

**COUNTY SCHOOL BOARD  
OF LOUDOUN COUNTY**

J. T. HIRST, PURCELLVILLE  
E. F. MARSHALL, ALDIE  
SHIRLEY MYERS, LEESBURG

LEESBURG, VIRGINIA  
O. L. EMERICK, DIVISION SUPERINTENDENT  
MISS RUTH M. EMERICK, CLERK

JAMES ARNOLD, LUCKETTS  
JAMES W. ASHTON, MIDDLEBURG  
D. N. MYERS, WATERFORD  
CHAIRMAN

February 16, 1955

*Janitors*

To All Employees:

Appointments for the school year 1955-56 will be made on the dates indicated herein.

Principals, Supervisors and Visiting Teachers - February 28, 1955

Teachers - - - - March 14, 1955

All other employees - - - May 9, 1955.

In order to save confusion we are asking that each employee make known his or her wish for next year not later than one week prior to the date for the appointment.

I shall be glad to discuss any individual problem with any of you.

Salaries will not be known until April.

Principals are requested to distribute these letters to clerks, janitors, and teachers. A copy is being mailed to each bus driver.

Very sincerely yours,

*O.L. Emerick*

O.L. Emerick  
Division Superintendent

OLE:b

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

July 29, 1955

TO JANITORS:

The schools of Loudoun County will open on Tuesday, September 6, 1955.

The school board has provided that all janitors will be employed for 9½ months. The schools will close on June 5th and you will be on duty June 6th to clean up the building. Your year ~~then~~ should start on August 23, 1955. You will be paid for 3-tenths of a month in September and 2-tenths in June.

Beginning on August 23, you will be expected to put in as much time on the average per day as you would normally give to your duties as janitor. Those on full time should be on hand each working day, those on part time may of course do all of the work in a less number of days by working full time.

One problem that especially gives concern is washing windows. We want this done. You will, however, please remember that you are under the direct supervision of the Principal, if available for giving you instructions. If the window washing can not be completed before schools open, it might be completed during the first week or so of school.

Your contract will be sent to you later.

Very sincerely yours,



O. L. Emerick  
Division Superintendent

OLE:mlt

Copy to Principals

COUNTY SCHOOL BOARD  
Of Loudoun County  
Leesburg, Virginia

July 29, 1955

TO JANITORS:

The schools of Loudoun County will open on Tuesday, September 6, 1955.

The school board has provided that all janitors will be employed for  $9\frac{1}{2}$  months. The schools will close on June 5th and you will be on duty June 6th to clean up the building. Your year ~~then~~ should start on August 23, 1955. You will be paid for 3-tenths of a month in ~~September~~ <sup>August</sup> and 2-tenths in June.

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O. L. Emerick  
Division Superintendent

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Copy to Principals