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January 16, 1943

PRINCIPALS MEETING

Mr. Nitta reported on plans for luncheon meetings next week. Agriculture plans for the high schools will be discussed at these meetings. The luncheons will be held at Poston III on Wednesday, at Poston II on Thursday, and at Poston I on Friday.

These meetings are for the high school agriculture students, the agriculture teachers, Mr. Sharp, Mr. Mathieson and Dr. Cary. A coordinator will be selected for each camp. He will be able to help in the elementary school program also.

Dr. Cary brought the Penny Conservation Program before the group. He suggested that this matter might be referred to the Student Council and to Miss Breeze for a decision as to what to do with the material. He suggested the advocacy of allowing the Poston children to participate in the war effort in this way as there is so little opportunity to help.

Dr. Cary checked the Caucasian teacher personnel by Camps as follows:

Dr. Harris' Office		Caucasian Secondary Teachers	
Department Heads	8	Camp I	22
		Camp II	14 4 needed
Mr. McLaren's Office		Camp III	11 2 needed
Department Heads	0		
Mr. Potts' Office		Caucasian Elementary Teachers	
Department Heads	2	Camp I	14 2 needed
		Camp II	7 2 needed
		Camp III	4

The meeting was adjourned.

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Poston Principalst Meeting

The regular meeting of the Principals of the Poston Schools was held Monday, March 8. The meeting began at 2:00 p.m. with Dr. Cary presiding.

Those present were: Dr. Cary, Dr. Harris, Mr. Potts, Mr. McLaren, and Miss Breeze.

Mr. Potts presented Miss Manning's request for teacher's desk at the Central Library. This was followed by a general discussion on how these desks should be distributed. Mr. Potts indicated his willingness to release one of his desks for this purpose.

The problem of shortage of help was next discussed and Dr. Cary raised the question as to the attitude of the local teachers toward work in the camouflage factory. He suggested the need for a local teacher's organization which might handle such problems as these.

Dr. Cary called for a report on the number of teachers interested in teaching in the Indian Service. Dr. Harris reported that three of his were interested. From the elementary group none who could qualify seemed to be interested. Mr. McLaren reported three in Camp 3 as interested. Four in Camp 2 were reported by Mr. Potts as interested, but he suggested that possibly only two of these could qualify.

The next topic discussed was the spring conference and how participation by the community might be achieved. Dr. Cary suggested that he would like to see a group of students brought into this spring conference and participate in the discussion. He felt that the core classes could make an important contribution in this way.

A memorandum from Mr. Ogawa was read stating that Mr. Snelson had suggested as a project for the school the construction of fly traps. This matter was discussed but no definite action was taken.

The meeting was adjourned.

00514
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Dr. Cary

PRINCIPALS' MEETING

443
The regular meeting of the Principals of the Poston Schools was held Monday afternoon, March 22. The meeting began at one-thirty with Dr. Cary presiding. Those present were:

Dr. Cary Dr. Harris Mr. Potts Mr. McLaren Miss Breeze
Miss Morrison Miss Cushman Mr. Ohi Miss Morita

The meeting was opened with a discussion of the plan being used to collect money for the Red Cross from the employees of Poston. Dr. Cary asked if the plan for collection through the barracks was satisfactory. The question was raised as to the disposition of the money collected at Poston. A message was sent to Mr. Takeda concerning this question and he brought an immediate reply to the meeting that all money collected will be sent to the National Headquarters.

Dr. Cary next brought up the question of the need for teachers for next year. He pointed out that it will be necessary to make estimates from time to time so as to keep this information up-to-date. He requested that principals confer with their teachers about their plans for next year and be prepared to give a definite report on each by April 1.

Dr. Cary next raised the question as to whether the requirements as to amount of college training can be lowered for elementary teachers. This question was discussed but no definite action was taken. Dr. Cary reviewed the existing pre-war standards in several states as set forth in a bulletin issued by the U. S. Bureau of Education.

A letter from Dr. Beatty was read by Dr. Cary in which the former stated that ninety typewriters from CCC supplies might be available to Poston but that these would have to be paid for at the rate of about \$35 each. Mr. Ohi stated that sixty of these are needed for a fully equipped commercial department in high school. Mr. Ogawa reported that twenty-two would be needed to take care of the present shortage in educational offices. It was estimated that eighty-two needed by education division would cost about \$2600.00 plus transportation charges. The latter would come from different fund. Mr. Ogawa was requested to revise the budget and in the meantime go ahead and request the purchase of these typewriters.

The spring educational conference was the next subject discussed. Dr. Cary presented a tentative plan for this three-day conference which was discussed briefly and a few minor changes made.

The question was raised as to a better time for the Administrative Council meeting, but since no other time seemed available, it was decided to continue having it at 1:30 p.m. Saturday but try to

005.4
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confine the length of the meeting to one and one-half hour dismissing at 3:00 p.m. The question of changing the time of the principals' weekly meeting was next raised, but it was finally decided to leave it on Monday at 1:30 p.m.

The problem of efficiency rating for all employees was next discussed. Plans were suggested by Dr. Cary and the following general procedure adopted:

Teacher may rate themselves if desire to do so. This is optional. Teachers are to be rated by the heads of department and principals jointly. In any case where a teacher receives a low rating, the principal is to confer with said teacher before turning in such rating.

Principals are to be rated by a committee of teachers and this rating reviewed by Dr. Cary.

The Director of Education is to be rated by principals.

Dr. Cary stated that details of these procedures would be sent out from his office at once.

The meeting was adjourned.

Dr. Cary

PRINCIPALS' MEETING

Monday, March 29, 1943.

Those present were:

Dr. Cary Dr. Harris Mr. Potts Mr. McLaren Miss Breeze
Mr. Ogawa (for the last part of the session)

Dr. Cary opened the meeting by asking if there were any matters to be brought up at this time. Mr. McLaren mentioned the frequent mix-ups in sending materials pertaining to certain employees to the wrong addressee. Dr. Cary suggested that since these errors are likely to occur each person receiving the material intended for someone else should route it on to the correct person.

