

April 2, 1954

Mr. O. L. Emerick
Division Superintendent
Leesburg, Virginia

Dear Mr. Emerick:

In accordance with your letter of March 27, you will find below my proposed program of work for the summer months.

1. Maintain office hours for the benefit of pupils and patrons.
2. Complete all records and college transcripts.
3. Revise all files and bring up-to-date.
4. Contact groups of teachers for suggestions relative to the revision of the hand book.
5. Complete all final reports for both high and elementary schools.
6. Plan with faculty committee for in-service training courses for next season.
7. I am chairman of the summer recreation committee. The playground operates on the school ground and in the building so it, therefore, requires some supervision and cooperation from the principal and chairman.
8. Set up a library program for next year as we will not have a librarian.
9. Supervise painting and repair of building.
10. General supervision of the entire school plant.
11. Answer correspondence.
12. Conferences with parents and pupils
13. Visit homes of pupils when advisable and time permits.
14. Attend summer school part time to complete work on my Master's Degree.

15. Operate a summer school if demand is sufficient.
16. Supervise coach classes if any are held.

Very truly yours,

Charles S. Monroe

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Principal