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Att Apr - 27, 1951

The following is a brief statement of some of the anticipated activities for the summer. There are many others which come up which, of course, cannot be listed or anticipated.

1. Complete the term reports.
2. Prepare transcripts of records of all seniors for the office of the superintendent.
3. Thoroughly revise the files and bring them up to date.
4. Our pupils register in the spring before school closes. Check all registration forms with the permanent records to see pupils are taking the required subjects for graduation. Then the records are double-checked to see that they are taking the courses best suited to their needs.
5. Maintain regular office hours.
6. General supervision of an elementary shop course which has been conducted during the past two summers.
7. Act on summer playground committee.
8. General supervision of playground activities and building during the operation of the summer playground program.
9. Select colors and paint and supervise the painting of the interior of the building.
10. Revise teachers handbook which was issued for the first time last summer.
11. Check athletic equipment and work out a system for more efficient handling of the same during the coming session.
12. Supervision of the entire school plant.
13. Supervise band practices and lessons which are held at the school building one day per week. This requires preparation and planning with the instructor.
14. Supervise repair work on the school plant.
15. Operate a summer school if there is sufficient demand.
16. Have the library open part of the time this summer. This will have to be done by my office force as we have no funds available to pay a librarian. It has not been done before.
17. Hold conferences with parents, teachers and pupils.
18. Visit homes.
19. Attend summer school from approximately June 12 to August 12. During this period, keep office hours on certain days. I attended summer school during the summer last year for the first time since I have been employed on a 12-months basis. I should like to be allowed to do so again this year as I am working on some graduate work which I should like to complete. I have attended classes for the last two winters which has proven very burdensome.

Leesburg School is open and services available to the community approximately 11 1/2 months per year. This, I believe, constitutes efficient utilization of such a community institution.

Charles S. Johnson
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