

MINUTES OF THE MEETING OF THE STATE BOARD OF EDUCATION  
Friday Morning, May 16, 1913.

The State Board of Education met in its office Friday morning, May the 16th at nine o'clock. Members present: Messrs. R. H. Wilson, Frank J. Wikoff, H. C. Potterf, F. B. Fite, M. H. Duncan, A. W. Duff, and B. H. Hester.

The minutes of the meeting of the Board on April 28th and 29th were approved.

The members of the Normal School Presidents' Council were invited to appear before the Board. Pres. Wilson presented and explained the credential blank for normal school graduates. The form of the blank and the requirements were discussed.

The following resolution was introduced by Mr. Duff:

RESOLVED that the State Board of Education require a certificate signed by the President and Registrar of the State Normal School with the signature of the applicant for graduation, showing the grades in the subjects completed in the normal school, and also indicating in red ink the credits accepted from other schools, such certificate to be filed properly filled out before the Board approves the recommendation for graduation.

On motion by Mr. Duff seconded by Mr. Hester, the resolution was adopted. All voting aye.

The Board discussed the time of graduation from the normal schools and on motion by Mr. Hester seconded by Dr. Fite the Presidents were instructed to consider the time of graduation at their Council and report to the Board of Education. All voted aye.

Pres. Grumbine, Secretary of the Normal Presidents' Council, presented the minutes of the meeting of the Council for the approval of the Board.

On motion by Mr. Wikoff seconded by Mr. Duncan a committee was appointed to confer with a committee of the Council in order to get the recommendations of the Council in concrete form and report the same to the Board at its meeting on Saturday morning. All voted aye. Mr. Duff, Mr. Duncan, and Mr. Potterf were appointed as members of the committee.

Pres. Wilson presented the telegram and correspondence with Mr. D. A. Bennett and notified the Board of Mr. Bennett's temporary appointment as Superintendent of the Orphans' Home.

A communication from Pres. Charles Evans recommending the following as teachers for the summer term was read:

A. J. Hicks, Wayne, Okla., History Teacher in the place of Miss Margaret Mitchell,  
T. W. Swartz of Lindsey, Physical Director in the place of Miss Elsa B. Fisher,  
Geo. J. Williams of Ardmore, Asst. in English in the place of Miss Maud Ambrose.

On motion by Mr. Duncan seconded by Mr. Duff, Pres. Evans' recommendations were approved. All voted aye.

A committee from Wilburton consisting of Senator E. T. Sorrells, Judge L. K. Pounders, Judge C. V. Peery, Mr. E. L. Lester, Mr. Herbert Moore, Mr. C. H. Hudson, and Mr. A. B. Avery appeared before the Board to protest against the retention of Dr. George E. Ladd as President of the School of Mines at Wilburton. Senator Sorrells, Chairman of the Committee, stated the nature of the protest against Dr. Ladd's retention. Judge Pounders, Mr. Lester and Mr. Moore also spoke concerning the complaint.

The Board adjourned at 12:30 to meet at 1:30 P. M.

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#### AFTERNOON SESSION

The State Board of Education met at 1:45. Members present: Messrs. Duncan, Duff, Fite, Hester, Wikoff, Wilson and Potterf.

A telegram was read from Dr. George E. Ladd concerning the protest against his re-election.

Representative Lenox appeared before the Board and filed a transcript of the evidence taken by the Special Legislative Investigating Committee that visited Wilburton. Mr. Lenox read extracts from the testimony and spoke in behalf of Dr. Ladd as President of the School of Mines.

Mr. Lester, Judge Peery, Judge Pounders, and Mr. Hudson again appeared before the Board and explained their positions further, and gave their reasons for believing a change should be made in the head of the School of Mines. After discussion with the Board, they retired.

Pres. S. W. Black of the Panhandle Agricultural School at Goodwell appeared before the Board and asked that if the course of study of his institution be changed to include the professional branches that the State Board of Education authorize the issuance of certificates to teach in the Panhandle Counties upon graduation from the school. He presented his course of study, explained the equipment of his building and the qualifications of the instructors. Upon motion by Mr. Hester seconded by Mr. Duncan the President was authorized to appoint a committee to confer with Pres. Black and arrange the conditions under which certificates might be issued and report to the Board the following day.

All voted aye. Pres. Wilson appointed Mr. Hester, Dr. Fite and Mr. Wikoff as the committee.

