

MINUTES OF THE MEETING OF THE STATE BOARD OF EDUCATION.

Morning Session, May 15th, 1917.

Members present: Messrs. Wilson, Brewer, Fite, Ralls, Sandlin, Shepler and Hill.

Minutes of the meeting on April 23rd and 24th were presented but passed over until the next meeting of the Board.

Letter of thanks from Dean J. S. Buchanan concerning his salary was read to the Board.

The Board voted to begin the adoption of Reading Circle books at 1:00 p.m. Wednesday, May 16th.

Supt. O. W. Stewart of the School for the Blind appeared before the Board in behalf of his recommendations which are as follows:

Administration.

Florence M. Thoes, Bookkeeper and Correspondent, \$960.00 per year.

Officers and Employees

|                            |                    |                     |
|----------------------------|--------------------|---------------------|
| Sallie Puckett             | Matron             | \$540.00 per 10 mo. |
|                            | Boys' Supervisor   | 400.00 " " "        |
| Nancy Bodenheimer          | Girls' Supervisor  | 360.00 " 9 "        |
| M. K. Thompson             | Oculist and Aurist | 405.00 " " "        |
| Frank Preston              | Engineer           | 840.00 " year       |
|                            | Physician          | 405.00 " 9 mo.      |
|                            | Yardman            | 450.00 " " "        |
|                            | Janitor            | 600.00 " year       |
| Cooks, Maids, Special Help | Domestic           | 2,000.00 " "        |

Instructors

Literary

|                   |                                |                     |
|-------------------|--------------------------------|---------------------|
| James L. Waller   | Principal - 11th & 12th Grades | \$1200.00 per 9 mo. |
| Elsie M. Tennyson | Teacher - - 9th & 10th         | " 720.00 " " "      |
| J. K. Milliken    | Teacher - - 7th & 8th          | " 720.00 " " "      |
| Merle Sheldon     | Teacher - - 5th & 6th          | " 630.00 " " "      |
| Olive Leeper      | Teacher - - 3rd & 4th          | " 630.00 " " "      |
|                   | Teacher - - Primary Grades     | " 630.00 " " "      |

Music

|                   |                          |                 |
|-------------------|--------------------------|-----------------|
| Sam B. Gamble     | Acting Director of Music | \$1125.00 " " " |
| Alice D. Robinson | Assistant in Music       | 540.00 " " "    |

Industrial

|                 |                          |          |   |   |   |
|-----------------|--------------------------|----------|---|---|---|
| W. A. Snodgrass | Piano Tuning & Repairing | \$540.00 | " | " | " |
| Von Carter      | Broom Making, etc.       | 720.00   | " | " | " |
|                 | Home Economics           | 540.00   | " | " | " |

Special Employees

2. That the employing of such help as cook, janitor, night watchman, and dining room maids, be left to the Superintendent.

3. That while persons have been named for particular positions, the Superintendent be authorized to make such changes in assignments to duty as in his judgment are warranted to promote efficiency and that the election of matron and supervisors be upon the condition that such transpositions are authorized.

On motion by Mr. Halls, seconded by Mr. Brewer, the recommendations of Supt. Stewart were approved, the teachers and employees were elected for the coming year at the salaries recommended, and the salaries for those to be selected were fixed as indicated.

All voted aye.

On motion by Mr. Halls, seconded by Dr. Fite, Supt. O. W. Stewart was granted permission to make a trip to Austin, Texas, to visit the School for the Blind at that place at the expense of the state.

All voted aye.

The recommendations of Supt. J. W. Blattner of the School for the Deaf were presented but action was deferred. Pres. Wilson was instructed to telephone Supt. Blattner to appear before the Board in behalf of his recommendations.