The question as to the use of mess halls for school activities was raised by Mr. Potts. He reported some difficulties he had experienced in securing satisfactory arrangements for such in Poston III. Dr. Cary recommended that the matter be referred to the local P.T.A. and Student Council.

Mr. McLaren reported that a very successful Junior Prom was held in Poston II the previous Saturday night.

The next matter taken up was the Teachers' Efficiency Rating. Dr. Cary asked for reactions to this rating system, but no unfavorable reaction was reported. Dr. Cary then asked for assistance from principals in rating the director of guidance and the elementary school supervisor.

Dr. Cary announced that Mr. Gelvin would interview personally evacuees interested in Indian Service and announced that an hour for these interviews had been arranged for each camp. However, before the meeting closed he received a note from Mr. Gelvin saying that these interviews would have to be postponed until a later date. Dr. Cary stated that as soon as the date was set he would notify the principals. In the meantime he suggested that principals get from the persons interested in such positions any questions that they might like to present to Dr. Beatty with reference to the positions.

Dr. Cary handed to each principal a list of the teachers in each of the four school units who have not yet submitted their work plans. He asked that these be handed in at the earliest date possible.

A memorandum from Mr. Gribbons was read in which he assured Dr. Cary that the procurement department is trying to get the 83 typewriters requested last week.

00514
Edm.

The next question raised was that of coolers. Dr. Cary called Mr. Gribbons by telephone and learned that some small ones could be secured without priority and that the matter will be taken care of as soon as Mr. Bowman returns.

Dr. Cary announced that he had been informed by the procurement department that all request for purchases for the fiscal year be made and submitted to that department by 5:30 p.m., March 31. Dr. Cary asked that each principal notify the department heads in his school. The question was raised by Mr. Ogawa as to what figures might be used by the department heads in making an estimate of their needs. Mr. Ogawa gave an estimate as to the funds available for both supplies and equipment but stated that he would check these figures with Mr. Edwards later to be sure of their accuracy. Dr. Cary asked that Mr. Potts and Mr. Ogawa work together in collecting the requests for purchase from department heads and principals and get them in shape to submit to the procurement department before the zero hour. He suggested that all the typists in the office of the Director of Education would be available for typing out these requisitions on Wednesday afternoon.

As there was no further business, the meeting was adjourned.

Dr. Cary

Principals' Meeting Monday, April 5, 1943

In the absence of Dr. Cary, Dr. Harris presided at this meeting which began at 2:00 p.m. Those present were:

Dr. Harris Mr. Potts Mr. McLaren Miss Breeze Mr. Ogawa

Mr. Ogawa stated that the following office supplies had been allocated to the education department and were now to be divided among the three school units. He brought up the question about supplies for Miss Morrison and Miss Cushman since these two persons' work is confined to no one unit. He suggested that if a five-way division were made of supplies allocating one-fifth to the general education office then this office could supply Misses Morrison and Cushman with the supplies they need from time to time. This plan was agreed upon and the following supplies were divided on this basis:

Mimeograph paper ($8\frac{1}{2}$ x 14)	179	pkg.
Manifold (8 x $10\frac{1}{2}$)	438	"
Rag Bond (8 x $10\frac{1}{2}$)	12	"
Typing paper (8 x $10\frac{1}{2}$)	14	"
Manila Folders	60,000	
Light Bond (8 x 10)	10 reams - 5	"
Heavy Bond (8 x $10\frac{1}{2}$)	76	"
Hectograph paper ($8\frac{1}{2}$ x 11)	27	reams
Bostick Staples	15	boxes
Brooms	228	

Mr. Ogawa further announced that a supply of locks and hasps were available and asked each principal to report his need for same at the next meeting. Mr. Charles Sawabe was then introduced by Mr. Ogawa as his successor as Business Manager for the Education Department.

Dr. Harris announced that a change of work hours for the entire project will become effective next Monday, April 12. The hour for beginning work will be 8:00 a.m.; closing hour, 5:00 p.m.; noon hour, 12:00 to 1:00.

The question of the supervision of the seventh and eighth grades was next brought up. This had been suggested by Dr. Cary for consideration at this meeting. It was briefly discussed, but the question of more efficient utilization of the department heads was felt to be more important at this time. Since department heads work out from the central office, the principals felt that there should be some more efficient system of informing them as to just what these department heads are doing in each school. Mr. Potts suggested that a brief report of the visit of the department head should be left with the principal after each visit. He suggested that since department heads teach one-half day (totaling two and one-half days per week), spend one

*00514
Edm.*

whole day Camp I and one-half day in each of the other two camps, they have one-half day free in which to prepare such reports. Dr. Harris suggested that it might be advisable to prepare a form on which department heads would report their visit to classrooms in their various departments.

The next question discussed was that of securing diplomas from California schools for the students in Grade 12 who will graduate this spring. Dr. Harris raised the question as to whether Poston should ask the California Secondary School Association to authorize the schools from which these students came to grant them diplomas. It is, of course, understood that no definite promises could be made to the students relevant to this matter until the authorization is received from the California School Officials. It was decided that definite information should be obtained from the California school authorities as to whether they would be willing to grant diplomas before presenting the matter to the twelfth grade students of Poston.

Mr. McLaren raised the question as to whether students completing the eighth grade should be given diplomas as is done in some sections of California. Dr. Harris pointed out that the W.R.A. education program was a continuous one throughout the twelve years and that the only terminal point is at the completion of the twelfth grade.

The meeting adjourned at 4:00 p.m. so that principals could attend the Administrative Staff meeting which followed immediately.

Dr. Cary

Principals' Meeting Monday, April 19, 1943

The meeting was called to order by Dr. Cary at 2:00 p.m. Those present were:

Dr. Cary Mr. McLaren Mr. Potts Miss Breeze
Mr. T. Sakai, vice-principal of Poston I High School representing
Dr. Harris

Dr. Cary asked for problems or questions that principals might want to raise at this time. Mr. McLaren brought up the question of coolers. Dr. Cary stated that this was pending the return of Mr. Bowman.

