

MINUTES OF MEETING OF FEBRUARY 9, 1916

The Board of Trustees met at their offices in the Normal School at 2 P.M. Present; Trustees Barlow and Olsen, the President and Secretary.

The Minutes of January 12th were read and approved.

TEACHERS ON LEAVE OF ABSENCE:

The President reported that Miss Ida. A. Baker, Miss Maud Drake, Miss Olive Edens and Mrs. Doris B. Smith, now on leave of absence, have duly reported their desire to be considered applicants for re-election to their former positions in the school, as provided by the Board's resolution of July 14, 1915.

The Board directed the Secretary to notify Mr. W. H. Patchin and Miss Minerva Lawrence, also on leave of absence, that having received no information from them, under the terms of the resolution referred to, the Board assumes that they are not applicants for re-election.

CARNEGIE PEACE FOUNDATION:

The President reported that the Carnegie Peace Foundation had offered to supply this school an instructor during the summer session, the same as in 1915, without cost to the school. The acceptance of the proposal was approved.

EMPLOYMENT OF MISS STENVIG:

The President recommended that Miss Helena Stenvig be employed at \$20.00 per month, to be paid from the school nurse fund, as assistant in the School Nurses Department.

1000 NEW BOOKS FOR THE LIBRARY:

The President recommended that 1000 new books for the Library be purchased, there being abundant funds for that purpose. The Board approved the recommendation.

ADJUSTMENT OF MISS MORSE'S SALARY:

At the suggestion of the President, it was decided that Miss Florence M. Morse, elected to the Department of Education, January 12th, is to be given full salary for the month of August on condition that she will accept a payment of \$75.00 as full compensation for the month of February and services rendered in January, making a total of \$675.00 for the current school year.

EMPLOYMENT OF MISS JACOBSON:

On the suggestion of the President it was ordered that Miss Anna Jacobson be employed at a compensation of \$10.00 per month to assist in the Correspondence Department, commencing Jan. 27, 1916. Payment to be made from Correspondence funds.

DESK PURCHASE AUTHORIZED:

The purchase of a desk for
was authorized.

144 12 books for H. S. audit

PROPOSAL TO OPEN THE LIBRARY DURING THE EVENINGS:

A suggestion that the library be kept open during the evening hours for the benefit of *men* students, who lack a suitable place in which to study, was considered. The matter was referred to the President to ascertain if certain obstacles to the plan can be satisfactorily overcome.

MRS. THOMPSON TO RETIRE:

The President reported that Mrs. Ethel Thomson, his secretary, had requested to be relieved from further service, March 15th. With appreciation of Mrs. Thomson's efficient services, the Board acceded to the request.

SCHOOL DESKS PURCHASED:

Bids having been called for on supplying the school with 144 #1 and 2 sanitary school desks and 12 rears, the President reported that in response he had received the following bids:

J.H. Dann, of Bellingham, <i>Ag. for A.H. Andrews & Co. - Seattle.</i>		
Andrews #1 or 2 Sanitary @		3.35
" " " rears @		2.85
C. C. Bras, Seattle.		
Andrews Sanitary @		3.60
" Rears		3.10
E. T. Mathes Book Co., Bellingham.		
New Automatic #1 C		2.60
Triumph " #1		2.90
Triumph Adjustable A		3.60
" " B		3.50
J.N. Salby Sales Co., Bellingham		
New Sanitary Desks (A.H.A.)		3.58
"No Noise" " "		3.15
Heywood-Wakefield Steel Desk		3.58

The bid of J.H. Dann being considered most advantageous was accepted.

FACULTY CO-OPERATION:

The President reported to the Board that at a recent meeting of the faculty, he had presented to the members the following statement:

"This school can fulfill its mission fully only thru the unanimous, sympathetic, and active co-operation of each member of the faculty with the administrative head. The president has requested members of the faculty to come to him frankly and freely with any perplexing problems or with any complaints, giving assurance that each and every teacher would receive a sympathetic hearing and all of the help in his power to give. In return for this definite pledge on his part he expects absolute frankness and loyalty from every person who occupies a position as teacher in this school."

The Board expressed its full endorsement of the statements therein contained.

LEAVES OF ABSENCE FOR SUMMER:

The President reported that the following named members of the faculty have requested leaves of absence during the coming summer session:

Mr. S. E. Carver
Miss May Mead
Mrs. Alfred Kuykendall
Miss Nellie McCown
Miss Abby H. Sumner

It was ordered that such leaves of absence be granted as requested.

