

State Normal and Industrial School for Women

HARRISONBURG, VIRGINIA

OFFICE OF THE PRESIDENT

November 10, 1909.

To the Honorable Board of Trustees,
Of the State Normal and Industrial School for Women,
At Harrisonburg.

Gentlemen:-

I have the honor to submit the following report covering the period of time from June 10, 1909, to date.

GROUNDS, BUILDINGS AND EQUIPMENT.

The buildings, while not entirely completed at the time of our opening, September 28, were sufficiently ready to be used with comfort. The general contractors completed their part of the work, with the exception of certain portions that were delayed on account of sub-contractors. The electrical contractors completed their work before the opening of the session. The heating contractors completed their work November 8. The plumbing contractors have nearly completed their work at date. The work on the general contract, as a whole, was performed in a very satisfactory manner. A number of extras were found necessary at various times, but it is hoped that this will not make the cost exceed the amount appropriated for the purpose. The electrical contractors did their work in a very satisfactory manner, and I feel that they have complied in every way with the specifications. The work on the heating system seems to be satisfactory. Owing to the fact that the electrical connections have not yet been made to the motor which drives the ventilating fan, it has not been possible to test this feature of the system. The plumbing is not satisfactory,

as a number of the fixtures have been giving us trouble on account of leaks. The plumbers are still working on them, and we hope to finally have them in proper condition, but this contract has been decidedly the most unsatisfactory and troublesome one in connection with our buildings. This part of the work has been greatly delayed and has inconvenienced us considerably. This is partially explained by the fact that there was a strike of the plumbers late in the summer, and since that time it has seemed impossible to get workmen skilled enough to do the work in a workmanlike manner.

Some work remains to be done on our buildings to complete the requirements of the specifications, and they are not yet ready for final inspection. We have had considerable trouble with the cement work in the dormitory building, and the architect condemned it and required that the contractors tear it up and do the work over again. It is my own opinion that the part of the work which has been completed the second time is very little, if any, better than the original work, and, as the inconvenience to our boarding department, caused by tearing up the floors, is very great, I have considered it advisable to stop this work until further inspection by the architect.

We have attempted comparatively little work on the grounds, as our appropriation for this purpose was very small. The water main and the sewer line were laid according to the plans approved at the June meeting of the Board, and some grading has been done in the immediate vicinity of the

buildings and to provide tennis grounds for the department of Physical Culture. Considerable work has been done in the way of clearing up the grounds and in improving the road. Board walks have been laid, and electric lights have been ordered for the walks and certain other points on the grounds. A great deal of work remains to be done to put the grounds in satisfactory condition; and, while we have very little left of the amount appropriated for this purpose, we hope to be able to continue the work and to make the grounds more attractive by next spring.

The equipment which was ordered by the Board and its Committee has been received and is now being used. It is, for the most part, very satisfactory, and only in the case of two or three items has it been necessary to decline payment because of failure to comply with specifications. On account of the large enrollment it was found necessary to purchase additional chairs, and to add certain other smaller items to the equipment.

It has been found that the laundry is inadequate to meet the demands made upon it by the large number of students, and it is hoped that additional provision can be made for this department at an early date. However, owing to the fact that it has been impossible to secure from the electric plant current for use during the day, it has been impossible to run the laundry machinery. We have been forced to call upon the steam laundry in town to do the washing for us, and we are doing only the hand work in our own laundry. This makes this portion of our boarding department unduly expensive.

FACULTY.

Since the last meeting of the Board several additional appointments to our faculty have been made by me, subject to the approval of the Board. It was deemed necessary to provide a department of Kindergarten Education, and to establish a Kindergarten in connection with the town public school, which we are using as a training school. Miss Evalina Harrington was chosen by me for this work, her salary of \$700 per session being paid partially by the tuition paid by the children in the Kindergarten and partially by the appropriation made by the Board for Training Schools. The work in the departments of English and Foreign Languages being somewhat greater than was expected, it was considered advisable to secure an assistant and Miss Annie V. Cleveland agreed to assist in this work without remuneration. In addition to this, she has general supervision of the dormitory annex. I feel that we should pay Miss Cleveland a small salary for the work which she is doing, at least enough to cover the cost of board, but at present I have no fund from which to draw for this purpose. In accordance with the provision made by the Board at its last meeting I appointed Miss Mary I. Bell, Librarian. The business work of the school having grown to such an extent, it has been found necessary to have Miss Bell use the larger portion of her time for this purpose and to employ additional student-assistants in the library. The salary for the combined position of Registrar and Librarian was made \$50.00 per month for twelve months. The Board provided for the employment of student help in the

library and office, and Misses Jackson, Lawson, Hamilton and Gentry were appointed by me to such positions, the first at a salary of \$9.50 per month and the others at \$7.00 per month, all for nine months. The Board at its ^{last} meeting made an appropriation for Music, and I appointed Miss Lida P. Cleveland as instructor in School Music, at a salary of \$25.00 per month for nine months, and Miss Sara Lewis as student-assistant in Music and Physical Education, at a salary of \$9.50 per month for nine months. I was authorized by the Board to employ the necessary janitors and helpers on the grounds and buildings, and, in accordance with this, I appointed Mr. P. S. Roller as Superintendent of Buildings and Grounds, and he has several assistants under his direction. The salary of the Superintendent is \$50 per month for twelve months.

