

MAR 28 1911

Harrisonburg, Va., Feb. 28, 1911

Hon. George B. Keezell,
President of Board of Trustees,
State Normal and Industrial School for Women,
Harrisonburg, Va.

Dear Sir:

I have the honor to report for the year ending Feb. 28, 1911
as follows:

STUDENTS

Up to date 483 different students have been registered at the school. For the session of 1909-10 the total enrollment was 209. The average age of these students was 20 years. The maturity of the student body is a matter of some significance. Almost without exception the students worked faithfully and well, and the results were all that could be reasonably expected. During the session 31 students completed courses leading to certificates. There were no graduates the first session.

During the summer session, extending from June 21 to September 2, 1910, 207 students were enrolled. The success of the summer school work was remarkable.

The second session of the school opened September 27 with an enrollment about one-half greater than the first year. The enrollment for the present session is 211, being 26 per cent greater than for the corresponding date last year. With the new students who enter for the spring term, the total enrollment for the present regular session will probably reach 260 or more. The distribution of students this session is somewhat wider than last year, about two-thirds of the counties of the State being represented. The

health of the students has been excellent since the opening of the school; very few cases of serious sickness have been developed. During the present session no case of discipline has been brought to the attention of the faculty. The work of the students has been well up to the high standard set in the first year. Raising the standard of entrance at the beginning of the present ^{session} perhaps lost us a considerable number of students, but brought us a much better prepared class of young women, and the results during the year have been far more satisfactory than they would otherwise have been. The school can easily afford to bear the results of a diminished number of applicants in order to raise its standard, owing to the fact that its accommodations are constantly taxed to the utmost. The provisions for financial aid to students have been of considerable assistance; three students have availed themselves of the State Loan Fund, and 19 students are being given employment at the school and pay either all or a part of their living expenses.

FACULTY

There have been no changes in the faculty since the organization of the school. One addition has been made. Miss Rhea C. Scott was appointed to take charge of the Rural School Work, her salary being paid from an appropriation of \$1000 granted by the Trustees of the Peabody Education Fund. Owing to the large number of classes and the great amount of work in several departments, it was necessary to appoint several student-assistants. Some departments are perhaps not as strongly represented as others, but this is probably true in all institutions. On the whole, the work of the faculty has been faithful and efficient. Owing to the comparatively small

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salaries that can be offered in certain departments on account of the limitations of the present annual budget, it would be a difficult matter to strengthen at these points however desirable it may be. As the school grows, additions will be necessary; ~~in~~ fact, additional assistance is now needed in certain departments, especially English and Mathematics. The departments of Natural Science and Rural Arts have thus far been developed to an exceedingly limited extent, and it would be very desirable to add at least one fully equipped instructor for these branches as soon as the necessary equipment can be procured. The appropriation for the current year will, however, not permit this.

TRAINING SCHOOLS.

The affiliation of the public schools of the town and county with this institution has proved very satisfactory. We have met with ^{the} hearty co-operation of the trustees and teaching force of the public schools, and the plan as thus far pursued appears to be the best that could be devised under the circumstances.

SUMMER SESSION.

The enrolment of the first summer session, as stated above, was 207 students. These were mostly teachers who can attend a Normal school only during their vacation. The importance of this part of our work, to my mind, cannot be over-estimated. It is my opinion that we should do everything possible to increase the advantages offered at this school for summer work. I am sure that the attendance during the coming summer will be considerably larger than last year, and that there will be a continued increase so long as we can provide

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the necessary accommodations. The fortunate location of the school makes it particularly desirable for summer school purposes. Last year I assumed charge of this work as an addition to my other duties, and also gave some instruction during the summer term. I have planned to do the same thing this year. I considered this necessary in order to save the expense of employing a Director, as is the case at the other summer schools of the State. By far the principal part of the work comes during the spring months when all arrangements must be made for the summer term. Owing to this fact, and also to the fact that being required to remain here throughout the summer does not permit of any vacation for me, I hardly think it advisable for me to undertake the direction of this portion of our work in future. If my plans for the coming summer are carried out, I shall then have completed more than three years of work without a vacation, and I have been advised by my physician that it will be necessary for me to lighten in some way the duties devolving upon me. I make this statement in order that there may be time for you to give consideration to the matter before it becomes necessary to arrange for the summer of 1912.

BUILDINGS

The construction of Dormitory No. 2, for which the contract was let April 12, 1910, was begun May 2, 1910. At date of this report the students are moving into this building. The new dormitory accommodates 74 students, two teachers, and ~~two~~ maids. The splendid Gymnasium, which is provided in this building, fills a long-felt want, and relieves considerably our Science Hall. The old heating apparatus in Dormitory No. 1 has not yet been moved to the new boiler room owing to the fact that we have been waiting until a sufficiently

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long period of warm weather is assured. We hope to make the change during May.

