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TEACHERS' MEETING

September 19, 1942

A faculty meeting was held from 9:00 A. M. in the high school office. A discussion was held in regard to the colonist teachers' signing in every day. It was agreed that the full-time teachers would be responsible for seeing that all assistant teachers put in their required 8-hours per day. Mr. Harkness made it clear that it was not necessary for the teachers to remain on the school grounds to see that the eight hours were put in. As long as the teachers completed their required work, it would be satisfactory.

It was suggested that some sort of grading system be set up. Mr. Wilder announced that this would be done in the near future.

Mr. Kiyoshi Yumibe, full-time colonist teacher, made a suggestion regarding some kind of a scholarship whereby some deserving student could enter some college or higher institution. It was decided by the faculty to designate a committee which could further investigate such possibilities and to do all they could to promote such action. The following members were elected to this committee: Miss McKay, Mrs. Van Buskirk, Mr. Yumibe, Mr. Nishida, and Mr. Yoshimi Shibata. This motion was made by Miss Smoyer and it was seconded and approved by all.

A suggestion was made in regard to a bell whereby classes could be dismissed uniformly. Mr. Benz was unanimously elected to head a committee to set up a bell system.

Mr. Harkness, at this time, made several announcements: Showers in blocks 72 and 71 could not be used by students. However, Yoshiye Shibata argued that showers would have to be obtained to keep up the health of all students. He suggested that if permission were obtained by the people living in these blocks, that students be allowed to use the shower facilities. Mr. Harkness said he would look further into the matter if a signed sheet by the people could be obtained. Other announcements were made regarding lunches for the Caucasian teachers and fixtures in their homes. Also, it was stated that special classes in English for Kibbei students would be set up soon.

Mr. Wilder asked whether or not we wanted all mimeographing done at the administration building, or to have a machine installed and run by the office workers in the high school. After a lengthy discussion, it was decided that all mimeographing would be done temporarily at the administration building.

Mr. Walker made an announcement regarding all sample books. All teachers were asked to return all borrowed books for rechecking.

A suggestion was made whereby HEALTH would be stressed in our daily school program.

FACULTY MEETING

September 26, 1942

The meeting was opened with Mr. Wilder asking all teachers to be sure to check out their books, as it is necessary to keep an accounting of all books. All books will be numbered and charged out to all borrowers.

Mr. Wilder also asked that Forms-32A and 32B be in by the following Monday for assistant, full-time, and Caucasian teachers.

An announcement was made regarding the essay contest that Mr. Rhoades of the fire department is sponsoring. \$5 will be given to the elementary and to the high school for the best composition on fire prevention. This money will be distributed to the writers of the three best essays in both schools. Fire prevention week will be during the week of October 8, and so the essays should be in by then. After a lengthy discussion regarding a judging committee it was decided by the faculty that Mr. Wilder should appoint three members to this committee. The following were appointed: Mr. Benz, Mr. Breece, and Mrs. Gunderson.

It was urged that all committee meetings have a stenographer from the high school office present so that the minutes could be taken and kept on file in the office for any further reference.

Reports were given by Mr. Benz and Mr. Yumibe on the situation concerning home living and the committee on scholarship respectively.

The matter of dismissal time was brought up, and Mr. Wilder said that plans were being made to start school at 8:10 A.M., but that things were still in their initial stage. Teachers were urged to tell their students to make their own arrangements regarding lunch -- either to bring their own or ask permission to eat in near-by mess halls.

Mrs. Jaderquist asked the cooperation of all the teachers in regard to advanced students, and to figure out some way to help these students continue from where they left off prior to evacuation.

Mr. Ramey suggested that the assistant teachers make an effort to understand the individual students and analyze their particular needs and interests.

Mr. Walker explained the book, "Handbook of Child Accounting Records."

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FACULTY MEETING

October 3, 1942

Mr. Wilder commenced the meeting by announcing that lumber had been ordered to make boxes for every teacher in the high school. Mr. Benz will be in charge of seeing that these boxes are made. However, it was announced that locks would have to be provided by each teacher for their own cabinets.

A report was given on the Junior Red Cross and the question was brought forth whether or not we would like to cooperate with the national organization. Mrs. Shirrell gave a summary of the red cross work, and said that it was an honor to have a Red Cross Chapter in this colony and that we should do all in our power to carry on this work. Although the membership drive comes in March, she suggested that we do our bit by contributing to this organization now. A bandaging unit is expected to be started soon for our own people and hospital, later. Mr. Wilder appointed the following people to work with this Red Cross Committee: Miss Hartt, chairman, Mrs. Schaaf, and Miss Blass.

Blankets that were loaned to the teachers were asked to be returned as soon as possible.

The following announcements were made:

Requisitions for materials for an electric bell system has been approved and it should arrive here soon.

Form 82-A and 82-B were asked to be turned in by all teachers.

Mr. Wilder read an administrative notice regarding child labor here in the project.

Mr. Walker said a bulletin would soon be issued regarding office procedure in the high school office. All teachers were asked not to ask just any girl in the office to do some particular work for them, as each girl is assigned to do a specific type of work.

Mr. Ramey made the following announcements:

Since no more assistants will be added to the faculty, it has been decided to redistribute the office force. Regulations will be put out in lesson form for the information of all teachers.

Teachers with experience in teaching were asked to give their services to the unexperienced colonist teachers and to help them in their difficulties in lessons and discipline. A survey will be made of the type of assistance your assistants are giving you. This is to get a general idea of what they are doing with the hope of finding out how we can better the help they are giving the teachers.

Mr. Wilder asked the teachers to hand in names of any persons who might be interested in teaching. All that is required is that they have a M.A. degree for a high school position, and a B.A. degree for elementary school position. There is a rumor going around that students will not get credit because colonist teachers were teaching them. This idea should be brought under control as we have Mr. Ramey here to supervise these colonist teachers, and the California law permits them to teach with a supervisor. Mr. Walker explained about the procedure in regard to absentees and students coming in tardy. He also explained how the internal security agency was going to work here in the project.

