

STATE NORMAL SCHOOL  
HARRISONBURG, VA.

December 2, 1918.

The Honorable, The Virginia Normal School Board,  
Farmville, Virginia.

Gentlemen:

The following special report concerning this institution is respectfully submitted for your information and consideration:

SUMMER SESSION

The Summer Session of 1918 was successful in every way, altho the enrolment was not so large as in the summer of 1917. This was due to conditions in the country at large, which greatly reduced attendance at practically all summer schools. From comparisons made with other institutions it appears that our percentage of decrease was not so large as at most other institutions. The enrolment for the two six weeks terms was as follows:

	: 1st Term : : June 17-July 26:	: 2d Term : : July 29-Aug. 30:	: Totals
Normal School Students:	484	115	599
Training School Pupils:	105	---	105
Canning Club Students :	---	67	67
	589	182	771

Deducting 36 Normal Students who attended both terms, it is seen that the total number of different Normal Students attending the Summer Session was 563; and the total number of different persons here, no name being counted more than once, was 735.

This compares with enrolments of Normal Students in the three years next preceding thus:

Year	: Enrolment	: Increase or decrease from : the preceding year
1915	585	---
1916	607	4% increase
1917	756	25% increase
1918	563	25% decrease

The Summer Session was ably managed by Dr. W. T. Sanger, and very proficient work was done in all departments. The cost of instruction was borne in large part by the special appropriation made by the State Board of Education, this being supplemented by registration and tuition fees paid by the students, so that the regular maintenance funds of the school did not have to be used for this purpose. The boarding department was entirely self-sustaining and some profit was derived from it. The actual figures will appear later in the reports made thru the Secretary-Auditor.

FALL QUARTER

The Fall Quarter opened on September 25, with a very large proportion of the students and all members of the faculty present, and regular classwork was started the first day of the term. The enrolment at the opening was 289, which was practically the same as last session. The dormitories were as usual taxed considerably



beyond their capacity, three girls rooming in most of the rooms; and about twenty-five students had to be assigned for lodging in private homes. The normal capacity of the dormitories is only 188 students. Increase in enrolment during the regular nine months session cannot be expected until further dormitory accommodations are provided. The dining-room capacity of the school is largely in excess of its lodging capacity, and it would be economy to increase the number of boarding students as soon as possible.

The academic distribution of the students this session is very gratifying. It will be recalled that the school decided to raise its entrance requirements for this year from two years of high school preparation to three years of high school preparation. This has proved a wise step, as, while we have lost nothing whatever in numbers, we have gained much in the better preparation of our students and consequently the better professional work that can be done at our school. Moreover, this is an economical measure, as high school instruction can be given in the high schools at less cost than in the State Normal School, and the places formerly filled here by students of less preparation are made available for those of the proper preparation for professional instruction. According to year of course entered the students registered to date are distributed as shown in the following table, which also offers a comparison with the three years next preceding:

Year of Courses entered	:1915-16	:1916-17	:1917-18	:1918-19
4th Year of Normal Courses:	0 (0)	0 (0)	0 (0)	10 (3) = 78.1 + 75.3 + 78.6
3d Year of Normal Courses :	0 (0)	0 (0)	17 (6)	14 (5) = 86.4 + 75.3 + 78.6
2d Year of Normal Courses :	78 (29)	73 (25)	68 (23)	101 (35) = 82.7 + 71.4 + 72.5
1st Year of Normal Courses:	95 (36)	104 (36)	161 (55)	118 (41)
4th Year High School Work :	33 (13)	45 (16)	21 (7)	32 (11)
3d Year High School Work :	25 (9)	14 (5)	11 (4)	0 (0)
Irregularly classified :	34 (13)	53 (18)	14 (5)	14 (5)
Totals	:265 (100)	:289 (100)	:292 (100)	: 289 (100)

(The figures in parentheses denote the per cent. of the total enrolment in each case.)