The various members of our faculty reported for duty some time ahead of the opening of the session, and were properly organized for work. Dr. John W. Wayland was elected Secretary of the Faculty, and Faculty Committees were formed as follows:-

1. Publicity Committee.
2. Committee on Student Organizations.
3. Committee on Public Exercises, Entertainments and Exhibits.
4. Committee on Student Welfare.
5. Committee on Relations to Other Institutions.

During the past summer four members of our faculty were in attendance at Columbia University for the summer session, and one gave instruction in the University of Virginia Summer School. Since the session opened members of our faculty have travelled extensively throughout this section of the state and the southwest, addressing Teachers' Institutes and Public Educational

meetings, and it is believed that this extension work is of considerable value. The primary purpose of it is to assist in the educational development of the State, as we believe that it is the function of the state institutions to do this as much as possible. Incidentally it results in advertising in a wholesome and effective manner our own institution, and is well worth the expense which it entails. We have had numerous requests from Division Superintendents in the state for speakers; and it has, unfortunately, been possible to meet only a comparatively small proportion of them. Wherever our instructors have been the reports have been very favorable, and we have received many indications that good has been done. We hope to be able to extend this feature of our work in the near future.

TRAINING SCHOOL.

The plan to use the Harrisonburg Public School as the training school for this Normal School has been put into successful operation, and we have met with cordial cooperation on the part of principal and teachers of the public school. Our instructor in Methods, Miss Shoninger, spends the greater portion of her time in the various rooms of the school. It is generally considered that she is doing a great amount of good; and the school, which was already one of the best in the state, will, we hope, soon be a still better one. We now have classes of students taking observation in the training school, and in the spring quarter we will have also classes in practice teaching. The public school system of the town was a complete one, embracing eight primary and grammar grades and four years of High School work, with the exception of the Kindergarten.

In order to make it entirely complete, and in view of the fact that observation of Kindergarten work is essential in the training of primary teachers, and also since we had a number of applicants for the special Kindergarten Teachers' Training Course, it was decided after consultation with the public school authorities to establish a Kindergarten. As none of the public school funds were available for this purpose, the public school authorities could only offer the room, which is a beautiful one and satisfactory in every respect. No appropriation was available for equipment, but at our last meeting the Board made a small appropriation for the partial equipment of a physical and chemical laboratory in the Normal School. An arrangement was made with the public school to take charge of the instruction in Chemistry for the present session, so that this appropriation could be used for Kindergarten equipment. The Kindergarten pupils are charged tuition and this, together with the appropriation made by our Board for training schools, is used to pay the salary of the teacher, who also gives instruction in the Normal School and has charge of the students who are specializing in Kindergarten work. This arrangement has proved very satisfactory.

STUDENTS.

The school was opened on the date previously set, namely September 28, and most of the students were present for registration on the first day. We have to date registered 150 students, from 38 counties, 5 cities and 2 states besides Virginia. The average age of the students is a fraction over nineteen years. 32 of the students have taught, $2\frac{1}{2}$ years being the average time, 24 hold teachers' certificates, mostly of 1st and 2nd grades.

The first two days of the session were used for registration, as announced, and the third day the classes were organized and began their work. Since then the work of the classes has progressed continuously. When members of the faculty are absent, as stated above, other instructors take charge of their work. 115 students are registered for regular Normal School work, 28 being in the preparatory classes, 32 in the third year class, 34 in the fourth year and 21 being professional students. There are 8 students in the Household Arts course, 7 in the Manual Arts course, and four in the Kindergarten Training Course. 16 students are taking special courses. Practically the entire school is in the various industrial classes, 57 being in the Sewing and Domestic Economy classes, 96 in the Manual Training and Drawing classes, and 60 in the Nature Study and School Gardening classes. We have rooming in the two dormitories on the school grounds 73 students, 56 being in the main dormitory and 17 in the cottage. In addition to the students we have 13 teachers and other employees rooming on the grounds, making a total of 86 persons. This number, while greater than we had expected to accommodate, is only about

half the number of applicants for places. We have 34 students rooming in homes in town, most of whom take all their meals in our dining room, and many who applied were not willing to come unless they could secure rooms on the school grounds. We have regularly 114 persons taking meals in our dormitory. Many of the students who room in town have some distance to walk from their rooming places to the dining-room, and this may prove rather undesirable in inclement weather. For the benefit of students who live at home some distance from the school we issue meal tickets, so that they may take meals in our dining room as desired, and a number of students avail themselves of this opportunity.

