusion of Social Studies
2. English - Social Studies fused
3. Broad-fields
4. Contemporary problems
5. Teacher-pupil planned units "WORK-SHOP"

At the Ohio State University the whole curriculum consists of:

- (a) Health
- (b) Community Living
- (c) Leisure
- (d) Vocation

6. Unique, Peculiar, and Distinctive

C. "WORK TOWARDS A CHALLENGE"!!!

- D. Better ~~integration~~<sup>integration</sup> for every subject matter  
Subject matter - - - vital and significant  
More attempts in individuals and attention given, differs  
Greater continuity in learning

"These are results of Core Curriculum"



TOPAZ CITY HIGH SCHOOL SPECIAL FACULTY MEETING, APRIL 3, 1943.

Dr. Wahlquist brought over with him, the following books:

- (1) "'30" SCHOOLS TELL THEIR STORY"
- (2) "PROFESSIONAL EDUCATION FOR EXPERIENCED TEACHERS"
- (3) "ADVENTURES IN THE RECONSTRUCTION OF EDUCATION"
- (4) "RE-DIRECTING TEACHER EDUCATION"
- (5) "PHILOSOPHY OF AMERICAN EDUCATION FOR 1942"

Questions and discussions from the floor terminated the meeting.

THE MEETING WAS ADJOURNED AT 11:00 A.M.

RESPECTFULLY SUBMITTED BY:

FUMI NAGATA,  
FACULTY SECRETARY.



*Mr. Noble*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

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TOPAZ CITY HIGH SCHOOL,  
FACULTY MEETING,  
April 6, 1943,  
4:00 P.M.,  
Room - Laundry.

ATTENDANCE: All present with the exception of the following:

ABSENT: Miss Doris Winters and Mr. John Morozumi.

EXCUSED ABSENTEES: Miss Kimi Fujii, Toshi Kataoka, Mr. Saiki Muneno, Mrs. Jean Moritani, Mr. Fumio Nishino, Mr. Frank Sakurai, Miss Rose Watanabe, Mr. Alden Adams, Mr. Robert Maggiora, and Mr. Richard Nelson, and Mr. George Lewis.

TARDIES: Mr. Edwin Iino and Mr. William Matsueda.

EXCUSED TARDIES: Mr. Victor Goertzel, and Miss Ellen Henderson.

AGENDA:

1. Minutes of last meeting
2. Business arising from the minutes.
3. Administration:
  - a. Weekly reports
  - b. Checking attendance
  - c. Class management standards
  - d. Journal subscription
  - e. Trips
  - f. Rating sheets
4. Departments - - - Reports and projects
5. Class sponsors and extra-curricular sponsors

I. Dr. Woolf opened the meeting and it was proposed that hereafter, the minutes would not be read, but posted on the bulletin.

II. He announced that he was very pleased with the WEEKLY REPORTS handed in, last Saturday, by all teachers.



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

APRIL 6, 1943

III. Dr. Woolf stressed the fact that the DAILY ATTENDANCE was very satisfactory.

There was some discussion on the matter of recording attendance and absences in cases where students are called out from classes on school functions. A written statement on school procedures was requested.

IV. Class Management Standards was discussed at this time.

V. Mrs. Elizabeth Boardman asked how many of the faculty wished a JOURNAL, and a paper was passed to have signed, for those who planned on purchasing one.

VI. TRIPS: - - - Proposed:

Wednesday night - April 7, 1943 - - - Agriculture Department Winer Bake

Thursday afternoon - April 8, 1943 - - - Journalism Class to go to Delta

Friday - April 9, 1943 - - - The group who performed last Friday, April 2, 1943 for the high school assembly, will go to Fillmore for a return program.

VII. RATING SHEETS: The appointed staff were asked to meet right after this meeting and Dr. Woolf is to pass out rating sheets to them, to be filled out.

VIII. Miss Lottie Lee Lamb reported on the Supply Room and the Library:

1. Faculty to decide the amount of note-books each child in their classes will need for the next year.

2. General Supply Room List:

a. Would like to have any suggestions or additions that the faculty may have for this list.

3. Superintendent Noble states that we have a nominal amount of money in the school fund for some new books. The faculty were asked to write names of any books, magazines, pamphlets, etc., which they have in mind and would like to have, in our school library.

IX. Dr. Goodman:

1. The Senior Class Party, held last Friday, April 2, 1943, was very successful.



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

APRIL 6, 1943

2. Faculty Party, Saturday April 3, 1943, a weiner bake was also successful.
  3. Journal Dance:
    - a. \$9.00 made from this matinee dance.
- X. Mr. Henry Tani reminded the faculty about the Student Forum to be held, Wednesday, April 7, 1943, in Room 4 B at 4:00 P.M. He asked for any suggestions and comments for these meetings, and also for any other topics for discussions.

The meeting was adjourned at 4:45 P.M.

Respectfully submitted by:

Fumi Nagata,  
Faculty Secretary.

*H. A. Wood*  
*Principal*



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
FACULTY MEETING,  
April 14, 1943,  
4:15 P.M.  
Room - Dining Hall "32"

- I. Dr. Golden L. Woolf opened the meeting and Miss Hosford, the new instructor was introduced to the faculty.
  - A. Mr. George Lewis honored the teachers who volunteered from Topaz, and would be leaving soon: Mr. Edwin Iino, Mr. John Izumi, and Mr. Mas Isobe.
  - B. Dr. Joe Goodman showed the faculty the present for Miss Ora Bills, who has left us, recently.
  - C. Dr. Woolf introduced Superintendent Noble who has been in Denver for several days.
    1. Problem uppermost in our minds.
      - a. 48 hours a week
      - b. official business designated by Principal and Superintendent
    2. Conference attended by ten relocation center/<sup>representatives</sup>and seven representatives from Washington.
    3. Topaz stands out as the leading center in education.
      - a. Other superintendents wanted to know what the set-up we have in relation to agriculture and cadet-training.
    4. Challenge to education insofar as Topaz is concerned.
      - a. May 6, 7, and 8, be set aside as a spring better-ment of the school
      - b. School be closed on these dates and two days be set aside for institute and one day for recreational purposes, but this was, as yet, unofficial.
    5. Crosscut of the Denver conference curriculum.
      - a. Where do you want education to lead us in this project?
      - b. What is the purpose of education?
      - c. How do you want your children to behave?
      - d. According to what pattern will you organize your school?
      - e. Approach to follow in lining activities.
      - f. How to evaluate your program.



