

STATE NORMAL SCHOOL FOR WOMEN

HARRISONBURG, VA.

June 30, 1916.

The Honorable, The Virginia Normal School Board:

Gentlemen:

As directed by the by-laws of the Virginia Normal School Board, I have the honor to submit the following report of the operation of this institution for the seventh year, ending June 30, 1916, together with certain recommendations. I have sought to include only such items as have not been covered in previous reports of my own or of the Secretary-Auditor.

GROUNDS

The only notable improvements to the grounds during the past year are the completion of an excellent granolithic sidewalk along the entire frontage of the school property, the same being paid for entirely by the Town of Harrisonburg, and the partial completion of a driveway thru the grounds. A small amount of necessary grading has been done, but practically all work on the improvement of grounds has been stopped for the past eight months on account of lack of funds. So much remains to be done that it is very discouraging; but it is useless to try the patience of the Board with further complaints and recommendations until some funds are available to take up the work again.

BUILDINGS AND EQUIPMENT

During the year the Dining Hall building has been partially completed and used since August first for the Library, administrative offices, auditorium, and other purposes. The dining-room, kitchen, and pantries have not been moved because the portion of the building assigned to them has not been completed. I have reported fully to the Building Committee recommendations in regard to this matter. I have already called attention to the need of repairs to the Science Hall and other buildings, and to the need for additional equipment in various directions. As it was not the judgment of the Board to request an appropriation for these purposes, little can be hoped for in the way of funds to effect these much needed repairs and additions, but I consider it my duty to call attention to them.

Ground was broken for the new dormitory building May 10, and the corner stone was laid on June 5. Work on the building is progressing as well as could be expected. I have made recommendations, in a special report to the Building Committee, for the remaining contract to be given out for this building.

INSURANCE

The arrangement of the insurance at this institution has always been quite favorable, but steps have been taken during the past year to make it still better. The school is now carrying a total of \$127,300 insurance. It is probable that we shall wish to place \$21,000 on the new dormitory now being erected and \$2,000 on the contents thereof. This will make a total of \$150,300 on the plant; and it has been arranged to

divide this in five parts (all policies being for five-year terms), so that the burden of premiums will not fall too heavily on the support funds in any one year. The policies will fall due as follows:

1916	-	\$38,000
1917	-	23,000
1918	-	20,300
1919	-	36,000
1920	-	33,000
		<u>\$150,300</u>

STUDENTS

The enrolment of students during the year has been as follows:

Summer Quarter, 1915	- - - - -	585	607
Regular Session, 1915-16	- - - - -	276	289

By Classes (Years):

Freshmen(3d Year High School)	- - - - -	25	14
Sophomores(4th Year High School)	- - - - -	34	45
Part High School and Part Professional	- - - - -	42	53
Juniors (Professional)	- - - - -	96	104
Seniors (Professional)	- - - - -	79	73

Professional Students by Courses:

Kindergarten-Primary Grades	- - - - -	46	50
Intermediate-Grammar Grades	- - - - -	47	39
High School	- - - - -	30	41
Household-Industrial Arts	- - - - -	52	64
Unclassified (Part Professional)	- - - - -	42	53

Average Age of Students	- - - - -	20	
Graduates in June, 1916	- - - - -	68	50
Total Graduates to date (six classes)	- - - - -	305	365

I beg to call attention to the fact that about 79% of the students of this school during the past year have done work in advance of the high school course, and only 21% have been working in the high school years, with none below the third year of the high school course. A large number of applicants have been refused admission to the school because they have not completed two years of high school work. Inasmuch as this is the only one of the four schools requiring two years of high school work for entrance, and as the other three schools take students with no high school preparation, I think best to direct attention to the matter so that if our practise is not in accordance with the wishes of the Board it may be changed. As the school has followed this practise for several years I trust that it will meet the approval of the Board to have it continued, since in my judgment it would be taking a backward step to do work below that we are now doing.

I beg also to direct attention to the fact that we had last year, which was the first year the course was offered, thirty students taking the professional course preparatory to high school teaching. It is reasonable to estimate that during the coming year we shall have between 45 and 50 such students. For this reason I would respectfully urge that this school offer after the coming year the third and fourth year, or at least the third year, of the proposed course leading to a degree. I do

not know how the number of students in this course at our school compare with the number taking the same course at the other three schools, but I understand the Secretary has some statistics on this point. At any rate I believe that there are enough taking the course at this school to warrant the announcement of more advanced work being offered after the coming year. As the courses are arranged now at the several schools, Farmville gives an eight-year course, Fredericksburg and Radford give a six-year course, and Harrisonburg gives a four-year course. Inasmuch as we do not have the lowest two years of the other schools, it seems but reasonable, since we have the students for it, that this school offer the two additional years now offered at Farmville. Then we should have only six years in our course as against the eight at Farmville.

