

STATE NORMAL SCHOOL FOR WOMEN

HARRISONBURG, VA.

April 12, 1919.

The Honorable, The Virginia Normal School Board,
East Radford, Virginia.

Gentlemen:

The following report concerning the operation of this institution, together with certain recommendations, is respectfully submitted for your information and consideration:

STUDENTS

The enrolment for the current regular session to date is:

1st Quarter, Sept. 25 - Dec. 19.....	288
2d " " Jan. 2 - Mar. 21.....	269
3d " " Mar. 26 - April 12.....	264
Total enrolment of different persons Sept. 25-April 12.....	306

There were lost from our rolls in the 1st Quarter 33 students, largely as a result of the influenza epidemic. 14 new students entered at the beginning of the 2d Quarter. During the 2d Quarter the loss was 9 students. 4 new students have entered thus far for the 3d Quarter. Other students will no doubt enter between now and the close of the session June 10, but we do not encourage late registration. The total registration for the regular session to date is 2 students less than the total number registered in the entire session of 1917-18.

The distribution of students into the various class groups was shown in some detail in my report dated December 2. Two students graduated at the end of the 1st Quarter, and we expect to have 107 graduates at the June Commencement, 10 of whom will be four-year graduates entitled to the B. S. degree. This year's graduating class is about 50% larger than any previous graduating class, and this is largely due to the raised entrance requirements of the institution, only the fourth year of the high school course being now given here.

The health of the students has been excellent since the Christmas holidays. The work of the various classes has been quite satisfactory and fully up to previous years despite the hindrances resulting from the influenza.

FACULTY

Since my last report was made, December 2, 1918, there have been two resignations from the faculty, namely, Miss Evelyn Moss, a piano instructor, and Miss Annie Cummins, critic-teacher in the eighth grade of the training school. The place of the former was filled by the appointment of Mrs. Julia Preston Sprinkel, a former instructor in music at this school, and that of the latter by Miss Delia Meyer, a graduate of the Oshkosh, Wisconsin, State Normal School, and a former member of the faculty of the Mayville, North Dakota, State Normal School.

The number of pupils in the eighth grade at the training school increasing to such proportions as to make two teachers necessary, and the normal school being in need of additional training-school facilities because of an increased number of students preparing to teach in advanced grades, in cooperation with the city school authorities, Miss Carrie M. Dungan, a graduate of the Farmville Normal School and formerly a critic-teacher in the Fredericksburg Normal School, was secured for this work.

The remuneration of the piano instructor comes entirely from tuition fees paid by her students. The salaries of the critic-teachers are paid by the normal school and the city schools cooperating. Miss Meyer's salary is \$100 and Miss Dungan's salary is \$90, per month, for the one-half session, the normal school paying one-half of these amounts.

RECOMMENDATION NO. 1 -

Approved

The Board is requested to approve these faculty appointments.

GROUND

Work of improvement on the school campus has gone steadily forward under the wise direction of Prof. Chappellear, whose interest and efficiency cannot be too highly commended. Most of this work has been done with the school teams and regular force of laborers employed the year around. The mildness of the winter months has released these men considerably from their usual duties and has permitted their employment on this work. The entire frontage of the property, from the street line to a line connecting the upper ends of the two dormitory buildings nearest the street, has been cleared of rock, graded, and seeded; and rock-beds have been made for walks.

RECOMMENDATION NO. 2-

Approved

This work should be pushed as rapidly as conditions and funds will permit, as walks are badly needed, not to mention the desirability of relieving the unsightly condition of the main campus by grading and planting.

BUILDINGS

Work authorized by the Board a year ago has progressed very slowly, owing to the inability to get workmen and materials; but the basement of Harrison Hall has been completed and a portion of it is now occupied, the remainder to be occupied as soon as certain furniture is received. Three toilet-rooms and a bath, for white and colored employees, have been completed on the first floor of the Service Building. The second floor of the Service Building is nearly completed and the rooms will probably be ready for occupancy during the present month. The remodeling of the basement of Jackson Hall will then be proceeded with, in order to get this ready for use during the summer session.

It is my belief that the work on our buildings has been well done, and as economically done as we could have expected under the conditions we have faced during the last two years.

The contractors are slow but very reliable. They estimated that to complete the work on Harrison Hall and the Service Building would cost us \$18,486; but instead of this we have paid out only \$15,643, and \$800 more will finish the job. It is seen, therefore, that by not forcing the earlier completion of the work by the employment of workmen at higher wages a saving of more than \$1,000 has been effected. Moreover, they have not pushed us for payments, and it was not necessary to borrow, as the Board authorized us to do, in order to meet obligations before March 1st, hence interest has been saved.

The heating of Maury Science Hall has been very unsatisfactory for several years. This building has been heated by means of an electrically operated fan forcing fresh air over steam coils. At best the system is wasteful of steam. Thru long usage the coils have developed serious leaks; and it is doubtful whether they can ever be permanently repaired and also whether it would be economy to make the necessary expenditure upon them. In my budget for the special appropriation for the current period the Board approved an item of \$1,000.00 for installing steam radiation in this building, to supplement and ultimately supplant the fan system. Owing to the greatly increased cost of piping, this sum was sufficient merely to install the main pipe-lines together with two radiators in one classroom on the first floor. To provide temporary relief in three other classrooms which greatly needed it, a number of radiators were transferred temporarily from Harrison Hall to this building.

RECOMMENDATION NO. 3.--

*Approved to amount
not to
exceed
\$1,000*

It is recommended that these radiators be restored to their proper places and that the installation of radiation in Maury Hall be completed at the earliest possible date, since the condition there will no doubt be serious next winter. The escaping steam in this building, owing to the leaking coils, caused considerable injury to the walls, which ought to be repaired before the opening of the fall quarter. It is hardly probable that the entire heating system and the necessary repairs can be made to this building out of current funds, and it will probably be necessary to await an appropriation from the next Legislature for the purpose; but attention is called to it now to secure authorization for such work as may be done in the meantime for such an emergency as must needs be immediately met.

The school conducts, not only for purposes of instruction but also for profit and convenience in connection with the boarding department, a limited amount of farming operations. Hog-raising has proved successful, and there are also flocks of poultry and some orchard and garden produce. Moreover, field crops are cultivated on a small scale, particularly for the support of the three horses and other stock owned by the school. The needs of this department have grown to such an extent as to require an addition to the barn. Work has been begun on this, using mostly material that had to be purchased for temporary use in the construction of the concrete porch and other portions of Harrison Hall.

RECOMMENDATION NO. 4.--

Approved
It is recommended that this barn be completed at a cost of about \$750.00, which amount may be paid from the profit on hogs and poultry.

EQUIPMENT

The Board allowed a small amount for new equipment for the laundry. Almost immediately thereafter the price of laundry equipment jumped to such a height as to be prohibitive; and the laundry is still woefully in need of better provisions for the large amount of work that has to be done there, particularly during the summer session. It seems my duty each time a report is made to you, to call attention to the present laundry and heating-plant conditions. Probably no State institution is so inadequately provided for along this line. In referring to this it is realized that the Board is helpless to supply relief until the General Assembly provides further funds; but the needs should be impressed as strongly as possible.

