

PROPOSED PLAN FOR OPERATION
OF AREA VOCATIONAL SCHOOL AT MANASSAS

- I. For the duration of the war and for six months thereafter, the area trade school at Manassas could be operated without cost to the cooperating school divisions for Vocational instruction, including costs for maintenance of shop buildings, supplies, transportation and other costs incident to trade instruction. Such academic instruction as is given would have to be borne by the counties.
- A. High school and out of school boys and girls who are sixteen years of age or over may be admitted.
 - B. Transportation of these trainees may be provided if they live within a radius of approximately twenty five miles. The cost of such transportation may not exceed the cost of transportation of pupils to the regular public schools.
 - C. All trainees must register with the United States Employment Office.
 - D. The objectives of the training are:
 - 1. Pre-induction training. Trainees who are likely to be drafted upon reaching the age of eighteen should pursue those trade courses the skills and technical knowledge of which would prepare the youths to be selected for special services in the armed forces. Upon completion of each course, trainees will be issued credit card No. 114 which is accepted by the armed forces as evidence of special preparation.
 - 2. Preparation for entering war production industries. Upon completion of each course trainees will be issued credit card No. 114 which is accepted by the industries and the United States Employment Service as evidence of special preparation
 - E. Both pre-induction trainees and war production trainees will register for one semester.
 - F. Trainees will receive a minimum of fifteen hours per week of shop instruction. These hours may be extended to thirty hours per week if such action is deemed advisable in individual cases.
 - G. High school students may retain their affiliation with the school in which they are now registered. It seems advisable, however, that a reasonable number of academic instructors be placed at the Manassas school to teach the trainees those subjects that the students will need to complete their respective high school courses. This arrangement is preferable to transporting the trainees for shop instruction only.

- II. After the war is over plans can be made to operate an area trade school on a somewhat different basis.

Begin June 1915 to Sept 1 9 30 4 30
Courses -

REPORT OF COMMITTEE

file

On

REGIONAL INSTITUTES OF APPLIED ARTS

1. Definition: A regional institute of applied arts is an institution to provide vocational instruction on a day preparatory or evening school basis to persons enrolled therein residing in one or more school divisions of the State.

Plumbing
Radio
Machine Shop
Electricity
Welding
Woodworking
Sheet Metal

2. Objectives: The objectives of the regional institutes of applied arts shall be direct preparation for entrance into a vocational pursuit and the extension of the education and training of persons who are already employed, or who have definitely left the regular public schools. They shall be organized for the education and training of persons who have decided upon the vocation they wish to follow and who desire intensive preparation for those chosen lines of progress. The instruction shall be terminal rather than preparatory for any advanced course of instruction. Being terminal in their objectives these institutes shall be without the usual academic standardization and shall stress capacity and experience rather than credit units.

3. Location: Regional institutes of applied arts should be located near the center of the area to be served and in close proximity to a comprehensive high school, if practicable. The State Department of Education will consider the following factors in determining the location of these institutes:

16 years
or more

Boys and
Girls

Pay all
costs including
Transportation

- a. The extent to which local school divisions will agree to cooperate with the State in financing the institute.
- b. The extent to which the local school boards will give the State title to the land upon which the State will building and equip buildings, and to the buildings already in existence, if any, that may be remodeled or extended if the same are deemed appropriate for

institute purposes by the State Department of Education.

(See Note Page 7)

- c. The number of students in the region who would probably attend an institute of applied arts.
- d. The number and nature of the industries and business establishments in the region.
- e. The existing transportation facilities.
- f. The interest displayed by the business, professional and labor interests in the region.

