

BINFORD JUNIOR HIGH SCHOOL
1701 Floyd Avenue
Richmond 20, Virginia

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November 22, 1950

FROM: Clarence H. Spain, Secretary-Treasurer
Secondary School Principals Association

TO: Division Superintendents

At the annual meeting of the Secondary School Principals held in Richmond, Virginia, on November 1st and 2nd, the matter of improving the professional thinking and proficiency on the part of principals was discussed at some length. The following motion was moved and unanimously passed:

"That this Association request School Boards to bear expenses of principals in attendance at the annual meetings of the National Association of Secondary School Principals* and that the State Secretary be requested to notify all division superintendents of this action."

The matter of how many principals should go from each division was discussed but it was not included in the motion because they felt the number attending would be determined by each division. It was hoped that each division would send at least one principal.

I was requested to send you this information because the principals felt that the National Association of Secondary School Principals holds one of the finest educational meetings held in the entire country each year.

The next annual meeting of the National Association of Secondary School Principals will be held in New York City on February 10 - 14, 1951.

COMMONWEALTH OF VIRGINIA
STATE BOARD OF EDUCATION
Richmond 16

SUPTS. MEMO. NO. 2771

May 6, 1952

TO: Division Superintendents and High School Principals

FROM: R. Claude Graham, Director of Instruction
Thomas T. Hamilton, Associate Director of Instruction

SUBJECT: State-Wide Conferences of High School Principals

Plans are being matured for holding the State-wide conferences of high school principals. The conference for Negro principals will be held at Hampton Institute on June 11 - 13, and the conference for white principals will be held at the University of Virginia on June 23 - 25.

General plans for these conferences have been made through the help of the Advisory Committees of Principals. The theme selected for the conferences is "Better Schools Through Better Planning." It is planned to open each conference with a consideration of the general problem of planning a balanced program of education for youth. After a discussion of this problem, consideration will be given to the place of student activities in a balanced program of education. It is anticipated that such specific problems as planning, scheduling, and administering the student activities, and relating the student activity program to the regular curriculum will be considered.

Dr. Edgar G. Johnston, Professor of Education, Wayne University, and Dr. Charles Spain, President, Morehead Teachers College, Lexington, Kentucky, will serve as general consultants.

Additional information concerning each conference will be provided in the near future.

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The meeting was called to order by the vice-chairman, Mr. Robertson. The minutes of the previous meeting were read and approved.

Mr. Gibson presented the following:

- (1) Citizenship Day will be observed on September 17. This takes the place of "I Am An American Day". It was suggested that appropriate exercises be given in the schools on this day.
- (2) High school and grade schools now have an F for failing grade elementary teachers should also observe grades for citizenship given at top of report card.
- (3) Principals are asked to check bulletins they have in their schools. They should be checked out to teachers.
- (4) Children who took summer school work are required to meet qualifications as set up by School Board. Check this.
- (5) There will be no exemptions from exams.
- (6) Parallel reading list should be kept in cumulative record of each child.
- (7) Spelling as taught in high school will be a part of English grade - approximately 1/5.
- (8) Health and Physical Education grades are combined also.
- (9) Exams are to be given 3 weeks prior to the closing of school. Children must be held responsible for reserved work.

Miss Dale presented the following:

- (1) More copies of bulletin No. 5 are now available at the office.
- (2) Testing program: Call for tests on 22nd or 24th. Tests are to be given September 30th or October 1. Tests should be obtained on the dates given in order that teachers will have an opportunity to familiarize themselves with them before administering them. Those who do not take a fall test, teacher should get their standing from test given last spring.
- (3) Reports to parents: Teachers should report to parent the level at which the child is working and basis upon which he is graded. Report Card Committee is still working. They will report next spring on their findings, etc.
- (4) In Service Course - is called "Guidance Responsibility of the Classroom Teacher". The cost is \$36.00 for 3 semester hour credits.
- (5) Eye charts are available at the office.
- (6) Daily schedule should be sent to Miss Dale by the 22nd.
- (7) Principals are requested to help new teachers with register, cumulative records, etc.
- (8) Principals should call regular faculty meetings with a planned program.
- (9) Principals should have an exact method for showing finances of school as demonstrated by Mr. Gibson.

Mrs. Cady said that all withdrawals should be made thru the proper channels. This refers to pupil under sixteen and can't benefit from school.

Mrs. Schulke asked for suggestions for American Education Week. Mr. Gibson passed out sample materials from N. E. A. Visitation by patrons and friends of the schools seemed desirable.

School Board Office
Principals' Conference
November 10, 1952

The meeting was called to order by the president, Mr. Myers. The minutes were read and corrections made.

The Ice Cream Committee, headed by Mr. Knott, had achieved the following: Mr. Knott had gotten a 10% reduction from Eberts and Fussel Young's Agent had promised a 10% reduction to the schools he served. Meadow Gold has not answered. Southern Dairies will not give the discount. Mr. Knott expressed the opinion that the schools should deal where the discounts would be given.

The chairman called on each principal to tell what was being done at his or her school for the observance of "American Education Week". Most schools are observing the week with some special program, exercise or visitation. Mr. Emerick made the observation that we couldn't afford to disrupt the school too much, but it was certainly well to invite parents to visit the school.

Mr. VanSickler brought up the question of more time for the clerks to work in our schools. After much discussion of the subject, Mr. Emerick suggested that a study should be made and then discussed at our January meeting. By that time he (Mr. Emerick) will have completed some work on the budget and be ready for suggestions. Mr. VanSickler made a motion that the chair appoint a committee to make a study of the need for more money for clerks in order to increase the length of time they work in the schools. Mr. Simpson seconded the motion. The motion carried. The chairman appointed Mr. VanSickler, Mrs. Schulke and Mr. Simpson to make a study of the need. Mrs. Schulke expressed the opinion that most counties do not provide clerks for school. She thought it was better to hire clerks for the extra work and let the teacher do the job for which he or she is prepared.

Principals were reminded of the party given by the Jackson at the Community Center in Middleburg.

Principals were reminded again that Physical Education period was not designed as a period for punishment. Much talk ensued. Principals asked the question as to when one could find the time to punish the "erring one". Many problems of this type were discussed and suggestions were given-- such as (1) Study your child. (2) Visit the parent. (3) Find out why child is misbehaving. (4) Try to follow through with some plan of correction.

Miss Dale reported that according to our tests some good teaching was being done in the county. Test results should be sent in as soon as possible.

Mr. Gibson read some questions he had asked the Physical Education Department and their answers. (1) How long should calisthenics be given? 6 to 8 minutes in each physical education period of high school. (2) Is physical education counted as other class periods? Yes. It was found that most schools stagger the physical education periods throughout the day. Physical education should be planned just as any other classroom subject. Miss Dale suggested the use of the 15 day plan which was distributed to the schools or for teachers to make their own plan.

