July 10, 1962

The Board of Education of Howard County holds its regular meeting on Tuesday, July 10, 1962, at 9 a.m. The following members were present:

Charles E. Miller, President
Gertrude H. Crist, Vice President
C. Y. Stephens, Associate
John E. Yingling, Secretary

The minutes of the Board Meeting held on Thursday, June 14, 1962, were read and approved.

The Board accepted the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade or Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret B. Ellingsworth</td>
<td>Lisbon Junior High School (Effective April 30, 1962)</td>
<td>English and Social Studies</td>
</tr>
<tr>
<td>Sally G. Sanner</td>
<td>Lisbon Elem. &amp; Junior High</td>
<td>Music</td>
</tr>
<tr>
<td>Ruth S. Proffen</td>
<td>St. Johns Lane Elementary</td>
<td>Grade 3</td>
</tr>
<tr>
<td>Sue Ann Tabler</td>
<td>Lisbon Elementary School</td>
<td>Grade 6</td>
</tr>
<tr>
<td>Emily S. Wenger</td>
<td>Savage Elementary School</td>
<td>Grade 3</td>
</tr>
<tr>
<td>Dan C. Stone</td>
<td>Ellicott City Elementary</td>
<td>Grade 5-6</td>
</tr>
<tr>
<td>Betty Bliss</td>
<td>St. Johns Lane Elementary</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Evelyn C. Adkins</td>
<td>Atholton Elementary School</td>
<td>Grade 2</td>
</tr>
<tr>
<td>Carolyn L. May</td>
<td>Lisbon Elementary School</td>
<td>Grade 3</td>
</tr>
<tr>
<td>Evelyn S. Coon</td>
<td>Ellicott City Elementary</td>
<td>Special</td>
</tr>
<tr>
<td>Joretta P. Allwine</td>
<td>Ellicott City Elementary</td>
<td>Grade 4</td>
</tr>
<tr>
<td>Esther R. Ruth</td>
<td>West Friendship Elementary</td>
<td>Grade 5</td>
</tr>
<tr>
<td>Bertha G. Frankfurt</td>
<td>St. Johns Lane Elementary</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Fay B. Smith</td>
<td>Savage Elementary School</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Carolyn L. Koppel</td>
<td>Clarksville Elem. &amp; Junior High</td>
<td>Music</td>
</tr>
<tr>
<td>Josie G. Smith</td>
<td>Lisbon Elementary School</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Mary Jane Wilson</td>
<td>Atholton &amp; Ellicott City Elem.</td>
<td>Music</td>
</tr>
<tr>
<td>Ellen E. Tharp</td>
<td>Ellicott City Junior High</td>
<td>Reading</td>
</tr>
<tr>
<td>Donald H. Miller</td>
<td>Ellicott City Junior High</td>
<td>English and Social Studies</td>
</tr>
<tr>
<td>Robert A. DeStefano</td>
<td>Waterloo Junior High School</td>
<td>Band</td>
</tr>
<tr>
<td>Ernest W. Lingo</td>
<td>Harriet Tubman High School</td>
<td>English</td>
</tr>
<tr>
<td>Adrienne J. Talbot</td>
<td>Savage Elementary School</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Andrew Suggs</td>
<td>Harriet Tubman High School</td>
<td>Band</td>
</tr>
<tr>
<td>Arthur Bennanzar</td>
<td>Glenelg High School</td>
<td>Band English and Social Studies</td>
</tr>
<tr>
<td>Jean N. Pistorio</td>
<td>Lisbon Junior High School</td>
<td>Special Studies</td>
</tr>
<tr>
<td>Ruby E. Musgrove</td>
<td>Glenelg High School</td>
<td>Art</td>
</tr>
<tr>
<td>Mary A. Tame</td>
<td>Clarksville Junior High</td>
<td>Music</td>
</tr>
<tr>
<td>Riddell Nobel</td>
<td>Glenelg High School</td>
<td></td>
</tr>
<tr>
<td>Dennie S. Stansell</td>
<td>Clarksville Junior High School</td>
<td>English and Social Studies</td>
</tr>
<tr>
<td>Richard I. Hay</td>
<td>Ellicott City Junior High</td>
<td>Geography Studies</td>
</tr>
<tr>
<td>Ronald A. Oaks</td>
<td>Lisbon Junior High School</td>
<td>Science - Math</td>
</tr>
<tr>
<td>Milton J. Wood</td>
<td>Waterloo Junior High School</td>
<td>Grade 5</td>
</tr>
<tr>
<td>James E. Crawford</td>
<td>Clarksville Elementary School</td>
<td>Grade 2</td>
</tr>
<tr>
<td>Delores N. Ulmer</td>
<td>Lisbon Elementary School</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Sarah C. Mullinix</td>
<td>Lisbon Elementary School</td>
<td>Business Education</td>
</tr>
<tr>
<td>Donald W. Riggs</td>
<td>Glenelg High School</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Enlo F. Rountree</td>
<td>Harriet Tubman High School</td>
<td></td>
</tr>
</tbody>
</table>

(All of the above resignations are effective June 30, 1962, unless otherwise designated.)
The Board approved the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Subject</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Majorie H. Wetzel</td>
<td>Glenelg High School</td>
<td>Home Ec.</td>
<td>$5,100</td>
</tr>
<tr>
<td>Roger M. Marshall</td>
<td>Howard County High School</td>
<td>Ind. Arts</td>
<td>4,500</td>
</tr>
<tr>
<td>Kay T. Theiss</td>
<td>Rockland Elementary School</td>
<td>Grade 6</td>
<td>4,700</td>
</tr>
<tr>
<td>Howard B. Seymour</td>
<td>Clarksville Elementary School</td>
<td>Grade 5</td>
<td>4,200</td>
</tr>
<tr>
<td>Lillian B. Young</td>
<td>Scaggsville Elementary School</td>
<td>Grade 4</td>
<td>3,800</td>
</tr>
<tr>
<td>Joseph E. Kulski</td>
<td>West Friendship Elementary</td>
<td>Grade 5-6</td>
<td>6,300 *</td>
</tr>
<tr>
<td>M. Eleanor Hall</td>
<td>Waterloo Junior High School</td>
<td>Art</td>
<td>5,500</td>
</tr>
<tr>
<td>Clara A. Hart</td>
<td>Ellicott City Junior High</td>
<td>Home Ec.</td>
<td>5,300</td>
</tr>
<tr>
<td>James E. Starcher</td>
<td>Howard County Senior High</td>
<td>Ind. Arts</td>
<td>5,500</td>
</tr>
<tr>
<td>Robert T. Perkins</td>
<td>Waterloo Junior High School</td>
<td>Music</td>
<td>4,200</td>
</tr>
<tr>
<td>Betty J. Ridgely</td>
<td>Lisbon Elementary School</td>
<td>Grade 3</td>
<td>4,200</td>
</tr>
<tr>
<td>James E. Hillen</td>
<td>Glenelg High School</td>
<td>Phys. Ed.</td>
<td>5,100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Ind. Arts</td>
<td></td>
</tr>
<tr>
<td>Gail W. Waldeisen</td>
<td>Lisbon Elementary School</td>
<td>Grade 2</td>
<td>3,800</td>
</tr>
</tbody>
</table>

(Above contracts are effective September 1, 1962)

*To receive additional county increment if transcript later entitles teacher to regular certification.

The Secretary requested the Board to approve the transfer of the following teachers for the 1962-63 school year:

Raymond W. Fullerton - From the Glenelg High School to the Waterloo Junior High School - Special Education.

Milo W. Snider - From the Howard County Senior High School to the Clarksville Junior High School - Industrial Arts.

Olivia M. Cocking - From St. Johns Lane Elementary School to the Rockland Elementary School - Grade 2.

Wilma S. Ray - From the St. Johns Lane Elementary School to the Rockland Elementary School - Grade 1.

Elizabeth G. Donahue - From Atholton Elementary School to the Rockland Elementary School - Grade 4-5.

Elizabeth Parker - From St. Johns Lane Elementary School to the Scaggsville Elementary School - Grade 1.

Luella V. Collins - From Cooksville Elementary School to the Guilford Elementary School - Grade 1.

Sarah C. Nicholai - From Glenelg High School to the Howard County Senior High School - Home Economics.

Janet H. Cotton - From Glenelg High School to the Lisbon Junior High School - Home Economics and Reading.

The transfers were approved as presented. The motion for approval was made by Mr. Stephens and seconded by Mrs. Crist and received the unanimous approval of the Board.

The Secretary stated that Dr. Thomas G. Pullen, Jr., State Superintendent of Schools, informed the Secretary that the State Board of Education had approved the request of the Board of Education of Howard County for an additional allotment of $538,000.00 under the General Public School Construction Loan.
The Secretary informed the Board that he had consulted with Thomas G. Harris, Jr., Planning Director of the Howard County Planning Commission, concerning the 6.85 acres of land owned by Bali, Inc., which is a development adjacent to the Ellicott City Junior High School known as Stonecrest. This land, on the plans, had been set aside for an elementary school site. The Secretary tried for several weeks to get in touch with Mr. E. J. Wilson, President of Bali, Inc., concerning the acreage. Mr. Wilson informed the Secretary that eighteen individuals own this land and are not interested in selling it for acreage for a school, but would sell it as lots if the Board wishes to purchase the site. The Secretary again talked with Mr. Harris about the Bali property and was informed that there was nothing the Planning Commission could do to force this piece of land to be set aside for a school site.

The Board decided not to purchase the land owned by Bali, Inc., as the cost would be excessive if purchased on a lot basis.

The Board of County Commissioners of Howard County approved the request of the Board of Education of Howard County for $20,000.00 additional for adding two rooms to the West Friendship Elementary School addition contract. The original estimate was for four rooms.

The Secretary requested several firms to bid on Art supplies for the Public Schools of Howard County. Bids were received from two firms on June 29, 1962, as follows:

Kurtz Bros. Eastern Division - $5,825.31
Cascade School Supplies, Inc. - $5,498.00

The Secretary went over the bids with representatives of the above firms. Mr. McDonald, representing Kurtz Bros., made several objections concerning the bid of the Cascade Paper Company. These objections were made mainly because the Cascade Paper Company had neglected to give numbers of several items bid upon. However, their representative, Mr. Rowe, stated that the items would be equal to the number specified from the Kurtz Bros. catalog. The Secretary recommended that the contract be awarded to the Cascade Paper Company, the lowest bidder.

Mrs. Crist moved that the contract be awarded to the Cascade Paper Company. The motion was seconded by Mr. Stephens and received the unanimous approval of the Board.

The Board authorized the Secretary to go over the Industrial Arts bids which were opened at the June 14th meeting and award contracts to the lowest bidders on the various items, provided the materials bid upon were comparable. The Secretary made the following awards:

Brodhead-Garrett Company - $4,302.31
Graves-Humphreys - 595.56
Tandy Leather Company - 355.86
Anderson & Ireland Company - 291.03
Budeke's - 106.99
Garey Machinery Company - 102.00
Goldblatt Tool Company - 33.60

The Secretary requested approval of his action. Mr. Stephens moved that the contracts be approved as stated. The motion was seconded by Mrs. Crist and approved by the Board.
The Secretary stated that Scholastic Magazine, Time Magazine, and a number of other publications are publishing interesting material on Communism. There are a number of books and pamphlets which give instruction on Communism and its contrast with liberty under law. The Secretary asked the Board to consider placing this literature in the social studies classes in the junior and senior high schools for use by students and teachers.

Mr. Stephens moved that the social studies teachers be requested to carefully review the various articles, pamphlets and books on Communism and include the teaching of Communism as contrasted with liberty under law in their social studies classes. Mrs. Crist seconded the motion which was unanimously approved by the Board.

The Lisbon Junior High School shop building and the Clarksville Junior High School shop building were built out of block and so constructed that brick facing could be added at a later date. This has never been done. The Secretary requested the Board to visit these two schools and decide if funds for brick facing should be placed in a future budget or if this idea should be abandoned and these buildings be pointed up and painted the same as our other block buildings.

The Secretary requested Henry Reseh, contractor, to estimate the cost of brick facing the front side of the Clarksville shop and the entire building. Mr. Reseh's estimate is as follows:

Front and side  -   $2,055.00
Entire Building -   4,230.00

The Board authorized the Secretary to point up and paint the Clarksville and Lisbon shop buildings.

Bids for steel lockers for the Glenelg High School were received at the meeting of the Board held on Thursday, June 14. The Secretary requested and was given permission to open the bids and to award the contract to the lowest bidder, provided the materials bid upon were comparable. The contract for furnishing lockers was awarded to the Republic Steel Corporation for the sum of $3,305.30. The Secretary requested approval of his action.

Mrs. Crist moved that the action of the Secretary in awarding the contract be approved. The motion was seconded by Mr. Stephens and received the unanimous approval of the Board.

The Building Engineer for Howard County issued the following permits for the month of June, 1962:

District 1 -  4
"  2 - 12
"  3 -  2
"  4 -  2
"  5 - 11
"  6 - 19
Total -  50
At the last meeting of the Board on June 14, the Howard County School Bus Contractors Association requested the Board to consider four items. Action on the request was postponed. The Board decided to discuss the request of the School Bus Contractors Association at the next meeting of the Board, at which time Mr. Morris W. Rannels, State Supervisor of Transportation, and Mr. Harry T. Murphy, County Supervisor of Transportation, will be present.

The Board requested several firms to bid on small kitchen equipment for the Rockland Elementary School. Bids were due on or before Friday, June 29, 1962. The Secretary requested and received permission from the Board to open the bids and to award the contracts to the lowest bidders, provided the materials bid upon were comparable. The awards were made to the following firms:

International Fixture Corp. - $686.99
J. Norman Otto Co., Inc. - $932.29

The Secretary requested approval of his action. Mr. Stephens moved that the action of the Secretary be approved. The motion was seconded by Mrs. Crist and received the unanimous approval of the Board.

The Secretary requested the following firms to bid on furnishing and installing shades for the Rockland Elementary School, the Waterloo Junior High School addition, the Glenelg High School addition and the West Friendship Elementary School addition:

American Shade Company
Eastern Window Shade Company
Drew Mason & Associates

Bids were due on or before 10:00 a.m., E.D.T., Tuesday, July 10, 1962, at which time they were publicly opened and read. The Board reserved the right to reject any or all bids, in whole or in part, or to waive any informalities as its interest may appear. The following bids were received:

**West Friendship Elementary School:**

- Eastern Window Shade Company (72 shades) .......... $284.21
- American Shade Company (72 shades) .......... 249.75
- Drew Mason & Associates (12 shades) .......... 59.12

**Rockland Elementary School:**

- Eastern Window Shade Company (246 shades) .......... $1,165.22
- American Shade Company (253 shades) .......... 1,050.00
- Drew Mason & Associates (469 shades) .......... 1,887.70

**Glenelg High School:**

- Eastern Window Shade Company (70 shades) .......... $544.08
- American Shade Company (73 shades) .......... 465.70
- Drew Mason & Associates (129 shades) .......... 727.44
Waterloo Junior High School:

Eastern Window Shade Company (180 shades) .......... $1,110.73  
American Shade Company (180 shades) .......... 918.75  
Drew Mason & Associates (144 shades) .......... 840.13

Mrs. Crist moved that the Secretary be authorized to award the contract to the American Shade Company, the lowest bidder. Mr. Stephens seconded the motion which received the unanimous approval of the Board.

The Board advertised for sealed bids on a surplus tractor and mower which is no longer needed by the Clarksville school, where it is located. The bids were due on or before 10:00 a.m., E.D.T., Friday, July 6, 1962. A number of people called concerning the tractor; however, no bids were received. The Secretary requested permission to sell the tractor. The Board approved the request.

The Board requested Drummond & Co., Inc. and the Albert G. Parrott Company to bid on the following work:

a. Blacktop the play area for the Waterloo Junior High School.
b. Blacktop the play area for the Ellicott City Junior High School.
c. Blacktop the parking area and play area and driveway at the Rockland Elementary School.

Bids for this work were due on or before 11:00 a.m., E.D.T., Tuesday, July 10, 1962. The Board reserved the right to reject any or all bids, in whole or in part, or to waive any informalities as its interest may appear.

The following bids were received:

Albert G. Parrott Co. -

Waterloo Junior High School - $1,284.70  
Ellicott City Junior High School - $4,189.90  
Rockland Elementary School:
  Play area - $2,267.32  
  Driveway and Parking Area - $9,571.84

The contracts for the installation of blacktop at the above named schools were awarded to the Albert G. Parrott Company as outlined above. The motion for approval was made by Mrs. Crist, seconded by Mr. Stephens and received the unanimous approval of the Board.

Mrs. A. K. Romoser, 3000 Belgard Road, Laurel, Maryland, requested the Board to transfer her daughter from the Glenelg High School to the Howard County Senior High School. The Board turned down the request as it is in conflict with the present school transportation policies. The motion denying the request was made by Mrs. Crist, seconded by Mr. Stephens and received the unanimous approval of the Board.
The following communications were presented to the Board:

c. In-Service program for principals and teachers for the 1962-63 school year.
d. Letter from the Glenelg Band Boosters signed by Mrs. Reuben Hett, Secretary, requesting that funds be placed in the 1963 budget to pay for the cost of the summer band program.
e. A schedule showing the amount of funds received for scholarships by Howard County graduates in 1960, 1961 and 1962.

The Board requested the Secretary to review the requests of the West Friendship and Scaggsville Elementary Schools' Board of Trustees and do as many of the items as he thinks is advisable.

The Board approved the In-Service program for the school year 1962-63. The request for funds to be placed in the next Annual School Board Budget for the 1963 summer band program was discussed, but no action was taken.

The Secretary informed the Board that he would like to appoint Mrs. Mary R. Hovet as Director of Instruction. This is simply a new title giving Mrs. Hovet the necessary authority to work directly with the entire staff on professional aspects of the program from grades one through twelve.

Mr. Stephens moved that the appointment of Mrs. Mary R. Hovet as Director of Instruction be approved. Mrs. Crist seconded the motion which was unanimously approved by the Board.

The Board visited the Clarksville area in the afternoon and inspected certain proposed sites for a new elementary school. The Board authorized the Secretary to further inspect the proposed sites and inform the Board at its next meeting of his findings.

The Secretary informed the Board that the registration for colored children wishing to attend a school closer to their homes was held June 18 through June 29, 1962. The parents or guardians of twenty-five children now attending colored schools requested transfers to white elementary schools. Parents or guardians of forty-two secondary school children requested transfers to white junior or senior high schools. The transfers are being processed so that parents or guardians will be notified in the last week in July if the transfers have been approved.

The Board authorized the Secretary to process the transfers.

The Board advertised for bids on supplies and equipment for the four new Industrial Arts shops at the Clarksville Junior High School, Lisbon Junior High School, Ellicott City Junior High School and the Waterloo Junior High School. The bids were due on or before 11:00 a.m., E.D.T., Monday, July 9, 1962. The Secretary requested permission to open the bids and go
over the quotations with Mr. Duriag and award the various items to the lowest bidders, provided the materials bid upon meet the Board's specifications. The Board approved the request of the Secretary, and he awarded contracts to the following companies:

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brodhead Garrett Company</td>
<td>$3,486.19</td>
</tr>
<tr>
<td>Thompson &amp; Cooke, Inc.</td>
<td>3,166.47</td>
</tr>
<tr>
<td>Carey Machinery</td>
<td>1,691.73</td>
</tr>
<tr>
<td>Graves Humphreys</td>
<td>1,441.61</td>
</tr>
<tr>
<td>Anderson &amp; Ireland</td>
<td>798.71</td>
</tr>
</tbody>
</table>

The Secretary recommended that Donald A. Hastings be transferred from the Elkridge Elementary School to the principalship of the Rockland Elementary School. Mr. Hastings is a very capable young man, untiring in his efforts, and he has shown a keen interest in school problems in the County. He deserves consideration and a chance to prove himself in a new position. He is president of the Howard County Teachers' Association.

Mrs. Crist moved that the recommendation of the Secretary be approved. The motion was seconded by Mr. Stephens and received the unanimous approval of the Board.

The Secretary recommended that a qualified person be employed as supervisor of the School Lunch Program. This position was discussed with the Board at its May meeting. The Board authorized the Secretary to employ a qualified person as supervisor of the School Lunch Program.

The next regularly scheduled meeting of the Board to be held on Tuesday, August 7, 1962, was postponed to Thursday, August 16, 1962.

There being no further business, the meeting adjourned.

[Signature]
Secretary
INDEX

Appointments p. 191

Bids - p. 192
Art Supplies
Industrial Art Supplies p. 192
Blacktop for Waterloo and Ellicott City Junior High Schools and Rockland Elementary School p. 195
Industrial Art Supplies and equipment for four new shops - Clarksville, Lisbon, Ellicott City and Waterloo Junior High Schools p. 196-197
Window Shades for Rockland and additions to West Friendship Glenelg and Waterloo Junior High p. 194-195
Surplus tractor at Clarksville p. 195

Board of County Commissioners of Howard County - approval of $20,000.00 for additional rooms at West Friendship p. 192

Building Permits p. 193
Communications p. 196

Communism - to be studied by Social Studies classes p. 193

Director of Instruction - appointment of Mary R. Hovet p. 196

Elementary School Site - adjacent to Ellicott City Junior High p. 192

Resignations p. 190
Rockland Elementary School - Principal appointed - Donald A. Hastings p. 197

School Board Meeting - date postponed p. 197
School Bus Contractors Association p. 194

School Site for Clarksville area visited by Board p. 196

Shop Buildings - Clarksville and Lisbon to be pointed up and painted p. 193

Supervisor of School Lunch Program p. 197

Transfer of Teachers p. 191

Transfer of Students - Request of Mrs. A. K. Romoser p. 195
Request of colored students p. 196

Public School Construction Loan - Additional allotment of $538,000 p. 191
August 16, 1962

The Board of Education of Howard County held its regular meeting on Thursday, August 16, 1962, at 9 a.m. The following members were present:

Charles E. Miller, President  
Gertrude H. Crist, Vice President  
C. Y. Stephens, Associate  
John E. Yingling, Secretary

Mrs. Smith W. Allnutt and Mrs. Mercedes J. Phillips, representing the Howard County Council of Parent-Teacher Associations, and Mrs. A. K. Romoser, representing the League of Women Voters of Howard County, attended the meeting.

The minutes of the Board meeting held on Tuesday, July 10, 1962, were read and approved.