4. Qualifications for Entrance: The regional institutes of applied arts should serve primarily high school graduates; other persons of less general training who, in the judgment of properly constituted authorities, possess interests, aptitudes or abilities that indicate they would profit by vocational training; adults regardless of their general education and civilian and military rehabilitation cases. The minimum age for entrance should be sixteen years, but exception to this requirement may be made upon approval of the advisory committee and faculty of the high schools within the region.
5. Standards for Courses: The standards of all courses - preparatory, part-time, cooperative, and evening extension - shall be at least equal to the standards set up in the State Plans for Vocational Education that embrace the type of instruction being given; namely, trade and industrial education, home economics education, distributive education, business education and agricultural education.
6. Qualifications of Instructors: The qualifications of instructors as outlined in the respective State Plans for Vocational Education shall be the qualifications for instructors in regional institutes of applied arts.
7. Contracts with School Personnel: All personnel connected with the regional
- shall be a

institutes of applied arts, except extension, part-time and cooperative teachers, shall be employed on a twelve month basis. Vacation time with pay shall be equal to one day for each month worked during the previous school year.

Teachers of extension courses, part-time and cooperative teachers shall be employed for such time as their services are needed and shall not be entitled to vacation time with pay.

The salaries paid to the personnel of the regional institutes of applied arts, except for extension, part-time and cooperative teachers, shall be on a monthly basis. The amounts of salaries shall be determined by the local Administrative Board. The salaries of the extension, part-time and cooperative teachers shall be on an hourly basis and the amounts will be determined by the local Administrative Board.

8. Scope of Training: The scope of training for each institute of applied arts shall be determined by the State Department of Education after consultation with the local Administrative Boards and the local Advisory Committees. The field to be covered include: Trade and Industrial Education, Business and Commercial Education, Distributive Education, Home Making and the Needle and Food-Preparation vocations, Agricultural vocations. (If the need exists as determined by the local Administrative Board and the local Advisory Committee.)

9. Administration of Regional Institute of Applied Arts:

A. There shall be established a local Administrative Board for each regional institute of applied arts. This Board will consist of one representative of each school board of the cooperating school divisions, which representative may be the superintendent of schools. The superintendent of the school division in which the school is located, or some one designated by him, shall be a

member of this Board.

B. The executive officers of the regional institute of applied arts shall be a principal, appointed by the local Administrative Board, whose qualifications shall meet the requirements of the local supervisor or local director of vocational education, as specified in the State Plan for Vocational Education for Trade and Industrial Education. He shall be directly responsible to the local Administrative Board.

C. The local Administrative Board shall appoint an Advisory Committee, to work with the principal of the institute of applied arts, comprised of not less than three employers and three employees, selected from a list of names supplied the Administrative Board by the respective organizations of which they are members. This Advisory Committee shall call in specialists from time to time for consultation on the technical phases of the various vocations being taught. The principal of the institute of applied arts shall submit the recommendations of the Advisory Committee to the Administrative Board for such action as this Board cares to take. The duties of this Advisory Committee shall be:

1. To recommend to the Administrative Board the types of courses that should be offered in the institute.
2. Advise on the qualifications of instructors and types of equipment.
3. Select craft and occupational consultants.
4. Establish public relations.
5. Determine instructional material.
6. Advise on the nature of production work to be done in the institute.

- (3) The principal of the institute of applied arts will work with the coordinating committee comprised of high school principals expected to attend the region.
- (4) The vocations that most likely have the greatest needs of the region shall be determined by the institute principal after consultation with the superintendents of schools in the region. At least one high school principal from each school division in the region shall serve on this committee.
- (5) A statement signed by the superintendent of the cooperating school divisions agreeing to provide the following information:

The duties of this committee shall be:

- (a) Provide guidance of high school students in respect to the offerings in the institute of applied arts.
- (b) Recommend students for entrance into the institute of applied arts.
- (c) Provide all operating and maintenance costs, except those listed in Section 11-4 which shall be borne by the high school.
- (d) Keep buildings and equipment in the high school by insurance.
- (e) Provide anathel of the youth to attend the institute, if same offers opportunities suited to the needs of these youths.
- (f) Recommend the type of non-vocational subjects and activities to be offered in the institute.