Dr. Cary suggested that it might be advisable to run only half-day school sessions if the heat becomes unbearable in the afternoons. The various principals suggested that they were now starting school earlier in the mornings thus getting out earlier in the afternoons. Both Camp II and Camp III start their high school sessions at 8:00 a.m. and are eliminating 8th period classes as much as possible. Mr. Potts announced that he has cut his high school class periods to 45 minutes. Elementary schools are beginning at 8:20 in Camp^I and at 8:30 in the other camps.

A letter from a high school pupil at the Granada Relocation Center telling about a student cooperative that was being operated at that Center by senior high school students was passed around. Dr. Cary asked that the high school principals consider this matter.

Dr. Cary next read a memorandum from Mr. Head in which it was stated that until further notice evacuees would not be permitted to go to Parker, Phoenix, and the Gila River Center. This regulation was made because of the infantile paralysis cases at Poston.^{Camp}

The question was next raised by Miss Breeze as to when the Report-to-Parents should be sent out. Mr. McLaren stated that Camp II already had arranged to give out theirs on Wednesday, April 28. Dr. Cary suggested that Monday, April 26, might not be too early to give them out, but that the individual schools could decide on the time that would best suit their program. All report cards should be returned to the teachers by Thursday, April 29.

Mr. Sawabe, business manager for the Education Office, was called into the meeting to discuss school supplies that are now in the warehouse but not yet allocated.

Before any definite action was taken with reference to these supplies, Mr. Thomas, representing the Baptist Church organization, came to the meeting and was introduced by Dr. Cary. The latter explained that Mr. Thomas was in charge of hostels for evacuees and that he had invited him to the meeting in order to offer to the principals the opportunity for scheduling meetings of the eleventh and twelfth

0054
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grades with Mr. Thomas. A schedule was arranged whereby Mr. Thomas would meet the Camp III high school classes Tuesday morning; the Camp II high school classes Tuesday afternoon, and Camp I high school classes Wednesday.

The principals meeting was adjourned at 3:00 p.m. so that principals could attend the Administrative Staff meeting which was to follow immediately.

Dr. Cary
Principals' Meeting Monday, April 26, 1943

Those present were:

Dr. Cary Dr. Harris Mr. McLaren Mr. Potts Miss Breeze

Dr. Cary opened the meeting with a statement about coolers for the school rooms. He believes that some coolers may be secured for school rooms. The question is in which rooms shall these coolers be placed? This raised the question as to whether or not the rooms that do not get coolers could be dismissed at noon. The question also was raised as to whether school could be started earlier than 8:00 a.m. The complex problem of changing schedules in the high school grades was discussed briefly. Mr. Potts stated that the elementary grades at Camp III are now dismissed at 2:00 p.m. Dr. Cary expressed the belief that this matter was of sufficient importance to refer to a committee representing students, parents and teachers. This committee would study the problem and make recommendations. It was decided to hold a meeting Friday night, May 7, at 8:00 p.m. in Mess Hall 31 to make the final decision as to what should be done about this problem of readjusting hours of the school day.

Mr. Potts next raised the question as to a policy with reference to reemploying former evacuee teachers who left their jobs in order to go into the camouflage factory. This problem seems to be most pertinent in Camp III. Mr. Potts expressed his opinion that those could be reemployed who were doing satisfactory work at the time they left. He stated, however, that some of the evacuees who remained on their jobs looked upon this with disfavor. No general policy was set up as it seems to be a matter in which each individual case would determine the action to be taken.

The problem of teacher vacancies and of securing teachers was next considered. Dr. Cary stated that he had only one acceptance at present. This teacher is due to arrive May 5. Camp III reported a need for the following teachers: a 7th and 8th grade teacher, a twelfth grade core teacher, and an arts and crafts teacher. Mr. McLaren stated that the greatest need in Camp II was a ninth and tenth grade core teacher. He also stated that his general science and physiology teacher who is an evacuee is now leaving and this place should be filled. Dr. Harris reported that he would have two high school vacancies when Miss Caldwell and Dr. Perky leave. They expect to leave soon.

Dr. Cary next presented the problem of organization of next year with reference to department heads in the high school. He stated that at present there are two department head vacancies: commercial and science. He reviewed the original policy which justified these positions as follows:

Since the evacuee teachers generally preferred teaching in specialized fields and since these people were inexperienced

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teachers, the department head plan was adopted in order to give these inexperienced teachers supervision and help them organize their work.

Dr. Harris suggested that if the budget permits, he thought it would be desirable to have an experienced well-trained Caucasian "head teacher" in each department in each of the three schools. This head teacher would not necessarily be on the same salary basis as present department heads since he would function in one school only. Mr. McLaren raised the question as to whether general supervisors for both junior and senior high schools who would do the same type of work for these grades that Miss Morrison is doing in the elementary grades would be desirable. Mr. Potts suggested that he also felt a need for someone to give the same type of assistance to the high school teachers as Miss Morrison is doing so well in the case of the elementary teachers. Dr. Cary then stated that he did not know just how far we would be justified in going in the matter of employing supervisors.

At this point Mr. Sawabe, business manager for the Education Department came in. The remainder of the time was spent in allocating school supplies that are now in the warehouse. Mr. Sawabe announced that there was some money now available due to the fact that some material ordered could not be purchased.

Mr. McLaren raised the question of procedure of getting transportation for the athletic team. Mr. Sawabe stated that arrangements could be made to use the truck assigned to the education department. Miss Breeze raised the question about the advisability of asking for transportation for educational trips. Dr. Cary suggested that desirable as this practice is in normal times, it should be discouraged as much as possible at this time when all transportation is to be curtailed as much as possible.

As the hour had arrived for Administrative Council Meeting, the principals' meeting adjourned.

Dr. Cary

PRINCIPALS' MEETING Monday, May 3, 1943

The regular weekly meeting of the Poston School principals was called to order by Dr. Cary at 1:30 p.m.