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

APRIL 13, 1943

- g. How to determine when the job is finished.
- 6. Superintendent Noble concluded his speech by stating that the Japanese definitely and absolutely, without question, have a future in this country, if they are given the chance and after this war is over they will make good.

The Meeting Was Adjourned At 5:15 P.M.

RESPECTFULLY SUBMITTED BY:

YOSHIKO MASUDA,  
ACTING SECRETARY.



*To: Mr. Noble*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
FACULTY MEETING,  
April 20, 1943,  
4:00 P.M.,  
Room - Laundry.

ATTENDANCE: ALL WERE PRESENT WITH EXCEPTIONS OF THE FOLLOWING  
ABSENCES: Mr. E. Iino, Mr. S. Muneno, and Mr.  
F. Nishino.

EXCUSED ABSENCES: Mr. A. Adams, Mrs. M. Hudson,  
Mr. K. Kawaguchi, Miss K. Nakaso, Mr. F. Sakurai,  
Mr. R. Nelson, Miss D. Winters, Miss Elliott, Miss  
C. Fukuoka, Miss T. Kataoka, Mr. M. Kusunoki, and  
Miss R. Watanabe.

TARDIES: Mr. J. Morozumi, and Mr. G. Lewis.

EXCUSED TARDIES: Mr. V. Goertzel, Mrs. E. Boardman,  
Dr. Joe Goodman, Miss T. Anemiya, Miss M. Kusumine,  
and Mr. H. Tani.

AGENDA: (ATTACHED)

I. Dr. Golden L. Woolf, Principal, opened the faculty meeting.

The memorandum to Dr. G. L. Woolf, from Mr. Victor  
Goertzel, on "SUBJECTS REQUESTED BY STUDENTS  
FOR SUMMER SESSION", was discussed with the  
group.

The memorandum showed the number of students  
desiring the courses requested, with each  
subject solicited by three or more students.



II. The three letters, which were made in "copies", (two from Superintendent Noble, and the other from Dr. Maughan), were referred to, and brought to their attention.

III. N. Y. A.

Offered to start in Topaz, a school in Power Sewing, Auto Mechanics, Cabinet Making, and Commercial work. They will bring over their own equipment, to train on a production basis, either on an eight-hour or four-hour basis. They will also, send their own instructors. No definite place has been set-aside for this, as yet, but as plans go, Block "32" will be proposed.

IV. At this time, Dr. Woolf made known, the creation of a new division in Community Services - - - - -  
"COMMUNITY EDUCATION".

The Community Activities Section, Placement, Co-op, etc., will be united under the supervisory of Mr. L. G. Noble in, "COMMUNITY EDUCATION".

V. SPRING INSTITUTE:

The 6th, 7th, and 8th of May - - - "TEACHERS' INSTITUTE". Schools will be closed on Thursday and Friday (6th and 7th).

VI. REPORT CARDS:

Mr. Tani's method of passing out the report cards next Monday, will be adopted. This was made known by Mr. Goertzel. Since the Registry Classes have been abolished, the students will assemble, before school Monday, April 26, 1943, in front of the Dining Hall, and the cards will be distributed by grades, to the individuals.

VII. Mr. Tani was asked to give a report on the resident teachers' meeting and the S.R.C.

He read his memorandum to Dr. Woolf, to the faculty, on this meeting, and a discussion followed. (Attached are the notes: memorandum).

He, also, reported that the S. R. C. are instituting a "Bring-Back-The-Book-Drive".

VIII. DEPARTMENTS: REPORTS:

Miss Lamb asked of the faculty, that all requisitions are to be referred to her. She asked that if the faculty was ordering anything, start through the correct procedures. The starting point - - - Dr. Woolf's Office. Dr. Maughan is meeting with Miss Lamb and others, April 21, 1943, and she would like to have all note-book requisitions in by 12:45, April 21, 1943.

Also, it was announced that all those students in debt for overdue books, will not be able to receive their report cards, next Monday, April, 26, 1943.



IX. CLASS AND CLUB SPONSORS:

Mr. G. Lewis - - - "OUR TOWN" to be shown, starting Wednesday, April 21, 1943. To present a matinee showing on Friday for the Junior High School. The students in the cast are to be excused Friday, April 23, 1943, 5th and 6th Periods.

Mr. M. J. Roper - - - The boys are working to repair chairs, etc. Please leave name and room number, and also, when you will be in your room, and the boys will come to your room for repairing.

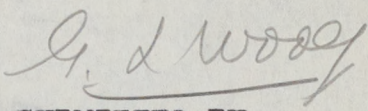
X. Mr. D. Crowton - - - Faculty Team to play for the Community Softball Tournament. All teachers (men) sign-up with Mr. Crowton after the meeting.

Mr. Crowton reported on the Track Meet in Delta, held last Friday, April 16, 1943. Our boys did exceptionally well, considering the lack of time for practice, lack of equipment, etc., and Topaz City High School came in 3rd Place, with 58 points.

XI. Miss M. McMillan - - - The program put on by the High School Choir in Delta, last Friday, April 16, 1943, went over very well. Ernestina Teranishi, the Violinist, was greatly applauded.

XII. Mrs. E. Boardman - - - Starting Tomorrow, the individual Senior Pictures for the Journal will be taken. Also, the individual pictures of the class officers, will be taken. Room 4A to be used and Dr. Takahashi, is the photographer.

THE MEETING WAS ADJOURNED AT 5:30 P.M.

  
RESPECTFULLY SUBMITTED BY:

FUMI NAGATA,  
FACULTY SECRETARY.

ATTACHMENTS:



April 19, 1943

TO: Dr. G. L. Woolf, Principal  
FROM: V. Goertzel  
SUBJECT: Subjects Requested by Students for Summer Session

The following report lists the number of students requesting various courses. The report includes all courses requested by three or more students and is arranged by departments. Undoubtedly, certain subjects could be combined in the summer session.