10. Information the State Board of Education Will Require Before the Location of Any Regional Institute of Applied Arts Will be Determined

- A. A statement signed by the superintendents of the cooperating school divisions agreeing to provide the financial support necessary to maintain a regional institute of applied arts, and giving the following information:
 - (1) Where such an institute would be located.
 - (2) The names of the high schools in the area to be served by the regional institute and the enrollments in each.

- (3) The probable number of students that can reasonably be expected to attend the regional institute.
- (4) The vocations that most likely should be taught to meet the needs of the region.
- (5) A description of the buildings and other facilities, if any, that the local school division will make available without cost to the State.
- (6) A statement signed by the superintendent of the cooperating school divisions agreeing to:
 - (a) Provide bus or other kinds of transportation free of cost to students living outside of the corporate limits of the city or town in which the school is located.
 - (b) Provide all operating and maintenance costs, except those listed in Section 11-B which follows.
 - (c) Keep buildings and equipment fully covered by insurance.
 - (d) Provide one-third of the cost of instruction; one-half of the cost of supplies (the quality and quantity to be determined by the Advisory Committee); the salaries of the librarians, janitors, and other personnel not engaged directly in instruction, except the principal and one secretary.
 - (e) Arrange for the organization of a local Administrative Board and a local Advisory Committee.
 - (f) Set up a separate budget for the regional institute and to maintain a separate accounting system for the institute.
 - (g) Set up a fund equal to at least two months operating costs so that teachers salaries and other accounts can be paid when due (without waiting to receive reimbursement from the State for the State's share).

11. Obligations of the State:

(h) Operate the regional institute according to the standards and objectives herein enumerated.

7 B. (i) If dormitory facilities are deemed desirable, to defray all expenses connected with the same. (funds will permit) to provide

NOTE: In case local school boards already have buildings and grounds suitable for an institute of applied arts and do not wish to give the State title to said buildings and grounds, the State's contribution will be limited to equipping the buildings and in providing funds for the maintenance of the institute as specified in 11-B that follows. In this case the State Department of Education will require the local school board to make any improvements on or additions to the buildings that may be necessary to make them satisfactory for institute purposes. Such alterations to the buildings shall conform to the standards set by the State Department of Education. The State will retain title to all equipment purchased by the State and placed in State supported institutes of applied arts. The State will require the local cooperating school divisions to be responsible for the repair of any State owned equipment damaged while in the possession of the local school authorities and to replace any tools or equipment that are lost or stolen.

11. Obligations of the State: The State Board of Education will obligate itself to the following extent:

A. To provide buildings and equipment, or to modify existing buildings that are made available for the regional institute of applied arts, provided such buildings are deemed satisfactory for the State Department of Education and the local school boards will

Minutes

MINUTES OF THE MEETING OF THE ADVISORY BOARD OF
THE MANASSAS STATE VOCATIONAL SCHOOL HELD IN THE
COURT ROOM, COURT HOUSE BUILDING, MANASSAS, VA.,

June 21, 1945 - 2 P. M.

The meeting was called to order by the temporary chairman, Mr. R. C. Haydon, Superintendent Prince William County Schools.

The following persons were present at the meetings:

R. C. Haydon, Superintendent Prince William County Schools, Manassas, Va.
C. M. Bradley, Superintendent Fauquier County Schools, Warrenton, Va.
T. Benton Gayle, Superintendent King George and Stafford County Schools,
Fredericksburg, Va.
Mrs. Roselle B. Miller, School Board Member Stafford County, Stafford, Va.
Thomas Lomax Hunter, School Board Member, King George County, King George, Va.
Paul Hounshell, Superintendent Culpeper County Schools, Culpeper, Va.
R. M. Willis, School Board Member Culpeper County, Culpeper, Va.
Dr. B. A. Brann, School Board Member, Loudoun County, Leesburg, Va.
Q. D. Casque, Superintendent elect Warren and Rappahannock Counties,
Front Royal, Va.
Edward Reed, School Board Member Alexandria City, Alexandria, Va.
R. Worth Peters, Principal Manassas State Vocational School, Manassas, Va.