Some excellent equipment has been added to the laboratories in Home Economics, and some new furniture has been purchased for the reception rooms in the dormitories. Small additions have been made to the furnishings of The practise-home and some other departments of the school. The greatest equipment need on the school side at present is a fairly well equipped biological laboratory. At present the school has no biological laboratory equipment at all, and the requirements of the course of teacher-training under the Smith-Hughes Law are such as to require a large amount of biological work, particularly in bacteriology. It is possible that a small portion of such equipment can be provided out of the regular equipment allowance requested in the budget for the current year.

FINANCES

The financial status of the institution is presented in the following statements, which include:

1. A copy of the six-year budget of probable needs presented to the Governor at his request. This is obviously subject to future revision.
2. A list of all insurance at present carried on the property
3. The condition of the various student loan funds.
4. The distribution of the special appropriation.
5. An itemized statement of the estimated revenue and expense for the appropriation year 1918-1919, the actual receipts and expenditures during the same period, and the estimated revenue and expense for the appropriation year 1919-1920.
6. The budget recommended for the appropriation year 1919-1920.
7. The pay-roll recommended for the year 1919-1920.

RECOMMENDATION NO. 5.

It is recommended that the budget and pay-roll for 1919-1920 be adopted.

*Approved
Salary list
& pay-roll*

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BUDGET FOR SIX YEARS.

SUBMITTED TO THE GOVERNOR, JANUARY 31, 1919.

FOR THE YEARS 1920-1921

FOR OUTLAY

L. Heating and Laundry Plant and Equipment

(1)	Building, with stack and coal bins	\$ 25,000.00	
(2)	Railway trestle and track for coal dump	1,500.00	
(3)	Steam Boilers and accessories	14,500.00	
(4)	Hot-water equipment	2,500.00	
(5)	Extension of heating system to buildings	9,500.00	
(6)	Remodeling of present radiation	2,000.00	
(7)	Laundry machinery and equipment	<u>5,000.00</u>	\$60,000.00

Present heating-plant antiquated and inadequate--7 cast-iron low pressure boilers, 4 of these second-hand when acquired and have been in use from 20 to 25 years, others in use 8 to 10 years--steam supply inadequate for making buildings comfortable, necessitating shutting-off some parts in very cold weather--fan and coil system in one building after 10 years use in such bad condition that walls and furniture being injured by steam leakage that cannot be repaired--"Paul system" originally installed wasteful rather than helpful because of lack of pumps large enough to give vacuum conditions, funds never having been available to perfect the system--additional radiation needed in Science Hall and Infirmary, where conditions are not healthful at present--high-pressure steam for kitchen and laundry furnished by two temporary boilers, expensive to maintain and not satisfactory in results--hot-water provisions in dormitory buildings, kitchen, laundry, laboratories, and everywhere, inadequate and uncertain as well as expensive--14 separate fires to maintain--labor difficult and costly--buildings not fire-proof--storage for coal exceedingly limited, necessitating piling it outdoors, with rehandling under difficult and wasteful conditions--bins hard to reach, much hand shoveling necessary--all coal hauled by wagon from railway near grounds--laundry utterly inadequate, machinery small and old, building small frame shack already damaged twice by fire and liable to destruction by fire at any time--entire heating and laundry outfit constantly in need of repair--frequent collapse of parts, interfering with the work of the institution, endangering health and safety, and wasteful--complete remodeling and replacement of temporary and wasteful parts the present prime need of this institution, as a measure of economy for present and future.

2. Completion of Service Building

(1)	Finishing interior of ground floor and basement	\$3,500.00	
(2)	Bakery equipment, oven, machinery, etc.	3,000.00	
(3)	Cold-storage chambers and refrigerating machinery	3,000.00	
(4)	Kitchen mechanical appliances	<u>1,500.00</u>	\$11,000.00

(\\$71,000.00)

This building in process of construction since 1914, funds never sufficient to complete--present unfinished portion not usable--needed for bakery and cold-storage--no regular baking equipment at present, necessitating large purchases from city bakers--no cold storage facilities except small refrigerator in kitchen, necessitating buying in small quantities, sometimes causing spoiling of perishables--kitchen help difficult to secure, mechanical equipment would decrease man labor and be an economy.

3. Completion of Harrison Hall and Connecting Buildings with Covered Way 3,000.00

This building in process of construction since 1914, limited funds each year calling for curtailment--front porch now partly completed--need covered passage-way from dormitories to dining-hall, to academic building, etc. for protection of girls in bad weather--also needed to complete architectural plan for Soutside of plant.

4. Practise Home for Department of Home Economics

(1) Building	\$7,000.00	
(2) Equipment for same	<u>1,000.00</u>	8,000.00

A practise home is required in the training of teachers in home economics under the Smith-Hughes Vocational Education Law by which this institution profits--now generally recognized as necessary part of the equipment of every institution training in home economics--at present renting house on lot adjoining school (Smythe or Henneberger property)--leased to April 1, 1920 at \$420.00 per annum--rental now paid equals interest at 6% on amount needed to build house on school grounds--present rented house not well-adapted to this use--owner refuses to make any repairs and parts now in dilapidated condition--probability of being unable to renew lease with satisfactory terms after expiration--no other property now available close enough to the school to serve the purpose--our own building would be much more practical for such use and more economical to maintain--practise home at present houses eight students and a teacher, should be somewhat larger

5. Improvements to Infirmary to Enlarge and Modernize 2,500.00

The original farm residence bought with the property in 1908 has been improved from time to time and used for hospital purposes--additional rooms needed--renovating and remodeling both inside and outside needed--cost small compared to value derived--adequate infirmary provisions indispensable in a girls' school.

(84,500.00)

6. Biological and Agricultural Laboratory Equipment 2,000.00

No biological laboratory equipment at present--room, but no laboratory furniture and apparatus--required to greater extent than formerly because of home economics teacher-training under Smith-Hughes Law and recent legislation by General Assembly relative to health instruction.

7. Chemical and Physical Laboratory Equipment 1,000.00

Excellent chemical laboratory facilities at present--number of students increasing--additional equipment needed--little provision now for physics, desirable to extend work for household physics in connection with home economics teacher-training.

8. Renovation of Maury Science Hall 5,000.00

Defects in heating-system have caused injury to walls, which are in bad condition also due to hard usage thru ten years--metal ceilings and new wall-covering needed --painting and other repairs needed.

9. Development of Two Additional Laboratory Rooms in Maury Science Hall Basement 1,500.00

Basement of this building not intended originally to be used--one end sufficiently out of ground to require comparatively small amount of excavation for development into two fair-sized rooms--laundry and textile laboratory facilities needed by home economics department--not as desirable as rooms above ground would be, but needed now, and provision of further academic building space seems in distant future.