Those present were:

Dr. Cary Dr. Harris Mr. McLaren Mr. Potts Miss Breeze

Dr. Cary presented the tentative assignment of the thirty coolers now available. This assignment seemed satisfactory to the group. Dr. Cary stated that he had been assured by Mr. Bowman that other coolers would be built later until the total of 192 is completed.

✓ The question was brought up as to why containers for ice water had been provided for other departments but none for education. It was pointed out that such distribution are not made on a carefully planned basis. Mr. McLaren stated that he had been told that the reason the educational department fails to get its share of supplies is because the school has no block manager. Dr. Cary suggested that Mr. Sawabe and the vice principals represent the schools at the block managers' meetings.

It was necessary for Dr. Cary to leave this meeting at 1:55 p.m. in order to attend another committee meeting. Dr. Harris presided in his absence during the remainder of the session.

Mr. Sawabe came to the meeting to discuss the matter of the distribution of 11 typewriters which have been received by the education department. He stated that seven typewriters had already been distributed as follow:

✓
Poston III (education department) - 2 typewriters
Poston II " " - 2 "
Central Library - 1 "
Poston I High School Office - 1 "
Miss Morrison - 1 "

A motion was made and carried to provide the Elementary School Office of Poston 1 with two typewriters and one to Miss Peavy's office which would also be used by the elementary school office staff when needed. Previously this office has had no project typewriters provided for its use.

✓ Dr. Harris reviewed the budget for next year and stated that the present plan was to provide one Caucasian teacher for each forty elementary school pupils and one Caucasian teacher for each thirty-five high school pupils. He stated that the appropriation for supplies and equipment had been cut \$35,000.

Mr. Potts made a motion that we plan to spend 75 per cent of next year's budget during the first two quarters. This motion was seconded and carried.

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✓ Dr. Harris stated that the plan was to hire teachers as of August 1 and have them attend the summer training school at Ft. Apache.

The meeting adjourned at 2:45 p.m.

Dr. Cary

PRINCIPALS' MEETING Monday, May 10, 1943

The meeting was called to order by Mr. McLaren who presided in the absence of Dr. Cary. Those present were:

Mr. McLaren Mr. Potts Dr. Harris Miss Breeze Mr. Sawabe

The first business transacted was the allocating of the following office supplies:

<u>Description</u>	<u>Total</u>	<u>Office</u>	<u>Harris</u>	<u>Breeze</u>	<u>McLaren</u>	<u>Potts</u>
File Box, 3 x 5	5	1	1	1	1	1
File Box, 4 x 6	10	2	2	2	2	2
File Cards, Blue 3 x 5	24-C	4	5	5	5	5
File Cards, White 3 x 5	24-C	4	5	5	5	5
File Cards, Blue 4 x 6	24-C	4	5	5	5	5
File Cards, White 4 x 6	24-C	4	5	5	5	5
Eraser, T/W, W/brush	5 doz	1	1	1	1	1
Paper, Gummed Kraft, 2" x 600	5 ea.	1	1	1	1	1

It was agreed to allocate these on the basis of 3-1-1 distributions so that each of the educational offices would share equally in the distribution.

Mr. Sawabe announced that during the past two weeks orders amounting to \$862.00 had been cancelled. He further stated that a large portion of this was for musical instruments which were to be reordered. Mr. Potts suggested that the money accruing from these cancellations hereafter be spent for such supplies as books and stationery that we know can be secured. He pointed out that since it is so near the close of the fiscal year unless such action is taken we are likely to lose such money as becomes available from cancelled orders.

✓ Dr. Harris reported that the order of March 17 for three mimeographs from Sears and Roebuck was held by procurement until about two weeks ago when it was referred to the Indian Office for approval. As yet the purchase of these machines has not been authorized by that office.

✓ Mr. Sawabe reported that the order for rhythm band instruments and other kindergarten and first grade supplies placed by Camp III was held awaiting the approval of Miss Morrison and Dr. Cary. He also reported that the order for playground equipment being held until the funds become available to pay for same.

✓ Mr. McLaren read a copy of Dr. Cary's letter to the Information and Radio Service Department of the United States Office of Education concerning the development of High School Victory Corps in the Poston schools. A brief discussion followed with reference to the application of this program to Poston schools.

00514
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- ✓ A letter was also read with reference to war information films.
- A list of films available accompanied this letter.

A copy of a letter from Miss Rood to Dr. Pressman was also read. This letter referred to the menace of flies in classrooms. Miss Rood raised the question as to whether or not screen wire for the windows was available. Dr. Harris reported that Camp I has already taken care of the matter of screening the classroom windows to the extent of four windows per classroom. The screen wire has been delivered to the classrooms and is to be put on by the block carpenters.

A memorandum to Dr. Cary from Miss Cushman was read. This memorandum referred to the summer pay for the evacuee teachers.

- ✓ Miss Cushman reported that she had taken up this matter with Mr. Zimmerman. The latter stated that it would require a definite W.R.A. ruling.

7, The remainder of the time was spent reviewing the purchase requests that were still being held by Mr. Sawabe. The latter stated that Dr. Cary had recommended the purchase of a set of the Encyclopaedia Britannica for the Central Library. This would cost approximately \$150.00. The question was raised as to whether the number of books purchased for the Central Library should not be multiplied by three so as to provide one for each camp. The discussion of this question led to the following motion:

- ✓ "That professional educational libraries be set-up in all three camps and the present Central Library become a circulating library for those books in which cases there are not enough copies for simultaneous use in all three camps."

The motion was carried.

- ✓ Mr. Potts made a motion that the question of pending orders except those placed by Miss Lawton be tabled for consideration at the next meeting. The motion was carried.

The meeting was adjourned.

Dr. Cary

PRINCIPALS' MEETING

Monday, May 24, 1943.

The meeting was called to order at 1:30 p.m. by Dr. Cary.

Those present were:

Dr. Cary
Mr. Potts
Miss Cushman

Dr. Harris
Miss Breeze

Mr. McLauren
Mr. Nossoff

Dr. Cary explained that Miss Cushman and Mr. Nossoff had been invited to attend this meeting to discuss the problem of maximum hours of employment for high school students.