The Board accepted the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade or Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald W. Gilpin</td>
<td>Howard County Senior High</td>
<td>Industrial Arts</td>
</tr>
<tr>
<td></td>
<td>(Released from contract effective Sept. 1, 1962)</td>
<td></td>
</tr>
<tr>
<td>William R. Niemann</td>
<td>Clarksville Elementary School</td>
<td>Principal</td>
</tr>
<tr>
<td></td>
<td>(effective June 30, 1962)</td>
<td></td>
</tr>
<tr>
<td>Esther W. Truman</td>
<td>Harriet Tubman Sr.-Jr. High School</td>
<td>Core and Reading</td>
</tr>
<tr>
<td></td>
<td>(effective June 30, 1962)</td>
<td></td>
</tr>
<tr>
<td>Marcia C. Hess</td>
<td>Atholton Elementary School</td>
<td>Trainable</td>
</tr>
<tr>
<td></td>
<td>(effective June 30, 1962)</td>
<td></td>
</tr>
<tr>
<td>Gail Waldeisen</td>
<td>Lisbon Elementary School</td>
<td>Grade 2</td>
</tr>
<tr>
<td></td>
<td>(Released from contract effective Sept. 1, 1962)</td>
<td></td>
</tr>
<tr>
<td>Nancy J. Lyons</td>
<td>Ellicott City Junior High School</td>
<td>Core</td>
</tr>
<tr>
<td></td>
<td>(Released from contract effective Sept. 1, 1962)</td>
<td></td>
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</tbody>
</table>

The Board approved the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Subject</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>David L. MacPherson</td>
<td>Rockland Elementary School</td>
<td>Grade 5</td>
<td>$4,100</td>
</tr>
<tr>
<td>Charles S. Bogart</td>
<td>Ellicott City Junior High</td>
<td>Science</td>
<td>4,500</td>
</tr>
<tr>
<td>Blanche O. Schultz</td>
<td>Ellicott City Elementary</td>
<td>Grade 3-4</td>
<td>7,500</td>
</tr>
<tr>
<td>Marcia R. Fox</td>
<td>Lisbon Elementary and J.H.S.</td>
<td>Music</td>
<td>4,500</td>
</tr>
<tr>
<td>Esther S. Fee</td>
<td>Lisbon Elementary School</td>
<td>Grade 1</td>
<td>4,300</td>
</tr>
<tr>
<td>Mary S. Painter</td>
<td>St. Johns Lane Elementary</td>
<td>Grade 3</td>
<td>6,600</td>
</tr>
<tr>
<td>Earl J. Paugh</td>
<td>Glenelg High School</td>
<td>Biology</td>
<td>4,500</td>
</tr>
<tr>
<td>Audrey B. March</td>
<td>St. Johns Lane Elementary</td>
<td>Grade 3</td>
<td>3,800</td>
</tr>
<tr>
<td>Lois A. Norman</td>
<td>Harriet Tubman High School</td>
<td>Phys. Ed.</td>
<td>4,500</td>
</tr>
<tr>
<td>Peggy P. Simon</td>
<td>Elkridge Elementary School</td>
<td>Grade 1</td>
<td>3,800</td>
</tr>
<tr>
<td>Lazette Pope</td>
<td>Savage Elementary School</td>
<td>Grade 1</td>
<td>6,300</td>
</tr>
<tr>
<td>Catherine T. Raum</td>
<td>Scaggsville Elementary School</td>
<td>Grade 2</td>
<td>4,000</td>
</tr>
<tr>
<td>Nuala F. Roberts</td>
<td>Savage Elementary School</td>
<td>Grade 3</td>
<td>5,100</td>
</tr>
<tr>
<td>Thomas C. Phillips</td>
<td>Waterloo Junior High School</td>
<td>Mathematics</td>
<td>6,300</td>
</tr>
<tr>
<td>Robert A. Keller, Jr.</td>
<td>Lisbon Junior High School</td>
<td>Soc. Studies</td>
<td>4,500</td>
</tr>
</tbody>
</table>
# Salaries of Teachers

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Subject</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marion E. Osing</td>
<td>St. Johns Lane Elementary</td>
<td>Grade 4</td>
<td>$4,000</td>
</tr>
<tr>
<td>Sallie E. Whitaker</td>
<td>Savage Elementary School</td>
<td>Grade 1</td>
<td>$4,200</td>
</tr>
<tr>
<td>Clifton H. Lloyd</td>
<td>Harriet Tubman High School</td>
<td>Band</td>
<td>5,700</td>
</tr>
<tr>
<td>Clarence F. Grove</td>
<td>Clarksville Junior High</td>
<td>Science</td>
<td>5,100</td>
</tr>
<tr>
<td>H. Cary Malkus</td>
<td>Glenelg High School</td>
<td>Band</td>
<td>4,500</td>
</tr>
<tr>
<td>Clayton L. Brewer</td>
<td>Lisbon Elementary School</td>
<td>Grade 5-6</td>
<td>3,800</td>
</tr>
<tr>
<td>Kathryn A. Marshall</td>
<td>St. Johns Lane Elementary</td>
<td>Grade 2</td>
<td>3,800</td>
</tr>
<tr>
<td>Lewis D. Brock</td>
<td>Atholton Elementary School</td>
<td>Grade 6</td>
<td>4,200</td>
</tr>
<tr>
<td>Joyce A. Brock</td>
<td>Elkridge Elementary School</td>
<td>Grade 6</td>
<td>3,100</td>
</tr>
<tr>
<td>Nicholas T. Fornario</td>
<td>Waterloo Junior High School</td>
<td>Ind. Arts</td>
<td>4,300</td>
</tr>
<tr>
<td>Marie C. Bushong</td>
<td>Glenelg High School</td>
<td>Math &amp; Biology</td>
<td>4,300</td>
</tr>
<tr>
<td>Betty L. Bliss</td>
<td>St. Johns Lane Elementary</td>
<td>Grade 1</td>
<td>4,800</td>
</tr>
<tr>
<td>Mary M. Aist</td>
<td>Atholton Elementary School</td>
<td>Grade 1</td>
<td>4,800</td>
</tr>
<tr>
<td>Ervin McQuaige</td>
<td>Harriet Tubman High School</td>
<td>Physical</td>
<td></td>
</tr>
</tbody>
</table>

*To receive additional county increment if transcript later entitles teacher to regular certification.*

The above contracts become effective September 1, 1962.

The Secretary requested the Board to approve the transfer of Mrs. Mary B. Blum from St. Johns Lane Elementary school to the special class at the Ellicott City Elementary School. The Board approved the transfer.

The Secretary informed the Board that after careful consideration he had decided to appoint Mrs. Joan H. Weatherholtz as Supervisor of Home Economics and School Lunch Program. This appointment has received the approval of Miss Evelyn F. Miller, State Supervisor of Home Economics, Miss Eleanor G. Weagly, State Supervisor of School Lunch Program, and Dr. Thomas G. Pullen, Jr., State Superintendent of Schools. The Secretary requested the Board to approve this appointment.

Mrs. Crist moved that the appointment be approved. The motion was seconded by Mr. Stephens and received the unanimous approval of the Board.

The Secretary informed the Board that Mr. William R. Niemann, Principal of the Clarksville Elementary-Junior High School, resigned his position on July 26, the day after the Secretary left for his vacation. The Secretary talked to Mr. Niemann upon his return and after careful consideration decided to accept the resignation.

Mr. Theodore C. Mintz was approved by the Board at the last meeting to serve as Vice Principal of the Clarksville Junior High School. The Secretary decided to appoint Mr. Mintz as Principal of the Clarksville Elementary-Junior High School to replace Mr. Niemann, as he had no other alternative.

Mrs. Crist moved that the appointment be approved, and Mr. Stephens seconded the motion which received the unanimous approval of the Board.
The Secretary informed the Board that Mrs. Lillian C. Rodgers, Mathematics teacher at the Waterloo Junior High School, decided to retire after teaching thirty-six years in Howard County. The Board approved the following resolution, a copy of which is to be sent to Mrs. Rodgers:

"WHEREAS, Mrs. Lillian C. Rodgers is retiring at the close of the 1962 school term, after having devoted years of service in the field of education,

BE IT RESOLVED, That Mrs. Rodgers is particularly recognized for her years of service in the public schools of Howard County, and for her dedication to the teaching profession. Her love, understanding, and inspirational guidance of children will remain an everlasting tribute to her."

Mr. Morris W. Rammels, State Supervisor of Transportation, and Mr. Harry T. Murphy, County Supervisor of Transportation, met with the Board at 10:00 a.m. The following recommendations of the Howard County School Bus Contractors Association were discussed along with other problems pertaining to the transportation of Howard County Public School pupils:

a) A daily reimbursement of four hours per day @ $2.50 per hour.
b) That mileage on a contract not be reduced by more than 10%.
c) Revision of pay scale per mile for the following:
   1. Primary Roads
   2. Secondary Roads
   3. Gravel or Dirt Roads
d) Consider an automatic increase, percentage-wise, when teachers' salaries are increased.

The Board will consider the recommendations of the Howard County School Bus Contractors Association at its September meeting.

The Building Engineer for Howard County issued the following permits for the month of July, 1962:

District 1 - 6
" 2 - 20
" 3 - 5
" 4 - 2
" 5 - 10
" 6 - 6

Total - 49

After careful consideration the supervisory staff decided to discontinue the teaching of Latin at the Ellicott City Junior High School for the coming school year. Only eleven students indicated that they would take Latin if it was offered. It was, therefore, necessary to drop this course from the curriculum due to a lack of interest of ninth grade students.
The Board requested Mrs. Gertrude H. Crist, Vice President, to serve as a discussion leader at the annual meeting of the Maryland Association of Boards of Education to be held at the Francis Scott Key Hotel in Frederick on October 3-5, 1962.

The Board was given a copy of a letter received from Mrs. Mercedes J. Phillips, pertaining to grading systems in the various Howard County public schools and its effect on students wishing to attain grades sufficient to place them on the honor roll. Mrs. Phillips specifically requested that children be required to obtain a B average or better to be placed on the honor roll rather than all A's and B's as is required at the present time. The Secretary informed the Board that he would discuss this matter with the supervisory staff at the principals' meeting in October. No action was taken on Mrs. Phillips' request.

The Secretary requested the Board to approve a new bus to transport trainable children. At the present time we have two small buses transporting these children. Due to the anticipated enrollment in September, it will be necessary for the Board to consider placing another small bus in operation.

Mr. Stephens moved that approval to obtain another bus be granted. The motion was seconded by Mrs. Crist and received the unanimous approval of the Board.

The Board was given a copy of a letter received from Mr. S. Edward Smith, Chairman of the Committee on Education for the Maryland Commission on Interracial Problems and Relations. The Secretary stated that James W. King attended meetings of the Commission in Baltimore and made a statement concerning the policy of the Board of Education of Howard County which had to do with the employment of teachers. The Secretary informed the Board that he would answer Mr. Smith's letter as requested.

The Secretary stated that he had received a letter from Mrs. Smith W. Allnutt, President of the Howard County Council of Parent-Teacher Associations, pertaining to the teaching of French in the junior high schools, and whether children taking French in the elementary-after-school-program would be able to advance to French II when entering junior high school. The Secretary stated that he would answer Mrs. Allnutt's letter after he discusses this problem with the supervisory staff and the secondary school principals.

The Board was given copies of a letter and other statistical data received from Mrs. Margaret Lotz, Chairman of the Welfare Committee of the Howard County Teachers' Association. The Secretary requested the Board to study this information and be prepared to discuss same at the September meeting of the Board.

Members of the Board were given copies of a summary of school bus accidents for the school year 1961-62 as compiled by the Maryland State Department of Education.

There being no further business, the meeting adjourned.
INDEX

Appointments p. 199-200

Building Permits p. 201

Bus, Accidents - summary of p. 202
  Howard County Contractors Association
  New for Trainable Children

French, Request for coordination between p. 202
  elementary and junior high school

Honor Roll, Grades concerning p. 202

Howard County Teachers' Association - Request p. 202
  of Welfare Committee

Latin, Discontinued at Ellicott City Jr. High p. 201

Maryland Association of Boards of Education, p. 202
  Annual meeting of

Maryland Commission on Interracial Problems p. 202
  and Relations

Principalship, appointment of Theodore C. Mintz p. 200

Resignations p. 199

Retirement - Lillian C. Rodgers p. 201

Supervisor, Appointment of Mrs. Joan H. Weatherholtz p. 200
  as Supervisor of Home Economics and
  School Lunch Program

Transfer - Mrs. Mary A. Blum p. 200
September 13, 1962

The Board of Education of Howard County held its regular meeting on Thursday, September 16, 1962, at 9 a.m. The following members were present:

Charles E. Miller, President
Gertrude H. Crist, Vice President
C. Y. Stephens, Associate
John E. Yingling, Secretary

Mrs. Smith W. Allnutt and Mrs. Mercedes J. Phillips, representing the Howard County Council of Parent-Teacher Associations, and Mrs. A. K. Romoser, representing the League of Women Voters of Howard County, attended the meeting.

The minutes of the Board meeting held on Thursday, August 16, 1962, were read and approved.

The Board accepted the following resignation:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade or Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet H. Cotton</td>
<td>Lisbon Junior High School</td>
<td>Home Economics</td>
</tr>
<tr>
<td>(Effective June 30, 1962)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Board approved the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Subject</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy L. Heagerty</td>
<td>Lisbon Elementary School</td>
<td>Gr. 2</td>
<td>$3,800</td>
</tr>
<tr>
<td>Ruth G. Anderson</td>
<td>Lisbon Elementary School</td>
<td>Gr. 1</td>
<td>3,800</td>
</tr>
<tr>
<td>Nancy T. Hart</td>
<td>Atholton Elementary School</td>
<td>Gr. 1</td>
<td>4,900</td>
</tr>
<tr>
<td>Richard L. Adelsberger</td>
<td>Ellicott City Junior High School</td>
<td>Core &amp; Art</td>
<td>4,500</td>
</tr>
<tr>
<td>Nancy Y. Potts</td>
<td>St. Johns Lane Elementary School</td>
<td>Gr. 1</td>
<td>4,000</td>
</tr>
<tr>
<td>Solly C. Ciamacca</td>
<td>Glenelg High School</td>
<td>Business Ed.</td>
<td>5,700</td>
</tr>
<tr>
<td>Rose M. Branson</td>
<td>Harriet Tubman High School</td>
<td>History</td>
<td>4,500</td>
</tr>
<tr>
<td>Constance M. Sheley</td>
<td>Atholton Elementary School</td>
<td>Trainable</td>
<td>4,150</td>
</tr>
<tr>
<td>Miriam C. Karpovics</td>
<td>Ellicott City Junior High School</td>
<td>French</td>
<td>4,900</td>
</tr>
<tr>
<td>Patricia C. Leonard</td>
<td>Rockland Elementary School</td>
<td>Grade 4</td>
<td>4,000</td>
</tr>
<tr>
<td>Emily L. Carnochan</td>
<td>Lisbon Junior High School</td>
<td>Home Ec. &amp; Reading</td>
<td>4,700</td>
</tr>
<tr>
<td>Jean M. Hamilton</td>
<td>Elkhridge Elementary School</td>
<td>Special</td>
<td>4,000</td>
</tr>
<tr>
<td>(Effective September 24, 1962)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Above contracts are effective September 1, 1962, unless otherwise stated.

The Secretary requested the Board to approve the following transfers:

Mrs. Leona M. Howard - from the Clarksville Junior High School to the Ellicott City Junior High School.

Mrs. Patricia C. Leonard - from the Rockland Elementary School to the Scaggsville Elementary School.

These transfers were necessary due to changes in enrollment. The Board approved the transfers.
Mr. Harry A. Wessel, bus contractor, has requested the Board to approve the deduction of $298.52 per month for thirty months, beginning in October, 1962, sending funds to the Commercial and Farmers Bank for application on a loan for a new bus. The Board approved Mr. Wessel's request.

Mr. Alfred S. Bassler, bus contractor, requested the Board to approve the deduction of $225.00 per month for thirty months, beginning in October, 1962, sending funds to the Patapsco National Bank for application on a loan for a new bus. The Board approved Mr. Bassler's request.

The Mt. Zion Methodist Church requested the use of the Clarksville School cafeteria and kitchen for a turkey dinner and bazaar to be held on October 27, 1962. Funds from this affair will go toward the building fund for the new church. In the past, the Board charged $25.00 for the use of a school building by a non-school organization to help defray the cost of light, heat, etc. The non-school organization using the school pays the janitor's fees. The motion for approval was made by Mr. Stephens and seconded by Mrs. Crist. The motion received the unanimous approval of the Board.

The Building Engineer for Howard County issued the following permits for the month of August, 1962:

<table>
<thead>
<tr>
<th>District</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>21</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
<td>44</td>
</tr>
</tbody>
</table>

The firm of H. L. Langrall & Company, Certified Public Accountants, was requested by the Secretary to audit the cafeteria and general funds of all Howard County public schools. Two copies of the audit were received for filing at the Board office. Individual schools were furnished copies of their individual audits. The Secretary requested the Board to review the audits.

The Board went into Executive Session at 11:00 a.m. for the purpose of discussing the following:

1) The requests of the Howard County School Bus Contractors Association

2) The requests of the Welfare Committee of the Howard County Teachers' Association

3) Various items to be placed in the Annual School Board Budget for the school year 1963.

No action was taken on the requests of the Howard County School Bus Contractors Association or the Howard County Teachers' Association.
The Secretary requested permission to begin the preparation of the Annual School Board Budget, which is approved by the Board of County Commissioners of Howard County on December 1, 1962. Mrs. Crist moved that the Secretary be authorized to prepare the budget. The motion was seconded by Mr. Stephens and received the unanimous approval of the Board.

The Board of County Commissioners of Howard County approved borrowing $100,000.00 from the Board of Public Works of the State of Maryland under the provisions of Chapter 25 of the Acts of 1962, Regular Session of the General Assembly of Maryland. The One Hundred Thousand Dollars will be used as follows:

1) Purchase of site in the Guilford-Downs area from the owners of the Guilford-Downs Development and the Dalton Development. Approximate cost $15,000.00.

2) Purchase of a site for a new elementary school in the Clarksville area and the preparation of plans and specifications for same. No estimate at this time on the cost of the site or the cost of the new school is available.

Mr. Charles E. Hogg, counsel to the Board, met with the Board in the morning to discuss the purchase of the Guilford-Downs site for a new elementary school. This site would contain approximately 14.5248 acres. 6.55 acres would be purchased from the owners of the Dalton Development and 7.9748 acres would be purchased from the owners of the Guilford-Downs Development. The price for the 7.9748 acres is not to exceed $8,500. The price paid for the 6.55 acres from the Dalton owners would be proportionate to that paid by the Guilford-Downs owners.

The Board authorized Mr. Hogg to negotiate with the owners of both developments for the purchase of the acreage as specified.

The annual conference of the Maryland Association of Boards of Education will be held at Frederick on Wednesday, Thursday and Friday, October 3, 4 and 5. The Wednesday meeting will begin with dinner at 6:45 p.m. at the Francis Scott Key Hotel. Mrs. Crist, Vice President of the Board, was appointed by the Board to act as chairman of a discussion group. The Secretary plans to attend the conference on Thursday and Friday, and the entire Board plans to attend the dinner meeting to be held on Wednesday, October 3.

The first ten rooms of the Rockland Elementary School were completed and occupied at the opening of school. The upper floor of the Waterloo Junior High School, consisting of five rooms, was also completed and occupied at the opening of school. The Board visited the Rockland Elementary School after lunch.

The Secretary presented each member of the Board with a copy of a report by the Baltimore Regional Planning Council of the Maryland State Planning Department in reference to the urban future of Baltimore.

Mr. Ralph R. Webster, Superintendent of Allegany County public schools, Mr. Lewin A. Wheat, State Supervisor of High Schools, and the Secretary were invited to attend the Air Force Association's Aerospace
Education Symposium to be held at Las Vegas, Nevada, during the week of September 17. The Secretary requested permission to attend. The Board approved the request.

On July 20, 1962, Mrs. Mercedes J. Phillips sent a letter to the Board of Education of Howard County, requesting the Board to review the present policy concerning scholarship honor rolls in the various Howard County public high schools.

The Secretary appointed a committee of principals to consider the request made by Mrs. Phillips. The report was received from the high school principals on September 11, 1962.

Mr. Stephens moved that Mrs. Phillips' letter and the report of the committee of high school principals be made a part of the minutes. The motion was seconded by Mrs. Crist and received the unanimous approval of the Board. The following is a copy of Mrs. Phillips' letter:

"July 20, 1962

Messrs. Yingling, Miller, Stevens and Mrs. Crist
Howard County Board of Education
Court House Annex
Ellicott City, Maryland

Re: Scholarship Honor Roll

Madam and Gentlemen:

I am writing again this year to see if something can be done to acknowledge more fairly the academic achievement of our youngsters in the Howard County Schools. Requirements for the honor roll are at present, no less than a B in all subjects, including physical education.

Last year my seventh grade daughter received all A's and a C in physical education. Her girlfriend received all B's. My daughter was not on the honor roll; her girlfriend was. This year, another daughter of mine received all B's. Her girlfriend received all A's, except in physical education, where she received a C. My daughter made the honor roll; the girlfriend didn't. These were 7A students, with the more difficult academic subjects.

It seems that including the physical education and minor subjects in the requirements for the honor roll is grossly unfair. Most schools have major and minor subjects, and the prerequisite for the honor roll is to have the following: "A" Honor Roll (average of A in all major subjects with not less than a B in minor subjects. "B" Honor Roll (average of B in all major subjects, with not less than a C in minor subjects).

What incentive does an academically-minded student have with our present system? Surely, something can be worked out to give credit where credit is due.

Sincerely

(signed) Mercedes J. Phillips

Mercedes J. Phillips"
The following is the report received from Mr. Omar J. Jones, Chairman of the principals' committee:

"September 11, 1962

John E. Yingling
Superintendent of Schools
Board of Education
Ellicott City, Maryland

Dear Mr. Yingling:

It is the unanimous opinion of the secondary school principals that requirements for the student honor roll remain at A's and B's in all subjects with no grade less than B in any subject.

Reasons stated are:

a. Our present requirements are based on national standards.
b. All subjects in the school program are important and no subject should be designated as of lesser importance.
c. A true honor student should excel in all areas and not in just those subjects he likes.
d. Subjects are designated as major and minor according to credits and not according to an opinion as to the relative merits of any given subject.
e. We believe that the requirements for the present honor rolls are based on sound reasoning and request that they remain at the present standards.

Yours sincerely,

(signed) Omar

Omar J. Jones
Principal"

The Board decided to continue the present policy concerning student honor rolls in the Howard County public schools.

There being no further business, the meeting adjourned.
<table>
<thead>
<tr>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Force Association Symposium</td>
</tr>
<tr>
<td>Appointments</td>
</tr>
<tr>
<td>Audit of School Accounts</td>
</tr>
<tr>
<td>Budget, preparation of annual</td>
</tr>
<tr>
<td>Building Permits</td>
</tr>
<tr>
<td>Bus Contractors - bank negotiations for</td>
</tr>
<tr>
<td>Harry A. Wessel and Alfred S. Bassler</td>
</tr>
<tr>
<td>Dalton Development - school site acreage</td>
</tr>
<tr>
<td>Guilford Downs Development - school site acreage</td>
</tr>
<tr>
<td>Honor Roll - Howard County policy on</td>
</tr>
<tr>
<td>Howard County Bus Contractors Association</td>
</tr>
<tr>
<td>Howard County Teachers' Association - Welfare Committee</td>
</tr>
<tr>
<td>Maryland Association of Boards of Education</td>
</tr>
<tr>
<td>Maryland State Planning Department, report of Baltimore Regional Planning Council</td>
</tr>
<tr>
<td>Resignations</td>
</tr>
<tr>
<td>Rockland Elementary School opening</td>
</tr>
<tr>
<td>Transfers</td>
</tr>
<tr>
<td>Waterloo Junior High School addition - opening</td>
</tr>
</tbody>
</table>
October 2, 1962

The Board of Education of Howard County held its regular meeting on Tuesday, October 2, 1962, at 9 a.m. The following members were present:

Charles E. Miller, President
Gertrude H. Crist, Vice President
C. Y. Stephens, Associate
John E. Yingling, Secretary

Mrs. Smith W. Allnutt, representing the Howard County Council of Parent-Teacher Associations, Mrs. Shirley C. Alonso, representing the Clarksville Parent-Teacher Association, and Mrs. A. K. Romoser and Mrs. Anita M. Irebe, representing the League of Women Voters of Howard County, attended the meeting.