ADDITIONAL SUMMER SCHOOL EMPLOYES:

The President recommended for employment in various capacities during the coming summer session the following named teachers:

Dr. W. J. Curtis, play ground specialist.
Mr. F. W. Epley
Miss Cooney
Mrs. Doris B. Smith
Mr. G. A. Bricker.

SUMMER SCHOOL TEACHERS AND LECTURERS:

The President was given authority by the Board to secure such additional teachers, lecturers and assistants as he may deem necessary for the approaching summer session.

Bills were audited and ordered paid as follows:

LOCAL VOUCHERS:

L. H. Borden	12.50
Frances Bonell	4.50
Ward Whitfield	5.00
Puget Sound T.L. & P. Co.	8.37
Do	30.10
Pacific Tel. & Telg. Co.	6.00
York Addn. Market	191.24
Sweet Grocery Co.	152.12
Wilson-Nobles-Barr	68.65
Royal Dairy Co.	95.68
Ferrier-Magnuson Co.	121.25
Richardson-Holland	15.00
Bellingham Vinegar Works	31.75
Ford Creamery Co.	140.40
D.W. Springer, Secy. N.E.	2.00
Normal Book Store	.50
Union Printing Co.	139.75
Library Bureau	6.00
McKnight & McKnight	5.50
American Ed. Co.	4.00
A. C. McClurg & Co.	24.55
Henry Malkan	2.00
Union Print. Co.	2.85
Himebaugh & Browne	10.50
St. Joseph Hospital	9.00
Dr. J. R. Morrison	16.00
Model Transfer Co.	5.00
Bremerton Hospital	5.00
Dr. H.A. Compton	75.00
St. Joseph Hospital	2.50
Milton Bradley Co.	10.23

Local Vouchers - Cont.

A. G. Spaulding & Bros.	11.69
Braun-Knecht-Heiman	.66
Milton Bradley Co.	6.21
Puget Sound T.L. & P. Co.	50.00
Engberg's Pharmacy	31.25
Sun Drug Co.	2.70
Montague & McHugh	5.85
Morse Hardware Co.	8.92
Union Printing Co.	4.70
Albert Herre	1.25
City of Bellingham	6.28

STATE VOUCHERS:

Montague & McHugh	16.65
Puget Sound T.L. & P. Co.	84.40
Richmond Paper Co.	136.00
E. T. Mathes Book Store	19.42
Lowman & Hanford	12.94
Sweet Grocery Co.	37.66
Normal Book Store	107.90
Morse Hardware Co.	7.38
Standard Oil Co.	529.07
Wesley, Inman	37.75
Freeman G. Chute	44.25
Western Wood Working	38.45
Morse Hardware Co.	47.21
J. Werner Hoppe	15.00
J. F. Hubbard	1.75
Puget Sound T.L. & P. Co.	12.60
Andrew Shold	1.00
Chicago, Mil. & St. P.	117.00
Do Sleeper Seattle to Aberdeen	9.50
G. W. Nash - trip Seat.	3.65
Postmaster	34.00
Garland Boggan	1.85
J. M. Hitchcock	2.00
Sanitary Meat Market	5.95
Griggs S. & P. Co.	.70
D	2.10
Puget Sd. T. L. & P. Co.	.90
T. F. Doan	1.32
Whatcom Saw Works	1.75
Union Print. Co.	6.85
Independent Auto Rep.	8.00
Mike Ponti	4.00
N. M. Cascade Laundry	3.65
Pacific Steam Laundry	5.00
Northwest Hdw. Co.	2.50
Royal Dairy	6.29
Normal Grocery Co.	8.26
Reliable Transfer Co.	10.88
Western Union	.84
Northern Express	.40
Gt. Nor. Exp. Co.	.39
Pacific Tel. Co.	14.75
The Messenger	6.00
Darah S. Ormsby	.27
A. N. Palmer Co.	6.37
Sells Hardware Co.	1.00
S. W. Rolph	1.60
Dupar Bros.	5.19
Whatcom Falls Mill Co.	3.52
Johnson Service Co.	2.15
Rand, McNally Co.	9.87

*Revolving
Fund*

Revolving Fund Vouchers - Cont.

Wilson-Nobles-Barr	.55
Sun Drug Co.	2.00
Engberg's Pharmacy	5.25
Singer Sewing Machine	2.20
Priscilla Needlecraft	1.49
Western Union	.40
Pacific Tel. Co.	.80

The Board then adjourned.

J. M. Edison
Secretary

L. J. Barlow
President.