FACULTY

I cannot speak in too high terms of the able faculty of the school and their efficient work. They have done many valuable pieces of work which are not strictly required of them by their contracts, and have made every effort to serve the State to the fullest extent. It may be mentioned incidentally that two of the most valuable educational volumes that have appeared recently have their authorship in our faculty, namely, "How to Teach American History", by Dr. J. W. Wayland, and "A History of Education in Virginia", by Prof. C. J. Heatwole. A volume by another member of the faculty is now in press and still others are in preparation for early publication. During the year a quarterly educational magazine of high grade has been launched, and the numbers which have appeared have been very favorably received thruout the country. All of the employees of the school have rendered faithful service during the year, altho naturally some have been more efficient than others. It is to be regretted that we shall lose a number of them as mentioned later in this report.

RECOMMENDATIONS AS TO THE FACULTY

At the Board meeting on April 15 the salary list for the ensuing year was approved. At that time I was not ready to make recommendations for several positions, but the positions and salaries were approved with the understanding that the names would be announced later. Since that meeting it has become necessary by reason of resignations to fill several other positions.

Changes in Personnel:

Prof. W. R. Smithey resigns as Registrar and instructor in mathematics to accept an instructorship in the University of Wisconsin, where he will during the coming two years pursue graduate studies. I have selected in his place, subject to your approval, Prof. W. T. Sanger, A. B., Bridgewater College, A. M., Indiana University, Ph. D., Clark University, sometime Fellow in Psychology at Clark University, for several years professor in Bridgewater College, and instructor in the summer session of our school for the past four years. Prof. Sanger is very well qualified for the duties of Registrar and instructor in psychology and education, and provision for additional instruction in education has been needed for some time. For the work in mathematics formerly done by Prof. Smithey, I have selected, subject to your approval, on part-time at a small salary, Mr. R. C. Dingledine, B. S. and M. S. of the University of Virginia, for two years instructor at the University of Virginia, and for the past two years instructor at Johns-Hopkins University, where he has nearly completed the work required for the Ph. D. degree. He has taught five years in our summer session and is well fitted for the work.

By reason of a change in the schedule of work, and because she cannot teach classes in both Domestic Art and Domestic Science, Miss Bessie C. Leftwich was not an applicant for reappointment, and because of continued ill health Miss Velma Moeschler is not able to continue in the Household Arts Department. The classes in this department will be redistributed; and I have selected for the work, subject to your approval, Mrs. Pearl Powers Moody, B. S. of George Peabody College for Teachers, and Miss Gertrude Button, B. S. of Cornell University. Mrs. Moody was a graduate of the State Normal School at Florence, Alabama, and a student for some time at the University of Alabama, before going to Peabody College. Her father was Dr. James K. Powers, for a long period president of the State Normal School at Florence and also of the University of Alabama. She has taught a number of years and is in every way qualified for the work. Miss Button graduated at the Manassas Agricultural High School before going to Cornell University, where she has been studying for four years. She has splendid preparation for the work we want her to do. By employing Miss Button we can dispense with the position of rural critic teacher, as she can meet the requirements along this line in addition to her other duties.

As Miss Moeschler was also assistant in chemistry, and as the work in this department as well as in the Department of Household Arts has grown to such an extent as to demand additional instruction, I have selected, subject to your approval, Mr. Charles W. Devier, as assistant to the instructor in chemistry and physics. He is a young man living in Harrisonburg and is available at a small salary.

Mrs. R. B. Brooke, School Matron, has resigned her position to accept a similar position at the Episcopal Theological Seminary. Her daughter, Miss Amelia H. Brooke, Assistant to the Matron, has also resigned her position. In their places I have selected, subject to your approval, Miss Margaret H. Simons, of Charleston, S. C., who for a number of years has held a similar position at Converse College, and Miss Hannah B. Corbett, B. S. of Columbia University, who has specialized in institutional management, foods, and cookery. It is my plan to assign to Miss Simons the duties usually performed by the "Head of the Home", and to Miss Corbett the duties usually assigned to a "Housekeeper". Both are unusually well prepared for the work, and it is believed that the reorganization of the boarding department, particularly the placing of the work of preparation and serving of meals under a technically trained woman, will result in greater satisfaction and greater economy.