Eliza G. Myers, Secretary

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School Board Office
Principals' Conference
January 12, 1953

Mr. Myers, the Chairman, presided at the conference. The minutes of the past meeting were reviewed.

Mr. VanSickler's committee had no report to make concerning the need for additional clerk service and increase in salary for them. Mr. Myers asked that the committee meet with Mr. Emerick and discuss this matter.

Mr. Gibson asked the principals of high schools to choose one from their faculties to serve on the textbook committee for the 11th and 12th grade health book. The following were chosen:

- | | |
|--------------|--------------|
| Aldie | Mr. Reeves |
| Lincoln | Mr. Linn |
| Lovettsville | Mr. Kane |
| Leesburg | Miss Tillett |

Mr. Emerick asked the principals to give the group information on the work the psychologist, Mr. Indorf, is doing in the schools of Loudoun. A number of questions were asked and discussed.

Mr. Emerick gave new referral sheets to each principal. He asked that the old forms be destroyed.

Teachers are expected to give an evaluation of the marionette show after they have had a discussion in one of their study groups. Mr. Emerick reviewed instructions about parking at the Community Center for the Marionette Show.

Mr. Emerick discussed the budget for the coming school year.

Mr. Gibson handed out compilations of test. These should be discussed.

Mrs. Schulke asked if any schools felt that unfair charges had been made by doctors for treatment of pupils who had group insurance. Various opinions were given.

The time being up, the meeting adjourned.

Respectfully submitted,

Eliza G. Myers
Secretary

School Board Office
White Principals' Conference
March 2, 1953

Mr. Myers, the Chairman, presided at the conference. The minutes of the last meeting were read and approved. A thank you note from Betty Caras was read.

Social Security for the cooks in the schools' lunch room was discussed. The cooks apparently come under this law. Mr. Emerick will send each school a memo on this problem. Cooks, also should have withholding tax taken out of salary. Mr. Emerick will send each principal a notice concerning this.

Mr. Emerick collected data from each principal present concerning faculty meetings:

- a. Policies
- b. Administration
- c. Professional growth
- d. Frequency of meetings

Opinion was expressed that meetings should be regular, should have programs stimulating professional growth; should be a time to dispense with administrative details and discuss policies. These meetings should be democratic, however, there are times when the principal should make the decision.

Mr. Emerick asked the principals for information concerning Mr. Indorff's work with pupils. The schools where this work is done told of the work in their respective schools. He visits Lovettsville to work with the first grade pupils every two weeks. Mr. Indorff expressed the opinion to Mr. Knott that referrals should be made before they become problems. Miss Nuce explained that Mrs. Cady has her list of referrals. Mrs. Welsh discussed one of her problems.

Mr. Emerick stated that it is time to be pondering the question of promotions. Several items to keep in mind are:

- a. Contacting parents of child's lack of sufficient progress.
- b. Do not tell parents child is going to fail, but their attention should be called concerning the danger.
Be sure to indicate on the report card where the child is in achievement.

Mr. Emerick asked that principals advise teacher to record the following data on cumulative records:

- a. Speech clinic results
- b. Hearing " "
- c. Information concerning birth date, certificate, etc.

(Over)

White Principals' Conference

-2-

Mr. Emerick announced that the U. S. Navy Band would give a program at the James Wood School on 4/7/53, shows starting at 1:45 P.M.) \$1.50 for school 8:15 P.M. - \$2.00, \$1.50, 3:15 P.M.) Children, \$1 adults. \$1.00

Mr. Emerick announced that a drive for funds for Crippled Children's Society would be conducted through the schools if we did not object. School children in Loudoun have received help from this source in the past. Mr. Emerick requested that the money be sent to him preferably by check.

Miss Dale announced that Mr. Andrews will be in the county on the 18th and 19th. He will start at Sterling, Arcola and Middleburg. He will make audiograms of hearing problems. A letter will be sent to the schools where he expects to visit.

The decision of the Board of Supervisors was given by Mr. Emerick.

Mr. Robertson asked whether school buses could be used to take patrol boys and girls to D. C. in May. Mr. Emerick will take this up with the School Board.

Mr. Knott asked what action should a principal take when a child leaves to go to another school. There is no clear cut rule. The practice has been to send records upon request to the school pupil has entered.

The meeting adjourned.

Respectfully submitted,

Eliza G. Myers

P.S. One woman's brown kid glove found in parking lot. Does it belong to you?

PRINCIPALS' MEETING - 5/7/53
SCHOOL BOARD OFFICE
7:30 to 9:00 p.m.

Mr. Myers, the chairman, called the meeting to order. The minutes of the last meeting were read and approved.

Mrs. Shulke informed the group that Eberts Ice Cream Company did not plan on giving a 10% discount on sales to schools next year because of the demand for free ice cream for dinners, etc.

Miss Dale gave a summary of speech and hearing defects in the county. 326 speech defects and 141 hearing difficulties were noted in the county. Mr. Andrews came to the county each month and visited each school every other month. Each principal will be given a list of all hearing and speech defects in his or her school. Audiograms in duplicate have been made for all children with hearing defects. One copy is to be sent home to the child's parents in a form letter which will be provided. This is to be taken to the specialist when the child goes to one. The other audiogram is to be kept in child's record.

Principals must check bulletins in at the close of the school year. A check list was provided each principal.

Miss Dale explained how standard test results should be recorded on cumulative record. A copy of this data will be sent to each principal.

Miss Dale reported the results of the report card committee.

Miss Dale explained the change of time for the lecture of Dr. Gesell at the Community Center on Saturday. Tickets were given out.

Miss Dale gave out sample letters to principals concerning summer school work for pupils who may or may not make up work. Copies of these letters should be sent to parents whose pupils fail to make their work. Teachers are requested to mark with a red pencil on the term report "SS" the name of all pupils who will be permitted to make up deficiencies in their work during the summer. Forms for request for approval by the superintendent of promotion of pupil not meeting requirements were given to the principals.

Schools desiring to hold a pre-school clinic should contact Dr. Souder. If a clinic is not going to be held at the school, letters should be sent to pre-school children's parents stating requirements for entrance.

Mr. Gibson announced requirements for make up work for high school students.

- a. Read School Board Regulations, 1952-53.
- b. Read page 8 "Standards for Accrediting of Secondary Schools".

Mr. Emerick announced there should be no exemption from exams because of high grades. Exams are to be given two weeks before school is out in high school and in the elementary schools if the latter so wishes. The last two weeks' work must be planned and children held responsible. This work will count in daily work.

A number of textbooks is available at the book room that schools may purchase before they are returned to the publisher. (Get list from Mr. Emerick) Teachers may need them in their rental system.