A communication from Pres. I. E. Page concerning Dr. A. J. Jordan and Mrs. A. J. Jordan, former Assistant Matron of the Nurse Training Department of the C. A. and N. University, was read. The Secretary was authorized to notify Mrs. Jordan that her services ceased with the closing of the Nurse Training Department.

The Board discussed the matter of securing plans and specifications for the building of the School for the Deaf at Sulphur.

No action was taken.

The Board adjourned at 5:30 o'clock.

MINUTES OF THE MEETING OF THE STATE BOARD OF EDUCATION  
Saturday Morning, May 17, 1913.

The State Board of Education met in its office on Saturday morning May 17th at nine o'clock. Members present: Messrs. Wilson, Wikoff, Hester, Duff, Duncan, Fite and Potterf.

On motion by Mr. Hester seconded by Mr. Duff a committee of two was appointed to revise the rules and regulations of the State Board of Education. All voted aye. Pres. Wilson appointed Mr. Hester and Dr. Fite as members of the Committee.

Communications from Miss Kate Barnard, Commissioner of Charities and Corrections, concerning conditions existing at the State Training School at Pauls Valley, were read.

Mr. Duncan, who had investigated the institution, spoke concerning his investigation.

On motion by Mr. Duncan seconded by Mr. Hester, a committee was appointed to investigate conditions at the State Training School, and to report to the Board after the committee had received a transcript of the evidence in the investigation now being conducted by Miss Barnard, the transcript to be forwarded to the Chairman of the Committee by the Secretary as soon as received. All voted aye. Pres. Wilson appointed Mr. Duncan, Mr. Potterf, and Dr. Fite as the committee.

A letter of Pres. Wilson to the State Board of Public Affairs requiring a report each week upon the requisitions and claims not allowed by them was read, together with a reply from the Board of Affairs agreeing to the advisability of such a plan.

A letter from Miss Henrietta Pyle, Instructor of Music in the Northwestern State Normal, concerning the music department in that institution was read and ordered filed.

Mr. Duncan, Chairman of the special committee appointed to meet the Normal Presidents' Council, made the following report:

We recommend the approval of the action of the Normal School Presidents' Council as follows:

(1) That the normal schools recognize in a general way the districts as laid out by the Normal School Presidents, but we believe it would be impracticable to define definite spheres for each school.

(2) Calendar for the ensuing year: Fall term begins September 9th, closes November 29th. Winter term begins December 2nd, closes February 28th. Christmas recess December 20th to 28th. Spring term begins March 3rd, closes May 23rd. Summer term begins May 26th and closes July 31st.

(3) That Normal School Presidents interchange visits and deliver lectures in the other Oklahoma Normals and that members of the Board

of Education are urged to visit Normal Schools frequently. Also that each President use his pleasure in securing State and out of State talent for lecture purposes.

(4) That a committee of the Council be appointed to draw up rules and regulations for an inter-normal field meet. Pres. Grumbine was appointed.

(5) That Pres. Murdaugh examine the educational code and recommend any necessary changes in our course of study to comply with the code.

(6) That the Council appoint a committee to draw up rules and regulations for an inter-normal oratorical and reading contest. Pres. Gill was appointed.

(7) That Pres. Murdaugh be appointed to suggest to each Normal President special courses of study and ask each President to design one or more such courses.

(8) That the regular graduating exercises be held in May and in cases where the record of the student is not completed until the summer term that the diploma be held until the close of the term in August.

(9) That the Secretary of the Normal Presidents' Council submit the bill for clerical work connected with the meetings of the Council to the Board for approval.

Respectfully submitted,

Signed ( A. W. Duff  
( M. H. Duncan  
( H. C. Potterf

On motion by Mr. Duncan seconded by Mr. Potterf the report was adopted. All voting aye. The committee was discharged.

The special committee appointed to confer with Pres. S. W. Black of the Panhandle Agricultural School reported as follows:

We, the committee appointed to consider the application of Pres. S. W. Black for the granting of certificates to the students of the Panhandle State School of Agriculture, do beg leave to make the following recommendations:

First. The course of study is to be extended to cover four years and is to include the following branches: Psychology, History of Education, Methods and Management, School Law, Public School Music and Public School Drawing, Bookkeeping and the Pedagogy of the Common Branches, and Composition.