The minutes of the Board meeting held on Thursday, September 13, 1962, were read and approved.

The Board approved the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Subject</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>John M. Russell</td>
<td>Ellicott City Junior High</td>
<td>Guidance</td>
<td>$5,850</td>
</tr>
<tr>
<td></td>
<td>(Effective September 13, 1962)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosa J. Moxley</td>
<td>Lisbon Junior High School - Home Economics</td>
<td>Reading</td>
<td>4,500</td>
</tr>
<tr>
<td></td>
<td>and (Effective February 1, 1963)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>George A. Jerman</td>
<td>Lisbon Junior High School - Physical Education</td>
<td>(Effective September 25, 1962)</td>
<td>4,200</td>
</tr>
<tr>
<td>Sadie B. Lonesome</td>
<td>Harriet Tubman High School - Special Class</td>
<td>(Effective October 2, 1962)</td>
<td>4,500</td>
</tr>
</tbody>
</table>

Rev. Frank I. Cockrell, pastor of the Howard Charge of the Methodist Church, requested the use of the Clarksville Elementary School cafeteria and kitchen for a supper to be held on Saturday, October 13, 1962. The Secretary recommended approval of this request.

On motion duly made and seconded, the recommendation was unanimously approved.

The Secretary presented the Board with a summary of the enrollments for Howard County public schools as of September 19, 1962. The report showed an increase of 643 pupils over the same period last year.

A copy of a letter addressed to Mr. Charles E. Miller, President of the Board, from Mrs. W. G. Smith, President of the Scaggsville Elementary School, was given to Board members. Mrs. Smith's letter requested the Board to consider furnishing new stage draperies for the auditorium. The Secretary recommended that this be considered along with other requests from Parent-Teacher groups and school principals for the new budget. The Board approved the recommendation.
Bennett M. Gates, Bus Contractor, requested the Board to deduct thirty-nine monthly payments of $577.00 each, and a final payment of $567.00 from funds due him. The amounts stated above would be sent to the Patapsco National Bank for payment on a new bus. The Secretary recommended approval of the request.

On motion duly made and seconded, the recommendation was unanimously approved.

Copies of the following communications were given to members of the Board:

2) A report of the Conference on The American High School Graduate sponsored by The Joint Committee of the National Education Association and the Magazine Publishers Association in cooperation with The National Association of Secondary-School Principals. This meeting was held on Wednesday, April 25, 1962 at the Waldorf-Astoria in New York City. The Secretary thought the Board would be interested in reading this report.

The Secretary requested the firm of H. L. Langrall & Co., Certified Public Accountants, to audit the books of the Board of Education of Howard County for the period January 1, 1962 to June 30, 1962. The Secretary requested the Board to review the audit.

The Board requested the Secretary to arrange a meeting of representatives to discuss agriculture and its place in the curriculum of Howard County senior high schools. The following representatives of County farm groups and the professional staff were present and met with the Board at 10:00 a.m.:

Warren G. Myers, County Agent - Agriculture Department
Harry M. McDonald, State Supervisor of Agriculture
James Moxley, Jr., President of the Farm Bureau
Donald Stine, President of the Howard County Grange
Max A. Smith, Principal of the Glenelg High School
Omar J. Jones, Principal of the Howard County Senior High School
Frank B. Durigg, High School Supervisor
Mary R. Hovet, Director of Instruction

At the conclusion of the discussion, the Secretary requested Mrs. Mary R. Hovet, Director of Instruction, to carefully weigh the suggestions of all representatives present and include units or courses pertaining to agriculture in the curriculum offerings.

The Building Engineer for Howard County issued the following permits for the month of September, 1962:

<table>
<thead>
<tr>
<th>District</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>26</td>
<td>2</td>
<td>0</td>
<td>5</td>
<td>7</td>
<td>43</td>
</tr>
</tbody>
</table>
A letter was received from Mrs. Mercedes J. Phillips in reference to the honor system requirements, as used in Howard County high schools. After reading Mrs. Phillips' letter, the Board decided to continue the present policy pertaining to the present system of honor requirements.

The Secretary recommended that the Board's policy concerning the payment of a Three Hundred Dollar ($300.00) increment for a thirty (30) hour equivalent of the master's degree (Minute Book - Page 81 - 5/2/61) be revised, effective immediately, to correspond to the latest regulation as passed by the State Board of Education on May 31, 1961, and as amended on September 19, 1962. This portion of Bylaw 77 reads as follows:

"Section 37 (d) - The term "equivalent of the master's degree" for certification purposes shall mean a planned program, including 34 semester hours of advanced undergraduate and/or graduate work completed at one or more accredited institutions which grant graduate degrees. THE PROGRAM SHALL FOLLOW THE PRESCRIBED DISTRIBUTION OF SEMESTER HOURS OF CREDIT AS SET FORTH IN SUBSECTION (c), except that the equivalent of 6 semester hours may be offered through in-service programs approved by the State Superintendent of Schools. Any such program offered as meeting the requirements for the Advanced Professional Certificate shall have been approved by the institution and/or the local superintendent of schools."

Subsection (c) above referred to reads: "To qualify for an Advanced Professional Certificate an applicant must have obtained a master's degree from an accredited institution or its equivalent in SEMESTER HOURS OF CREDIT as defined in subsection (d) and said CREDIT must be appropriately distributed with approximately one-half in professional courses or content courses related directly to the applicant's work and the remainder in elective content courses,..."

On motion duly made and seconded, the recommendation was unanimously approved.

The Secretary requested the Board to approve the following bus contracts:

<table>
<thead>
<tr>
<th>No. 71 - John R. Snodgrass</th>
<th>Contractor</th>
<th>Route</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elkridge</td>
<td>Elkridge, Jessup, One Spot, Waterloo School, Savage Elem. School, Waterloo School, Elkridge</td>
<td>$3,784.00</td>
<td></td>
</tr>
</tbody>
</table>

| No. 72 - Frank R. Barnes | Route 29 | Route 29, South of 216, Gorman Road, Leishear Road, Scaggsville School, Highland, Clarksville School, St. Louis, Scaggsville | $3,626.00 |

| No. 73 - Harry A. Wessel | Bethany Lane, Old Frederick Road, Daniels, Rogers Avenue, Rockland, Rogers, Old Frederick to Mt. Hebron and return to Rockland School | $3,941.00 |

| No. 74 - Carlee M. Jones | Pine Orchard, State Park, St. Johns, Route 144, Rogers, Rockland, Rogers, Wilton Orchard, Rogers, Rockland | $3,754.00 |
On motion duly made and seconded, the request was unanimously approved.

Mr. J. W. Spaulding, bus contractor, requested permission to sell his bus, No. 45, to Mr. Howard L. Pickett of Watersville Road, Mt. Airy, Maryland. Mr. Murphy states that Mr. Pickett is a responsible contractor and recommends that the Board grants Mr. Pickett a new four-year contract for bus No. 45. The route for this bus is as follows:

From Watersville Road, to Long Corner, to Penn Shop Road, to Howard Chapel, to Hardy Road, to St. Michaels, to Route 144, to Lisbon School, to Woodbine, to Lisbon School, to Glenelg High School.

On motion duly made and seconded, the request was approved.

The Secretary requested permission to negotiate for the purchase of a new school site with the owners of the land directly across from the Clarksville Elementary-Junior High School and adjacent to the County Roads Department. This property would be used for the new Clarksville Elementary School.

On motion duly made and seconded, the request was unanimously approved.

The Secretary requested permission to include in the Annual Budget funds for the payment of tuition for students from Howard County attending junior or community colleges. The request was unanimously approved by the Board.

There being no further business, the meeting adjourned.

Secretary
Agriculture--Its place in the curriculum of Howard County Senior High Schools  p. 211

Appointments  p. 210


Building Permits  p. 211

Bus Contracts:  John R. Snodgrass  p. 212-213
Frank R. Barnes
Harry A. Wessel
Carlee M. Jones
J. W. Spaulding

Bus Contractors - bank negotiations for Bennett M. Gates  p. 211

Clarksville School - use approved for Howard Charge of the Methodist Church  p. 210

Communications:
1) School Board News  p. 211
2) Report of the Conference on The American High School Graduate

Salary Increment - Revision of policy regarding equivalent of a Master's Degree  p. 212

Scaggsville School - Request for stage draperies  p. 210


School Site - for new Clarksville Elementary School  p. 213

Tuition to Junior Colleges - funds to be placed in Budget for Howard County students  p. 213
November 9, 1962

The Board of Education of Howard County held its regular meeting on Friday, November 9, 1962, at 9 a.m. The following members were present:

Charles E. Miller, President
Gertrude H. Crist, Vice President
C. Y. Stephens, Associate
John E. Yingling, Secretary

Mrs. Smith W. Allnutt, representing the Howard County Council of Parent-Teacher Associations, attended the meeting.

The minutes of the Board meeting held on Tuesday, October 2, 1962, were read and approved.

The Board accepted the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade or Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Y. Robbins</td>
<td>Savage Elementary School</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>(Effective October 5, 1962)</td>
<td></td>
</tr>
<tr>
<td>Sallie E. Whitaker</td>
<td>Savage Elementary School</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>(Effective October 31, 1962)</td>
<td></td>
</tr>
<tr>
<td>Nancy T. Hart</td>
<td>Atholton Elementary School</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>(Effective when replaced)</td>
<td></td>
</tr>
</tbody>
</table>

The following recommendations of the Welfare Committee of the Howard County Teachers' Association were discussed by the Board of Education of Howard County at its meeting held on September 13, 1962, at which time the Secretary requested the Board to study the recommendations for consideration at a later date:

1. It is recommended that teachers be permitted to use 3 days of current year allotment of personal-illness leave for absence due to illness in the immediate family. This to be substantiated by a doctor's certification to the effect that the teacher's presence was necessary.

2. The Welfare Committee requests the Board of Education to consider the recommendation that Howard County teachers be granted one day for personal business with no loss of pay. It is further suggested that 2 additional days be allowed which may be charged against sick leave; if the sick leave for the current year has been exhausted, a deduction of 1/300 of the annual salary be made for each of these two days. It is suggested that the Board require a written statement of the teacher setting forth the specific reason for leave on the second and third day.

3. It is the request of the Welfare Committee that the Board of Education review this situation and consider offering our teachers the opportunity to accumulate a larger number of days to be used for personal illness, and that payment of accumulated sick leave be guaranteed."
The Board carefully weighed the three foregoing proposals, but did not take any action on proposals one and two. However, upon motion duly made and seconded, the Board did increase the maximum number of days for sick leave and unanimously passed the following regulation:

"The Board of Education of Howard County will guarantee ten days sick leave to teachers for the first year of teaching in Howard County. Sick leave may be accumulated according to the following schedule after the first year of teaching, provided a doctor's certificate is submitted to the Board office after the second day of illness:

<table>
<thead>
<tr>
<th>Years</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Years</td>
<td>20</td>
</tr>
<tr>
<td>3 Years</td>
<td>30</td>
</tr>
<tr>
<td>4 - 10 Years</td>
<td>40</td>
</tr>
<tr>
<td>11 - 15 Years</td>
<td>50</td>
</tr>
<tr>
<td>16 - 20 Years</td>
<td>60</td>
</tr>
<tr>
<td>21 - 25 Years</td>
<td>70</td>
</tr>
<tr>
<td>26 Years and over</td>
<td>80</td>
</tr>
</tbody>
</table>

The foregoing schedule will be valid only when funds remaining in the budget for sick leave at the end of any one school year are sufficient to pay all teachers entitled to additional sick leave. If sufficient funds are not in the budget to pay all teachers, then the remaining funds will be equally divided among those teachers entitled to additional sick leave. Those teachers entitled to funds for which no money is in the budget will be entitled to payment from funds placed in the next year's budget.

This regulation shall become effective retroactive to September 1, 1962, and if an employee who has had long, continuous service in the Howard County school system, prior to this regulation, has a prolonged illness, he/she shall be given special consideration by the Board at that time."

At the last meeting the Board discussed the requests of the Howard County Bus Contractors Association. At that time the Secretary was authorized to place in the budget an amount equal to $2.50 per week per bus for the year beginning January 1, 1963 and ending December 31, 1963. A total of $8,880 was placed in the budget to cover the cost of the present number of buses under contract plus additional buses to be placed under contract September 1, 1963.

Upon motion duly made and seconded, the Board unanimously approved the increase as placed in the 1963 Annual School Budget.

The Board of Education of Carroll County requested news for the December issue of SCHOOL BOARD NEWS. The Board authorized Mrs. Gerdude H. Crist, Vice President, to send information concerning the Howard County Public School system for the next issue of this publication.
Mr. Charles E. Hogg, counsel to the Board, met with the Board at 9:30 a.m. to discuss the acquisition of a new site in the Clarksville area. After careful consideration the Board approved the following resolution:

Resolved by the Board of Education of Howard County, this 9th day of November, 1962, That it is necessary to acquire for the purpose of building an elementary school thereon a certain piece or parcel of land situate and lying on the South side of Maryland Route No. 108, containing 10 acres of land, more or less, as per plat and survey prepared by Claude M. Skinner, Jr. under date of June 20, 1962, which is on record at the Board office and considered as a part of this said Resolution.

AND BE IT FURTHER RESOLVED, That Charles E. Hogg, Counsel to this Board, communicate with the owner or owners thereof or their respective attorney or attorneys and make reasonable efforts to purchase the same at the appraised value thereof (based on an appraisal of Mr. Marion Cox, M.A.I., in the amount of $22,000.00), provided that adequate percolation tests of the soil thereof will pass the standards and tests of the Howard County Health Department for the installation of a septic tank and dry well.

AND BE IT FURTHER RESOLVED, That a copy of this said Resolution be forwarded to Thomas E. Pullen, State Superintendent of Schools, for his approval in accordance with Section 40 of Article 77 of the Annotated Code of Maryland.

A group representing the Howard County Commission on Physical Fitness met with the Board at 10 a.m. Those present for this meeting were: Mr. Victor Kuntz, Chairman, Mr. Jack Potts, and Mrs. Dorothy Burgtorf.

The following list of recommendations for improved school programs of physical fitness was presented to the Board:

1. What happens in schools is limited by what example is set by adults in the community. Therefore, consideration should be given to the use of school facilities on a year-round basis for community adult classes in physical skills and fitness work.

2. School facilities should be made available for all age groups when appropriate supervision is provided.

3. Physical fitness in schools should be promoted through and as part of broad comprehensive school programs of health and physical education.

4. Sufficient time allotment should be given to physical education, desirably a daily period at every grade level.

5. Consideration should be given to special school programs for the physically under-developed.
6. The Maryland State Department of Education and the Maryland Commission on Physical Fitness should work jointly toward a good physical-fitness testing program in Maryland.

7. Every effort should be exerted to obtain the best-prepared physical education leaders.

8. In-service training programs should be sponsored for elementary classroom teachers.

9. State financial aid should be sought to enable all local school systems to employ elementary school physical education teachers.

10. More and better facilities and equipment should be provided. All essential expendable supplies should be subsidized by boards of education, as are other tools for learning.

11. Scheduling by grade should be provided in grades 7-12 to implement sequential and graded instruction. Class size should be 30 to 40.

The Committee requested the Board to give careful consideration to items five and eight as a beginning for the physical fitness program in Howard County Public Schools. No action was taken on the request of the Committee.

Mr. Charles M. Scott, broker of record, appeared before the Board at 10:30 a.m. to discuss the fire insurance policy for the fiscal year January 1 to December 31, 1963, and also boiler insurance.

Upon motion duly made and seconded, the Board unanimously approved extending the present policy on fire insurance for one year, plus fire insurance on the following new buildings and additions, including contents:

West Friendship Elementary School - Insured Value $98,400, plus $6,000 on contents

Waterloo Junior High School - Insured Value $237,000, plus $25,000 on contents

Glenelg High School - Insured Value $188,300 plus $20,000 on contents

Rockland Elementary School - Insured Value $509,282, plus $12,000 on contents

Mr. Scott was authorized to have the boilers inspected and to notify the Board as to the cost of a policy on boiler insurance.
Mr. Clarence S. Nazelrod, bus contractor, requested the Board to deduct $100.00 per month for thirty-six months, beginning November, 1962, from funds due him under his school bus contract, and send same to the Patapsco National Bank for application on his loan. The Board approved the request.

The Secretary requested the following firms to bid on spreading topsoil at the Savage Elementary School play area, cutting a ditch and piping the water from same to an existing drainage ditch and to fertilize, seed and mulch the entire area and cover with topsoil. The following estimates were received:

- Suburban Lawn Service - $1,200.00
- Rockland Nursery - $1,400.00

The Secretary awarded the contract to the Suburban Lawn Service for the sum of $1,200.00 and requested the Board to approve his action.

Upon motion duly made and seconded, the Board unanimously approved the contract award to the Suburban Lawn Service.

The Building Engineer for Howard County issued the following permits for the month of October, 1962:

<table>
<thead>
<tr>
<th>District</th>
<th>1</th>
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<th>6</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>7</td>
<td>34</td>
<td>3</td>
<td>2</td>
<td>8*</td>
<td>16</td>
<td>70</td>
</tr>
</tbody>
</table>

*Includes one 2-family dwelling

The Rev. Joseph J. Comyns requested the Board to approve the yearly contracts for bus transportation for Our Lady of Perpetual Help Church school with an increase of $200 for transportation to take care of the additional children being transported. The Board approved the request.

The Board was given a letter from C. Orman Manahan, attorney, who stated in his letter that the Laurel Planning and Redevelopment Corporation had executed and recorded a deed in the name of the Board of Education of Howard County for a tract of twenty-seven acres of land, situate on Whiskey Bottom Road. The Board authorized the Secretary to formally accept the property when the Deed is received by the Board.

The Board was given a letter from the Glenelg Band Boosters Club in reference to transportation of instruments on school buses. Mr. Murphy, Supervisor of Transportation, has been working direct with the schools and bus drivers in order to solve this problem.

The Board was also given letters from Cecil T. Shivers and George E. Hogue in reference to requests made by Mr. Jones concerning items to be placed in the Annual School Board Budget.
The Secretary explained that for a number of years it has been customary for the treasurer and the president of the Board to sign all checks. The signatures of the treasurer and president are on a plate which is placed in the checkwriting machine and all checks are automatically signed. Inasmuch as Mr. Miller has been elected to the Board of County Commissioners of Howard County, it was necessary for the Board to have a new plate made whenever a change occurred, or to discontinue its present policy of having both the signature of the treasurer and the president on all checks.

On motion duly made and seconded, the following resolution was unanimously passed by the Board, effective December 1, 1962:

RESOLVED THAT:

1. The signature of Charles E. Miller, President, on the checkwriting plate for the withdrawal of funds for the account in the name of the Board of Education of Howard County be and hereby is cancelled.

2. The signature of John E. Yingling, Treasurer, be and hereby is authorized, effective December 1, 1962, as the only signature on the checkwriting plate for the withdrawal of funds for the account in the name of the Board of Education of Howard County.

FURTHER RESOLVED, That the Secretary of the Board of Education of Howard County be and hereby is directed to deliver to the Central Bank of Clarksville, the Patapsco National Bank, and the Commercial and Farmers Bank of Ellicott City, Maryland, a copy of these Resolutions and obtain the instruments from the bank to facilitate the signature change.

The Board approved awarding the contract for transporting school children to the trainable class at the Atholton Elementary School to Clarence S. Nazelrod, Montgomery Road, Ellicott City, Maryland. The equipment is a seven passenger panel body bus equipped to meet Maryland State Department of Education standards. This bus will serve the Elkridge, Waterloo, North Laurel and Scaggsville areas and now furnishes complete coverage of the county.

The contract is for one year with compensation based on the Maryland State Department of Education formula. The annual contract is for Nineteen Hundred Thirty-Seven Dollars ($1,937.00) plus total annual mileage at .0678 cents per mile. At present this bus will operate on a seventy-three mile per day schedule and the total annual contract is Twenty-Eight Hundred Forty-Two Dollars ($2,842.00).

The Board was given a copy of the Annual Report and Audit of Howard County Public Schools for the year ending June 30, 1962. The Board was also given a copy of the Directory of Officials and Teachers for the 1962-63 school year.
The Secretary requested the Board to review the Annual School Board Budget and Supplement, and to add or delete items as they saw fit. The Board carefully reviewed the budget and decided not to approve the budget until after the public hearing.

The public hearing was held at 1 p.m. in the magistrate's office of the new addition to the court house. The Board met with the following citizens for the public hearing:

<table>
<thead>
<tr>
<th>Organization Represented</th>
<th>Organization Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. C. L. Harness, Clarksville, Md.</td>
<td>League of Women Voters</td>
</tr>
<tr>
<td>Mrs. S. W. Allnut, Highland, Md.</td>
<td>Howard County Council</td>
</tr>
<tr>
<td>Mrs. Vera Marks, Ellicott City, Md.</td>
<td></td>
</tr>
<tr>
<td>Mrs. A. K. Romoser, Laurel, Md.</td>
<td></td>
</tr>
<tr>
<td>Mrs. S. Barondes, Ellicott City, Md.</td>
<td></td>
</tr>
<tr>
<td>Mrs. Marcum Lynch, Ellicott City, Md.</td>
<td></td>
</tr>
<tr>
<td>Mrs. Paul Iribe, Clarksville, Md.</td>
<td>Clarksville P.T.A.</td>
</tr>
<tr>
<td>Mr. R. J. Howell, Ellicott City, Md.</td>
<td>Ellicott City J.H.S. P.T.A.</td>
</tr>
<tr>
<td>Mrs. H. J. Morrison, Ellicott City, Md.</td>
<td>Howard County Council</td>
</tr>
<tr>
<td>Mr. Harry Meunier, Ellicott City, Md.</td>
<td>St. Johns Lane P.T.A.</td>
</tr>
<tr>
<td>Mr. William S. Hanna, Ellicott City, Md.</td>
<td>St. Johns Lane P.T.A.</td>
</tr>
<tr>
<td>Mrs. Ellen V. Schultz, Hanover, Md.</td>
<td>Waterloo J.H.S. P.T.A.</td>
</tr>
<tr>
<td>Mrs. Helen S. Jones, Sykesville, Md.</td>
<td>West Friendship P.T.A.</td>
</tr>
<tr>
<td>Mr. Frederick Maxcy, Ellicott City, Md.</td>
<td>St. Johns Lane P.T.A.</td>
</tr>
<tr>
<td>Edwin Warfield III, Woodbine, Maryland</td>
<td>Md. House of Delegates</td>
</tr>
</tbody>
</table>

The major points of emphasis raised by the citizens were as follows:

1. Method of payment to adjoining counties for junior college students.
2. Shortage of textbooks
3. Teacher salaries and certification status
4. Consideration be given for building a senior high school with an auditorium with stationary seating separate from a gymnasium
5. Possibility of getting the budget to the citizens for study prior to the public hearing
6. Employment of an assistant superintendent

Mr. Miller thanked the citizens for attending the public hearing and stated that all suggestions would be given careful consideration.

Upon motion duly made and seconed the Annual School Budget for 1963 was unanimously approved by the Board and signed by the President, Mr. Charles E. Miller.

The Board of Education met with the Board of County Commissioners of Howard County at 3 p.m. to discuss the Annual School Budget and Supplement. Mr. Charles M. Scott, Chairman of the Board of County Commissioners, stated that the Board of County Commissioners would carefully consider the Annual School Budget as submitted by the Board of Education.

There being no further business, the meeting adjourned.

