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Reorganization of the Warren County School System

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REORGANIZATION
OF THE
WARREN COUNTY SCHOOL SYSTEM

BY

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A THESIS
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Approved:

Major Professor

Department of

Minor Professor

Graduate Committee

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CHAPTER I

A BRIEF HISTORY AND DESCRIPTION OF WARREN COUNTY

In dealing with the history of the county it is important to consider it in terms of its educational program. Bowling Green developed in the center of the county and in the long green valley because of its desirable location on the Barren River.

In the beginning there was a fort across the river and later on this site was the head of navigation. As the county developed the railroad was built, passing through the center of the valley into the town of Bowling Green. The railroads have played a more important part in the development of Bowling Green than have any other natural or man made features.

In the early twenties when the State of Kentucky was establishing high schools the accumulation of wealth in the small towns along the railroad made ideal centers for that type of school. This development caused Warren County, at one time, to have thirteen high schools. These high school centers served the needs of the people for about a ten year period; at the end of that time transportation facilities and road developments made it possible to transport children to larger centers. These numerous small high schools have created a problem in the development of a modern educational system since people have been reluctant to relinquish their small high school.

In the beginning Warren County was almost entirely an agricultural county. The schools and churches that developed in the county were in

various outlying regions and with the change of census population these outlying schools and churches no longer fulfilled a need since the children have transferred some where else.

While the census population of children is declining each year in the outlying area, in the area around Bowling Green the child population is increasing at a rate of two hundred to three hundred per year either by increased population or transfer from other areas in the county.

All these conditions must be considered in planning for the reorganization of Warren County Schools.

CHAPTER II
GENERAL PLANS FOR THE ORGANIZATION
OF THE
WARREN COUNTY SCHOOL SYSTEM

Philosophy of Education

The philosophy of education for the Warren County Schools is to offer a program for all children broad enough in scope to cover the various individual differences in children making it possible to retain, educate, and train all children between the ages of six and eighteen years of age.

Stress should be placed on the basic subjects of reading, writing, arithmetic, and spelling for all children. This program should be broadened and expanded for those children that are able to secure a good academic education and at the same time the program should train and adjust those with mental and physical deficiencies that may make it impossible for them to carry on a regular program.

ADMINISTRATIVE ORGANIZATION

The Warren County Schools shall be operated by a five member board of education elected and placed in the office under due process of law by the people of Warren County. This group shall be the policy making body of the Warren County Schools and shall have full authority for operation of the schools subject to statutory laws and the regulations of the State Board of Education.

Policies, rules, and regulations shall be formulated by a group of patrons, teachers, pupils, principals, members of the board of education, and administrative staff. The purpose of these rules and regulations is to provide the public with a school system designed to improve the educational development of the children of the county.

Organization of the Board

Number and Selection of Members: The Warren County Board of Education shall consist of five members. Each member shall be elected on a non-partisan ballot by the voters of his district in the November general election for a term of four years. Two and three members alternately shall be elected in the even number years.

Officers of the Board: Officers of the Board shall consist of the Chairman, Vice Chairman, Secretary, and Treasurer. The Secretary and Treasurer shall not be members of the Board.

The Board may appoint the superintendent as secretary of the Board. The Board may secure the services of a legal counsel or such other consultants as it may feel necessary.

Vacancies: Vacancies on the Board occurring between regular elections shall be filled by vote of the remaining members of the Board. A member so elected shall serve for his predecessor's unexpired term.

Duties of the Officers: The Chairman of the Board shall preside at the meetings, appoint special committees, sign authorized action of the Board, and perform such other duties as provided by law.

The Vice Chairman shall perform the duties of the Chairman in the absence of the Chairman.

The Secretary shall be responsible for the recording of the minutes and for the safe keeping of other records and shall perform such other duties as may be assigned to him by the Board, by law, or by the State Board of Education.

The Treasurer of the Board shall perform the duties and have the powers prescribed by the Kentucky Revised Statutes.

Committees: The Board shall not appoint standing committees. Special temporary committees of the Board as needed may be appointed by the Chairman or by vote of the Board. The duties of such committees shall be designated at the time of appointment and a special committee shall be considered dissolved when its final report is made.

Meetings of the Board:

1. Regular and special meetings: The Board shall conduct its regular meeting at the office of the Board of Education on the second Monday of each calendar month and may hold such special meetings as are necessary to expedite its business. The Board may at its discretion continue its meetings at places and times other than those specified above provided that members of the Board are previously informed according to Statute.
2. Meeting for the Election of Officers: At the first regular meeting in January following the election of the Board members the Board shall reorganize, adopt rules and regulations, elect a chairman and vice chairman. Not later than the first regular meeting in July after a vacancy occurs the Board shall elect a secretary and treasurer.
3. Parliamentary Procedure: The Board of Education shall use the Hobart's Revised Rules of Order as an official guide for all points of parliamentary procedure.
4. Meetings Open to the Public: All meetings of the Board shall be open to the general public. The press and radio should be invited and encouraged to sit in on the meetings of the Board and report the activities. The Board of Education may by a majority vote adjourn to

meet as a committee of the whole in a closed session. The Board however, shall not pass official resolutions in such meetings.

5. **Duties and Powers of the Board:** The Warren County Board of Education shall have general control and management of the public schools and may establish such schools and provide such courses and other services as it deems necessary for the promotion of education and the general health and welfare of pupils consistent with the rules and regulations of the State Board of Education.

The Board shall have control and management of all school funds and all public school property and may use such funds and property to promote public education in such a way as it deems necessary and proper.

The chief administrative function of the Board shall be to appoint a superintendent upon whose recommendation the Board may appoint such officers, agents, and employees as it deems necessary and proper; prescribe their duties and fix their compensation and terms of office.

The Board upon the recommendation of the superintendent shall make and adopt, and may amend and repeal upon a majority vote of the entire membership, rules and regulations and by-laws for its meetings and proceedings for the government, regulation, and management of the public schools and school property, for the transaction of its business, and for the qualification and employment of teachers and the conduct of pupils. Such rules and regulations shall be spread on the minutes of the Board, and shall be published and disseminated for the benefit of the public.

The Board shall interpret the school program to the public.

The Board shall seek the opinion and advice of laymen as it concerns the welfare of school children in the community.

The Board shall take steps to increase its professional growth by subscribing to suitable professional publications, participating in professional school-board organizations, and co-operating with the staff in a program of in-service training.

The Board shall work cooperatively with the school staff and interested citizens in a continuous effort to improve the total school program.

The Board shall provide opportunities for cooperative planning in policy formulation.

The Administrative Staff

Election: The Superintendent of Warren County Schools shall be granted a contract by the Board of Education for terms of one, two, three, or four years.

Eligibility: In addition to the qualifications set forth by the statutes and the State Board of Education the Superintendent of schools should possess experience in a public school system.

