

Bellingham, Wash., May 5, 1913.

Minutes of a meeting of the Board of Trustees of the Bellingham State Normal School held in their room this afternoon at 3 o'clock.

Present: Trustees J. J. Donovan and Emerson Hammar, Principal Mathes and the Registrar.

Trustee Donovan took the chair.

The minutes of the meeting of April 23rd were read and approved.

At this point Chairman J. J. Edens entered and Trustee Donovan resigned the chair in his favor.

The matter of Miss Baker's employment during summer school this year, action on which was postponed from the previous meeting, again came and Dean Deerwester was asked before the Board.

After discussion it was ordered that settlement of the matter be left in the hands of Mr. Deerwester, dean of summer school, and the principal.

Upon request of the Board of Trustees the principal presented the appended schedule of teachers and employees for reelection at the salaries listed, with the exception of himself, his salary being left at the figure in effect at the present time, viz., \$3750.00.

After a lengthy discussion, it was ordered that

1. The salary of the principal be fixed at \$4,000.00 per year;

2. That in addition to the salary noted for the Registrar, viz., \$1320.00, he be paid his present compensation of \$25.00 per month as accountant for Edens Hall.

3. That with the changes stated above the entire list of teachers and employees, as appended, be elected for service during the year September 1st, 1913-- August 31st, 1914, at the salaries given:

4. The Registrar was directed to notify the teachers that the conditions of service, as now existing, viz., those adopted by Normal schools of the state a year ago and ratified by the Board of Trustees of this institution, will prevail the coming year:

1. That the school year shall begin on the first Tuesday in September and close about the first of the following June; that the summer session shall begin on the Monday following the annual commencement and close not later than the first of the following August.

2. That the annual salary of each teacher shall be divided into twelve equal monthly payments.

3. That the salary of any teacher shall not be paid for the months of June and July when such teacher is excused from teaching in summer school by the Board of Trustees.

4. That each member of the faculty shall, without prejudice, be entitled to be excused from work in summer session each alternate year.

Name	Schedule as Adopted.			Increase over last year on 12-mo. basis.
	Present Salary for 12 months.	Proposed Salary for 10 months.	Proposed Salary for 12 months.	
E. T. Mathes	\$3,750.00		\$4,000.00	\$250.00
Frank Deerwester	2,300.00	\$2,150.00	2,580.00	280.00
F. W. Epley	2,100.00	1,950.00	2,340.00	240.00
E. A. Bond	1,860.00	1,800.00	2,160.00	300.00
M. Belle Sperry	1,740.00	1,650.00	1,980.00	240.00
Jas Bever	1,740.00	1,710.00	2,040.00	300.00
W. A. Moodie	1,740.00	1,650.00	1,980.00	240.00
H. C. Philippi	1,620.00	1,525.00	1,830.00	210.00
Frances S. Hays	1,560.00	1,450.00	1,740.00	180.00
Ada Hogle	1,500.00	1,400.00	1,680.00	180.00
Ida A. Baker	1,440.00	1,350.00	1,620.00	180.00
Minerva Lawrence	1,440.00	1,350.00	1,620.00	180.00
Rose Baxter	1,440.00	1,350.00	1,620.00	180.00
Mary L. Jensen	1,440.00	1,350.00	1,620.00	180.00
W. H. Patchin	1,440.00	1,350.00	1,620.00	180.00
C. Montgomery	1,440.00	1,350.00	1,620.00	180.00
Maude Drake	1,320.00	1,350.00	1,620.00	300.00
Nellie A. Gray	1,380.00	1,275.00	1,530.00	150.00
Mrs. F. F. Thatcher	1,260.00	1,175.00	1,410.00	150.00
Mabel G. Sheaffer	1,260.00	1,175.00	1,410.00	150.00
Ida A. Felt	1,260.00	1,350.00	1,620.00	340.00
Lulu B. Dawson	1,200.00	1,125.00	1,350.00	150.00
Mary C. Bowen	1,050.00	1,050.00	1,260.00	210.00
Laverne Knowles	900.00	1,000.00	1,200.00	300.00
Lucy S. Norton	1,920.00	1,800.00	2,160.00	240.00
Minnie I. Termaat	1,440.00	1,350.00	1,620.00	180.00
Andrew Gebaroff	1,260.00	1,200.00	1,440.00	180.00
Gertrude Worden	1,200.00	1,050.00	1,260.00	60.00
Mabel Personet	1,080.00	950.00	1,140.00	60.00
M. Ethel Brown	1,080.00	1,000.00	1,200.00	120.00
M. Z. Wilson	1,500.00	1,400.00	1,680.00	180.00
Effie Sands	900.00	900.00	1,080.00	180.00
Olive Edens	1,260.00	1,150.00	1,350.00	120.00
J. Wayland Clark	1,200.00		1,320.00	120.00
Ethel E. Thomson	780.00		900.00	120.00
Blanche Prouty	480.00		600.00	120.00
Ida Powell	660.00		720.00	60.00
John Lemack	1,020.00		1,140.00	120.00
David Hintz	840.00		900.00	60.00
Michael Hendershot	720.00		780.00	60.00
John Rindal	840.00		900.00	60.00
	<u>56,860.00</u>		<u>63,670.00</u>	<u>7,370.00</u>