[Signature]
Secretary
<table>
<thead>
<tr>
<th>I N D E X</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Annual Report and Audit of Howard County Public Schools for year ending June 30, 1962</td>
<td>220</td>
</tr>
<tr>
<td>Bank Signatures, change for withdrawal of Board funds</td>
<td>220</td>
</tr>
<tr>
<td>Budget, approval of Annual School Budget for 1963 by Board of Education</td>
<td>221</td>
</tr>
<tr>
<td>Board of County Commissioners</td>
<td>221</td>
</tr>
<tr>
<td>Public Hearing on same.</td>
<td>221</td>
</tr>
<tr>
<td>Letters requesting budgeted items for Howard High</td>
<td>219</td>
</tr>
<tr>
<td>Building Permits.</td>
<td>219</td>
</tr>
<tr>
<td>Bus Contractors Association, Howard County - salary increase</td>
<td>216</td>
</tr>
<tr>
<td>Bus Contractor - Bank negotiations for Clarence S. Nazelrod.</td>
<td>219</td>
</tr>
<tr>
<td>Bus Transportation of Band Instruments - Glenelg.</td>
<td>219</td>
</tr>
<tr>
<td>Bus Transportation - contracts for Our Lady of Perpetual Help school</td>
<td>219</td>
</tr>
<tr>
<td>Bus for Trainable Children - contract on.</td>
<td>220</td>
</tr>
<tr>
<td>Directory of Officials and Teachers for the 1962-63 School Year - given to Board.</td>
<td>220</td>
</tr>
<tr>
<td>Insurance, Fire - Policy renewed for one year, including new buildings and additions and contents for same.</td>
<td>218</td>
</tr>
<tr>
<td>Boiler - Mr. Scott authorized to make boiler inspection.</td>
<td>218</td>
</tr>
<tr>
<td>Land, 27 acre tract deeded to Board of Education, located on Whiskey Bottom Road.</td>
<td>219</td>
</tr>
<tr>
<td>Physical Fitness, Howard County Commission on Recommendations for schools presented to Board.</td>
<td>217</td>
</tr>
<tr>
<td>Resignations.</td>
<td>215</td>
</tr>
<tr>
<td>Savage Elementary School, grading, seeding, etc.</td>
<td>219</td>
</tr>
<tr>
<td>School Board News</td>
<td>216</td>
</tr>
<tr>
<td>School Site for Clarksville area, acquisition of ten-acres opposite present Clarksville Elementary-J.H.S.</td>
<td>217</td>
</tr>
<tr>
<td>Sick Leave, policy on - an outgrowth of recommendation from Welfare Committee of Howard County Teachers' Association</td>
<td>215, 216</td>
</tr>
</tbody>
</table>
December 11, 1962

The Board of Education of Howard County held its regular meeting on Tuesday, December 11, 1962, at 9:00 a.m. The following members were present:

Gertrude H. Crist, Acting President
C. Y. Stephens, Associate
Fred K. Schoenbrodt, Associate
John E. Yingling, Secretary

Mrs. Smith W. Allnutt, representing the Howard County Council of Parent-Teacher Associations, Mrs. W. T. Alonso, representing the Clarksville Parent-Teacher Association, and Mrs. C. L. Harness and Mrs. Paul Iribe, representing the League of Women Voters of Howard County, attended the meeting. Mrs. Sara S. Snapp, Secretary to the Superintendent, was also present.

The minutes of the meeting held on Friday, November 9, 1962, were approved as written and distributed to board members prior to this meeting.

The Board accepted the following resignation:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade or Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwin McQuaige</td>
<td>Harriet Tubman High School</td>
<td>Physical Education</td>
</tr>
<tr>
<td></td>
<td>(Effective January 1, 1963)</td>
<td></td>
</tr>
</tbody>
</table>

The Board approved the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Subject</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fay B. Smith</td>
<td>Savage Elementary School</td>
<td>Grade 1</td>
<td>$6,100</td>
</tr>
<tr>
<td>(Effective November 1, 1962)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joycelyn C. Beggs</td>
<td>St. Johns Lane Elementary School</td>
<td>Physical Education</td>
<td>4,400</td>
</tr>
<tr>
<td>(Effective November 12, 1962)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amie V. Godman</td>
<td>Unassigned</td>
<td>English and Social Studies</td>
<td>4,800</td>
</tr>
<tr>
<td>(Effective September 1, 1963)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Margaret E. Schultz</td>
<td>Unassigned</td>
<td>French</td>
<td>4,800</td>
</tr>
<tr>
<td>(Effective September 1, 1963)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Secretary informed the Board that the Board of County Commissioners of Howard County approved the Annual School Budget on Wednesday, November 14, 1962. The County Commissioners decided not to approve the supplement to the budget for $35,000.00 for new school sites. They decided this should not come out of the annual budget, but should be taken from bond issues for money borrowed from the State through the Board of Public Works.

At the November meeting of the Board, a group representing the Howard County Commission on Physical Fitness appeared before the Board and submitted a list of recommendations (found on pages 217 and 218 - Minute Book 11/9/62) to be studied by the Board. They requested that immediate consideration be given to Items 5 and 8.
The Board was given a copy of a Pilot Program which was presented to the Physical Fitness Commission of Howard County by Mrs. Dixie Miliner, Physical Therapist, on May 28, 1962, including Policies and Procedures of Pilot Posture Education Program now being carried on in Baltimore County. The Secretary stated that this material has been given to principals at their November meeting, and that Mrs. Miliner has already begun the Pilot Program at the Ellicott City Junior High School.

The members of the Board expressed their interest in the program, but decided to review the results of the Pilot Program now being conducted at the Ellicott City Junior High School before making a decision concerning it.

The Board was given a copy of a letter received from the Clarksville Parent-Teacher Association expressing their appreciation and approval to the Board for the teacher salary increase. Reference here is concerning the $300.00 across-the-board raise approved in the 1963 School Board Budget, making the new scale $4,800 - $7,800 for certified teachers and $4,300 - $6,600 for uncertified teachers, effective September 1, 1963.

Mr. Ronald L. Maher, and his brother, Mr. P. K. Maher, met with the Board at 10:00 a.m. to discuss the purchase of their mother's property on Route 108 next to the County Roads Department. Mr. Charles E. Hogg, counsel to the Board, was also present.

Mr. Ronald Maher reiterated the reasons given in his letter of November 13, 1962, to all members of the Board, against locating a school on his mother's property. The Secretary carefully refuted all points raised in Mr. Maher's letter. Mr. Maher concluded his remarks by stating that he hoped the Board would choose another location for the school. The Secretary informed Mr. Maher that the Board had several sites under consideration, which they would visit during the afternoon.

The following delegation met with the Board at 11:00 a.m. to discuss public kindergartens in Howard County Schools:

Mrs. Charlotte E. Reeder, Chairman
Mrs. John R. Snodgrass, Elkridge Kindercraft, Inc.
Mrs. Eleanor Fullerton, Clarksville Kindercraft
Mrs. Charles E. Cook, Prince George's County - Maryland Congress of Parents and Teachers
Mrs. F. Robert Perilla, Little Prep Center, Lisbon
Mrs. Robert E. Frey, Ellicott City Kindercraft, Inc.

Mrs. Reeder presented each member of the Board with a statement and fact sheet concerning kindergartens, and requested the Board to give serious consideration of the following parts of the problem:

1. More permanent status for the existing cooperatives in the schools;
2. Kindergarten rooms planned in new schools and additions; and
3. Public kindergarten for all at the earliest possible date.
After carefully discussing kindergartens and the many problems they present, Mrs. Allnutt requested the Board to appoint a member of the Board to the County Council's committee to study the possibility of kindergartens in Howard County. Mr. Schoenbrodt graciously consented to represent the Board on this committee.

The Secretary deemed it appropriate for the Board to pass a Resolution inasmuch as Mr. Charles E. Miller had been elected to the Board of County Commissioners of Howard County and had taken office on Tuesday, December 4, 1962. Upon motion duly made and seconded, the following resolution was unanimously passed by the Board to be spread upon the minutes of the Board, and a copy sent to Mr. Miller:

WHEREAS, MR. CHARLES E. MILLER, has served on the Board of Education of Howard County for twelve years and as President of the Board for eight years,

BE IT RESOLVED, That he be recognized for the years he has served as a dedicated public official in the field of education. His calm, pleasant manner lends an air of dignity to all tasks set before him. He is well-known to Howard Countians as a progressive, altruistic, civic-minded leader, keenly alert to the needs of not only children and the teaching profession, but to all phases of county living.

BE IT FURTHER RESOLVED, That the Board of Education of Howard County express its sincere appreciation to Mr. Miller for serving this body well during his entire appointment to the Board.

The Building Engineer for Howard County issued the following permits for the month of November, 1962:

<table>
<thead>
<tr>
<th>District</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>21</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>47</strong></td>
</tr>
</tbody>
</table>

The Secretary requested the Board to approve a Bond Issue for funds to construct the following buildings:

a. A new junior-senior high school to relieve the overcrowding of the Ellicott City Junior High School and the Howard County Senior High School.
b. A new elementary school for the Elkridge-Savage area or additions to the Elkridge and Savage schools.

c. Renovation of the present Lisbon gymnashium to provide adequate showers.

d. A new elementary school to be located in the Dalton-Guilford Downs area.

e. An educational building to house the offices and professional staff of the Board of Education.

f. A school auditorium to seat 1,500 people for special programs, commencements, and public use.

The Secretary gave the following breakdown of the number of classrooms which will be available beginning in September, 1963:

**Elementary Schools**

<table>
<thead>
<tr>
<th>Name</th>
<th>Number of Classrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atholton</td>
<td>None</td>
</tr>
<tr>
<td>Clarksville</td>
<td>None</td>
</tr>
<tr>
<td>Elkridge</td>
<td>None</td>
</tr>
<tr>
<td>Ellicott City</td>
<td>None</td>
</tr>
<tr>
<td>Lisbon</td>
<td>None</td>
</tr>
<tr>
<td>St. Johns Lane</td>
<td>3</td>
</tr>
<tr>
<td>Rockland</td>
<td>11</td>
</tr>
<tr>
<td>Savage</td>
<td>None</td>
</tr>
<tr>
<td>Scaggsville</td>
<td>None</td>
</tr>
<tr>
<td>West Friendship</td>
<td>4</td>
</tr>
</tbody>
</table>

**High Schools**

<table>
<thead>
<tr>
<th>Name</th>
<th>Number of Classrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellicott City Junior High</td>
<td>None</td>
</tr>
<tr>
<td>Glenelg High</td>
<td>5</td>
</tr>
<tr>
<td>Howard County Senior High</td>
<td>None</td>
</tr>
<tr>
<td>Waterloo Junior High</td>
<td>3</td>
</tr>
</tbody>
</table>

The Secretary stated the following tentative plans for September, 1963:

a. Transfer of children from Montgomery Knolls now attending the Atholton Elementary School to St. Johns Lane or Rockland Elementary.

b. Transfer of the trainable classes from Atholton to the Rockland Elementary School. This will allow for growth at the Atholton School.

c. Transfer the eighth grade from the Clarksville Junior High School and the Lisbon Junior High School to the Glenelg High School. This will allow for growth at the Clarksville and Lisbon schools until the new Clarksville Elementary
School is completed. This transfer will completely fill the five rooms available in the new Glenelg addition, and no classrooms will be available after the transfer is made.

d. To relieve the overcrowded conditions at the Ellicott City Junior High School, it will be necessary for the present sixth grades at the Ellicott City, St. Johns Lane and Rockland Elementary Schools to be housed as a seventh grade at the Rockland Elementary School. These transfers will occupy all available classrooms at the Rockland Elementary School.

The Secretary stated that the Board is one school behind in its building program at the present time, since no new schools are being built during the present school year. He said it is extremely important that the Board of Education, the Board of County Commissioners and the Legislators approve a bond issue for new construction as outlined.

After carefully considering the cost of such a construction program, upon motion duly made and seconded, the Board unanimously approved requesting the Board of County Commissioners of Howard County and members of the General Assembly from Howard County to provide funds for the purchase of school sites, drawing of plans, writing of specifications, and for the construction of the following school building program:

a. A new junior-senior high school - location to be decided later .......... $1,000,000
b. A new elementary school for the Elkridge-Savage area ................. 600,000
c. Renovation of the present Lisbon gymnasium to provide adequate shower facilities .. 60,000
d. A new elementary school to be located in the Dalton-Guilford Downs area . 600,000
e. An educational building to house the offices and professional staff of the Board of Education ................................. 150,000
f. School auditorium to seat 1,500 people for special programs, commencements, and public use ................................. 500,000
g. Purchase of school sites .................. 90,000

Total ..... $3,000,000

This may be accomplished by bond issue or whatever other means the Board of County Commissioners of Howard County and members of the Legislature decide.

The Secretary informed the Board that the tubes in the furnace in the old building at the Elkridge Elementary School are in bad condition and it was necessary to replace two of the tubes since the opening of school in September. Harvey A. Stambaugh & Sons, Inc. estimated the cost of replacing all eighty-two tubes during the Christmas holidays at Nine
Hundred Ninety-Eight Dollars (998.00). The Secretary recommended that this contract be accepted.

On motion duly made and seconded, the Board unanimously approved the contract to Harvey A. Stambaugh & Sons, Inc. for the above mentioned tube replacement.

The Secretary informed the Board that several schools had been broken into and equipment had been stolen since the opening of school in September. Harriet Tubman High School had two cases of vandalism; the first time four typewriters and a Monroe calculator were stolen, and the second time a number of tools were stolen from the shop area. Last week the Clarksville School was broken into and a record player and some other items were stolen. The police have investigated all three cases, but up to the present time none of the equipment has been recovered. The Secretary stated that while the vandalism is not excessive, considering the amount reported in adjoining counties, he felt the Board would be interested and that it was important that the Board be kept informed.

The Board was given a Tentative Program of the Maryland State Conference on Education to be held January 31 and February 1, 1963 at the Lord Baltimore Hotel in Baltimore. The sixteen delegates allotted to Howard County have been obtained, including the four members of the Board. More pertinent information concerning the conference will be distributed at a later date.

The Secretary read a communication received from Mr. Nelson B. Tharp, President of the Howard County Senior High School Parent-Teacher Association, concerning a meeting of the Executive Board and its unanimous agreement that the Board of Education offer driver education in the Spring months, as it is impossible for some children to take driver education in the summer time due to work commitments, etc.

Upon motion duly made and seconded, the Board unanimously authorized the Secretary to conduct a survey among the school principals to determine the interest in the driver education program if continued under the present summer plan, after school and on Saturday.

Mr. Stephens requested information concerning the requirements or regulations governing the trainable program in Howard County. The Secretary stated that he would send members of the Board copies of the State and County regulations.

Mrs. Crist stated that a questionnaire had been received pertaining to the Board's position on the Curlett Report and the new program for financing, Maryland Public Schools as contained in "Decision 63." Mrs. Allnutt injected at this point that these subjects were to be discussed at the next meeting of the Howard County Council of Parent-Teacher Associations to be held at the Clarksville Junior High School on Monday, January 7, 1963 at 8:00 p.m. Dr. Paul D. Cooper, Assistant State Superintendent in Administration, Finance, and Research, will explain the new program for financing Maryland Public Schools as contained in "Decision 63" and Mrs. A. K. Romoser will explain the Curlett Report. The Board decided to attend this meeting before answering the questionnaire.
The Secretary informed the Board that its next scheduled meeting was on Tuesday, January 8, 1963, unless this date was not convenient to all. All members agreed that this date was suitable.

The Secretary requested the Board to visit another school site after lunch which he had been investigating for the new Clarksville Elementary School. He stated that the French Fugate farm located on the Clarksville Pike approximately a half mile southeast of the present elementary school was sold eight years ago to Messrs. Harry Malasky and Joseph A. Kaufman. The Secretary met with Mr. Malesky and discussed the purchase of ten or eleven acres. Mr. Ellsworth Lager represented the owners. Mr. Lager informed the Secretary that the owners would be willing to sell approximately 11.46+ acres at $1,800 per acre or approximately $20,628.00; the commission to be paid by the owners. The property has a 500 foot frontage on Route 108 and is 997.56 ft. in depth.

The Board visited the French Fugate farm site, and by common consent authorized the secretary to negotiate for the purchase of approximately ten acres at $1,650 per acre, situated on the rise so as to assure proper vision for egress and entry, and lying approximately in the center of the tract.

Upon motion duly made and seconded, the Board adjourned.

[Signature]
Secretary
INDEX

Appointments ........................................ p. 223

Bond Issue - Three Million Dollar, approved
by Board of Education ................................. p. 227

Budget - 1963 School Board, approved by
Board of County Commissioners of
Howard County ........................................... p. 223

Building Permits ...................................... p. 225

Building Program as outlined by Secretary .... p. 225, 226

Clarksville Elementary School Site - negotiations
for French Fugate farm site .......................... p. 229

Curlett Report and Decision 63 (Questionnaire) ...... p. 228

Driver Education Program - Request of Howard
County High School Parent-Teacher
Association studied ...................................... p. 228

Elkridge Furnace - tubes replaced .................... p. 228

Kindergartens, discussion with delegation on .......... p. 224

Maher Property, Route 108 ............................. p. 224

Miller, Charles E. - Resolution upon
Resignation ............................................. p. 225

Physical Fitness, Howard County Commission on -
Pilot Program at Ellicott City
Junior High School ..................................... p. 224, 223

Resignations ............................................ p. 223

Salary Increase - Teacher .............................. p. 224

Trainable Program - Regulations governing Howard
County Program reviewed by
Board Members ........................................ p. 228

Vandalism, Thefts - Secretary's report on ......... p. 228
January 8, 1963

The Board of Education of Howard County held its regular meeting on Tuesday, January 8, 1963, at 9:00 a.m. The following members were present:

Gertrude H. Crist, Acting President
C. Y. Stephens, Associate
Fred K. Schoenbrodt, Associate
John E. Yingling, Secretary

Mrs. Smith W. Allnutt, representing the Howard County Council of Parent-Teacher Associations, and Mrs. Paul Iribe, representing the League of Women Voters of Howard County, attended the meeting. Mrs. Sara S. Snapp, Secretary to the Superintendent, was also present.

The minutes of the meeting held on Tuesday, December 11, 1962, were approved as written and distributed to board members prior to this meeting, except the word "same" is to be deleted from the action taken by the Board concerning the purchase of the French Fugate farm site (last sentence in Minute Book - Page 229) and the words "approximately ten acres at $1,650 per acre, situated on the rise so as to assure proper vision for egress and entry, and lying approximately in the center of the tract" are to be added to the sentence.

The Board accepted the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade or Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton L. Brewer</td>
<td>Lisbon Elementary School</td>
<td>5-6</td>
</tr>
<tr>
<td></td>
<td>(Effective December 31, 1962)</td>
<td></td>
</tr>
<tr>
<td>Margaret P. Gallagher</td>
<td>St. Johns Lane Elementary</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>(Effective January 2, 1963)</td>
<td></td>
</tr>
<tr>
<td>Roxie C. Graf</td>
<td>Elkridge Elementary School</td>
<td>Reading Specialist</td>
</tr>
<tr>
<td></td>
<td>(Effective January 31, 1963)</td>
<td></td>
</tr>
</tbody>
</table>

The Board approved the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Subject</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bettie J. Johnson</td>
<td>Harriet Tubman High School</td>
<td>Science and Core</td>
<td>$4,000*</td>
</tr>
<tr>
<td></td>
<td>(Effective January 14, 1963)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cynthia N. MacFadden</td>
<td>St. Johns Lane Elementary School</td>
<td>Grade 1</td>
<td>4,800</td>
</tr>
<tr>
<td></td>
<td>(Effective January 7, 1963)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carole E. Williams</td>
<td>Unassigned</td>
<td>Music</td>
<td>4,800</td>
</tr>
<tr>
<td></td>
<td>(Effective September 1, 1963)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*To receive additional county increment if transcript later entitles teacher to regular certification.

The Baltimore City Public Schools have been requested to assume the responsibility for the publication of the March, 1963 issue of SCHOOL BOARD NEWS under the supervision of Mr. Clarence J. Gittings, Administrative Assistant to Dr. George B. Brain, Superintendent. Mrs. Crist accepted the responsibility, upon the Secretary's recommendation, to send newsworthy information to Mr. Gittings.
Following a thorough discussion concerning the procedures of Board members signing vouchers, it was, upon motion duly made and seconded, unanimously approved that the members of the Board continue initialing all vouchers with the understanding that the Board has merely seen the vouchers and that the initial does not indicate the Board has approved the expenditure.

The Secretary explained at length the procedure for paying bills, teachers' salaries, and the method of billing the County Commissioners for their portion due the Board. Mr. Schoenbrodt requested that a statement concerning expenditures in relation to the budget be given to the Board each month. The Secretary agreed to give the Board this statement each month.

The Secretary stated that a meeting was held at the Board office on Thursday, December 27, 1962, with the Board of County Commissioners of Howard County and members of the General Assembly representing Howard County, at which time the Secretary presented a school building program requiring a bond issue in the amount of Three Million Dollars ($3,000,000). (Minute Book - Page 227). The Secretary stated that the members of the various boards showed a keen interest and sympathetic understanding of the problems of the Board of Education pertaining to the housing of children. Mr. Miller, President of the Board of County Commissioners, stated that it would be necessary for the County Commissioners to carefully consider all requests from other county departments before making a final decision on the Board's request for $3,000,000.

The Secretary informed the Board that he had requested an appointment with the Board of County Commissioners of Howard County at 11:00 a.m. to stress the need of the building program as outlined in the request for $3,000,000.

At 11:00 a.m. the Board attended a meeting in the Board Room of the County Commissioners in the Courthouse and returned to the Board of Education Office at 11:30 a.m. The Board of County Commissioners of Howard County informed the Board of Education that it was still sympathetic to the needs of the Board of Education, but they had not arrived at a decision concerning the request for $3,000,000 until other county departments have been surveyed.

Since time is of the essence, upon motion duly made and seconded, the Board unanimously authorized the Secretary to request the architects to proceed with preliminary plans for an auditorium showing what classroom space would be available in this building.

The Secretary informed the Board that Mr. Norman I. Broadwater, attorney for the State Roads Commission of Maryland, requested the Board to execute a deed for 7,875 square feet of the Board's property which was taken by the State Roads Commission when the Montgomery Road (Route 103) was widened several years ago. The Board will receive a check for $1,169.00 for the easement taken by the State Roads Commission. All Board members signed the document.
The survey, authorized by the Board concerning Driver Education to be held on Saturday, after school, and during the summer months, was completed. The following information was presented by the principals of the three high schools:

<table>
<thead>
<tr>
<th>School</th>
<th>Summer Program</th>
<th>After School</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Howard County Senior High School</td>
<td>34</td>
<td>98</td>
<td>38</td>
</tr>
<tr>
<td>Glenelg High School</td>
<td>87</td>
<td>110</td>
<td>57</td>
</tr>
<tr>
<td>Harriet Tubman High School</td>
<td>-</td>
<td>47</td>
<td>6</td>
</tr>
</tbody>
</table>

The Secretary stated that students should be charged a nominal fee for the Driver Education Program for two reasons: 1) greater interest and incentive will be exhibited, and 2) if the course is free, the number taking it would be too large to defray the total cost with State funds.

The Secretary recommended that a Driver Education Program for Saturday, after school, and during the summer vacation, begin as soon as he can work out getting the cars from dealers, and coordinating the program with principals and instructors.