Changes in Salaries:

The following statement will show the salaries of the new appointees as compared with the former salaries approved by the Board at the April meeting:

<u>Former Salaries</u>		<u>New Salaries</u>	
W. R. Smithey	\$2,000	W. T. Sanger	\$1,575
		R. C. Dingledine	450
	<u>\$2,000</u>		<u>\$2,025</u>
Miss B. C. Leftwich	\$900	Mrs. P. P. Moody	\$835
Miss V. Moeschler	585	Miss G. Button	735
Rural Critic Teacher	236		
Asst. in Hous. Arts	135	C. W. Devier	300
	<u>\$1,856</u>		<u>\$1,870</u>
Mrs. R. B. Brooke	\$1,200	Miss M. H. Simons	600
Miss A. H. Brooke	420	Miss H. B. Corbett	960
	<u>\$1,620</u>		<u>\$1,560</u>
	<u>\$5,476</u>		<u>\$5,455</u>

Application for furlough:

Prof. C. J. Heatwole, who has been instructor in Education since the school was opened seven years ago, is applying for a leave of absence for the coming year, as stated in his letter transmitted by me to the Secretary of the Board on May 20th. Prof. Heatwole asks for half salary during his absence. I respectfully recommend that the leave of absence be granted. As to the terms upon which such a leave of absence should be granted, I would suggest that it is I believe the custom at a great many institutions to grant some part of the salary to a member of the faculty on leave of absence, and I think the amount is frequently one-half the amount of the salary. I trust that the Board in this instance will see its way clear to grant a portion of the salary. I should further respectfully suggest that, since the reason justifying such action is that the instructor will return to his work at the school better prepared for such service, he should be required to sign an agreement to return for work here at the same salary he is now receiving for at least one year after the expiration of the leave of absence, and that in the event of failure so to do the amount paid to him during his absence will be refunded to the school. This is suggested for the protection of the institution as a matter of general policy solely, and for our future guidance, and certainly not with specific reference to Prof. Heatwole, who is in every respect a most honorable gentleman and who may be depended upon to do what is right under all circumstances, regardless of any agreement either written or implied. I consider it to be very desirable that we keep Prof. Heatwole in our school if possible; and I do not believe we can hold him unless he be granted a furlough at this time on some terms. In my judgment he is the strongest teacher in Education in the state of Virginia, and an instructor with few equals in this department of normal school work for which it is very difficult to secure really good teachers. At most schools (two within our own system) employing professors of Education the salary paid is larger than it is at this school, and I consider that we have been extremely fortunate in holding Prof. Heatwole here during the past

seven years with no increase whatever in his salary. I believe it is due him and due the school that something be done to meet his wishes in this matter, and I would most respectfully urge that this request be complied with as far as in the judgment of the Board seems expedient.

FINANCES

Appended hereto is a statement from the Treasurer of the school showing the receipts and disbursements for the year ending June 30, 1916, and a statement of the State Students' Loan Fund for the same period.

The amount shown as borrowed from the Summer School Funds will be repaid out of the August and September instalments of the support funds. About one-fourth of the amount will be offset by the inventory of food supplies on hand at the beginning of the summer school. The expedient of using summer school funds to meet bills incurred during the regular session was resorted to temporarily on account of a new situation which arose as a result of changing the methods of keeping the accounts and separating the summer school accounts from those of the regular session. After one more year of the new system of accounting it is believed that no further complications will arise.

I regret to say that the boarding department of the school has been conducted at a loss during the past year. It has always been our aim to make this department self-supporting, and we have succeeded in doing so up to the last two years. The past year the loss was much more than in the preceding year. This is explained by the increased cost of food supplies and of other supplies and of labor, as shown by the following table:

Percentages of the Total Amount of Boarding Department Disbursements during the Past Year expended for Various Items; and the Same for the Preceding Year:

	1915-16	1914-15	
Food Supplies - - - - -	59.4%	57%	58.4
Laundry - - - - -	11.4%	11%	11.4
Salaries and Wages - - - - -	14.5%	13%	15.1
Repairs and Renewals - - - - -	1.7%	7%	3.3
Fuel, Lights, Power, Water - - - - -	9.4%	8%	11.8
Room Rent for Students - - - - -	3.6%	4%	2.0
	100.0%	100%	100.0%

It will be noted that Food Supplies increased $2\frac{1}{2}\%$, and Fuel $1\frac{1}{2}\%$, and Labor $1\frac{1}{2}\%$. The outlook seems to be in favor of still higher prices for supplies during the coming year. Under the new management of the dining-room we hope to be even more economical than we have been in the past; but the probability is that we shall not be able to meet the cost of the board with the amount paid by the students. In view of this fact, and the probability of increasing prices, I would respectfully recommend that the amount of board be increased from \$15.00 to \$16.00 per month for the coming year. This can be reduced later when conditions are more favorable. Of course the rate should be the same at all four schools, and I hope the other schools will find this agreeable.