The distribution into the various course programs is according to the following table, which also shows the same for the three years next preceding:

Course Program Chosen	: 1915-16	: 1916-17	: 1917-18	: 1918-19
Primary Grades Teaching:	47 (18)	50 (17)	53 (18)	51 (18)
Grammar Grades Teaching:	40 (15)	39 (14)	40 (14)	40 (14)
High School Teaching :	30 (11)	41 (14)	81 (28)	78 (27)
Home Economics Teaching:	56 (21)	64 (22)	72 (24)	76 (26)
Preparatory Work :	58 (22)	42 (15)	32 (11)	32 (11)
Irregular Programs :	34 (13)	53 (18)	14 (5)	12 (4)
Totals	:265 (100)	:289 (100)	:292 (100)	: 289 (100)

(The figures in parentheses denote the per cent. of the total enrolment in each case.)



## FACULTY

The faculty remains the same as last year with the following exceptions:

(1) In June Mr. Paul R. Little, instructor in biology and agriculture, resigned to accept a more lucrative position in the farm demonstration work of the State; and Mr. George W. Chappellear, a graduate and post-graduate in biology and agriculture of the Virginia Polytechnic Institute, was appointed, subject to the approval of the Board, to serve in this capacity at the same salary as had been allowed in the budget for Mr. Little. Mr. Chappellear was at that time holding a similar position at the Miller School, where he had given satisfaction for the past five years. He has shown himself to be a very capable and efficient man for this position and we are fortunate in securing his services.

(2) Mrs. Paul R. Little, who taught a part of the piano music during the past session had to give up her work because of removal from the city, and Miss Evelyn Moss, of White Plains, Georgia, late in the summer was appointed, subject to the approval of the Board, in her place. The salary of the piano instructors is paid out of tuition paid by students in music, and does not affect the appropriations for maintenance.

(3) Miss Marialyse Ross, part-time instructor in vocal music, giving up her work at the close of the last session, a reassignment of work was made in the music department, the vocal instruction being taken over by one of the other instructors, Miss Harris. This work is paid for out of the tuition fees paid by the students taking the instruction, and in no way affects the appropriations for maintenance.

(4) Mr. Clyde M. Overbey, resigning his position as part-time instructor in writing, late in the summer, no one has been regularly appointed in his place; but the work is being cared for by one of the teachers in the training school with two student-assistants. The cost of this will be practically the same as the amount allowed in the budget.

(5) The resignations of three of the critic teachers, namely, Misses Jacobson, Taylor, and Mathews, having been accepted by the public school board, Misses Mary V. Yancey, Louise Lancaster, and Zoe Porter, were appointed in their places. Misses Yancey and Lancaster are graduates of this Normal School and have had several years successful teaching experience since graduation. It is difficult to hold our critic teachers, because they soon get better offers elsewhere. Our relations with the City School Board have been quite satisfactory in this connection, save that we should be better situated if they would agree to pay higher salaries to the critic teachers.

(6) Mr. Raymond C. Dingleline, being called into the army service in September just a few days before the session opened, Miss Elizabeth Harnsberger, a B. A. graduate of Randolph-Macon College, with several years teaching experience, was appointed as temporary instructor in mathematics and physics. It was agreed to pay her according to the number of class-hours taught, and in this way the cost of the work for the year will be somewhat less than the amount carried in the budget for Mr. Dingleline's salary.



### INFLUENZA EPIDEMIC

At the time our Fall Quarter opened, September 25, the "Spanish" Influenza" was spreading rapidly thruout the state. Many of the students had been exposed to the disease before leaving their homes and in traveling to the school. On the fourth day after the opening it appeared that there would be a considerable number of cases in our school, and we immediately began preparations for caring for the sick. Our infirmary, with the extension completed during the past summer, accommodates only twelve students, placing three in a room. This was soon overrun and since the number of cases increased so rapidly one of the dormitories, Jackson Hall, was converted into a temporary hospital. Even this did not prevent much crowding in the sick-rooms. The total number of cases among the students while at the school reached 125, and more than half of the faculty were ill.

The scarcity of trained nurses was extreme and this made the situation here very difficult to handle. Our own resident nurse overtaxed her strength and suffered a severe attack of the disease. We were able to secure only one other trained nurse for continuous service. State Health Commissioner Williams was appealed to and he very kindly sent us two nurses for a part of the time. However, one of these was forced to give up her work because of sickness just as the other one arrived. Thus, for much the greater part of the time we had only two trained nurses on duty, and we never had more than three at any time. Members of our faculty, particularly the Social Director, rendered most valuable service as volunteer nurses, and a number of the students assisted in various ways. As soon as a student was reported sick a letter was despatched to inform her parents of the fact, and this letter was followed by other letters and telegrams in the more serious cases.