Duties and Responsibilities:

1. All personnel employed by the Board shall be responsible to the Superintendent except the Secretary and Treasurer of the Board.
2. The Superintendent shall serve as a executive of the Board. In this capacity the Superintendent
 - a. shall be responsible for performance of such duties as are set forth in the Kentucky Revised Statutes and in the regulations of the State Board of Education.
 - b. shall be responsible for the implementation and execution of policies adopted by the Board of Education.
 - c. shall discharge such other duties as he may deem necessary or desirable for effective maintenance and operation of the schools.
3. The Superintendent shall serve as the educational leader of the Warren County Schools. In this capacity he shall
 - a. help the staff present and interpret school problems to the Board of Education
 - b. help the staff and the Board interpret educational policies to the public.
 - c. help the Board in its efforts to improve and interpret public opinion concerning the schools.

- d. recommend for approval by the Board the best qualified instructional personnel available.
- e. assign and re-assign Board a proved instructional to positions in the schools.

CHAPTER III
 RULES AND REGULATIONS OF THE WARREN COUNTY BOARD OF EDUCATION
 FOR THE
 OPERATION OF THE SCHOOLS

Calendar for the 1957-58 School Year

- There will be no group or in-service meeting prior to school opening date because of the early date set by the Board for the opening of schools.
- August 15--General Teachers meeting, Warren County High School at 7:30 P.M.
- August 16--School year opens 8:30--12:00 Registration. Faculty meeting in individual schools after 1 P.M. DO NOT COUNT THIS DAY IN REGISTER.
- August 18--Begin full day sessions for all schools.
- August 30--Principal's submit enrollment cards.
- September 2--Labor Day--count as holiday in teacher's register.
- October 10--Columbus Day--observe in individual schools, full school day.
- October 11--Third District Meeting--write Third District Meeting in register.
- November 11--Veterans Day--observe in individual schools, full school day.
- November 28--Thanksgiving Day--count as holiday in register
- December 20--Holiday begins at the close of the day.
- December 23-27--NOT TO BE LISTED IN REGISTER
- December 30--School resumes after holidays.
- January 1--New Years Day--count as holiday in register
- January 2--Second Semester begins
- February 12--Lincoln's Birthday--count as holiday in register
- February 22--Washington's Birthday--observe in individual schools--full school day.
- March 11--April 7--Visitation Day--count as conference day in register.

- March 24--Beginning Teachers Appreciation Week.
- March 24--Beginning Open House period.
- April 10 & 11--KEA--count as KEA in register.
- May 5--Record Work--school not in session, omit from register.
- May 6--School closes.

GUIDE FOR MONTHLY REPORTS

<u>Month</u>	<u>Date</u>	<u>Days Taught</u>	<u>Holidays</u>	<u>Conferences</u>	<u>Total</u>
1st	August 19--Sept. 13	19	1	0	20
2nd	Sept. 16--October 11	19	1	1	20
3rd	Oct. 14--Nov. 8	20	0	0	20
4th	Nov. 11--Dec. 9	19	1	0	20
5th	Dec. 10--Jan. 13	19	1	0	20
6th	Jan. 14--Feb. 10	20	0	0	20
7th	Feb. 11--March 10	19	1	0	20
8th	March 11--April 7	19	0	1	20
9th	April 1--May 6	18	0	2	20
		<u>172</u>	<u>4</u>	<u>4</u>	<u>180</u>

School Holidays

No holiday can be observed by dismissing school unless this day falls on school time. Individual days designated by the Board to be observed this year will be Labor Day, September 2; Thanksgiving Day, November 26; New Years Day, January 1; Lincoln's Birthday, February 12. This will total four holidays.

Conference Days

October 11 and any day from March 11 to April 7 that individual schools in the county shall be designated to visit another school within the county and April 10 and 11. This will total four conference days.

Number of Days

Your Teachers Register must account for 180 days beginning August 10 and closing May 6. This will include four holidays, four conference days, and 172 days taught.

In-Service Training Program

In-service training activity will be worked out at various times during the school year. It will include group conferences after school. The only day designated as in-service training will be a visitation day within the county schools during the 8th month of school.

School Day

Warren County Schools are to be in session for 6 hour days for 172 days within the year. Due to transportation the Board of Education will not set a specific opening and closing hour. It is required that no school open in the morning before 8 A.M. nor later than 8:30. No school shall dismiss in the afternoon before 2:45 nor later than 3:15. (An exception to the above is

the double session at Warren County High School in the lower 6 grades. Students will be in school 8 hours from 7 A.M. until 12 and from 12 until 6 P.M. Teachers must be on the job from 7 A.M. until 1 P.M. and from 11 A.M. until 5 P.M. Teachers must work 6 hours.)

Bulletin Board and Assembly Periods

The following list of important days, famous buildings, and shrines may be used for bulletin board themes and assembly programs.

Holidays

July 4--Independence Day
 September 24--Labor Day
 October 12--Columbus Day
 October 31--Halloween
 November 11--Veterans Day
 Second Tuesday in November--Election Day
 November 28--Thanksgiving Day
 December 25--Christmas
 January 1--New Years
 January 19--Robert E. Lee's birthday
 January 30--Franklin D. Roosevelt's birthday
 February 12--Lincoln's birthday
 February 14--Valentine's Day
 February 22--Washington's birthday
 March 17--St. Patrick's Day

Easter
 May 1--May Day

May 30--Memorial Day

June 14--Flag Day

Seasons

March 20--Spring begins

June 21--Summer begins

September 23--Fall begins

December 22--Winter begins

Buildings and Shrines

My Old Kentucky Home

Ashland (Henry Clay's home)

Old State Capital

New State Capital

Hermitage

Kentucky Building

Lincoln's birthplace

First Cathedral west of Alleghanies at Bardstown

Montecello (Jefferson's home)

Mt. Vernon

Alano

National Parks

State Parks

The above list is just a suggestion. There are many more that can be added.

Open House

Our date for Open House has been set in the later part of the school year in order that teachers may have assembled their school work for the year so

that children can be encouraged to look forward to the time when parents and visitors will view their work.

Open House has also been set coming in a period of teachers' visitation in order that the teachers may look forward to showing the work to other teachers thus giving teachers an opportunity to see each student's work.

Our Open House should be designed and prepared to show the entire school program from the first through the twelfth grade including physical education, music, and all school activities.

It is hoped that Open House can be extended to bring in people to visit the schools from the city and other places.

Teacher Appreciation Week

The date for Teacher Appreciation week has been listed. It may not be the correct date but it is close to the usual time. We hope to stress recognition of this activity.

Cafeteria Salary Schedule and Regulations

Cafeteria helpers based upon 50 or less children eating in the cafeteria shall be paid 60¢ per hour for a minimum of 4 hours. Cafeteria helpers based on each 100 eating the cafeteria shall be paid 60¢ an hour for a 6 hour day. Cafeteria matrons shall be paid 70¢ an hour for a 6 hour work day. Cafeteria helpers and matrons' wages can be increased 1 hour if 25 additional children eat.

No full time additional worker shall be added until the number eating passes 75. Cafeteria managers may add part-time workers for the fraction of 100 eating or may add hours to the existing workers. A ceiling of approximately \$4.60 a day should be placed on all cafeteria workers.