Upon motion duly made and seconded, the Board unanimously decided to offer Driver Education on Saturday, after school, and during summer vacation—the number of pupils permitting; such program to be a continuing program in succeeding years. The cost per pupil will be a nominal sum (approximately $15.00) in order to defray the cost.

The Secretary stated that the Maryland Association of Boards of Education requested the Board of Education of Howard County and other county boards to state their positions on the Curlett Report and the new program for financing public schools as contained in "Decision 63." Copies of these reports were given to members of the Board.

Upon motion duly made and seconded, the Board unanimously approved the two reports, with special emphasis given to that portion of the Curlett Report which reads: "Our position remains constant that the present state teachers colleges should be designated as state colleges and that they should become multipurpose institutions which prepare non-teachers. However, we believe that these expended programs should be offered only when these institutions can do an adequate job in preparing the necessary number of teachers." The Secretary was directed to complete the questionnaire, mailing same to Mrs. Howard G. Crist, Jr., Secretary of the Maryland Association of Boards of Education.

The Building Engineer for Howard County issued the following permits for the month of December, 1962:

<table>
<thead>
<tr>
<th>District</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>19</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>37</strong></td>
</tr>
</tbody>
</table>
The Secretary reported that a Sales Contract between Harry Malasky, Joseph A. Kaufman, and the Board of Education of Howard County for the purchase of 10,693 acres of land located on Route 108 near Clarksville, Maryland, in the Fifth Election District of Howard County, was approved by the owners for $1,650 per acre or for a total of $17,643.45. The property is subject to percolation tests satisfactory to the purchasers, to be completed within thirty days from the acceptance of the contract, or from December 26, 1962.

The Secretary stated that he had made an appointment with Mr. Hodges, Sanitarian for the Howard County Department of Health. Mr. Hodges' car broke down and he was not present when the test was made. Four holes, seven feet deep, were dug on the property in the location where leaching wells would be installed. There was a layer of fuller's earth which would adequately dispose of the water from the Clarksville Elementary School. The Secretary plans to meet with Mr. Hodges again at 10:00 a.m. tomorrow morning to make another test.

The Secretary requested Claude Skinner, Jr., local Registered Engineer and Land Surveyor, to make a topographical survey of the Clarksville site. This survey was turned over to the architects, Johannes and Murray, on Wednesday, January 2, 1963. The architects have promised to have a tentative sketch of the new building for the Board's approval within several weeks. It may be necessary to call a special meeting of the Board to approve the sketch of the building so the architects may proceed. The architects have been requested to complete plans and specifications for this building by May, 1963, so the bids may be let in June. If everything proceeds as planned, the building could be under roof by December 1, 1963 and ready for occupancy by August 1, 1964.

The Secretary reported that a conference had been held at the Ellicott City Junior High School on December 19, 1962, and involved Mr. Herbert Brown, Assistant Director of Howard County Civil Defense, and Messrs. Soles, Eckes, and Freudenberger. Mr. Brown attended to present pertinent facts and information concerning the Civil Defense views on school C. D. procedures.

The conference attacked the total situation from three main areas with subdivisions under each major topic being considered. Recommendations were made only with the concurrence of Mr. Brown. Following is a report of this meeting.

"I - In the Event of an Emergency, Maximize Evacuation of Pupils From Schools to Homes

A. If sufficient time is available, evacuate schools under regular procedure followed in other situations such as closing of schools due to emergency weather conditions.

B. If time permits only the evacuation of a percentage of the pupils in a school by bus, evacuate as many as possible in the time allowed by this method.

C. If conditions are such that buses cannot operate or are prohibited from operating, organize pupils into walking
groups to proceed in an orderly fashion, under adult supervision, to residences located a reasonable distance from the school.

D. Inform parents prior to any emergency that, in the event of an emergency, they should make every effort to secure or provide for the transportation of pupils from schools.

E. Train responsible adults in the school to operate buses so that this may be done in the absence of the regular drivers.

II - In the Event of an Emergency, Maximize Security of Personnel Remaining in School Buildings Because They Cannot Be Evacuated.

A. Furnish each school with an emergency generator to insure continued operation of water and sewer systems.

B. Establish adequate identification procedures for all personnel.

C. Convey canned goods and dried foods to a safe shelter area prior to an attack.

D. Assembly for all personnel remaining in school building should be in the safest location relative to blast and fall-out.

E. Establish a medical emergency center in each school where medical and first-aid supplies are stored and which can be utilized as a first-aid center.

F. Prior to an attack, provide instruction in medical self-help for teachers as instituted by the Medical and Chirurgical Faculty.

G. School staffs should be organized for operation during emergency periods, including delegation of specific responsibilities such as first aid, food service, morale maintenance, fall-out measurement and essential services.

III - Return of all Personnel to Homes Upon Direction of Civil Defense Authorities Following Termination of Any Emergency

RECOMMENDATIONS

1. Consider the feasibility of parking buses at schools during school hours so that they may be available for emergency use in a minimum period of notification.

2. Provide each school with a battery-powered radio.

3. Set up bus routes to serve individual schools to a maximum degree of implementation of #1.
4. Furnish each school with a "Radiation Master Kit" ($24.95 at Bendix) or a "survey-meter" ($50-100)."

The Secretary called the Board's attention to Item E under I and Item A under II; and also Items 1, 2 and 4 under Recommendations. The Board discussed the report in general, but other than asking the Secretary to find out how many transistor radios are available at schools (not belonging to the principals), no action was taken concerning the report.

The Secretary stated that he had authorized the Maryland National Bank, Baltimore, Maryland, to release the $2,000.00 Wicomico County School Bonds - Series A - 2 1/2%, pledged to secure our account with the Central Bank of Howard County with the understanding that other bonds would be substituted in their place. The Maryland National Bank informed the Secretary that this bond had been replaced with $2,000.00 U. S. Treasury 2 1/2% Bonds due 9/15/72-67.

A copy of a letter received from the Howard County Educational Secretaries' Association was given to each member of the Board. The letter requested the Board to consider certain policies concerning holidays, emergency and sick leave, and clarification concerning the $7.50 per week salary increase approved in the Annual School Budget, which became effective January 1, 1963.

The Board agreed that all school secretaries should be paid the $7.50 per week increase beginning January 1, 1963, plus funds from other sources if approved by the superintendent of schools. The requests concerning policies pertaining to holidays, etc., were tabled until the Board has had a chance to thoroughly familiarize themselves with present procedures for secretaries and other personnel.

The Board approved the Secretary's request to authorize him to begin looking for the following sites:

a. 30 acres for the new junior-senior high school - location to be decided later.

b. site for the new Elkridge-Savage area elementary school.

Upon motion duly made and seconded, the Board adjourned.

[Signature]
Secretary
Appointments ........................................... p. 1

Auditorium, approved by Board of Education to proceed with preliminary plans .......... p. 2

Bonds, in escrow replaced. ......................... p. 6

Bond Issue, Three Million Dollar - meeting with Board of County Commissioners concerning ........................................ p. 2

Building Permits ...................................... p. 3

Civil Defense, recommendations for procedures in Howard County Schools discussed ........ p. 4, 5 and 6

Clarksville Elementary School Site approved ........................................ p. 4

Curlett Report and Decision 63, position of Board of Education concerning same stated ........................................ p. 3

Driver Education, approved for after school, on Saturday, and during summer vacation ........................................ p. 3

Ellicott City Junior High School - Sale of strip of Montgomery Road to State Roads Commission ........................................ p. 2

Financial Status of Board of Education - expenditures in relation to budgeted items to be given to Board monthly. ...................... p. 2

Resignations .......................................... p. 1

Secretaries' Association, Howard County - requests of:
   a) $7.50 raise approved for all secretaries
   b) Policies pertaining to holidays, etc., under study ........................................ p. 6

School Board News ...................................... p. 1

School Sites, secretary authorized to look for sites for:
   a) new junior-senior high school
   b) new Elkridge-Savage area elementary school ........................................ p. 6

Vouchers, initialing by Board Members ................. p. 2
February 12, 1963

The Board of Education of Howard County held its regular meeting on Tuesday, February 12, 1963, at 9:00 a.m. The following members were present:

Gertrude H. Crist, Acting President
C. Y. Stephens, Associate
Fred K. Schoenbrodt, Associate
John E. Yingling, Secretary

Mrs. Paul Tribe, representing the League of Women Voters of Howard County, attended the meeting. Mrs. Sara S. Snapp, Secretary to the Superintendent, was also present.

The minutes of the meeting held on Tuesday, January 8, 1963, were approved as written and distributed to board members prior to this meeting.

The Board accepted the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade or Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miriam C. Karpovics</td>
<td>Ellicott City Junior High School</td>
<td>French</td>
</tr>
<tr>
<td></td>
<td>(Effective January 31, 1963)</td>
<td></td>
</tr>
<tr>
<td>Emily Carnochan</td>
<td>Lisbon Junior High School</td>
<td>Home Economics</td>
</tr>
<tr>
<td></td>
<td>(Effective January 31, 1963)</td>
<td></td>
</tr>
<tr>
<td>Joycelyn C. Beggs</td>
<td>St. Johns Lane Elementary School</td>
<td>Physical Education</td>
</tr>
<tr>
<td></td>
<td>(Effective January 31, 1963)</td>
<td></td>
</tr>
<tr>
<td>Nancy L. Hart</td>
<td>Atholton Elementary School</td>
<td>Grade 1</td>
</tr>
<tr>
<td></td>
<td>(Effective February 15, 1963)</td>
<td></td>
</tr>
<tr>
<td>Beverly Kohlhepp</td>
<td>Ellicott City Elementary School</td>
<td>Grade 2</td>
</tr>
<tr>
<td></td>
<td>(Effective January 31, 1963)</td>
<td></td>
</tr>
<tr>
<td>Jack E. Webb</td>
<td>Elkridge Elementary School</td>
<td>Grade 5</td>
</tr>
<tr>
<td></td>
<td>(Effective January 31, 1963)</td>
<td></td>
</tr>
<tr>
<td>Sarah R. Giannini</td>
<td>Rockland Elementary School</td>
<td>Grade 3</td>
</tr>
<tr>
<td></td>
<td>(Effective February 4, 1963)</td>
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</table>

The Board approved the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Subject</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caroline M. Mitchell</td>
<td>Lisbon Elementary School</td>
<td>Grade 5-6</td>
<td>$4,500</td>
</tr>
<tr>
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<td>(Effective January 21, 1963)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alice F. Dorshow</td>
<td>Ellicott City Junior High School</td>
<td>French</td>
<td>4,000</td>
</tr>
<tr>
<td></td>
<td>(Effective January 1, 1963)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jean W. Carson</td>
<td>Atholton Elementary School</td>
<td>Grade 1</td>
<td>4,000</td>
</tr>
<tr>
<td></td>
<td>(Effective February 18, 1963)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jack H. Rogers</td>
<td>Elkridge Elementary School - Physical Education</td>
<td>Grade 2</td>
<td>4,500</td>
</tr>
<tr>
<td></td>
<td>(Effective February 1, 1963)</td>
<td></td>
<td></td>
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<tr>
<td>Helen D. White</td>
<td>Rockland Elementary School</td>
<td>Grade 3</td>
<td>4,700</td>
</tr>
<tr>
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<td>(Effective February 4, 1963)</td>
<td></td>
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<tr>
<td>Clarence E. Poling</td>
<td>Unassigned</td>
<td>Industrial Arts</td>
<td>6,400</td>
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<td>(Effective September 1, 1963)</td>
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</tbody>
</table>
Patricia J. Roth  Unassigned  English  $4,800
(Effective September 1, 1963)
Lawrence D. Pfeiffer  Unassigned  Mathematics  5,200
(Effective September 1, 1963)
Kurt L. Gilbert  Ellicott City Junior High School  Geography  4,800
(Effective September 1, 1963)
Mary L. Spurrier  Unassigned  General Science  4,800
(Effective September 1, 1963)
Claire P. Lange  Unassigned  Primary Grade  4,800
(Effective September 1, 1963)

The Rev. Frank I. Cockrell, Pastor of the Howard Charge of the Methodist Church, requested the use of the Clarksville School for an oyster supper to be held on Saturday, March 9, 1963. The Secretary recommended approval of the request.

Upon motion duly made and seconded, the Board approved the use of the Clarksville School for the church supper.

A tentative schedule for the Public Schools of Howard County for the 1963-64 school year, was given to the Board prior to this meeting for study. Upon motion duly made and seconded, the school schedule for 1963-64 was approved as submitted, except for a change in the date of the Thanksgiving holiday--such correction to made prior to publishing the schedule.

The request of the Howard County Educational Secretaries Association to consider a salary schedule for school secretaries, sick leave, working hours--daily and weekly, and holidays, was tabled at the January meeting of the Board for further study. The Board authorized the Secretary to prepare a schedule of uniform work standards and salaries for all groups--secretaries, cafeteria workers, and janitors, to be presented at the next Board meeting in March.

All Board members were given a copy of Vol. 5, No. 4, of the December 1962 issue of School Board News.

Mrs. Joan A. Weatherholtz, County Supervisor of the School Lunch Program and Home Economics, met with the Board at 10:00 a.m., to familiarize the Board with procedures pertaining to the school lunch program. Following her presentation, Mrs. Weatherholtz answered questions pertaining to the program, and she stated that in the five months she had been supervising the program the cafeteria's were running smoothly, and, she felt, the schools were fortunate to have cafeteria employees who were very sincere and enthusiastic in their work. The Board reviewed the balances of the cafeteria accounts of all schools.

Copies of the following communications were given to members of the board:

1) A letter received from Mrs. J. Gordon Warfield concerning the $90,000 proposed for new school sites.

2) A letter received from Mrs. Richard J. Wilson, President of the Women's Civic Club of Howard County, in which the civic group unanimously endorsed construction of an auditorium in Howard County.
3) A survey made by Mrs. Margaret W. Cook, Chairman of the Committee on Preschool Service for the Maryland Congress of Parents and Teachers. (Concerning the study on Kindergarten being made in Howard County, Mr. Schoenbrodt reported that a meeting of this committee will be held on February 26, 1963, at the home of Mrs. Reeder, Chairman.)


5) A letter received from Ronald L. Maher concerning the Board's decision on the school site for the new Clarksville Elementary School.

At the November meeting of the Board a list of recommendations for improved school programs of physical fitness was prepared by a committee representing the Howard County Commission on Physical Fitness. Mrs. Dorothy Burgtorf, Chairman of the Committee, requested the Board to give consideration to Items 5 and 8 of the recommendations, which were as follows:

5. Consideration should be given to special school programs for the physically underdeveloped.

8. In-service training programs should be sponsored for elementary classroom teachers.

The Secretary informed the Board that he had inaugurated a Pilot Program in Physical Fitness at the Ellicott City Junior High School, which was to be coordinated by Mrs. Dixie Miliner, Physical Therapist, at no cost to the Board. The Board was given a copy of the report submitted by Mr. Freudenerger, Principal of the Ellicott City Junior High School, concerning this Pilot Program Study.

The Board was also given a copy of a letter received from Mr. Omar J. Jones, Principal of the Howard County High School, concerning a resolution passed by the Howard County Commission on Physical Fitness, which requested the Board of Education to make a further study of the program looking forward to coordination of the program in the elementary, junior and senior high schools.

After a thorough discussion of the Physical Fitness Program, the Board recommended that Mr. Durigg, Supervisor of High Schools, come prepared to discuss at the March meeting of the Board his recommendations on coordinating the physical fitness program through the Physical Education Departments of the elementary, junior and senior high schools.

As an outgrowth of the discussion of the physical fitness program, the Board requested the Secretary to prepare costs, to be presented at the March meeting, for adding the following persons to the professional staff: A Supervisor of Personnel, a Clinical Psychologist, an additional Reading Specialist, and for placing the present Guidance Counsellors on an eleven month basis.
The Building Engineer for Howard County issued the following permits for the month of January, 1963:

<table>
<thead>
<tr>
<th>District</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>5</td>
<td>7</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>49</strong></td>
</tr>
</tbody>
</table>

The Secretary presented the Board with a copy of the new budget form which was approved by the State Board of Education to be used by all county boards of education beginning January 1, 1963. The Secretary also presented the Board with a copy of the budget form showing allotments and expenditures as of February 11, 1963.

At the January meeting the Board was given a list of recommendations as proposed by Mr. Herbert Brown, Deputy Director of the Howard County Civil Defense Program. After reviewing the recommendations, the Board of Education decided to request the Committee on Civil Defense for Howard County Schools to prepare Standard Operating Procedures—a set of rules and regulations governing the entire school system in Howard County—that could be published for parents. The Committee will be requested to prepare the regulations by the March meeting of the Board.

The firm of Johannes and Murray, Architects, prepared three preliminary sketches of the proposed Clarksville Elementary School. The Secretary requested formal approval of one of the sketches so that the architects may proceed with the preliminary plans. Upon motion duly made and seconded, the Board approved Sketch No. 3, subject to certain changes as noted on the sketch. The Board asked to see the preliminary plans after the changes have been made. The architects have made formal commitment to complete specifications and blueprints by May 15 so that bids may be received by June 11, 1963.

On November 2, 1962, Dr. Thomas G. Pullen, Jr., State Superintendent of Schools, informed the Secretary that the Maryland State Department of Education had accepted the invitation of the United States Office of Education to cooperate with that agency in the International Teacher Development Program. This program has provided for the visitation in this country of over 4,000 foreign educators since 1944, and has, undoubtedly, contributed to greater understanding among the nations of the free world.

Dr. Pullen requested that Howard County serve as host to Mrs. Sara de Iturrioz of Argentina. Mrs. de Iturrioz arrived in Howard County on Monday, January 28, and was assigned for three weeks to the Howard County High School to observe English classes under Mrs. Katherine McFarland.

At the January meeting of the Board the question was raised concerning the purchase of short-term government bonds rather than carrying large balances at local banks. The Secretary discussed this problem with Dr. Benjamin Mellor, President of the Patapsco National Bank, who recommended that the Board purchase
short-term government bonds on a sixty or ninety day basis whenever funds exceed the amount covered by collateral. The Patapsco National Bank has placed in escrow negotiable securities in the amount of $300,000.00 to cover the Board's balances. The Board receives funds from the County Commissioners monthly and from the State bi-monthly.

The Secretary reported that he had discussed this problem with Mrs. Johnson, Financial Secretary, and Mr. Morgan, auditor for H. L. Langrall & Company, both of whom agree that it would seldom be possible to purchase short-term government bonds and still have funds to meet the end of the month commitments. However, if the possibility occurs, the Secretary will negotiate the purchase of short-term bonds.

The Board was given a copy of the State Fire Marshal's report, concerning a recent resurvey of the schools in Howard County. The Secretary commented on the fine progress that has been made in all schools in carrying out fire regulations and reported that nearly all the deficiencies found at the time of the survey have been corrected.

The Secretary informed the Board that the County Commissioners had sent him a copy of a letter they had received from a community association known as Hunt Club Estates concerning the fire doors that had been removed at the time the addition had been built to the Elkridge Elementary School. The Secretary merely informed the Board of the existing condition in anticipation of any action that may be taken by the Board of County Commissioners.

The Secretary presented the following changes in the Howard County High School's Program of Studies for the 1963-64 school year, as requested by Mr. Omar J. Jones, Principal:

a. A voluntary course in English Composition, grades 10, 11 and 12.
b. A second year of Bookkeeping.
c. A course in Business Law and Economics.
d. A course in Art Appreciation, grades 10, 11 and 12.
e. A course in Functional Mathematics, which would be a combination of Algebra and Geometry concepts, functional in nature to meet the math needs and abilities of pupils in between the present advanced College Preparatory Math and the regular general math program.

S/C

Upon motion duly made and seconded, the Board approved the foregoing additions to the curriculum.

The Board was given copies of two letters received from Mrs. Janet M. Oursler, Corresponding Secretary of the Elkridge Parent-Teacher Association, concerning a) heating problems, and b) a Stationary Engineer. After discussion, the Board authorized the Secretary to answer the letters stating that the heating problems have been corrected, and that legislation was now pending in the General Assembly of Maryland concerning the employment of stationary engineers.
The Board was given a copy of a letter received from The Board of Supervisors of Elections for Howard County in which the request was made to use seven schools for registration and elections. The Board decided that before it could schedule an appointment with the Board of Supervisors of Elections, it would be necessary to receive clarification as to the specific number of days that would be involved during the school year. The Secretary was requested to write for this information.

The Secretary presented the Board with a copy of the report of the Curriculum Committee of the Glenelg High School, in which the following curriculum changes were requested for the 1963-64 school year:

1) A four-track program in Industrial Arts, Grades 10, 11 and 12:
   a. Electronics - major
   b. Woodwork - major
   c. Metalwork - major
   d. Power Mechanics - major

2) A two-track program in Agriculture, Grades 10, 11 and 12:
   a. Agriculture-business major
   b. Farm Science Guilds

Upon motion duly made and seconded, the Board approved the foregoing changes.

Because of the holiday for Lincoln's Birthday at the Courthouse, the Board of County Commissioners will not meet until Wednesday, February 13, 1963. Therefore, the Board authorized the Secretary to go before the Commissioners to get formal approval of the Three Million Dollar Bond Issue.

The Board authorized the Secretary to write a letter to the Director of Instruction complimenting her on the well-planned program for the Mid-Year County Teachers' Meeting, held on Friday, February 8, 1963, at the Howard County High School.

The Secretary informed the Board that the Howard County High School had been chosen by the State Department of Education to experiment with data processing the scheduling of curriculum.

The Secretary informed the Board that Mr. Durigg is going over the David Sarnoff Industry-Science Teaching Program and will give the Secretary a report on how this could be used in Howard County.

The question was raised concerning the investment Howard County has in land, buildings and equipment, and the Secretary was authorized to prepare a report concerning this for the March meeting.

There being no further business, the meeting adjourned.

Secretary

[Signature]
Appointments ........................ p. 8, 9
Bonds, Short-Term Government ........................ p. 11, 12
Bond Issue, $3,000,000 - request for formal approval ........................ p. 13
Budget, Comparison of Allotments and Expenditures of ........................ p. 11
Building Permits ........................ p. 11
Bus Transportation, Comparative Analysis of Intra-State Per Pupil Costs ........................ p. 10
Cafeteria - Study of Work Standards and Salaries ........................ p. 9
Supervisory report on ........................ p. 9
Civil Defense - Development of Standard Operating Procedures on ........................ p. 11
Clarksville J. H. S. - oyster supper approved at ........................ p. 9
Clarksville, Preliminary sketch for new elementary school approved ........................ p. 11
Communications ........................ p. 9, 10
Curriculum Changes - 1963-64:
Glenelg High School ........................ p. 13
Howard County High School ........................ p. 12
Custodial - Study of Work Standards and Salaries ........................ p. 9
Data Processing - Experiment at Howard High ........................ p. 13
Elkridge Fire Door Replacement ........................ p. 12
Elkridge P.T.A. request concerning heating problems and stationary engineer ........................ p. 12
Fire Marshal's Report on all schools ........................ p. 12
Kindercraft survey made by Mrs. Margaret W. Cook ........................ p. 10
Maher, Ronald L. - letter concerning Board's decision on school site ........................ p. 10
International Teachers' Development Program - visitor to Howard County - Mrs. Sara de Iturrio of Argentina ........................ p. 11
Physical Fitness Program, under study ........................ p. 10
Professional Staff, cost for additions to ........................ p. 10
Resignations ........................ p. 8
School Schedule, 1963-64 approved ........................ p. 9
School Secretaries Association, Secretary authorized to prepare schedule of work standards and salaries for ........................ p. 9
Science Teaching Program, David Sarnoff ........................ p. 13
Supervisors of Elections, Board of - request from ........................ p. 13
March 12, 1963

The Board of Education of Howard County held its regular meeting on Tuesday, March 12, 1963, at 9:45 a.m. The following members were present:

Gertrude H. Crist, Acting President
C. Y. Stephens, Associate
Fred K. Schoenbrodt, Associate
John E. Yingling, Secretary

The following visitors were present during the meeting:

Mrs. Paul Tribe, Representing the League of Women Voters of Howard County
Mrs. Smith W. Allnutt, President, Howard County Council of Parent-Teacher Associations
Mrs. N. Philip Miller, Representing the Atholton Kindercraft
Mrs. Doris E. Hay, Representing the Howard County Citizens Association

Mrs. Sara S. Snapp, Secretary to the Superintendent was also present.