MATHEMATICS:

Beginning Algebra	115
9th Grade Math	99
Advanced Algebra (II)	72
Geometry I	41
Trigonometry	22
8th Grade Math	17
Solid Geometry	10
Analytical Geometry	5
Calculus	5
Geometry II	3

SCIENCE:

General Science	86
Biology I	51
Chemistry I	46
Physics	28
Physiology	27
Advanced Chemistry	8
Psychology	5
Physiology II	3

COMMERCIAL:

Beginning Typing	70
Beginning Shorthand	55
Intermediate Shorthand	37
Advanced Typing	20
Bookkeeping I	21
Business English	11
Business Training	11
Sr. Business Training	5
Office Practice	5
Business Math	5
Advanced Bookkeeping	3
Advanced Shorthand	3

HOUSEHOLD ARTS:

Beginning Clothing	62
Pattern Drafting	10
Costume Design	9
Clothing III	8
Foods I	44
Cooking I	33
Foods II	7

INDUSTRIAL ARTS AND CRAFTS, ETC:

Industrial Arts	50
Mechanical Drawing	22
Drafting	4
Leather Crafts	12
Shop (not designated)	9
Machine Shop	6
Cabinet Making	5

Sheet Metal	4
Photography	3
Crafts	3
Aeronautics	3



CORE (Including Social Studies and English Classes)

8th Grade	46
9th Grade	46
10th Grade	11
11th Grade	12
12th Grade	29
English	13
Sociology	9
U. S. History	9
English IV	7
Civics	5
World History	3

FOREIGN LANGUAGES:

French I	27
French II	
French III	6
French V	3
Latin I	27
Latin II	12
Latin V	4
German I	22
German II	16
German IV	3
Spanish I	21
Spanish II	6
Spanish III	5

AGRICULTURE:

Agriculture Science	20
Landscaping	3

OTHERS:

Special English	14
Public Speaking	15
Advanced Speech	4

PHYSICAL EDUCATION: GIRLS

42

PHYSICAL EDUCATION: BOYS

36

MUSIC, ART:

MUSIC - - - 9

ART - - - 7

INSTRUMENTAL MUSIC - - - 4

COMMERCIAL ARTS - - - 4

V. Goertzel



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WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
April 17, 1943

MEMORANDUM TO EDUCATION SECTION DEPARTMENT HEADS

FROM L. G. Noble  
Superintendent of Education

On Thursday night at the meeting in Delta, Mr. Glen Snow, President of the Utah Education Association requested a short article dealing with the description of the educational programs being carried on in this project.

In line with this suggestion will you please prepare a short statement of approximately 300 words outlining your department in terms of its organization and procedures and their implication to education. They will be compiled into an article and submitted to you for your discussion at a later date.

Please have them in the superintendent's office by May 1.

L. G. Noble  
Superintendent of Education

LGN:ss



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WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
April 17, 1943

MEMORANDUM TO Dr. Golden L. Woolf, Principal, High School  
Mr. Drayton B. Nuttall, " , Elementary Schools.

FROM L. G. Noble  
Superintendent of Education

SUBJECT Credit for Appointive Staff

It has been called to my attention that all the appointive staff who are taking the cadet training courses are not taking them for credit. This becomes an exceedingly important matter in that teachers who are teaching at the present time and who are unable to certify for a state certificate in Utah will be able to secure a temporary certificate good for one year by completing this work.

I would therefore urge that every appointive teacher in need of certification take these courses for credit and as has been previously stated, the charge is only \$1.00, and I don't see how anyone can afford to miss securing this credit for such a small charge. Will you please take this matter up with your teaching staff.

Also, I would appreciate from you a statement as to how many of your present teaching staff will probably return to their present positions for the school year 1943-1944.

I would appreciate having this information in my office by Monday, May 3.

Most of the appointive staff have made applications to the state department for certification and letters have been received in this office granting them an authorization to teach. There are a few cases where no report has been received. Will you please announce again that all appointive staff should make application for this certificate. The state department has been very lenient in this matter, and I am sure they will continue to cooperate with us in this respect.

L. G. Noble  
Superintendent of Education

LGN:ss



COPY

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT

Topaz, Utah  
April 8, 1943

MEMORANDUM TO All Education Section Department Heads  
FROM Reese Maughan  
Assistant Superintendent of Education

The Fire Protection Officer has called our attention to the serious danger arising from open fires during the hot, dry season which usually is accompanied by high winds. A fire of this type starting on an outing or to burn weeds, if not properly safeguarded by a competent crew, could easily grow into a serious menace to the property of the Relocation Center.

Every precaution must be taken to safeguard any picnic fires in order to prevent them from spreading and destroying the fields or the physical property of this Center and the farm. The Federal Government has strict regulations against the building of fires on the open range, and it is incumbent upon us to adhere to the laws governing this matter whenever residents of the Center are concerned. Fires should be started only under competent supervision and every safeguard must be taken to extinguish them completely before leaving the scene of the outing.

Please convey the instructions to every member of your staff at your earliest convenience.

Reese Maughan, Assistant  
Superintendent of Education

Rk:ss



MEMORANDUM TO: DR. GOLDEN L. WOOLF, PRINCIPAL

FROM: MR. HENRY TANI

DATE: April 20, 1943

THE CASE: It was felt by a few of the resident faculty members that the general attitude of the students to the faculty, (and to the appointive faculty, in particular) was very "unhealthy", and that this trend was getting worse.

MANIFESTATIONS: This attitude shows itself in various ways, some of which are: cheating, talking back to the teacher, emotional breakdowns, careless use of text books, lack of discipline, lack of care of furniture, and general disrespect of faculty members.

ADMITTED BASIC CAUSES: The evacuation is acknowledged to be the basic cause, along with its attendant phases, such as the communal life, lack of privacy and facilities, the feeling of confinement, the frustration of hopes, the increased consciousness of their race, the antagonism to the evacuation process, etc.

POSSIBLE ADDITIONAL CAUSES: To the basic causes might be mentioned the following possible factors: Parental and community pressure upon the children encouraging the antagonistic attitude toward the appointive staff; unconscious sympathy shown by the resident teachers to the plight of the students at the expense of a breakdown in classroom discipline; a lack of adequate understanding of the students by the appointive teachers; a lack of enough intimate associations by the appointive staff with the residents, reflecting in the attitude shown the students; an admitted lack of teaching technique by the resident staff.

POSSIBLE APPROACHES IN THE SOLUTION: (1) The School Administration would become more sensitive to this problem and make every adjustment necessary to promote a healthier attitude.



(2) The Faculty

must take a very strong stand in this problem for the crux of the situation lies in their control. The resident staff should take every opportunity to improve their teaching ability; the appointive staff should consciously make an effort to be more friendly and more understanding; an over-all strict adherence to school regulations and in classroom management should be maintained; the students should be "educated" to see that much of the factors causing their maladjustment is beyond the control of the immediate project administration; that those factors that are controllable should be adjusted.

(3) The Students

should take a positive step in correcting this problem by a concerted program of student control. This is not a matter to be left in the hands of the faculty alone, for after all, the effect of this attitude will be of direct negative influence to the students themselves.

(4) The Parents and the Community

through whatever organizations that may be involved, (P.T.A., Community Council, Religious Groups), should promote an attitude and understanding that will create a healthier and more wholesome environment for these growing youngsters.

