

PRINCIPAL'S MEETING  
Douglass High School  
September 21, 1953  
7:30 p.m. to 9:00 p.m.

The principals met on the above date, Mr. Sydnor, Chairman, presiding. The meeting was opened by repeating the Lord's Prayer. The minutes of the last meeting were read and accepted. Unfinished business was in order. The discussion was a guide book or form of rules for principals and teachers to understand the duties of Supervisor, Director of Instruction and Principals. The chairman expressed his point of view on the subject and then turned the meeting over to Mr. Gibson, Director of Instruction. Mr. Gibson brought out the following points.

- A. The duties of a supervisory staff. The supervisory staff's service to principals and teachers in the following capacity.
    1. To interpret the policies, practices and help to follow any problems we have.
    2. To help teachers and patrons to know the responsibilities of principals.
    3. The principal is a part-time supervisor and time has been provided for supervision as well as administration.
    4. Principals should keep in contact with supervisory staff, in order for both to understand the whole program.
  - B. Visiting Teacher
    1. The visiting teacher has a close relation to the Health Department and School Board.
    2. The visiting teacher is a member of the school staff. She works with the school, the home and the community.
  - C. County-wide Testing Program
    1. We should keep in mind the purpose of the test.
      - a. Diagnostic
      - b. Promotion policies
    2. We should make use of the findings of the test, by providing work for individual needs.
    3. We should use 3x5 cards as a reminder of the actual needs of the child.
    4. We should discuss the test results with Miss Cauthorne in order that she may make necessary suggestions.
- Special Attention:
- a. Registers--Keep on hand for inspection at anytime.
  - b. Grade books--Properly graded.
  - c. Permanent folders--All information in folders, principals responsible to see that all information is recorded.
  - d. Bulletins kept in order of work and season.
  - e. Daily Schedules--Changes are made through the office only.
  - f. Physical Education and Health grade combined.
  - g. Schedule of faculty meetings.
    1. Routine
    2. Professional
  - h. I. Q.--Be sure you have recorded I. Q. for all pupils.

The meeting was very interesting and helpful. We always enjoy Mr. Gibson's talks and helpful suggestions. Mr. Sydnor brought to our attention many workable problems, if we only had the means and help. We are hoping through

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-2-

• our County-Wide League we can talk and discuss a few problems parents should know, such as: The responsibilities of principals, The need of a rental system, Why readers and spellers are kept at school and The work of our school program.

Mr. Sydnor appointed the following persons to serve on the Planning Committee:

1. Mr. Drummond
2. Mr. Talbot
3. Mrs. Redwood
4. Mr. Gibson
5. Miss Gauthorne

Their duties are to plan a program for 1953-54 principal's meeting.

Mr. Sydnor closed the meeting with a few cheerful remarks, until January 11, 1954.

Stephen M. Sydnor, Chairman  
Henrietta G. Ellis, Secretary