Suggestions were asked regarding future plans:

1. Testing program
2. Clinic for health, behavior, reading, etc.

Problems arising here in the high school:

1. Keeping the attendance records so strict will tend to cause more discipline. Miss McKay suggested that we put our effort on the constructive side rather than on attempting to "shove them through the door" We should trace down the cause and eliminate the cause.
2. What type of discipline would work best in this group.
3. A Parent-Teachers Association be set up so that there will be a group to create better understanding between the parent and the school.
4. A well-planned social program should be set up to alleviate any discouraging attitude on the part of the student.
5. Clubs should be set up immediately. Miss Smoyer was asked to head a committee to formulate such plans.
6. All rumors were asked to be turned in so that they could be traced down.
7. Make it understood to the colonists that the people on the outside are now having to abide by many new regulations and that they are suffering just as much as the people here.

It was suggested that a committee be set up to let the parents know what is being done in the schools. Miss Topping, Miyoko Takagai, and Mr. Momoi were appointed to work on this committee. They will try to make a program which will be brought before the parents by which we can gain the confidence of the people and the school.

A report was made by the committee on Fire Prevention regarding the essay contest. Mr. Rhoads has consented to extend the time for the essays until October 15. The \$5.00 prize will be distributed as follows: First prize, \$2.50; Second prize, \$1.50; Third Prize, \$1.00. It was stressed that originality would count the most, regardless of the length of the essay.

The committee's report was accepted and carried by the faculty.

The meeting was adjourned at the request of Mr. Ramey.

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FACULTY MEETING

October 19, 1942

8:00 a.m.

Mr. Walker commenced with the following reports:

1. Old requisitions for book cases were lost, and so now Mr. Benz has been given the authority to build these cases for every teacher. These will be built in the shop here at the high school.
2. Blackboards have been in the warehouse for a long time, but nobody was informed about it. There are seven cases and so we hope to have them installed in every room this week.
3. In regard to wallboard -- we asked Mr. Mead to send two crews over, but nobody was sent. Mr. Mead hopes to have them put in this week, while the students are out on the farm.
4. Due to the shortage of lumber, we were not able to have seats for every student when school opened. At the present time, there are about 175 chairs and 12 tables in Mr. Benz's shop, which will be used by the high school. Assistant teachers will be next to get desks.
5. The hooks which Mr. Harkness personally bought were supposed to have been put on the doors here at the high school, but they were lost and so we weren't able to ask teachers to keep their books in their room. We are anticipating hooks for all rooms by tomorrow.

All those present at the meeting were asked to work as a pressure group for the high school and in this way try to get things accomplished more rapidly.

After this, Mr. Wilder, has decided to tell everything that goes on to the teachers and not protect anyone. There have been too many things lost or misplaced and so everything will be brought forth to the teachers so that no misunderstanding will arise.

All teachers were asked to turn in any information regarding curriculum materials -- list of states, cities, or location of materials -- so that we can send for them.

Those comprising the committee on Scope and Sequence are: Miss Topping, Miss Blass, and Miss Lum. These three will work with Dr. Francis of the Adult Education Department.

A suggestion was made regarding recordings of classical productions and visual aids. Mr. Walker asked the teachers to hand in these suggestions with their complete curriculum report.

He urged that these materials be limited to books and visual aids that are available here and not on any ideal program.

Mr. Wilder "made everybody happy" with a rumor that he had heard. He said that plans for the new high school building are on the grounds and the building will soon be built by contract builders, and that we will be ready to move into the new building within 30 days after construction has started.

Mrs. Jaderquist asked that the chairman, discussion leader, and secretary, appointed by each committee, meet with the committee on Scope and Sequence and get things organized soon. She also told the teachers that she had four books from the Alturas library on Curriculum and Education which she would be willing to let any teacher interested use.

Mr. Walker suggested that the curriculum programs be planned on the yearly basis except for those which are three-quarter courses.

Mr. Wilder explained the reason why those requisitions made out in July were so late in being filled.

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FACULTY MEETING

November 7, 1942

Saturday morning's faculty meeting commenced with a discussion on the amount of homework that each class should give to their students. Mr. Wilder announced that barrack 901 would be open in the evenings for children to study. Supervisors would be obtained from the Adult Education Department. The night study halls will be entirely apart from the day study halls and will be on a voluntary basis. If the study hall in 901 is successful, plans will be made to get another recreation hall at the other end of the project opened to students in the evenings. The students will have to take their own books and supplies. The teachers were asked to use their own good judgment in the amount of homework to be given their students for a week, and then at the next meeting a discussion will be held to set a limit to the amount each department should give the students every day. *day school*

Study hall 901 will be a permanent one and 7008 will be only a temporary one as girls' physical education classes will be held in this barrack later. The teachers were asked to hand in a tentative study hall list by Wednesday at 4:30 P.M. The following rules have been set regarding study halls:

1. No student should be seen loafing around in Block 66 at any time of the day.
2. Every student should, at least, have one study hall a day.
3. There will be no first period study hall.
4. Individual problems will have to be dealt with by either the girl's or boy's counsellor.
5. If a student has subjects both first and eighth periods, he will have to remain at school.
6. (However, if he has subjects for seven periods and his 8th is free, he may go home) *changed*

A warden will be on guard to see that no student is on the grounds during the day. Each teacher was told to issue a pass for any student leaving his or her room.

A complaint was made regarding the noon-lunch hour. A suggestion was made that the students be let out at 11:30 so that they will have ample time to get home, especially if they live at the other end of the project. However, it seems now that most mess halls are opening uniformly at 12:15 and there is a possibility that (7218 will be opened as a school cafeteria as soon as the farm work is finished). It was decided that a committee headed by Miss Dickinson and Mr. Noji investigate this problem and give a report at the next meeting. *Follow*

Miss Barbul, Mrs. Gunderson, Miss Hartwig, and Mr. Yumibe were asked to form a committee to submit some form of a rough draft for a report card.

Faculty Meeting
November 7, 1942
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Teachers were asked not to take chairs or tables from other rooms, and to mark the bottoms of each fixture with the room number.

Mr. Wilder introduced a new faculty member -- Miss Elisa Velasquez who will teach Spanish I and World History.