GENERAL OBSERVATIONS:

The whole problem is the matter of student attitudes. It is not to be inferred that this is a problem of the moment but one that has persisted through the weeks. It is recommended by the resident faculty that any solution should be derived by the general faculty, and not by the residents, only.



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
FACULTY MEETING,  
April 27, 1943,  
4:00 P.M.,  
Room - Laundry.

ATTENDANCE: All were present with the following exceptions:

Excused Absences: Mr. Alden Adams, Mr. Thomas Cummins, Dr. Joe Goodman, Miss Mary McMillan, Mrs. Bettie Deffebach, Miss Dorothy Elliot, Miss Kiyoko Date, Miss Eiko Hosoi, Miss Sayuri Ishida, Mr. John Iwatsu, Miss Toshi Kataoka, Mr. Kojiro Kawaguchi, Mr. M. Kusunoki, Mr. Saiki Muneno, Miss Katherine Nakaso, Mr. Shiro Wakaso, Mr. Fumio Nishino, Miss Rose Watanabe, and Mr. Masao Yabuki.

EXCUSED

Tardies: Miss Eleanor Gerard, Mr. Victor Goertzel, Mrs. Marguerite Hudson, Miss Eloise Sundquist, Miss Kiyo Koizumi, and Mr. Henry Tani.

Excused Tardies: Miss Tane Amemiya, and Mr. Frank Sakurai.

AGENDA:

A. ADMINISTRATION:

1. Need of a system to check books, and distribute books more adequately. (Student Drive will synchronize with this plan)

2. Manner of homework and assignment
3. Teachers' Institute
4. Illness Among Faculty
5. Discipline

B. DEPARTMENT REPORTS:

C. EXTRA-CURRICULAR ACTIVITIES AND CLASS REPORTS:

I. Dr. Golden L. Woolf opened the faculty meeting for April 27, 1943.

A lengthy discussion was held on the need of a system to check books, and distribute books adequately. Mr. Iwao Bando's system in distributing books was adopted.



A committee consisting of the following, Mr. Iwao Bando, Miss Lottie Lee Lamb, Mrs. Zeda Lisle, Mr. Henry Tani, and Mr. Victor Goertzel, will look into this matter for further investigation.

It was, also, proposed that a form will be adopted for clearness of responsibility for books, supplies and library books, where a student transfers from Topaz City High School.

II. A discussion was held on the manner of homework and assignments. It was decided that those working on the same level would work out a system to pass out their books.

### III. TEACHERS' INSTITUTE:

Mr. Tani reported that as of April 27th, the following program would be followed for the TEACHERS' INSTITUTE.

#### THURSDAY:

General Meeting	9:00 A.M.
Committee Meetings	10:45 A.M.
Delta Band Concert	2:30 P.M.
Continuation of Committee Meetings	4:30 P.M.

#### FRIDAY:

General Meeting	9:00 A.M.
Committee Meetings	11:15 A.M.
General Meetings	2:30 P.M.

#### SATURDAY:

Regular activities in all departments in preparation for the re-opening of school, Monday, May 10, 1943.

#### MORNING

A social and recreational project sponsored by the Education Section, under the chairmanship of Mr. George Lewis, and at which the CAS will be guests. All personnel of both sections to be invited.

#### AFTERNOON and EVENING

### IV. ILLNESS AMONG THE FACULTY:

There is quite a number of absence among the faculty and Dr. Woolf stated, "as a policy, I would like to appeal to the faculty that those of you who are able, let us try to carry on". It was, also, made known, and announced that school will not be dismissed, until necessary to do so.



Lesson plans, definitely, should be made by every teacher, and at least one week, in advance. Each teacher will receive a notebook for their lesson plans, and these notebooks should be kept in their boxes each night.

#### V. DISCIPLINE:

The student editorial, "HINTS TO THE FACULTY", which was published in the "TOPAZETTE", was read to the faculty, as several students had come into the office for fear the teachers might have resented to the fact of the article being printed. A discussion followed.

VI. Mr. Lewis reported on the Dramatics Club. He stated that the play, "OUR TOWN" would start on its second round, this week April 28th, 29th, and 30th. Tickets may be obtained from Mr. Lewis or Fumy Ebihara.

The cast for "OUR TOWN" have kindly turned over their donations to the "JOURNAL". Last week's proceeds netted to \$25.00.

Next Monday, the play "LITTLE WOMEN" will start on its weekly practices. Showings will be held during June 16th, 17th, and 18th.

VII. Mr. Tani reported on the SCHOLARSHIP FUND. It has been deemed wise to start a scholarship fund to send deserving high school graduates to college this fall. A drive will be instituted to carry on this plan, and this responsibility will be held within the center to the PTA. Teachers were asked to look into this matter, and submit any names they have in mind, of deserving students.

Next week set aside for MUSICAL WEEK. On May 4th and 5th, Dining Hall "32" will be used for this event. MUSICAL REVUE AND (MUSICAL REVUE) and On May 8th, the Music School will present a concert in the dining hall.

STUDENT FORUM to be held on April 28, 1943. The topic for discussion is, "NISEI, VICTIMS OF DISCRIMINATION" to be held in Room 8 EF, at 4:00 P.M. Teachers are cordially invited to attend.

VIII. Miss Lamb reported on supplies. She stated that general supplies must be in by May 1st. For special supplies May 1st, also.

IX. Henry Tani, explained the sign that was put up on the door, in Room 10-D, recently. He stated that several students were in the Registrar's office "snooping" around for the Mid-Semester Tests, and as a fairness to the student body, the sign was placed on the door.



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THE MEETING WAS ADJOURNED AT 5:00 P.M.

RESPECTFULLY SUBMITTED BY:

FUMI NAGATA,  
FACULTY SECRETARY.



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
DEPARTMENT HEADS MEETING,  
5:00 P.M.,  
April 27, 1943,  
Room - Laundry.

ATTENDANCE: The following were present: Dr. G. L. Woolf,  
Miss Lottie Lee Lamb, Mr. Edwin Iino, Mr.  
Henry Tani, Miss Eleanor Gerard, Mr.  
Melvin J. Roper, Mrs. Elizabeth Nail,  
Mr. Leon Westover, Mr. George L. Lewis,  
Miss Doris Winters, Mr. Dave Crowton, Mr.  
Robert Maggiora, Mr. Richard Nelson, and  
Mr. Victor Goertzel.

