

COMMONWEALTH OF VIRGINIA
STATE BOARD OF EDUCATION
RICHMOND 16

Supts. Memo. No. 2403

November 4, 1949

MEMO TO: Division Superintendents, Supervisors, Directors of Instruction, Visiting Teachers, Elementary Principals of Seven-Teacher Schools or Larger, and Special Supervisors in Art, Music, Health and Physical Education, School Libraries and Textbooks, Bureau of Teaching Materials, and Special Education

FROM: R. C. Haydon, Assistant Superintendent of Public Instruction
Davis Y. Paschall, Director of Elementary Education
Fred O. Wygal, Director of Related Services

SUBJECT: Annual Conference on Elementary Education

Because of the many requests for elementary school professional personnel to meet together in a work conference on the problems involved in the improvement of elementary education, we are planning two conferences to be held in March 1950. The conference for the white group will be held March 9, 10, and 11 at Hotel Roanoke and the conference for the Negro group will be held March 15, 16, and 17 in Richmond (the place in Richmond to be announced later.) The Divisions of Elementary Education and Related Services are working jointly in planning these conferences to bring together all of the people included in the address of this memo who find it possible to attend. Aside from the instructional value to be derived from combining these conferences, much will be saved economically in reducing twelve annual conferences to two.

The primary purpose of this memo is to request the help of the conference personnel in selecting the problems on which the program will be planned, and to give information regarding room reservations.

For the past several years in our various State-wide conferences groups have dealt with such problems as: determining the characteristics of a good elementary school, studying children, providing experiences in art, music, and physical education for elementary school children, a balanced program in the elementary school, providing instructional materials, and the role of leadership involved in supervisory positions, principalships and visiting teacher work in developing a desirable school program. It seems appropriate that in our joint conferences this year we might have two over-all purposes, one to look more specifically into the problem of developing "a program based on an increased understanding of the child and upon recognition of the requirements of competent democratic citizenship in the world;" and two, to think more specifically in terms of ways all of us may work together so that the maximum contributions of each one may be used to serve children in their total development. If these two general purposes are satisfactory to you, we would like to have you state some of the specific problems which you would like to have discussed in connection with these purposes. A form is being enclosed for your convenience in replying to this request and it is important that we receive your reply by November 18. If you have other suggestions concerning the purposes which the conference may serve, we shall be glad to have them also.

We feel that the greatest value in these joint conferences will come through our experience in sharing thinking on the problems which we all face in helping teachers provide experiences which contribute to the maximum development of children. Our cooperative attack on such problems can strengthen the program and provide for the maximum use of the contributions of each one involved. Another value can come through the time and effort saved by working jointly instead of in separate conferences. In order that each group represented may have time to give consideration to those problems which are unique to the particular service which that group represents, a block of time will be provided in the conference for groups such as visiting teachers, supervisors(both general and special), elementary principals, and others to hold separate meetings.

Information regarding room reservations for those who will meet at Hotel Roanoke is given in the enclosed form. Similar information will be sent to those who will attend the conference in Richmond as soon as the place for the meeting is determined.

DYP:GB

11/4/49

Suggestions of Specific Problems to Be Considered in Planning
The Annual Conference on Elementary Education

March 1950

"A program based on an increased understanding of the child and upon recognition of competent democratic citizenship in the world."

(Problems in this area could deal with the kinds of experiences we help teachers provide for children, with how we determine what these experiences should be and/or what these experiences should mean to children in their development. Any problems you have along these or any other lines will be most helpful in planning the conference.)

The specific problems which I suggest are as follows:

1. _____

2. _____

3. _____

The cooperative work and contributions of directors of instruction, special supervisors, elementary supervisors, visiting teachers, elementary principals, and others who offer special services in developing the elementary school program.

The specific problems which I suggest are as follows:

1. _____

2. _____

3. _____

Please return this form
not later than November 18, 1949,

to:

Davis Y. Paschall, Director
Elementary Education
State Department of Education
Richmond 16, Virginia

Name _____

Division _____

Position _____

11/4/49

Reservations: Conference on Elementary Education, Hotel Roanoke
March 9, 10, and 11, 1950

Room reservations should be made by completing the enclosed form and mailing it direct to Mrs. T. K. Stone, Convention Secretary, Hotel Roanoke, Roanoke, Virginia. Rates are explained on the form.

Hotel officials prefer not to assume the responsibility of rooming two persons together who have not indicated their choice of roommate. They suggested the statement in the form: ".....please contact a roommate of your choice and make arrangements to room together, with one of you mailing to the hotel both reservation forms for a twin-bedded room." It is important that this suggestion be followed very carefully in order to prevent any confusion in making reservations.

Hotel Roanoke cannot provide rooms for all the people attending the conference, so arrangements have also been made with the Hotel Patrick Henry for accommodations. Reservations will be made on a "first come, first serve basis," and after Hotel Roanoke is filled, Mrs. T. K. Stone, Convention Secretary, will obtain room accommodations at the Hotel Patrick Henry for the remaining reservation requests. Because of this procedure, our office is mailing the attached form to everyone shown in the address of the memo so that it will arrive at the same time for all.

Meals can be secured at the hotel or at nearby restaurants as desired. Meals ordered, of course, will govern the cost.

11/4/49

FOR HOTEL RESERVATIONS

In making your reservation for the Annual Conference on Elementary Education, March 9, 10, and 11, 1950, Hotel Roanoke, this form should be used. Mail it direct to Mrs. T. K. Stone, Convention Secretary, Hotel Roanoke, Roanoke, Virginia, not later than January 1, 1950.