The students have organized two literary societies, - the Lee and the Lanier, a Y. W. C. A. , and two tennis clubs. Several entertainments have been given at the school for the students, and have been greatly enjoyed.

The students have been very hospitably received by the town people, and the various churches in the town have given entertainments for them.

The book supply department of the school has proved a great convenience, and the system of renting books has proved very popular with the students.

17 students, (about 17% of the boarding students), are paying all or a part of their expenses while at the school by performing certain duties in the dining-room, library and other departments. The few positions of this sort which are available for students are of real value, as they enable a number of very

worthy young ladies to attend the school, when otherwise they would be unable to continue their education. One scholarship covering the entire expenses of a student has been established in the school by the Industrial Education League of the South, of Washington, D. C., the scholarship being now held by Miss Myrtle Harvey, of Tye River, Va. An effort will be made to induce other organizations to establish similar scholarships

Our library now contains nearly 1300 volumes, most of which were purchased. A considerable number of books were contributed by members of the Faculty and other friends of the school. The books have been carefully selected and form a valuable working collection. Cataloguing according to the Dewey decimal system is now in progress.

11.

FINANCES.

Attached herewith is a financial statement covering the expenditures and the amounts received to date. The books, vouchers, etc., are ready for inspection at any time. The students, thus far, have paid their bills promptly, and all receipts have been remitted to the Treasurer as promptly as possible.

FINANCIAL STATEMENT, NOVEMBER 10, 1909.

EXPENDITURES TO DATE:-1. School Department:-

(1) Expenses of Board	\$933.38	
(2) Salaries	4654.21	
(3) Traveling Expenses	384.09	
(4) Advertising and Printing	1436.98	
(5) Miscellaneous Office Expenses	513.11	
(6) Insurance	27.25	
(7) Buildings	45170.27	
(8) Grounds	24036.07	
(9) Equipment	9183.49	
(10) Fuel, Lights, Power and Water	389.43	
(11) Supplies	1623.94	
(12) Training Schools	77.77	
		<hr/> \$88,429.99

2. Boarding Department:-

(1) Salaries	\$249.65	
(2) Laundry	284.81	
(3) Table	1145.49	
(4) General Supplies (not food)	55.10	
(5) Room Rent	60.00	
		<hr/> \$1,795.05

Total Expenditures,

\$90,225.04

FINANCIAL STATEMENT, CONT'D. from page 12.

RECEIPTS FROM STUDENTS TO DATE:-

(1) Tuition (remitted to Treas.)		\$66.00
(2) Board	" " "	2556.83
(3) Supplies	" " "	1187.81
"	(not yet remitted to Treasurer)	92.27
		<u>\$3902.91</u>

NEEDS.

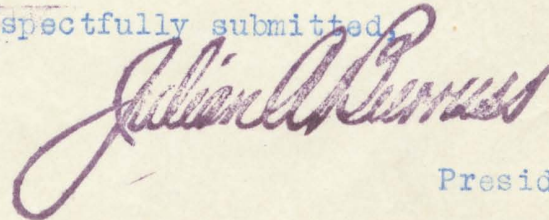
The needs of the institution are great, and only a brief preliminary statement can be given at this time, as it has not been possible to secure as yet the necessary data on which to base detailed estimates. Additional dormitory room is imperative. We could easily have filled another dormitory building such as the one we have this year and the chances are that next session there will be applications enough to fill still another, hence it would see that we are justified in asking for two additional dormitory buildings. Two additional dormitories would require dining room facilities in excess of the present dining-room, which is at best but a temporary arrangement. We need additional room for the academic work, and must have a larger assembly-hall as the present room will accommodate comfortably very few more than the present enrollment. We have no satisfactory place for the work in Physical Education, and need a gymnasium badly. I would suggest that, in addition to the dormitories just mentioned, we endeavor to secure the dining-hall building as included in the complete plan for the school, and that a portion of it be used for class-rooms until further provision can be made by the erection of another academic building. To provide a gymnasium and assembly-hall it might be well to construct a temporary building, which could be used for perhaps six or eight years if necessary. A central heating station should be provided as early as possible, as it would be in the line of economy to do so; and this should include an electric generating plant of sufficient capacity to supply the lights and power needed in our present buildings at least, as our

experience with the present arrangement shows that the town current cannot be entirely relied upon at all seasons of the year.

Special effort should be made to secure a large increase in the funds for maintenance. New departments should be developed, and provision should be made for the summer school work and for extension work. It may be necessary to increase salaries in several cases in order to hold certain instructors, and the general running expenses will increase from year to year as the school grows.

I presume it is not the intention of the Board to take up at this meeting in a final manner the matter of making up the budget to be presented to the State Legislature; but I would suggest that the matter be considered in a general way in order that the necessary data may be secured as soon as possible and presented to the Board at a meeting which I suppose will be held before the Legislature convenes. I presume that another meeting will be found necessary also on account of the fact that the buildings are hardly ready for final inspection with a view to acceptance and final settlement with the contractors.

Respectfully submitted,



President.