I. The material and equipment for the new school has to be requisitioned from the school. Dr. Woolf, stated that the work we have done in the past during the time Dr. Gibson was down, has not gone through to date. The requisitions have to be signed by Dr. Woolf, on up to Mr. Bell, and finally to the project director's office.

These requisitions are still pending in the Principal's Office and they may be examined until May 1st.

Every department should have all their general supplies listed by April 30th.

Special supplies (text books, etc.) listed by May 1st.

A third list in connection with the summer program must be submitted by the 15th of May.

II. A descriptive article to be written by each department head, as to what each department is doing. This must be in by May 1st to Mr. L. G. Noble, Superintendent.

THE MEETING WAS ADJOURNED AT 5:30 P.M.

RESPECTFULLY SUBMITTED BY:

FUMI NAGATA,  
FACULTY SECRETARY.



Ed. Office

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WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
FACULTY MEETING,  
May 4, 1943,  
4:00 P.M.,  
Room - Laundry.

ATTENDANCE: All were present with the following exceptions:  
Absentees: Mrs. Deon Ballard, and Mrs. Marguerite Hudson.  
Tardies: Mr. Richard Nelson and Mr. John Iwatsu.  
Excused Absentees: Dr. Golden L. Woolf, Mr. Alden S. Adams, Miss Eleanor Gerard, Dr. Joe Goodman, Mr. Robert Maggiora, Mr. Melvin J. Roper, Miss Eloise Sundquist, Miss Dorothy Elliott, Miss Tane Amemiya, Mr. Iwao Bando, Miss Kiyoko Date, Miss Chiye Fukuoka, Mrs. Yoshiko Goto, Mr. Matsunori Handa, Miss Eiko Hosoi, Miss Sayuri Ishida, Mr. Kojiro Kawaguchi, Miss Kiyo Koizumi, Miss Miyuki Kusumine, Mr. M. Kusunoki, Mr. William Matsueda, Mr. Saiki Muneno, Miss Katherine Nakaso, Mr. Shiro Nakaso, and Miss Shizue Tamura.  
Excused Tardies: Mr. Dave Crowton, and Mr. Henry Tani.

- AGENDA:
- A. Administration:
    - 1. Student Body Play Day - Rhoda Nishimura.
    - 2. Review in detail of the plans for Education Conference, May 6th, 7th, and 8th.
    - 3. Proposed Honor System - Mr. Henry Tani.
    - 4. Matter of Report Cards Coming Back.
    - 5. Book Checking.
  - B. Departments - Reports and Forecasts of coming Events.
  - C. Class and Extra-Curricular Activities.

I. In the absence of Principal G. L. Woolf, Mr. Victor Goertzel presided over the regular faculty meeting.

The meeting was called to order by Mr. Goertzel, and Miss Rhoda Nishimura, Vice-President of the Student Body, made a report on the coming Student Body Play Day. The proposed date of the affair is set for the fourteenth of this month. It will be



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

MAY 4, 1943

held from 2:00 to 4:00 P.M. On that day, there will be no assembly held, but the usual procedure for a shortened day will be taken, (where just one period will be missed).

II. The program of the community Education Conference to be held on May 6th, 7th, and 8th, was reviewed with the faculty by Mr. Goertzel. Teachers were made known, and requested to attend the three day affair. The group will be split into smaller groups for lecture discussions, so the teachers were asked to sign up for the group discussion which they wish to participate.

III. The proposed honor system was reported on by Mr. Henry Tani, which will be for deserving students.

"HONOR ROLL"

Each "A" for one period's work	5 points
Each "B" for one period's work	3 points
Each "C" for one period's work	1 point

(Computed from two sources)

75 points	Maximum from grades
<u>25 points</u>	maximum from activities
100 points	Maximum

(To qualify at least 85 points)

ACTIVITIES:

5 points for all "S" Citizenship  
5 - 10 points for Club Membership, Participation in Athletics, Drama, Music, Publications, etc.  
5-10 points for Officer in Club, Responsible Position in Activities, Chairman of Committee, etc.  
5 points for Student Body or Class Officer.  
5 points for Membership on a Sustaining Committee.  
5 points for working after-school (in-service).

This plan has been adopted by the faculty and will be carried on. A committee composed of Mr. Henry Tani, Mr. George Lewis, and Mr. John Izumi were appointed to work out the final amendment, the differences concerning the "S's" and the "U's", as for qualification for membership, which will be carried on.

IV. Mr. Goertzel announced that all the students report cards were not turned into the Registrar's Office to date. The third period teachers are responsible for the cards to be turned in.

V. Miss Lottie Lee Lamb reported on book checking, and said that the SAC will see to the fact that books are returned.



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

MAY 5, 1943

- (1) A weekly book check should be taken by each teacher.
- (2) Whenever possible, teachers will not assign homework from text books.
- (3) A suggestion was made to the faculty. Where there aren't enough books for the students, the classes split the total books, and assign a book to one table, (with book no. and table no. corresponding), but in cases where more books can be had for one class, more than one can be distributed to a table.
- (4) School Property Clearance Form, will be mimeographed for use in the Library. It is proposed that each student will be asked to fill one out at the end of the semester as well as a student who is leaving the school.

VI. DEPARTMENTAL REPORTS: ACTIVITIES: Mr. George L. Lewis.

Musical Revue will be held in the Dining Hall, tonight and tomorrow night. Saturday night, the Music School will present a concert in the same place.

Core I Party to be given by the Eighth Graders, May 8th, in Room 8 EF.

Saturday night, May 8th, in Rec Hall "32", the Junior High School Students are planning a "Spring Frolic".

Regular Friday Assembly to be held tomorrow, May 5th, is postponed.

VII. Mr. Dave Crowton announced the fact that the track meet in Delta has been postponed to Friday, May 7th, instead of tomorrow, as formerly planned.

VIII. Mrs. Elizabeth Boardman announced that no paper would be published this week-end, but would be deferred until the following week.

No new business was brought up for discussion.

THE MEETING WAS ADJOURNED AT 4:55 P.M.

Respectfully submitted by:

FUMI NAGATA,  
FACULTY SECRETARY.



WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
FACULTY MEETING,  
May 13, 1943,  
4:00 P.M.,  
Room - 11 AB.

ATTENDANCE: Everyone was present with the following exceptions:

ABSENT: Mr. Alden Adams, Mrs. Ellen Henderson, Mr. Robert Maggiora, Mr. Richard Nelson, Mr. Melvin J. Roper, Miss Dorothy Elliott, Mr. Iwao Bando, Mrs. Yoshiko Jeanne Goto, Mr. Kats Handa, Mr. John Iwatsu, Miss Kiyo Koizumi, Mr. M. Kusunoki, Mr. William Matsueda, Mr. Saiki Muneno, Mr. Fumio Nishino, Miss Kisse Okawa, Miss Shizu Tamura, and Mr. Shig Yamagata.