Mr. Potts read a memorandum from the Poston III Time Keeping department on the subject of "Part Time workers with maximum of 40-hours per week."

It was pointed out in the discussion that followed that there was a growing tendency for part time workers (high school students) to expect to be credited on the time sheets with forty hours per week. Attention was called to the regulation that high school students above sixteen years of age specializing in vocational training could spend half-time in a part-time position or in apprentice training.

The question was raised as to the age limit for releases for outside employment. It was pointed out that the W.R.A. policy was to abide by the laws of the state in which the Relocation Center is located with reference to compulsory school attendance.

Dr. Cary suggested that he would get information concerning the Indian Service policy with respect to compulsory school attendance from Dr. R. M. Tisinger, Supervisor of Indian Education for the south-west area.

Mr. Nossoff stated that he would write the Employment Division of the W.R.A. for a ruling with reference to the difference in employment status between those in school and those not in school between the ages of 16 and 18 years.

Mr. Nossoff stated that the leave office would notify the schools in advance of the departure of any evacuee of school age.

A memorandum from Dr. Cary relevant to ordering textbooks for the elementary school next year was presented. The question was raised as to whether the 2-1-1 allocation among the three camps would be equitable another year. Since this will depend upon the relative numbers of school age that will leave the camps between now and September no action can be taken at the present time.

Dr. Cary requested the principals to determine as definitely as is possible at the present time their teacher needs for next year both with reference to numbers and grades or subjects for which these teachers are needed.

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Mr. McLauren stated that he was in need of two teachers immediately - one for grade 2 and another for grade 7.

Dr. Cary brought up the question of the Junior High School program and requested that the principals meet with him at 9:00 A.M. Thursday, May 27, to consider this problem.

The meeting adjourned at 2:50 p.m.

PRINCIPALS' MEETING . . . 1943 . . . Monday, May 31

Dr. Cary opened the meeting at 1:15 p.m. with the following persons present:

Dr. Cary	Mr. McLauren	Mr. Sawabe
Dr. Harris	Mr. Potts	Miss Breeze

Since Dr. Cary could not attend the entire session, he asked Dr. Harris to preside in his absence. Before leaving, he asked that the following matters be discussed:

1. Recruiting the teaching staff for 1943-44:
 - a. Number of teachers needed
 - b. Grades or subjects for which they are needed
2. Consideration of the over-all ratio between teacher (both caucasian and evacuee) and pupils

Dr. Cary recommended that teachers now employed in the nursery schools and kindergartens who have had at least two years of Junior College work be transferred to the elementary grades (1 - 6) and that they be replaced with high school graduates who can be trained for the nursery school and kindergarten work in the Ft. Apache summer school.

Dr. Cary announced that the principals' meeting next week would be held on Tuesday afternoon, June 8, instead of Monday.

In discussing the question of teacher-pupil ratio, the principals were unanimous in their opinions that an over-all ratio of 1 to 25 for the elementary grades, and 1 to 20 for high school should be used in estimating teacher needs for next year.

Dr. Harris reviewed briefly a memorandum to project directors from Mr. D.S. Myer with reference to evacuee employees. Copies of this will be made available to all principals later.

A memorandum from Mr. Nosscoff was read with reference to facilitating the approval of Class "A" workers. Each position is to have a code number. This number is to be used when requesting replacements. New positions will be given code numbers in sequence following the Project Director's approval.

Dr. Harris presented the matter of paying rental on films secured by Mr. Nelson. This bill amounts to \$21.45. It was agreed that the high school division of Camp I would pay half the bill and that Camp II and III high schools would share equally in paying the remainder.

A letter was read from the Director of the Victory Corp organization acknowledging Dr. Cary's letter of recent date.

005.4

Dr. Harris called attention to a letter from E. N. Viles, Educational Advisor, Film Service, Office of War Information with catalog and list of available films enclosed. Mr. McLauren suggested that this be turned over to the librarian and that information concerning same appear in the next issue of the Library News.

A memorandum from Dr. Cary was read. This stated that teachers should not plan to attend the Ft. Apache Conference unless they intend to teach in Poston next year.

Mr. Sawabe stated that the following supplies were now available:

10	file boxes, 5" x 8"
400 rms.	(200 pkg.) white onion skin paper

It was agreed that the file boxes be distributed on a 3 - 1 - 1 basis and that 60 packages of the paper be allocated to the central school office and 35 packages to each of the four schools.

Mr. Sawabe announced that an order for materials for Junior High school art work placed by Miss. Barclay of Camp III has been received by the warehouse. Since this was ordered specifically for this school it was agreed that it should go to Camp III.

Mr. McLauren announced that he was in need of two teachers to begin work immediately. Neither of the other camps reported having an extras.

The question of the evacuee teachers' responsibility toward their jobs was discussed briefly. No definite conclusions were reached.

The question was also raised as to whether high school students should be permitted to leave before school closes. After brief discussion, Dr. Harris suggested that each case should be handled on the basis of its own merits.

T The meeting adjourned at 2:50 p.m.

00514

Dr. Cary

PRINCIPALS' MEETING 1943 Tuesday, June 8

Those present:

Dr. Cary
Dr. Harris

Miss Breeze
Mrs. Potts
Mr. McLauren

Dr. Cary opened the meeting by reading portions of a letter from Dr. Beatty, in which the latter stated that Mrs. Stolz would not be available for the Ft. Apache summer school and that he was suggesting Mrs. Messer in her place. He stated that her salary would have to be paid by Poston. Dr. Cary stated that the matter would be held over until Mr. Head's return to the project.

Referring to action taken last week with reference to paying the bill for films ordered by Mr. Nelson, Dr. Cary suggested that each of the three high schools pay its portion by a money order to Regents, University of California.

Questions on paragraphs 1 and 4 of Administrative Circular #79 were raised and discussed.

Dr. Cary announced that the high school diplomas had arrived. It was decided that the principals would sign them first then they would be sent to Dr. Cary for his signature.