Recommendations of Supt. A. K. Gossam of the State Training School were presented as follows:

|                 |                  |
|-----------------|------------------|
| Secretary       | F. H. Engelhardt |
| Principal       | To be selected   |
| Teacher         | To be selected   |
| Company Officer | R. L. Claxton    |
| " "             | N. H. Drescher   |
| " "             | H. W. Jewett     |
| " "             | Martin Green     |
| Night Guard     | A. J. Oliphant   |
| " "             | H. C. Rouner     |
| " "             | H. L. Rubrecht   |
| " "             | J. W. Noble      |
| Farmer          | S. R. Sawyer     |
| Dairyman        | M. D. Rayburn    |
| Engineer        | R. E. Braden     |
| Carpenter       | L. T. Thompson   |
| Cobbler         | Oscar Stom       |
| Physician       | N. H. Lindsey    |
| Nurse           | Mrs. A. K. Swan  |
| Cook            | L. L. Hamilton   |

|                     |                                   |
|---------------------|-----------------------------------|
| Dining Room Officer | F. L. Claxton                     |
| Relief Officer      | Herman Phipps                     |
| Minister            | Pauls Valley Ministerial Alliance |
| Matron              | Mrs. H. C. Rounder                |

On motion by Mr. Sandlin, seconded by Mr. Ralls, the recommendations of Supt. Gossam were approved.

All voted aye.

Communication from Pres. Chas. Evans of Henry Kendall College concerning application blanks for graduates of the two year normal college course in that institution was read.

On motion by Mr. Ralls, Mr. Wilson was instructed to write Pres. Evans that the course of study does not include the teachers' training course in Education as given in the Normal Schools of this state, and further that the act authorizing such a course will not take effect until the 14th of June, 1917.

Motion carried.

Recommendations of Supt. Neil B. Gardner of the Oklahoma State Home were presented to the Board.

On motion by Mr. Ralls, seconded by Mr. Sandlin, the employees recommended by Supt. Gardner were approved as follows:

|                       |         |           |
|-----------------------|---------|-----------|
| Mrs. Florence R. Pigg | \$75.00 | per month |
| Mrs. Jessie Knudson   | 60.00   | " "       |
| Miss Jessie Wade      | 60.00   | " "       |
| Miss Elizabeth Bard   | 60.00   | " "       |
| Mrs. Ada G. Page      | 60.00   | " "       |
| Miss Fannie McKinney  | 60.00   | " "       |
| Miss Hattie Williams  | 60.00   | " "       |

On motion by Mr. Sandlin, seconded by Mr. Ralls, Supt. Gardner was authorized to grant two weeks vacation on full pay to each of the employees of the Oklahoma State Home.

Motion carried.

Communications from Mrs. J. H. Bayes of Chandler in regard to Pres. S. M. Barrett of Claremore were presented and read to the Board.

On motion by Mr. Ralls, seconded by Mr. Hill, the Secretary was instructed to inform Mrs. Bayes that under the rules of the Board that body can not undertake the collection of any bills.

Motion carried.

The Board recessed until 1:30.

MINUTES OF THE MEETING OF THE STATE BOARD OF EDUCATION.

Afternoon Session, May 15th, 1917.

Members present: Messrs. Wilson, Brewer, Fite, Balls, Hill, Sandlin and Shepler.

Letter from Dr. John W. Duke, State Health Commissioner, regarding the Orphans' Home at Taft was read.

Dr. Fite and Mr. Hill were appointed as a committee to take the matter up with the Board of Affairs and Dr. Duke.

The following Normal School Presidents appeared before the Board and presented the revised course of study for the Normals of Oklahoma: Messrs. Brooks, Graves, Gordon, Grumbine, Gable, Eskridge.

Pres. Grumbine read the minutes of the meeting of the Normal School Presidents of May 8th and the report to the Board of Education on the course of study recommended for adoption which is as follows:

NORMAL PREPARATORY COURSE.

