

## MINUTES OF THE MEETING OF FEBRUARY 12, 1919.

February 12, 1919.

The Board of Trustees met at 2 p. m. at their office in the Normal School in regular session. Present: Trustees Barlow and Olsen, the President and the Secretary.

Minutes of the meeting of Dec. 11, and Jan. 8, were read and approved.

Bills were audited and payment approved as represented by vouchers as follows:

State Vouchers, S.M.& S.	#359	to	372
State Vouchers, Salary	#80	to	82
Voucher Checks	#5566	to	5673
Revolving Fund Checks	#2100	to	2148

## CLAIM OF W. H. CAMPBELL:

Mr. W. H. Campbell appeared before the Board and presented a claim for payment to him by the Normal School of an amount sufficient to pay the improvement taxes on a certain lot owned by him facing the recently improved Normal Drive, the amount claimed being in the neighborhood of \$172. The Board discussed the merits of the claim with Mr. Campbell and decided that if Mr. Campbell is entitled to compensation, it would be a matter for the attention of the legislature as there are no funds available for such use. The claim arose from the recent real estate transfer of certain properties to the Normal School. The Board did not admit Mr. Campbell's claim.

## CHICAGO TRIP OF DR. NASH:

President Nash referred to the meeting of the National Council of Normal School Presidents and Principals at Chicago Feb. 21 and 22, at which he is programmed to deliver an address on "Problems of Development of Normal Schools in the Western States", also to the annual meeting of the National Educational Association immediately following. He stated his plans also to make inquiries with a view to securing needed teachers for certain departments. The Board authorized him to devote all needed attention to this subject and to visit several educational institutions in the vicinity of Chicago for the purpose. Dr. Nash stated that he will leave for Chicago Feb. 13, At President Nash's suggestion Mr. James Bever, of the faculty, was designated as acting President of the School in the absence of Dr. Nash. President Nash presented a proposal that Miss Gertrude Earhart, Superintendent of the Training School, also go to Chicago for the purpose of selecting assistants for her department. The Board after discussion decided to place the matter of selection and recommendation of teachers wholly in the hands of President Nash, and that it would be unnecessary for Miss Earhart to make the suggested trip.

## SCUDDER MATTER:

The President reported that C. R. Scudder has returned the blue print frames belonging to this school which he took away with him. As to other items retained by him, it was decided that it would not be worth while to give further attention to the matter.

## MINUTES OF THE MEETING OF FEBRUARY 12, 1919.

## MISS WALLACE SUBSTITUTE FOR MRS. SAMSON:

It was reported to the Board that owing to illness Mrs. Samson's services as instructor in the training school were discontinued Feb. 9. The President stated that Miss Belle Wallace, of Seattle has been secured to take the place of Mrs. Samson at a salary of \$135.00 per month (4 weeks). Miss Wallace's work commencing January 27.

## MR. BISSELL EMPLOYED AS PRINTER:

The President stated that Mr. L. D. Bissell has been engaged to take charge of the printing department, his services beginning Jan. 1, and his compensation to be \$80.00 per month for five days service per week.

## CONCERNING MISSES VAIL AND UTLEY:

President Nash presented certain correspondence with Miss Katherine A. Hayes of the faculty of Columbia University with reference to the case of Misses Vail and Utley, recently of this school.

## REPORT OF DEAN OF WOMEN:

The report of the Dean of Women for the first quarter of the current year was received and placed on file.

## REPORT OF LIBRARIAN:

The report of the Librarian for the last year was presented and filed.

## REPORT OF REGISTRAR:

The report of the Registrar showing the condition of the school's finances Dec. 31, 1918, copies of which have previously been presented to the Trustees, was placed on file.

## REPORT OF CHIEF OF CITY FIRE DEPARTMENT:

A communication was received from the Chief of the Bellingham Fire Department which called attention to the matter of installing fire gongs in the Normal building, and also recommending fire drills at least twice a month. The President reported that a committee of the faculty had been appointed to arrange for fire drills and to determine the number and location of fire gongs needed.