Miss Lum, Miss Erickson, Mr. Breece, Miss Burns, and Mrs. Schaaf were asked to form a committee to work on the study hall program.

The following announcements were made:

1. Miss Kirven said that she had some flower bulbs that she would be very glad to give to any teacher interested in planting them.
2. Mr. Starmer suggested that some school contest be held to boast school spirit. He suggested a school song and yell contest. The teachers were asked to announce to their classes to turn in songs and yells.
3. Colonist teachers and assistants, and high school office workers were cordially invited to a party to be given this coming Friday, November 13, by the Caucasian teachers.
4. Mrs. Schaaf, representing the Red Cross, announced that materials were expected between the 1st and 15th of November, and that membership was open to anyone who wished to join the organization.

The meeting was adjourned with the singing of the school song that was submitted by one of the students. The singing was led by Miss Lum and Mr. Cheek.

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FACULTY MEETING

November 21, 1942

The meeting commenced with Mr. Walker's thanking the teachers for their cooperation in getting the report cards out so efficiently in such short notice. It was mentioned that the attendance clerk would compare the attendance mark on each card to see how they compared with the records in the office. The steps to be taken in case of too many absences are:

1. Conference with Counsellor
2. Parents
3. Warden

Miss Wells read some recommendations that the committee made regarding the attendance report of Caucasian teachers. They were as follows:

1. Teachers be put on their honor in regard to being prompt in meeting her or his classes and reporting the absences as requested in an office bulletin.
2. Teachers report their attendance by signing in on a colored slip (of which they will have a reserved supply) to be collected by the attendance messenger by the IV period and signing out on a similar slip during the Vth period.
3. Teachers to request all leaves two or three days prior to the day of leave as requested by the office.

These recommendations were accepted by the teachers and the motion carried.

A discussion was held regarding the discipline of children on the playgrounds and on days when it is snowing. It was suggested that a student government make up some general rules regarding these things.

Mr. Breece gave a report on the committee who discussed the study hall situation. It was finally decided to hold another meeting with all study hall teachers after the meeting to discuss the situation a little further and make certain general rules.

With this, the meeting was adjourned.

FACULTY MEETING

December 5, 1942

Mr. Wilder commenced the meeting with a report on his trip to Alturas, California, where he attended a teacher's institute with Mr. Harkness and Mr. Gunderson. He also asked the teachers not to use candles for their Christmas program or decorations.

Mr. Momoi announced that the Committee on Cultural Assimilation was presenting a program of Chinese music, featuring Miss Lum and Miss Smoyer, on Thursday evening, December 10, at 7:30 P.M. in room 7111 E. All teachers were cordially invited to attend.

Mr. Wilder asked the teachers to be very careful whenever they have a petition circulated. He said that the teachers were being called "radicals" due to some petitions that had gotten around.

New faculty members were introduced at this time: Mr. La Roque, Miss Peltier, Miss Daley, Miss Nickolson, and Mr. McDaniel.

Mr. Breece reported on the Committee on Fire Prevention. He said that the essays for the contest should be turned in with the three best ones already picked out for judging.

A memo which was sent to Mr. Harkness regarding the mess hall situation was read by Mr. Noji. Further investigation on this matter is to be made.

Mrs. Jaderquist asked that all teachers check their study hall list with the new list that will be out. Also, that she would like to have a Scope and Sequence committee meeting during the Christmas holidays if the teachers were interested.

Due to Mr. Kiyoshi Yumibe's leaving the project, Miss McKay of the Scholarship committee suggested that someone be chosen to take his place. Mr. Yasui was asked to assist on this committee.

Mr. Ramey asked the cooperation of all certified teachers to help the new assistants that just came on with any problems that might confront them. Also, he introduced assistant teachers who are now doing full-time teaching jobs: Mr. Kubo, Miss Katayama, Mr. Furukawa, Mr. Uyeda, Mr. Nakata, Mr. Ishimoto, Mr. Sakiyama, Mr. Mori, and Mr. Maruyama, and Mr. Yoshida.

Mr. Walker gave a short survey of the attendance procedure in this school. He said that the percentage of absentees was about 5 - 10% of the total enrollment and that it should be only from 1 - 5%. He also stated that during the first few months of school, over 1/4 of the teachers were absent. Comments on the report cards were read by Mr. Walker.

Mr. Wilder asked that all news sent to the Tulean Dispatch office be written and passed over his desk. This is to avoid any misunderstandings that might arise.

Grades for the final report cards will be due on the Friday before Christmas, and the cards should be in the student's hand by that day.

A suggestion was made that a long home room period be scheduled for the reading of all announcements and other school activities.

Since the school has no money to buy films for visual aids, we have decided to share our machine with the recreation department who in turn will let us use their films.

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FACULTY MEETING - Saturday, December 12, 1942

Mr. Wilder introduced Miss Nellie Carter to the teachers.

The following announcements were made:

Miss Hartwig read the report of the Activities Program Committee. Mr. Ramey explained the chart of the school government and the various committees and activities in the school program. The report was accepted by the group.

Miss Hartt announced that the Red Cross drive should be completed by Tuesday, so that the allotment could be sent in to San Francisco. She asked that representatives of the Red Cross Council be present at a meeting to be held some time during the week, and that they bring all receipts in at that time.

Mr. Breece mentioned that the Fire Prevention contest was still in progress and that the essays were still being judged.

Mrs. Jaderquist asked that all teachers who are planning to be away during Christmas vacation hand in any information they may have on curriculum materials. She referred to the meetings scheduled for the Christmas holidays.

Mr. Ramey suggested that all teachers maintain a formal classroom procedure in order to keep the respect of their students. Teachers with nothing special to do during Christmas were asked to help Miss Zink catalog books at the library and in this way hurry the opening day of the library.

Mr. Walker gave a report card survey. He said that at least 38 per cent of the parents made comments; 40 per cent made no comments; 14 per cent replied in Japanese; 13 per cent replied only; and 75 per cent returned cards.

The comments were as follows:

1. Satisfaction with school program
2. Transportation
3. Warm lunches
4. Should study harder
5. Students complaining of too much home work
6. Attendance
7. Give more studies at school and at home
8. Change student's program

All teachers were asked to announce to the students that study hall 901 was open five nights a week. There is no requirement of how long they should stay and study, but they do have to bring work materials.