This is based upon number eating and not the length of time to do the job. The use of children is to be held to a minimum and under no condition may children be out of classes. Stress use of those on free lunches; extreme caution shall be used on free lunches. An application must be filled out by the parent and approved by the teacher and principal before the child is put on.

Prepare an application for cafeteria help to give to the principal. A principal will be given authority to employ his help and dismiss help as he sees fit. No principal, cafeteria worker, or any other school personnel shall be permitted to carry food away from school. No special favors of food shall be permitted to any child or teacher.

Cafeteria help should have a philosophy that they are performing services for children and should work to make the cafeteria part of the total school program.

Cafeteria Program

No teacher or student shall be required to buy food in the cafeteria, but each teacher shall be required to take their home room to the cafeteria for a 15 to 25 minute supervised lunch period at the end of which they are to return to their home room and not to a play period. The period immediately following the cafeteria can be used as a rest period or an activity period for High School children. Physical education, class work, and a play period should not be scheduled immediately following this except when necessary.

The teacher should retain the entire home room in the cafeteria for the period designated.

Children who bring their lunch should eat in the cafeteria with the other children. This period should be an opportunity for the teacher to train their children in proper table manners and healthy eating habits.

Things to Stress. Proper use of silverware, napkins, proper eating habits, conversation, asking grace; boys should be taught proper courtesy to girls in taking their seats, and proper passing of food at the table.

These and so many other wonderful things can be taught children at this period. This type of a cafeteria should be operated throughout the 12 grade system. Children should not be permitted to leave this period for rest rooms or other chores leading to discipline problems for the principal.

Milk Program

The Federal government has been aiding our schools in advancing the sale of milk in place of other drinks. Every school in Warren County could participate in this program serving an abundance of milk to the children at intermission, morning, afternoon or the middle of the day. This is a worthwhile program and will help promote good health and secure good attendance at your school. It is also a splendid program to bolster the economy of Warren County since Warren County is one of the highest dairy producing counties in the State.

School Stores

The operation of any store or activity for the sole purpose of making money during the school day should be discouraged. Only those things can be sold which add to the service and health of the children.

Soft drinks, candy, knick knacks, popsicles, and things of this nature shall not be sold during the school day. Milk products are not prohibited.

Schools may sponsor programs at night, week ends, and any other time rather than the school day to secure funds for the improvement of the school program.

The sale of some of the above things can be practiced at these programs and athletic games.

PROGRAM OF STUDY (Requirements of State Department and Warren County Board of Education)

English	4 units
Mathematics	2 units
Social Studies	2 units--American History, World History
Science	2 units
Health & Physical Education	1 unit (Ph. Ed. & credit, Health & credit Freshman Year)

Suggested Outline for Various Years

<u>Freshman Year</u>	<u>1st semester</u>	<u>2nd semester</u>
English	Grammar and English	Literature
Mathematics-General		
Health & Physical Education	2 days Physical Education	2 days Health
Biology--1957-58	3 days Health	3 days Physical Education
Civics	3 days per week	
Home Economics	(5th period combined with remedial reading)	
Agriculture		

<u>Sophomore Year</u>	<u>1st Semester</u>	<u>2nd Semester</u>
English	Grammar	
Algebra I		
World History		
Electives: General Science		
Agriculture		
Home Economics		
General Business--1957-58 year--Freshmen and Sophomores		
or	Economic Geography	Business Arithmetic

<u>Junior Year</u>	<u>1st Semester</u>	<u>2nd Semester</u>
English	Grammar	Literature
American History		
Chemistry--Begin 1957-58 year		
Electives: Problems of American Youth		
Agriculture		
Home Economics		
Commerce: Typing, Business English, last half		
Geometry		

<u>Senior Year</u>	<u>1st Semester</u>	<u>2nd Semester</u>
English	Grammar	Literature
Agriculture (Elective)		
Home Economics (Elective)		
Electives: Problems of American Youth		
Office Practice, Shorthand, Bookkeeping, Commercial Law		
Physics		
Geometry		
Speech instead of Senior English and a unit of credit be given		

General Mathematics 9th grade
 Algebra I--10th grade
 Geometry--11th grade--1957-58 start
 Algebra II--12th grade

No student shall be permitted to graduate unless they have 16 units of high school work including the required subjects and such electives that might be approved by the local Board of Education and the Department of Education.

Students deficient in units at the end of the Junior year should be encouraged to work off these deficiencies in a properly accredited summer school.

No student shall be considered a Senior at any time during the Senior year unless it is possible for him to graduate.

Policies Regarding Correspondence Courses
 (State Department Bulletin May 1, 1957)

Supervised correspondence study courses may be used to expand curricular offerings. These should be conducted through the extension departments of our own state institutions and then only with the approval of the high school principal. Only such correspondence courses, and those for veterans given through the United States Armed Forces Institute, are accepted for credit toward high school graduation.

Credit earned by a pupil on an extension course carried through one of our own institutions must be included in calculating the maximum load that a pupil is permitted to carry. No pupil may be permitted to apply more than two extension course units to the sixteen units required for graduation.

Standards for Determining Salutatorians and Valedictorians

A child must attend school a full year in the Senior Year in your school before his credits may be accepted in the selection of Valedictorian and Salutatorian.

Point System to be Used: A--4 points; B--3 points; C--2 points; D--1 point; F--0 points.

Grades should be averaged at the end of the seventh semester with each school choosing their own time during the eighth semester. All subjects must be used. If you have ties then use other established means to break the ties and determine the winner.

Remedial Reading Program

The seventh and eighth grade will offer five recitation periods. One period shall be designed for the instruction of Mathematics; one period for Social Science; one period for Science; one period for English and Spelling; a fifth period for literature and remedial work; and a sixth period for physical education.

The ninth grade will have four hours of regular required class work as prescribed. In a fifth period where at all possible some teacher shall be designated to give instruction in remedial reading.

This remedial reading program for these three grades is being introduced for the first time in an effort to improve High School children's ability to do High School work in their regular school subjects.

Program Making

In making the daily program both grade and high school should have at least a 10 minute opening period for checking attendance, cafeteria participation, and absences should be reported to the principal.

There should be a daily reading of the Bible. The rest of the elementary school day should be divided up into class activities including all subjects in the daily program. The cafeteria period, physical education period and an activity period, at which time the clubs may secure children for meetings, should also be listed.

The High School Day: This program should likewise call for a ten minute period in the home room to be conducted in a manner similar to that of the grades. There should be 6 hour periods in recitation. An activity period can be designated for clubs and assemblies. Band, music, and physical education should be worked into the regular school day with regularly scheduled periods.

Cafeteria and assembly periods should be regularly scheduled. Effort should be made by the principal to have all students participate in an activity in the first period in the morning and the last period in the afternoon. This helps to eliminate tardiness on the part of the students.

It is hoped that each school will work on their program to eliminate as many old fashioned study periods as possible. Study periods should be part of the regular one hour class period in order that they can be made a supervised study instead of just students sitting in a room.