First Year.

| <u>Fall.</u>   | <u>Winter.</u>     | <u>Spring.</u> |
|----------------|--------------------|----------------|
| Required:      |                    |                |
| 226 Algebra    | 227 Algebra        | 228 Algebra    |
| 51 English     | 52 English         | 74 Reading     |
| 326 Music      | 301 Drawing        | 73 Penmanship  |
| Elective:      |                    |                |
| 101 Latin      | 102 Latin          | 103 Latin      |
| 126 German     | 127 German         | 128 German     |
| 120 Spanish    | 121 Spanish        | 122 Spanish    |
| 239 Arithmetic | 202 Com. Geography | 53 English     |
| Gen. Science   | Gen. Science       | Gen. Science   |

Second Year

|              |                  |                  |
|--------------|------------------|------------------|
| Required:    |                  |                  |
| 229 Geometry | 230 Geometry     | 232 Algebra or   |
| 57 English   | 58 American Lit. | 240 Arithmetic   |
| 77 History*  | 78 Mod. History  | 59 American Lit. |
|              |                  | 79 Mod. History  |

\*Course 76 Ancient History will be discontinued and Course 77 made to cover the entire field of Ancient History.

## Elective:

|                |               |                        |
|----------------|---------------|------------------------|
| Latin          | Latin         | Latin                  |
| German         | German        | German                 |
| Spanish        | Spanish       | Spanish                |
| Gen. Science   | Gen. Science  | Gen. Science           |
| Botany         | Botany        | Botany                 |
| 239 Arithmetic | 202 Geography | 54 English             |
| 21 Pedagogy    | 22 Pedagogy   | 24 Rural School Probs. |

Third Year

## Required:

|                   |                   |                      |
|-------------------|-------------------|----------------------|
| 188 Physiology    | 189 Physiology    | 201 or 202 Geography |
| 83 American Hist. | 84 American Hist. | 85 Civics            |

(Note). - (82 Oklahoma History will be discontinued but the entire content of Oklahoma History and Civics will be included in Courses 83, 84 and 85 above).

## Elective:

|                      |                    |                        |           |
|----------------------|--------------------|------------------------|-----------|
| (Choose two)         | Latin              | Latin                  | Latin     |
|                      | German             | German                 | German    |
|                      | Spanish            | Spanish                | Spanish   |
|                      | Botany             | Botany                 | Botany    |
|                      | Zoology            | Zoology                | Zoology   |
|                      | Chemistry          | Chemistry              | Chemistry |
|                      | Physics            | Physics                | Physics   |
| 231 Solid Geometry   | 235 Trigonometry   | 236 Trigonometry       |           |
| 21 Pedagogy          | 22 Pedagogy        | 24 Rural School Probs. |           |
| 25 Rural Sch. Probs. | 26 Rural Sociology |                        |           |

Fourth Year.FallWinterSpring

## Required:

|                 |                 |                 |
|-----------------|-----------------|-----------------|
| 60 Engl. Lit.   | 61 Eng. Lit.    | 62 Eng. Lit.    |
| 206 Agriculture | 207 Agriculture | 208 Agriculture |

## Elective:

|                    |                     |                        |           |
|--------------------|---------------------|------------------------|-----------|
| (Choose two)       | Latin               | Latin                  | Latin     |
|                    | German              | German                 | German    |
|                    | Spanish             | Spanish                | Spanish   |
|                    | Botany              | Botany                 | Botany    |
|                    | Zoology             | Zoology                | Zoology   |
|                    | Physics             | Physics                | Physics   |
|                    | Chemistry           | Chemistry              | Chemistry |
| 231 Solid Geometry | 235 Trigonometry    | 236 Trigonometry       |           |
| 251 Dom. Science   | 252 Dom. Science    | 253 Dom. Science       |           |
| 277 Manual Train.  | 278 Manual Training | 279 Manual Training    |           |
| 21 Pedagogy        | 22 Pedagogy         | 24 Rural School Probs. |           |
| 25 Ru. Sch. Probs. | 26 Rural Sociology  |                        |           |

ENTRANCE REQUIREMENTS FOR HIGH SCHOOL GRADUATES.

Except as otherwise indicated in the outlines of the various Normal College Courses of study which will follow, the following requirements shall be made for entrance to these courses:

English, three high school units.  
 History, two high school units  
 Agriculture, one high school unit.  
 Another Science, one high school unit.  
 Mathematics, two high school units.  
 Penmanship, one-third high school unit.  
 Vocal Music, one-third high school unit.  
 Drawing, one-third high school unit.  
 Elective, six high school units.