PRINCIPALS' MEETING - 5/7/53

-2-

A record of parallel reading should be kept in each child's cumulative record. Also the following should be recorded: (1) hearing results (2) speech results (3) test results (4) birth date and certificate no. Principals are to check records to see if they are complete. Teachers do not leave until all work is done.

Mr. Emerick said that schools which have butter left over should store same in a deep freeze during the summer. Any school having a surplus of dry milk should give it away.

Schools may use Saturday or Monday for final school day. All teachers of a school should come the same day, however. The principal may have to decide this.

Card file index cabinets will be distributed to schools.

School will open on the 3rd of September and close June the 4th next school year.

Mr. Emerick asked that faculty meetings be planned for the year and that schedules of the same be sent to the office. Meetings should be held at least every two weeks for an hour period. Meetings should take up at least some of the following items:

1. School policies
2. Administration
3. Professional meetings

Mr. Emerick discussed scheduling of school time. The main points were (1) Ashburn, Purcellville and Round Hill go on 6-period plan with a 30-minute lunch time.

(2) Elementary schedules are to be in the School Board Office by the end of school.

(3) Schedules are not to be changed unless the office is notified.

(4) Items of importance in elementary schools:

- a. Opening and closing time of school. This is set by the School Board.
- b. Time of free period 10-15 minutes.
- c. Noon - 30 minutes.
- d. Physical education staggered.
- e. List all outside people not hired by the School Board. These people must be approved by the superintendent before they start work in the school.

The chairman called for election of officers for the coming year. The following slate of officers was nominated and duly elected:

Mr. Knott - Chairman
Mr. Caras - Vice-Chairman
Mr. Monroe - Secretary

There being no further business or announcements, the meeting was adjourned.

Eliza G. Myers, Secretary

PRINCIPALS CONFERENCE

September 14, 1953

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The meeting was called to order by Mr. Caras, the vice-chairman. The minutes were read and approved.

Mr. Knott then took over and introduced the new principals,

Mr. Reeves, Arcola
Mrs. Lacey, Bluemont
Mr. Gerken, Lucketts

There being no old business, new business was called for and resulted as follows:

Mr. Emerick presented the following resolution -

That the offer of the Loudoun County Community College to provide the services of a psychologist two days each week be accepted if approved by the school principals, but subject to the provision that the psychologist be approved by the division superintendent and that he shall be responsible directly to the County School Authorities.

A discussion following the motion resulted favorably and the motion was approved by the principals unanimously.

Mr. Emerick requested a copy of the resolution from the secretary. Mr. Emerick suggested that parental approval be secured before referrals were made.

There will probably be a called meeting of principals after the psychologist comes to the county.

Mr. Gibson reminded the group that September 17 is Constitution Day. Miss Dale explained what has been done for new teachers. A copy of this activity was presented and each principal was asked to carry on from there. This material should be gone over with all teachers new and old. Registers should be checked with new teachers. Reading level should be on report cards and all comments should be diagnostic. Miss Dale went over the materials given out to principals. Readiness tests due 23 of September and should be given at once. Mr. Emerick announced that he had book covers donated by the Peoples Bank at the store room.

The President, Mr. Knott, was asked to call Eberts and determine if we will again get a 10% discount.

Mr. VanSickler wanted October 1 as dead line for birth certificates and December 1 as dead line for vaccination.

Mr. Emerick suggested that if no birth certificate has been presented it is assumed that the child is not old enough to be in school.

Mr. VanSickler requested that a letter be sent out from the office of the superintendent. Mr. Emerick agreed to do this.

A poll of principals was taken which resulted favorably.

Favorable comments were given on the insurance but the matter of waiting for the policy was questioned. Mr. Emerick was requested to write a letter or ascertain if the insurance can be in effect when the money is paid.

There being no further business the meeting was adjourned.

Charles S. Monroe, Secretary

WHITE PRINCIPAL'S CONFERENCE
SCHOOL BOARD OFFICE-----JANUARY 11, 1954
3:00 P.M.

The Loudoun County Principals Association was called to order by the president, Mr. Harold Knott.

The minutes were read and approved.

Mr. Robert L. Robertson reported that he had a number for teachers to use in entering claims for pupil insurance.

Mrs. Eliza Myers asked if anyone was using Mr. Jaques. Mrs. Frances Mayse and Miss Dale answered and outlined his procedure.

Mrs. Ruth Shulke reported on having Mr. Jaques for a faculty meeting. It was brought out in the discussion that Mr. Jaques worked with teachers and would also do some testing. The testing was to be done in cooperation with Miss Dale.

It was explained that Mr. Jaques was to work with first grade teachers until December 5, 1953. The County being large for one man, he could not seem to visit most schools enough. Care must be exercised in referring parents to the clinic.

NEW BUSINESS

Mr. Caras asked for price on dinner for the teachers. The price of \$1.50 seemed to be the established price for the year.

Miss Dale passed out form letters and talked about hearing tests, audiogram and form letters, etc. Each teacher was requested to have the nurse talk to the children and parents of children with hearing defects. It is hoped this will motivate interest in medical attention.

Speech program approach discussed by Miss Dale, "Speech is a learned behavior." The child learns by imitation.

Our approach is through the reading program making use of the phonovisual chart. Teachers should accompany pupils to conference with Mr. Andrew-256 children with speech defects fall of 1952- spring of 1953 only 128--50% correction.

Miss Dale announced the in-service course and requested that the sheets be given out to the staff.

Mr. Gibson announced the hearing tests to be complete with two exceptions. A correction on workshop sheet notice noted.

Motion made to use the same number of book covers as of last year. Mr. Gibson received the information and was to govern himself accordingly.

Miss Dale announced her schedule and stated that she and Mr. Gibson were spending three days in Roanoke this week.

The meeting was closed by proper motion.

Charles S. Monroe
Secretary

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WHITE PRINCIPAL'S CONFERENCE
SCHOOL BOARD OFFICE - March 8, 1954
7:30 to 9:00 P.M.

The Loudoun County Principal's Association was called to order by Caleb J. Gibson, Chairman protem.

The minutes were read by Mr. Lake Van Sickler, Secretary protem, and approved as read. No old business was discussed.

NEW BUSINESS:

Mr. Robert Myers stated that the cards sent out concerning the preventorium had not all been returned. There was about 50% response.

Dr. Jaques read and asked for discussion about the leaflet, "The Work of the School Psychologist in Loudoun County". Mr. Simpson raised the question about the noisy problem child, what to do, etc. Dr. Jaques suggested that those pupils that do not have ability and are 16 may be excused from school. Mr. Emerick made the comment to the effect that 4 students under 16 had been excused recently from school. Mr. Simpson brought out the fact that a number of students under 16 remained at home, pretending to be sick, and parents backed up the children with poor excuses. Mr. Simpson requested Mr. Emerick to write a letter to the parents, which he agreed to do, and said that he had already done so in a number of cases.