The purpose of the hour period in the upper 6 years is to make it possible for teachers to spend a good portion of this period in making assignments and supervised study. It should not be an occasion to hold a recitation for one solid hour.

Report Cards

The same grade card for reporting activities of students to the parents is to be used throughout the twelve grades.

In the card used by the lower three grades the percentage determining the letter should be removed from the card listing the same letters as used on all other grade cards.

A-----Excellent
 E-----Good
 C-----Average
 D-----Unsatisfactory

Beginning with Fourth grade, grade cards should have the following scale:

A-----95-100
 B-----8 -94
 C-----76-87
 D-----70-75
 F-----under 70%

Different types of scales may be uniformly used by Warren County teachers to arrive at the above letters. If you have given an examination that can be graded on a percentage basis and your test is standard enough that the scores will range from very few under 70 to a few making 100, then you could use the above percentage scale. If you give a percentage examination and nobody makes above 50 or 30 the grades could then be scored on a curve basis with the highest grade "A" and on down. If you give an examination upon a point system it will then be necessary to assign these letters upon a curve basis. In any teacher's classroom it is possible for the entire group to fail on a strict percentage test because of poor teaching or too difficult subject matter or other reasons. This would call for the use of a curve. If every student scores high upon your test the indications are that the teacher is not assigning sufficient work to keep the brighter children challenged when she is taking time to drill the other group so that they can make a high score. Great care should be exercised by the teachers in keeping records and sending the parents accurate grades showing a clear picture of the students accomplishment.

Things to Guard Against: Too many grade cards having a straight "A" clear across the row indicates the material is too easy; the poorer group is being drilled and the brighter group allowed to drift and learn bad habits. No teacher should have too many failures. Too many failures indicate poor teaching; too hard subject matter; teacher failing to get the work across.

Absence from School

Tardy marks and absent days will automatically cause the reduction in a pupil's grades.

If a child is absent 10 days within the semester without an excused made up absence, the child cannot make a grade in that subject or be promoted to the next grade until parents are brought in on the case through reporting the child truant to the County Judge. The order of the County Judge will be the only means for returning this child to school.

The only legal excuse for being absent from school will be illness, a Doctor's certificate, appearance in court, death in the family. These absences cannot be counted as days present but grades cannot be affected if the child will do make up work. Teachers will be required to give make up work only in cases of legal excuse or an order of the County Judge returning the child to school.

It is the duty of the teachers and principals to notify children and parents and to start promptly the procedure of compulsory attendance before too much of the ten days time has elapsed.

There is no way that a child can satisfy compulsory attendance by attending school three days a week. Teachers and principals must report in writing with the required information on absent children. We are keeping a record of

year as part of the school's annual report. The principal should evaluate his program from time to time to determine that he is putting his supervisory program into operation.

10. The total pupil-teacher ratio shall not exceed 30-1. No teacher in an accredited high school shall teach more than 30 class periods per week.

11. No teacher shall teach more than 750 pupil periods per week in a four year high school.

12. No teacher shall teach more than 800 Junior high school pupil periods per week.

13. A teacher teaching in a six year high school organization shall teach on the ratio of 750 pupil periods per week in the upper 4 years and for the portion of time in the seventh and eighth grade may run on the ratio of 800 pupil periods per week.

14. In an accredited school a pupil shall not exceed 4 academic classes per day except for students beyond the ninth grade who rank in the upper 25% of their classes in ability and achievement or Seniors who need to carry 5 units for graduation. This regulation does not apply to seventh and eighth grades in a 6 year organization. In the ninth grade a student may take $\frac{1}{2}$ unit of citizenship making it possible to secure $4\frac{1}{2}$ units in the Freshman year provided $\frac{1}{2}$ unit is in health. At least the Senior year shall have been spent in an accredited high school.

15. A student may gain his last unit in a State approved summer school with the understanding that the diploma will be withheld until the school in which the credit is made certifies a unit.

16. Teachers must be certified for the position in which that teacher

every child handled through the Director of Pupil Personnel making a monthly report available to the Board and others. Absentees should be reported promptly and not at the end of the week or end of the month.

Accrediting Standards to be Observed in School Improvements by Principals

1. Philosophy and objectives should be developed and taught to the students and the community.

2. Evaluate this philosophy and objectives to determine the extent which the educational program measures up to the philosophy and objectives.

3. Great care should be exercised in the operation of a 12 grade school to demonstrate that the high school is not being operated at the expense of the elementary school.

4. No high school shall be accredited when it is apparent that it is being operated at the expense of the elementary school of which it is a part.

5. The pupil-teacher ratio should be the same in the elementary school as in the high school; and in no event shall the average pupil-teacher ratio of the elementary school exceed that of the high school by more than 50%.

6. The per pupil appropriation for the purchase of library materials for high school shall not exceed the appropriation of the elementary school by more than 50%.

7. The six year high school (grades 7-12) shall employ at least 7 full time teachers and have a bona fide enrollment of 150 pupils, 100 of whom shall be enrolled in grades 9, 10, 11, and 12.

8. 172 days is the minimum length of term for an accredited high school exclusive of all holidays and conference days. This regulation shall be rigidly enforced.

9. A statement of the principal's supervisory program shall be filed each

teaches. All teachers shall be assigned to teach in the fields of their major or minor training in college consisting of at least 18 semester hours. Variation of this standard can be accepted only when the Division of Certification gives you written permission prior to the school opening day.

17. Teachers must be assigned to teach 3 of 5 periods in their major or minor fields or 4 of 6. Teachers can be assigned subjects outside of their field only when the above regulation is met.

18. A high school will be considered for accreditation only when the moral tone of the school and the cooperative attitude of the community are in evidence in the maintenance and operation of the secondary school.

19. Libraries: It will be required that at least \$1.25 per pupil appropriation for library purposes for each child enrolled in the 6 year high schools in Warren County. Grade children shall receive in addition to this appropriation at least $\frac{2}{3}$ of this or 85%.

For any school, there shall be a minimum collection of 500 well-selected books, exclusive of duplicates, government documents and currently adopted textbooks, to meet the curricular and recreational needs of the particular school. There shall be at least five additional books for each pupil above 100 enrollment. In addition, each school shall provide one general daily newspaper in addition to the local one, and a minimum of five to ten periodicals annually. For schools above 100 enrollment, there shall be purchased annually five additional periodicals for each 100 pupils or major fraction thereof.

Librarians when assigned to library periods shall not be required to have charge of a study hall.

A separate room or library-study hall shall be provided. This room should have seating capacity sufficient for the largest class plus twenty, and should allow at least twenty-five square feet of floor space per person. When more than 40 pupils are free at any one period they should not all be accommodated in one room. If more than 40 pupils are assigned to the library at any period, a teacher, in addition to the librarian, should be scheduled to assist in the supervision.

16. Pupils, teachers, and patrons should be drawn into a continuous program of school beautification and improvement which would establish and maintain in the school an atmosphere of culture and refinement and result in beautification of the school premises.