During the past year a four-room frame cottage has been erected on the grounds for the colored employees of the school. This was done entirely on my own responsibility. The question of service is such a difficult one for us, and having secured some reliable and efficient help which we cannot afford to lose, I considered it very urgent that accommodations be provided for them on the school grounds, this being the only way in which we could keep them permanently in our employ. This cottage cost about \$600, and the contractors have not yet been paid for it, as there is no money available at present in the school funds. I trust that you will approve this action on my part, and authorize payment as soon as funds are available, as the contractors are holding me personally responsible for the amount. As provided for in the budget, an addition was made to the laundry building, increasing it to about twice its former size. Owing to the increased use of the laundry machinery, it became necessary to lay a larger water main to supply water for this building and the residence. All of the outside wood-work of the residence was painted, several of the rooms were papered, and a number of other repairs were made to this building during the year. Minor repairs are continually being demanded even in new buildings. The walls of Science Hall and Dormitory No. 1 should be kalsomined as soon as funds are available, as contemplated in the original specifications. The matter of fire-escapes on our buildings has been called to my attention by a member of the State Board of Health. I do not know that the height of our buildings would require us under the State law to erect fire-escapes. I, however, feel it my duty to call your attention to

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the matter. The cost of erecting these on all of our buildings would be considerable; the architect can probably inform us as to the probable amount.

The electrical inspector employed by the Underwriter's Association required us to make certain changes in our electric equipment. This has now been done at a cost of about \$60. The town having established a meter rate for electric current, our bills for electric lights and power have increased so greatly in amount that it will prove a serious financial matter to us to meet them. Basing our estimates on the bills for February, which are the only ones that have been presented since the meter system was adopted, the increased cost of electric service, including the new dormitory, would reach almost \$2000 per year. To my mind, the only solution of the difficulty would be to install an electric generating plant of our own, which we will ultimately have to do, and I hope that it will not be very long before this can be accomplished. In the meantime, in order to reduce the cost of electric current as much as possible, I have had Tungsten lamps substituted for the carbon filament lamps wherever this was possible. This has cost something, as the new lamps are more expensive than the old, and slight changes had to be made in the fixtures. There is no doubt, however, about the fact that the saving in current will soon pay for the new installation.

The rooming accommodations at present provided by the school, using a number of the rooms for three persons, are as follows: Dormitory No. 1, 56 students, 4 teachers; Dormitory No. 2, 74 students, 2 teachers, 2 employees; Cottage, 16 students, 3 teachers, and 6 employees. In the servants' house 6 employees are at present rooming. This makes a total of 169 persons rooming on the grounds. We have

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25 students and 2 employees rooming off of the grounds and taking their meals in the school dining room. This makes a total of 196 persons taking their meals at the school. It is necessary to seat in our dining room at one time 157 persons. The dining room was planned to seat 100 persons, and the kitchen and pantry to provide for this number with a few employees. You will note from this that our present accommodations are being over-taxed almost 100 percent, and we cannot possibly accommodate more. In order to give as much additional space as possible we propose to use the present boiler-room in the basement of Dormitory No. 1 as soon as the heating apparatus is moved, for additional space for dining room and kitchen. This will be somewhat awkward to arrange, but it will afford at least temporary relief. The greatest need of the school is a building which will accommodate the dining department. This need is imperative, and further increase in numbers is out of the question until the same is provided. In fact, to keep the present conditions from being almost unbearable, it is necessary to accommodate what we already have.

Our Science Hall has been taxed to the limit of its capacity since the school started. The greatest need is for a larger library. The present library will accommodate only 50 students, even when greatly crowded. The library is in almost continuous use, day and night, by the students, as the work of the school necessitates a large amount of reference reading on the part of the students. There are not enough class rooms in the building to give each instructor a room for his exclusive use, which is a necessity where offices are not provided for heads of departments. The departments of Manual Arts and Household Arts each needs an extra room. One of the

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greatest needs is additional office space; I doubt if any institution of this size is forced to transact all of its business in an office so small as this one. These statements are made in order that you may be apprised of the conditions sufficiently in advance of framing requests to be made of the next Legislature. The boarding department is badly in need of an infirmary, and some accommodation for the sick must be made as early as possible. The Cottage will perhaps be suitable for this purpose, but owing to the present crowded condition of the school, it cannot be given up exclusively for this. I think the best that we can do is to reserve two or three rooms in this building for this purpose. This will reduce our accommodations by from six to eight students for the coming session.