By October 7 conditions at the school had become so serious that it seemed useless to continue classes. With about one-half of the instructors incapacitated the classes were being met in a large number of cases by substitutes, the attendance upon them was only about one-half the usual number, many of them having only one or two students remaining, and it seemed useless to continue the strain of keeping up a semblance of classwork when such instruction as could be given would certainly have to be repeated when the absent students returned to work. Moreover, the matter of serving meals to the large number of sick, concurrently with supplying those who were well, overtaxed greatly the dining department, where the working-force had been reduced to a minimum. Taking all the circumstances into consideration, the safest and sanest policy appeared to be to suspend all school-work for a period of two weeks, and devote all the time and energy of those who were well to caring for the sick. This was done, and the students who were well enough to go home were permitted to do so. A number of students and all of the faculty volunteered to remain and assist with the nursing and housework, and their services were indispensable because the force of regular workers had become almost completely exhausted. A letter was immediately mailed to all patrons of the school explaining the situation.



At the expiration of the two weeks, while conditions at the school had been greatly improved, many of the employees were still unable to resume work, and many parents wrote that their daughters were unable to return because of their own sickness or because of conditions in their homes. Moreover, the conditions in the community surrounding the school were very bad, and the physicians of the city strongly advised against re-opening our school. Acting upon this information and advice we decided that it would be very imprudent to attempt to re-open for another two weeks, consequently another letter was sent to students and their parents stating that the re-opening would be postponed to November 6. Copies of these letters have been filed with the President and the Secretary of the Board.

This is the first time in the history of the school that we have been forced to suspend our work for even a day. I cannot refrain from referring to the gratitude we all feel that among the very large number of sick teachers and students, some of whom were very seriously ill, there were no deaths. This seems almost miraculous in view of the large number of lives lost thruout the country and in view of the conditions under which the sick had to be cared for at the school. We are proud of the manner in which the entire school, faculty and students, bore the ordeal. The conduct of all was highly commendable, and a most honorable record was made. Not only did our instructors work untiringly to care for the needs at the school, but, as soon as the conditions here were sufficiently improved to permit it, they extended their work of relief to the homes in the community.

At the re-opening on November 6, of the students who had enrolled in September, only nineteen were missing, and most of these wrote saying that they were not yet strong enough to return but would do so as soon as possible. It seems probable that a number of these will return after the Christmas holidays so that we shall actually lose only a comparatively small number. Since the re-opening we have had only one case of influenza and this student had undoubtedly contracted it before coming. She went home some time ago to recuperate and will probably return soon.

The class work of the school for the year has been so revised and planned that we believe little will be actually lost to the students. There will be some financial loss, owing to the loss of revenue for the month of suspension and the extraordinary expenses incurred during that period. It is hoped, however, that this loss will be absorbed in the ordinary course of business for the year, and that if a deficit should appear on some of our reports it will disappear soon thereafter.

#### IMPROVEMENTS TO BUILDINGS AND GROUNDS

Work on the completion of Harrison Hall has progressed very slowly during the past six months, owing to the difficulty of securing labor and materials. It is hoped, however, that the basement of the building, the main portion of this new work, will be ready for occupancy soon after the Christmas holidays. The concrete porch has been completed in a very satisfactory manner, and



this connects the central building with the dormitories on each end. Work on the rear portion of the building will be continued after the most important part is finished, and this should all be done, as far as the funds will permit, by March first. The equipment for the newly finished portions will be in place as soon as the rooms are ready to receive it.

An addition has been built to the temporary laundry building, increasing the floor space about one-third. The laundry equipment is altogether inadequate and is badly worn. Our ~~xxxxxx~~ laundry work will continue to cost us too much until better provision can be made for it. There are not sufficient funds available from present appropriations to remedy the situation.

Space in Cleveland Cottage formerly used as a classroom has been converted into two additional rooms and a bathroom for the infirmary.