17. For accrediting a high school the proper dress, attitude, and appearance of the student body and faculty is essential. Girls should not attend school wearing jeans and shorts, slacks and other irregular wearing apparel. Boys should be required to wear proper clothing and shirts should not be removed or be left open.

18. Cumulative records and pupil inventory reports should be kept on file. All other required records are essential before the proper accrediting of high schools.

19. Athletic practice within the 6 hour school day is not recommended by the department of education and could be grounds for the department failing to approve the high school.

20. All these above regulations are things that caused the Warren County Board of Education to fail to secure the accrediting of two of their high schools in the 1956-57 school year. All possible effort is being made by the Board of

Education to remove the above deficiencies in order to place the final responsibility upon the principal in the organization of the school and the action of the student body in their dress, habit, attitude, care of property and other things that effect the general attitude and morale of the entire community.

Discipline

The ability to secure discipline seems to be born in a person and it is difficult for an administrator or another person to tell someone how to secure discipline. However, the following suggestions could be made:

1. Always be fair with the child.
2. Be firm.
3. Never say anything unless you can stick to it and follow it through and see that it is done.
4. The manner in which you ask children to do things.
5. Always hold your self-composure.
6. Beware of becoming too intimate with children.
7. Be respectful to them and demand their respect.
8. Never let the child sense fear or doubt.
9. Avoid an open clash.
10. Secure their respect love and devotion.
11. Failure too often to have material and things ready for the children to do causes discipline problems.
12. A final important point is an instinctive control that one person might possess over another: To illustrate it is said that if a person will look a wild animal straight in the eye with self-composure and without fear if the animal is not wounded or infuriated he will not attack. This instinct can be of tremendous importance in putting into practice and securing discipline.
13. The application of these above principals before a new or young teacher
14. ~~development an uncontrollable situation will control practically all discipline problems.~~

Boards Contribution and Student Fees

The Board of Education either as required by law for accrediting of schools or to promote training in special fields proposes to make the following appropriation.

Vocational Agriculture: \$3.00 per student enrolled in the department in the upper 4 years of high school.

Home Economics: \$3.00 per student enrolled in the department in the upper 4 years of high school.

Science: \$3.00 per student enrolled in the department in the upper 4 years of high school.

Music: \$2.00 per high school pupil enrolled in the upper 6 year of high school music.

Library: \$1.25 per high school pupil enrolled in the upper 6 years of high school. Grade library: 85¢ per grade pupil enrolled in the elementary grades.

The following student fees have been approved by the board giving principal's permission to charge the students when needed.

Typing and Office Practice: \$5.00 per year or \$2.50 per semester. Purpose: repair and replacement of instructional equipment.

Library Fees: \$1.00 per year for each student enrolled in the upper 6 years of high school. Purpose: repair and replace books and to help meet accrediting standards.

Articulation Fees: Grades 1 thru 6--\$2.00 per year. Purpose: Workbooks, supplies, library fees, art papers, public school music, etc. Additional instructional material in upper 6 grades to be purchased under the supervision of the principals.

Physical Education: \$2.00 per year per student in upper 6 years. Purpose: Replace and repair and build up the department.

Home Economics: \$2.00 per year. Purpose: To build up, replace, and buy instructional material in the upper 4 years of high school.

Vocational Agriculture: \$3.00 per year per high school pupil enrolled. Purpose: To build up, replace, and buy instructional material.

Science: \$2.00 per year in the upper 4 years. Purpose: Laboratory equipment and supplies and build up the department.

Band and Music: \$1.00 per year for children enrolled in the upper 4 years. Purpose: To purchase additional material needed such as records, sheet music, etc.

Athletic Awards

Athletic awards are given to a boy after playing 16 quarters. He may get the price of a sweater and a letter. If he wishes a jacket he pays the difference. He must be in good standing at the end of the year and have the approval of the faculty.

These athletic awards can cover whatever sports the school may participate in. Additional awards may be given for other things, possibly a committee should be set up to work out rules and regulations and further standards for all awards in the entire county school system.

Athletics

According to the Minimum Foundation Law Athletic games cannot be played within the 6 hour school day. It is recommended by the County Board of Education that high schools not schedule over 24 games and that games be played on Tuesday and Friday nights. When two games are played they should start at 6 or 6:30 in order that students may be sent home at a reasonable hour.

Basketball practice should not come within the 6 hour day. It is not recommended by the State Department of Education this school year and will raise some question about the accreditation of the schools. It is suggested that if it is found necessary to have regular Varsity practice within the school day that special permission be officially secured by the Board of Education from Don Bell, Director of Instruction, Department of Education.

Boys when carried away from home in Athletic contests should be properly

fed. Upon a vote of the principals it is recommended that this be limited to fifty cents per person.

Schools may on occasion entertain visiting schools with a small amount of food expenditure with the help of the P.T.A. or mothers in the community.

The athletic program is a worthwhile part of the school program. It should be the policy of the Warren County Schools to conduct a broader program rather than so much stress and emphasis on basketball.

Eleven man football and six man football should be encouraged as a competitive sport in our high schools in the fall of the year. Basketball should be promoted as a competitive sport in the winter months; in the spring a program of baseball, track, tennis, and field events should be sponsored and promoted.

The principal of the school is considered by the athletic association and the Warren County Board of Education as the business manager of athletic affairs. He is responsible for approving contracts between schools, contracts with officials, and all voting concerning athletic events and tournaments. He may delegate this authority but should at all times keep firm control of these practices.

Authorized and Acceptable Contests

Some clubs and other groups sponsor contest programs within our schools. The following are desirable and many have historical value and should be promoted and conducted within our school system. Mention and stress of these programs should be brought out at the beginning of the year and throughout the year.

Kiwanis Club Medal, Junior Chamber of Commerce Junior Citizenship Contest; D.A.R. Contest, Lions Club Citizenship Contest; Civitan County Official Day;

American Legion Girls and Boys State; Soil Conservation Essay Contest; Junior Jury Service; and there may be other valuable contests that can be adopted and accepted during the year that have not been mentioned.

Assembly Programs and Clubs

Each large school should have a period set up within the school day. Various clubs should be assigned to this period. Students should not be permitted to skip classes to attend any club or other class or activity within the school.

An Assembly period can be helpful in building a better school moral, solving common school problems, developing an understanding of the school program; developing leadership; studying historical characters and making use of historical days; developing love for school and school spirit; practicing school yells; practicing school songs; conducting school contests. This activity period should be carefully worked out for at least the upper six years and that period set aside should be used daily in some phase of this work.

The principals recommended that the Beta club, class groups etc. should turn over 10% of the money earned within the school to the general fund of the school.

The Beta Club and the Senior Class with the advice of the principal and school faculty may designate some improvement or equipment to be placed in the school in recognition of their class or group.

No fee charged students or advance by the Board of Education shall be used for trips or entertainment but is specifically for instructional material.

Neither principals or teachers are expected to collect money or supervise the collecting of money from students for other than things that have been mentioned or approved by the principal and the Board of Education.