Dr. Cary next called attention to the news letters and offers of outside employment now being sent out by Mr. Nossoff's office.

A letter from the vice-president of the National Parent-Teachers Association was read by Dr. Cary. Brief discussion followed relevant to the organization of a P.T.A.

Dr. Cary reviewed briefly the reports on personnel that had been submitted by the principals.

The principals were requested to ask their teachers for gifts of papers on Poston, poems, letters from evacuees who have gone outside or any other material dealing with the project that could be used for publication. Such material could be published anonymously if the contributor so desired.

Dr. Cary asked the principals to state the number of copies of "Education for Victory" that each would like to have for his school next year.

A memo was read from Dr. Kido calling attention to waste of water at Rec. Hall #18.

Dr. Cary inquired about the response from students with reference to the Victory Corps material. The high school principals reported that the matter had been referred to the

00514
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student organizations. There had been no response as yet from either school.

Dr. Cary raised the question as to how the Junior Red Cross program could be emphasized more another year. The use of funds raised at the receipt bazaars was also discussed briefly. Dr. Harris reported that Mr. Takeda, Jr. Red Cross Chairman, had suggested an essay contest with prizes to be bought from the funds. The opinion of this group seemed to be that such a contest would not be advisable at this time .

✓ It was stated that Mr. Nossoff had suggested a poster contest on RELOCATION. No action was taken with reference to the suggestion.

Dr. Cary requested the principals to discourage teachers who do not expect to teach at Poston next year from attending the summer school at Ft. Apache.

✓ The question of leave for teachers was also brought up. Dr. Cary stated that he would secure more definite information from the Personnel Director.

Meeting adjourned at 2:55 p.m.

Dr. Cary

Principals' Meeting¹⁹⁴³ Monday, June 14

Those present:

Dr. Cary

Dr. Harris

Mr. McLauren

Mr. Potts

Miss Breeze

The meeting opened with a brief discussion on the reaction of certain class rooms with reference to writing autobiographies.

Dr. Cary suggested that it would be well for each principal to counsel with his teachers with reference to leave requests for the summer.

A bulletin was distributed in which Dr. Harris outlined his plan for the return of all lost books and school equipment.

A bulletin from Miss Manning was read by Dr. Cary. This referred to checking in of all textbooks and references.

It was decided that each school would collect fines for all lost books after being notified by librarians as to which students owe fines.

It was also decided that each school would take action to make the classroom responsible for any losses within that room.

Dr. Cary stated that even though the appropriation for next's year's budget had not yet been made, the summer school at Ft. Apache is fairly well assured. There is to be only one person outside of the Indian Service on the staff. Dr. Cary further stated that those teachers who do not have enough educational leave earned to cover the month of August will be sent to Ft. Apache on "detail status".

Mr. McLauren suggested that it would be a good plan to try to get some teachers' college to assign some students to Poston next year to do their practice teaching.

Attention was called to the forms being used in Camp II in which teachers are asked to declare their loyalty to the U.S.

Requisitions were signed by the principals for the following:

Typewriting books requested by Mr. Ohi
Library books requested by Miss Manning
Weekly Readers for the school
Year, 1943-44 requested by Miss Breeze

00574
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The problem of storing school furniture and equipment was brought up by Dr. Cary. He suggested that each principal furnish him a report as to where such equipment is to be stored.

Dr. Cary dictated a memorandum to Dr. Powell relevant to the use of school equipment during the summer and making persons using same responsible for its care.

Mr. Potts raised a question about the plan for remodeling barracks for the elementary schools. He stated that the construction man in Camp III had not been informed concerning such plans.

Materials where more than one copy was available were distributed among the principals. In the case of only one copy, this was to be sent to Miss Manning to be publicized among the staff. Dr. Harris suggested that small exhibits of new materials such as pamphlets, bulletins, books, etc. be prepared by Miss Manning and sent from school to school.

Meeting adjourned at 2:50 p.m.

*Students' interests in connection
with summer program*

Dr. Cary
Principals' Meeting Monday, June 21

Those present were:

Dr. Cary
Mr. McLaren
Miss Breeze

Dr. Harris
Miss Cushman
Mr. Rhinehart -
(During first part of
meeting)

Mr. Potts
Miss Morrison
Mr. Sawabe -
(During first part
of meeting)

Dr. Cary opened the meeting by stating that Mr. Rhinehart had come to the meeting to discuss the matter of storing school equipment for the summer. After some discussion of the problems involved, Dr. Cary suggested that Mr. Rhinehart see about securing the use of the camouflage plant for such storage.

Before leaving the meeting, Mr. Rhinehart suggested that each teacher should have Mrs. Vatcher check the property in her barrack before leaving for the summer.

Mr. Sawabe announced that there were 130 padlocks and 13 gross of Hyger chalk to be allocated. It was agreed that these be allocated on a 2-1-1 basis.

The question of supplies for use in the Ft. Apache summer school was mentioned by Miss Breeze. The suggestion was made that these be taken out of incoming school supplies before such are allocated among the three camps.

Dr. Cary dictated a memo to Mr. Montgomery with reference to repairing, refinishing and staining school furniture.

The question of vacations for evacuee teachers was raised. Miss Cushman stated that Mr. Zimmerman was still working on the problem but there seemed to be little hope that such could be arranged.

Dr. Cary called attention to Administrative Circular #35 which outlines reports, etc. to be prepared by principals before the close of the school year. He stated that Administrative Circular #78 showing the teachers' summer schedules be held by the principals and revised as teachers changed their plans.

✓ Portions of a letter from Mr. Provence relative to positions and salaries for next year was read and discussed very briefly.

Miss Morrison explained to the principals the work that she and the book committee (composed of elementary teachers from the three camps) has been doing. She gave each a copy of the policies adopted by this committee with reference to a better allocation of the books for the ensuing year.

The meeting adjourned at 2:40 p.m.