Second. Students who finish the regular course of instruction in the Panhandle Agricultural Institute and who likewise complete the above additional year's work and pass a satisfactory examination on the same, shall be granted a certificate to teach in the schools of the three counties, i.e. Cimarron, Texas and Beaver, included in the Panhandle

Agricultural Institute District for a term of two years; said certificate to be of rank equal to the two-year certificate issued by the State Normal Schools.

We further suggest that the County Superintendents of the above named counties credit all grades from such two-year certificates on the regular First Grade County Certificates.

Signed ( B. H. Hester  
( F. B. Fite

On motion by Mr. Hester seconded by Mr. Duncan the report was approved. All voted aye. Committee discharged.

On motion by Mr. Duncan seconded by Mr. Wikoff a committee was appointed to investigate the complaints made against Dr. George E. Ladd, President of the School of Mines at Wilburton.

All voted aye. Mr. Wilson appointed Mr. Wikoff, Mr. Hester and Mr. Duff.

On motion by Mr. Hester seconded by Mr. Duff, May 25th was fixed as the date of the next meeting of the Board.

All voted aye.

A communication was read from Pres. W. E. Gill of the Northeastern State Normal recommending the following:

- (1) That he fill the vacancy in the Music Department temporarily for the summer term.
- (2) That he be authorized to discontinue the services of Mrs. Lillian Frantz at the end of May and place in her stead a teacher for a model one-room school for the summer term.

On motion by Mr. Hester seconded by Mr. Duff Mr. Gill's recommendations were approved except in regard to Mrs. Lillian Frantz concerning whom further information was to be asked of Mr. Gill. All voted aye.

The financial reports of Presidents Murdaugh and Briles were presented and ordered filed.

A communication from Supt. W. L. Kendall of the Institute for the Feeble-Minded at Enid notifying the Board of the resignations of Mary Gabus, Walter James, and Jennie Gabus, and the employment of Lenora E. Bailey, Pearl Graves, and Hope Brogan in their places.

Mr. A. C. Haden, State Agent for the Orphans' Home at Pryor, was called before the Board and reported on his work. In connection with this report the Board considered the property and guardianship of the children of the State Home.

On motion by Mr. Wikoff seconded by Mr. Duff a committee was appointed to devise plans for supervising the business transactions necessary in regard to the orphans and all guardianship matters. All voted aye.

Pres. Wilson appointed Mr. Wikoff and Mr. Potterf as the committee.

The Board adjourned at 12:30 to meet at 2:00 p. m.

## AFTERNOON SESSION

The State Board of Education met at 2:00 o'clock. All members were present.

Mr. Potterf, Chairman of the Special Committee on Guardianship of the Orphans, presented the following report:

State Board of Education,  
Oklahoma City, Okla.

Dear Sirs:

We, your committee, beg to report that we have examined the provisions of the law in reference to the care of estates of orphans under the care of the Oklahoma State Home, and conclude as follows:

This Board should employ some competent person as the state agent, to act as such during the pleasure of the Board. His duties should be prescribed by said Board including the statutory requirements. By law, the Board, in cases where there is sufficient property or estate to justify it, must be appointed guardian of the person and estate of the orphan minor. It is made the duty of the County Attorney to act as legal adviser of the Superintendent or State Agent in any matter within his county in which the rights of person or property of any inmate or applicant may be involved.

We think it should be the duty of the State Agent and the Superintendent of the Home to secure the appointment of the Board of Education as guardian of such inmates, using the county attorney as legal adviser in so doing (see Section 7003, Revised Statutes) The State Agent and Superintendent or either of them might, subject to regulations of the Board from time to time, act for the Board so far as managing the estate, but the money, in our judgment, should all be paid to the Board and property invested and cared for until such time as it should be paid back to the orphan.

There appears to be no authority of law to charge the orphan for any part of his keep or expense of same, but we assume and believe all necessary charges incurred in the care and management of his property can and should be deducted from his estate. A report would need to be made to the proper county court from time to time and to this Board. Great care should be taken in securing facts in regard to the estate and a careful record made of each and of what is done.

Respectfully submitted,

H. C. Potterf  
Frank J. Wikoff

On motion by Mr. Potterf seconded by Dr. Fite the report was adopted. All voted aye. Committee discharged.