Cumulative Folders

The cumulative folder for each individual child within Warren County was inaugurated during the 1956-57 school year. This is a recommended procedure in a regularly accredited school. This folder should contain the health record, reading progress charts, antidotal records of any kind, autobiography (a suggested form will be available), all kinds of tests, and any other information that might prove helpful in meeting the needs of the child.

This file must be kept up to date. It will be worthless unless it is complete and transferred to the superintendent's office to be passed on to the new school when a child moves.

Folders should be turned in with transfer cards.

Craddock Fund

There was an estate left by the Craddock family placing an endowment in Warren County to be used for the purchase of textbooks. At the time that this program was started it was expected to buy grade textbooks for the lower eight grades. Since the State purchases free textbooks Warren County has been using this to purchase High School textbooks for those children who could not go to High School because of books.

The city of Bowling Green has been using this fund to buy workbooks, paper, and other supplies for the lower eight grades to be used by children whose parents are unable to purchase these supplies.

The Superintendent's office will approve as much as \$5.00 from this fund for children in the lower grades to buy workbooks and needed supplies for needy children whose parents cannot purchase these supplies. The request must be itemized on proper forms before presenting to this office.

The money can also be used to take care of the required fees for those students that are unable to pay them but in such cases the articles will have to be listed before they can be approved.

School Finance

All the employees of the Warren County Board of Education are bonded by the Board of Education. This bond will make good any fund that any employee might loose or misappropriate.

There shall be one banking account for each school. The principal will be directly in charge of this account or will designate the Treasurer.

All clubs and sub groups will make their deposits through this account. They may do their own bookkeeping and make their own expenditures under the supervision of their sponsor.

Sick Leave and Substitute Teachers

Teachers will be granted 10 days sick leave with pay providing that they get a Doctor's statement verifying their illness or make a notarized sworn statement. Twenty days sick leave can be accumulated.

Report to Mrs. Gibson--Victor 3-3098--by 7 o'clock in the morning and substitutes will be assigned. Be sure to notify your principal as well as Mrs. Gibson.

Substitute pay will not be a part of the salary schedule and will have to be paid out of local money. The Minimum Foundation program does not provide for substitute teacher pay.

Insurance

Business Mens' Assurance Hospitalization is available for all employees of the Warren County Board of Education. This may be secured by the employes

upon request.

A committee should be appointed to study the possibility of offering the K.E.A. insurance plan.

Students Insurance

School children's accident insurance is available through the American Farmers' Mutual. Mr. Kelly Harris is the agent. Teachers are not to solicit or to spend any time on this insurance business except to hand out applications to the children to take to their parents and receive the premium returned by these children to turn over to the insurance agent.

Professional Records Required by the Superintendent's Office

Teachers certificate, teachers retirement certificate, transcript of credit in the superintendent's office and one the the department of certification in Frankfort. Statement of teaching experience, health certificate, employees withholding exemption certificate State and Federal.

Failure by the teacher to get these things on file in the Superintendent's office will make it necessary to hold salary checks after the first month of school.

Evaluation of the Total School Program

The Warren County Board of Education has invited the State Department of Education to make an evaluation of the total school program in Warren County some time during the school year. The Board of Education, Superintendent, principals, and teachers should all strive to have our school system operating in the best possible manner at the time this evaluation is made.

Every possible effort will be made to get the State Evaluation Committee to come to Warren County. A complete pamphlet used by this committee is available for the high schools and larger elementary schools to use in working on a self evaluation plan.

Professional Organizations

Warren County Teachers have an opportunity to become members of the Warren County Teachers Association, Kentucky Education Association, Third District Education Association, National Education Association and Classroom Teachers Organization.

It is recommended that the Warren County Teachers become active in these organizations and take a progressive interest in their activities.

SALARY SCHEDULE

35

RANK	0	1	2	3	4	5	6	7	8	9	10
I	3180	3220	3360	3390	3340	3380	3420	3460	3500	3540	3580
Ia	3170	3210	3250	3290	3330	3370	3410	3450	3490	3530	3570
Ib	3160	3200	3240	3280	3320	3360	3400	3440	3480	3520	3560
Ic	3150	3190	3230	3270	3310	3350	3390	3430	3470	3510	3550
II	2910	2950	2990	3030	3070	3110	3150	3190	3230	3270	
IIa	2900	2940	2980	2020	3060	3100	3140	3180	3220	3260	
IIb	2890	2930	2970	3010	3050	3090	3130	3170	3210	3250	
IIc	2880	2920	2960	3000	3040	3080	3120	3160	3200	3240	
III	2640	2680	2720	2760	2800	2840	2880	2920	2960		
IIIa	2630	2670	2710	2750	2790	2830	2870	2910	2950		
IIIb	2620	2660	2700	2740	2780	2820	2860	2900	2940		
IIIc	2610	2650	2690	2730	2770	2810	2850	2890	2930		
IV	2190	2230	2270	2310	2350	2390	2430	2470			
IVa	2180	2220	2260	2300	2340	2380	2420	2460			
IVb	2170	2210	2250	2290	2330	2370	2410	2450			
IVc	2160	2200	2240	2280	2320	2360	2400	2440			
V	1920	1960	2000	2040	2080	2120	2160				
Va	1910	1950	1990	2030	2070	2110	2150				
Vb	1900	1940	1980	2020	2060	2100	2140				
Vc	1890	1930	1970	2010	2050	2090	2130				

Rank I-----MA plus 36 hours
 Rank IA-----MA plus 32 hours
 Rank IB-----MA plus 28 hours
 Rank IC-----MA plus 24 hours

Rank II-----MA plus 23 hours
 Rank IIA-----MA plus 16 hours
 Rank IIB-----MA plus 8 hours
 Rank IIC-----MA plus 0 hours

Rank III-----AS plus 24 hours
 Rank IIIA-----AS plus 16 hours
 Rank IIIB-----AS plus 8 hours
 Rank IIIC-----AS plus 0 hours

Rank IV-----120 to 127 hours
 Rank IVA-----112 to 119 hours
 Rank IVB-----104 to 111 hours
 Rank IVC-----96 to 103 hours

Rank V-----88 to 95 hours
 Rank VA-----80 to 87 hours
 Rank VB-----72 to 79 hours
 Rank VC-----64 to 71 hours.

1. Forty dollars (\$40.00) annually will be paid up to 10 years depending upon rank.
2. Ten dollars (\$10.00) will be paid annually for designated blocks of hours.
3. These salaries are on nine, ten, and twelve months basic.
4. Principals and home economic teachers and librarians are specified by law for 10 months--2 weeks before school and 2 weeks after.
5. Agriculture teachers are based on 12 months salary including adult and young farmer classes.
6. Physical education teachers are paid above the salary schedule for coaching and games after school hours. This extra will not be paid if coaching is done on regular school time.

7. Home Economic teachers can secure additional pay for properly organized evening classes.

8. Substitute teachers will be paid \$6.00 per day for 64 hours and under, \$8.00 for 65 hours to a degree, \$10.00 for a degree and above.