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File

Those present were:

Dr. Harris
Miss Cushman

Mr. Main
Mr. McLaren

Mr. Peavey

Dr. Harris called the meeting to order at 9:15 a.m. in the office of the director of education.

Sometime was spent in a discussion of the qualifications which the Poston Schools must meet in order to be properly accredited by the Arizona State Department of Education. It was pointed out that a minimum six-hour day for each pupil was to be required in the secondary schools and a five-hour day for each pupil in the elementary schools.

During the discussion of credit to be granted for double period classes, it was brought out that no exceptions should be made for classes in any particular department; and decision was reached that one-hour of credit for double period classes which required no outside preparation would be granted. This decision is to be applied throughout the school system and in all three camps.

The school program, it was the consensus, should not be interrupted for the sake of accommodating students who wish to engage in part-time employment. However, compulsory attendance is required in the Arizona Schools only for students sixteen years of age or younger. Therefore, Poston students of seventeen years of age or above may work as many as twenty hours per week, provided that they meet the six-hour requirement of attendance each day in school. It was decided that work permits would be available for all students in school, but, in the light of the number of hours of attendance, required of each student, very few would be able to work for more than a few hours per day. Students in the fourteen year and fifteen year age groups might, through special arrangement, work as many as ten hours per week.

Dr. Harris encouraged a close cooperation between the Arizona State Department of Education, the WRA and the Poston Public Schools, saying that all reports heretofore sent to the Indian Service only would hereafter be sent to the WRA as well. Copies of reports already submitted to the Indian Service will be distributed to the principals as guides for what will be expected for transmissal to the WRA hereafter.

In the discussion concerning teachers of vocational subjects, it was advocated that we exert every possible effort to contact vocational subjects teachers on the outside who would be employed at "head teacher" salaries on the project. The salaries paid the "head teacher" might be an inducement to some vocational people who would otherwise enter war industries.

A communication from Mr. Takeda was read, stating that between October 15 and December 15, the services of a Home Nursing Itinerant Instructor in Junior Home Nursing and Standard Home Nursing would be available to the Poston Schools through the local chapter of the American Red Cross.

School

The question of an advisory board was raised. Though the WRA favors such a body, the project administrators were not particularly enthusiastic unless such an advisory body would function independently and not disrupt the work already being handled by the local educational councils and committees.

It was decided that several copies of the Santa Barbara Curriculum Guides, now obtainable, be ordered in sets for the use of teachers in all three camps. The class enrollment figures on all grade levels. Mr. Gamble reported that for the allocation of supplies, it would be necessary to

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Mr. Sawabe reported that for the allocation of supplies, it would be necessary to have the class enrollment figures on all grade levels. Inasmuch as these figures are not obtainable immediately, no action on the allocation of supplies was taken. The meeting adjourned at 10:15.

Respectfully submitted,
George J. Feavey
The Boston School Committee
The meeting adjourned at 10:15.

of the American Red Cross.
The meeting adjourned at 10:15.

of education.

Those present were:

September 11, 1943

October 5, 1943

MINUTES OF PRINCIPALS' MEETING

Saturday, October 2, 1943

Present: Dr. Harris, Mr. Main, Miss Huey, acting principal of Poston I Elementary School, Mr. McClaren, and Miss Cushman

The question of the use of files in core rooms was discussed. It was suggested that instead of purchasing additional four drawer steel files, that materials be requisitioned from the construction division so that the wood shop classes might build two drawer files for each core room. Detailed plans should be drawn up for the wood shop groups.

Dr. Harris read a letter from the Public Health Division which called attention to the prevalence of a skin rash especially in Poston III. A disinfectant will be furnished to each school and principals should see that each toilet seat is washed first with disinfectant and then with plain water several times each day.

The teachers of each faculty group are to draw up a list of school needs. These are to be assembled by the principal of each school and submitted to department heads not later than October 11. Department heads will compile the list of requests by departments and rank in order of importance. The department head requests will be submitted to the central education office not later than October 15. The materials on hand will be depleted from the request and the final orders will be submitted to the principals after our next meeting.

In view of the emphasis on relocation, it has been urged by the WRA that we increase emphasis on vocational courses. This should be kept in mind in preparing budget figures.

Unit administrators in Poston I and II have requested that classes should not start until 8:30 a.m. because of the complication with mess hall workers. Each principal was asked to check with his unit administrator to see whether or not the schedule which he is proposing will create any problems. The following rules concerning part-time work were agreed upon:

1. On school days no student may have a combined school and work day of more than 8 hours.
2. Saturday and Sunday hours may be increased permitting a maximum number of 20 work hours.
3. No student may work more than 6 days per week.

Varnish has been ordered by the school for the purpose of renewing chairs. The construction division has stated that green slate paint is available for table tops in the adobe schools and red paint for the legs.

It will be possible for the Red Cross to provide one full time First Aid instructor for three months in each camp or they will locate an instructor in each camp to be put on the education staff.

The next principals' meeting will be held on Friday, October 8, at 2:00 p.m.

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PRINCIPALS' MEETING

October 8, 1943

8:30 A.M.

Those present: Miss Breeze, Mr. Main, Dr. Harris, Mr. McClaren,
Miss Cushman, Mr. Sawabe, Bus. Mgr. Poston I High School.

The major part of the meeting was devoted to the allocation of supplies to various schools. It was unanimously agreed by the principals that the function of the department heads will be called upon to assist in the recommendation for purchase and possibly in the procurement of supplies, all supplies, tools, lumber, books, and materials will be allocated to individual schools and thereafter the use and distribution of such equipment and material will be directed by the principal of the school. No department head will carry the responsibility of custodian of supplies or equipment.

Following allocation to the schools, the principal is responsible for equitable distribution and for proper accounting of supplies assigned to teachers. The teachers responsibility is that of exercising reasonable caution in the use of the equipment and supplies. The final responsibility for supplies and equipment rests with the students themselves. Students may be assessed damage charges in the case of loss through negligence or distribution of property.

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The meeting of the Secondary teachers was called to order by Miss Cushman, principal, in the Teacher's Library at 1:10 p.m. Friday, October 8, 1943.