Miss Dickinson said that the getting of enough food materials was holding up the matter of serving noon lunches.

Mr. Walker discussed the report card situation and designated December 22 as report card day and December 23 as registration day for the new semester.

An announcement was made regarding the Music Concert to be presented by the Tri-State Music Department on Thursday night, December 17, at Building 720 at 7:30 P.M. All Teachers and their students were asked to attend this affair.

Mrs. Van Buskirk, Miss McKay, and Miss Zink were asked to form a committee to make arrangements for communicable diseases,

It was decided to shorten periods to 25-minutes on December 22 so that Christmas parties could be held at 2:00 o'clock in all homerooms. It was suggested that no gifts be given to teachers from students and that this information be published in the Student Announcer.

Miss Fukuyama made an announcement regarding the Jr. Red Cross Gift Shop which has been opened at 3001. All kinds of little gifts are on sale here at very reasonable prices.

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FACULTY MEETING

Saturday, December 19, 1942

The meeting commenced with everyone's singing "Oh, Come All Ye Faithful."

Reverend Isaac Inouye was introduced to the faculty members and he explained his duties as connected with the school system. Reverend Inouye is only a visiting teacher and, at present, is working with handicapped children.

Mrs. Jaderquist made the announcement that curriculum program meetings will be held during the Christmas vacation in 901 together with the elementary school teachers.

Miss Smoyer brought two questions up for the group to vote upon:

1. Should the office force be invited to the teacher's party to be held on Monday night, December 21, for Mr. and Mrs. Shirrell?

A vote was taken and a unanimous consent given.

2. Were all teachers in favor of box lunches?

A definite "No" was raised; so, cookies and cocoa were decided upon.

Miss Smoyer, who is in charge of the C.T.A. membership drive for the High School, urged all the teachers to join this organization. Mr. Walker explained some of the advantageous of this organization and how it will work for the teachers and fight their battles in the Legislature.

Mr. Walker mentioned that the Spanish Ambassador would be here in the project on December 22 and so the teachers were asked to act accordingly.

We have lost several teachers from the Caucasian group, but Mrs. Shirrell will be the first to leave the project. Mr. Walker spoke in behalf of the faculty members and expressed our regret in losing her but wished her the best of luck. Mrs. Shirrell, in turn, spoke her regret in leaving us.

It was announced that a testing program would be issued for the teacher's approval as soon as the present rush was over. Also, a guidance program and work experience program are to be worked on soon.

It was decided that the following people would serve on a committee of committees to decide upon what committees should be formed to carry on the activities in the high school: Mr. Starmer, Mr. Ramey, Mrs. Desper, Mr. Ritter, and Miss Nickolson.

Both Monday, December 21, and Tuesday, December 22, will be "minimum days" and the periods shortened to 30 minutes.

Miss Dickinson asked the cooperation of all the teachers on Monday when a cafeteria survey sheet will be passed around to the rooms. It will be necessary to fill in this questionnaire in order to issue passes to the students who live quite a distance from the school and thus are entitled to noon lunches served at school.

Mrs. Shirrell suggested that something be done for the Kibei students who cannot read, understand, or write English very well. She said that they should be put into separate rooms. Miss Topping thanked some of the teachers for their kindness in giving some of the Kibei students special attention in the evenings after school. Mr. Walker explained the disadvantage the Kibei students were having being located so far away from the high school and in one small room. He said that by the next quarter, they hoped to have them situated closer and under better conditions.

Mrs. Jaderquist adjourned the meeting with the announcement that "Tea is ready to be served!"

80.2411

FACULTY MEETING

January 9, 1943

Mr. Ramey commenced the meeting by explaining to the teachers the Work Performance Sheet and how it will aid the colonists in their efforts of relocation. He asked the teachers to be fair in their checking and to make all forms in duplicate and to turn them in on Monday so that they can be carefully checked before turning them over to the Merit Board. He also asked the cooperation of all full-time teachers to be fair with their assistants, and not give them too much papers to correct but to give them some teaching opportunities.

Mr. Starmer explained the matter of registration and voting for student body officers which would take place this week. On Tuesday, all the candidates for student body offices will do a little campaigning. Since it is impossible to have a big assembly, the candidates will go to the study halls and be introduced to the student body. A chairman will lead the program at each study hall, 6708 and 901, to introduce the candidates. Each candidate will be limited to about thirty seconds to make a short acceptance talk and so the entire program should not take over 15 or 20 minutes. The group will first go to 6708 and then go over to 901 and thus cover two study halls in one period. Election will be on Thursday and everyone was asked to cooperate 100% in this election.

Miss Hartwig elaborated on the details regarding this election. Registration will take place Monday, 5th period, in the home rooms. Each voting permit will be made out in duplicate -- one for the student and one for the teacher. The teacher's copies are to be turned into the office. This registration is not compulsory, but any student wishing to vote will have to have a voting permit on voting day. If he should leave it at home or lose it, he will not be able to vote on Thursday. Those student without a home room will be able to vote in the Boy's P.E. room, 6617, before, or at noon, or after school. Students who are absent on Monday and wish to vote, may get their voting permits at the Boy's P.E. room. Election will be on Thursday, January 14, ballot boxes will be set up in each study hall, 6708 and 901, and students without study halls may cast their votes in the P.E. room.

Miss McKay, who is a member of the scholarship committee, said that a fund is under way and it is very encouraging regarding the enlarging of this fund. So far, just teachers have been donating, but since this is a project-wide affair, she urged that everyone take part in this drive. The Recreation Department has promised that they will give a movie three times in four weeks for the benefit of the scholarship fund. The board to select candidates and the registration for the applicant is still to be worked out.

Miss Clark reported on the Coordinating Council meeting. Miss Smoyer once again urged all the teachers to join the C.T.A. Also, she announced that the third Monday of every month would be set aside for the High School Teacher's Meeting. This month's meeting will be held on January 18. Tuesday afternoon will be shortened so that the 9th period will begin at 3:35. This is to enable all of those signed up for some club activity to get together with their leaders.