The temporary secretary, Mr. R. Worth Peters, Principal of the Manassas State Vocational School, read the minutes of the meeting of the superintendents on May 3 in which authority was given for the organization of the Advisory Board.

The chairman asked for nominations for permanent officers whose term of office would not be designated at the present time. Mr. Haydon was elected permanent chairman and Mr. Peters permanent secretary after Mr. Willis had assumed the chair. Mr. Haydon resumed the chair and Mr. R. M. Willis of Culpeper was elected Vice Chairman of the Board.

The question of the purposes and status of the Board was discussed and it was explained that this Board was purely advisory, acting for the various localities and representing the School Boards of the region in a study of the needs and making recommendations for the improvement and operation of the school. These recommendations would be transmitted to the Prince William County School Board which would have legal authority to carry out these recommendations and to operate the school under the existing laws of the State of Virginia.

In order to clarify the organization and purposes and status of the Board a committee was appointed to draw up by-laws and present them to the next meeting of the Board. Mr. Willis of Culpeper was named chairman. Mr. Woodson, Superintendent of Fairfax County Schools and Mr. Reed of Alexandria were named as the other two members of the Board acting with the chairman and secretary in the formulation of the by-laws.

It was suggested that the committee consider the term of office for the officers, the time of meetings, the formation of an executive committee and a general outline of the functions of the Board.

The chairman then gave a summary overview of the steps leading to the establishment of the school and something of its operation during last year. He called attention to the intense interest of the State Board of Education and discussed the financial contribution of the State both for improvement of the plant and also for the operation of the school for the next fiscal year.

At this point the secretary presented a short statement regarding the training and experience of the professional personnel of the school and called attention to the fact that each member of the staff was selected primarily for his experience and knowledge of the specific field in which he was working.

The present offering and suggested expansion of the school's program was discussed briefly and recommendations made that present effort to establish Commercial Art and Practical Nursing be vigorously pursued.

There was much discussion regarding the prospect of veteran training and the chairman was asked to follow through on this feature of the school's training program for the purpose of informing the veterans of the opportunities and enrolling veterans for instruction.

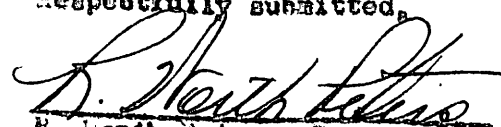
The plans for the summer session were presented showing an enrollment as of June 20 of 144 and the prospect of increases by June 26.

The secretary presented tabulated information regarding the costs of transportation as estimated on the number of pupils being transported on June 20. Each member of the Board was given a summary table of this breakdown as well as specific details as affecting his own locality. The following summary figures were presented: 118 pupils being transported; a total of 7151 miles per day at a total cost of \$54.18. This transportation is done by five buses, traveling a total of 410 miles per day. This shows a per pupil-mile cost of \$.00757 and a daily per pupil cost of \$.459. This estimate was presented at the request of the various local School Boards in order to give some indication as early as possible as to the approximate cost to be borne by the localities for transportation and it was recommended by the Board that each member present these figures to his County Board at its next meeting in order to have some basis to plan for payment of transportation for the summer session.

The secretary made a statement that the Fall session was scheduled to open on September 6. The secretary also informed the Board that Mr. J. C. Wright, Director of Vocational Training, U. S. Office of Education, would visit the school in July and that an invitation would be extended to all members of the Board to meet with Mr. Wright on his visit. At this time Mr. Labney S. Lancaster, State Superintendent, will also be invited to attend.

On motion the meeting adjourned to meet at such time as the proposed by-laws were ready for presentation, or on call of the chairman.