Respectfully submitted,
Julian H. Emerson
 President.

ANNUAL FINANCIAL STATEMENT
FROM JULY 1, 1915, TO JUNE 30, 1916.

Balance on hand July 1, 1915.....\$ 10,791.28

Receipts-School Department:

Appropriation for Support.....	\$40,000.00	
Special Appropriation for Equipment...	3,750.00	
" " " Buildings...	5,000.00	
" " " Loan Fund...	400.00	
Students' Loan Fund (Notes Repaid)....	698.88	
Registration Fees.....	2,784.00	
Tuition Fees.....	554.00	
Music Fees.....	1,014.38	
Other Fees.....	929.68	
Summer Quarter.....	402.40	
Entertainments.....	21.00	
	\$55,554.34	

Receipts-Home Department:

Board.....	\$29,203.18	
Supply Room.....	4,398.77	
Sundries.....	293.87	
	\$33,895.82	\$ 89,450.16

Amount borrowed from Summer School Funds.....\$ 5,000.00

\$105,241.44

Disbursements-School Department:

Faculty.....	\$28,652.85
Employees.....	4,928.62
Expense of Trustees.....	574.93
School Supplies.....	1,580.76
Heat, Light, Water.....	780.69
Printing and Advertising.....	1,516.96
Office Expenses.....	451.43
Traveling Expenses.....	416.73
Library.....	760.73
Students' Loan Fund.....	1,159.33
Buildings.....	11,790.23
Repairs.....	1,934.19
Equipment.....	5,775.33
Insurance.....	681.20
Summer Quarter.....	2,243.94
Entertainments.....	<u>1,486.48</u>
	\$64,734.40

Disbursements-Home Department:

Salaries.....	\$ 2,151.83	
Wages.....	2,766.79	
Laundry.....	3,735.52	
Equipment, Supplies.....	595.28	
Table.....	20,119.99	
Heat, Light, Water.....	3,199.48	
Supply Room.....	3,623.32	
Refunds.....	333.48	
Sundries.....	82.11	
Room Rent.....	<u>1,244.90</u>	
	\$37,852.70	\$102,587.10
Balance on hand June 30, 1916.....		<u>\$ 2,654.34</u>
		\$105,241.44

STATE STUDENTS' LOAN FUND ACCOUNT

Balance on hand July 1, 1915.....\$ 398.78
 State of Virginia, Appropriation..... 400.00

Loans repaid, with interest:

Beatrice Bussey.....	\$ 46.80	
Lillian Chalkley.....	52.00	
Pareeza Coleman.....	30.00	
Callie Coppedge.....	25.00	
Irene Daughtrey.....	47.95	
Emily Edwards.....	27.00	
Alice Gilliam.....	51.48	
Penn Jackson.....	2.00	
Elizabeth Lam.....	52.00	
Esther Martin.....	26.50	
Lucile McLeod.....	40.00	
Kate Mitchell.....	15.60	
Lottie Rinker.....	25.28	
Carolyn Ruan.....	28.16	
Ruth Sanders.....	25.00	
Edna Shaw.....	10.56	
Nettie Shiflett.....	67.60	
Bessie Swartz.....	72.66	
Rosa Tinder.....	2.50	
Bess Turner.....	50.79	
		<u>\$ 698.88</u>
		\$1,497.66

Loans made, at 4% interest:

Angelyn Alexander.....	\$ 96.00	
Clara Butner.....	98.00	
Mary Constable.....	15.00	
Marian Chalkley.....	70.00	
Elise Dodson.....	96.00	
Lillian Elliott.....	50.00	
Arbutus Harner.....	100.00	
Xenia Holmes.....	50.00	
Nancy Hufford.....	25.00	
Clarita Jennings.....	55.00	
Marie Kahmer.....	45.00	
Blanche Lowman.....	50.00	
Elizabeth Lam.....	52.00	
Harvey Mays.....	10.00	
Irene Norwood.....	100.00	
Nettie Nunnally.....	10.00	
Katie Pruden.....	10.00	
Willa Rawles.....	48.00	
Mary Scott.....	73.50	
Edna Shaw.....	8.33	
Nettie Shiflett.....	30.00	
Flossie Winborne.....	67.50	
		<u>\$1,159.33</u>

Balance on hand June 30, 1916.....\$ 338.33
\$1,497.66