The Board announced that it would establish the policy of holding an executive session from 8:30 to 9:30 a.m. and in the future regular meetings will begin at 9:30 a.m.

The minutes of the meeting held on Tuesday, February 12, 1963, were approved as written and distributed to board members prior to this meeting.

The Board accepted the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade or Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margie H. Haux</td>
<td>Clarksville and Scaggsville Schools</td>
<td>Music</td>
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<tr>
<td></td>
<td>(Effective April 1, 1963)</td>
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<tr>
<td>Nancy H. Eklof</td>
<td>Lisbon Elementary School</td>
<td>Grade 2</td>
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<tr>
<td></td>
<td>(Effective February 25, 1963)</td>
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<tr>
<td>Nancy C. Edwards</td>
<td>Elkridge Elementary School</td>
<td>Grade 2</td>
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<td>(Effective April 15, 1963)</td>
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The Board approved the following appointments:

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<th>Name</th>
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<th>Subject</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Helen M. Seets</td>
<td>Lisbon Elementary School</td>
<td>Grade 2</td>
<td>$3,800</td>
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<td>(Effective February 26, 1963)</td>
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</tr>
<tr>
<td>Dorothy H. Warren</td>
<td>Ellicott City Elementary School</td>
<td>Grade 2</td>
<td>$6,000</td>
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<td></td>
<td>(Effective February 14, 1963)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edward R. Evans</td>
<td>Glenelg High School</td>
<td>Math and Guidance</td>
<td>$5,000*</td>
</tr>
<tr>
<td></td>
<td>(Effective September 1, 1963)</td>
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</tbody>
</table>

*To receive additional county increment if transcript later entitles teacher to regular certification.
At the February meeting the Secretary informed the Board of a letter which had been received by the Board of County Commissioners of Howard County from the Hunt Club Community Association concerning fire doors at the Elkridge Elementary School. The County Commissioners requested the Secretary, Mr. Louis Coates, Building Engineer, Mr. John J. Meyers and Mr. Lloyd H. Britt of the State Fire Marshal's Office, to meet with them to discuss the installation of fire doors at the east end of the first, second and third floors of the Elkridge Elementary School.

The County Commissioners recommended that the Board of Education install fire doors on the different floors to eliminate the fire hazard. The County Commissioners further recommended that the funds for these doors, estimated to cost in the neighborhood of $2,700 to $3,000, be taken from the contingency fund of the School Board's Budget, and then later in the year, if an emergency should develop, the Board of County Commissioners stated they would do their utmost to replace same.

The Secretary gave each member of the Board a copy of a letter received from Chief Fire Investigator John J. Meyers, in which he expressed hope that the Board would comply with the recommendations of the County Commissioners.

Upon motion duly made and seconded, the Board unanimously authorized the Secretary to proceed with the installation of fire doors at the Elkridge Elementary School, taking the money from the contingency fund.

At the February meeting of the Board the Secretary was requested to present an estimate of the value of Howard County public school buildings, land and equipment. The Secretary presented the Board with a summary showing the total investment in land to be approximately $114,348.42, and the total investment in buildings to be approximately $7,401,873.81, the total investment in equipment as estimated for insurance purposes to be approximately $551,800.00. The summary showed a grand total investment in land, buildings and equipment to be $8,068,022.23.

As requested at the last meeting, the Secretary also presented the following approximate costs for adding the following persons to the professional staff:

a. Supervisor of Personnel - from $6,900 to $8,500 plus county increments which could go to $11,200.
b. Reading Specialist - from $4,800 to $7,800 + $400 for a master's degree.
c. Guidance Counsellors on an eleven-month basis - Cost for the summer of 1963 for the present three high school counsellors - $1,559.00. Cost for the summer of 1964 - $2,390.00.
d. Clinical Psychologist - Dr. Theodore Shrop, Health Officer for the Howard County Health Department, appeared before the Board at 11:30 a.m. to discuss the cost and duties of a clinical psychologist. Dr. Shrop stated that approximately $15,000 would be the cost of the psychologist, secretarial help and transportation. A meeting will be held in the near future with Dr. Shrop, members of the Pupil Personnel Department and the Secretary to further discuss this problem. The Board will be apprised of the findings of this meeting.
The Lisbon Volunteer Fire Company requested the use of the Lisbon school grounds, cafeteria, and a supply building for their annual carnival to be held the second full week in August. The Secretary recommended approval of the request.

Upon motion duly made and seconded, the Board unanimously approved the request of the Lisbon Volunteer Fire Company to use the Lisbon School facilities for their annual carnival in August.

At the February meeting the Board requested the Secretary to develop some guiding principles on Civil Defense for Howard County Public Schools. The Secretary requested a committee consisting of Charles Eckes, John Soles and John Freudenberger to review all literature on civil defense and make recommendations. A list of guiding principles was developed by this committee and a copy was given to all Board members.

After carefully studying the recommendations as listed, the Board requested Mrs. Allnutt, an observer at the meeting, to contact all local branches of the Howard County Council of Parent-Teacher Associations to poll their opinions on the Civil Defense Code for the Schools of Howard County as submitted. The Secretary was asked to get prices on generators for all schools, name tags for all children and school personnel, and fall-out detectors. Mrs. Crist agreed to contact Civil Defense authorities to get school buses approved as emergency vehicles during an evacuation. When all of this information is available, a committee is to work with the Secretary to produce a satisfactory Civil Defense Fact Sheet for Board approval that would be made available to parents in case of an alert or evacuation.

The Secretary requested further time to study the salaries of school secretaries, maintenance and cafeteria workers, before recommending a salary schedule for these groups. The Secretary informed the Board that schedules have been received from Anne Arundel, Baltimore and Harford Counties. Schedules from Prince George's and Frederick Counties have not been received. The Secretary stated that he would compare schedules of other counties and present a proposed salary structure in these areas in time for Board approval before the preparation of the next School Board Budget in October. The Board granted the Secretary time to make further study.

At the February meeting the Board requested the Secretary to have Mr. Durigg, Supervisor of Physical Education, to appear before the Board to discuss the coordination of the physical fitness program in the elementary, junior and senior high schools. Inasmuch as the Board postponed its regular meeting from March 5 to March 12, the Secretary informed the Board that Mr. Durigg had made arrangements to visit colleges for the recruitment of teachers, and would be unable to attend this meeting. Mr. Durigg will appear before the Board at the April meeting to discuss the physical education program in Howard County schools.

The Building Engineer for Howard County issued the following permits for the month of February, 1963:

<table>
<thead>
<tr>
<th>District</th>
<th>#</th>
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<tbody>
<tr>
<td>1</td>
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<td>8</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
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</table>
Mr. Lester W. Hartke, President of Supervisors of Elections for Howard County asked the Secretary to inform the Board that the Board of County Commissioners of Howard County had appointed a new Board of Supervisors of Elections and that the request for the use of school buildings for registration, primary and general elections would come from the new Board of Supervisors of Elections at a later date.

For a number of years the Board has decided at the May meeting what grades, if any, would be desegregated and the manner of registration for children wishing to transfer.

After careful consideration, upon motion duly made and seconded, the Board unanimously passed the following regulation:

"That the twelfth grade of the Public Schools of Howard County be desegregated with the opening of the 1963 fall school term.

Parents of children living nearer to a school other than the school their children now attend may apply in person with the child to be transferred, to the Superintendent of Schools, Board of Education of Howard County, Ellicott City, Maryland, requesting a transfer. Requests for transfers should be made to the Board of Education of Howard County during the period from Monday, April 1, through Thursday, April 11, 1963, inclusive, and between the hours of 9 a.m. and 4 p.m., E.S.T., except Saturday. Requests for transfers will not be accepted after Thursday, April 11, 1963, except for those pupils who have changed their place of residence after Thursday, April 11, 1963, or for new county residents. The Pupil Personnel Department will process the transfers and make recommendations. The county superintendent of schools for Howard County will notify parents or guardians if the transfer is approved, with reasons, on or before Friday, May 10, 1963.

During this period of transition, the Board reserves the right to postpone or deny the admission of a pupil to any school due to lack of facilities or for any other justifiable reason.

This is the last year in which children will be required to register at the office of the Board of Education of Howard County. In future years, children requesting transfers will register at schools on prescribed registration dates. The Board requests the same high degree of cooperation as it has received in the past from all citizens of the county."
The Secretary requested permission to obtain bids on the following school supplies for the school year 1963-64:

<table>
<thead>
<tr>
<th>Science</th>
<th>Home Economics</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typewriters</td>
<td>Coal and Oil</td>
<td>Custodial</td>
</tr>
<tr>
<td>Furniture</td>
<td>Art</td>
<td>Shop</td>
</tr>
<tr>
<td></td>
<td>Maps and Globes</td>
<td></td>
</tr>
</tbody>
</table>

The Secretary informed the Board that bids are not secured on textbooks as these are ordered from companies supplying same after they have been approved by the supervisory staff.

The Board approved the Secretary's request.

The Board authorized the Secretary to purchase ten acres from William M. Zeltman and Alice M. Zeltman, his wife, which is located on the west side of Waterloo Road at Pfeiffer's Corner. The Secretary signed a Purchase Agreement with the owners for ten acres at $1,500 an acre, provided:

a) The site is approved by the State Board of Education
b) The site meets the requirements of the Howard County Health Department
c) The field chosen contains ten acres, more or less
d) The Board of Education has thirty days in which to make necessary arrangements as listed above, after which time the land will be purchased if the contingencies above are satisfactorily concluded.

The Secretary requested approval of his action. Upon motion duly made, the Board unanimously approved the action of the Secretary pertaining to the Zeltman property.

The Secretary recommended that Johannes and Murray, Architects, be employed by the Board to design the following buildings:

a) Howard County High School addition
b) Elementary School located on Waterloo Road
c) Junior-Senior High School - location to be decided.

Upon motion duly made and seconded, the Board unanimously approved the employment of the firm of Johannes and Murray as architects on the above construction.

The Secretary recommended that the firm of Loewer, Sargent & Associates be employed to design and write plans for the Lisbon Junior High School addition.

Upon motion duly made and seconded, the Board unanimously approved the employment of the firm of Loewer, Sargent & Associates as architects on the Lisbon Junior High School addition, provided they follow the previous requisits followed by the firm of Johannes and Murray.
The Secretary informed the Board that he had requested Johannes & Murray to have plans and specifications completed by May 15, 1963, on the new Clarksville Elementary School so that the bids may be opened on Thursday, June 13, 1963 at 2:00 p.m., E.D.T. At the same time the Secretary requested the firm of Loewer, Sargent & Associates to have plans and specifications completed by May 15, 1963, on the addition to the Lisbon School so that the bids may be opened on Thursday, June 13, 1963 at 3:30 p.m., E.D.T.

The Secretary stated that this would necessitate the postponement of the regular Board meeting from June 4 to Thursday, June 13. The Board approved the change in the regular meeting date. Inasmuch as the same plans for the Clarksville Elementary School will be used for the new elementary school on the Waterloo Road, the Board requested the Secretary to consult with the firm of Johannes and Murray to see if the changes in these plans could be completed so that this project could be bid by May 15, 1963.

A copy of the budget form showing allotments and expenditures as of March 11, 1963, was distributed to members of the Board.

The Secretary reported that he and Mrs. Gertrude H. Crist, Acting President of the Board of Education, had appeared before the Board of County Commissioners of Howard County to get the Board's decision on the $3,000,000 School Program. The Commissioners unanimously approved legislation for $3,000,000 for the school program to include: Waterloo Elementary School, addition to Howard High School, Dalton-Guilford Downs Elementary School, school sites, renovation to the Lisbon School, and a junior-senior high school.

The Secretary presented the preliminary plans on the new Clarksville Elementary School which incorporated the changes in the new ground floor layout as recommended at the last meeting of the Board. Upon motion duly made and seconded, the Board unanimously approved the plans on the new Clarksville Elementary School.

The firm of H. L. Langrell & Co., Certified Public Accountants, made an examination of the Board's books and records for the year ended December 31, 1962. The Secretary requested the Board to review the audit and recommended that same be placed on file. A copy will be sent to Dr. Thomas G. Pullen, Jr., State Superintendent of Schools, to the Board of County Commissioners of Howard County, and two copies will remain in the files of the Board of Education of Howard County.

The Secretary gave members of the Board a copy of a letter received from Mrs. Charlotte E. Reeder, Chairman of the Kindergarten Committee for the County Council of Parent-Teacher Associations. The Board discussed the requests as outlined in Mrs. Reeder's letter, and authorized the Secretary to answer the letter based on the discussion.

The Secretary informed the Board that he had received a letter from Mrs. Margaret B. Lotz, Chairman of the Welfare Committee of the Howard County Teachers' Association, concerning "duty-free lunch periods for all teachers." The Secretary stated that this is possibly being worked out already in the junior and senior high schools, but will take thought and careful planning in working it out in the elementary schools. He will discuss this proposal further with the principals at their April meetings.
The Secretary stated that he had received a letter from Mr. Richard A. Hay, President of the Ellicott City Junior High School Parent-Teacher Association, concerning the planting of evergreens and shade trees and improvements to the play area. The Secretary stated that he preferred to postpone the grading and seeding in the rear of the present athletic field until the ground is in condition and a survey can be made by him and Mr. Herman O'Neill of the County Roads Department. The Board authorized the secretary to approve a planting of evergreens, shade trees, etc., according to the plans made by Mr. Carl C. Johnson of the University of Maryland Extension Service, and to work with the landscaping committee as much as finances will allow.

The Secretary also presented a letter which had been received from the Howard County Council of Parents and Teachers concerning the Council's recommendation for a county-wide summer school program to include both remedial and enrichment classes for children in grades one through twelve. The Board authorized the Secretary to make a survey of the pupils in all Howard County Public Schools to determine the interest in such a program and in what areas classes would be held.

The Board authorized the Secretary to discuss additional space for the Board of Education staff with the Board of County Commissioners of Howard County.

Upon motion duly made and seconded, the meeting adjourned.
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<thead>
<tr>
<th>I N D E X</th>
<th>3/12/63</th>
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<tr>
<td>Appointments</td>
<td>p. 15</td>
</tr>
<tr>
<td>Audit, Board of Education of Howard County, Dec. 13, 1962.</td>
<td>p. 20</td>
</tr>
<tr>
<td>Bid Opening, new construction, Board Meeting, June 13.</td>
<td>p. 20</td>
</tr>
<tr>
<td>Bids, School Supplies (authorization to bid)</td>
<td>p. 19</td>
</tr>
<tr>
<td>Board of Education Staff, additional space for</td>
<td>p. 21</td>
</tr>
<tr>
<td>Bond Issue, $3,000,000, formal approval.</td>
<td>p. 20</td>
</tr>
<tr>
<td>Budget, Comparison of Allotments and Expenditures of</td>
<td>p. 20</td>
</tr>
<tr>
<td>Building Permits</td>
<td>p. 17</td>
</tr>
<tr>
<td>Civil Defense - Development of Standard</td>
<td>p. 17</td>
</tr>
<tr>
<td>Operating Procedures on.</td>
<td></td>
</tr>
<tr>
<td>Clarksville Elementary School - to be bid May 15</td>
<td>p. 20</td>
</tr>
<tr>
<td>Desegregation of Grade 12.</td>
<td>p. 18</td>
</tr>
<tr>
<td>Elkridge Fire Door Installation.</td>
<td>p. 16</td>
</tr>
<tr>
<td>E. C. J. H. S. - Landscaping</td>
<td>p. 21</td>
</tr>
<tr>
<td>Howard County Teachers' Association - Welfare Committee of</td>
<td>p. 20</td>
</tr>
<tr>
<td>Johannes &amp; Murray, employment of</td>
<td>p. 19</td>
</tr>
<tr>
<td>Kindergarten Committee, County Council of</td>
<td>p. 20</td>
</tr>
<tr>
<td>Parent-Teacher Associations</td>
<td></td>
</tr>
<tr>
<td>Lisbon Addition, to be bid on May 15</td>
<td>p. 20</td>
</tr>
<tr>
<td>Lisbon J. H. S. - Carnival approval.</td>
<td>p. 17</td>
</tr>
<tr>
<td>Loewer, Sargent &amp; Associates, employment of.</td>
<td>p. 19</td>
</tr>
<tr>
<td>Physical Fitness Program, under study.</td>
<td>p. 17</td>
</tr>
<tr>
<td>Professional Staff, cost for additions to.</td>
<td>p. 17</td>
</tr>
<tr>
<td>Resignations</td>
<td>p. 15</td>
</tr>
<tr>
<td>School Buildings, Investment in.</td>
<td>p. 16</td>
</tr>
<tr>
<td>School Secretaries Association, further time to</td>
<td>p. 17</td>
</tr>
<tr>
<td>study salaries, etc.</td>
<td></td>
</tr>
<tr>
<td>Summer School Program, Survey of</td>
<td>p. 21</td>
</tr>
<tr>
<td>Supervisors of Elections, new board of</td>
<td>p. 18</td>
</tr>
<tr>
<td>Waterloo Road Elementary School, purchase of site of</td>
<td>p. 19</td>
</tr>
</tbody>
</table>
Mr. John E. Yingling, Sec. - Treas.  
Howard County Board of Education  
Ellicott City, Maryland  

April 1, 1963

Dear Mr. Yingling:

Acting under our continuing interest in public education, the League of Women Voters of Howard County discussed, at its March Board of Directors meeting, the development of the junior high school program at the Clarksville School.

It was thought that:

1. The junior high program is developing well at Clarksville now, looking toward the 1964-1965 year when the Clarksville School will be exclusively a junior high school.

2. The present program would be set back by the removal of the eighth grade for only one year.

3. The removal of the eighth grade for one year would be disruptive because it would require the temporary relocation of staff and teaching materials, to the detriment of the junior high program at Clarksville.

4. The effect on the children involved would not be desirable because a senior high school is not the proper social setting for eighth graders.

5. Moving the eighth grade out of Clarksville next year, back the following year, and out again for senior high would require that the children make three emotional, mental, environmental and scholastic program adjustments within a three-year period.

For the foregoing reasons, therefore, the League urges that every effort be made by the School Board to keep the eighth grade at the Clarksville School this coming year.

In advance we wish to thank the School Board for its attention to this matter.

Very truly yours,

(signed) Mrs. Charles L. Harness

Mrs. Charles L. Harness, President  
League of Women Voters of Howard County
The Building Engineer for Howard County issued the following permits for the month of March, 1963:

<table>
<thead>
<tr>
<th>District</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>42</strong></td>
</tr>
</tbody>
</table>

The Secretary requested the Board of County Commissioners of Howard County to consider moving the voting machines to one of the Quonsets located on the grounds of the Howard County High School, and making the building now adjacent to the Board of Education available for additional space. The Board of County Commissioners appointed Mr. Coates, Building Engineer, to work with the Secretary to find out if the Quonset is suitable for storing the voting machines. Up to this date, the Secretary has been unable to meet with Mr. Coates. The Secretary was instructed to send a formal request, in writing, to the County Commissioners.

Mr. Robert Moxley, representing the Security Realty Company, contacted the buyer of the acreage located on Berger Road in which the Board is interested for the new junior-senior high school. Mr. Moxley stated that he would give the Secretary written permission to make percolation tests on this property. The Secretary informed the Board that Mr. Moxley had given permission to make percolation tests verbally to Mr. Hogg, who informed the Secretary that he may proceed with the necessary tests.

The Secretary requested certain firms to bid on furnishing and installing stage curtains, cycloramás and border drops for the Rockland, Scaggsville and Atholton Elementary Schools. The following bids were received:

<table>
<thead>
<tr>
<th></th>
<th>Rockland</th>
<th>Scaggsville</th>
<th>Atholton</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Shade Company</td>
<td>$1,134.00</td>
<td>$714.15</td>
<td>$1,134.00</td>
</tr>
<tr>
<td>Eastern Window Shade Company</td>
<td>795.00</td>
<td>675.00</td>
<td>760.00</td>
</tr>
<tr>
<td>Glover School &amp; Office Equip.</td>
<td>708.00</td>
<td>678.00</td>
<td>680.00</td>
</tr>
</tbody>
</table>

The Secretary recommended that the contract for furnishing and installing the stage curtains, etc., according to specifications, be awarded to Glover School & Office Equipment, Inc. for all three schools.

Upon motion duly made and seconded, the Board unanimously approved the recommendation of the Secretary to make the award to the Glover School & Office Equipment Company.

The Secretary stated that it is difficult to give the Board a copy of the budget form showing allotments and expenditures if the Board meeting occurs prior to the tenth of the month. The Board authorized the Secretary to have this statement prepared as of the tenth of each month and mailed to members of the Board prior to the next meeting.
A question has been raised as to what the Board meant in the second paragraph of the regulation pertaining to the desegregation of grade twelve, which was worded "Parents of children living nearer to a school other than the school their children now attend may apply ....". The Secretary interprets this to mean that the child may attend the closest school consistent with transportation policies.

Upon motion duly made and seconded, the Board unanimously approved the Secretary's interpretation of this policy.

The Secretary distributed the following communications to the members of the Board:

a. Proposed amendment to Art. 77, Sec. 74 of the Public School Laws of Maryland. Members and Superintendent not to be interested in contracts.

b. "Public Education In Maryland" - new monthly publication by the Maryland State Department of Education.

c. Program for the Spring Regional Choral Concert, to be held at the Glenelg High School on Friday, April 5, at 8:00 p.m.

d. A letter from the Johns Hopkins Hospital, concerning a lecture by Dr. Maria Egg, a noted Swiss educator, to be given on Tuesday, April 16, at 11:00 a.m. in the Amphitheatre of the Harriet Lane Home, Johns Hopkins Hospital. At the Secretary's request, all Board members agreed to attend the lecture.

The Secretary requested the Board to consider names for the new Waterloo Road Elementary School and the new senior-junior high school off Berger Road.

Concerning the employment of a clinical psychologist, the Secretary stated that a meeting had been held with Dr. Shrop and his staff consisting of a psychiatrist and a psychologist. Mr. Miller and Mr. Phelan were also present for this meeting. Dr. Shrop is to inform the Secretary if he will have any available money toward this program so that it can be started at September 1, 1963, contingent upon 1) the hiring of a qualified psychologist, and 2) available funds for a six-month period in the present School Board Budget, as well as the funds to be used from the County Health Department. If funds are available for the six-month period, July 1 to December 31, interviews will be held with applicants for this position. Maryland does not train psychologists in any of its schools, which necessitates employing someone from out-of-state. The Secretary stated that he would inform the Board at the May meeting concerning the progress of this project.