The following resolution, unanimously adopted, was ordered spread on the minutes:

"In re-electing the faculty of the Bellingham State Normal school for another year, we hereby express our confidence in the administration of Dr. Mathes and in the ability and integrity which have built this institution from the beginning until it now ranks first in the state".

The Board favored placing \$100,000 insurance on the school building with C. A. Horst, agent, for three years on a basis of \$1.2850 for \$100.00 with no co-insurance clause attached, but took no action further than to direct the Registrar to consult the State Auditor as to payment of premium.

A. Lee, architect was authorized to complete plans and specifications for the new addition to the Training School annex.

The appended bills were approved for payment.

Maintenance.

Morse Hardware Company	71.54
Northwest Hardware Company	148.90
Munro & Haskell	27.15
Scott & Company	300.00
Maring & Blake	34.05
Earles-Cleary Lumber & Shingle Co.	92.01
Underwood Typewriter Co.	55.50
Harry N. Pratt	30.38
Puget Sound Traction, Light & Power Co.	64.55
J. Wayland Clark, Registrar	750.71

Local Fund

Western Union Telegraph Co.	4.90
Puget Sound Traction, Light & Power Co.	10.89
Wilson-Nobles-Barr Co.	1.05
York Addition Meat Market	191.35
Bellingham Candy Company	2.30
Sweet Grocery Company	140.95
Normal Book Store	38.10
Lowman-Hanford Company	8.25
A. H. Montgomery	17.00
B. B. Furniture Company	56.86
C. M. Anderson	7.80
A. C. McClurg & Co.	3.53
Munro & Haskell	10.40
Pacific Steam Laundry	15.75
Bellingham Cider & Vinegar Factory	10.25
Whatcom Dairy	80.75
Ford Creamery Company	154.50
Bellingham Bakery	45.29
Montague & McHugh	10.82
Puget Sound Traction, Light & Power Co.	21.70
Bellingham Truck Company	17.85
Arthur R. Womrath	11.74
E. T. Trimble, City Treas.	22.85
Pacific Telephone & Telegraph Co.	5.00

At the close of the meeting the Registrar read the foregoing minutes from his notes. They were approved and the chairman directed to sign them when properly transcribed for the record.

The Board adjourned.

Minutes correct.

J. Wayland Clark
Registrar.

[Signature]
Chairman.

EDWARD T. MATHES, PRINCIPAL
ETHEL E. THOMSON, SECRETARY TO PRINCIPAL

J. WAYLAND CLARK, REGISTRAR
NELLIE A. GRAY, DEAN OF WOMEN

STATE NORMAL SCHOOL
BELLINGHAM, WASHINGTON

The Principal presented the appended:

May 20, 1915.

To the Board of Trustees,
State Normal School,
Bellingham, Washington.