Miss Dale made some announcements:

1. Easter Seal Drive would be on in very near future.
2. Films on Indian will be shown in the County Schools.
3. Hearing survey was discussed. Indigent children will be able to get help if reported. Episcopal and Georgetown clinic is doing some work concerning hearing.
4. Begin to prepare the parents concerning possible retentions. Make indications on report cards as well as by parent conferences. Be sure not to tell a child that he is going to fail.

Mr. Emerick announced the play, "The Miser", to be given at the Middleburg Center, for all seniors, on April 7th at 10:15 A.M.

Mr. Emerick also announced the coming of the "Art Mobile" on April 2nd at 9:30 to 11:30 A.M. and 1:15 to 3:30 P.M. Mrs. Hume will probably help with arrangements. Further notice will be sent out.

Mr. Gibson made 5 announcements:

1. GRAMMAR AND LITERATURE IN GRADES 8 THROUGH 12 - English Grammar and Literature will be averaged together for the year average grade. If the two averaged together do not give a passing average for the year, the student repeats the unpassed part until both averaged together give a passing grade for the year.
2. GRADE 11 HISTORY - Virginia and United States Government is required in 1953-54. It is suggested you use a maximum of 3 weeks (the last 3 weeks of the 6th six weeks period) to teach Virginia History.
3. GRADE 12 GOVERNMENT - Virginia and United States Government is required in 1953-54. It is suggested you use a maximum of 3 weeks (the last 3 weeks of the 6th six weeks period) to teach Virginia Government.

4. GRADE 8 CIVICS - The Virginia History, Government, etc. will be taught the 5th six weeks and 1st two weeks in 6th six weeks period. The Loudoun County Government, History, etc. will be taught the last 4 weeks of the 6th six weeks period.
5. WORKSHOP - April 3, 1954, 8:30 A.M. to 10:30 A.M. Sciences, Home Ec., Agri., Ind. Arts, Music and Math. April 3, 1954, 10:30 A.M. to 12:30 P.M. Make up workshop for any Sciences, Home Ec., Agri., Ind. Arts, Music, and Math. Also make up workshop for Grade 8, History, Social Studies, Reading, English, Library, Commercial and Languages. (Mr. Gibson will check with each teacher attendance to date and plan for make up workshops.)

Mrs. Cockerill requested information concerning "Code of Ethics" sent out to schools (Principals) to be returned to her not later than April 1st. Meeting was closed by proper motion.

Caleb J. Gibson, Chairman protem
Lake Van Sickler, Secretary protem

P. S. Mr. Emerick requests the principals to take up everything discussed in this meeting with your teachers.

Mr. Emerick

Principals' Conference
School Board Office
Leesburg, Virginia

May 10, 1954
7:30 P.M. to 9:00 P.M.

The meeting was opened by the vice-chairman, Mr. Caras, and minutes of the last meeting were read and approved.

Mr. Hammerly explained an insurance policy which his company is selling. The policy is issued by the American Casualty Company. Mr. Emerick stated that the school board had given him authority to act for the board in case of insurance. Motion was made and seconded that a committee be appointed to study the two policies and render a decision. Motion carried. Mrs. Shulke, Mrs. Cockerill and Miss Dale were appointed on the Committee. Mrs. Shulke was made chairman.

Mr. Gibson read a summary from V.P.I. of credits won by pupils from Loudoun County. The summary showed that Loudoun students ranked in the top 10th of the class.

Miss Dale announced that school closing is approaching and passed out a folder containing certain sheets and forms. She then reviewed the contents of this folder.

Principals were asked to check cumulative folders to see that all information is on the record. Reading progress report sheets should be in the office by Monday, May 17th.

Mrs. Myers raised the question about keeping grades in the register. Mr. Emerick stated this was not necessary. Teachers are to turn in grade books to principals at the close of the year.

Teachers were to notify Miss Dale by Friday, May 14th if they plan to hear Dr. Witty on May 29th.

Mr. Emerick made an announcement about the library orders. He would prefer having these orders this summer.

Pupil attendance reports are to be made collectively for May and June. There are to be two separate lunch room reports for May and June.

Opening date of school could not be fixed because of the uncertainty of availability of new building.

Miss Dale was asked to contact Mr. Indorf and request that teachers be notified of the results of the Indian project in the 7th grades.

The election of officers was called for and the following were elected:

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| President | - | John Jenkins |
| Vice-President | - | J. Lupton Simpson |
| Secretary | - | John Gerken |

There being no further business the meeting was adjourned.

Charles S. Monroe
Secretary

Principal's Conference
School Board Office
Leesburg, Virginia
September 20, 1954
7:30 P.M. to 9:00 P.M.

The meeting was opened by the Chairman, Mr. John Jenkins. The minutes were read and approved. Mr. Gibson was elected secretary in place of Mr. John Gerken.

The following principals were present:

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| 1. Mr. John Jenkins, Jr. | 9. Mr. Robert Myers |
| 2. Mrs. Frances Mayse | 10. Mr. Don Huckleberry |
| 3. Mr. Weldon Reeves | 11. Mr. James McBride |
| 4. Mrs. Wilma Lacey | 12. Mr. Charles Monroe |
| 5. Mrs. Margaret Cockerill | 13. Mr. O.L. Emerick |
| 6. Mrs. Ruth Schulke | 14. Mrs. Alice Cady |
| 7. Mr. Darold Hart | 15. Miss Adelaide Dale |
| 8. Mr. Frank Robinson | 16. Mr. Robert Kaylor |

Mr. Emerick explained: "Educational Activities Proposed During the School Year 1954-55 through the Community Center Educational Project." They are as follows:

Educational Series Programs

Third Grade
Fifth Grade
Seventh Grade
Twelfth Grade

In-Service Training For Teachers

\$500 allotment, to be made available to each county.

Instructional Visits To The Gesell Institute

To be available to two staff members in each county.

Annual Lecture By Outstanding Authority

To be presented at a combined session of teachers in both counties.

Social Event For Teachers

A fund of \$800 to be made available for a Teacher's Committee to plan a joint social event for teachers of Loudoun and Fauquier Counties.

Field Trips For Students

A fund of \$200 to be made available to each county, to be allocated by a committee appointed by the superintendent of each county.

Special Assistance Fund

A small sum will be made available in case there are projects of a limited nature to develop during the year and a small grant to carry to completion.

Concert Series

Tickets will be made available on a ratis basis for some students in each county.