Respectfully submitted,


H. North Peters, Secretary

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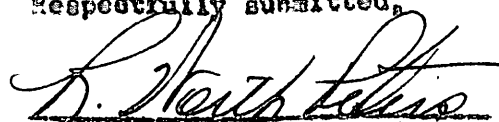
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There was much discussion regarding the prospect of veteran training and the chairman was asked to follow through on this feature of the school's training program for the purpose of informing the veterans of the opportunities and enrolling veterans for instruction.

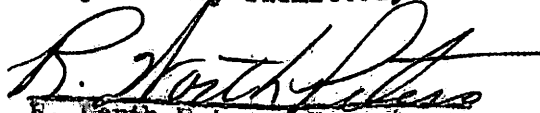
The plans for the summer session were presented showing an enrollment as of June 20 of 144 and the prospect of increases by June 25.

The secretary presented tabulated information regarding the costs of transportation as estimated on the number of pupils being transported on June 20. Each member of the Board was given a summary table of this breakdown as well as specific details as affecting his own locality. The following summary figures were presented: 118 pupils being transported; a total of 7151 miles per day at a total cost of \$64.16. This transportation is done by five buses, traveling a total of 410 miles per day. This shows a per pupil-mile cost of \$.00757 and a daily per pupil cost of \$.459. This estimate was presented at the request of the various local School Boards in order to give some indication as early as possible as to the approximate cost to be borne by the localities for transportation and it was recommended by the Board that each member present these figures to his county Board at its next meeting in order to have some basis to plan for payment of transportation for the summer session.

The secretary made a statement that the Fall session was scheduled to open on September 5. The secretary also informed the Board that Dr. J. C. Wright, Director of Vocational Training, U. S. Office of Education, would visit the school in July and that an invitation would be extended to all members of the Board to meet with Dr. Wright on his visit. At this time Dr. Dabney S. Lancaster, State Superintendent, will also be invited to attend.

On motion the meeting adjourned to meet at such time as the proposed by-laws were ready for presentation, or on call of the chairman.

Respectfully submitted,


R. North Peters, Secretary

Estimated Cost Daily Transportation - Based on Number Pupils Transported June 20, 1945

Route and Bus	No Miles	Cost per Mile	Daily Cost	No Pupils Miles	Cost per Pupil Mile	No Pupils	Cost per Pupil	Cost to Various Divisions for each Bus
Prince William Bus Triangle, Occoquan, Manassas	70	.14	9.80	1717	.0057	31	.316	Prince William \$6.7317 Fairfax .2622 Stafford 2.7930 Total \$9.7869
Fairfax Bus #39 Arlington, Falls Church, McLean, Fairfax, Chantilly, Centerville, Manassas	80	.14	11.20	1533	.0073	22	.509	Arlington \$7.1320 Loudoun 3.0700 Fairfax .9928 Total \$11.1948
Fairfax Bus #40 Arlington, Alexandria, Fairfax, Manassas	69	.14	9.66	1690	.0058	30	.322	Arlington \$4.6138 Alexandria 7.6908 Fairfax 1.4674 Total \$13.7720
Fauquier Bus Hume, Marshall, Warrenton, Manassas	110	.14	15.40	1198	.0103	21	.734	Fauquier \$15.4000 Total \$15.4000
Culpeper Bus Culpeper, Roxington, Bealeton, Manassas	81	.10	8.10	713	.0114	14	.579	Culpeper \$2.7702 Fauquier 4.3548 Stafford 1.560 Prince William .5149 Total \$9.1259
Totals:	430	.132	54.16	7151	.00757	118	.459	Prince William \$7.1877 Fairfax 2.7224 Stafford 3.3379 Arlington 7.7758 Alexandria 7.6908 Culpeper 2.7700 Fauquier 19.7548 Loudoun 3.0700 Total \$54.3097