Gentlemen:

Regular class work for the present school year will close two weeks from today, and the fourteenth annual Commencement of the Normal School will be held on the following day, June 4th. On that occasion, the Commencement address will be delivered by Rev. Raymond C. Brooks, of Walla Walla, Washington, and about eighty-five students will receive diplomas. On Monday morning, June 9th, the summer session for 1915 will open and it is expected that not less than five hundred students will enroll for work. With one exception, our entire faculty will remain for service in the summer session and several additional teachers have been engaged by the Board of Trustees as special instructors. Among these we wish to mention Dr. Charles McMurtry, of De Kalb, Ill., an author of national reputation, who will be present for three weeks, beginning June 16th, and will lecture daily before the student body. We have also engaged County Superintendent T. E. Hulse, of Breckenridge, to conduct special work for rural school teachers during the summer term. These items are given simply to indicate that the present school year is about to close, and in this connection we beg to suggest that there are several important matters which should receive the attention of the Board of Trustees as soon as practicable.

First: For the past two years, the Training Department of the Normal School has been very much crowded, and an appropriation of \$31,000.00 was made by the last Legislature for the erection and equipment of an addition to the Training School building. In order that there might be as little delay as possible in getting the construction of this addition under way, an architect was employed early in April to prepare plans and specifications for the addition. These were prepared by Mr. Lee, and are ready for the consideration of this Board. If the plans and specifications meet with the approval of the Board, bids for the construction of this building may be called for now at any time. Since this building is to be erected as an addition to the present Training School building, it is especially desirable that as much of the construction work be completed during vacation as possible in order that the work of the contractors may not interfere seriously with the regular school work next September. For this reason we recommend that bids be called for and a contract for the erection of the building be made as soon as possible, in order that the building may be ready for use during the coming school year.

Second: The addition of the new building to our present plant will make it necessary for the Board of Trustees to consider the remodeling of the heating plant, for the present system of boilers

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is already taxed to its capacity in serving the present set of buildings. These boilers have been in use now for a number of years, and it is recommended by reliable authorities that they be removed and two modern boilers installed, of sufficient capacity to supply all of the needs of the institution.

It is recommended, therefore, that the Trustees appoint a special committee to investigate carefully the whole problem of heating and ventilation, with a view of making such changes as may be found necessary in connection with the erection of the buildings now under construction.

Third: For the past fourteen years, the institution has used wood exclusively for fuel, but as the plant has increased in size, it has been necessary to purchase a greater quantity of wood, until at present it requires about six hundred cords of 4-foot wood annually to operate the heating plant. Owing to the bad roads in the winter, it is advisable to contract to have all of this fuel delivered in the summer time, and it takes about an acre of valuable ground to provide room enough for the storage of the fuel for the institution. This great pile of wood is objectionable, first, from the standpoint of appearance; second, because it necessitates a constant extra expense in the way of employment of help to wheel the wood into the boiler room; and, third, it deprives the children of the Training School of a large stretch of campus which is needed as a play ground.

It is therefore recommended that the Board of Trustees look carefully into the advisability of the adoption of crude oil as a fuel for the institution. We are informed that reliable companies stand ready to enter into a contract to furnish oil for fuel for a period of years under a graduated scale of prices.

Fourth:--The last Legislature appropriated the sum of \$136,000.00 for salaries for the present biennial period, which makes available about \$68,000.00 per year. It will be necessary to use about \$61,000.00 of this amount toward paying the salaries of the teachers and other employees who were re-elected on May 5th by the Trustees for the coming school year. This leaves about \$7,000.00 available for the employment of new teachers.

We wish to recommend strongly that a thoroughly practical school man be employed to take charge of a rural school department in the institution, to begin work next September. In this connection, we wish to suggest that practically all teachers have already been employed throughout the state for the coming year, and if we hope to secure a good strong man for this position, we should take action in this matter in the very near future. If prompt action is taken, I believe we could secure the services of County Superintendent F. E. Hulse, of Bromerton. He has already been engaged to take charge of rural school work during the summer session. Our institution has for four years been doing some work for rural school teachers, but the time has come when a separate department should be established for this work and a teacher employed to give his entire time to this department.

It will also be necessary to employ an additional Critic Teacher for the coming year, and an assistant teacher for the departments of Oral Expression and Vocal Music.

Respectfully submitted,

Principal

The following bills were approved for payment:

Maintenance Fund

Hafel Mill Co.	489 40
Kirkman & Smith	160 00
Earles-Cleary L. & S. Co.	49 39
V. E. Johnson	54 50
Munro & Haskell	36 43
S. W. Cornish Paint Co.	15 65
Morse Hardware Co.	17 82
Oliver Machinery Co.	94 00

Local Funds.

