

Meeting of Administrative-Supervisory Council, Thursday, Oct. 8, 1942

Plans for Seminar Courses-

Secure committee representative from Poston Two School
To plan for conferences, summer courses, and for
professional advancement.

Meeting Schedule:

Oct. 10 - General Group Meeting
17 - Local School Staff meeting
24 - General Group Meeting
31 -
Nov. 7 - General Group Meeting
14 - Local School Staff Meeting
21 - General Group Meeting
28 - Local School Staff Meeting

Central File in each camp -

- for Dr Leighton's sociological research
- for significant data on attitudes & beliefs of pupils.

Evaluation and Permanent Records -

Pupil Record folders to be prepared by Miss Cushman.

Two types of School Record files:

- 1) Confidential records in principal's office.
- 2) Core Studies folders for anecdotal records.

Appoint a teacher-representative to the Evaluation Committee.

English and Speech Problems - Mr. Peavey

Writing style & logical thinking; meanings; semantics.

Reading habits & skills committee - Miss Morrison.

Reading interests and records - Miss Manning, Head Librarian.

Mathematics in General Education - Miss Robertson.

Science in General Education - Mr. Nelson/

Art -

Substitute Teachers as helping teachers-

Develop lists and place on staff.

School-Public Relations & Publicity -

Write up interesting items

Local paper may be mailed out at regular rate.

Textbook orders- Speed up!

Duties of Dept. Heads and Teachers -

Typhoid "shots" for teachers - Mr. de Silva.

Budget for 2d Quarter. Budget for 1942-43 year.

Work Permits -

Research & Placement by Employment Dept.

Co-ordination & follow-up by school coordinator

Preparation of 1943-44 Budget.