A cement walk has been completed between the two dormitories known as Ashby Hall and Spottswood Hall. As soon as additional rock can be secured further work can be done on the proposed walks, if the weather permits, as we have cement now on hand for this work. We also have a small amount of tile for drainage and this will be placed soon. A considerable amount of grading has been done on the section of the grounds between the two dormitories and between the dormitories and the street. For the most part, this has been done with teams and labor regularly employed by the school, when not needed for hauling coal and other routine work. The work has been under the superintendency of Prof. Chappelear, the instructor in biology and agriculture, who has displayed good judgment in plans and management. This work should be gradually continued, on an economical basis, until the entire main section of the campus is made attractive.

During the September vacation a considerable amount of painting and some papering was completed in the dormitories. Additional repair work of this character is needed and should be done as soon as opportunity affords.

#### FINANCES

The finances of the institution are in good condition, save for a possible deficit of from \$1,500 to \$2,000 resulting from the influenza epidemic as stated above. If we are as fortunate for the remainder of the year as we were last year, we shall be able to make up this deficit by June. The monthly reports of the Secretary-Auditor present the financial status in such a way as to give the Board an understanding of the matter and make it unnecessary for this report to go into detailed statements of the same. However, the general statement may be made here that the school has in hand at present more than enough to meet all outstanding accounts and all orders placed. The general maintenance fund has shown for many months a credit balance after deducting all outstanding accounts, and we expect this to continue unless the deficit just referred to should throw us behind temporarily.



In the expenditure of the special appropriation for permanent improvements, we have moved carefully, and there is no danger that the available amount will be exceeded. The work being done on a percentage basis rather than under the usual form of contract it is not possible to supply accurate figures before the completion of a section of it, but it is thoroly understood that we are to proceed only so far as the available funds will permit us to go. The following is a statement of the special fund as it stands at present:

Statement of Special Appropriation for Permanent Improvements

Amount appropriated for the year	\$15,000.
Amount Drawn from State Treasury	<u>10,000.</u>
Remaining in State Treasury to our credit	\$ 5,000.

Expenditures:

Freight on materials	\$ 8.63
Chas. M. Robinson, Architect's fee	730.92
Haines, Jones & Cadbury Co., plumbing fixtures	495.70
Post-Glover Electric Co., electric fixtures	214.50
Valley Hardware Co., cement	580.00
Haines, Jones & Cadbury Co., hot-water tanks	349.65
Wm. M. Bucher & Son, addition to laundry building	392.80
Wm. H. Gardner, painting in dormitories	1,049.62
Wm. M. Bucher & Son, work on infirmary	380.74
Freight on materials	19.67
Thomas Plumbing & Heating Co., new boiler parts	332.20
Wm. M. Bucher & Son, work on porch and basement of Harrison Hall	5,000.00
Total Expenditures	<u>\$9,554.43</u>
Balance on hand	445.57
	<u>\$10,000.00</u>

From this statement it is seen that there remains for the year ending February 28, 1919, \$5,445.57.

Judging by the present progress of the work it does not appear that we shall need to anticipate the appropriation payable in the year beginning March first next; but in case this should have to be done it is suggested that authority be given to borrow for a period not to exceed sixty days a sum not to exceed \$5,000., the same to be paid out of the \$15,000 appropriation for permanent improvements due after March 1, 1919.

MISCELLANEOUS

Despite the interruption which we have suffered, the work of the school is progressing favorably, and everything gives promise of a successful year provided we are not again interrupted by disease. The students and faculty now seem to be in general good health and spirits and are accomplishing satisfactory results.



The entire school has entered enthusiastically into relief and welfare work, under the direction of the Red Cross, the Young Women's Christian Association, and other organizations. Recently, the school made the handsome subscription of \$1,800 to the United War Fund, which represents a per capita contribution of about \$6.00 and in many cases means real sacrifice on the part of the donor.

The labor situation in this section is very serious, and it is almost impossible to secure the necessary help for our kitchen, laundry, grounds, and general upkeep of plant. We are running with a great shortage of both male and female employees. Our force, small as it is, at present is reduced by sickness. Should there be a further reduction it may result seriously for us. Our students are assisting in various capacities, and instructors and other employees are taking up extra duties; but we are in bad shape in this respect. We have had to raise wages for all labor, but it seems impossible to get enough workers at any price.

#### REQUESTS AND RECOMMENDATIONS

It is respectfully requested that the Board approve the following acts of the president of the school:

1. The faculty appointments explained in full on page 3.
2. The suspension of school work on account of the epidemic of influenza, as explained on pages 4 and 5.