## PRESIDENT'S ESTIMATE OF SUMMER SCHOOL COST MODIFICATIONS:

## Extra Expenses

Extra for Miss Drake and Miss Keeler (\$200 each)		\$400.00
Anna Bagstad ( 12 weeks )		400.00
Nora B. Cummins (Extra 6 weeks)		222.90
Assistant Art Teacher 12 weeks	Est.	450.00
Assistant School Nurse 6 weeks	Est.	180.00
Thos. R. Cole 6 weeks		500.00
W. A. Jennings 6 weeks		300.00
May G. Long 6 weeks		200.00
Vaughan MacCoughen 6 weeks		400.00
O. C. Whitney 6 weeks		300.00
		<hr/>
		\$ 3352.90

## MINUTES OF THE MEETING OF FEBRUARY 12, 1919.

Saving in Salaries of Teachers who ask to be  
Excused from Required Summer Work.

Vera Moffat	\$175.00	
Ruth Boring	215.70	
E. J. Klemme	<u>300.00</u>	
		\$ 690.70
		<hr/>
Net Extra		\$2662.20

Following teachers work six weeks extra in Summer with understanding that they will be given 12 weeks off at some convenient period of current or following year:

James Bever, E. A. Bond, J. V. Coughlin, Marie C. Dru  
Gertrude Earhart, L. A. Kibbe, Irving E. Miller, J. W. Thompson  
Mabel Zoe Wilson, Elean Woodard.

## PRESIDENT AT OLYMPIA:

President Nash reported that in response to urgent requests from the local members of the legislature he had visited the State Capital and had interviews with various legislators and educational authorities. And that a supplement to the budget of this school heretofore presented had been prepared, asking more adequate appropriations, particularly for new buildings. He expressed the hope that the legislature would consider favorably the estimates for this school.

## MISS BEARDSLEY ASKS LEAVE OF ABSENCE:

A communication was presented by the President from Miss Helen Beardsley of the faculty in which she unfolds a plan for a tour of Europe and South America next year to better fit herself for language teaching, provided the Board is willing to grant her leave of absence on full pay.

## CLASSIFICATION OF DEPARTMENTS:

The President presented a plan which he recommended for the classification of the various departments of the school, with respect to faculty adjustments. It is as follows:

## PROPOSED CLASSIFICATION OF DEPARTMENTS

Major Departments: Art, Biological Science, Education, English History and Sociology, Home Economics, Library, Manual Training, Mathematics, Physical Science, Teacher Training, Extension.

Minor Departments: Agriculture, Business Education, Geography, Modern Language, Music, Nature Study, Oral Expression, Penmanship Physical Education, Health.

Changes in the rating of departments will be made as conditions may seem to require. The policy of the Board is to consolidate departments as heads change until the present distinction of "Major" disappears.

## MINUTES OF THE MEETING OF FEBRUARY 12, 1919.

## PROPOSED SALARY SCHEDULE

FACULTY--on a basis of forty-two weeks teaching time.

	Minimum	Annual Increase	Maximum
President	As Trustees may decide		
Head Department of Education	\$2700	60	\$3000
Other Major Department Heads	2100	60	2400
Minor Department Heads and Associates in Major Depts.	1800	60	2100
Department Instructors	1500	60	1800
Department Assistants	1200	60	1500

Chairman of Senior, Junior, Life Diploma and Appointment committees each to be paid \$300 per year additional compensation. If the Dean of Women resides at the Woman's Hall she is to receive board and room as additional compensation.

The Dean of Women to have the rank of a Major Department head; Assistant Superintendents, Training School, to have rank of Minor Department heads; and Supervisors, Training School, to have rank of Department Instructors or assistants, depending on training and experience.

A Department Head, to receive the salary proposed must possess a Master's degree from some standard college or university, unless training regarded as equivalent is accepted in lieu thereof by the Board of Trustees.

One serving as Department Head who does not fully measure up to requirements as to scholarship or experience will be given rank of acting Head with such salary adjustment as may be regarded by the Board of Trustees as fair and equitable.

Extension work is to be a part of the regular schedule of a teacher without additional compensation except that actual expenses of meeting appointments are to be paid by the Normal School.

Extension workers outside the regular faculty are to be paid four-fifths of fees collected from registrants in their classes.

Limited entertainment trips may be arranged by faculty members peculiarly fitted for the work with the understanding that day-time service is to be at the disposal of the Normal School, and that daily reports are to be filed with the President.

Occasional institute engagements will be permitted by Faculty Members if Normal School work is not made to suffer.

EMPLOYEES--on a basis of fifty weeks service.

	Minimum	Maximum
Registrar	\$1800	\$2100
Secretary to the President, Assistant Librarian, Engineer, Carpenter, each	1200	1600
Secretary to Appointment Committee, Secretary to Dean of Women, Assistant to Registrar, Recorder, Assistant Engineer, Printer, Head Janitor, Fireman, Gardener, Nightwatchman, Matron, each	900	1200
Office Secretary, Library Clerks, each	600	900
Faculty Stenographer	300	600

This schedule is to become operative when approved by the Board of Trustees.