Mr. Wilder passed the Teacher's Personnel Data form around to each teacher and asked that these be filled in and returned as soon as possible.

Mr. Albert Koga was asked to attend the Juvenile Delinquency meeting at 1308 on **Monday** morning at 10:00 A.M.

A memo was read regarding the matter of photographs on passports for the Caucasian personnel. A photographer can come in to take pictures on Wednesday, January 13, at the rate of 3 for \$1.00, if it was agreed by the majority of the people. Those who do not get their pictures taken by this photographer will have to make their own arrangements in Klamath Falls at a later date.

Mr. Wilder informed all Civil Service workers that they would be rated some time in March and that a raise within their classification might be possible.

Mr. Walker took over the remainder of the meeting and started with the matter of registration.

The following things were asked to be turned in immediately:

1. Student's report cards
2. Grade sheets
3. Any student who was not registered -- their names should be turned in
4. Actual enrollment by names for each class will be due on Tuesday. On this same sheet, the teachers were asked to put down any shortages of textbooks they may have.

The schedule for the week is as follows:

Monday: Accept all changes of programs which are properly signed by the counsellor and enter them in your rolls. During 5th period, each student will be required to fill out his permanent class schedule.

From Monday through Friday, all the Caucasian men teachers will be asked to patrol the grounds a certain period of the day for that week. Any student on the grounds without any passes should be picked up and brought in to the office.

Tuesday: Attendance cards will be made for every student from their permanent class schedules which were made out on Monday by every student.

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FACULTY MEETING
January 16, 1943

This meeting was held at 901 Study Hall and assistant teachers as well as the faculty members were asked to be present.

Mr. Starmer thanked the teachers for their cooperation in regards to the election last week. Due to the close votes for some of the offices, another election will be held on Tuesday, January 19, during the 5th period. Ballots will be passed out to the home room teachers. It was suggested that the study hall teachers pass them out row by row so that there will be no duplicates or "stuffing of the ballot box". The ballots are to be turned into Mr. Ramey's office by the end of the day.

Mr. Starmer also announced that a meeting of all English teachers would be held on Tuesday at 4:30 in 6603 A to formulate plans and get the students started on this program of "speech consciousness".

The guest speaker of the morning, Miss Montgomery of the Social Welfare Department, was introduced by Mrs. Jaderquist. Miss Montgomery explained the work of her department and how the juvenile delinquency situation was. She asked that the high school cooperate with her department in every way possible.

A committee on committees meeting was scheduled for Tuesday, but since it will clash with the meeting for the English teachers, Mr. Ramey announced that the meeting would be changed to Monday. He also asked all colonist teachers to be very careful about smoking near the school grounds. Some teachers have been accused of playing favorites with some students and so they were all asked to be cautious.

Mr. Ramey and two members of the Planning Board, Mr. Ogi and Reverend Kitagawa, visited the various rooms on Friday. One thing that Mr. Ramey noted especially on his inspection tour was that the posture of the students was very poor. He also explained the misunderstanding that arose due to the article in the Tulean Dispatch by the Planning Board. Mr. Ramey said that the Board did not know that the assistant teachers were not to be in the same classification as "Colonist" teachers.

Mr. Wilder thanked the "Ghost Committee" for their fine patrol during the past week and asked that this work be continued for a while longer. He asked the teachers to be careful about students leaving their rooms without passes. It was

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made clear that all notes and memos sent to teachers were made in triplicate - one to them, one for the central files, and one for their personal accumulative files. Mr. Wilder spoke for a short time regarding the Kibel situation and juvenile delinquency.

Miss Smoyer asked that all those who are sponsoring a club to sign on the bulletin board the time of their meeting and any other information pertaining to their respective meetings.

The noon-lunch situation was explained by Miss Burns. These lunches will be served beginning Monday, January 18 in study halls 901 and 6708.

A report was given by Miss Takagi on the P.T.A. This was a tentative plan of the organization and so the teachers were asked to make any criticisms or insertions that they felt would be necessary.

The meeting was turned over to Mr. Walker who continued with the textbook situation. Those teachers who have not yet turned in their extra textbooks were asked once more to do so immediately. There seems to be still some confusion in the study halls and so the committee on Study Hall was asked to meet to see what improvements they could make by setting up certain rules and regulations.

Miss Smoyer reminded all the teachers again about the Tri-State High School Teachers' meeting to be held on Monday night at 808. After a brief business meeting, there will be a social period.

The attendance situation was discussed by Mr. Walker and he elaborated on the new procedure that was in use now. June Yoshino spoke in favor of the procedure that we were formerly using. It was agreed that the new procedure would be tried for another week.

Because of the informality and free use of the high school office building by students as well as teachers, Mr. Walker said that a strict office procedure would be in use very shortly.

Mr. Wilder explained some of the difficulties he had to contend with when he first entered the project and how much improvement had been made since last August.

A few short announcements were made by Mrs. Jaderquist regarding curriculum materials; Mr. Cheek regarding article in a newspaper and how it was so mis-informing; Miss Clark on the same article; Miss Lum regarding the study hall meeting; and finally Mr. Ramey regarding a short colonist teachers' meeting.

The meeting was then moved as adjourned.

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FACULTY MEETING
January 23, 1943

The meeting was opened with the following announcements:

1. Committee on Committees meeting to be held Tuesday at 4:30 P.M. at 6603 A.
2. Mr. Starmer said that the Kibel English class would be held during the first period on Tuesday for speech problems. This class is without credit.
3. Anyone wishing music from the music department for special occasions were asked to let the department know in time.
4. Teachers were asked again to turn in all curriculum materials, as this material was limited in quantity and the maximum use had to be made of it.

Mr. Wilder asked several teachers to report on some of the problems they had to cope with during their patrol on the school grounds. Mrs. Burum told some of her experiences as did Miss Wells. Mr. Starmer announced that very shortly the new student government will start to function officially and that a student patrol will be organized to take over the ghost committee.

Seventh and eighth grade teachers were asked to turn in their attendance report during the second period whenever they have an assembly.