I. Dr. G. L. Woolf opened the faculty meeting. The Delta High School Band came to perform for the community on Tuesday so the regular meeting was postponed until today.

Dr. Joe Goodman read the tentative schedule of the Senior class.

June 20th - Senior Class Picnic  
" 21st - Banquet  
or 22nd - "  
June 23rd -  
" 24th - Senior Ball (Definite)  
" 25th - Graduation (Definite)

It has been definitely agreed that the senior students will not be required to attend classes from the 21st - 25th. All examinations for the seniors must, definitely, be given by the 18th.

Tentatively set: Seniors to "run" the school administration, for a day.

Very Tentatively Set: Seniors hope that they will be able to make arrangements to operate the project administration, for a day. This program will be held, if possible,



during the week of June 21st - 25th.

Dr. G. L. Woolf , Mrs. Elizabeth Boardman, Mr. George Lewis, Dr. Joe Goodman, Mr. E. Harris, Miss Gerard, and Mr. Henry Tani were appointed on the graduation committee.

## II. Mr. Henry Tani - Honor System:

Mr. Tani stated that those students who received applications for the honor roll, were the ones who were qualified in grades on a minimum basis. He made it known, that there may have been some slip-ups, on some students and also, that all report cards have not been turned in, to date, and in those cases the teachers were asked to have them report to him. This list is tentative and there may be some additions.

To acquire the points required, the students have to prove that by getting their maximum points in their activities to qualify.

## Drive for the Scholarship Fund:

In connection with the Scholarship Fund, twenty-three girls from the high school will bake pies to sell next Tuesday, May 18th. The girls will sell them to the different divisions, and also, to the community. Mr. Tani asked the permission of the faculty, involved, with the girls participating, who will have to be excused from their fifth and sixth period classes on that particular day. Any girl, who is not up-to-date with her studies will not be excused.

## Inter-Faith Informal Tea:

The faculty is cordially invited to attend an informal tea given by the Inter Faith, at Rec Hall "33", May 18th, at 8:00 P.M.

## III. Dr. Woolf made known the change of schedule of our meetings from Tuesdays and Thursdays, to Saturday mornings.

The following schedule will be used:

8:30-35	- 10:00	Faculty meeting
10:15	- 11:15	Departmental meetings
11:30	- 12:30	Teachers' Training Class



- IV. Dr. Woolf announced that a week from this Saturday morning at 11:30 A.M., (May 22nd), the first official examination for the Secondary Education Class will be held. (Unit I - VI).
- V. Mr. Thomas R. Bodine, Field Director of the National Student Relocation Council will be here on the project from May 15th - May 19th, to meet and interview all students planning to attend school on the outside. He will also meet at 10:00 A.M., Saturday morning, May 15th, with teachers, students, parents, etc., in Room 8 EF.

The Meeting Was Adjourned At 4:55 P.M.

Respectfully submitted by:

Fumi Nagata,  
Faculty Secretary.



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To Mr. Noble ✓

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
FACULTY MEETING,  
May 15, 1943,  
8:30 A.M.,  
Room - Laundry.

ATTENDANCE: Everyone was present with the following exceptions:

ABSENT: Mr. Richard Nelson, Miss Dorothy Elliott,  
Miss Kiyoko Date, Mr. Mats Handa, Miss Eiko  
Hosoi, Mr. Mas Isobe, Miss Sayuri Ishida, Miss  
Kiyo Koizumi, Mr. William Matsueda, Mr. Saiki  
Muneno, Mr. Fumio Nishino, Mr. Frank Sakurai,  
Mr. John Shinkai, Miss Shizu Tamura, Miss Rose  
Watanabe, and Mr. Shig Yamagata.

EXCUSED ABSENTEES: Mr. Min Yoshida, Mr. Kojiro  
Kawaguchi, Mr. Iwao Bando, and Mr. Alden S.  
Adams.

AGENDA:

1. Revision of High School Constitution.
2. Summer School Plans.
3. Forms - Intentions For Next Year.
4. Bond Drive - (Appointive Staff)
5. Owen's Letter
6. Revision and Consolidation of Classes for Next Year.
7. Visual Aid Room
8. Correspondence.

Dr. Golden L. Woolf opened the faculty meeting. He reminded  
the faculty of the change in schedule of meetings.

1. 8:30-5 - 10:00	Faculty Meeting
2. 10:00-----10:15	Intermission
3. 10:15 - 11:15	Departmental Meetings
4. 11:15 - 11:30	Intermission
5. 11:30 - 12:30	Teachers' Training Class

I. REVISION OF HIGH SCHOOL CONSTITUTION:

a. Suggest and direct the Executive Councils in  
their revision of their respective constitutions.

Moved by Mrs. Ellen Henderson and seconded by



Mr. George L. Lewis, that the faculty approval be given to proceed for the unification of the, now, separate Junior and Senior High Schools.

Motion carried unanimously.

Moved by Mr. George L. Lewis and seconded by Miss Mary McMillan that the committee composed of Dr. G. L. Woolf, Miss Eleanor Gerard, and Mr. Henry Tani, represent the faculty in the revision of the constitution.

Approved unanimously.

## II. SUMMER SCHOOL PLANS:

It was recommended that Dr. Woolf's plans for Summer School be given faculty approval.

## III. FORMS: INTENTIONS FOR NEXT YEAR:

Dr. Woolf passed out forms to the resident and appointive staffs. They were asked to fill them out and returned to Dr. Woolf. Pointed out the fact that the appointive staff participate in the Bond Drive and that they would all receive cards for the Bond Drive.

IV. Mr. Owen's letter was read to the faculty. He stated in the letter that he would like to have all special events and activities made known to him, and a report sent after the event.

Mr. George L. Lewis and Mr. Henry Tani were appointed to report to the fire chief on the above.

## V. REVISION AND CONSOLIDATION OF CLASSES, FOR NEXT YEAR:

Dr. Woolf read a letter from Superintendent Noble, to the faculty. Superintendent Noble's idea is to re-evaluate our program.

1. Lack of teachers.
2. Community may have to come to our "rescue".

## VI. CORRESPONDENCE:

Dr. Woolf stated that the wash-tubs have been removed in the Laundry Room. It has been tentatively set to either have the N.Y.A. Commercial Department moved in there, or use that as the Visual Aid Room. It was, also, suggested that the Dining Hall be used for the Visual Aid Room.