Scholarships Grants

Four \$650 grants will be made available to the graduating seniors from the white schools (two in each county) and two scholarships for \$325 will be available for negro graduates (one in each county).

EXPLANATORY NOTE

The above proposals are a continuation of the type of activities carried on through the Community Center Educational Program during the past two years. During the current year it is proposed that there will be increased teacher participation in both the planning and operation phases on the program so that the educational aims of these activities may be more closely tied in with the regular school program.

Mr. Emerick explained that he has no definite information concerning the services of a psychologist for 1954-55. Mr. Jackson indicated that arrangements were being considered and hoped that a psychologist would be furnished.

The use of the bus for field trips was discussed and Mr. Emerick indicated the following:

1. Can use bus of your own school if arrangements can be made other than a special bus.
2. Discouraged the use of the bus serving the school if the trip could not be made and be back in time to use to take the students home from school.
3. Mr. Lindsey will not be able to use his bus to go out of the State of Virginia for field trips. He has agreed to drive County owned buses out of the State.
4. Schools could use buses if the field trip etc. was to be taken on Saturdays. Arrangement must be made with Mr. Emerick or Mr. Hughes.

Miss Dale requested the elementary principals to remind their teachers to have their schedule into the office by October 1, 1954.

The art schedule for the elementary schools is being made and will be delivered soon. The art field trips to D.C. will be worked out through the Old Dominion Foundation.

Elementary principals requested Miss Dale to order stop watches so that they could be secured cheaper in quantity.

General discussion was had concerning the buses, bus duty, etc.:

1. High school students waiting on their buses at the elementary schools--Mr. Emerick explained, "High school students coming to the elementary school waiting on buses:" the principal has complete authority when the student once comes to the school to catch the bus for the high school."
2. A suggestion was made that the high school make a directive for the high school children to wait at a designated place.

Miss Dale explained that the hearing survey will be made some time in October.

There being no further business the meeting was adjourned.

Caleb J. Gibson
Secretary

Principal's Conference
School Board Office
Leesburg, Virginia
November 8, 1954
7:30 P.M. to 9:00 P.M.

The principal's meeting opened with a very interesting and instructive presentation of Civil Defense by Mr. Lawson Cowart, Director of Civil Defense in Loudoun County. He stressed the importance of being ready in case of emergency. All persons, teachers, and students should feel the importance of being prepared to care for themselves and help protect others.

He listed the following:

1. Classes in First Aid may be had in the schools in grades 6 through 12 if schools desire. The Red Cross will furnish instructors.
2. Warnings of attack will be given by fire departments in towns having fire departments.
3. If the town or community does not have a fire department the county police will warn each school.
4. Follow directions sent out to schools concerning Civil Defense.
5. Very important to have planned drills in the schools at least twice.
6. All teachers and staff will receive identification cards in the very near future. These cards will be sent to Mr. Gibson and he will distribute.
7. Teachers probably will be asked to help other than in the schools and they will have the proper Civil Defense identification for cars, etc.
8. Engineers will on request check over the school and give advice on places most appropriate to take the students in case of an attack.

The minutes of the previous meeting were read and approved.

The following principals were present:

- | | |
|----------------------------|-------------------------|
| 1. Mr. John Jenkins, Jr. | 10. Mr. Robert Myers |
| 2. Mrs. Frances Mayse | 11. Mr. Don Huckleberry |
| 3. Mr. Weldon Reeves | 12. Mr. James McBride |
| 4. Mrs. Wilma Lacey | 13. Mr. Charles Monroe |
| 5. Mrs. Margaret Cockerill | 14. Mr. O.L. Emerick |
| 6. Mrs. Ruth Schulke | 15. Miss Adelaide Dale |
| 7. Mr. Darold Hart | 16. Mr. George Grove |
| 8. Mr. Frank Robinson | 17. Mr. Lake VanSickler |
| 9. Mrs. Eliza Myers | 18. Caleb J. Gibson |

A discussion on a system of accounting for school funds was discussed. Some of the points discussed were:

1. Separate account for lunch and general account.
2. Need for instruction on how to set up a system of accounting.
3. Auditing is very necessary for all schools.
4. Schools should check with bank statement each month.
5. A request for someone to come to the principal's meeting to instruct principals on system of accounting.

6. Mr. Emerick agreed to write the State Department of Education and request some official to come to a principal's meeting for instruction on a system of accounting.
7. Mr. Emerick announced that some person was interested in giving three T.V. sets to schools, one for the high school and two for the elementary schools.
8. Miss Dale delivered to the principals the state tests for grade 7.
9. Miss Dale discussed, display and salute of flag.
10. All principals present requested that the Civil Defense engineer would come to the schools and advise on proper place to have students go in case of air raid. Mr. Gibson will notify Mr. Lawson Cowart, Director of Civil Defense, of the request.
11. An explanation on the charge of 12¢ per mile for use of the school bus for elementary schools and 6¢ per mile for high school use for athletics was discussed. Mr. Emerick explained the situation and the School Board's policy.

There being no further business the meeting was adjourned.

Caleb J. Gibson
Secretary

P.S. I have written F.E. Compton & Company requesting enough posters on the flag salute and the oath of allegiance up to date for one in each classroom. C.J.G.

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Principal's Conference
County Office Building
Leesburg, Virginia
March 17, 1955
7:30 P.M. to 9:00 P.M.

The principal's meeting was opened by Mr. John Jenkins, Chairman. The minutes were not read as the minutes were sent to the principals of the previous meeting.

The following principals and staff were present:

- | | |
|------------------------|---|
| 1. Mrs. Alice Cady | 9. Mr. James McBride |
| 2. Mr. O.L. Emerick | 10. Mrs. Eliza Myers |
| 3. Mr. Caleb J. Gibson | 11. Mr. Charles Monroe |
| 4. Mr. George Grove | 12. Mr. Weldon Reeves |
| 5. Mr. Don Huckleberry | 13. Mr. Frank Robinson |
| 6. Mr. John Jenkins | 14. Mrs. Ruth Schulke |
| 7. Mrs. Wilma Lacey | 15. Mr. Lake VanSickler |
| 8. Mrs. Frances Mayse | 16. Mrs. Helen Welsh for
Mrs. Margaret Cockerill |

A number of visitors were present.

New Business:

Mr. Emerick announced that the principals could get a copy of "LOUDOUN COUNTY SCHOOL BUDGET--FISCAL YEAR--BEGINNING, JULY 1, 1955" requesting that each principal study carefully. Mr. Emerick distributed the budget to all principals present.

Mr. Emerick requested that all principals get the general instructional money bills into the office so the School Board can approve the bills at the May School Board meeting.

Mrs. Ruth Schulke suggested that the School Board office handle orders for school supplies for all the schools, therefore the schools probably could get better prices. Mr. Emerick said that some of the schools were ordering them through the office.

