

Sec.

March 19, 1954

To the Superintendents:

I am happy to have the privilege of expressing my interest in the Institute at Longwood College, sponsored by the Virginia Association of Educational Secretaries, and to urge you Superintendents of Virginia to give your full cooperation in this matter.

It goes without saying that all of us recognize the important part that school secretaries and clerks play in public education in Virginia, and any encouragement we can give to improving the status of this group would be a great contribution to the growth of public education.

I would appreciate it, therefore, if you would cooperate in calling the Bulletin attached to the attention of your clerks and secretaries.

Ray E. Reid
Assistant Superintendent of
Public Education

LONGWOOD COLLEGE

Secretaries' Institute April 9, 10, 11, 1954
Farmville, Virginia

Fri.

Sat.

Sun.

Register
Get-to-gether

Go to classes
Dine

Go to Church
Tour

Growth

Worthwhile
Classes

Good
Instructors

Discussion

Good Times

Fun with
Each Other

Students
Entertain

Fellowship

The
Door
to
New
Horizons

Non-Members are welcome!!

VIRGINIA ASSOCIATION OF EDUCATIONAL SECRETARIES

Institute Program

April 9, 10, 11, 1954

Longwood College

Friday, April 9

3:30 - 5:00 p. m.

REGISTRATION

Student Building

6:00 p. m.

DINNER

Dining Hall

8:00 p. m.

GET TOGETHER

Student Lounge

"New Faces"

Longwood Juniors

Miss Karen Spencer, Miss Nancy Masters, and Miss Jean Hobbs

Coffee Hour

Announcements

Saturday, April 10, 1954

9:00 a. m. (promptly)

GENERAL SESSION

Small Auditorium
Student Building

Presiding:

Mrs. Beulah Tucker Jones, President
Virginia Association of Educational Secretaries

Welcome:

Dr. M. L. Landrum, Head
Business Education Department, Longwood College

Introduction of Instructors

9:30 a. m.

First Class Period

English and Ethics
Stuart M. Beville

Small Auditorium

Principal, Farmville High School

10:45 a. m.

Second Class Period

Group Discussion for All
Longwood Seniors - Business Education Department
Panel members: Miss Lucile Mann, Miss Ann Moore
Miss Betty Newsome, Miss Sylvia West

Small Auditorium

12:10 p. m.

LUNCH

Dining Hall

INSTITUTE

VIRGINIA ASSOCIATION OF EDUCATIONAL SECRETARIES

Longwood College, Farmville, Virginia

April 9, 10, 11, 1954

Reservation

Please mail directly to:

Mrs. Virginia F. Harper, Chairman, Committee on Arrangements
617 Oak Street
Farmville, Virginia

I shall attend the Institute at Longwood_____.

I shall not attend_____.

I enclose check for \$10.00 made payable to Longwood College.
(This covers the cost of room and board at the College).

The cost of the Fellowship Dinner will be \$2.00 and will be paid
at Longwood House on Saturday night.

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VIRGINIA ASSOCIATION OF EDUCATIONAL SECRETARIES

Application for Membership
Dues \$1.00 a year

New ()

Renewal ()

Miss
Mrs.
Mr.

_____ Last Name

_____ First Name

School or Office _____

Street address _____
(Business)

City or County _____, Va.

Position in School System _____

Should you wish your mail sent to your residence, please
indicate address:

Mail to: Mrs. Elizabeth Haney, Treasurer, V.A.E.S.
312 North Ninth Street
Richmond, Virginia

Secretaries'



NEWS LETTER

VIRGINIA ASSOCIATION OF EDUCATIONAL SECRETARIES

May, 1954

A WORD FROM YOUR PRESIDENT

A very cordial welcome to the new members who have joined us since the last issue of the NEWSLETTER! A number of these people are not "new faces". We became good friends during our week-end at Longwood.

And speaking of the Institute To those who were there we say, "Let's do it again - the next time in a bigger and even finer way!" To those who were not there we say, "We missed you, and you missed a very good time".

We feel that the results of the Institute will be most significant. It pushed our V.A.E.S. a long way forward in its program of action. As the organization moves ahead, so will we as individuals go forward. We who were at Farmville went back to do a better job.

"We are all blind until we see
That in the human plan
Nothing is worth the making
If it does not make the man."

"Why build these cities glorious
If man unbuilds goes?
In vain we build the world, unless
The builder also grows."

EDWIN MARKHAM

Your leaders are pleased with this definite step in the right direction. The many who worked hard to make the Institute a success deserve a big hand. Will you join with your president, now, in giving it to them in a GREAT BIG WAY!

And what of the future? There are interesting plans in the offing. We shall want all of you to sign on the dotted line for our Fall meeting. Let our slogan be: "ON TO WILLIAMSBURG!".

A summer filled with pleasant days and happy hours to all of you! See you in the Fall.

--Beulah Tucker Jones

MORE ABOUT THE INSTITUTE

Longwood College, with its friendly and welcoming atmosphere, will be fondly remembered by the 59 school and administrative office secretaries, clerks of boards and employees of the State Department of Education who attended the Institute. Better State coverage couldn't have been hoped for, with people coming from Bristol, others from the Alexandria-Fairfax area, and still others from Norfolk, with many of the cities and counties in between being well represented.

Dr. M. L. Landrum, Head of the Department of Business Education at Longwood, and his associates presented a stimulating and helpful curriculum. From the very first to the last moment the program was a good investment of the secretaries' time.

