

STATE NORMAL SCHOOL
HARRI SONBURG, VA.

May 30, 1919.

The Honorable, The Virginia Normal School Board,
Fredericksburg, Va.

Gentlemen:

The following special report is intended to supplement my report dated April 12, which was acted upon at the meeting at East Radford.

BUDGET FOR SUMMER QUARTER, 1919

The following list of instructors and salaries is recommended for the First Term, June 16 to July 25, 1919:

<u>Name</u>	<u>Subject</u>	<u>Salary</u>
Annye L. Allison	Drawing	\$170.00
Ada E. Baugh	Education	150.00
Virginia Buchanan	Observation Classes	100.00
Esther Buckley	Manual Arts	110.00
Geo. W. Chappellear, Jr.	Agriculture	150.00
Newton D. Cool	Education, Civics	170.00
Henry A. Converse	Mathematics	165.00
Ethel Godfrey	Home Nursing	45.00
Marceline Gatling	Physical Education	90.00
C. K. Holsinger	Education	160.00
Margaret Jeter	Observation Classes	100.00
James C. Johnston	English	190.00
William H. Keister	State Examinations	15.00
Mrs. W. G. LeHew	Writing	60.00
Delia A. Meyer	Observation Classes	100.00
Elizabeth H. Nicol	Home Economics	110.00
Zoe Porter	Education	140.00
J. G. Scott	Mathematics	165.00
Edna T. Shaeffer	School Music	110.00
Mary L. Seeger	Education	165.00
C. R. Shorts	Education	150.00
William D. Smith	Geography, Nature Study	170.00
Ethel Spilman	Education	150.00
Charlotte M. Steakley	Education	160.00
James T. Walker	History	170.00
John W. Wayland	History	185.00
W. D. G. Wine	English	175.00
Lou S. Zoeller	Observation Classes	100.00
To be paid from special appropriation from the State Board of Education		\$3,725.00
S. Frances Sale	Home Economics	175.00
Sarah M. Wilson	Home Economics	150.00
To be paid from Smith-Hughes Fund		325.00
		\$4,050.00

The following list of instructors and salaries is recommended for the second term, July 28 to August 29, 1919:

<u>Name</u>	<u>Subject</u>	<u>Salary</u>
Henry A. Converse	Mathematics	\$110.00
Sadie Dunlap	Home Economics	80.00
C. K. Holsinger	Education	130.00
James C. Johnston	English	140.00
Mrs. J. C. Johnston	Physical Education	30.00
Mrs. W. G. LeHew	Writing	30.00

Alice Lee Penick	School Music	95.00
Kathryn Roller	Manual Arts	50.00
C. P. Shorts	Education	100.00
Ruth Witt	Education	110.00

To be paid from tuition fees of students supplemented from school support funds as may be necessary \$875.00

RECOMMENDATION NO. 1--It is requested that the lists for both the first and second summer terms be approved by the Board.
(Note: The Board has already approved of a salary of \$300.00 for the first term and \$100.00 for the second term for Dr. W.T. Sanger, the Director of the Summer Session of 1919.)

FACULTY APPOINTMENTS

As authorized by the Board at the meeting on April 12, I have secured the following instructors for the coming session;

(1) Miss Ethel L. Austin, B. S. of South Dakota State College and A. M. of Teachers College, Columbia University, as instructor in Home Economics and Biology, at a salary of \$1,200.00. (Note: The Board authorized a salary of \$1,320.00 for this position).

(2) Miss Ada Lee Berrey, who will graduate with the B. S. degree after four years of study at our normal school, and who has had considerable teaching experience in the public schools and as an assistant in the normal school, for a combination of work in the departments of mathematics, manual arts, and education, at a salary of \$810.00. (Note: The Board authorized a salary of \$1,200.00 for an instructor in mathematics, but by revising our plans and making this combination of work the difference in salary may be saved for other use.)

RECOMMENDATION NO. 2--It is requested that these two appointments be confirmed.

Authority was given to secure an instructor in English at a salary of \$1,200.00. Further consideration of this matter has convinced me that the type of instructor we need cannot be secured for this amount. In view of the fact that we are saving \$510.00 on the salaries of the two instructors just mentioned, and also in view of the fact that Miss Berrey's appointment will enable us to dispense with two assistants in mathematics and manual arts at \$180.00 each, thus making a total of \$870.00 saved from the budget as approved, it is recommended that the amount of salary for an English instructor be increased from \$1,200.00 to \$1,900.00, which will then leave a credit balance of \$170.00 less than the budget. For this amount we can probably secure Prof. C. T. Logan, B. A. of Randolph-Macon College, A. M. of Columbia University, a teacher of considerable experience, who has specialized in English and methods of teaching, and who has almost completed the requirements for the Ph. D. degree at Columbia University.

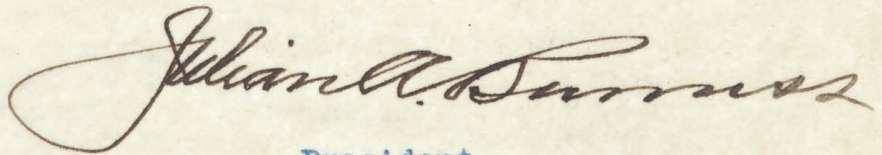
RECOMMENDATION NO. 3--It is recommended that Prof. C. T. Logan be offered the position as instructor in English at a salary of \$1,900.00.

BOND FOR ALCOHOL

It is necessary to renew the bond of the school to permit the use of alcohol for chemical laboratory purposes. As the president of the school will be absent ~~ix~~ on June 16 when the matter must come before the Court at Harrisonburg, it is desirable that Prof. Johnston, who is in charge of the chemical laboratories, be authorized to act in this capacity. It is necessary to present to the Court an official copy of a resolution by the Board to this effect.

RECOMMENDATION NO. 4--It is requested that the Board pass a resolution authorizing Prof. Jas. C. Johnston to execute the proper bond for the handling of alcohol in connection with the school laboratories, and that the Secretary of the Board provide an official copy of the said resolution for presentation to the Court.

Respectfully submitted,

A handwritten signature in cursive script, reading "William A. Summers". The signature is written in dark ink and is positioned above the printed name "President.".

President.