Unless especially designated as possible College electives in the courses given below, any deficiencies in these requirements must be made up without additional credit.

NORMAL COLLEGE COURSES.Academic Course.

Note: This course is intended to permit that choice of subjects necessary to fit the student for teaching departmental work in the Academic branches of the intermediate and high school grades.

Junior Year.

| <u>Fall</u>  | <u>Winter</u> | <u>Spring</u>      |
|--------------|---------------|--------------------|
| 4 Psychology | 5 Psychology  | 6 Pedagogy         |
| 65 English   | 63 Adv. Comp. | 64 Advance Grammar |
| X            | X             | X                  |
| X            | X             | X                  |

Senior Year.

|                 |                     |                     |
|-----------------|---------------------|---------------------|
| 7 Pedagogy      | 9 History of Ed.    | 10 Phil. of Ed.     |
| 11 Ob. Practice | 12 Ob. and Practice | 13 Ob. and Practice |
| X               | Teacher's Course    | Teacher's Course    |
| X               | X                   | X                   |

Note: If admission credits do not include 251, 252, 253 Domestic Science, or 277, 278 and 279 Manual Training, these must be taken as electives in the Junior year. Of the other electives permitted, four units and one teacher's course must be taken in one department selected with the advice of the head of that department and three additional units in a kindred field.

Primary Teachers' CourseJunior Year

| <u>Fall</u>       | <u>Winter</u>     | <u>Spring</u>     |
|-------------------|-------------------|-------------------|
| 4 Psychology      | 5 Psychology      | 6 Pedagogy        |
| 66 English        | 63 Adv. Comp.     | 64 Adv. Grammar   |
| 14 Pri. Education | 15 Pri. Education | 16 Pri. Education |
| X                 | X                 | X                 |

Senior Year

|                    |                  |                  |
|--------------------|------------------|------------------|
| 7 Pedagogy         | 9 History of Ed. | 10 Phil. of Ed.  |
| 11 Ob. and Prac.   | 12 Ob. and Prac. | 13 Ob. and Prac. |
| 310 B.B. Sketching | 327 Music        | 332 Music        |
| 276 Handwork       | Nature Study     | 23 Child Study   |

Note: If 251, 252, 253 Domestic Science is not included in admission credits these courses must be taken as Junior electives. See note on page 20. Another Science may be substituted for Agriculture in the admission requirements for this course. Course 66 English above will consist of Mythology and Story Telling.

Household Arts CourseJunior Year

|                      |                     |                      |
|----------------------|---------------------|----------------------|
| 4 Psychology         | 5 Psychology        | 6 Pedagogy           |
| 65 English           | 63 Ad. Composition  | 64 Ad. Grammar       |
| 251 Domestic Science | 252 Domestic Scien. | 253 Domestic Science |
| X                    | X                   | X                    |

Senior Year

|                     |                  |                  |
|---------------------|------------------|------------------|
| 7 Pedagogy          | 9 History of Ed. | 10 Phil. of Ed.  |
| 11 Ob. and Prac.    | 12 Ob. and Prac. | 13 Ob. and Prac. |
| 312 Applied Art     | 254 Tch. D.S.    | Tch. Course      |
| 255 Int. Decoration | 256 Textiles     | 257 H.H. Physics |

Note: If admission credits do not include three units of Chemistry, these courses must be taken as electives in the Junior year. Another Science may be substituted for Agriculture in the admission requirements for this course.

