

PUBLIC SCHOOLS OF LOUDOUN COUNTY

O. L. Emerick, Division Superintendent
PURCELLVILLE, VA.

April 1918

ANNUAL MESSAGE OF DIVISION SUPERINTENDENT TO COUNTY SCHOOL BOARD

It is the opinion of your division superintendent that the annual message of of the division superintendent should be become a matter of yearly routine and that it should be put in writing so that it might be accessible for reference in the future. The very carefulk consideration of all trustees is asked to the recommendations contained herein. Some of these can be acted upon by the county board as a whole, others come strictly under the jurisdiction of the several district boards.

I recommend for your consideration the following:

1. The adoption of a uniform county report blank for pupils' report of elementary work done, and a different report blank for high school work. This will place school boards and the superintendent in a position to require each teacher to make a report to parents at regular and stated intervals. It will reduce the total cost of these blanks as they can be bought in large quantities. Further, the school board will bear the expense and not the teacher as in many cases before. With the present lack of system many teachers make no report whatever, others make reports near the opening of school and later ostensibly forget the matter.

I suggest that the county board authorize the division superintendent to associate with himself two trustees and two school principals and that they select or prepare the report forms and have a sufficient number ready for distribution at the opening of the school term, siad distribution to be made
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at the county teachers' institute in the fall. Each district would pay for these according to previous school enrollment. The committee should also be authorized to determine the number of reports to be made by each teacher during the school term.

2. The adoption of a uniform system for keeping a record of the work done by pupils in the elementary grades. The State Board of Education requires teachers to keep this record of high school pupils and furnishes the forms but not binder for the record. It makes no provision for the elementary record although this is infinitely more important on account of the far greater number of pupils concerned. A committee should be selected as in item 1 to select and secure the necessary equipment and this expense is also one that should be borne by the several school boards.
3. The selection by our county board of a permanent classification committee composed of the division superintendent, one trustee, and the principal of a designated standardized school. ~~whenever duty~~ The duty of this committee would be to determine the credit to be allowed a pupil who goes from a ^{non-}standardized/school to a ^{high} standardized high school on the work completed at the school first attended. Many school have terms shorter than nine months in the high school and do their work very irregularly and in the past there has been ^{no} one whose business it is to determine the unit value of this work.
4. The office of the division superintendent should be furnished with a card index filing cabinet and the proper forms for keeping ~~a~~ certain vital statistics relating to teachers. We have in this state a pension law the operation of which requires accurate information from ~~superintendents~~ superintendents about teachers. The ndsuperintendents record as found by the present incumbent

is complete in no respect. This has not been entirely the fault of superintendents but has been partly due to the lack of the necessary equipment for keeping records that are vital to the successful operation of the school system as confined to this county.

5. The inspection during the summer of each school building by the several district boards with the view of having necessary repair work done. New buildings should be undertaken this year only in case of extreme urgency. Labor is not only difficult to obtain but needed for war activities. Prices for such work are too high to do building on a large scale.
6. Authorization by the county board that the division superintendent ^{inform} fix the school calendar and ~~notify~~ the clerk of each board. The board would first give the superintendent the probable length of term of each school.
7. The selection of officially designated substitute teachers, at least three in each district if they can be found.
8. That district boards fine teachers who close school without permission ^{such} and without ~~such~~ reasonable excuse/as sickness. Teachers are employees and are not entitled to close school for a picnic or to look after their private interests except by consent of their employers.
9. The adoption of more business-like methods of re-employing teachers. The board should hold a meeting at an early date and decide just what teachers are to be asked to return and what salaries are to be offered. They should then communicate the offer in writing and ask for a definite ^{reply} ~~time~~ within a specified time after which the offer expires unless the time for acceptance is especially extended.

10. That trustees assure themselves that teachers will hold valid certificates before employing them. There are several teachers now in the county who taught several years ~~xxx~~ without certificates of any nature. Emergency certificates were secured for them this year. Notice is hereby given that I shall refuse to certify the pay of teachers next ~~y~~ session until their certificates have been presented to me for endorsement and record. The impression seems to prevail among a number of teachers that the certificate is unimportant. This has ^{cost} caused me several dollars postage this year in addition to time consumed to write teachers repeatedly for their certificates. In these war times it is difficult to secure teachers with regular certificates but local permits can be secured for any teacher that we may deem it proper to employ and these will answer for ~~x~~ certificates in emergencies.

11. That salaries of teachers be based on certificate, experience, and success in teaching. This can not be properly done without the use of a salary schedule. I submit herewith ~~xxxx~~ a schedule for the consideration of the district boards. It probably has weaknesses as I have had no precedent for working this out and no assistance from any source. The adoption of some such plan as I propose will have the tendency to improve the teaching profession of any county. If a teacher positively knows that by raising the grade of her certificate she will automatically receive more salary, she will work to this end. If she knows that by diligent attention to duty and keen interest in her school she can raise her success grade and thus receive an increased salary the next year, we can expect the teacher to ~~maximize~~ make an effort in this direction. Gresham's Law in political economy states that bad money drives out good money and we can also state that bad or poor teachers drive out good teachers if both varieties are paid the same salary.

Our poor teachers will probably not approve this plan but on the other hand our good teachers have been longing for some scheme to give them their proper remuneration as compared with the poorer grade of teachers. The good teachers will welcome this plan.

SCHEDULE FOR COMPUTING SALARIES OF TEACHERS

Certificates		Experience		Success Credit
Title	Credit	Years	Credit	
2nd grade	20	Beginning	9	18
1st "	22	1	10	to
Elementary		2	11	25
Elementary		3	12	
Elementary prof.	24	4	13	
Normal "	26	5	14	
Collegiate	28	6	15	
Collegiate "	30			

The following limitations shall be placed on success and experience credit, according to the teacher's certificate.

Certificate	Experience Credit		Success Credit	
	Maximum		Beginning	Maximum
2nd grade	11		18	20
1st "	13		19	22
Elementary professional	22 15		20	25
Collegiate	15		20	25
Normal "	15		21	25
Collegiate "	15		22	25

Salaries shall be multiples of \$2.50 and according to above schedule will range from \$47.50 to \$70.00. By reason of their greater scarcity high school teachers will be paid \$5.00 more than computed from above schedule. One-room teachers will be paid \$2.50 more than computed from schedule.

Holders of local permits (emergency certificates) will be paid \$45.00 for grade work (\$47.50 for one-room schools).

Holders of special certificate for high school work will be paid according to scholastic preparation in lieu of certificate credit.