Totals - Showing summaries for Divisions

<u>Division</u>	<u>No Pupils</u>	<u>No. Miles</u>	<u>Per Mile</u>	<u>Per Pupil</u>	<u>Daily Cost</u>
<u>Prince William</u>	<u>26</u>	<u>1221</u>	<u>.0064</u>	<u>.2764</u>	<u>7.1877</u>
<u>Fairfax</u>	<u>8</u>	<u>435</u>	<u>.0063</u>	<u>.3403</u>	<u>2.7224</u>
<u>Stafford</u>	<u>8</u>	<u>538</u>	<u>.0062</u>	<u>.4170</u>	<u>3.3379</u>
<u>Arlington</u>	<u>15</u>	<u>1088</u>	<u>.0071</u>	<u>.5183</u>	<u>7.7758</u>
<u>Alexandria</u>	<u>23</u>	<u>1326</u>	<u>.0058</u>	<u>.3344</u>	<u>7.6908</u>
<u>Culpeper</u>	<u>3</u>	<u>243</u>	<u>.0114</u>	<u>.924</u>	<u>2.7700</u>
<u>Fauquier</u>	<u>28</u>	<u>1880</u>	<u>.0105</u>	<u>.7055</u>	<u>19.7548</u>
<u>Loudoun</u>	<u>7</u>	<u>420</u>	<u>.0073</u>	<u>.4400</u>	<u>3.0700</u>
<u>Totals</u>	<u>118</u>	<u>7151</u>	<u>.00759</u>	<u>.4597</u>	<u>54.3094</u>

ESTIMATED COSTS DAILY TRANSPORTATION

Loudoun County

Bus	No. Pupils	No. Miles	Per Mile	Per Pupil	Daily Cost
39	7	420	.0073	<u>.4400</u>	3.07

Bus. leave Haymarket 9:00 AM

Mr. Emerick

Arlington County
FAIRFAX COUNTY BUS #39

Keesee Purcell, Driver

1. Fairfax Bus #39 -- 80 miles per day @ .14 - - - \$11.20

Miles per day	- - - - -	80
Total daily Pupil miles	- - - - -	877
Total Pupil miles on bus	- - - - -	1338
Cost per day	- - - - -	\$11.20
Per pupil mile	- - - - -	.0073
Daily cost - Arlington Co.		\$7.132
Arlington	-- \$	7.1320
Average cost per pupil per day		.549
Loudoun	-- \$	3.0700
Fairfax	-- \$.9928
	<u>\$</u>	<u>11.1948</u>

Arlington County

Loudoun County

1. Fairfax Bus #³⁹~~29~~ -- 80 miles per day @.14 - - - \$11.20

Number of pupils ³⁷ -- 13 80 miles per day @.14 -- \$11.20

Total daily pupil mileage - - - 977

No. pupils - 7
Total pupil miles on bus - - - 1533

Total daily pupil mileage - - 420
Per pupil mile - - - - - .0073

Total pupil miles on bus - 1533
Daily cost - Arlington Co. \$7.132

Per pupil mile .0073
Average cost per pupil per day .549

Daily cost - Loudoun Co. \$3.07

Average cost per pupil per day .44

Loudoun County

I. Fairfax Bus ²⁹/~~40~~ -- 80 miles per day 0.14 -- \$11.20

No. Pupils - 7

Total Daily pupil mileage - 420

Total pupil miles on bus - 1533

Per pupil mile .0073

Daily cost - Loudoun Co. \$3.07

Average cost per pupil per day .44

FAIRFAX COUNTY

I. Fairfax Bus #39 - 80 miles per day @.14 = \$11.20

No. pupils - 2
 Total daily pupil mileage - 136
 Total pupil miles on bus - 1533
 Per pupil mile \$.0073
 Daily cost - Fairfax Co. .9928
 Average cost per pupil per day .4964