10. Improvement of Grounds--Cement Walks, Grading, Lights, Trees and Shrubbery 5,000.00

Grounds capable of being made into a beautiful campus--considerable work done from year to year--more or less patchwork--no specific appropriation, funds thus far used squeezed out of maintenance and other funds--grading needed to protect buildings now in place and provide sites for future structures--grounds rough and unsightly--not suitable for any school campus, especially for girls--board walks in use ten years, wornout and dangerous, expensive to maintain and unsatisfactory at best--system of cement walks started, extension badly needed--small portion of campus lighted, extensions needed for safety--few trees, almost no shade, school in session thruout entire summer making shade very desirable--practically no shrubbery--amount included here modest compared to amount of work needed to make grounds in keeping with plant.

11. <u>Development of Basement in Spottswood Hall for</u>	(\$99,000.00)
<u>Repair Shop and Equipping Same</u>	500.00
<u>Total Amount of 1920-1921 Budget for Outlay</u>	<u>\$99,500.00</u>

FOR SUPPORT

- | | |
|---|-------------|
| 1. Annuity as at present | \$50,000.00 |
| 2. Increase of \$100 per year to each of nine
Critic-Teachers in the Training School | 900.00 |
| 3. One Additional Critic-Teacher in the Train-
ing School | 600.00 |

Critic-teachers now receive \$880 for nine months, \$440 of this being paid by the Normal School and the other half by the City--impossible to get and hold properly qualified critic-teachers at this salary--increase to \$1,080 would cost Normal School \$100 for each--one additional teacher needed because of increased number of Normal School students to do practise-teaching in the Training School--being in advanced grade should be paid \$1,200, our part \$600--Training School critical part of Normal School.

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|--|----------|
| 4. Instructor in rural education and expense account
for same | 2,500.00 |
|--|----------|

No instructor in rural education now--need the strongest available--should be employed for 12 months--much visiting of rural schools in this territory--supervision of observation and practise teaching in rural schools by Normal School students--institute work in summer--adequate traveling expenses to be allowed--probably \$2,000 for salary and \$500 for expenses minimum for efficiency.

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|-------------------|----------|
| 5. Extension work | 1,000.00 |
|-------------------|----------|

To cover cost of follow-up work, community work, and extra-school service--many calls on faculty in schools and communities in this territory--work of graduates and former students should be followed up by visitation and correspondence--little provision for traveling and similar expenses can be made for this purpose from present funds

Total for Support, 1920	<u>\$55,000.00</u>
Total for Support, 1921	<u>55,000.00</u>
<u>Total Amount of 1920-1921 Budget for Support</u>	<u>110,000.00</u>
TOTAL FOR OUTLAY AND SUPPORT BUDGET 1920-1921	\$209,500.00

(\$68,700.00)

7. Greenhouse and Equipment

2,000.00

Absolutely no facilities at present for plant growth and care during winter season--needed for instruction work in biology and agriculture, for decorative purposes in dining hall, parlors, and auditorium--necessary adjunct to improvement of grounds.

- 8. Farm of from 100 to 150 acres near the school, equipped with barn and dairy ~~herd~~ herd--milk supply for boarding department most important--safeguards against contamination--cost of milk supply capable of reduction--useful for instruction purposes in agriculture, dairying, etc. in connection with home economics training. 28,000.00

9. Improvements to Grounds

5,000.00

Continuation of work as indicated in budget for 1920-1921--amount moderate for bringing near to completion work started in previous biennial period.

Total Amount of 1922-1923 Budget for Outlay

\$103,700.00

FOR SUPPORT

- 1. Annuity as in preceding biennial period \$55,000.00
- 2. Increases in salaries by reason of length of service, etc., provision for insurance of new building, and for miscellaneous increases incident to extension of activities and increase of enrolment 3,000.00
- 3. Itinerant instructor in Extension Work service and expense account of same in addition to amount provided by budget of preceding biennial period 2,000.00

Total for Support, 1922 \$60,000.00

Total for Support, 1923 60,000.00

Total Amount of 1922-1923 Budget for Support

\$120,000.00

\$120,000.00

TOTAL FOR OUTLAY AND SUPPORT BUDGET 1922-1923

\$223,700.00

FOR THE YEARS 1924-1925

FOR OUTLAY

1. Academic Building and Auditorium

(1) Building	\$75,000.00	
(2) Equipment	<u>15,000.00</u>	\$90,000.00

No auditorium at present--for temporary use have cut dining-hall in half by low partition --unsatisfactory and noisy--limited seating capacity (about 350)--addition of students with erection of new dormitory will make necessary additional dining-hall space taking half now devoted to assembly-room--need auditorium seating 1,000 for permanent use, 1,500 would be better on account of commencement and other special assemblages--no assembly-room now available for accommodation of summer school which sometimes numbers 650 students--number of recitation and lecture rooms very limited--not possible at present to assign each instructor a separate room for his use--inconvenient and injurious to equipment to carry from room to room --one-half of classroom space now in basements

2. Playgrounds and Athletic Field 3,000.00

Grading and equipping--no adequate facilities at present--grounds irregular--necessary part of provisions for physical education.

3. Additional Gymnasium Equipment

(1) General equipment	\$500.00	
(2) Bowling-alley equipment	<u>800.00</u>	1,300.00

Space for bowling-alley and additional gymnasium equipment provided but never utilized because of lack of funds--would be welcome addition to facilities for physical development

4. Repairs to Dormitory Buildings 5,000.00

By this year the dormitories will be in need of general repairs to such an extent that they can not be made with regular support funds--it will be a measure of economy to give them general repairing--the amount named is the minimum for any appreciable results, many plants much smaller using double the amount named here each year.

(\\$99,300.00)

5. Purchase of Adjoining Property

15,000.00

The property known as the "Smythe property" now owned by Dr. L. C. Heneberger, cuts into the school campus--its purchase would straighten the boundary lines of the school property and give valuable frontage on the Main Street line--the plans for the development of the school plant have always contemplated ~~an~~ the acquisition of this lot--it would be a measure of protection of our property to do so as our line of dormitories is very near the dividing line between the campus and the Smythe property, and the latter may come to be used for purposes undesirable in such close proximity to girls' dormitories--purchase at some time seems quite certain--delay probably means increased cost when finally purchased.