CHAPTER IV
PROPOSED PROGRAM OF EDUCATION
FOR
WARREN COUNTY

The Existing Organization

The Warren County schools have an existing program of five twelve-grade centers organized on the 6-6 plan. There are six larger elementary schools with eight grades. Two of these schools have only four teachers. There are five other one, two, and three teacher schools that are six grade centers. There are three one, two, and three teacher colored schools that have eight grades. In all of Warren County we now have nineteen school centers with four segregated colored schools. The colored high school children are being sent to High Street School in Bowling Green on a tuition basis.

In addition to the above schools there is a school for the physically and mentally handicapped children housed in a separate building with a separate transportation system.

Of these twenty schools at least ten of them are permanently located centers.

Future Plan of Organization

The future plan of organization will eliminate all twelve grade centers and in place of this type of organization it is proposed to have at least two Senior High Schools with a curriculum for those enrolled in the upper three years of high school.

It is proposed to eventually have at least two Junior High Schools in separate buildings upon the same locations as the Senior High Schools. The remaining portion of the school system will be divided into six grade centers close to the people in order to eliminate extensive transportation.

It is recommended that the Senior High School portion of the program be held to at least two schools and possibly the Junior High Schools will eventually be only two schools.

Since the creation of two Senior High Schools will cause the abolition of at least four of the twelve grade schools it is recommended that some of these centers be held at the nine grade level until such time as finances will permit the Board of Education to develop a properly planned Junior High School system.

The Board of Education with the financial means immediately at hand could in the next few years establish an excellent six grade system with two Senior High Schools.

A Typical Program of Studies for Elementary Schools

Most of our elementary school centers can be established in large enough centers of population so that we can have at least one teacher per grade. It is the plan to make these schools large enough to have a regular home room teacher per grade with the following special people within the school. There should be a principal, a full or part time librarian, a music teacher, art teacher, physical education teacher.

The employment of the personnel for these special fields can be done as basic units or as ASIS units. The schools should be planned with large enough

enrollment to secure the necessary ADA for the proper operation of a broad program of studies.

All of the subjects of a regular school program (reading, writing, arithmetic, science, social science, health, physical education, art, and music) should be scheduled in the daily program. In addition to this regular program of study a definite planned program for the cafeteria should be carried out as well as a club and activity program and the introduction of a guidance program at the grade level.

Junior High School Program

At the present time Junior High Schools may be partly conducted in nine grade centers. The same program will be introduced as far as possible as will be used when this program can be housed in a separate building.

The program should consist of English, both grammar and literature; mathematics; social science; and science. There will be required courses from the above subjects; in addition to this electives from interest fields suitable to the child's development will be offered at these centers.

The elective fields might consist of Home Economics, Vocational Agriculture, Industrial Arts, Commercial work, Foreign Language, Science courses, and a broad field of Social Science work.

In addition to the above fields there should be music, vocal and instrumental, remedial work, a guidance program, cafeteria training, and physical and health education.

Senior High School Program

The purpose of establishing only one or two Senior High School centers is to be able to offer the children of Warren County a complete and broad

program of study at as little expense as possible per student.

There will be few required subjects beyond those required by the State and the Southern Association of Secondary Schools and Colleges. The electives added to this program will be in every field of interest.

In the channeling of our students to the various fields great stress will be placed upon guidance and testing in an effort to lead children into the fields of interest that will be within their abilities to accomplish.

CHAPTER V
A BUILDING PROGRAM TO HOUSE
THE
PROPOSED EDUCATIONAL PROGRAM

School Sites

The centers of Smiths Grove Colored, Freeport Colored, Browns Look Colored, and Woodburn Colored are to exist only as long as the Board conducts segregated schools. When schools are desegregated these children will enter the white schools of their communities. It is not proposed that any building expansion be planned to house a segregated school system.

The centers of Barren River, Rocky Springs, Greenhill, and Boyce are considered as temporary schools that will soon be abolished, and the children will enroll in the nearby schools.

It is proposed that North Warren, Oakland, Bristow, Richardeville, Delafield, Hadley, Warren County High School Grounds, Rockfield, Rich Pond, Alvaton, and Mt. Victor be considered as permanent grade centers. In addition to these present existing grade centers a new site for elementary children should be selected near or on Crowdsen between the Barren River Road and Glen Lily Road. Another new elementary center is proposed between Emmett Drive and Lost River.

In all of these centers ten acres should be secured and additional acreage added to increase all elementary sites to ten acres.

North Warren, Richardeville, Bristow, and Alvaton might continue for a while as twelve grade centers and develop into nine grade centers and later become six grade centers.

On the fifty acre tract at Warren County High School it is proposed to build a six grade center, use the existing building as a Junior High School, and build a new Senior High School.

North of Barren River near the intersection of the Bowling Green--Glasgow Road and 31-W a fifty acre tract should be secured. On this fifty acre tract a Senior High School to enroll the tenth, eleventh, and twelfth grades from the existing high schools at Bristow, North Warren, and Richardsville should be constructed in the near future. There is a possibility a Junior High School building should be constructed on this site at a later date.

A Typical Elementary Building

Elementary buildings to house the lower six grades at the various places in the county should be constructed with the same facilities even though the architectural design and planning may be different. A typical grade classroom in these buildings should consist of the required dimensions, natural and artificial lighting, and ventilation and heating; doors should be inset from the corridors; built in cabinets and lockers should be installed in the classroom rather than the corridors. Wash basins and work benches should be installed in each classroom; toilet and lavatory facilities should be available for each two classrooms in the lower six grades. The required amount of blackboard and corkboard space should be placed in each room. This will vary according to the grade.

Properly installed fluorescent lighting is recommended. The cost of electricity is usually cheaper for this type of lighting. In the event that fluorescent lights are used proper reflectors should be used to prevent bright glaring lights in the classrooms.

Other Space in These Elementary Schools

Ample boiler and fuel rooms should be installed in each building depending upon the fuel that might be used for heating. It is recommended that each elementary school have a central library, auditorium space, office space, first aid and teachers lounge space, music room, cafeteria and kitchen, and play room or gymnasium.

Some of these spaces may have dual use. Space should be built to house the educational program in a way that no expensive space is left vacant in any building.

The entire proposed elementary center should be constructed above ground. The grounds of the elementary centers should be designed with an adequate black top space for outside physical education consisting of volley ball, paddle tennis and other ball games. In addition there should be play ground equipment area, soft ball field, and all other outside activities to make it possible for a well planned recreation program.

Senior High School Building

This building should have adequate classroom space with the designated amount of blackboard, corkboard and other regular equipment. The lights, ventilation, and heating should all meet modern requirements. Doors should be inset back in the corridors, wash basins and work tables should be installed in the rooms.

Other High School Space

Science rooms should be properly designed for the teaching of physics and chemistry. There should be properly designed home economics rooms, vocational agriculture classrooms, farm shops for vocational agriculture,

commercial rooms, industrial art shops, physical education building and gymnasium, cafeteria and kitchen, library, auditorium, special designed music rooms including vocal, band, and instrumental music.

