

COUNTY SCHOOL BOARD

OF LOUDOUN COUNTY

LEESBURG, VIRGINIA

O. L. EMERICK, DIVISION SUPERINTENDENT

BEN MIDDLETON, ARCOLA
SHIRLEY MYERS, LEESBURG
WM. T. SMITH, LINCOLN
D. N. MYERS, WATERFORD,
CHAIRMAN

JOHN M. WHITMORE, LEESBURG
JAMES ARNOLD, LUCKETTS
JAMES W. ASHTON, MIDDLEBURG
MISS RUTH M. EMERICK,
CLERK

February 13, 1952

TO ALL SCHOOL BOARD EMPLOYEES:

The schedule for appointment of employees of the school board for 1952-53 has been fixed by them as follows:

Principals, Supervisors, Visiting Teacher . .	March 11
Teachers	April 8
All Other Employees	May 13

It is very important that I have in my hands a written statement indicating your desire to continue in your present or a similar position in the county at least 2 weeks prior to the date set for appointments.

Principals, supervisors or teachers serving their first year in the county will be considered for appointment one month later than above and the application may be deferred a month.

Please be free to discuss with me any problem about your reappointment.

It will be a definite help to us, if you are sure you do not want to work for us any longer than this year, to have this information as early as possible.

Very sincerely yours,

O. L. Emerick

O. L. Emerick
Division Superintendent

OLE:nrs

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See TO Pmr

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Division Superintendent

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Loudoun County School Board
Leesburg, Virginia
January 26, 1954

File Clerks

To All Employees:

The school board has fixed the following dates for appointments for 1954 - 55.

Principals	February 22, 1954
Teachers	March 8, 1954
All Other Employees - - -	May 10, 1954

All employees are requested to file with me a written statement indicating your desire about a position for next year. This should come to me a full week before the date set for appointment. In the absence of any communication by this time, we shall assume that you do not desire a position.

Attached hereto is a memorandum for each white high school teacher showing the probable number of teachers required for the various subjects in the Loudoun County High School and indicating certain other matters.

Very sincerely yours,

O.L. Emerick

O.L. Emerick
Division Superintendent

OLE:lwb

fec

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