

WAR RELOCATION AUTHORITY
COMMUNITY MANAGEMENT DIVISION
EDUCATION SECTION

9. THE COMMITTEE REPORT ON SUPPLIES AND SCHOOL PHYSICAL FACILITIES

COMMITTEE:

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The committee members acknowledge with appreciation the efforts of the Washington office and project officials in making available school supplies and equipment in erecting and altering existing buildings for school use. In the main, school supplies and equipment are available in usable quantities, and improvements have been made in the buildings. However, improvements are still needed in many areas. The Committee submits the following recommendations.

1. Planning

School administrators should plan needs in advance and should requisition for periods of at least 6 months in the future.

- a. School administrators should plan in conjunction with the engineering department in the project to have all school buildings ready for use and the necessary school supplies on hand on or before September 1, 1944.
- b. Requisitions should show definite need, number of pupils served, and available stocks or items. This is particularly important in requesting equipment, typewriters, or building improvements.
- c. When supplies are received at the project, they should be transferred to the education stockroom and charged to the school accounts and should be issued to the teachers under a plan approved by the education staff.
- d. Requisitions which require Washington approval should be in duplicate and in sufficient detail that the Community Management and Education officials may evaluate and provide tangible support for the request.
- e. Text book requests and fund allocations for items such as books should be concentrated primarily in the first quarter of each year.

- f. It is recommended that a base pupil supply program be drawn up in each project in order that purchases of such items as pencils, notebooks, etc., may be uniform for the various projects.

2. Procurement problems

- a. There is need for improvement in the follow-up system. Requisitions are prepared. Delivery is anticipated or promised and school programs are planned to use these supplies or equipment. Repeated delays often cause a program delay or change.
- b. Procurement officials should keep the superintendent informed of the possibilities of obtaining items desired, sources of supply, and probable delays.

3. Supplies

- a. A continuation of present policies should provide the services needed.
- b. Some attention should be given to providing needed incidental supplies to all pupils. A program for accounting for such supplies is necessary in order to avoid excessive loss.
- c. School superintendents should be notified when requested supplies reach the project, and should be assured that supplies purchased on their requisition will not be diverted to other activities without the written approval of the superintendent.
- d. That certain supplies furnished to the student for his personal benefit will be paid for by such students at cost plus a percent for handling charges and overall loss. This would specifically apply to the Departments of Industrial Arts and Home Making in the secondary school.

4. Equipment

- a. Requests should be limited to minimum quantities essential to an adequate educational program. Requisitions for such equipment must provide detailed justification.
- b. Procurement officials keep school superintendents informed of progress made on our requisitions.
- c. The Education budget be set up to include, and educational officials be authorized to requisition, all instructional supplies and equipment for all departments of the educational program.

5. Buildings

Delays in completing shop and other approved building units and of the recommended remodeling program in the barrack type of buildings has seriously handicapped the school programs in many centers. In some cases work has been halted on buildings under construction and delayed on others where approval has been granted. Some of these improvements are essential to state school accreditation and most of them are vital to the health, welfare, and educational progress of the pupils.

It is desirable that the essential improvements be completed as rapidly as possible. It is recommended that the school superintendents confer with other project officials and notify or request such officials to notify the Washington office of the improvements that are feasible and necessary to the efficient operation of the schools.

6. School Plant Maintenance

The Committee recommends that:

- a. The budget of the Education Section provide for the employment of a staff under the supervision of the Superintendent of Education to provide for the maintenance and operation of school buildings at a satisfactory level of use and efficiency.
- b. The number of maintenance staff positions authorized be determined upon the basis of an analysis of individual project needs and conditions.

7. Funds for Library Books

That funds be provided for community library books and that such funds be separated in the cost analysis so that the expenditure will not be shown on the per pupil cost in education.

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