

State Normal School for Women
Fredericksburg, Virginia

PRESIDENT'S OFFICE

February 26, 1918.

President Julian A. Burruss,
State Normal School,
Harrisonburg, Va.

My dear Mr. Burruss:-

I wish you would write me confidentially, if you wish it to be treated so, the full arrangement that you have in regard to the housekeeping end of your school. Is it co-ordinate with the Household Arts Department? If so, to what extent? Does your Housekeeper do any teaching? Has the person in charge of the Household Arts Department any authority in the housekeeping department, or over your Housekeeper? Please state salary you pay your Housekeeper and the exact duties you require of her. Also tell me how you like the plan.

I wish also you would give me an idea as to how I may best secure such a person for the department as you now have. Tell me as to her qualifications, preparation, &c. I will appreciate very much if you will go into detail on this question with me, as it is one of vital importance and I have understood that you have been better satisfied with your present arrangement than any you have ever had. If I am mistaken in this, of course, you need not go to the trouble of giving detail; but if your plan is a success, I will appreciate full information as soon as convenient.

With best wishes,

Very cordially yours,

E. H. Russell

President.