Total Amount of 1924-1925 Budget for Outlay

\$114,300.00

FOR SUPPORT

1. Annuity as in preceding biennial period \$60,000.00

2. Increases in salaries by reason of length of service, raised standards of faculty membership, additional insurance on new buildings, and various activities due to extension of activities and general development of the institution, which cannot be itemized accurately at this time 5,000.00

Total for Support, 1924 \$65,000.00

Total for Support, 1925 65,000.00

Total Amount of 1924-1925 Budget for Support \$130,000.00 \$130,000.00

TOTAL FOR OUTLAY AND SUPPORT BUDGET 1924-1925 \$244,300.00

STATE NORMAL SCHOOL FOR WOMEN AT HARRISONBURG

LIST OF INSURANCE POLICIES WITH DATA PERTAINING THERETO, APRIL 12, 1919

<u>Company and No.</u>	<u>Amount</u>	<u>Issued</u>	<u>Term Expires</u>	<u>Coverage</u>	<u>Premium</u>
Connecticut 1186	\$ 5,000	10/1/14	5 yr. 10/1/19	Schedule	\$ 79.80
Security 15522	5,000	"	"	"	79.80
Springfield 1826	10,000	"	"	"	159.60
" 1827	1,000	"	"	"	15.00
Granite State 944302	5,000	"	"	"	79.80
Niagara 111	5,000	"	"	"	79.80
Delaware 115687	5,000	"	"	"	79.80
Westchester 10104	5,000	8/1/15	5 yr. 8/1/20	Schedule	80.00
Virginia 1138205	3,000	"	"	"	48.00
Connecticut 1280	5,000	"	"	"	80.00
Security 23305	5,000	"	"	"	80.00
Granite State 944362	5,000	"	"	"	80.00
Niagara 159	5,000	"	"	"	80.00
Springfield 2075	5,000	"	"	"	80.00
Hartford 2566	2,500	7/24/19	5 yr. 7/24/21	Schedule	40.80
Germania 7122	3,000	"	"	"	48.95
L. L. L. 9637838	5,000	"	"	"	81.60
Hanover 2323	2,500	"	"	"	40.80
North British 2282734	2,500	"	"	"	40.80
Firemen's Fund 196394	5,000	"	"	"	81.60
German-Amer. 16168	2,500	"	"	"	40.80
Fidelity-Phoenix 701	5,000	"	"	"	81.60
Norwich Union 2500	2,500	"	"	"	40.80
Milwaukee Mechs. 1495	2,500	"	"	"	40.80
American Eagle 689	5,000	"	"	"	81.60
Granite State 988018	3,000	5/1/17	5 yr. 5/1/22	Dormitory #3	48.00
Westchester 5111	5,000	"	"	"	80.00
Virginia 1158183	5,000	"	"	"	80.00
Connecticut 1479	4,000	"	"	"	64.00
Springfield 2632	3,000	"	"	"	48.00
Security 36382	3,000	"	"	"	48.00
Virginia 1264874	8,000	7/1/18	5 yr. 7/1/23	Schedule	143.60
Springfield 3008	7,000	"	"	"	125.65
Westchester 5266	5,300	"	"	"	95.14
Home of N. Y. 1947	11,200	12/10/18	"	12/10/23 (Harrison Hall Cottage No.1 Laundry)	236.72
	<u>\$161,500</u>				<u>\$2,690.86</u>

FIRE INSURANCE ON PERSONAL EFFECTS OF OCCUPANTS

Springfield 2766	\$1,500	9/15/17	5 yr.	9/15/22	\$ 58.51
Westchester 5167	2,000	"	"	"	78.02
Virginia 1264810	1,500	"	"	"	58.51
	<u>\$5,000</u>				<u>\$195.04</u>

STEAM BOILER INSURANCE

Hartford S. B. 24640	<u>\$5,000</u>	9/25/17	3 yr.	9/25/20	<u>\$149.04</u>
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DIVISION OF FIRE INSURANCE AND COST.

(To distribute premiums as evenly as possible among the five appropriation years.)

<u>Appropriation Year</u>	<u>Total Insurance</u>	<u>Total Premiums</u>
March 1, 1919 to Feb. 29, 1920	\$36,000.00	\$573.60
March 1, 1920 to Feb. 28, 1921	33,000.00	528.00
March 1, 1921 to Feb. 28, 1922	38,000.00	620.15
March 1, 1922 to Feb. 28, 1923	28,000.00	563.04
March 1, 1923 to Feb. 29, 1924	31,500.00	601.11
	<u>\$166,500.00</u>	<u>\$2,885.90</u>

COVERAGE DISTRIBUTION OF FIRE INSURANCE.

<u>Name of Building</u>	<u>Est.Val.of Bldg.</u>	<u>Est.Val.of Contents</u>	<u>Ins.Carried</u>
Maury Hall (academic)	\$30,000.00		\$20,000.00
Jackson Hall (Dorm. #1)	26,000.00	\$5,000.00	3,000.00
Ashby Hall (Dorm.#2)	42,000.00	4,000.00	17,000.00
Spottswood Hall (Dorm.#3)	40,000.00	7,000.00	2,500.00
Harrison Hall (Administ'n)	75,000.00	4,500.00	28,000.00
Residence	14,500.00	10,000.00	2,500.00
Infirmery (Cottage #1)	5,000.00		21,000.00
Servants' (Cottage #2)	600.00	900.00	2,000.00
Barn	1,500.00	100.00	43,000.00
Laundry	1,000.00	600.00 (stock)	6,000.00
		300.00	9,000.00
		1,000.00	3,100.00
			600.00
			500.00
			100.00
			750.00
			500.00
			250.00
			800.00
			900.00
Total for School Property	\$235,600.00	\$33,400.00	\$161,500.00

FIRE INSURANCE ON PERSONAL EFFECTS OF OCCUPANTS

Jackson Hall (Dorm. #1)	\$975.00
Ashby Hall (Dorm. #2)	975.00
Spottswood Hall (Dorm. #3)	950.00
Cottage No. 1	400.00
Cottage No. 2	200.00
Laundry	1,500.00
Total for Property of Occupants	\$5,000.00

STEAM BOILER INSURANCE.

3 C. I. Sectional Boilers and 1 Vertical Boiler	<u>\$5,000.00</u>
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Insurance Committee of Board to look into matter to see if wise to place more insurance on buildings.

STATUS OF STUDENTS' LOAN FUNDS, APRIL 12, 1919.

1. State Students' Loan Fund

Cash on hand at this date.....\$1,387.29
Amount of Loans now outstanding (principal only). 2,681.89
Total (not including interest due to date).... \$4,069.18

2. Alumnae Fund ("Senior Student Aid Fund")

Cash on hand at this date.....\$ 159.04
Amount of Loans now outstanding(principal only). 625.10
Total (not including interest due to date)... 784.14

3. Caroline Sherman Fund.

Cash on hand at this date.....\$ 90.18
Amount of Loans now outstanding(principal only). 320.02
Total (not including interest due to date)... 410.20

4. Franklin Sherman Fund

Cash on hand at this date.....\$ 52.99
Amount of Loans now outstanding (principal only) 130.00
Total (not including interest due to date)... 182.99

5. Annie V. Cleveland Fund

Cash on hand at this date.....\$ 61.00
Amount of Loans now outstanding(principal only). 200.00
Total (not including interest due to date).... 261.00

6. Demonstration Scholarship Fund

Cash on hand at this date.....\$ 119.00
Amount of Loans now outstanding..... 181.00
Total (no interest charged on this fund)..... 300.00

TOTAL OF PRESENT LOAN FUNDS

\$6,007.51

SPECIAL APPROPRIATION FOR IMPROVEMENTS, EQUIPMENT, ETC.