Showers are to replace the germinating equipment in the utility building of Block "32".



VII. Miss Lottie Lee Lamb reported on the need for turning in requisitions immediately. Any supplies which come in will be delivered to the teacher who has requisitioned for them. Teachers were reminded to be sure that they leave their name when requisitioning for supplies, so that they may be delivered immediately on arrival.

An exhibit is set-up in the library (to be on all day) for selling books. All teachers were asked to "drop-into" the library.

VIII. Dr. Joe Goodman stated the fact that pictures may be taken by departments. During the next week, small group pictures will be taken.

THE MEETING WAS ADJOURNED AT 10:00 A.M.

Respectfully submitted by:

Fumi Nagata,  
Faculty Secretary.



*Mr. Noble*

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

TOPAZ CITY HIGH SCHOOL,  
FACULTY MEETING,  
May 22, 1943,  
8:30 A.M.,  
Room - Laundry.

ATTENDANCE: Everyone was present with the following exceptions:

Excused Absentees: Mrs. DeOn Ballard, Mr.  
Victor Goertzel, Mr. E. G. Harris, Mr. John Iwatsu,  
and Mr. William Matsueda.

Excused Tardiness: Mr. Henry Tani.

Tardies: Mr. Alden S. Adams, Mr. Thomas Cummins,  
Mr. Richard Nelson, Mr. Melvin J. Roper, Miss Kiyo  
Koizumi, and Miss Kisako Okawa.

Absentees: Mr. Kojiro Kawaguchi, Mr. Fumio Nishino,  
and Miss Shizu Tamura.

AGENDA:

A. GENERAL THEME: "BETTERING THE SCHOOL".

1. Attendance of Pupils
2. Repair of Marred Buildings
3. Work Yet to be Done by Students Leaving Early
4. Teaching Personnel

B. DEPARTMENT HEADS:

Reports and Projection of Work

C. MISCELLANEOUS

I. Attendance of Pupils:

- a. Don't be rash with the pupils
- b. Students who deliberately "cut" school will be suspended
- c. Most of the excuses given: hospital
- d. Pupils should stay in school, unless they have a legitimate excuse
- e. No pupil should leave school without permission or without an excuse
- f. Suspension: from all classes a pupil "cuts"



Mr. Melvin J. Roper made a motion, seconded by Mr. George L. Lewis, that we, as a faculty, back Dr. Woolf to work out this matter as an administrative problem, and also, to appoint a committee from the faculty.

II. Dr. Reese Maughan introduced to the faculty, Mr. Walsh from the University of Michigan Hospital, who explained to the resident staff what they can do in getting help for relocation.

He pointed out the fact the jobs open for Japanese, are mostly connected with the hospital. Mr. Welsh will stay here on the project and will interview any applicants on Monday and maybe possibly on Tuesday, at Rec Hall "4".

### III. Repair of Marred Buildings:

- a. Some buildings on this block are a disgrace to the school.
- b. Mr. Taylor's suggestion is that when they get enough material he will send us down some sheetrock, and also some tarpaper to cover the marred spots.
- c. It was agreed that we will "tone-up" the whole appearance of our school. A second "clean-up" day will be held.
- d. Mr. Dave Crowton suggested that the Boys' "Org" together with the Junior High School boys, will work on this problem. Mrs. Hudson and Miss Lamb both agreed that they will get together the Girls' "Org" and work with Mr. Crowton's group.

### IV. Work to be Done by Students Leaving Early:

- a. Teachers were requested not to "pile" on too much work on these relocatees.
- b. Most of the outside schools are already closed for the summer.
- c. Lack of books and supplies.
- d. If students leave the project after June 1st, give them their finals and their grades.

### V. Teaching Personnel:

Mr. Simons, who is taking over the Senior Core - "English" was introduced to the faculty by Dr. Woolf.

Dr. Woolf commented the faculty for their fine work they have been doing, especially in the line of substitution, where there have been so many absentees and leaves.

### B. DEPARTMENTS HEADS:

Mr. Melvin J. Roper: A project underway for the students in the Industrial Arts Department, to complete one article which is to be auctioned off at the end of the school term. The proceeds will be turned into the Scholarship Fund. He asked of the faculty that the



department would like to have any Topaz stones available, for use in this project.

Mr. George L. Lewis: Mr. Lewis made a report that the Junior Students held a very successful Junior Prom Friday night, May 21st.

Also, stated that the Junior High School Students presented a very unsuccessful assembly on Friday morning. It has been decided that all future Junior High School Assemblies will be cancelled, until further notice. All rehearsals for assemblies must be held on a Wednesday, before the day of the assembly.

Mrs. Elizabeth Boardman: A suggestion was made by the Journalism class to have their last paper printed in Delta. It will be an enlarged paper for their last issue. She stated that the Journalism class would like to have the faculty "okey" on the matter that this last issue would have to be a "paid" paper. Five-cents for Student Body Card holders and ten-cents without Student Body Cards. Mrs. Boardman informed the faculty that this paper would be out, sometime in the middle of June.

Miss Lottie Lee Lamb: No-assigned text-books: Teachers were asked to give names of any students without an assigned text-book. At the beginning of summer school, teachers will be relieved of text books, as each child will be assigned a book with his name checked out for each text. Miss Lamb stressed to the faculty, especially to the senior class teachers, that the seniors are the main cause of noise in the library. All teachers concerned were asked to check on these students and if there is any teacher who does not know which students they are, she has a list of names.

Mr. Alden S. Adams: Mr. Adams thanked the faculty for their assistance and cooperation of their students in the recent onion-planting. He, also, informed the faculty that this coming Thursday, Friday, and Saturday, they are holding a Stock Show in Delta. 50 agriculture students will attend this affair, and all will be excused from school for the day. Three hogs from our Swine Farm will be represented in this show.

Mr. Leon Westover: An association for advancement of science is now set up in the high school. Sponsors have been selected from the faculty: Dr. Goodman, Physics; Mr. Johnson, Bacteriology and Physiology; Miss Gerard, Philosophy and Psychology; and Mr. Westover, Chemistry and Photography. - Foundation of summer program. Dates are already set for meetings. Students may belong to more than one group, and so as to permit them to do so, different days



Mr. Dave Crowton: Softball - Junior High School.  
Core III - 7th Grade - Mrs. Henderson  
Core III - 8th Grade - Mrs. Lisle  
Core III - 8th Grade - won the play-off.

Next week, track will start in the Junior High School.