The Board requested certain firms to bid on Duplicating Supplies for the Howard County Public Schools. The bids were due on or before 1:30 p.m., E.S.T., Tuesday, April 2, 1963. Bids were closed promptly at 1:30 p.m., and the following firms presented bids:
Upon motion duly made and seconded, the Secretary was authorized to go over the bids with Mr. Durigg and to award same to the lowest bidder, provided the materials bid upon are comparable.

In all of the bids presented before the Board today, the Board reserved the right to reject any or all bids, in whole or in part, or to waive any informalities as its interest may appear.

Rev. John W. Holland, Chairman of the Education Committee of the Howard County Branch of the NAACP, requested a meeting with the Board. The delegation was requested to appear before the Board at 2:00 p.m. The following is a copy of Mr. Holland's letter:

"Mr. John E. Yingling
Secretary-Treasurer
Board of Education of Howard County
Ellicott City, Maryland

Dear Mr. Yingling:

The Education Committee of the Howard County Branch of the NAACP requests a designated time to appear at the April Board Meeting in order to protest the Board's recent action in regard to school transfers. We do not consider the continuance of the present transfer policy an act of good faith. The design by intent and practice intentionally impedes the policy of desegregation. We will request reconsideration of the Board's announced policy.

Sincerely yours,

THE EDUCATION COMMITTEE, NAACP

(signed) John M. Holland

Rev. John W. Holland
Chairman"

At 2:00 p.m. the following delegation appeared before the Board:

Rev. John W. Holland, Chairman
Silas E. Craft
Julius R. Warren, Sr.

These gentlemen expressed their objections to the recent ruling of the Board requiring parents of children wishing to transfer to another school to come to the office of the Board of Education. The Board stated its reasons to the delegation and informed them that they would come to a decision.
The Board carefully considered the objections raised by the Howard County Committee of the NAACP, and since they objected most to registering at the office of the Board due to the inconvenient hours, the Board directed the Secretary to write to the school principals asking them to inform pupils that parents who feel they cannot register their children during the published hours may call the Board of Education of Howard County, Howard 5-5000, Extension 35, between the hours of 9:00 a.m. to 4:00 p.m. daily, except Saturday, stating that they would like to appear by appointment during the evening hours of 7:00 p.m. to 9:00 p.m. on Tuesday, April 9, or Thursday, April 11, 1963.

The Board was informed that the following construction will be advertised for bids on Wednesday, May 15, 1963:

Clarksville Elementary School
Waterloo Road Elementary School
Lisbon Addition and Alterations

Bids on this construction will be received and opened on Thursday, June 13, 1963, according to the following schedule:

Clarksville Elementary School - 2:00 p.m., E.D.T.
Waterloo Road Elementary School - 2:30 p.m., E.D.T.
Lisbon Addition and Alterations - 3:00 p.m., E.D.T.

Members of the Board were given a chart showing the number of children having an I.Q. of 120 to 129 and 130 and above in all secondary schools. A study will be made to see if it is advisable to plan for accelerated programs in any or all of the secondary schools. This will be further discussed at the May meeting after the Secretary has had an opportunity to discuss such a program with the secondary principals.

Upon motion duly made and seconded, the meeting adjourned.

[Signature]
Secretary
Accelerated Program - to be studied by principals and supervisors... p. 33

Appointments........................................ p. 23

Bid Openings - Furniture........................ p. 24
Science Equipment and Supplies............. p. 24
Custodial Supplies.............................. p. 24

Bid Awards - Duplicating Supplies........... p. 31, 32
Stage Curtains for Atholton, Rockland and Scaggsville Schools. p. 30

Building Permits..................................... p. 30

Budget Forms, preparation of for Board Members. p. 30

Civil Defense - Code for County Schools referred back to Committee. p. 25

Clarksville Elementary School, new construction of p. 33

Communications:.................................... p. 31
  a. Proposed Amendment to Art. 77, Sec. 74 Public School Laws of Md. - Members and Superintendent not to be interested in contracts
  b. Public Education in Maryland - a new State Department publication
  c. Dr. Maria Egg, noted Swiss educator to lecture at Johns Hopkins Hospital

Desegregation - Clarification of Policy on.... p. 31
  - Meeting with Howard County Branch of the N.A.A.C.P. p. 32

League of Women Voters - letter re transfer of 8th grade children from Clarksville J.H. to Glenelg p. 28

Lisbon Addition and Alterations................ p. 33

Physical Fitness Program......................... p. 24

Psychologist, Clinical............................ p. 31

Resignations........................................ p. 23

Simpson, Mr. and Mrs. Donald L. - concerning transfer of daughter to Glenelg. p. 28

Summer School Survey.............................. p. 25

Waterloo Road Elementary School, new construction. p. 33
The Board of Education of Howard County met in executive session from 8:30 to 9:30 a.m. on Tuesday, April 2, 1963, and held the regular meeting beginning at 9:30 a.m. The following members were present:

Gertrude H. Crist, Acting President  
C. Y. Stephens, Associate  
Fred K. Schoenbrodt, Associate  
John E. Yingling, Secretary

The following visitors were present during the meeting:

Mrs. Paul Iribe and Mrs. Charles Harnes, representing the League of Women Voters of Howard County  
Mrs. Smith W. Allnutt, President, Howard County Council of Parent-Teachers Associations  
Mrs. Richard A. Hay, representing the Howard County Citizens Association

Mrs. Sara S. Snapp, Secretary to the Superintendent, was also present.

The minutes of the meeting held on Tuesday, March 12, 1963, were approved as written and distributed to board members prior to this meeting.

The Board accepted the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade or Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Roth</td>
<td>Unassigned high school</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>(Effective April 2, 1963)</td>
<td></td>
</tr>
<tr>
<td>Edna Somerlock</td>
<td>Ellicott City Junior High School</td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td>(Effective June 30, 1963)</td>
<td></td>
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</tbody>
</table>

The Board approved the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Subject</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penelope A. Owen</td>
<td>Rockland Junior High</td>
<td>English</td>
<td>$4,800</td>
</tr>
<tr>
<td>Lucille E. Markley</td>
<td>Clarksville Junior High - French and Reading</td>
<td>$4,800</td>
<td></td>
</tr>
<tr>
<td>Louise B. Thornton</td>
<td>Rockland Junior High</td>
<td>Social Studies</td>
<td>$4,800</td>
</tr>
<tr>
<td>Minna M. Rising</td>
<td>Atholton Elementary School - Unassigned Primary</td>
<td>$5,300</td>
<td></td>
</tr>
<tr>
<td>Eugene J. Roberts</td>
<td>Waterloo Junior High School - World Geography</td>
<td>$5,300</td>
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</table>

(The foregoing contracts are effective September 1, 1963)

Noble W. Kelley, Jr. Scaggsville and Clarksville  
(Music $4,000)
The Board requested certain firms to bid on supplying furniture for the Howard County Public Schools. The bids were due on or before 10:00 a.m., E.S.T., Tuesday, April 2, 1963. Bids were closed promptly at 10:00 a.m. and the following firms presented bids:

- Southern Desk Company
- Glover School & Office Equipment, Inc.
- The James T. Vernay & Sons Company
- The Baltimore Stationery Company

S/ST

Upon motion duly made and seconded, the Secretary was authorized to go over the bids with the President and Mr. Durigg, and award same to the lowest bidders, provided the materials bid upon are comparable.

Mr. Frank B. Durigg, Supervisor of Physical Education, appeared before the Board at 10:30 a.m. to discuss the coordination of the physical fitness program with the physical education program for grades one through twelve. Mr. Durigg stated that the physical education program in the elementary schools at the present time was more of a calisthenics program where multiple skills are stressed rather than organized games. As the children mature, the skills become increasingly more difficult. Mr. Durigg said that this program could become coordinated, grades one through twelve, by 1) hiring specialized teachers, 2) having an overall supervisor work with the elementary principals who would in turn supervise the elementary program, and 3) developing a program satisfactory to this county through the State. The Board will consider these recommendations along with those made by the Howard County Commission on Physical Fitness.

The Board requested certain firms to bid on Science Equipment for the Howard County Public Schools. The bids were due on or before 11:00 a.m., E.S.T., Tuesday, April 2, 1963. Bids were closed promptly at 11:00 a.m., and the following firms presented bids:

- The Welch Scientific Company
- Carolina Biological Supply Company
- Central Scientific Company
- Will Scientific, Inc.

S/ST

Upon motion duly made and seconded, the Secretary was authorized to go over the bids with the President and Mr. Durigg, and to award same to the lowest bidders, provided the materials bid upon are comparable.

The Board requested certain firms to bid on Custodial Supplies for the Howard County Public Schools. Bids were due on or before 11:30 a.m., E.S.T., Tuesday, April 2, 1963. Bids were closed promptly at 11:30 a.m., and the following firms presented bids:

- Janitors Supply House, Inc.
- Budeke's, Inc.
- Andrew Brown Company
- Putnam Chemical Company
- Fischer-Lang & Company, Inc.
- Franklin Research
- Baer Paper Company, Inc.
- The Fitch Dustdown Co.
Upon motion duly made and seconded, the Secretary was authorized to go over the bids with the President and Mr. Durigg, and to award same to the lowest bidders, provided the materials bid upon are comparable.

The Secretary reported that the principals of all schools have been requested to make a survey to find out how many parents are interested in having their children attend summer school. Since the survey will not be completed until April 9, the Secretary will inform the Board of the results of the survey at the May meeting.

The Secretary made the following report as a result of the Board's discussion on a Civil Defense Code for Howard County Public Schools:

a. The Secretary requested Mr. Willard Zepp and Mr. Gordon Warfield, engineers for the Baltimore Gas and Electric Company, to estimate the approximate cost of purchasing and installing generators in all Howard County Public Schools, including the new Clarksville Elementary School, the new Waterloo Road Elementary School, and the new junior-senior high school. The Secretary gave members of the board a copy of Mr. Warfield's letter estimating the total cost for placing generators in all schools to be $241,000.00.

b. The Secretary has been unsuccessful in finding a heat-resistant name tag to be used in identifying all school children and personnel.

c. The cost of fall-out detectors will be $24.95 each, or a total of $499.00 for twenty schools.

d. The cost of transistor radios will be $22.99 each, or a total of $459.80 for twenty schools.

e. The Secretary requested Mr. Herbert C. Brown, Director of Civil Defense for Howard County, to supply 100 civil defense permits to be placed on all Howard County Public School buses in order that they may operate on emergency routes.

The Secretary stated that the committee will continue to work out final rules and regulations as soon as the Board decides which of the above items should be incorporated in the regulations.

The Secretary was requested to take the Code for the Schools of Howard County back to the committee, stating the Board's recommendations and position as follows:

I - In The Event of an Emergency, Maximize Evacuation of Pupils From Schools to Homes.

A. If sufficient time is available, evacuate schools under the regular procedure followed in other situations, such as closing of schools due to emergency weather conditions. (This is acceptable.)

B. If time permits only the evacuation of a percentage of the pupils by bus, evacuate the maximum number possible by this method. (This is acceptable.)
C. If it is apparent that an insufficient amount of time is available for execution of either "A" or "B", pupils living within a two-mile radius of any school should be dismissed in an orderly manner to walk to their homes. Student leadership should be utilized to implement this. (The Board recommends elimination of this as far as elementary children are concerned, but it can be combined with (D) for junior and senior high students.)

D. Immediately following the adoption of a code of "Standard Operating Procedures," each (junior or senior high school) principal should determine which pupils live within a two-mile radius of his school. Pupils should be organized, in advance of any emergency, so that a walking evacuation may be effected in case of need. (The Board recommends the assembly of junior or senior high school students in organized walking groups, and from time to time to have a practice drill.)

E. Parents of bus pupils should be encouraged to bring private automobiles to the schools, at the earliest possible moment following the official announcement of an alert. By so doing, a maximum number of pupils may be evacuated from the schools prior to an emergency. (The Board recommends elimination of this procedure. It is contrary to official civil defense regulations requiring all unnecessary travel to be halted.)

F. All personnel should remain in schools and on duty until all pupils have been evacuated, unless released by the principal at an earlier time, which, in his judgment, shall be justified. (This is acceptable.)

G. Principals of senior high schools must be responsible for the dismissal of pupils who operate motor vehicles. This dismissal should occur immediately upon receipt of an emergency warning. Institution of car-pool formation in such a situation should be considered seriously. (This is acceptable.)

H. School buses should be authorized by civil defense officials to proceed on civil defense highways (which would normally be closed to all except emergency vehicles) in the event of an emergency. (This has been approved by the Board, and civil defense officials have furnished decals to designate all buses in Howard County as emergency vehicles.)

A. It is vitally necessary that continuing operation of all school water and sewage systems be guaranteed. In order to insure this, each school should be equipped with an emergency generator. (The Board recommends elimination of this proposal. An estimate received by the Board to do this would cost approximately $250,000.00)

B. Upon the adoption of a standard code, each school should establish adequate identification procedures for all personnel. Possibly a chain and plastic tag arrangement could be provided for each pupil and teacher. This procedure would be instituted immediately upon the declaration of an emergency. (The Board has been unable to find a heat-resistant name tag and civil defense officials have been unable to establish a satisfactory identification procedure.)

C. Where feasible, canned goods and dried foods should be conveyed to a safe shelter area prior to an attack. (This is acceptable.)

D. Each school should determine its safest shelter area (with reference to blast and fall-out) and all personnel remaining in the school at the time of an attack should be assembled therein. (This is acceptable.)

E. An emergency medical center should be established in each school. Medical and first-aid supplies should be provided and they should be stored in the center for use only in the event of an attack. (This is acceptable.)

F. The Medical and Chirurgical Faculty offers instruction in medical self-help for teachers. This should be acted upon prior to any emergency. (This is acceptable.)

G. Prior to an emergency, school staffs should be organized for effective operation for the duration of any emergency. Specific responsibilities should be assigned to personnel in the following areas:


(This is acceptable, but (4) above concerning fall-out detection is contingent upon Board's recommendation under "I" below.)
H. Each school should be provided with a battery-powered radio to be utilized in the event of electric current failure. (See Board's recommendation under "I").

I. Each school should be equipped with either a "Radiation Master Kit" ($24.95 at Bendix) or a "survey-meter." (Upon motion duly made and seconded, it was unanimously approved to place funds in the 1964 School Board Budget to provide each school with a transistor radio and fall-out detector, provided principals take necessary steps to see that this equipment is not stolen.)

III. Return All Personnel to Homes Upon Direction of Civil Defense Authorities at the Termination of an Emergency.

(This is acceptable.)

Concerning "H" above, the Secretary conducted a survey to determine the schools that could or could not hear a civil defense siren. The following is the result of the survey:

<table>
<thead>
<tr>
<th>Cannot hear</th>
<th>Can hear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atholton Elementary</td>
<td>Clarksville Elementary</td>
</tr>
<tr>
<td>Dayton Elementary</td>
<td>Elkridge Elementary</td>
</tr>
<tr>
<td>Ellicott City Junior High</td>
<td>Ellicott City Elementary</td>
</tr>
<tr>
<td>Howard High</td>
<td>Falls Lane Elementary</td>
</tr>
<tr>
<td>Rockland Elementary</td>
<td>Glenelg High</td>
</tr>
<tr>
<td>St. Johns Lane Elementary</td>
<td>Guilford Elementary</td>
</tr>
<tr>
<td>Scaggsville Elementary</td>
<td>Harriet Tubman High</td>
</tr>
<tr>
<td>Waterloo Junior High</td>
<td>Highland Elementary</td>
</tr>
<tr>
<td></td>
<td>Lisbon Elementary</td>
</tr>
<tr>
<td></td>
<td>West Friendship Elementary</td>
</tr>
<tr>
<td></td>
<td>Cooksville Elementary</td>
</tr>
<tr>
<td></td>
<td>Savage Elementary</td>
</tr>
</tbody>
</table>

The Secretary was authorized to inform Mr. Herbert Brown, Deputy Director of Civil Defense in Howard County, the names of the schools where the civil defense siren could not be heard.

The Secretary informed the Board that Mr. and Mrs. Donald L. Simpson, Clarksville, Maryland, addressed a letter to the Board dated March 9, 1963, concerning the transfer of the eighth grade from the Clarksville Junior High School to the Glenelg Junior High School for the school year beginning in September, 1963. The Secretary informed Mrs. Simpson by telephone that after a careful survey, the Board had decided not to transfer the eighth grade from Clarksville to Glenelg for the coming school year. Mrs. Simpson was pleased to learn that the transfer would not be necessary.

The Secretary introduced a letter that had been received from the League of Women Voters of Howard County, concerning the development of the junior high school program at the Clarksville School. The Secretary was instructed to place this letter as a matter of record in the minutes:
April 9, 1963

The Board of Education of Howard County held a special meeting at the Board office on Tuesday, April 9, 1963, beginning at 8:00 p.m. The following members were present:

Gertrude H. Crist, Acting President
Fred K. Schoenbrodt, Associate
John E. Yingling, Secretary

The meeting was called to discuss the request of Mr. M. G. Ellingsworth, Chairman of a committee of interested people in the Lisbon area, to have a public hearing concerning the facilities at the Lisbon Junior High-Elementary School.

The Board decided to grant the wishes of the committee representing the people of the Lisbon area by having a public hearing at the Gleneig High School on Friday, April 19, 1963, beginning at 8:00 p.m.

The Board requested the Secretary to have Mrs. Snapp present to take minutes of the meeting. This is being done so that an accurate record on all points raised by the committee can be thoroughly studied by the Board.

Upon motion duly made and seconded, the meeting adjourned.

[Signature]
Secretary

INDEX

Public Hearing on Lisbon Addition and Alterations to be held on Friday, April 19, 1963. p. 35

4/9/63
May 7, 1963

The Board of Education of Howard County met in executive session from 8:30 to 9:30 a.m. on Tuesday, May 7, 1963, and held the regular meeting beginning at 9:30 a.m. The following members were present:

Gertrude H. Crist, President
C. Y. Stephens, Vice President
Fred K. Schoenbrodt, Associate
John E. Yingling, Secretary

The following visitors were present during the meeting:

Mrs. Paul Iribe, representing the League of Women Voters of Howard County
Mrs. W. T. Alonso, representing the Howard County Council of Parent-Teacher Associations
Mr. M. G. Ellingsworth, Chairman of the 3rd and 4th Districts School Committee
Mr. Herbert A. Johnson, member of the 3rd and 4th Districts School Committee

Mrs. Sara S. Snapp, Secretary to the Superintendent, was also present.

The minutes of the regular meeting held on Tuesday, April 2, 1963, and the special meeting held on Tuesday evening, April 9, 1963, were approved as written and distributed to board members prior to this meeting.

The Secretary informed the Board that the election of officers of the Board of Education for the ensuing year should be held on or before the second Tuesday in May, or as near as possible thereto in May, at which time the Board shall elect one of its members to serve as president and one as vice president. This is according to the Public School Laws of Maryland, Chapter 5, Section 49.

S/ST

Upon motion duly made and seconded, Mrs. Gertrude H. Crist was nominated to the office of President. There being no further nominations, the Secretary was instructed to cast a ballot electing Mrs. Gertrude H. Crist to the office of President.

S/C

Upon motion duly made and seconded, Mr. C. Y. Stephens was nominated to the office of Vice President. There being no further nominations, the Secretary was instructed to cast a ballot electing Mr. C. Y. Stephens to the office of Vice President.

The Board accepted the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade or Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia N. MacFadden</td>
<td>St. John's Lane Elementary</td>
<td>Grade 1</td>
</tr>
<tr>
<td></td>
<td>(Effective June 30, 1963)</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>School</td>
<td>Grade or Subject</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Alice R. Lindgren</td>
<td>Howard County Senior High</td>
<td>Home Economics</td>
</tr>
<tr>
<td></td>
<td>(Effective June 30, 1963)</td>
<td></td>
</tr>
<tr>
<td>Alice F. Dorshow</td>
<td>Ellicott City Junior High</td>
<td>French</td>
</tr>
<tr>
<td></td>
<td>(Effective April 16, 1963)</td>
<td></td>
</tr>
<tr>
<td>Harry F. Geelhaar</td>
<td>Glenelg High School</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>(Effective June 30, 1963)</td>
<td></td>
</tr>
<tr>
<td>Ethel S. Wallich</td>
<td>Clarksville Elementary School</td>
<td>Grade 3</td>
</tr>
<tr>
<td></td>
<td>(Effective June 30, 1963)</td>
<td></td>
</tr>
</tbody>
</table>

The Board approved the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Subject</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phyllis L. Olfky</td>
<td>Elkridge Elementary School</td>
<td>Grade 2</td>
<td>$3,800</td>
</tr>
<tr>
<td></td>
<td>(Effective April 16, 1963)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia L. Warfield</td>
<td>Ellicott City Junior High School</td>
<td>French</td>
<td>5,600</td>
</tr>
<tr>
<td></td>
<td>(Effective April 22, 1963)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Sue Mason</td>
<td>Unassigned - primary</td>
<td></td>
<td>4,800</td>
</tr>
<tr>
<td>George H. McComb</td>
<td>Clarksville Elementary - unassigned</td>
<td></td>
<td>8,400</td>
</tr>
<tr>
<td>Elizabeth D. McComb</td>
<td>Rockland Elementary</td>
<td>Grade 4</td>
<td>5,600</td>
</tr>
<tr>
<td>B. Kathleen Prince</td>
<td>Atholton Elementary - intermediate</td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>Carol P. Biddinger</td>
<td>Unassigned - primary</td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>Marilyn D. Keehner</td>
<td>Atholton Elementary - Grade 1</td>
<td></td>
<td>5,200</td>
</tr>
<tr>
<td>Louise F. Waynant</td>
<td>Scaggsville Elementary School</td>
<td>Grade 1</td>
<td>4,800</td>
</tr>
<tr>
<td>Sophia B. Szczerniska - Waterloo Junior High School</td>
<td>English</td>
<td>5,200</td>
<td></td>
</tr>
<tr>
<td>Garry A. Dearborn</td>
<td>Lisbon Elementary School</td>
<td>Grade 6</td>
<td>5,100</td>
</tr>
<tr>
<td>Marguerite A. Shivers</td>
<td>Rockland Junior High - 3 days - Librarian</td>
<td></td>
<td>3,060</td>
</tr>
<tr>
<td>Kenneth C. Grubb</td>
<td>Lisbon Elementary School</td>
<td>Grade 6</td>
<td>4,500</td>
</tr>
<tr>
<td>Margaret M. Caudill</td>
<td>Rockland Junior High - Physical Education</td>
<td></td>
<td>4,800</td>
</tr>
<tr>
<td>Lois N. Wolfe</td>
<td>Waterloo Junior High School</td>
<td>French</td>
<td>4,800</td>
</tr>
<tr>
<td>Jo Ann Twilley</td>
<td>Rockland Elementary School</td>
<td>Grade 3</td>
<td>4,800</td>
</tr>
<tr>
<td>Helen E. Buss</td>
<td>Howard County Senior High</td>
<td>English</td>
<td>4,800</td>
</tr>
<tr>
<td>Marian B. Lennon</td>
<td>Unassigned - intermediate</td>
<td></td>
<td>6,000</td>
</tr>
</tbody>
</table>

(Unless otherwise stated, the above contracts are effective September 1, 1963.)

Mrs. Mary R. Hovet, Director of Instruction, Frank B. Durigg, High School Supervisor, Omar J. Jones and Max A. Smith, High School Principals, met with the board to discuss the accelerated program. After thoroughly discussing the present advanced programs in both schools, this group was in unanimous agreement that students who qualify in these advanced programs are being given the benefit of an accelerated program.