Mr. Stuart Beville, Principal of Farmville High School, in his discussion of "What Makes a Good Secretary" unexpectedly turned the spotlight on the school principal. We realized with a new emphasis that the successful school principal is helped to do his best work when he has a secretary who is constantly on the alert to improve her situation, who believes that people, especially children and youth, are important.

In the panel discussion led by Longwood seniors, the secretaries were given the latest slant on correct office procedures. We learned that good manners in the office include keeping one's point of view on work - not on personal reactions.

During group discussions (the time to let our hair down), it was recognized that the secretary's situation could be improved if the following questions could be answered:

1. How can we carry out certain responsibilities without authority?
2. How can we bring about better orientation of school personnel in the compiling of state reports?
3. How can we make school personnel more aware of meeting DEADLINES in reports, etc?
4. Could some of the administrative secretary's 'headaches' be assumed by the school secretaries?
5. Is there a way out for the clerically understaffed school board offices? (Even a part-time worker would be a "gift from above" in the majority of cases.)
6. Could a committee of secretaries, principals and administrative officials compile a handbook setting forth the policies of the division?

HAVE YOU HEARD?.....

Kindness is one thing you can't give away. It always comes back!

--Quoted by Sidney Skolsky

Receptionist to Caller: "Oh, yes, He's been expecting you - in fact, he just left".

--Bill King, Chicago Tribune

Principal to New Secretary --"Miss Smith, there are two words I do not like to hear in this office. One is 'awful' and the other is 'terrific'. Secretary --"Gee, what are they?"

SUMMER INSTITUTES

Summer school programs, planned to meet the needs and interests of educational secretaries, will be held in three locations this summer. The University of Oregon, at Eugene, Oregon, is host to the National Association of Educational Secretaries' 1954 Convention as well as to one of the Institutes - July 23 through the 30th. Central Michigan College of Education, Mt. Pleasant, Michigan is host for another of the summer institutes, the week of July 19 through the 23rd. The third institute will be held on the campus of the University of New Hampshire at Durham, New Hampshire the week of August 1 through 6th. The variety of classes to choose from will include, "Records Management", "Appreciation of the Theatre", "Efficiency Exchange", "Office Hostess", "Write Right", "It's Your Money", and "Faster Fingers". Recreational plans include trips to historic Portsmouth, to the White Mountains, and a clam bake at the seashore or lobster boil at Wentworth-by-the-Sea.

All three of the summer institutes carry college credit for those interested in earning credit. Why not send for the special brochure giving complete details on any one of these institutes? Write to: Mrs. Ella Mae Flippen, State Department of Education, Jefferson City, Missouri.

NEW MEMBERS - WELCOME!

Mrs. Mary C. Dye, Annandale
 Mrs. Carmella Destout, Fort Belvoir
 Mrs. Jean W. Stevens, Alexandria
 Mrs. Dorothy D. Sadler, Alexandria
 Mrs. Mae M. Holt, Appomattox
 Mrs. Mary Pringle, McLean
 Mrs. Grace Cooper, Falls Church
 Miss Barbara Leonard, Bristol
 Mrs. Mary Pilson, Roanoke
 Mrs. Mabel Spencer, Martinsville
 Mrs. Ada Pettus, Martinsville
 Miss Rebecca Burgess, Martinsville
 Miss Faye Purvis, Alexandria
 Mrs. Elsie B. James, Richmond
 Miss Minnie J. Burton, Culpeper

Mrs. Naomi N. Jenkins, Farmville
 Mrs. Wilma H. Kistner, Bristol
 Mrs. Virginia S. Black, Richmond
 Miss Phyllis Porter, Bristol
 Mrs. Nina Lacy, Farmville
 Miss Gladys Echols, Crewe
 Mrs. Ruth F. Stevens, Lorton
 Miss Ellen Scott Brooking, Orange
 Mrs. Elsie P. King, South Boston
 Miss Mildred Zimmerman, Fincastle
 Mrs. Eleanor S. Justusson, Falls Church
 Miss Virginia A. Combs, Lebanon
 Mrs. Ellen J. Smith, Brookneal
 Miss Lillian C. Strickler, Woodstock
 Mrs. Carrie Charlton, Pearisburg

SCHOOL	EMPLOYEE	ADDRESS
Aldie	Miss Geraldine Wynes	Middleburg
Arcola	Mrs. Vivian G. Cross	Sterling
Ashburn	_____	_____
Bluemont	Mrs. Bernice M. McDonald	Purcellville
Hamilton	Mrs. Sybil P. Cochran	Purcellville
Hillsboro	_____	_____
Leesburg	Mrs. Edna C. Carter	Leesburg
Lincoln	Mrs. Emily B. Cochran	Lincoln
Loudoun County High	_____	_____
" " "	Mrs. Betty W. Caras	Purcellville
Lovettsville	Mrs. Elizabeth P. Grove	Lovettsville
Lucketts	_____	_____
Middleburg	Miss Geraldine Wynes	Middleburg
Purcellville	Mrs. Lillian H. Carruthers	Purcellville
Round Hill	_____	_____
Sterling	_____	_____
Waterford	_____	_____
Bannaker	_____	_____
Carver	Mrs. Eunice P. Brown	Purcellville
Douglass High	Miss Irene Marshall	Middleburg
Douglass Elem.	_____	_____