Please contact a roommate of your choice and made arrangements to room together, with one of you mailing to the hotel both reservation forms for a twin-bedded room.

The room rates are as follows:

Hotel Roanoke: twin-bedded rooms with bath, \$8.00 for two persons

Hotel Patrick Henry: twin-bedded rooms with bath, \$7.00 for two persons.

_____ Date

Mrs. T. K. Stone
Convention Secretary
Hotel Roanoke
Roanoke, Virginia

Dear Mrs. Stone:

I shall attend the Annual Conference on Elementary Education, which is to be held at Hotel Roanoke, March 9, 10, and 11. Please reserve for me:

(Check one)

_____ Twin-bedded room with bath at \$4.00 per person at Hotel Roanoke

_____ Twin-bedded room with bath at \$3.50 per person at Hotel Patrick Henry

Please arrange my reservation to permit me to room with the following member of the Conference:

I shall arrive _____ about _____ and leave _____
(date) (hour) (date)
at _____
(hour)

_____ Name

_____ Address

_____ School Division

COMMONWEALTH OF VIRGINIA
STATE BOARD OF EDUCATION
RICHMOND 16

August 30, 1949

MEMO TO: Directors of Instruction and all Supervisors

FROM: Thomas T. Hamilton, Jr., Director of Secondary Education
Davis Y. Paschall, Director of Elementary Education

SUBJECT: Report Forms

Enclosed you will find a supply of the report forms for your use during the 1949-50 session. All of these reports should be made in triplicate. The original copy should be sent to the State Department of Education, one copy to the division superintendent, and one copy should be retained by the supervisor. No forms are provided for the annual report but the outline enclosed should be used as a guide. We suggest that the forms which are to be sent to the State Department of Education by elementary supervisors be sent directly to Mr. Davis Y. Paschall, Director of Elementary Education. Directors of instruction, general supervisors, and high school supervisors should send their forms directly to Mr. Thomas T. Hamilton, Jr., Director of Secondary Education.

A description of the forms follows:

1. Statistical Report Form for First Month of School Year

This report is due October 10. Some changes have been made in this form from the one used in previous years. Please be accurate in giving the statistics requested since it is most important that we have this information on file in our office and that it be correct. On the second sheet of the form you will find space for listing your supervisory objectives for the year together with the reasons for selecting them, procedures through which you hope to realize them, and ways in which you will evaluate progress in respect to each objective.

You will notice that you are requested to attach a copy of the program of any pre-session planning conferences or workshops for teachers that have been held in your division prior to the opening of the 1949-50 session.

(Over)

2. Monthly Report Forms

These reports are due within ten days after the close of each month, including September and June. Space is provided for recording on a monthly basis the visits to the various schools. A school will be listed only once but the number of visits to that school is totaled for the month. Purposes for visits during the month should be summarized and shown in the proper column.

3. Outline for Annual or June Report

This report is due as soon after the close of school as possible and not later than June 30. Since it is descriptive in nature and therefore does not lend itself to a special form we are including only an outline which will serve as a guide in preparing this report.

It is important that we receive all of these reports promptly on the dates due. They are a valuable source for certain kinds of information which we need from time to time for such purposes as preparing budgets, justifying positions, determining problems requiring study, and setting up programs of work. Since this is the only means of our having a complete picture of the supervisory activities throughout the State we will appreciate your promptness and care in making and submitting these various reports.

EH/rkc

COMMONWEALTH OF VIRGINIA
STATE BOARD OF EDUCATION
Richmond 16

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December 29, 1955

TO: Supervisors and Visiting Teachers

FROM: R. Claude Graham, Director of Instruction
A. G. Richardson, Associate Supervisor of Elementary and
Secondary Education

IMPORTANT!

IMPORTANT!

IMPORTANT!

SUBJECT: Change of Place - State Conference of Supervisors and Visiting
Teachers will be held at Virginia Union University instead of
Hampton Institute - February 2 and 3, 1956.

The officials of Hampton Institute find it impossible to take care of our State Conference of Supervisors and Visiting Teachers as originally announced. Two other groups will be meeting at Hampton on the same dates of our Conference. They regret that this change has to be made, for through the years they have placed their facilities at our disposal and have done everything to make us comfortable.

Virginia Union University has most graciously extended to us the use of its facilities for our Conference February 2 and 3, 1956.

The program will remain as previously announced.

The Conference will begin on Thursday morning, February 2, at ten o'clock, and will close with a speaker on Friday night. The planning committee for the conference has been successful in obtaining the services of Dr. John I. Goodlad, Director of the Teacher Education Program, Emory University; Mrs. Ruth Tooze, Director of the Children's Book Caravan, Evanston, Illinois; and Dr. Carolyn Welch, Supervisor of The Betts Clinic, Philadelphia. Within the next few weeks you will receive more detailed information on the program.

Enclosed is the necessary form for room reservation. Of course you understand that housing facilities at Virginia Union University are very limited. In the event that you cannot secure lodging facilities for yourself, Dr. Richardson will be glad to assist you if you will indicate need of such assistance. Housing in the City of Richmond will be at the same rates usually charged persons attending the VTA meetings. All meals may be secured cafeteria style on the campus at Virginia Union University.

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Enclosure
Copy of Memo to Superintendents