Receipts

From State Auditor on account of State Appropriation....	\$25,000.00	
From Southern Railway Co., adjustment of claim for damage	18.36	
Credit remaining in State Auditor's hands	<u>5,000.00</u>	\$30,018.36

Expenditures

W. M. Bucher & Son, addition to laundry building.....	\$	392.80	
" " remodeling Cleveland Cottage for infirmary.....		380.74	
" " general contractors, for completion of basement of Harrison Hall, concrete porch, connections to dormitories, and connection to Service Building including coat-room.		13,327.84	
" " general contractors, for partial completion of second floor of Service Building and portion of first floor of same.....		3,515.57	
" " for work on barn, partially completed..		486.29	
" " for cement walks and blasting out rock.		1,177.73	
Haines, Jones & Cadbury Co., plumbing fixtures & water tanks		845.35	
Post-Glover Electric Co., electric lighting fixtures.....		214.50	
Southern Railway Co., freight on fixtures.....		62.06	
Charles M. Robinson, architect's fees.....		730.92	
Wm. H. Gardner, Sr., painting at infirmary, dormitories, etc.		1,049.62	
Valley Hardware Co., cement.....		580.00	
George Cutter Co., electric fixtures.....		208.63	
Thomas Plumbing & Heating Co., completing and setting-up boiler bought second-hand from Miller & Rhoads....		458.00	
Thomas Plumbing & Heating Co., installing heating pipes and radiators in Maury Science Hall.....		998.15	
American Laundry Machinery Co., steam boiler for laundry.		226.50	
Miller & Rhoads, furnishings.....		89.68	
Sydnor & Hundley, furniture.....		27.50	\$24,771.88

Balance available

\$ 5,246.48

Estimates for Expenditure of Balance

To complete work now in progress on 2d floor of Service Building.....	\$	800.00 = 891.15
Electric Fixtures for Service Building.....		150.00 = 128.98 + 111.96
Plumbing fixtures for Service Building.....		50.00 = 57.35
Miscellaneous carpentry in basement of Harrison Hall and in Service Building.....		71.48
Architect's fees, balance due when work is completed....		525.00 = 500.00
Equipment for newly finished portion of Service Building.	1,875.00 = 147.25 + 1420.75 + 147.00	
Additional equipment for newly finished basement of Harrison Hall.....		675.00 = 100.00 + 575.00
Remodeling of basement of Jackson Hall.....	1,100.00 = 66.38 + 1033.62	\$ 5,246.48

already appropriated

FINANCIAL STATEMENT FOR THE APPROPRIATION YEAR 1918-1919,
WITH ESTIMATES FOR THE YEAR 1919-1920.

REVENUE

<u>ACCOUNT</u>	<u>1918-1919</u>		<u>1919-1920</u>	
	<u>Budget</u>	<u>Estimate</u>	<u>Actual</u>	<u>Budget Estimate</u>
<u>I. School Department--Regular:</u>				
Balance on hand	\$ 0.00	\$ 942.00	\$ 3,833.49	
State--for support	50,000.00	50,000.00	50,000.00	
" -- " outlay	15,000.00	15,000.00	15,000.00	
Smith-Hughes Fund	0.00	1,205.30	4,125.00	
Registration Fees	2,300.00	2,326.50	2,300.00	
Tuition--Regular Session	550.00	716.00	700.00	
" --2d Summer Term	600.00	665.00	600.00	
" --Music & Expression	1,625.00	1,879.75	2,000.00	
Laboratory Fees	1,100.00	1,249.34	1,200.00	
Sundries	0.00	26.89	25.00	
<u>II. School Dept. --1st Sum. T.:</u>				
Balance on hand	0.00	0.00	68.85	
State Board of Education	4,400.00	4,400.00	4,650.00	
Registration Fees	700.00	721.50	725.00	(or 900.00)
Tuition	25.00	6.00	0.00	
Laboratory Fees	25.00	35.25	25.00	5,468.85
<u>III. Home Dept.--Regular:</u>				
Balance on hand	0.00	1,000.00	618.99	
Board	45,000.00	41,852.48	43,300.00	
Medical Fees	700.00	719.50	700.00	
Grounds	1,200.00	1,262.35	1,200.00	
Supply-room	5,500.00	5,537.83	5,500.00	
Sundries	250.00	249.50	250.00	
<u>IV. Home Dept.--1st Sum. T.:</u>				
Balance on hand	0.00	47.93	1,702.45	
Board	7,800.00	8,013.92	8,000.00	
	<u>\$136,775.00</u>	<u>\$137,857.04</u>	<u>\$146,523.78</u>	

Add Comment to Pages 17-18

School Department:

Receipts during the year exceeded expenditures = \$2,891.49
 (\$2,000 saved at Heatwell's salary)
 Credit Balance on hand at beginning 3/1/18 = 942.00
 " " " " " at end of year 7/28/19 = \$3,833.49

Home Department:

Credit Balance on hand at beginning 3/1/18 = \$1,000.00
 Expenditures during the year exceeded the receipts, making deficit of = 381.01
 Leaving credit balance at end 7/28/19 = \$618.99
 Had estimated a credit balance of = \$1,900.00

How deficit came:
 Inferinary cost = \$1,104.64
 Medical fees received = 719.50
\$385.14

200
4,000

Summer - Home Dept.:

Credit Balance from 1918 = \$1,702.45
 " " at beginning = 47.93
 Profit on Summer Books = \$1,654.52

Credit Balances - Mch. 1, 1919:

School Department = \$3,833.49
 Home " = 618.99
 Summer School - Home Dept = 1,702.45
 " " - School " = 68.85
Total of Credit Balances = \$6,223.78

(Has also done some permanent betterment work on grounds + a little on buildings + equipment from current fund.)

EXPENSE

Account	1918-1919		1919-1920	
	Budget	Estimate	Actual	Budget Estimate
<u>I. School Dept.--Regular:</u>				
Faculty	\$ 31,900.00		\$29,935.72	\$ 35,750.00
Employees	8,100.00		8,877.21	8,950.00
Expenses of Trustees	600.00		573.77	575.00
School Supplies	1,500.00		1,256.33	1,800.00
Heat, Light, and Water	2,600.00		2,259.64	2,800.00
Printing and Advertising	1,400.00		1,569.77	1,750.00
Office Expenses	600.00		615.35	600.00
Traveling Expenses	450.00		514.41	500.00
Library	550.00		640.14	700.00
Buildings Buildings	0.00		270.80	1,008.49
Buildings--Special	15,000.00		15,018.36	15,000.00
Repairs	3,200.00		3,454.70	2,850.00
Equipment	1,800.00		1,443.40	3,000.00
Insurance	250.00		717.11	650.00
Music	1,625.00		2,059.55	2,000.00
Entertainments	1,500.00		971.03	1,500.00
Refunds	100.00		0.00	50.00
Credit Balance	0.00		3,833.49	0.00
<u>II. School Dept.--1st Sum. T.:</u>				
Faculty	3,925.00		3,917.50	4,275.00
Employees	400.00		388.70	485.00
Heat, Light, and Water	40.00		39.77	40.00
Printing and Advertising	625.00		605.92	700.00
Office Expenses	60.00		59.90	75.00
Entertainments	60.00		57.86	75.00
School Supplies	25.00		20.50	25.00
Sundries	15.00		3.75	93.85
Credit Balance	0.00		28.85	0.00
<u>III. Home Dept.--Regular:</u>				
Salaries	3,000.00		3,023.40	2,500.00
Wages	3,000.00		3,007.31	5,150.00
Laundry	3,500.00		3,523.48	3,625.00
Equipment and Supplies	2,000.00		2,081.20	2,843.99
Table	24,000.00		22,248.01	23,000.00
Heat, Light, and Water	6,500.00		6,159.47	5,600.00
Room Rent	700.00		671.75	700.00
Refunds	300.00		1,142.29	300.00
Infirmary	800.00		1,104.64	600.00
Supply-room	5,500.00		5,435.58	5,500.00
Grounds	1,200.00		1,347.98	1,500.00
Sundries	250.00		257.56	250.00
Credit Balance	1,900.00		618.99	0.00
<u>IV. Home Dept.--1st Sum. T.:</u>				
Salaries	450.00		422.20	500.00
Wages	900.00		865.83	900.00
Laundry	825.00		801.13	875.00
Equipment and Supplies	250.00		242.80	2,952.45
Table	3,100.00		3,070.91	3,400.00
Heat, Light, and Water	450.00		425.38	450.00
Room Rent	325.00		321.50	375.00
Refunds	250.00		209.65	250.00
Credit Balance	1,250.00		1,702.45	0.00
	\$136,775.00		\$137,857.04	\$146,523.78