Mr. Henry Tani: Scholarship Fund: Established a goal of \$2,000. This is with the support of the school, different individuals, Inter-Faith, Co-Op, house - house contributions, etc.  
A minimum of \$100.00 will be given to each student of twenty. Teachers will receive forms to fill out for any deserving student. This scholarship is just for seniors.

Dr. Maughan: Dr. Maughan stated that this matter of relocation seems to be one of the uppermost activities. Beginning next Thursday evening, May 27th, a series of forums will be held in Dining Hall "32", on relocation. All persons planning to leave on or after June 7th, must attend some of these forum meetings. Indefinite or seasonal work. Mr. Tani will more or less be in charge of this matter.

Mr. Tani: All teachers who wish a copy of the notes of the Teachers' Institute held here a couple of weeks ago are asked to sign up on the sheet outside of the teachers' room. Faculty given first choice.

Mr. Bando: Mr. Bando made a motion, seconded by Mr. Thomas Cummins, that teachers make a "clear-day" for examinations for students. He suggests that a schedule be made through the office to assign days for examinations.  
Core finals have already been scheduled.

Dr. Goodman: Stated that six groups of the faculty have been picked for their group pictures, which will be taken on May 24th right after school.

- |             |                       |
|-------------|-----------------------|
| 1. Core     | 4. Home Economics     |
| 2. Language | 5. Industrial Arts    |
| 3. Science  | 6. Physical Education |

Miss Doris Winters: Reviewed the ten pointers given sometime ago, in regards to use of the dining hall (kitchen) - Party Arrangements - .  
Plans to have a faculty open-house sometime next week.

In closing, Dr. Woolf announced the text for the Teachers' Training Course, to be held this morning at 11:30 A.M.



With no new business for discussion, the meeting  
was adjourned at 10:30 A.M.

Respectfully submitted by:

Fumi Nagata,  
Faculty Secretary.



10- Mr. Noble ✓

WAR RELOCATION AUTHORITY  
CENTRAL UTAH PROJECT  
TOPAZ, UTAH

Topaz City High School,  
Faculty Meeting,  
May 29, 1943,  
8:30 A.M.,  
Room - Laundry.

ATTENDANCE: Everyone was present with the exceptions of the following:

EXCUSED ABSENTEES:

Mr. Alden S. Adams, Miss Eleanor Gerard, Miss Ellen Henderson, Mr. Richard Nelson, Miss Eloise Sundquist, Mr. Simons, Miss Chiye Fukuoka, and Mr. John Iwatsu.

ABSENTEES:

Mr. Kats Handa and Mr. Fumio Nishino

Tardies:

Mrs. Zeda Lisle, Mr. Melvin Roper, Mr. William Matsueda, Miss Katherine Nakaso, and Miss Shizu Tamura.

AGENDA: A. JOURNAL

1. Summer Program of Work - Survey
2. Examination Week
3. P.T.A.
4. Miss Katherine Nakaso

I. Dr. G. L. Woolf, Principal. opened our faculty meeting.

The first item discussed was, (A) JOURNAL:  
Dr. Joe Goodman

1. It has been decided that the JOURNAL will be sold to other organizations on the project. (members of the C.A.S., Community Welfare, etc.)
2. Price \$1.50 for all students - who have already paid a down-payment.
3. Approximately 650 JOURNALS sold, to date.
4. It was suggested that to those who sign-up for a JOURNAL, after this date, they be charged \$1.75.



TOPAZ CITY HIGH SCHOOL FACULTY MEETING

May 29, 1943

5. Dr. Goodman passed around to the faculty for showing, a sample copy of a year book from an outside school. He stated that our book will be somewhat similar to the sample.

II. Summer Program:

Survey: Mr. Victor Goertzel will conduct this survey.

1. Students from the 7th - 12th grades will fill out individual employment cards.
2. Boys - white cards  
Girls - salmon cards
3. To be filled out in their Core classes on Tuesday, June 1, 1943.
4. Work available for all students who wish to work this summer.
5. The Placement Office will keep on file all of these individual cards.
6. Dr. Woolf passed out a list of activities, which are being considered for boys and girls, during the summer when school is not regularly in session.
7. (a) Work  
(b) Clubs  
(c) Study - for retarded students  
- for those who need the opportunity.
8. Summer School will start - July 5, 1943 and it will run for six weeks.
9. On July 1, 2, and 3rd, all teachers are to meet here on the block to plan out the clubs and also the study work for the students.

III. Senior Control Day - George Yamamura, President of the Senior Class, will act as principal. His assistant will be Seiji Aizawa.  
Dr. Goodman stated that approximately 70 seniors will take over the school administration.

IV. Examination Week: Finals for the seniors must be given far enough in advance - Senior Week - June 18 - 25th. A schedule was made for the students.



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The schedule for the seniors and freshman classes will be as follows: (The week of the 14th will be observed for these classes).

SCIENCE AND LANGUAGE FINALS	June 16th
CORE FINALS	" 17th
MATH AND ALL OTHER FINALS	" 18th

The schedule below will be followed by the 7th, 8th, 10th, and 11th graders:

SCIENCE AND LANGUAGE FINALS	June 22nd
CORE FINALS	" 23rd
MATH AND ALL OTHER FINALS	" 24th

It was, also, reported that the Junior High School Graduation will be held on the morning of June 25th. The Senior High School Graduation will be held on the evening of June 25th.

V. P.T.A.

1. The P.T.A. needs the support of the faculty at their meetings.
2. Requests that all students write a brief note home to their parents, informing them of the meeting to be held on Tuesday, June 1, 1943, at 7:30 P.M., in Dining Hall #32.

Miss Mary McMillan stated that this coming meeting will mostly be in Japanese, for the advantage of the parents, but the faculty were urged to attend.

- VI. Miss Katherine Nakaso: Miss Nakaso was selected by Superintendent Noble to work with the residents to speed-up the relocation program. She will stay within the high school campus and will contact the residents working in our departments.

- VII. DEPARTMENTS: Mr. Roper: Mr. Scoopmire asked to keep up a clear-cut inventory on all tools. He asked of the faculty to check up on these tools and hand in anything to the Industrial Arts Department.

Mr. Westover announced the addition of three more group clubs in Science. Chemistry, Geology, and Photography. Physiology, Botany, and Zoology, and Physics and radio.

Mrs. Nail: The Language group meetings held in the afternoons have not had such a good attendance, as other activities and business have



come up, so it will be a regular club in the summer program.

No new business discussed, and the meeting was adjourned at 10:15 A.M.

Respectfully submitted by:

Fumi Nagata,  
Faculty Secretary.