STAFF MEMBERS
MANASSAS STATE VOCATIONAL SCHOOL

R. Worth Peters	Supervisor	\$300.00
Janet L. Trenis	Co-ordinator	\$200.00
Florence A. Gue	Co-ordinator & Nurse	\$200.00
Mildred V. Roseberry	Clerk	\$135.00
Harold E. Andrus	Instructor, Carpentry Shop	\$260.00
J. N. Edmondston	Instructor, Electric Shop	\$260.00
Aldus L. Drabenstadt	Instructor, Machine Shop	\$260.00
T. R. Grizzle	Instructor, Radio & Communications	\$260.00
Richard E. Maggard	Asst. Inst. Radio & Communications	\$200.00
C. E. Baxter	Instructor, Welding Shop	\$260.00
John W. Cox	Instructor, Drafting Shop	\$260.00
J. L. Wood	Instructor, Sheet Metal Shop	\$260.00
Mrs. O. L. Tipton	English Instructor	\$190.00
E. F. Yager	Math Instructor	\$260.00
Keese Purcell	Tool Room Keeper	\$140.00
E. L. Hawkins	Tool Room Keeper	\$125.00
Don B. Landis	Janitor	\$150.00
Heabee Welch	Janitor	

.40 per
hr.

MANASSAS STATE VOCATIONAL SCHOOL
 Manassas, Virginia

PROPOSED BUDGET ESTIMATES FOR PERIOD: JUNE 1, 1945 to JUNE 30, 1946

PERSONNEL

	June 1945	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June	Total
Supervision						
1. K. Worth Peters, Principal: M. A. 2nd University of Virginia; A. B. Randolph Macon College; experience.						
2. Janet L. Trevis, Assistant Principal and Coordinator 3 years teaching, 3 years Business, including Chief Clerk Ration Board.						
Salaries: Grace A. Cus, \$ 3400. and Nurse \$ 2550. and Nurse \$ 2550.	\$ 3400.	\$ 2550.	\$ 2550.	\$ 2550.	\$ 2550.	\$ 11050.
Supplies:	200.	150.	150.	150.	150.	650.
Telephone, Telegraph, postage and travel:	200.	150.	150.	150.	150.	650.
TOTAL SUPERVISION	3800.	2850.	2850.	2850.	2850.	12350.
Instruction						
3. C. E. Baxter, Welding Instructor: Certified Welder, Washington years experience, 5 years supervising.	8365.	8340.	8340.	8340.	8340.	33385.
Supplies:	2300.	1725.	1725.	1725.	1725.	7475.
4. Eugene T. Yager, Welding Instructor: 25 years teaching experience and Math.	800.	800.	600.	600.	600.	2600.
Operation of Bldg.	1500.	1600.	1800.	1600.	1600.	6500.
5. John E. Cox, Drafting Instructor: work in Commercial.	1285.	1226.	1246.	1226.	1226.	4985.
TOTAL INSTRUCTION	1285.	1226.	1246.	1226.	1226.	4985.
GRAND TOTAL	16765.	15115.	15315.	15115.	15115.	62510.
6. H. E. Adams, Carpentry Instructor: Senior Woodworker Columbia Repair Shop, Hoking Field, 15 years experience.						
7. T. E. Grizzle, Radio Instructor: Berea College, Ky. and Henry Covers cost of total operation with offering of courses in Carpentry, Electricity, Electric Welding, Drafting, Sheet Metal, Radio, Machine, Auto Mechanics Building (from Sept.) and English and Math) for June, July and August.)						
8. R. E. M. Does not include cost of transportation of students. experience Radio and Electricity. University.						
9. Orlie L. Hinton, Instructor, English teaching experience, 1 year.						