BUDGET FOR THE APPROPRIATION YEAR, 1919-1920

ESTIMATED REVENUE

ESTIMATED EXPENSE

I. School Dept.--Regular:

Balance on Hand	\$3,833.49	
Registration Fees	2,300.00	
Laboratory Fees	1,200.00	
Sundries	25.00	
		\$7,358.49
Tuition		700.00
Music & Express'n	2,000.00	2,000.00
State--Special		15,000.00
State--Support	50,000.00	
Smith-Hughes Fund	3,825.00	
Tuition--2d Sum.T.	600.00	
		54,425.00

Equipment	\$3,000.00	
Buildings	1,008.49	
Entertainments	1,500.00	
School Supplies	1,800.00	
Refunds	50.00	\$8,358.49
Library		700.00
Music & Express'n		2,000.00
Buildings--Special		15,000.00
Faculty--Reg. (A)	35,000.00	
Faculty--2d Sum.T.	750.00	
Employees (B)	8,950.00	
Exps. of Trustees	575.00	
Heat, Light, Water	2,800.00	
Print'g, Advert'g	1,750.00	
Office Expenses	600.00	
Traveling Exps.	500.00	
Repairs	2,850.00	
Insurance	650.00	54,425.00

II. School Dept.--1st Sum.T.:

Balance on hand	\$ 68.85	
State Bd. of Ed.	4,650.00	
Smith-Hughes Fund	300.00	
Registration Fees	725.00 (or 900.00)	
		5,743.85
Laboratory Fees		25.00

Faculty	\$4,275.00	
Employees	485.00	
Heat, Light, Water	40.00	
Print'g, Advert'g	700.00	
Office Exps.	75.00	
Entertainments	75.00	
Sundries	93.85	5,743.85
School Supplies		25.00

III. Home Dept.--Regular:

Balance on hand	\$ 618.99	
Board	43,300.00	
Medical Fees	700.00	
Grounds	1,200.00	
		45,818.99
Supply-room		5,500.00
Sundries		250.00

Salaries (C)	2,500.00	
Wages (D)	5,150.00	
Laundry (E)	3,625.00	
Equipment, Suppls.	2,843.99	
Table	23,000.00	
Heat, Light, Water	5,600.00	
Room Rent	700.00	
Refunds	300.00	
Infirmary	600.00	
Grounds	1,500.00	45,818.99
Supply-room (F)		5,500.00
Sundries		250.00

IV. Home Dept.--1st Sum.T.:

Balance on hand	1,702.45	
Board	8,000.00	
		9,702.45

Salaries	500.00	
Wages	900.00	
Laundry	875.00	
Equipment, Supplies	2,952.45	
Table	3,400.00	
Heat, Light, Water	450.00	
Room Rent	375.00	
Refunds	250.00	9,702.45

\$146,523.78

\$146,523.78

(A) SALARY BUDGET FOR FACULTY--APPROPRIATION YEAR, 1919-1920

Name	1918-1919		1919-1920		Mch. 1, 1919-	Sep. 1, 1919-	Total for 1919-1920
	Mos.	Amount	Mos.	Amount	Aug. 31, 1919	Feb. 29, 1920	
J. A. Burruss	12	\$3,000.00	12	\$3,000.00	\$1,500.00	\$1,500.00	\$3,000.00
W. T. Sanger	12	2,400.00	12	2,400.00	1,200.00	1,200.00	2,400.00
*G. W. Chappellear	11	1,650.00	11	1,925.00	750.00	1,050.00	1,800.00
J. C. Johnston	10.5	2,310.00	10.5	2,310.00	990.00	1,320.00	2,310.00
*M. I. Bell	10.5	962.50	10.5	1,029.00	412.50	588.00	1,000.50
*N. Lancaster (1/2 t.)	10.5	682.50	10.5	682.50	292.50	390.00	682.50
*H. B. Corbett (1/3 t.)	0	0.00	10.5	420.00	0.00	240.00	240.00
*E. Godfrey (1/4 t.)	0	0.00	10.5	210.00	0.00	120.00	120.00
+J. W. Wayland (1/3 t.)	9	2,000.00	9	700.00	888.90	388.85	1,277.75
*R. E. Gregg	9	1,700.00	9	2,000.00	755.60	1,111.10	1,866.70
E. P. Cleveland	9	1,320.00	9	1,320.00	586.70	733.30	1,320.00
*S. F. Sale	9	1,320.00	9	1,500.00	586.70	833.30	1,420.00
*M. L. Seeger	9	1,125.00	9	1,200.00	500.00	666.65	1,166.65
*P. P. Moody	9	1,125.00	9	1,320.00	500.00	733.30	1,233.30
*C. B. McMichael	9	1,080.00	9	1,200.00	480.00	666.65	1,146.65
*R. S. Hudson	9	990.00	9	1,100.00	440.00	611.10	1,051.10
*M. V. Hoffman (1/2 t.)	9	990.00	9	675.00	440.00	375.00	815.00
*F. I. Mackey	9	810.00	9	1,000.00	360.00	555.55	915.55
*E. T. Shaeffer (1/3 t.)	9	405.00	9	450.00	180.00	250.00	430.00
✓E. Spilman (1/5 t.)	6	150.00	9	225.00	100.00	125.00	225.00
✓Z. Porter (1/5 t.)	0	0.00	9	225.00	0.00	125.00	125.00
✓History & Liter.	0	0.00	9	1,800.00	0.00	1,000.00	1,000.00
Logan ✓English	0	0.00	9	1,200.00	0.00	666.65	666.65
Austin ✓Home Econ. & Biol.	0	0.00	9	1,320.00	0.00	733.30	733.30
Berley ✓Mathematics, &c.	9	1,080.00	9	1,200.00	280.00	666.65	946.65
W. H. Keister (part)	9	150.00	9	150.00	150.00	0.00	150.00
1st Grade Critic (1/2)	9	450.00	9	450.00	200.00	250.00	450.00
" " " "	9	450.00	9	450.00	200.00	250.00	450.00
2d " " " "	9	360.00	9	405.00	160.00	225.00	385.00
3d " " " "	9	400.00	9	450.00	177.80	250.00	427.80
4th " " " "	9	360.00	9	405.00	160.00	225.00	385.00
5th " " " "	9	450.00	9	450.00	200.00	250.00	450.00
6th " " " "	9	450.00	9	450.00	200.00	250.00	450.00
7th " " " "	9	450.00	9	450.00	200.00	250.00	450.00
8th " " " "	9	450.00	9	450.00	200.00	250.00	450.00
" " " "	9	405.00	9	450.00	180.00	250.00	430.00
Rural Sch. " (part)	9	330.00	0	0.00	146.70	0.00	146.70
Critter ✓Asst. in English	9	180.00	9	180.00	80.00	100.00	180.00
Wagner " " "	9	180.00	9	180.00	80.00	100.00	180.00
Safer " " "	9	180.00	9	180.00	80.00	100.00	180.00
" " Education	9	180.00	9	180.00	80.00	100.00	180.00
Bronner " Mathematics	9	180.00	9	180.00	80.00	100.00	180.00
Spooner " Chemistry	9	180.00	9	180.00	80.00	100.00	180.00
" " Manual Arts	9	180.00	9	180.00	80.00	100.00	180.00
Layman " Home Econ.	9	180.00	9	180.00	80.00	100.00	180.00
Waltz " " "	9	180.00	9	180.00	80.00	100.00	180.00
Wablin " " "	9	180.00	9	180.00	80.00	100.00	180.00
Zinder " " "	9	180.00	9	180.00	80.00	100.00	180.00
Sanders " " "	0	0.00	9	180.00	0.00	100.00	100.00
" " " "	0	0.00	9	180.00	0.00	100.00	100.00
" " Science	0	0.00	9	180.00	0.00	100.00	100.00
" " Gymnasium	9	108.00	9	180.00	48.00	100.00	148.00
Instr. in Writing	9 (2)						
					\$14,345.40	\$20,599.40	\$34,944.80