Senator Gid Graham appeared before the Board and spoke concerning the failure of the Legislative Resolution to submit the schools to a vote and of the inequalities in salaries which he believed existed in the state schools, and protested against the re-employment of Dean J. C. Monnet.

Mr. Wikoff, Chairman of the Auditing Committee, reported the claims and requisitions passed by the committee. On motion by Mr. Duncan seconded by Mr. Potter the claims and requisitions passed by the committee were approved.

The Secretary of the Board was instructed to write to Mr. J. L. Lindsey, Financial Clerk of the University, that the Board considered the price asked for the photographic history of the Civil War too high and that it should be furnished for not to exceed \$30.00

Requisitions from the East Central Normal for miscellaneous supplies were not approved until an estimate of the cost and the balance in the funds upon which the requisitions were drawn was placed upon the requisitions.

Requisitions of the Northwestern State Normal and the Northeastern State Normal were returned for more complete information.

Action upon the requisition of the Northeastern State Normal for insurance was deferred.

Mr. Hester, Chairman of the committee on rules and regulations governing the Board, presented the report of the committee as follows:

#### Rules and Regulations

##### Organization

The State Board of Education shall meet on the first Friday in January, April, July and October, and at such other times as occasion demands and the President may call, or on request of three members of the Board.

The meetings of the State Board of Education shall be held in the rooms of the State Board of Education in Oklahoma City, and the hours shall be from 9:00 A. M. until noon and from 2:00 P. M. until 5:00, except when emergency demands different hours or place.

Four members shall constitute a quorum.

The members of the Board shall charge a per diem of six dollars a day for such days as the Board is actually in session and on such other days as are spent in labor by order of the Board.

A President Pro Tempore is hereby provided for by election who shall act in all cases of absence or disability of the President.

##### Duties of the President and Secretary:

It shall be the duty of the President of the State Board of Education to preside over all meetings of the Board, instruct the Secretary to issue calls for the meetings of the Board, and such other duties as devolve upon his office as executive.

Resolved, that authority is given the Secretary, in addition to his general duties as Secretary of the Board, to sign and approve on behalf of the Board, all claims and vouchers of the state institutions under the jurisdiction of this Board, including the claims and vouchers of the said Board of Education and the members thereof.

It shall be the duty of the Secretary of the State Board of Education to keep a faithful report of the proceedings of the Board, audit the claims of the Board and of the various state institutions under the charge of the Board, and such other duties as may be required from time to time.

The Secretary shall present at each meeting a memorandum of the different matters to come before the Board.

The minutes and proceedings of the State Board of Education shall be open for the public at all times in the office of the Secretary.

The Secretary shall furnish a bond for \$5,000.00

Resolved, that the State Board of Education authorize the President and Secretary of the Board to approve all regular salary claims, all claims based on fixed maintenance charges and necessary emergency claims, and all claims based on estimates on existing building contracts until further order by the Board.

Duties of the State Board of Education:

The State Board of Education, or representative thereof, shall visit each institution under their charge at least once annually and make a written report thereof.

The State Board of Education shall spend sufficient time in the various institutions of learning to acquaint themselves with the merit of the instructors therein employed and shall report this information in the meeting of the Board.

Policy:

The Presidents of the various institutions, in conjunction with the President of the State Board of Education, shall have authority, in case of an emergency, to make temporary arrangements in the maintaining of the various institutions, and make temporary appointments of faculty members pending a meeting of the Board. The President shall follow the proceedings laid down in the report of the Committee on Proceedings, unless the rules are suspended.

All communications to the Board from the Heads of the various institutions shall be presented in writing, unless otherwise ordered by the Board.

Resolutions presented by the different members of the Board shall be presented in writing.



No requisitions of the presidents of the several state institutions will be honored, unless they bear an estimated approximate expense and description of the articles for which the requisitions is made.

The President and Secretary of the Board be instructed to notify the Presidents and Superintendents of the institutions under control of this Board that we respectfully ask and insist that all recommendations of said Presidents and Superintendents in the future be submitted to the Board in writing and properly signed by the President or Superintendent of the institution.

That it is the sense and desire of the State Board of Education that the expenses incurred by the Presidents and Superintendents of institutions under the charge of this Board in attending meetings of the State Board of Education will not be paid from the funds of such institution, unless they are directed to appear by order of the President or Secretary of the Board.

