

COMMONWEALTH OF VIRGINIA  
STATE BOARD OF EDUCATION  
Richmond 16

Report of Principal Employed Twelve Months

1947-48

Name of Principal Charles S. Monroe School Leesburg Address Leesburg, Va.

Date on which Principal began summer work June 5, 1947

1. A review of plans for the summer work of principals employed on a year-round basis indicates that many activities have been planned within the major areas listed below. \*Please give quantitative and qualitative data showing what has been done through the summer program in the following areas:

A. Providing Services for Pupils, for example, supervising and providing extended school activities, supervising school personnel employed for more than nine months, contacting or visiting pupils and homes, and keeping regular office hours for advising with pupils, veterans, and parents, and preparing transcripts.

Completed annual H.S. reports. Completed all records for the year and filed same. Gave publicity and follow-up work relative to the opening of summer school. Enrollment 50. Subjects- English, History, Typing, Shorthand & Math. Supervised the activities of the school until August 15<sup>th</sup>. Summer recreation activities sponsored by P.T.A. and directed by Athletic Director and Assistant. Maintained office hours from 9 - 12 - visited homes of pupils and teachers, revised and re-organized files. Checked all registration forms with cumulative records and offered definite suggestions for improvement in schedules. (We register tentatively in the spring) This has proven very helpful. Served as Chairman of Recreation Committee and worked with the Committee and directors.

B. Providing Services for the Community and Enriching School-Community Relationships, for example, supervising and providing library service, supervising community canneries, speaking to civic clubs, preparing articles for the newspapers, and working with Parent-Teacher Association and other organizations.

Supervised and purchased materials for painting interior of building. This lasted about a month and took considerable time.

School community relationships were greatly improved by school offering and contacts and services rendered by office hours and contacts. Conferences - Pupils, Teachers, Patrons and Laymen.

C. Making Preparation for the 1947-48 School Session, for example, conferring frequently with superintendent, making master schedule, planning program of studies, and developing or extending a child study program and systematic guidance program.

Spent considerable time planning courses of study suitable for special groups in English and Science. Assignments were planned for teachers and conferences with them conducted. Attended conference at University of Virginia.

\*Principals of combined schools will please indicate the activities which have been carried on for the secondary and/or elementary pupils. Use additional sheets is necessary.

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D. Working in Other Areas-(Report accomplishments which do not clearly fall in any one of the fore-going major areas).

Had conferences with Superintendent, School Board Members and other groups interested in school work.

Attended the Moses McCue convention in Culpeper and took school board and supervisor members. ~~long~~

Sat in on conference with Rotary Board of Directors.

2. What improvements are anticipated in the total school program for 1947-48 as a result of the contributions of the summer work,

School Board voted to consolidate all schools into one. Supervisors did not appropriate funds. We have no prospect for any improvements at present because of the circumstances mentioned above. There seems to be improvement in moral of the school and instruction because of summer planning of curriculum by teachers and principal.

3. Give evidences of improvements to which the summer program has already contributed.

Curriculum in Science and English seems to more nearly meet the needs of the pupils. The whole organization seems to be geared more completely to the needs of the pupils.

4. Comments and suggestions for improving the summer program.

I was very much interested in a summer work shop for all teachers. We had no director of instruction and all we could do was work out our own program for one day. I think a work shop for at least 4 or 5 days would greatly improve our system.

I was not too enthusiastic about the twelve months employment of principals when first I heard about it. Since being employed, I find the work most important. A school cannot function efficiently and meet the needs of the community without it. I do think the average principal, in order to do his best work in the fall, should have more time for summer vacation.

O. H. Emeich

Division Superintendent

November 10, 1947

Date

Charles S. Murrell

Principal

Leesburg, Virginia

Address for Mail