GROUNDS

During the year very few improvements have been possible on the grounds. Something has been done in the way of road-making and sodding, and a few trees were planted by the students last spring. It has been necessary to use the greater part of the appropriation made in the budget for this purpose for the employment of labor and teams in the handling of fuel and grading around the buildings, and miscellaneous work on the place. A good horse, a wagon and harness, and a number of agricultural implements have been purchased. It is needless to say that improvements on the grounds are very much to be desired. Permanent cement walks should be laid, trees should be planted, and above all, the front of the property should be improved by the erection of a suitable wall or fence and entrance. The present condition of the street frontage of our property is an eye-sore to passers-by, and a frequent source of unfavorable comment. The town Council has

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been requested on two or three occasions, both verbally and in writing, to extend the cement side-walk along the front of our property, and I understand that the chances are favorable for this being done shortly. We should certainly do our part, and put up fence and entrance just as soon as possible. It seems desirable to formulate a plan for permanent improvements on the grounds as soon as possible, in order that everything that is done from time to time may be in accord with the proposed completed scheme. The services of a landscape architect are needed, and after the work has been planned, a competent landscape gardener who possesses the requisite practical ability should be employed for a sufficiently long time to carry these plans fairly to completion. In order to have something to base an estimate on, I asked Messrs. Thos. Meehan & Sons, Inc., an old and established firm of landscape engineers of Philadelphia, to give me an estimate. They have done so, and I submit the correspondence herewith. They agree to make the survey, to secure the necessary data, preparing the grading and planting plan, including specifications, for the sum of \$385. I am of course aware that the school has many needs, and some of them more pressing than this. However, if we are to secure the necessary shade trees at any time within the next decade, we should begin planting now, and should plant systematically on a plan made at the beginning. Unless we do something to improve the surroundings of our buildings, we cannot hope to compete in attractiveness and desirability as a school with other institutions.

INSURANCE

We are at present carrying insurance on the Science Hall and

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Dormitory No. 1 with contents to the amount of \$58,000, on the Cottage, \$4100, and on the Laundry, not including contents, \$150. The policies on the Science Hall and Dormitory No. 1 were taken for five years, and do not expire until October 1, 1914. The policies on the other buildings expire August 1, 1911. The contractor has carried insurance on Dormitory No. 2 during construction, and this is still in force, awaiting the action of the trustees. It is certainly necessary to provide proper insurance for Dormitory No. 2 and its contents, and I think that the machinery and other contents of the Laundry and also the servants' house and its contents should be protected. As the additional insurance to provide for these buildings, and the renewal of policies to expire this year would cost us a considerable sum in premiums, and as no provision was made for this in the annual budget for the current year, and furthermore, inasmuch as the amount carried at present seems somewhat in excess of the amount that should reasonably be carried on ~~this place~~ ^{these buildings}, I would suggest that the Secretary of the Board be instructed to consult with the agency through ^{which} ~~which~~ the insurance is placed, and ascertain if it will be possible to secure a "Blanket Policy" covering the entire school plant in place of the policies now in force, without increasing the total amount. A detailed statement of insurance now carried is appended hereto.

FINANCES

Appended to this report is an itemized statement of expenditures during the year ending Feb. 28, 1911, both in the school department and the boarding department, together with receipts of same. The amounts expended in the school department have been practically within

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the allowance made by the budget for the year just closed, but the budget having been approved for two years, it was considered proper to exceed the appropriations for certain items by small amounts, which will, however, be provided for in the budget of the year now beginning.

In the boarding department there is a deficit. This, however, is comparatively small. In the history of perhaps all institutions the boarding department sustains ^{a deficit} in the first few years of its existence, and we feel fortunate that the amount is so small. This deficit is now being gradually reduced, and we hope that by the end of July it will be materially reduced. In view of the increased cost of food supplies, and of help employed in the boarding department, it has been found necessary in most institutions to raise the amount of board charged the students in the last few years. The other Normal School, at Farmville, raised its rate one dollar per month this year, while our charge remained at the original amount. We think it will be advisable, and perhaps necessary, to increase the amount charged at this institution to \$15 per month, which is the amount now charged at the Farmville school, and which I understand is the amount to be charged at the Fredericksburg Normal when it opens the coming September. While this is a comparatively small additional amount for each student to pay, it would be of considerable help to the school, and without it I fear it will be impossible to continue without a deficit.

I desire to express my appreciation of the confidence and support of the Trustees.

Respectfully submitted,

Julian A. Purpus
President