All teachers were asked to watch for coming events which were listed on the ANNOUNCER. In regard to report card week, Mrs. Schaaf asked if they couldn't receive the cards several weeks in advance so that they could have them written up before the final day. Miss Dickinson was asked to meet with Mr. Wilder later to discuss the matter of the report cards for the 7th and 8th graders.

Miss Barbul was given permission from Mr. Wilder to ask the custodian to put up nails in her room for the students to hang their wet clothing.

Miss Burns explained some of the troubles she was having with the noon-lunch situation. Her biggest problem is the student's losing tickets. Mr. Wilder told the teachers to tell the students that if any student missed three (3) days in a row without using his lunch ticket and wasn't absent from school, his ticket would be cancelled.

Mr. McDaniel suggested that the announcement regarding throwing snowballs on Block 66 be read to the students again. Mr. Starmer said that the new student council had thrown the old ruling away and that the new law now states that there is to be no handling of snow in Block 66.

Faculty Meeting
January 23, 1943

Mrs. Fischer asked whether or not she should give in graciously to the painters when they came to paint the rooms during the middle of a class period. Mr. Wilder explained how we were grateful for anything that was done for us at any time and that the best thing to do would be to give in. At this time, Mrs. Fischer was introduced by Mr. Wilder as a new faculty member.

The meeting was then turned over to Mr. Walker who continued with the centralization program which will be started this quarter. This program will give more work and responsibility to the home room teachers and lessen the confusion in the high school administrative office.

Mr. Walker then explained the new guidance program. The teachers were given a mimeographed sheet with all the details typed.

Koko Matsuda read the list of the textbooks which the teachers had handed in together with their enrollments. This list was checked again with the teachers.

FACULTY MEETING

January 30, 1943

Mr. Wilder commenced the meeting with the matter of school furniture. The teachers were told not to worry about being charged for any lost furniture. The inventory sheet given to them was just to keep tab on all furniture charged to the high school.

It was announced that the testing program would be started this week in the Core Room buildings and also in Barrack 6617-C. This program will last approximately six weeks and so the teachers were asked to read the ANNOUNCER very carefully regarding this program.

The teachers were warned that requisitions for the next quarter would soon be due and also that report card day was not very far off.

Mr. Wilder asked the graduation committee to meet as soon as possible.

The meeting was then turned over to Mr. Walker:

Mr. Walker explained the problem of the part-time working students. Approximately 10 per cent of all discipline cases have been part-time workers. Hereafter, counsellors will take care of the students and they will be given the requirements of part-time workers and any other information pertaining to the students for counselling purposes. Up until now, Mr. Walker and Mrs. Jaderquist have been taking care of these students, but with the setting up of the new guidance program, most of this work will be taken over by the counsellors and homeroom teachers.

At this time, Mr. Walker asked for those teachers who could take a few more students in their classes, since there were quite a few students with two or three study periods in a row and also with the terminations of many part-time workers. The following were willing to take on more students:

Mr. Cheek	Music	Sixth Period
Mr. Noji	Art I	Sixth Period
Mrs. Gunderson	World History	Seventh Period
Miss Smoyer	Expression	Second and Sixth Periods
Mrs. Schaaf	World History	Fifth Period

The counsellors were informed that each would be assigned a secretary from the Office-Practice Class to have their clerical work done. The difference was explained regarding part-time workers and work experience. Part-time workers are getting

paid for a little work, but they aren't getting any worth-while experience; whereas, work experience gives the student the opportunity to learn some trade.....commercial, nursing, newspaper, etc.

A suggestion was made by Miss McKay that all memos regarding students be kept by the teacher as a record of that student's work and all information of that sort be kept confidential.

June Yoshino, the attendance secretary, asked the teachers to be careful about dismissing classes too late because this causes a lot of unnecessary work for the girls in the office.

Because of the irregularity of the time on the school block, Mr. Ramey consented to place his clock in the teacher's room where they can set a uniform time. A suggestion was made by Mr. Starmer about putting a pole in the center of the school block and hoisting a flag at the end and beginning of every class period; but, there was some arguments against that too.

Mr. Greenwood brought up the question of the obedient students who were working part-time and over 18 years of age. To that question, Mr. Walker said that those students who were ideal students and over 18 and working, would not be terminated. However, if they became problem cases, they would be permanently suspended from school.

The teachers were given instruction sheets regarding the testing program and how it will be carried out. This program is to begin from Monday morning, February 1. Miss Roudabush's class being the first.

The core-room teachers will be the homeroom teachers for their students, even if their students are in an elective subject room during the second period.

Mr. Ramey suggested that all assistant teachers inform him whenever they left the school block during work-hours. He also made it clear that only full-time teachers were assigned to study halls and the assistants were just to help. Also, all colonist workers were required to put in 44 hours a week while the Caucasian workers put in 48 hours.

Club sponsorers were asked to turn in their list of officers to Miyo Narita, Mr. Ramey's secretary.

Mr. Starmer informed the teachers that the faculty ghost committee would be taken over by the student beginning February 8, and also that sample class rings and pins would soon be available for display.

Mr. Walker added that homeroom teachers will have to leave their assistants in charge of their classrooms when their testing period is scheduled.

FACULTY MEETING

February 6, 1943

7 file

The teachers were told that they will probably have to help with the registration for this man-power commission that is expected to arrive here soon. This registration will take about two weeks and so school will be closed during this period. The date is not, as yet, definite and so the teachers were told that, in case this registration should take place this coming week, that they will have to postpone report card day for a week.

Mr. Walker commented on the new guidance program that has been in progress during the past week and thanked the teachers for their fine work and cooperation. He especially commended upon the very noticeable improvement in attendance which was shown during this week. On Report-card day, Mr. Walker said that the counsellors would meet and work out a general program for counselling.

Teachers whose classes have taken tests were told that the results of these tests were in Miss Sato's possession and available for them to look over. However, they were told that the ratings were not to be given out directly to the students, but they could be encouraged or advised accordingly.

Mr. Walker asked the teachers to look over the books that Koko Matsuda had brought over to the meeting to see if they could be used in their curriculum. If no one cared to use them, they will be shipped out to other projects.