*Superseded*

## MINUTES OF THE MEETING OF FEBRUARY 12, 1919.

## FACULTY FOR ENSUING YEAR:

The President presented his recommendation as to the force of teachers and employes to be engaged for the next school year and salaries which he advises. The list was received and tentatively approved and placed on file.

The Secretary was directed to execute a new contract with G. W. Nash, President, covering a term of four years from Sept. 1, 1919, compensation to be not less than \$5000 per annum and such further sum as may annually be mutually agreed upon at the time of election of teachers.

The Board then adjourned.

J. M. Edson,  
Secretary

C. W. Olson  
Chairman

LIST OF ELEMENTARY CERTIFICATES AND DIPLOMAS ISSUED

SECOND QUARTER, MARCH FOURTEENTH

1919

CERTIFICATES:

Name	Time	Date	Grades
Bassett, Adèle M.	Two years	March 14, 1919	3-6
Beach, Dorothy	"	"	1-4
Carlyle, Ruth B.	"	"	3-6
Del Dora, Domèneca	"	"	3-6
Hodgson, Gertrude N.	"	"	1-8 Rural
La Brush, Ruth	"	"	1-8 "
Locke, Clara	"	"	1-4
Newell, Valentine	"	"	3-6
Rocheport, Antionette	"	"	3-6
Stuber, Esther E.	"	"	5-8
Thomas, Bertha M.	"	"	5-8
Wiel, Bodil	"	"	3-6
Westman, Lillian	"	"	1-4

DIPLOMAS:

Name	Time	Date	Grades
Castator, Marie	Five years	March 14, 1919	1-4
Caughlin, Rose Margaret	"	"	3-6
Chambers, Emma G.	"	"	1-4
Dahl, Florence	"	"	1-4
Docherty, Mary	"	"	1-4
Fassold, Mary B.	"	"	3-6
Fisher, Clide O.	"	"	1-4
Gordon, Mrs. Jennie May	"	"	1-8
Hamilton, Gladys A.	"	"	5-8
Lorentsen, Olive C.	"	"	1-4
Lowrey, Hazel M.	"	"	1-8 Rural
McGinnis, Mrs. Verna	"	"	5-8
Miller, Irene Lillian	"	"	1-8
Murphy, Margaret Nita	"	"	1-4
Noe, Marie	"	"	5-8
Phillips, La Verne B.	"	"	3-6
Quam, Gertrude	"	"	5-8
Schumaker, Katherine	"	"	1-4
Smitham, Kather Ann	"	"	3-6
Stahlnecker, Laura G.	"	"	3-6
Stenvig, Mildred Adams	"	"	5-8
Wheeler, Adelle	"	"	1-4



**SUPPLEMENTAL LIST OF GRADUATES**

\* 2nd Quarter, March 14, 1919

Name	Time	Date	Grades
Brewer, Minnie Alice	Five Years	March 14, 1919	5-8 (Spec. Diploma)
Albright, Ella	Five Years	March 14, 1919	1-4
Barton, Jennie Catharine	" "	" "	5-8
Benson, Ella	" "	" "	1-4
Bruce, Julia M.	" "	" "	5-8
Jacobs, Fannie V.	" "	" "	1-4
Kelly, Jane	" "	" "	1-4
Katheson, Anna May	" "	" "	5-8
Mitchell, L. Lillian	" "	" "	5-8
Koulton, Ruth Violet	" "	" "	1-4
Shelley, Myrtle	" "	" "	1-4
Walker, Maude Elisabeth	" "	" "	5-8

[Illegible text]

My student... [Illegible text]

A load of... [Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]



SUPPLEMENTAL LIST OF GRADUATES

March 14, 1919

Grades	Date	Five Years	Five Years	Name
2-3 (Spec. Degree)	March 14, 1919			Miss Alice
1-1	March 14, 1919			Miss
2-3	"	"	"	Miss
1-4	"	"	"	Miss
2-3	"	"	"	Miss
1-1	"	"	"	Miss
1-1	"	"	"	Miss
2-3	"	"	"	Miss
2-3	"	"	"	Miss
1-1	"	"	"	Miss
1-1	"	"	"	Miss
2-4	"	"	"	Miss