Members of the teaching force and all other employees of the State Institutions under the control of the State Board of Education are hereby notified that all communications from said teaching force or employees to the Board of Education shall be transmitted through the office of the President of the respective institutions.

All notifications of appointments and all other official communications of the State Board of Education with members of the faculty or other employees of the state institutions must be sent to the President of the institution to be communication by him to the person or persons concerned.

"Be It Resolved by the State Board of Education that it is the sense of this Board that athletics and physical culture should be encouraged as much as possible in all the institutions under the supervision of the Board, and with this purpose in view departments are being maintained in the several institutions; but the Board further refuses to be bound or obligated to the payment of any expenditures incurred by members of teams or directors of physical culture in their effort to promote interest in athletics unless the necessity of such expenditures be referred to the Board in advance of the incurring of the indebtedness."

#### Civil Service:

1st. It is the sense of this Board that the plan of annual appointment of instructors and employees in the state institutions is not conducive to good service nor to the best interests of the institutions.

2nd. That it is hereby declared to be the policy of the State Board of Education to make all appointments for an indefinite period; provided, that after any person has served two years to the satisfaction of the State Board of Education his or her appointment is presumed to be permanent, subject to removal at the pleasure of the Board.

All appointments in the State University to the rank of dean, director, professor, associate professor, or assistant professor, be made by the President of the University subject to the approval of the State Board of Education, said appointments to be for an indefinite tenure. The right to

terminat such appointments on recommendation of the President of the University, subject to the approval of the State Board of Education for reasons that seem to be in the best interest of the University, is hereby reserved.

(b) Rules Governing Employment of Instructors and Employees.

The term of service of all employees of the State Normal Schools shall begin September 1st of each year.

(Article 9) That by arrangement with the President of the School and the State Board of Education, teachers may be granted leave of absence in full salary for a period not to exceed one term in two years, for the purpose of studying in a university or other institution of high standing, provided said teachers return to the president of their school a certificate showing that full work has been done; not less than two major subjects.

Amendment to 9: Foreign travel to be put on the same basis as study in an institution of recognized standing.

(Article 10) Teachers absent for purposes other than foreign travel or study in an institution of recognized standing sacrifice their salary for the time absent.

That when the heads of the respective state schools under the jurisdiction of the State Board of Education deem it necessary or best to discontinue the services of any teacher or employe in his school, he shall file in writing with his recommendation relative to each case, his reasons for such recommendation.

Certification:

Written manuscripts for state examinations shall be graded and kept on file in the office for twelve months.

It shall be the duty of the Certification Committee to accredit the various state and other institutions of this and other states.

It shall further be the duty of the Certification Committee to meet after the state examination in January and June to grade the papers of the applicants for state certificates.

The President and Secretary are authorized to issue state certificates upon credentials from schools specifically set forth in the rules and regulations governing the issuance of state certificates, and in addition to such other schools as are admitted to the North Central Association of Universities and Colleges.

On motion by Mr. Duncan seconded by Mr. Wikoff the report of the committee was adopted.

All voted aye.

On motion by Mr. Hester seconded by Dr. Fite, Mr. Wikoff was elected President Pro Tempore.

All voted aye.

The Secretary was instructed to notify all applicants for the Superintendency of the State Home at Pryor that the State Board of Education will give them a hearing at a later date, of which they will be given due notice.

On motion by Mr. Duff seconded by Mr. Hester the State Board of Education fixed June 20, 1913 the date for adopting books for the Teachers' Reading Circle, and the President and Secretary were instructed to advertise for bids for supplying such books.

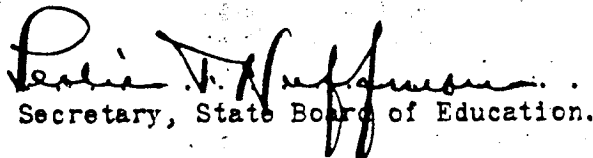
All voted aye.

A communication from the Governor requesting the opinion of the State Board of Education upon the school code passed by the Legislature and awaiting his approval. At the request of the President, it was moved by Mr. Duntan seconded by Mr. Potterf that a committee be appointed to read the bill and report to Governor Cruce. The President appointed Mr. Hester, Secretary Huffman and Mr. H. J. Miller to review the code and, under the authority of the Board, report the result of their findings to the Governor.

All voted aye.

The Board adjourned.

  
President, State Board of Education.

  
Secretary, State Board of Education.