Miss Nicholson reported on the Parent-Teachers Committee. The first large P.T.A. meeting will be held Wednesday, February 10, at 1720 at 7:30 P.M. She asked the cooperation of the teachers to encourage the students to ask their parents to attend this meeting.

Mr. Ramey asked the full-time teachers and also assistants, if they were interested, to meet after the meeting -- the subject of the discussion to be "Intelligence Tests and How They Could Use Them."

Mrs. Jaderquist read off the teachers whose classes were scheduled for tests on February 12. She asked that these people meet with her on Wednesday so that they could get all the information necessary regarding these tests.

Since there is no tangible evidence that any work has been done on curriculum work, Mrs. Jaderquist announced that she would like to have the various departments get together and elect their secretary and plan something definite to hand in at the next faculty meeting. Those teachers who are alone should hand in a course description, things they have done and hope to accomplish during the year also.

Mr. Wilder suggested that any teacher who could use Mr. Fagan, who worked with Thomas Edison, as a speaker on Edison's birthday, to let him know so that he could make arrangements with Mr. Fagan to come here.

Mr. Starmer made the enlightening announcement that the ghost committee would be taken over this coming Monday by the Student patrol. The students composing this patrol have named themselves the "Tri-State Angels" and they will wear arm bands while patrolling. Also, that the teachers as well as the students were all student body members and so to be sure to purchase their cards on Monday. These student body cards will cost only 10 cents.

The three divisions of the student body organization are:

1. Executive Council: President, vice presidents, and Commissioners
2. Judicial Department: Tries all cases
3. Student Forum

Mr. Starmer read from the School Constitution the section regarding the student forum and how the teachers are involved in this department.

At the present time, the student patrol are on the look-out for three things especially: 1. Smoking 2. Defacing of walls 3. Handling of snow

Later on, the matter of patrolling the traffic to and from school will be taken into consideration.

Next Friday will be "HELLO DAY". The purpose of this day is to get more students acquainted with each other. During the dance, the patrol officers will be sworn in and Mr. Wilder will officially turn over the work to them.

Mr. Starmer suggested that some sort of point or merit system be set up for these deserving students who are working extra on the outside for the benefit of the school program.

At this time, Mr. Wilder commended Mr. Starmer for the fine work he has done in the past in setting up this newly formed student government and also for the work ~~he~~ he is doing now.

Miss Hartt announced that a Red Cross meeting would be held this coming Wednesday and so the representatives to be present.

Miss Smoyer asked all Junior Problems teachers and assistants meet with her at the close of the meeting.

FACULTY MEETING

March 31, 1943

The first faculty meeting presided by Mr. Gunderson started promptly at 4:30 P.M., Wednesday afternoon.

Mr. Ramey commenced the meeting with the following announcements:

Due to assistant teachers leaving the project every week, many teachers will be without assistants. But this cannot be helped and so he asked the teachers to cooperate with him and continue their work without any assistance.

Miss Miyo Narita, Mr. Ramey's secretary, will take over much of the routine work which was previously done by him.

Club meetings have been scheduled for Friday so that students may join up with various clubs and also plan their program for the rest of the quarter.

Miss Smoyer explained HELLO DAY and what the program for this coming Friday's event will be. The fourth-period classes will be dismissed so that students may attend the general assembly which will be held out in the firebreak. In the evening, a dance has been arranged at 3020 mess hall for student body members. Teachers, as well as students, were asked to wear school colors, if possible...blue and gold, and also to wear tags with their name on it. It was suggested that teachers scatter themselves among the audience to keep order, if necessary.

A Red Cross announcement was made by Mrs. Schaaf asking that each home room teacher elect a representative for this organization and hand in their names so that an invitation can be sent to them to attend a luncheon. This does not include the Junior High School.

Mr. Cook, as the new assistant principal, commended upon Mr. Walker's work and enlarged upon the "incompletes" on the report cards. He asked the teachers to speak to these students and try to help them raise their grades and take a more greater interest in the school. For the present time, the same attendance procedure will be used, but a new plan is being worked out and will be used as soon as plans are completed.

Mrs. Jaderquist asked all teachers who had books charged out to them from the Curriculum Library to return them for re-checking and redistributing. She explained about the little slips that some teachers may get regarding the computing of

a pupil's grades. Many students are applying for scholarships and so the teachers were asked to compute the grades justly and very carefully.

Many teachers have still not handed in their outline plans for the quarter, and so they were asked to turn them in by Monday, April 5. Mrs. Jaderquist suggested that those teachers who are doing unit work use an outline form that she has on file.

Mr. Gunderson, as the new high school principal, explained the form which was handed out to the teachers at the meeting. He said that an administrative council meeting is scheduled for every Monday afternoon at 3:30, but a new time can be arranged if the teachers representing the Jr. and Sr. high schools cannot attend at that time.

Due to the recent registration that took place in this project, Mr. Gunderson said that attitudes may have changed on the part of the students as well as the teachers. But he asked that these students be given all the advantages that they can possibly have and try to regain that feeling that they had prior to registration.

Mr. Gunderson explained the situation of students dropping out of school. He said that these people will be given until Friday, April 2, to re-enter if they should change their minds. After this date, the teachers were told that they could drop these students from their roll books.

The War Red Cross drive is now on in this project and the quota is \$350. Mr. Cook is taking charge of the drive in the high school and members were asked to make contributions to him. Home room teachers were asked to take up contributions and turn in the money and names to Mr. Cook who will, in turn, give them tags.

Hereafter, Civil Service workers will be required to sign in every morning, ten minutes before their first class. The yellow-slip system has been discontinued. Even if meetings are not scheduled for Saturday mornings, teachers will be required to come in to sign.

During EDUCATION WEEK, April 12 - 17, we will have "Open House" one night during that week...most likely Wednesday, April 14. Plans for this week will be announced later.

Any announcements that the teachers wish to have sent out will have to be handed in to Mr. Cook's office, at least, a day before they wish to have it distributed.

With this the meeting was adjourned by Mr. Gunderson.

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With this the meeting was adjourned by Mr. Gunderson.