(B) PAY-ROLL BUDGET FOR EMPLOYEES--APPROPRIATION YEAR, 1919-1920

Name	1918-1919		1919-1920		Mch.1,1919-	Sep.1,1919-	Total for
	Mos.	Amount	Mos.	Amount	Aug.31,1919	Feb.29,1920	1919-1920
J. T. Sprinkel	12	\$1,200.00	12	\$1,200.00	\$600.00	\$600.00	\$1,200.00
J. Moore	12	720.00	12	720.00	360.00	360.00	720.00
A. D. Dowell	10.5	630.00	10.5	630.00	270.00	360.00	630.00
Asst. in Library	10	202.00	10	202.00	102.00	100.00	202.00
" " "	10	101.00	10	202.00	62.00	100.00	162.00
Janiter Maury Hall	10.5	525.00	10.5	525.00	225.00	300.00	525.00
" Harrison Hall	10.5	420.00	10.5	420.00	180.00	240.00	420.00
Janitress, "	0.5	0.00	9.5	285.00	105.00	180.00	285.00
Night-watchman, &c.	10.5	787.50	10.5	787.50	337.50	450.00	787.50
Fireman, &c.	12	624.00	12	624.00	312.00	312.00	624.00
Mechanic	12	624.00	12	624.00	312.00	312.00	624.00
4 Laborers(per diem)	12	2,230.80	12	2,496.00	1,115.40	1,248.00	2,363.40
Home Dept. Board(3)	0.0	0.00	10.5	366.00	150.00	216.00	366.00
					<u>\$4,130.90</u>	<u>\$4,778.00</u>	<u>\$8,908.90</u>

(C) SALARY BUDGET FOR HOME DEPARTMENT ADMINISTRATION--APPROPRIATION YEAR, 1919-1920

X N. Lancaster(1/2 t.)	10.5	630.00	10.5	682.50	270.00	390.00	660.00
X H. B. Corbett(2/3 t.)	10.5	1,312.50	10.5	1,050.00	562.50	600.00	1,162.50
X E. Godfrey (3/4 t.)	10.5	630.00	10.5	525.00	270.00	300.00	570.00
					<u>\$1,102.50</u>	<u>\$1,290.00</u>	<u>\$2,392.50</u>

(D) WAGES BUDGET FOR HOME DEPARTMENT EMPLOYEES--APPROPRIATION YEAR, 1919-1920

Head Cook	10	600.00	10	600.00	270.00	330.00	600.00
Asst. Cook	10	450.00	10	450.00	202.50	247.50	450.00
3 Kitchen Helpers	9.5	1,140.00	9.5	1,140.00	540.00	600.00	1,140.00
Head Maid	10	400.00	10	400.00	180.00	220.00	400.00
4 Maids	9.5	600.00	9.5	600.00	270.00	300.00	570.00
Head Fireman	10.5	866.25	10	866.25	371.25	495.00	866.25
2 Laborers	10.5	1,092.00	10	1,092.00	468.00	624.00	1,092.00
					<u>\$2,301.75</u>	<u>\$2,816.50</u>	<u>\$5,118.25</u>

(E) BUDGET FOR HOME DEPARTMENT LAUNDRY--APPROPRIATION YEAR, 1919-1920

Head Laundress	10.5	567.00	10.5	567.00	243.00	324.00	567.00
Washer(per hour)	10.5	315.00	10.5	315.00	165.00	150.00	315.00
10 Ironers(per hour)	10.5	2,304.00	10.5	2,304.00	1,104.00	1,200.00	2,304.00
						439.00	439.00
					<u>\$1,512.00</u>	<u>\$2,113.00</u>	<u>\$3,625.00</u>

(F) SALARY BUDGET FOR SUPPLY-ROOM, HOME DEPARTMENT--APPROPRIATION YEAR, 1919-1920

A. R. Dwyer	12	510.00	12	510.00	255.00	255.00	510.00
Asst. in Supply-room	10.5	210.00	10.5	210.00	110.00	100.00	210.00
					<u>\$365.00</u>	<u>\$355.00</u>	<u>\$720.00</u>

REFUND OF SUMMER SCHOOL SALARY.

Inasmuch as several times at previous meetings of our Board there has been discussed the question of whether or not the president of a school should receive special compensation over and above his regular salary as president because of his office as conductor of the summer school supported from a special appropriation made by the State Board of Education, the president of this school begs the privilege of including in this report, as a matter of permanent record by the Secretary of the Board, the following letter to the State Superintendent of Public Instruction under date of February 4, 1919:

February 4, 1919.

Hon. Harris Hart,
State Superintendent of Public Instruction,
Richmond, Va.