Morse Hardware Co.	29 95
Munro & Haskell	1 50
B. B. Furniture Co.	63 03
A. C. McClurg & Co.	67 36
Jenkins Boys Co.	22 00
Robert Appleton Co.	81 00

There being no further business the Board adjourned until Saturday, May 24th, 1913, at 1:30 P. M.

Minutes approved.

Joseph A. Clark
Registrar

J. H. Adams
Chairman

Bellingham, Wash., May 24th, 1913.

Minutes of the meeting of the Board of Trustees of the Bellingham State Normal School held in their room this afternoon at 3 o'clock.

Present; Chairman J. J. Edens, Trustees Jeremiah Neterer and F. J. Barlow, Principal Mathes and the Registrar.

C. M. Olsen, trustee elect-was also in attendance.

The minutes of the meeting of May 20th were read and approved.

A delegation consisting of Messrs. Percy Livesey, R. G. Gamwell, James A. Miller and Sabine Carr appeared before the board in relation to the matter of insuring the Normal School building. The matter was informally discussed but no action was taken further than to instruct the Registrar to write Insurance-commissioner Fishback and the Board of Control relative to the advisability of insuring the property.

The appended certificate of Architect Lee with regard to the completion of the brick-work under the Manual Training building was read:

Bellingham, Wash. May 22nd, 1913.

To the Hon. Board of Trustees of the State Normal
at Bellingham, Washington.

Gentlemen.

We beg to report that the Contractor, Mr. F. E. Headrick, has now completed his contract in building brick walls and with concrete footings under the Manual Training Shop. And in our opinion he is now entitled to contract price as set forth in the contract, which price is Two Thousand One Hundred and Fifty-six (\$ 2156.00) Dollars.

Respectfully Submitted,

A. Lee

Architect.

On motion of Trustee Neterer it was ordered that the estimate be allowed, less deductions for water used, for lumber belonging to the school used in the work and for insurance payable to the Industrial insurance commission.

Bids for wiring the Manual Training building were then opened. They follow:

Puget Sound T. L. & P. Co.	163 50
Rives & Clark	54 50
A. E. Pottinger	53 75
The foregoing bids were placed on the plan and specifications submitted by the school.	
Rives & Clark also submitted a supplementary bid for outside wiring of	17 50

On motion of Trustee Heterer it was ordered that the matter of letting the contract be left with Trustee Barlow with power to act.

Architect Lee was called before the Board and after discussion on motion of Trustee Heterer it was ordered that his plans for the construction of the addition to the Training school annex be adopted and bids called for construction in accordance with the terms of the attached notice:

BIDS INVITED

Sealed proposals for the construction of a training school annex to the Normal school building, at Bellingham, Wash., Also for new boilers in the boiler room, and steam heating the new annex, also steam heating the manual training shop, will be received in the office of the registrar of said school until ten o'clock a.m., June 7, 1913. Plans and specifications may be seen at this office, and also at the office of A. Lee, architect, 900 High street, Bellingham, Washington. Bids must be accompanied by a certified check, amounting to 5 per cent of the bid. Successful bidders will be required to enter into a bond in the full amount of the bid for the faithful completion of the contract. The right is reserved by the board of trustees to reject any or all bids.

By order of the Board of Trustees.

J. WAYLAND CLARK,

Registrar.

It was ordered that the chairman be authorized to sign diplomas and certificates granted by the faculty.

It was ordered that the principal be authorized to employ T. E. Hulse as head of the rural school department for ten months of next year at a salary of \$150.00 per month.

The Registrar reported that J. L. Dumas of Walla Walla had visited the school yesterday and in a conference concerning his proposal to place a fund at the disposal of this school to assist deserving students had tendered a check of \$250.00 to meet pressing demands. The Registrar had accepted the check conditioned upon the approval of the Board of Trustees.

(This matter is referred to on pages 32, 53 and 79 of these minutes.)

It was ordered by the Board that the whole matter be referred to Trustee Heterer.

There being no further business the Board adjourned.

Minutes approved.

J. Wayland Clark
Registrar

J. H. Dumas
Chairman