Those present were:

Miss Cushman, Mr. Nakamichi, Mr. Owashi, Mrs. Owashi, Miss Barley, Mr. Suzuki, Miss Bardon, Mrs. Trokey, Miss Washler, Miss Waterman, Mr. Saita, Miss Takusagwa, Miss Arakawa, Mrs. Lavarney, Mrs. Nishinaka, Mr. Tsuneyoshi, Mr. Hatakeda, Mrs. Ohye, Mr. Anderson, Miss Hays, Miss Kamikawa, Mr. Doi, Miss Warvarovsky, Miss Nakaji, Mr. Mayeda, Mr. Uota, Mr. Morofuji, Mr. Olson, Miss Yamamoto, Miss Himaka,

Miss Cushman discussed the schedule for the coming school year. She announced that there will be a break of Saturdays on the first week of November, 3 days set aside for Christmas and the school year should end on the 31st of May.

The matter of giving passes was discussed and it was stressed especially to the fact that passes to the office were given only during the home room period. The passes will be initialed by the receiving member in the office and put into the box of the issuing teacher.

Miss Cushman announced that the keys will be given to Mr. Okuno and that those teachers wishing to check them out, see him.

The meeting was adjourned at 1:30 p.m. and those teachers having home room classes remained for a short meeting.

The teachers were asked to get the following information from the students in their classes:

-The number of students who at any time put time in the adobe building.

-The names of all students interested in band or orchestra, also what type of instrument; do they own it; beginner or advanced.

The meeting was adjourned at 2:00 p.m.

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PRINCIPAL'S MEETING

October 15, 1943

The following communication which was reported is/^{of} general interest to all persons interested in problems pertaining to school offering procurement etc. It was suggested that each principal prepare a careful statement of all problems to be discussed with Mr. Viles.

September 29, 1943

Mr. Wade Head
Project Director
Colorado River Relocation Project
Poston, Arizona

Attention: Mr. A. E. Harris, ~~Acting~~
Superintendent of Education

Dear Sir:

I am planning to be with you November 5 and 6. Hope to arrive at Parker on the morning train 6:45 a.m. and leave at the same time Sunday morning. Will stay at the project or elsewhere as you deem best. I am particularly interested in discussing your schoolhouse program and to see your new buildings. Will also be available to discuss janitorial services and school statistics of any type you may wish. Will hope to have some information on budgetary problems, use of evacuee employees, material and supply procurement, etc. Will be available for conferences that you may think desirable with other project officials on the property finance, procurement, etc., and with any of the school staff if you think desirable. I am offering these as suggestions and leaving general program to your discretion.

Yours truly,

N. E. VILES
Education Adviser

Teaching matters, additional school plant needs, physical education facilities and etc. were suggested. Any problems should be carefully outlined. A sufficient ^{justification} supervision should be prepared to accompany each request.

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PRINCIPAL'S MEETING

January 5, 1944

Present: Dr. Harris, Miss Rude, Mr. Main, Miss Breeze, Miss Peavy, Miss Cushman

Mr. Harris opened the meeting with a brief review of the existence of individuals differences which occur among children, raising the question as to the number of atypical children in the Poston schools.

Miss Rude reported that we have some children who should be in special sight saving classes. For these children, we do not have, at the present time, any one who is able to give the type of visual examination which these children need. She reported that the audiometer which was to be loaned to Poston by the Indian service may not be available since the transfer of the project to WRA. All of the cases of crippled children who are not mentally deficient are reported to be in school and making satisfactory adjustment. There is a totally deaf girl who is almost entirely isolated and needs special attention. This child knows some sign language but since this is in English, and the parents cannot speak English, there is not even any way in which the child can communicate with parents. Brothers and sisters in the family know sign language but they are away from home most of the day. This child has had know training in lip reading and though she can make normal sounds, there has been no training from which speech has developed. The totally blind boy in Poston I who was enrolled last year in 9th grade is eager to attend school again, but to date, no arrangements have been made for his transportation to school. In the cases of these two extremely handicapped children, the recommendations were as follows:

1. The deaf mute girl should be tested to determine whether or not there is any residual hearing which would make it possible to develop some hearing through use of a mechanical aid. Miss Rude will check with the Red Cross and other agencies to see whether or not she could be taken to Phoenix for such an examination. It was suggested that the Police Department might be willing to provide for the blind boy so that he may again reenter school.

The extent of mental deficiency in Poston is not truly known since no psychological examinations have been given. 16 cases exist in the Poston I, but only three extreme cases are in the Poston I elementary school. All three of these boys

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are not in school but are encountering great difficulty and are creating problems in the class room. Most of the cases known in Poston III seem to be making some progress in regular classes. One child who is 7 years of age is being cared for by the nursery school in Poston II will present an increasingly difficult problem since he possesses almost no speech--either Japanese or English. It is thought that problems such as his are intensified because of the bi-lingual environment. Other cases of mental deficiency and handicapped children are to be reported throughout the year giving careful attention to their progress and to the matter of the problems which they may create in the group of normal children. It was agreed it will probably be impossible to secure the services of an evacuee to handle all of these children in a special room since this particular type of difficulty is most discouraging to an untrained and inexperienced teacher. At the present time it seems more urgent, however to concentrate on the problem of securing an adequate number of good teachers for our normal children.

It was suggested that a letter be addressed to the state superintendent of instruction from the director of education here, another to the Health department from the local medical officer and another to the governor of California from the project director requesting that extreme deviates who can not be cared for here shall be admitted to California institutions. There seems to be no possibility of their being accepted in Arizona institutions.

Form 282 and 283--teachers records should be completed soon. Two copies of each are to be prepared.

Dr. Harris suggested that members of the state board of consultance be invited to the teachers spring conference in Poston.

The question of the burning of valuable waste paper was discussed. Dr. Harris agreed to check to see whether or not paper collected on the project can be disposed of in Parker. If so, the collection and sale would not be only be a valuable activity in which students should engage, but would provide a method of earning some of the needed funds.

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