In order to decide whether or not to begin a pilot study of a concentrated accelerated program in one school, Mrs. Hovet was requested to recheck the statistics to see if there would be enough students to begin such a program. Mrs. Hovet was requested to bring this information to the June Board meeting.
The Board requested certain firms to bid on Coal and Oil for the Howard County Public Schools. Bids were due on or before 10:00 a.m., E.D.T., Tuesday, May 7, 1963. Bids were closed promptly at 10:00 a.m., and the following firms presented bids:

Weil Brothers, Inc.
J. H. Toomey & Sons

The Board reserved the right to reject any or all bids, in whole or in part, or to waive any informalities as its interest may appear.

Upon motion duly made and seconded, the contract was awarded unanimously to the lowest bidder, J. H. Toomey & Sons.

The Board requested certain firms to bid on Physical Education Supplies for Howard County Public Schools. The bids were due on or before 10:30 a.m., E.D.T., Tuesday, May 7, 1963. Bids were closed promptly at 10:30 a.m. and the following firms presented bids:

The Eddie Leonard & Sons Sporting Goods Company
Lowe & Campbell
Louis J. Smith

The Board reserved the right to reject any or all bids, in whole or in part, or to waive any informalities as its interest may appear.

Upon motion duly made and seconded, the Secretary was authorized to go over the bids with Mr. Durigg, and to award same to the lowest bidders, provided the materials bid upon are comparable.

The Board requested certain firms to bid on Paper Supplies for Howard County Public Schools. The bids were due on or before 11:00 a.m., E.D.T., Tuesday, May 7, 1963. Bids were closed promptly at 11:00 a.m. and the following firms presented bids:

The Paul M. Adams Company
Cascade Paper Company
Ditto, Inc.
J. L. Hammett Company
Miller Paper Company

The Board reserved the right to reject any or all bids, in whole or in part, or to waive any informalities as its interest may appear.

Upon motion duly made and seconded, the Secretary was authorized to go over the bids, and to award same to the lowest bidders, provided the materials bid upon are comparable.

The Board requested certain firms to bid on Art Supplies for Howard County Public Schools. The bids were due on or before 11:30 a.m., E.D.T., Tuesday, May 7, 1963. Bids were closed promptly at 11:30 a.m., and Kurtz Bros., Eastern Division, was the only firm to present a bid.

A check was made against last year's prices, and since there was little or no difference in prices, upon motion duly made and seconded, the award was unanimously made to Kurtz Bros., Eastern Division.
The result of the summer school survey indicated that parents in all schools were interested in a program of summer school. Two committees were formed—one elementary and one high school—to study the figures on enrollment.

The elementary committee decided to have summer schools at Clarksville, Savage and Rockland to provide opportunities for elementary children who need help in reading and arithmetic. The charge for the elementary program will be $15.00 for each course.

The high school committee decided to have enrichment courses, corrective instruction and review courses at the Howard County Senior High School in the following courses:

*Algebra I  *French I
*Biology  *Notehand
*English I  *Science Seminar
*English II  *Typing

U. S. History

*½ credit toward graduation is offered.
A maximum of 1 credit can be earned at summer school.

The charge for the high school program will be $25.00 per course.

The Secretary requested the Board to approve the summer school program as presented.

Upon motion duly made and seconded, the Board unanimously approved the foregoing summer school program.

At the last meeting of the Board, bids were opened on Custodial Supplies and the Secretary was authorized to go over the bids with the President and Mr. Durigg, and to award same to the lowest bidders, provided the materials bid upon were comparable. The awards for Custodial Supplies were made as follows:

Baer Paper Company, Inc.  -  $1,405.98
Budeke's, Inc.  -  536.78
Fischer-Lang & Co., Inc.  -  56.28
Janitors Supply House, Inc.  -  3,048.76
Putnam Chemical Company  -  275.20

At the last meeting of the Board, bids were opened on Science Supplies and the Secretary was authorized to go over the bids with the President and Mr. Durigg, and to award same to the lowest bidders, provided the materials bid upon were comparable. The awards for Science Supplies were made as follows:

Carolina Biological Supply Company - $1,656.57
The Welch Scientific Company - 2,429.57
Central Scientific Company - 237.96
Will Scientific, Inc. - 75.00
At the last meeting of the Board, bids were opened on furniture for the Howard County Public Schools. The Secretary was authorized to go over the bids with the President and Mr. Durigg, and to award same to the lowest bidders, provided the materials bid upon were comparable. The awards were made as follows:

Southern Desk Company - Items 1, 2, 3, 10, 11, 12
Clinger School & Office Equipment, Inc. - Items 6, 8, 9, 13, 14, 15
Baltimore Stationery Company - Items 4, 5, 7, 16

At the April meeting bids were opened on Duplicating Supplies for the Howard County Public Schools. The Secretary was authorized to go over the bids with Mr. Durigg, and to award same to the lowest bidders, provided the materials bid upon were comparable. The awards were made as follows:

600 Carbon Masters - The Paul M. Adams Company $1.95 per box
600 Gals. Duplicating Fluid - Key Press, Inc. $.89 per gal.

The Secretary informed the Board that Chapter 2, Section 18 of the Public School Laws of Maryland reads as follows:

"District boards of school trustees shall each be composed of three members, appointed from the residents of the school district by the county boards of education on or before the third Tuesday in May, for a term of three years from the third Saturday in May next succeeding their appointment, and they shall hold office until their successors qualify."

The Secretary submitted the names of eligible parents, and upon motion duly made and seconded, the Board unanimously made the following appointments to the Boards of Trustees at the following schools:

**Rockland Elementary School**

Mrs. Ellen E. Tharp  
143 N. Rogers Avenue  
Ellicott City, Maryland

Mr. Gus Konstant  
537 Wilton Road  
Ellicott City, Maryland

Dr. Thurman Mott, Jr.  
47 Normandy Drive  
Ellicott City, Maryland

**St. Johns Lane Elementary School**

Mr. Robert Howell  
680 Manordale Lane  
Ellicott City, Maryland

Mrs. Adeline Sommerville  
325 High Point Road  
Ellicott City, Maryland

Mr. Joseph Dunst  
131 Cornus Lane  
Ellicott City, Maryland

**Ellicott City Elementary School**

Mr. Hugh Burgess  
137 College Avenue  
Ellicott City, Maryland  
*To fill a vacancy on this Board of Trustees*
A representative of the State Department of Health, Mr. Raymond W. Ludlow, Jr., Dr. Theodore Shrop, County Health Officer, Mr. Clayton Pittiglio, of the firm of Johannes and Murray, and the Secretary visited the proposed junior-senior high school site on Berger Road to discuss the method for disposing of water from the sewerage system inasmuch as the percolation tests were negative. Members of the Board were given copies of a letter from James R. McComas, Chief of the Division of Sanitary Engineering of the State Department of Health, recommending that the proposed site not be used for the junior-senior high school.

The Board decided to accept the recommendation of the State Department of Health and abandon the idea of building a school on Berger Road.

The registration for the transfer of children from colored schools to desegregated schools was held from April 1 through April 11, 1963. A total of fifty-two children requested transfers to elementary and secondary schools. The Board was given a form showing the number of transfers from school to school and the grades to which the children are to be transferred. The addresses given by the parents of transferees are to be checked to see if they have requested transfers to the closest schools.

The Secretary requested permission to approve all transfers if they are within the Board's regulations or to make necessary changes in requests to other schools if the requests are not in agreement with the Board's regulations.

Upon motion duly made and seconded, the Board unanimously approved the request of the Secretary concerning the transfer of children.

The Civil Defense Committee is meeting to rewrite the standard operating procedures for all Howard County Public Schools, and will present the outline for final approval at the June meeting of the Board.

The Secretary gave each member of the Board a chart showing the line of authority of the Board of Education of Howard County.

The Building Engineer for Howard County issued the following permits for the month of April, 1963:

<table>
<thead>
<tr>
<th>District</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>42</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>26</td>
</tr>
<tr>
<td>6</td>
<td>31</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>102</strong></td>
</tr>
</tbody>
</table>

The Secretary gave each member of the Board a copy of statistics showing a Distribution of Children in Kindergartens in Public Facilities - 1962-63, prepared by Mrs. Charlotte E. Reeder, Chairman of the Kindergarten Committee of the Howard County Council of Parent-Teacher Associations.
The Secretary stated that he had requested The Morris Engineering Company to give an estimate of the cost of converting the coal-fired boiler in the old section of the Ellicott City Junior High School to an oil-fired boiler. The estimate given is not to exceed the price of $6,685.00.

The Secretary requested permission to do this work during the summer months if the Board thinks this is advisable provided enough funds remain in the contingency part of the budget.

Upon motion duly made and seconded, the Board unanimously authorized the Secretary to write plans and specifications for the conversion of the boiler at the Ellicott City Junior High School and obtain bids, provided funds are available.

The Secretary informed the Board that on March 29, 1963, the law offices of Charles S. Sures notified the Board of County Commissioners of Howard County and the Board of Education of Howard County and the New Amsterdam Casualty Company that the firm of F. G. Sterrett intended to file a mechanics lien against the West Friendship School addition. Charles J. Cirelli, Inc., contractors for the Board of Education for this addition, had not settled a claim of $917.50. On April 17, 1963, the law offices of Charles S. Sures notified the Board of County Commissioners of Howard County with copies of the letter to the Board of Education of Howard County and the New Amsterdam Casualty Company, that his client had been paid the amount due and the notice of intent to file the mechanics lien was withdrawn.

The Secretary informed the Board that he had requested the Patapsco National Bank of Ellicott City, Maryland, to purchase $100,000.00 in U. S. Treasury Bills. The bonds were purchased April 18, 1963, and are being held in escrow for the Board of Education of Howard County on the Maryland National Bank. These bonds will be sold sometime in June when the funds are needed.

Dr. Harry Bard, President of the Baltimore Junior College, requested the Board to pay for three full-time and two part-time students from Howard County who are attending the Baltimore Junior College. Based on the previous regulation of the Board to pay one-third of the tuition, the Board approved the payment of the bill.

The Secretary stated that the Board has been requested by Dr. Oliver H. Laine, President of the Catonsville Community College, to consider paying one-third of $30.00 per credit hour for Howard County teachers attending this institution and taking courses for certification purposes. The Secretary recommended that the request not be approved, since in the past, the Board has not paid any tuition for teachers taking courses for certification. The Board does pay $25.00 per summer to all teachers taking not less than three hours of credit.

Upon motion duly made and seconded, the Board unanimously denied the request made by Dr. Oliver H. Laine.

The Secretary informed the Board that Dr. Thomas G. Pullen, Jr., State Superintendent of Schools, informed him that he will speak at the Commencement exercises at the Harriet Tubman High School on Tuesday, June 11, at 8:00 p.m. Commencement Exercises will be held at 8:00 p.m. at the Glenelg
High School on Wednesday, June 12, and at the Howard County Senior High School on Thursday, June 13, 1963, at 8:00 p.m. The Secretary expressed hope that the Board will be able to attend as many of these programs as possible.

The Secretary requested several firms to bid on supplying forty typewriters for a new typing room at the Howard County High School. The following bids were received:

<table>
<thead>
<tr>
<th>Firm</th>
<th>Typewriter</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underwood Typewriter Co.</td>
<td>Underwood</td>
<td>$124.90 each</td>
</tr>
<tr>
<td>International Office Machines</td>
<td>Smith-Corona</td>
<td>139.74 each</td>
</tr>
<tr>
<td>International Office Machines</td>
<td>Olympia</td>
<td>150.00 each</td>
</tr>
<tr>
<td>Coleman Typewriter Co.</td>
<td>Royal</td>
<td>150.00 each</td>
</tr>
<tr>
<td>International Business Machines</td>
<td>I. B. M.</td>
<td>315.00 each</td>
</tr>
</tbody>
</table>

The Secretary would like to purchase between five and ten each of the different types of typewriters. The International Business Machines Corporation has stated that the I.B.M. typewriters could be purchased as follows: 40% the first year, 30% the second year and 30% the third year, and they will carry the insurance on the equipment for a three-year period.

The Secretary requested the Board to approve placing four I.B.M. typewriters at Howard High, four at Glenelg High and two at Harriet Tubman, provided the Board is willing to spread the cost for these typewriters over the three-year period.

Upon motion duly made and seconded, the Board unanimously approved the request of the Secretary to purchase the typewriters as outlined above.

Members of the Board, Mr. Thomas Harris, Director of the Howard County Planning Commission, Mr. Harry T. Murphy and Mr. Gilbert E. Miller reviewed the map showing the exact location of all children attending Howard County Public Schools and maps of the Planning Commission of Howard County giving desirable locations for the new junior-senior high school in relationship to present roads and future State roads. No decision was made on a location.

The Secretary requested permission to place new supervisors on the staff. The Board approved the employment of new supervisors by the Superintendent of Schools at such time as the Superintendent feels it is expedient.

Mr. Schoenbrodt, member of the Board, requested the Board to give consideration to the following:

1) Provide supervision for the kindercrafts that are housed in public schools when a new elementary supervisor is placed on the staff.

2) Permit the kindercraft associations to purchase needed supplies through the Board of Education.
3) Endeavor to make space for the kindercrafts available on a permanent basis as soon as possible.

The Secretary explained that item number two could be acted upon without difficulty at any time. Supervision would depend on the employment of an additional elementary supervisor, and item number three cannot be acted upon until such time as the Board approves a policy permanently housing kindercrafts in regional areas of the County.

The Board adopted the following regulation concerning the number of days allowed per year for vacation and holidays over and above sick leave for the supervisory staff:

1) Twenty days vacation per year to be taken at a time approved by the Superintendent of Schools.

2) Ten days leave for holidays per year as follows:

January 1
Good Friday
Easter Monday
Memorial Day
July 4
Labor Day
Thanksgiving - 2 days
Christmas - 2 days
(Election Day when it is a State holiday)

The Board carefully discussed the transcript of the hearing held at the Glenelg High School on April 19, 1963, concerning the Lisbon School problem. The Secretary gave each member of the Board a statement clarifying some of the questions raised at the public hearing, including a statement giving the enrollments, grades 7 through 12, for the 3rd and 4th Districts for the next five years.

S/ST/C
Amended 6/13/63 p. 47

Upon motion duly made and seconded, the Board unanimously decided to abandon the proposed alterations to the Lisbon School, consisting of a shower installation and two science classrooms, and effective with the fall school term, Lisbon would become an elementary school; that the present junior high school would be moved to the Glenelg High School until such time as the Board would determine when another junior-senior high school would be needed and the Board could provide necessary funds for same; that the present portable building be removed and kindergarten facilities be provided inside the building for the group; and that after removal of the portable, the area be regraded and black-topped for a play area.

Members of the Board were given Vol. XI No. 2 of PUBLIC EDUCATION IN MARYLAND, published by the Maryland State Department of Education.

Members of the Board were also given copies of letters received from Mr. and Mrs. E. R. Frank, Jr., and Mrs. A. K. Romoser, in support of Plan III presented by the Committee at the Glenelg Hearing.
Mr. Charles E. Miller, President of the Board of County Commissioners of Howard County, Mr. Luther Young, President of the Board of Supervisors of Elections for Howard County, Mr. J. Louis Coates, Buildings Engineer of Howard County, and Mr. Thomas G. Harris, Jr., Planning Director of the Howard County Planning Commission, met with the Board to discuss the use of the present offices of the Board of Supervisors of Elections (now adjacent to the offices of the Board of Education) by the Board of Education, pending the building of a new county office building. The Board of Education offered the Lisbon shop building to the Board of Supervisors of Elections for the storage of the voting machines.

Mr. Harry T. Murphy, Supervisor of Transportation, presented the Board with the following schedule for allowances for new transportation equipment as it applies in the State formula:

<table>
<thead>
<tr>
<th>Chassis</th>
<th>Motor H.P.</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>1700</td>
<td>304</td>
</tr>
<tr>
<td></td>
<td>1700</td>
<td>345</td>
</tr>
<tr>
<td>Ford</td>
<td>700</td>
<td>292</td>
</tr>
<tr>
<td></td>
<td>700</td>
<td>292</td>
</tr>
<tr>
<td>GMC</td>
<td>4000</td>
<td>305</td>
</tr>
<tr>
<td></td>
<td>4000</td>
<td>351</td>
</tr>
<tr>
<td>Chevrolet</td>
<td>S6702H</td>
<td>327</td>
</tr>
<tr>
<td></td>
<td>S6702H</td>
<td>345</td>
</tr>
</tbody>
</table>

All equipment above must meet all specifications as set forth in By-law 12 of the Maryland State Department of Education, particularly in respect to front axles and brakes.

<table>
<thead>
<tr>
<th>Chassis</th>
<th>Motor H.P.</th>
<th>Rear Brakes</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>1800</td>
<td>345</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>1800</td>
<td>345</td>
<td>6</td>
</tr>
<tr>
<td>Ford</td>
<td>750</td>
<td>332</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>750</td>
<td>332</td>
<td>6</td>
</tr>
<tr>
<td>GMC</td>
<td>5000</td>
<td>351</td>
<td>6</td>
</tr>
<tr>
<td>Chevrolet</td>
<td>S6902</td>
<td>327</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>S6902H</td>
<td>348</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>S6902</td>
<td>348</td>
<td>6</td>
</tr>
</tbody>
</table>

The heavier equipment set forth above must also meet the Maryland State Department of Education specifications.

Upon motion duly made and seconded, the Board unanimously approved the above allowances as outlined.

The Secretary informed the Board that the next meeting of the Board is scheduled for Tuesday, June 4, 1963, and that a special meeting will be held on Thursday, June 13, 1963, for the bid openings of the new Clarksville and Waterloo Road Elementary Schools. The Board unanimously postponed the regular meeting to Thursday, June 13, 1963.

Upon motion duly made and seconded, the Board meeting adjourned.

ST/S
INDEX

Accelerated Program, discussion of ........................................ p. 37
Appointments ................................................................. p. 37
Baltimore Junior College - Tuition for students approved ...... p. 42
Berger Road Junior High School Site, abandoning of ......... p. 41
Bid Awards
   - Art Supplies ....................................................... p. 38
   - Coal and Oil ....................................................... p. 38
   - Duplicating Supplies ............................................ p. 40
   - Furniture .......................................................... p. 40
   - Typewriters ....................................................... p. 43
   - Custodial Supplies ............................................... p. 39
   - Science Supplies ................................................ p. 39
Bid Openings
   - Art Supplies ....................................................... p. 38
   - Coal and Oil ....................................................... p. 38
   - Paper Supplies .................................................... p. 38
   - Physical Education .............................................. p. 38
Board of Supervisor of Elections Office, to house Board of Education Staff .............................................. p. 45
Bonds, Purchase of $100,000.00 - U.S. Treasury - Patapsco .......... p. 42
Building Permits ........................................................ p. 41
Catonsville Community College - Tuition for teachers denied .................. p. 42
Civil Defense Committee, Rewriting of office procedures ............ p. 41
Communications
   a. Public Education in Maryland .................................. p. 45
   b. Letters supporting Plan III, Glenelg Hearing ............... p. 44
Desegregation, Transfer of Children .................................. p. 41
Ellicott City Junior High Furnace, Conversion of ................... p. 42
Election of Officers to Board of Education ........................ p. 36
Kindergarten Requests .................................................. p. 43, 44
Kindergarten Statistics ................................................ p. 41
Line of Authority, Board of Education ............................... p. 41
Lisbon School Alterations - Abandoned
   (Held in Abeyance (Amended 6/13/63 p. 47)) ..................... p. 44
Pullen, Jr., Dr. Thomas G., Harriet Tubman Commencement .......... p. 42
Resignations ............................................................... p. 36, 37
Summer School Program ................................................ p. 39
Supervisors, new ........................................................ p. 43
Supervisory Staff - Vacation and Holiday leave ..................... p. 44
Survey of density areas of Howard County pupils .................. p. 43
Transportation Equipment, new ........................................ p. 45
Trustees, appointment of school ...................................... p. 40
West Friendship Addition, mechanics lien waived ................... p. 42
June 19, 1963

The Board of Education of Howard County held a special meeting on Wednesday, June 19, 1963, at 9:00 a.m. The following members were present:

Gertrude H. Crist, President
C. Y. Stephens, Vice President
Fred K. Schoenbrodt, Associate
John E. Yingling, Secretary

The purpose of this meeting was 1) to study the base bids and alternates for the construction of the new Clarksville and Waterloo Road Elementary Schools, and 2) to make a decision concerning the furnace conversion at the Ellicott City Junior High School.

The Board met at first with Mr. Lee Murray, architect, who gave references of those he had contacted concerning the Mapp Contracting Co. Mr. Murray stated that all those he had contacted highly recommended the work of the Mapp Contracting Co., and he recommended that the Board proceed by awarding the contracts to this company.

At this time, Messrs. Aler, Shively and Scott, representing the Mapp Contracting Co., were called into the meeting, at which time they gave the Board a list of sub-contractors. They were informed of the Board's decision to award the contracts for the two new schools, subject to the acceptance or rejection of the alternates as follows:

The Board decided to accept Alternate No. 1 for both schools, and not to accept Alternates Nos. 3, 4, 5 for both schools. The Board postponed the acceptance or rejection of Alternate No. 2 pertaining to paving at both schools for thirty (30) days until it has had time to study the specifications for same.

Upon motion duly made and seconded, the Board approved the signing of the contracts according to the above specifications as to alternates as soon as they are prepared by the architects.

After carefully discussing the bids on the conversion of the coal-fired boiler to an oil-fired boiler at the Ellicott City Junior High School, the Secretary recommended that the Board consider replacing the twenty-five year old cast iron boiler with a new boiler.

Upon motion duly made and seconded, the Board accepted the recommendation and authorized the Secretary to reject all previous bids and to advertise for new proposals to include a new cast iron boiler. The bids will be due on or before 10:00 a.m., E.D.T., Tuesday, July 2, 1963. The Board reserves the right to reject any or all bids, in whole or in part, or to waive any informalities as its interest may appear.

Upon motion duly made and seconded, the meeting was adjourned.

Secretary

INDEX

Ellicott City Junior High Boiler
Rejection of all previous bids .................................. p. 59
Rebidding - July 2, 1963 ........................................ p. 59

Signing of Contract - Mapp Contracting; .......................... p. 39
June 24, 1963

The Board of Education of Howard County held a special meeting on Monday, June 24, 1963, at 9:00 a.m. The following members were present:

Gertrude H. Crist, President
C. Y. Stephens, Vice President
Fred K. Schoenbrodt, Associate
John E. Yingling, Secretary

The purpose of the meeting was to consider a Resolution requesting financial assistance for public school construction in areas affected by Federal Activities under P.L. 815 (81 Congress) as amended.

Upon motion duly made and seconded, the Board unanimously adopted the following Resolution:

WHEREAS, It is the opinion of the Board of Education of Howard County that it is entitled to Financial Assistance for Public School Construction in areas affected by Federal Activities under P.L. 815 (81 Congress) as amended,

BE IT RESOLVED That the Board of Education of Howard County unanimously approved the application for financial assistance in order to construct a twenty-two room elementary school as described in Form RSF-2, Parts I and II (Rev. 9/62), and

BE IT FURTHER RESOLVED That the Board of Education of Howard County will provide the additional funds needed to complete the construction of the twenty-two room elementary school, including all necessary equipment for operating this educational facility.

Upon motion duly made and seconded, the meeting was adjourned.

John E. Yingling
Secretary

INDEX

Resolution - Patuxent Elementary - PL-815 - Federally Affected Area .... p. 60