Mrs. Helen Simpson, Chairman, Public Relations Committee of Loudoun County Education Association makes a request which is as follows:

"One of the goals of the Public Relations Committee is to display some of the children's work some time during the spring, preferably at a P.T.A. meeting. Will each of you principals help us to accomplish this goal?"

Motion was made by Mr. Frank Robinson, Principal of Aldie Elementary School, that each school buy its own art materials if it sees fit for 1955-56. This was seconded by Mr. James McBride, Principal of Ashburn Elementary School. Motion was carried.

There being no further business the meeting was turned over to Mr. O.L. Emerick who introduced the speaker, Mr. W. Kuhn Barnett, Supervisor of Special Education, State Department of Education, Richmond, Virginia.

Mr. Barnett made a very interesting talk concerning the work that is being done in Special Education. He brought to light some of the following points:

1. Special Education is not trying to promote but is trying to meet the needs of "Exceptional" children, such as the handicapped, physically, mentally and emotional.
2. This department started in 1938 in the Department of Education and has grown. Today the State Legislature has appropriated \$610,000.00 for the program.
3. There are a number of services available such as consultant, general supervision of the program etc.
4. Miss Elizabeth Peoples, State Department of Education, helps with speech.
5. Miss Jennie Brewer, State Department of Education, helps with mentally handicapped.
6. Special Education likes to work throughout the classroom.
7. Special Education provides classes in hospitals, sanatoriums for the severely handicapped, and homebound.
8. Speech correction and hearing conservation has 60 persons employed.
9. In the past year classes have been provided for the severely retarded trainable group as well as for the moderately retarded.
10. Two training schools for mentally defective are in operation.
11. There are school for deaf and blind.
12. Services are provided for the blind and sight saving work with the Commission for the Blind.
13. The department will provide orthopedic treatment for a child if the parent cannot pay.
14. No child should go through life in Virginia with club feet or cleft pallet as these conditions can be corrected.
15. Special form will be provided for use in the coming census for the purpose of tabulating the number of handicapped children in Virginia and in turn Special Education will return results to local division.
16. There are three main services provided by rehabilitation and special education, viz, rehabilitation (field service), Woodrow Wilson Rehabilitation Center, special education besides scholarships for war casualties in case of widows and children.

There being no further business the meeting was adjourned.

Caleb J. Gibson -- Secretary

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Principal's Conference
School Board Office
Leesburg, Virginia
May 2, 1955
7:30 P.M. to 9:00 P.M.

The principal's meeting was called to order by Mr. John Jenkins, the chairman. The minutes of the previous meeting were read and approved.

The following principals and staff were present:

- | | |
|----------------------------|---------------------------|
| 1. Mr. James McBride | 11. Mrs. Wilma G. Lacey |
| 2. Mrs. Margaret Cockerill | 12. Mrs. Frances Mayse |
| 3. Miss Adelaide Dale | 13. Mr. Charles Monroe |
| 4. Mr. O.L. Emerick | 14. Mrs. Eliza Myers |
| 5. Mr. Caleb J. Gibson | 15. Mr. Weldon Reeves |
| 6. Mr. George D. Grove | 16. Mr. Frank Robinson |
| 7. Mr. J. Darold Hart | 17. Mrs. Ruth Schulke |
| 8. Mr. Don G. Huckleberry | 18. Mr. Lake VanSickler |
| 9. Mr. John Jenkins, Jr. | 19. Mrs. Yetive Weatherly |
| 10. Mr. Robert T. Kaylor | |

There being no old business the following new business was discussed:

- I. Letter from Mr. George Blake, Supervisor of Surplus commodities.
 - A. Milk in 2 1/2 two pound units is no longer usable.
 1. This milk should be dumped into the garbage under the supervision of the principal and the lunch room manager.
 - B. Mr. Emerick suggested that the schools try to use the older commodities as soon as possible.
 - C. Mr. Blake requested that the extra commodities be distributed to the Camp Highroad camp.
 - D. Mr. Emerick suggested that each school check on their extra commodities and endeavor to trade with the different schools. Any suggestions concerning the extra commodities should be sent to Mr. Emerick.
 - E. Mr. Emerick informed the principals that there would be 2¢ more given to some schools.
- II. Parents not paying for their children's textbooks.
 - A. A number of parents have been brought to court for neglect. The procedure seems to be getting results.
- III. A Statement of Promotion Policy for Loudoun County Schools.
 - A. Mr. Emerick read the promotion policies through and explained when questions were asked.
 - B. The principals were furnished with a copy of the promotion policies and are asked to go over these policies with their faculty. Each teacher is to get a copy of the policies.
- IV. Closing School Memo.
 - A. Mr. Emerick discussed carefully the memo answering questions asked.
 - B. Miss Dale Explained, PRE-SCHOOL WORKSHOP PLANS, ORDERING SUPPLIES, PRE-SCHOOL CLINICS OR VISITATION DAY and SUMMER JUNIOR THEATER AT MIDDLEBURG.

V. General Information

- A. Leesburg Elementary School plans to have a remedial reading clinic, taught by Mrs. Betsy Smith. This clinic is not for promotional purposes.
- B. It was requested that the Loudoun County High School would make a calendar for 1955-56 session and distribute to the elementary principals so they would not have conflicts during the year.
- C. Officers for the principal's conference were to be elected at this meeting. The motion was made, seconded and carried that the election of the officers would be carried over to the first principal's meeting for 1955-56 session.

There being no further business the meeting was adjourned.

Caleb J. Gibson, Secretary

COUNTY SCHOOL BOARD
Of Loudoun County
Leesburg, Virginia

September 6, 1955

To Principals:

The allotment for instructional supplies this year is on the basis of seventy-five cents per pupil enrolled on September 8, 1955.

This money can be used for supplies or equipment of an instructional nature. You may allot it as a fixed amount per pupil in each room, different or the same for various grade levels or it can be applied to some purchase or purchases designed to serve the entire school.

You should by all means consult your teachers about the use of this money, and it should be allotted to rooms of your school unless the teachers agree to its use for some combined expenditure for the entire school or part of the school.

The allotment for office supplies is \$5 times the number of full time teachers including the principal in schools of three or more teachers.

Very sincerely yours,



O. L. Emerick
Division Superintendent

OLE:mlt

COUNTY SCHOOL BOARD
Of Loudoun County
Leesburg, Virginia

September 14, 1955

To Principals:

Please check with your teachers and bring the information needed from your schools concerning the following to the Principals' Conference Monday, September 19 at 7:30.