Action is also requested on these recommendations:

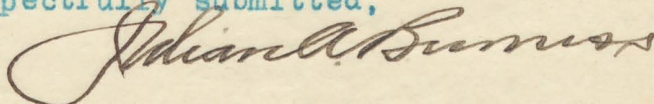
1. That in view of the recently added, and soon to be added, values to the following buildings and their equipments the insurance on same be at once increased by the amounts stated:

(1) Harrison Hall, increased value	\$20,000., add	\$10,000. insurance	
(2) Cottage, increased value	1,500., add	700. "	
(3) Laundry, increased value	800., add	500. "	
Total additional insurance recommended		\$11,200.	

2. That authority be given to borrow for not more than 60 days a sum not to exceed \$5,000. to be paid after March 1, 1919, from the appropriation for permanent improvements, in case it becomes necessary to have additional funds to meet payments on work now in progress.

3. That an investigation be made as to the application to the normal schools of the "Workmen's Compensation Act," passed by the last General Assembly and becoming effective January 1, 1919; so as to determine what action, if any, we should take in relation to properly protecting our interests.

Respectfully submitted,



President.



Nov. 30, 1918.

Mr. A. Stuart Robertson,  
Secretary, Va. Normal School Board,  
Farmville, Virginia.

Dear Mr. Robertson:

After mailing my report to you this afternoon, in re-reading same, I noted that I had made no mention of the salary increases for office employees. I beg to request, therefore, that you will submit this as a supplement to the said report:

1. In the summer, while I was away, Miss Sprinkel, the Treasurer, sent me a letter from a business firm offering her a salary much in excess of the amount of her salary, which at that time was fixed at \$83.33 per month. Altho the offer was \$125.00 per month with promise of later increase, she said she would be willing to remain with our school if her salary were increased to \$100.00 per month. As she is an invaluable employee, by reason of her long experience here and her efficiency at all times, I felt confident that the Board would agree with me that we should hold her in our employ, so I authorized an increase in her salary to \$100.00 per month beginning as of July 1st. I, of course, stated to her that this would be subject to the later approval of the Board. I did not know of this in time to bring it before the Board at the July meeting.

2. Owing to the great demand, at large salaries, for stenographers it became necessary to increase the salary of Miss Moore from \$55.00 per month to \$60.00 per month, beginning as of July 1st. She was offered \$100 per month elsewhere and as her home is not in Harrisonburg she probably would have left us but for an increase, which I considered to be a very moderate one under the circumstances because it was almost impossible to secure even incompetent stenographers in this community or elsewhere at that time. This, like the case of Miss Sprinkel, came too late to bring before the July meeting of the Board.

3. On September 1st it became necessary to increase the salary of Miss Dowell, another stenographer and clerk in the offices, from \$50.00 per month to \$60.00 per month, in order to hold her in our employ. She is valuable by reason of the fact that she is a very competent recorder, and is familiar with the work of registration and other parts of the administrative work under Dr. Sanger's direction, particularly the summer session. We have never filled Professor Heatwole's place and this gives Dr. Sanger a considerable amount of extra teaching and makes it necessary to have some one to assist him with the office work, who can be depended upon. Miss Dowell was offered a position as registrar in a college at a salary of \$85.00 per month and living expenses, so that I think this increase of only \$10.00 per month is a very moderate one.



"2"

4. In the all-round general increase last spring it seems that Miss Dwyer, the supply-room clerk was not given as much increase as others, consequently I thought it but fair to correct the oversight by increasing her salary from \$40.00 per month to \$42.50 per month, beginning November 1st. As this salary is paid out of receipts from the supply-room and as there is always a profit from this source, the regular maintenance budget is not affected.

I trust that the Board will approve these increases.

Very truly yours,

President.

P. S. The condition of my wife's mother is quite critical, and it will not be advisable for me to leave home to go to Farnville. I hope that you will find the copies of the report which I send addressed to myself in care of President Jaman, and will distribute these to the Board at the proper time, asking action on the recommendations and requests summed up at the end of the report.

Harrisonburg city has a flare-back of the influenza and we have established voluntarily a partial quarantine at the school, but we hope it is for a few days only. There is no case of either the influenza or any other disease at the school itself, and we do not anticipate any further trouble of this sort.

J. A. B.