

Bellingham, Washington.
January 16th, 1913.

Minutes of the meeting of the Board of Trustees of the Bellingham State Normal School held in their room this afternoon, at 2:30 o'clock.

Present: Chairman J. J. Edens, Trustee J. J. Donovan, Principal E. T. Mathes and the Registrar.

Minutes of the meeting of December 9th read and approved.

The Registrar presented a copy of the report tendered by W. S. Darrow, State Examiner, of his examination of the financial books of the Bellingham State Normal School to the Bureau of Inspection & Supervision of Public Offices. Ordered filed.

The Registrar reported that he had forwarded to the Bureau of Inspection & Supervision of Public Offices, a report of the receipts and disbursements of this institution for the quarter ending December 31st, 1912.

The action of the Faculty in awarding these certificates and diplomas was approved:

Diplomas.

Mabel Brown
Hettie Rose Burnett
Belle Comstock
Marguerite Crosby
Lillian Grue
Dorothy Hughes
O. Beatrice Kilkoren
E. B. Martin
Jessie Kessler-Rall
Mrs. Jennie M. Robin
Gracia Robinson

Duplicate Diplomas.

T. Faith Heinemann
(formerly known as T. Faith Pope
Ruth A. Gottlieb (to replace one stolen)

Secondary Certificates.

May Hughes.

Elementary Certificates.

F. D. Helm
Florence Osborn

The Principal recommended and the Board approved the following additions to the teaching force:

M. Ethel Brown to be employed as Assistant Supervisor in the first four grades, at a salary of \$90.00 per month; term of service to be from February 1st, 1913 to September 1st, 1913, including summer school.

Dora Fatland, assistant to Mrs. Termast in the seventh and eighth grades, to be employed during the months of February to May, inclusive, at a salary of \$40.00 per month.

Mrs. Ella Guptill McCully, as assistant to Miss Drake in the fifth and sixth grades at a salary of \$35.00 per month for February and March, and \$40.00 per month for April and May;

An assistant in the Department of Expression for the second semester of the present school year at a salary not to exceed \$50.00 per month.

Upon the recommendation of the Principal, it was ordered that the museum be transferred to glass cases and installed in various class rooms and the halls.

The Registrar was authorized to contract for from ~~\$75.00~~ to ~~\$100.00~~ cords of wood to be delivered by the first of April, 1913.

The Registrar was authorized to purchase a Fearless Check Writer and a Burglar Proof Money Chest.

The appended bills were approved for payment.

MAINTENANCE FUND.

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|-----------------------------|--------|
| J. Wayland Clark, Registrar | 352.00 |
| S. W. Cornish Paint Co. | 30.25 |
| Union P. P. & S. Co. | 56.25 |
| Munro & Haskell | 25.70 |
| Puget Sound T. L. & P. Co. | 127.30 |
| Earnhart Bros. & Spindler | 11.52 |
| E. L. Boardman | 23.00 |
| Western Wood Wkg. Co. | 28.70 |
| Bellingham Pub. Co. | 25.00 |
| N. W. Journal of Education | 30.00 |
| Morrison Mill Co. | 33.44 |
| Young Manig Co. | 35.00 |
| West Disinfecting Co. | 25.00 |
| P. E. Furniture Co. | 115.00 |
| Blanche Prouty | 40.00 |

LOCAL FUND.

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|------------------------------------|--------|
| C. M. Anderson | 16.10 |
| F. S. Stallings | 4.15 |
| H. C. Philippi, Treas. | 125.00 |
| P. S. Traction Lt. P. Co. | 10.44 |
| Beryl Eadorf | 4.50 |
| Pacific Steam Laundry | 27.45 |
| LaVerne Knowles | 10.00 |
| Bellingham Cider & Vinegar Factory | 4.15 |
| A. P. Erickson | 169.60 |
| Graham & Munch Drug Co. | .85 |
| Normal Bookstore | 49.00 |
| Sweet Grocery Co. | 97.15 |
| Bellingham Publishing Co. | 4.50 |
| E. T. Trimble, City Treas. | 4.75 |
| Milton Prudley Co. | 39.43 |
| B. B. Furniture Co. | 20.75 |
| Munro & Haskell | 106.88 |
| Bellingham Truck Co. | 26.15 |
| Bellingham Bakery | 65.85 |
| Whatecom Dairy | 62.05 |
| Ford Creamery Co. | 77.70 |
| Pac. Tel. & Tel. Co. | 5.00 |
| Wilson-Hables-Barr Co. | 412.65 |
| Puget S. T. L. & P. Co. | 39.15 |
| Lowman & Hanford Co. | 34.00 |
| A. C. McClurg & Co. | 274.60 |
| Ada Hogle | 10.00 |
| W. E. Luckey | 10.18 |

There being no further business, the Board adjourned.

Minutes approved.

J. Wayland Clark
Registrar.

Sp. E. Lewis
Chairman.