1. How many Phonovisual Workbooks do you want ordered of each, the Consonants for grade one and Vowels for grade two?
2. How many readiness tests do you want, if your first grade teacher has not picked them up already?
3. Bring in requests for in-service courses which George Washington University offered at our meeting on August 31.
4. Bring cumulative records which should go to other schools and pass them along.
5. Have you checked with your first grade teachers to see that vaccination rulings are being carried out? Bring in any questions.
6. What do you think of this? Mrs. Dolores Phillips will offer free a series of sessions on art scheduled about twice a month to help us with finger painting, ceramics, etc., during the term. The time, place, and more definite plans would be made by the teachers in the group. This would not carry college credit. She will be paid by the Old Dominion Foundation.
7. Please distribute school bus schedule forms to drivers whose routes end at your school and have them sent to me as early as possible. We have a number of problems to work out that depend on this information.

Very sincerely yours,

O. L. Emerick

O. L. Emerick
Division Superintendent

OLE:mlt

PRINCIPAL'S CONFERENCE
SCHOOL BOARD OFFICE
LEESBURG VIRGINIA
SEPTEMBER 22, 1955
7:30 P.M. to 9:00 P.M.

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P.M.*

Mr. O.L. Emerick called the meeting to order and asked for the nomination of conference officers for the coming year. Mr. Frank Robinson and Mr. Donald Hart were nominated for Chairman. Mr. Robinson was elected Chairman and Mr. Hart was elected Vice-Chairman. Mr. Fred Adrian was elected Secretary.

The minutes of the last meeting were read and approved. The following Principals and Staf were present:

1. Mr. Frederick S. Adrian
2. Mrs. Alice Cady
3. Mrs. Margaret Cockerill
4. Mr. O.L. Emerick
5. Mrs. Dorothea Feigley
6. Mrs. Beatrice Foster
7. Mr. Caleb J. Gibson
8. Mr. George D. Grove
9. Mr. Donald Hart
10. Mr. Frederick L. Hutchison
11. Mrs. Mary B. Lightner
12. Mrs. Phoebe Litton
13. Mr. James C. McBride
14. Mrs. Frances Mayse
15. Mr. Charles S. Monroe
16. Mrs. Eliza Myers
17. Mr. Frank Robinson
18. Mrs. Ruth Shulke
19. Captain Clarence Winecoff

There being no lod business the following business was discussed:

I. Pre-School Vaccination

- A. Mr. Emerick stressed the importance of the proper publicity regarding pre-school vaccination.
- B. Mr. Emerick read in part a proposed letter to Principals stating a definite time limit on the acceptance of new students into the schools.
- C. After much discussion it was decided to leave the matter of a definite acceptance date up to the School Board.

II. First Day Attendance Report

- A. Everyone agreed that a Pre-School Day for Parents was beneficial.
- B. A survey was taken to decide if patrons were using this day advantageously.
- C. It was decided that too many patrons were still coming to school on the opening day.

III. WATERFORD FOUNDATION DAY FOR SCHOOL CHILDREN

- A. The decision to attend a special showing of

exhibits at the Annual Waterford Arts and Crafts, show to be held on Thursday, October 6th, was left up to the individual principals.

B. The school bus may be used for this trip.

IV. Teacher In-Service Extension Courses

A. Dr. Darby, President of the Loudoun Community College reported

1. Remedial Reading Course offered by the University of Virginia, taught by Miss Adalaide Dales has started.

2. Dr. Darby will teach General Science offered by the University of Virginia.

B. The course "Human Relations in the Classroom" offered by George Washington University and taught by Dr. Fred Indorf will start on Tuesday, October 11th. 7:30 P.M. and will be held at the Loudoun County High School. The University is asking for a minimum of 20 students. If a smaller number wish to take the course the Community Center will aid in making up the difference.

V. PHONOVISUAL WORKBOOKS

A. Mrs. Ruth Shulke took orders for phonovisual workbooks.

B. The principals were asked to pick tests before leaving.

VI. LOUDOUN County High School Home Coming

A. Dr. Jack Howard talked about Loudoun County High School Homecoming, sponsored by the Rotary Club to be held October 22, at the Fireman's Field at Leesburg, Virginia.

B. Dr. Howard asked for suggestions pertaining to Homecoming Queen Pageant.

C. The conference Chairman, Mr. Robinson appointed the following committee to work with Dr. Howard on the participation of the Elementary Schools in the Homecoming Festivities:

1. Mr. Charles Monroe, Mrs. Alice Cady, Mr. Frederick L. Hutchison, Mr. Donald McBride and Mr. Frank Robinson.

VII. ART COURSE

A. It was announced that Free Art Courses will be held by Mrs. Phillips at Hamilton Elementary School.

There being no further business the meeting was adjourned.

Fred S. Adrian
Secretary

COUNTY SCHOOL BOARD
Of Loudoun County
Leesburg, Virginia

Principal

October 24, 1955

To Principals:

A problem sometimes arises over a suggestion that a pupil be promoted or transferred from one grade to another during the school year. You will please be guided by the statement below.

No pupil will be promoted, demoted, or transferred from one grade to another during the school year unless a written request shall have been made to the Superintendent of Schools and the promotion, demotion, or transfer approved by him in writing. Because the promotion, demotion, or transfer would be a reversal of the decision made at the end of the preceding school year, it can not be expected that many such changes would be made during the year.

The supervisor of schools and director of instruction would be consulted by you or me before a decision is made.

To White Principals Only

Your next principals' meeting will be held on Tuesday, November 8, 1955, at 4 P. M.; and I am sending you this notice after consulting your chairman, Mr. Frank Robinson.

Very sincerely yours,

O. L. Emerick

O. L. Emerick
Division Superintendent

OLE:mlt

See Enclosures

COUNTY SCHOOL BOARD
Of Loudoun County
Leesburg, Virginia

November 28, 1955

To Principals:

Mrs. Schulke, Mr. Gibson, and I think it would be helpful for us to discuss the two topics listed below at your next Principals' Conference on December 6 at 4 P. M. unless you would wish to substitute some other topic or topics.

1. An evaluation of the program given at the Community Center on November 22, 1955 by the 7th grade pupils.
2. Should 7th grade pupils use the old geography text "World View" the second semester for a part or all of the time or should we undertake to teach Virginia according to the state program without a textbook for all or part of the time or should we purchase the Chamber of Commerce publication on Virginia at \$2 per copy?

Note that the State Board of Education is undertaking to have a textbook on Virginia prepared. It might be well for you to check among pupils to ascertain if they could find used copies of "World View" in sufficient quantity for the entire class.

Very sincerely yours,



O. L. Emerick
Division Superintendent

OLE:mlt

Enclosure

PRINCIPAL'S CONFERENCE
SCHOOL BOARD OFFICE
LEESBURG, VIRGINIA
NOVEMBER 8, 1955
4:00 P. M. to 5:30 P. M.