This building should also be built above the ground. Heating plants should provide adequate heat to take care of the buildings. All of these buildings should be planned so that additions may be added as needs might develop.

The last building needed for the educational program will be the Junior High School on the fifty acre tract North of Barren River. The same type of rooms and space should be proposed in this building. The grounds should be divided into tennis courts, volley ball courts, basketball courts, football fields, and fields to develop a broad program of physical education.

Additions to Existing Centers

North Warren, Richardsville, and Alvaton will have adequate space to properly house either a nine grade or six grade center.

The Oakland center will need additional playroom and library space.

A typical new elementary school building is already planned for Bristow.

Delafield is in need of a playroom, auditorium, library and at least four additional classrooms.

At the present time Hadley has adequate space.

Rockfield needs library space.

Rich Pond needs library space and additional classrooms.

New elementary buildings should be designed and erected at Mt. Victor,

the newly acquired space between Emmett Drive and Lost River, and the
Crawdsen area.

An elementary building has already been designed to go on the fifty
acre tract of the Warren County High School site.

CHAPTER VI
FINANCING OF THE PROPOSED PROGRAM

The Immediate Operation of Schools

The state program of financing education, which calls for spending \$1.10 of local revenue, will operate for the immediate time being a minimum program of education in the county school system. In fact it will operate the administration, instructional, and transportation program more substantially than capital outlay, lea-way money, and the possibility of a voted building tax will finance the building program.

Under the present existing finance structure the Warren County Board of Education could conduct about a two million dollar building program. This could be done by additional revenue bonds voted by the board and a 50 cent building tax voted by the people.

Indebtedness of the District

At the present time the Board of Education has a \$1,015,000 bond issue with an annual rental of approximately \$89,000. The present assessment is approximately \$27,000,000. Six per cent of this amount would give a possibility of \$1,600,000 in revenue bonds. This would give the board the ability to sell between \$500,000 and \$600,000 in revenue bonds. The difficulty in this program is that the annual rental is beyond the capital outlay and that it would practically deplete the capital outlay and lea-way money to carry additional revenue bonds.

At the present time the Board of Education could more readily sell between \$500,000 and \$600,000 in revenue bonds by refinancing the existing \$1,015,000 bonds. The only reason for considering refinancing this

amount would be to get a bond issue that could be carried by the existing capital outlay fund plus a portion of the districts lease money. The trouble in recalling these bonds and refinancing them would be the change in interest rate. We now have an interest rate on all of our outstanding bonds of 2.7. This rate would likely be increased to 4.7 which would mean a considerable cost to the Board of Education over a 20 year period.

The Board of Education has four issues in effect. This first one sold in November 1946. We are approximately halfway through the larger portion of the existing revenue bond schedule.

SCHEDULE OF BONDS

Issue I

Amount of issue.....	\$675,000.00
Date of issue.....	1946-49
Rate of interest.....	3% 75,000.00
	2% 350,000.00
	2 1/2% 250,000.00
Date bonds mature.....	Nov. 1 1947-48 47,000.00
	Nov. 1 1955-56 10,000.00
Date interest due.....	each year May 1 and Nov. 1

Issue II

Amount of issue.....	\$340,000.00
Date of issue.....	9-9-49
Rate of interest.....	2 3/4%, 3%, 3 1/2%
Date bonds mature.....	Feb. 1
Date interest due.....	each year Aug 1 & Feb. 1

Issue III

Amount of issue.....	\$225,000.00
Date of issue.....	6-15-51
Rate of interest.....	3%, 3 1/2%, 3 3/4%
Date bonds mature.....	Feb. 15
Date interest due.....	each year Aug. 15 & Feb. 15

Issue IV

Amount of issue.....	\$190,000.00
Date of issue.....	6-1-55
Rate of interest.....	3%, 3 $\frac{1}{2}$ %
Date bonds mature.....	Dec. 1
Date interest due.....	Dec. 1, June 1

District Voted Bond

The people of Warren County could levy a 50¢ tax for school building purposes. This tax would readily make it possible for the Board of Education to build over a million dollars in new school buildings. A tax of this kind would be a safe venture for the Warren County Board of Education.

The amount of taxation placed upon the individual of the county when the levy of franchise and property allotments were removed in a group from the tax paying people would leave a very small amount for each individual to pay each year.

One of the difficulties in securing a vote on a school building tax would be the fact that on a public vote of a school building tax the people would have to be shown where the building was to be constructed. Since our building program will cause a change in our high school program, there would be difficulty in securing a vote of a building tax in Warren County.

The best way to secure a building tax vote would be to call on people to vote a building tax for the purpose of improving the elementary schools housing problem throughout the district. This would involve additional building at almost every established and proposed center. A proposed tax for school buildings for this purpose promptly presents another problem which could easily be solved. The tax would leave the existing revenue

bonds that the board might be able to sell for financing a senior high school program.

Future Possibilities of Additional Revenue

The Warren County School District has an opportunity to receive additional revenue through the following means: Economic expansion of the district making more taxable wealth, federal aid, state bond issue for building purposes and economic expansion of capital outlay under the Minimum Foundation Program. These are in addition to a building tax voted by the people. At this time, any revenue increase from an economic expansion of the district will hardly keep pace with the increased census for the district.

It appears that the two most likely financial sources for giving this district any immediate help would be for the Board of Education to give the people an opportunity to vote a building tax. Another source of additional revenue for building purposes would be for the next session of the legislature to increase the capital outlay allotment under the Minimum Foundation Program. There could be three possibilities that would help this district care for its immediate building needs:

1. It has been indicated that if the Foundation Program could be kept in operation for a two year period and reaccepted by the 1968 session of legislature that a district might be able to issue revenue bonds with the money given to a district for capital outlay.
2. All revenue bonds could be sold at 6% of the assessed value of property and the capital outlay allotment under the program.
3. The Warren County Board of Education could sell a bond issue sufficient to go a long way in solving their immediate building problem.

Public Relations Campaign

The weakest portion of the school financing problem in Warren County is the inability to secure money from any source to build buildings to house the educational program of the county.

The best way to secure these funds could be a well thought out program of public relations to sell the people of the district on the needs of a school building.

One of the first steps in this program would be to secure the proper attitude of the press and radio within the county. This will call for a reversal of the present attitude of the people who control this means of communication to the public. These agencies now concern themselves in reporting the shortcomings of the school system in such a way as to destroy the confidence of the public in the administrative set up of the schools.

Unless this group can be encouraged to reverse their attitude and establish a definite plan to be carried out in releasing news to the public neither the city of Bowling Green nor Warren County can be successful in voting a tax for school building purposes. In order to overcome this attitude, it is recommended that a committee representing clubs, businesses, the professions, and the leadership of the county along with the press and radio be called together to work out a well planned program.

Upon the completion of the program great care should be exercised in the releases in order that the public may be favorably impressed with the program. This will call for complete cooperation of the radio and press in releasing the proper information to the public.