MANASSAS STATE VOCATIONAL SCHOOL

MANASSAS STATE VOCATIONAL SCHOOL
Manassas, Virginia

PERSONNEL

1. R. Worth Peters, Principal: M. A. University of Virginia; A. B. Randolph Macon College; 17 years experience.
2. Janet L. Trenis, Assistant Principal and Coordinator: B. S. Mary Washington, 3 years teaching, 3 years Business, including Chief Clerk Ration Board.
3. Florence A. Gue, Assistant Coordinator and Nurse: Graduate Nurse, Mercy Hospital, Marshalltown, Iowa, 25 years experience, including 5 years with N. Y. A.
4. A. L. Drabenstadt, Machine Shop Instructor: Drexel Institute, Mechanical Engineer - Master Mechanic, 40 years experience, in Industry, including 25 years as supervisor and apprentice trainer, 4 years teaching under N. Y. A. and Norfolk Ship Building and Dry Dock Company.
5. J. N. Edmonston, Instructor Electricity: Electrical Engineer, Naval Electrical School, Brooklyn, N. Y., 36 years experience, including 10 years in Industry and 14 years teaching.
6. C. E. Baxter, Welding Instructor: Certified Welder, Washington Gas Light Company, 17 years experience including 5 years apprentice trainer and 4 years shop supervisor.
7. Eugene F. Yager, Math Instructor: A. B. Concord State Teachers College, Graduate work G. W. University, 25 years teaching experience drafting, Science, Physics and Math.
8. John W. Cox, Drafting Instructor: Professor Fine Arts, University of Florence, Royal Academy, 20 years experience in practical field and teaching, including work in Commercial Art, 4 years engineering Board, Fort Belvoir, Virginia.
9. H. E. Andrus, Carpentry Instructor: Senior Woodworking Specialist, District of Columbia Repair Shop, Bolling Field, 15 years experience.
10. T. R. Grizzle, Radio Instructor: Berea College, Ky., University of Ky., Emory and Henry, 18 years teaching and radio servicing.
11. J. L. Wood, Sheet Metal Instructor: Sheet metal specialist, Newport News Ship Building Company, 25 years experience in Industry, 7 years experience in teaching, including 2 years Washington and Lee High School, Arlington.
12. R. E. Maggard, Assistant Instructor Radio: First Class Electrician, 9 years experience Radio and Electricity, 1 year electrical engineer, Johns Hopkins University.
13. Ossie L. Tipton, Instructor, English: A. B. William and Mary College, 19 years teaching experience, 2 years Fiscal Department U. S. Army Q. M. C., Bellwood.

ENROLLMENTS BY DIVISIONS

Summer Session, 1945

(as of June 20)

Fauquier:

Warrenton	11	
Marshall	10	
Bealeton	2	
Remington	5	
		<hr/>
		28

Prince William:

Manassas	32	
Occoquan	15	
Nokesville	2	
		<hr/>
		49

Stafford:

Falmouth	8	
		<hr/>
		8

Loudoun:

Lovettsville	1	
Leesburg	2	
Aldie	5	
		<hr/>
		8

Culpeper:

Culpeper	3	
		<hr/>
		3

Fairfax:

Fairfax	3	
Mt. Vernon	5	
		<hr/>
		8

Arlington:

Washington & Lee	12	
Thomas Jefferson	3	
		<hr/>
		15

Alexandria:

George Washington	25	
		<hr/>
		25

Total -- 144

MANASSAS STATE VOCATIONAL SCHOOL
Manassas, Virginia

MEETING OF ADVISORY BOARD - JUNE 21, 1945

Court House Building - Court Room - 2:00 P. M.

1. Reading of Minutes of previous meeting
2. Election of officers and organization
3. Discussion and determination of general purposes and status of Board
 - a. Policy determining
 - b. Determination of needs of School and recommendations to legal authority
 - c. Responsibilities of representatives of each Division within own locality
 1. Interpret school to locality and to local School Board
 2. Represent local School Board and locality in Board meetings
4. Overview of establishment and operation of school
5. State Board of Education interest and support
6. Present personnel of school
7. Present offerings
8. Suggestion for expansion of program
 - a. Advertising Art (Commercial Art)
 - b. Practical Nursing
 - c. Beauty Culture
 - d. Advanced office practice and other commercial work
 - e. Specialized Agriculture
 1. Dairying
 2. Poultry
 3. Landscaping
 - f. Specialized Home Economics
 1. Cafeteria Management
 2. Interior Decorating
9. Plans for summer session
 - a. Enrollment
 - b. Transportation
10. Plans for winter session
11. Discussion