My dear Sir:

I conducted the summer school at this institution eleven weeks each summer for six years without any compensation other than my regular salary as president of the state Normal school. In the summer of 1917 I was paid \$250.00 for the summer school work, this amount coming out of the amount appropriated for the purpose by the State Board of Education.

Up to 1917 I had expected nothing for my work, altho the summer school at Harrisonburg was the second largest in the State and up to the time the Radford Normal School opened was the only school conducted during eleven weeks in the summer. During all of this time I was practically the only business manager as well as the conductor of the summer school.

I had heard that all of the other summer school conductors received from \$300 to \$500 for their four and six weeks terms. I thought that this was entirely proper legally and otherwise, but being opposed in principle to receiving a salary from two sources I thought it best to decline any remuneration for the summer work.

In 1917 it was represented to me that it was perfectly proper that an additional sum be paid for the summer work, and I was shown in the reports of the Department of Public Instruction that all of the other summer school conductors were receiving remuneration of this sort. I had every reason to believe that the official supplying this information was thoroly informed as to the legality of paying a summer school salary under such circumstances. The records showed that the other conductors, as well as I can recollect, received in some cases as much as \$300 for four weeks work, with much smaller schools than the one at Harrisonburg, and with a business manager to assist them. I came to the conclusion that under these circumstances \$250. would be very moderate indeed as an amount to be allowed to me for the very large amount of work I had to do in connection with the large summer school of six weeks at this place--I did not consider

the second term of five weeks. Accordingly \$250.00 was put down in the summer school budget as salary for the conductor, and was duly approved by the State Board of Education. Had there been the slightest question as to the legality of the matter or of the ability of the summer school funds to cover this amount I should most cheerfully have eliminated it from the budget. I received this amount and immediately expended it in paying my expenses at the University of Chicago, where I was a graduate student in education, and I trust some return came to the State Normal School and to the educational system of Virginia as a result of it.

Recently it has been brought to my attention that there is some doubt as to the legality of such a payment. I am, therefore, enclosing herewith my check for Two Hundred and Fifty Dollars (\$250.00), with the request that this amount be restored to the Summer School funds and proper record be made to show that I have returned it to the State.

In taking this action I do not wish to be understood as admitting that I was wrong in accepting the salary in the first place, because I still believe with the knowledge I had at the time it was altogether natural and proper for me to do so. Neither do I wish to be understood as believing that no extra remuneration should be allowed for the conductors of the summer schools. This work, particularly in the case of the large and long-term schools, is arduous, and one who does it is entitled to more than the present salary of a normal school president of Virginia. But what I mean by this ~~action~~ action on my part is simply that I do not wish to remain on record as having received money from the State when there is the slightest doubt as to the legality of its being paid me.

Trusting that this will cause no complications in your accounting system, and that you understand my position in the matter, I remain

Very truly yours,

Julian A. Burruss, President.

APPLICATIONS FOR FURLOUGHS

Dr. John W. Wayland has been professor of history and social science at this institution since its opening. He has served continuously thruout the ten years, frequently being at work during the summer session as well as the regular session. He is one of the most faithful and valuable members of the faculty, being a teacher of unusual efficiency and in addition to this bringing much credit and renown to the school because of his authorship of a number of well-known books. Dr. Wayland is now engaged on a literary work which will take more of his time during the next twelve months than he can find if he continues to carry his full teaching program. He has therefore requested a partial leave of absence for the session of 1919-1920, which will permit him to devote two-thirds of his time to his literary work, and at the same time enable him to continue his relationship to the school.

RECOMMENDATION NO. 6.--

Approved
It is respectfully recommended that the application be granted, and that Dr. Wayland be paid \$700 for the nine months, which is about one-third of his present salary (\$2,000.00).

The president of the school respectfully requests permission to be absent from the school during the summer quarter, June 15 to August 31, in order that he may continue some research work which was started at the University of Chicago last summer, a similar permission to that now asked having been granted last year by the Board. Dr. W. T. Sanger conducted the summer session last year with great success. He is fully equipped to take entire charge again this year, drawing the salary allowed by the Board for conducting the summer session, the said salary coming out of the special amount allotted to this school by the State Board of Education and not being a charge against the regular funds of the school.

RECOMMENDATION NO. 7.--

Approved
It is respectfully requested that this arrangement for the summer school be authorized.

FACULTY APPOINTMENTS RECOMMENDED.

The faculty pay-roll included in the budget proposed for the coming year indicates the recommendations that are made for faculty appointments and salaries.

This provides for the employment of a substitute for Dr. Wayland, in case his request for a two-thirds-time furlough be granted. This substitute would give two-thirds of his time to the department of history and social sciences and the other third to the department of English.

The work in English having grown to such proportions as to require the full-time of another instructor, and Miss Hoffman, who has been giving part-time to this department, being transferred under the proposed plan to the music department, another instructor to devote all of his time to English language and literature is provided for in the budget.

On account of the new course in home economics as a result of the operation of the Smith-Hughes Law, it is necessary to provide an additional instructor in home economics and biology.

It is proposed to reorganize the work in mathematics, making a combination with another department, or departments, so as to fill a program for an instructor--the work in mathematics not being sufficient for full-time.

RECOMMENDATION No. 8.--

Approved
As it is impossible to make nominations for these vacancies in the faculty at this date, it is recommended that the president be authorized to secure instructors to fill these vacancies, subject to the confirmation of the Board at its next meeting.

SUMMARY OF RECOMMENDATIONS

The following recommendations and requests for action by the Board are made in this report:

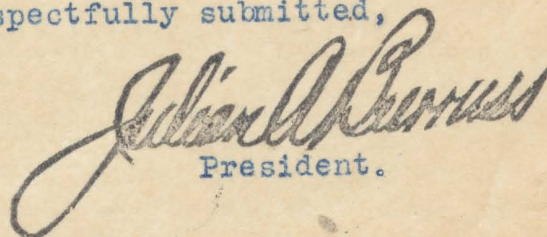
1. Approval of faculty appointments referred to on pages 1 and 2.
2. Continuance of work on the school grounds as explained on page 2.
3. Authorization to meet such an emergency as may arise in connection with the heating of Maury Science Hall, as explained on page 3.
4. Completion of barn as explained on pages 3 and 4.
5. Approval of budget for 1919-1920, including salary list, as given on pages 19-21.
6. Granting of furlough to Dr. John W. Wayland, as explained on pages 23 and 24.
7. Granting of permission to the president to be absent during the summer as requested on page 24.
8. Authorization to secure instructors to fill vacancies in faculty, as stated on page 24.

CONCLUSION

This report is made more comprehensive than is usual for a report ~~of~~ at this season, in anticipation of a possibility that the writer will not be present at the annual meeting in the summer, and also in order that budget and faculty matters may be settled as early as possible, which is very desirable for practical working reasons.

Finally, may I express my sincere appreciation for the sympathetic interest and support extended by the members of the Board and the Secretary-Auditor, for all of which I am deeply grateful.

Respectfully submitted,


President.