FACULTY MEETING

April 21, 1943

Mr. Ramey commenced the meeting with the announcement that the "Work Performance Sheet" must be turned in to his secretary not later than Friday.

Mrs. Jaderquist asked the teachers to announce to the students that a boys' glee club will be organized if we have 25 students, and to encourage the students to join a speech or a music class.

Mr. Cook reported that many students will be leaving the project for relocation, and asked whether we should give them credit up until the mid-quarter or for the whole 2nd quarter.

He asked all organizations to turn in their financial statements by Wednesday, April 29. If the home room teachers were crowded for time 2nd period, he suggested that we may be able to start school earlier.

Teachers with surplus Red Cross money from last fall should hand it in to the Central Junior Red Cross group through Miss Carter

Mr. Gunderson reported that all announcements in the Announcer are approved and official, and all those pertaining to the Student Body should be read.

All teachers must attend the meetings unless they notify the person in charge prior to the meeting. If a teacher is absent from a meeting, she must fill out a "Leave of Absence" for the time of the meeting. It is expected that all teachers stay until the end of the meeting.

To even the class load, teachers will be assigned 5 subjects plus another activity. Class room enrollment will be cut down to 35 pupils.

Teachers must sign in Saturday mornings as they would on a regular week day.

Mr. Gunderson suggested that the necessary information request^{ed} in the report cards can be done by a few students; thus, relieving the teachers of a great deal of clerical work.

In a fused subject, the students must attend both classes.

April 10 was the deadline for the "Inc.", but they are being accepted. Teachers were urged to get the "Inc." in.

The new report cards will be used for the whole year and then will become the property of the student. The teachers will hand in a list of the grades to the office for recording purposes.

Mr. Gunderson reported that there has been too many tardiness and absence, and if a teacher questions an excuse, the student should be sent to the office. We may soon have Caucasian teachers working in the front office to give out the "Readmission Pass".

Teachers requesting a student to be excused from his study hall must write a note to the study hall teacher so that the student will not be marked absent.

Teachers may refuse students to be excused from her class to go on an excursion trip with another class, but all arrangements should be made between the two teachers.

Students absent from school because of dental appointment are not considered absent.

It was emphasized that teachers take time in registering the pupils to relieve the work in the office.

Report cards will be given out Thursday, 2nd period (4th period) and will be returned that afternoon. All students not going home for lunch will return them the following morning.

Mr. Cheek announced that a community sing will be held in 7111 Thursday, and that a Easter Pageant will be held at the outdoor stage if the weather permits; if not, at 1920, April 23.

The meeting was adjourned by Mr. Gunderson

Teacher's Meeting

May 5, 1943

The meeting was turned over to Mr. Harkness. All teachers were asked to file their "declaration of intention" for the next year, and they must be in his office by the end of the month. Do not qualify your answer. If you do not intend to return, fill out 5 copies of the termination blank.

It was suggested that we have a conducted tour of the new high school plant Saturday. At the Denver Conference, arrangements were made so that teachers may attend summer schools, but it is not known as yet whether this will go through.

Mr. Gunderson commented that all teachers were not attending the teacher's meeting, and that all teachers must attend unless excused from one of the administrative staff.

It was urged that all teachers read the Announcer. Any requests for anything on the project must come through the office. If you want to use a room at night, this request must come through Mr. Gunderson's office so that a janitor may be assigned. All teachers should try to dismiss their classes on time to allow students to get to their next period class. Do not send youngsters out of any class, as the office is working on class adjustments.

Check attendance very carefully in all classes including study hall. Any teacher that is not satisfied with a student's excuse should send him to the office.

All bills for the carnival must be turned in to Mr. Cook by Friday.

Mr. Gunderson commented on the success of the carnival and the cooperation received from everyone.

If any teacher has any suggestions for class adjustments, please come to the office.

Meeting was adjourned by Mr. Gunderson.

Teachers' Meeting
July 7, 1943

Mr. Gunderson commented on the success of the Faculty Follies. The report was made of the staff meeting in regard to grading students. Teachers should measure the growth of the students and give the same grade as the mid-quarter for the final. If you cannot measure the growth, average the grades. Teachers should not give final examinations, but should give the students the benefit of the doubt. If the class has had three different teachers for each quarter, average the grades for the final grade. If you have had the student for more than one quarter, give him the grade which you think he deserves.

All cards should have the 1st and 2nd quarter grades written in. If there are any cards without this information on it, please return it to the office.

Mr. Cook reported that several teachers have found difficulty and inconvenience because of the downward heat from the opening of the stove. A suggestion was made that one can get better results by having the openings closed.

Student Tag Day for the Scholarship Fund will begin Monday, July 10. Teachers were urged to sell the idea to the students. All home room representatives will report to the student body office for the tags. Teachers may give their donations to Mr. Cook's secretary. Mr. Cook reported that \$200 had been previously raised, the Music Concert will raise about \$19, the Faculty Follies about \$65, Hi-Y donated \$10, and the Recreation Department is going to give us the proceeds from one of their shows.

Miss Zink reported that on Friday or Monday, a memo will be sent in regard to lost books. Teachers should read this list to the students so that a few of them may be returned. All over-due books should be returned, both teachers and students. The library is now receiving the following newspapers: The Oregonian, Sacramento Bee, Chronicle, and The Christian Science Monitor. All students and teachers were asked to use the side door instead of the front door. Mr. Gunderson reported that the library is officially connected with the high school, and if students do not return their over-due books, their final grades may be withheld.

The official statement was received that any Caucasian may take pictures as long as it does not include any part of the military area. The Annual staff is having difficulty in getting pictures; so any donations will be greatly appreciated.

All clubs and organizations must hand in a bill covering the amount of the check written out to them.

Mr. Gunderson reported that the only official purchasing agent on the project is the Co-op. Any organizations that wishes to buy anything as a high school must have the approval of the Administrative Council. This ruling only applies in the case of reselling.

The baccalaureate services will be held at the outdoor stage. The graduation in the new high school auditorium. On Thursday, a rehearsal will be held for the student body, and on Friday, it will be restricted to those holding tickets.

Meeting was adjourned by Mr. Gunderson.

Respectfully submitted,

Secretary.