

*Supr. Prin*

COMMONWEALTH OF VIRGINIA  
STATE BOARD OF EDUCATION  
Richmond 16

REPORT OF PRINCIPALS EMPLOYED TWELVE MONTHS

1952 - 1953

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

Date on which Principal began summer work June 5, 1952

1. Please give in the appropriate areas QUANTITATIVE and QUALITATIVE data showing what has been done through the summer program. Principals of combined schools will please indicate the activities which have been carried on for both secondary and elementary pupils.

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 final reports and revised office files.**

**Maintained regular office hours.**

**Mailed transcripts and took care of correspondence.**

**Visited pupils relative to changes in schedules.**

**Completely revised teachers handbook.**

**General supervision of the entire plant.**

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, planning and advising with community agencies for recreation programs for youth, and working with Parent-Teacher Association.

**Worked as a member of summer recreation committee.**

**Kept the library open for the convenience of students.**

**Supervised all activities in the building.**

**Met with majorette mothers, Band Mothers' Club, P.T.A., etc.**

- C. Making Preparation for the 1952-53 School Session, for example, conferring frequently with superintendent and supervisor, making master schedule, planning program of studies, developing or extending a child study program and systematic guidance program, making follow-up study of graduates and drop-outs, and planning for improvement in professional staff meetings.

Checked each registration form with permanent record. Visited pupils where it seemed advisable.

Held an open meeting for all faculty members to discuss professional meetings for the coming year.

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

Attended Principals' Conference at Charlottesville.

Met with Superintendent and Director of Instruction on several occasions.

Located teachers to fill vacancies created by late resignations.

2. What improvements are anticipated in the total school program for 1952-53 as a result of the contributions of the summer work.

I anticipate the smoother running of the school because of work done on:

1. Individual schedules
2. Selecting teachers
3. Completely revised handbook.

3. Ways in which the summer program for this school can be extended and improved next year.

Schedule is pretty full with matters outlined above which will be continued.

The library should be open longer. The library was open for first time in summer.

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Division Superintendent

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Date

*Charles S. Morral*  
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Principal

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Leesburg, Virginia  
Address for Mail