The principals meeting was called to order by Mr. Frank Robinson, the Chairman. The minutes of the previous meeting were read and approved.

The following principals and staff were present:

- | | |
|----------------------------|-----------------------------|
| 1. Mrs. Margaret Cockerill | 10. Mrs. Frances Mayse |
| 2. Mr. O. L. Emerick | 11. Mr. Charles S. Monroe |
| 3. Mrs. Dorothea Feigley | 12. Mrs. Eliza Myers |
| 4. Mrs. Beatrice Foster | 13. Mr. Frank Robinson |
| 5. Mr. Caleb J. Gibson | 14. Mrs. Ruth Schulke |
| 6. Mr. George D. Grove | 15. Capt. Clarence Winecoff |
| 7. Mr. Darold Hart | 16. Mrs. Alice Cady |
| 8. Mr. Weldon Reeves | 17. Mr. Frederick Adrian |
| 9. Mrs. Mary B. Lightner | |

The participation of Loudoun Elementary Schools in the Loudoun County High School Home Coming Celebration held October 22nd, at the Fireman's Field in Leesburg was discussed in the form of old business. It was announced that the Purcellville and Leesburg Elementary Schools were the only ones represented.

The following new business was discussed:

- I. **Suitable time for Principal's Conference meetings.**
 - A. Everyone agreed that afternoon meetings were more convenient.
 - B. Mrs. Schulke asked for one meeting each month. This was made in a form of a motion by Capt. Winecoff and seconded by Mr. Charles Monroe. The motion was unanimously carried. The next meeting is to be held December 6, 1955--4:00 P. M.
- II. Mrs. Schulke inquired as to the whereabouts of the report card and hand-book material.
- III. **Lunch Reports:**
 - A. There has been much confusion in the monthly lunch room reports throughout the County.
 - B. Mr. Emerick suggested that all schools double check unpaid bills. He said that eight schools had reported no unpaid bills, which he questioned.
 - C. Mr. Emerick requested that all October reports be checked and unpaid bills be included.
 - D. It was urged that reports not be delayed due to unpaid bills.
- IV. **The Community Center Educational program for seventh grade students held on November 22.**
 - A. Committee Chairman were urged to make arrangements for rehearsal dates.
 - B. Mr. Hughes will take care of the bus transportation.
 - C. Due to limited rest room facilities at the Middleburg Center, a schedule will be arranged for rest stops.
 - D. A seating arrangement is to be planned.

V. Mrs. Schulke announced that clay for the schools will be available Friday.

VI. Bond Issue:

- A. Mr. Emerick read a report on the status of Loudoun County's income versus basic wealth.
- B. He proposed that the School Board ask for a bond issue to cover an adequate school expansion program.
- C. A discussion was held in regard to the objection to a bond issue in preference to a Literary Fund Loan.

There being no further business the meeting was adjourned.

Fred S. Adrian
Secretary

The participation of Loudoun Elementary Schools in the Loudoun County High School Home Coming Celebration held October 22nd at the Fireman's Field in Leesburg was discussed in the form of old business. It was announced that the Presbytery and Leesburg Elementary Schools were the only ones represented.

The following new business was discussed:

- I. Suitable time for Principals' Conference meetings. A. Everyone agreed that afternoon meetings were more convenient. B. Mrs. Schulke asked for one meeting each month. This was made in a form of a motion by Capt. Wincoff and seconded by Mr. Charles Monroe. The motion was unanimously carried. The next meeting is to be held December 6, 1955-8:00 P. M.

II. Mrs. Schulke inquired as to the whereabouts of the report card and hand-book materials.

- III. Lunch Reports. A. There has been much confusion in the monthly lunch room reports throughout the County. B. Mr. Emerick suggested that all schools double check unpaid bills. He said that eight schools had reported no unpaid bills, which he questioned. C. The Director requested that all October reports be checked and unpaid bills be included. D. It was urged that reports not be delayed due to unpaid bills.

- IV. The Community Center Educational Program for seventh grade students held on November 5. A. Committee Chairman were urged to make arrangements for rehearsal dates. B. The highest will take care of the bus transportation. C. One to limited rest room facilities at the Mt. Leary Center, a schedule will be arranged for rest stops. D. A meeting arrangement is to be planned.

PRINCIPAL'S CONFERENCE
SCHOOL BOARD OFFICE
LEESBURG, VIRGINIA
FEBRUARY 14, 1956
4:00 P. M. to 5:00 P. M.

The Principals' Meeting was called to order by Mr. Frank Robinson, the Chairman.

I. The following principals and staff were present:

- | | |
|-------------------------------|------------------------------|
| 1. Mr. Frederick L. Hutchison | 9. Mr. Don G. Huckleberry |
| 2. Mr. Weldon P. Reeves | 10. Mr. J. Darold Hart |
| 3. Mr. James C. McBride | 11. Mr. Frank W. Robinson |
| 4. Mrs. Mary B. Lightner | 12. Mrs. Phoebe F. Litton |
| 5. Mrs. Frances S. Mayse | 13. Mrs. Dorothea W. Feigley |
| 6. Mr. Frederick S. Adrian | 14. Mr. Caleb J. Gibson |
| 7. Mrs. Margaret G. Cockerill | 15. Mrs. Ruth D. Schulke |
| 8. Mrs. Eliza G. Myers | |

B. Guest Speakers were:

1. Col. Thomas Riley
2. Dr. Frederick Indorf

II. Col. Riley addressed the group on the proposed Loudoun County War Memorial.

A. Cards were distributed to Principals.

1. War Memorial information card to be read by Student Committee Chairman.
2. Donation Pledge Card.

B. Dedication will take place on Court House lawn May 30, 1956.

C. All contributions are to be forwarded to Reginald K. Gheen, Loudoun National Bank.

III. A report by Mrs. Alice Cady on Speech Therapy in the Loudoun Elementary Schools will be given at the next Principals Conference.

IV. Dr. Frederick Indorf gave a short explanation on the Gifted Child Survey Form. He stressed the importance of keeping the information brief; and stated that there remains a limited fund available for this work.

V. Mrs. Schulke made the following announcements:

- A. Not to forget workshop to be held at Loudoun County High School on February 25, 9 A. M. - 1 P. M.
 1. Bring gifted child survey results.
- B. A Committee is being appointed to work with the Middleburg Community Center on survey reports. A letter will follow.
- C. Fill Out W-2 Forms for your lunch room workers.

Color slides on the 7th Grade Program held at Middleburg Community Center in November were shown by Mr. and Mrs. Robert Myers.

The next Principals Conference will be held on Tuesday, March 13 at 4 P. M. Be sure to bring in some evaluation of the 7th Grade Community Center Program.

There being no further business the meeting was adjourned.

Fred S. Adrian, Secretary