Manual Training Course.Junior Year.

|                   |                    |                   |
|-------------------|--------------------|-------------------|
| 4 Psychology      | 5 Psychology       | 6 Pedagogy        |
| 65 English        | 63 Ad. Composition | 64 Ad. Grammar    |
| 277 Manual Train. | 278 Manual Train.  | 279 Manual Train. |
| X                 | X                  | X                 |

Senior Year.

|                  |                  |                  |
|------------------|------------------|------------------|
| 7 Pedagogy       | 9 His. of Ed.    | 10 Phil. of Ed.  |
| Farm Mech.       | Tch. M.T.        | Teacher's Course |
| 280 M. Training  | 281 M. Training  | 282 M. Training  |
| 11 Ob. and Prac. | 12 Ob. and Prac. | 13 Ob. and Prac. |

Note: If the admission credits do not include Physics 151, 152 and 153, these courses must be taken as electives in the Junior year. One unit of the Observation and Practice Teaching must be in the teaching of Manual Training.

Music Course.

Junior Year

Fall

- 4 Psychology
- 65 English
- El. Harmony
- X

Winter

- 5 Psychology
- 63 Ad. Composition
- His. of Music
- X

Spring

- 6 Pedagogy
- 64 Ad. Grammar
- Song Interpre.
- X

Senior Year

- |                  |                  |                  |
|------------------|------------------|------------------|
| 7 Pedagogy       | 9 His. of Ed.    | 10 Phil. of Ed.  |
| 11 Ob. and Prac. | 12 Ob. and Prac. | 13 Ob. and Prac. |
| Grt. Composers   | 334 Tch. Music   | 332 Prim. Music  |
| Ad. Harmony      | Music App.       | Choral Dir.      |

Note: Admission credits must include Music 327 and 328 in addition to general requirements. Another Science may be substituted for Agriculture in the entrance requirements for this course.

Public School Art Course.

Junior Year.

- |              |                    |                |
|--------------|--------------------|----------------|
| 4 Psychology | 5 Psychology       | 6 Pedagogy     |
| 65 English   | 53 Ad. Composition | 64 Ad. Grammar |
| 304 Art      | 305 Art            | 306 Art        |
| X            | X                  | X              |

Senior Year

- |                    |                  |                  |
|--------------------|------------------|------------------|
| 7 Pedagogy         | 9 His. of Ed.    | 10 Phil. of Ed.  |
| 11 Ob. and Prac.   | 12 Ob. and Prac. | 13 Ob. and Prac. |
| 310 B.B. Sketching | 311 Tch. Drawing | 309 Tch. Course  |
| 307 Art            | 308 Art          | 276 El. Handword |

Note: Admission credits must include Drawing 302 and 303 in addition to the general requirements. One unit of the Observation and Practice Teaching must be in Drawing. Another Science may be substituted for Agriculture in the entrance requirements for this course. If 251, 252 and 253 Domestic Science are not included in the entrance credits these courses must be taken as electives in the Junior year.

Community Service Course.

Junior Year.

- |                   |                    |                  |
|-------------------|--------------------|------------------|
| 4 Psychology      | 5 Psychology       | 6 Pedagogy       |
| 65 English        | 63 Ad. Composition | 75 Public Speak. |
| 24 Ru. Sch. Prob. | 25 Ru. Sch. Prob.  | 26 Ru. Sociology |



Senior Year.

7 Pedagogy  
 11 Ob. and Prac.  
 213 Poul. Culture  
 176 Zoology

9 His. of Ed.  
 12 Ob. and Prac.  
 Tch. Course  
 177 Zoology

10 Phil. of Ed.  
 13 Ob. and Prac.  
 Tch. Course.  
 181 Entomology

Note: If the entrance credits do not include Manual Training 277, 278 and 279, or Domestic Science 251, 252 and 253, one or the other of these sequences must be taken as an elective in the Junior year. One term of Observation and Practice Teaching should be in Rural Schools where possible. It is understood that courses 24, 25 and 26 will be made to include a general study of the problems of community leadership.

General Note: Course 8, History of Education, will be discontinued and Course 9, History of Education, will be made to cover the entire field.

On motion by Mr. Sandlin, seconded by Mr. Hill, the Normal Preparatory course of study as outlined for the first, second, third and fourth years was adopted by the Board as presented by the Council of Normal School Presidents. Motion carried, Mr. Ralls voting no.

Mr. Ralls moved to amend the course by eliminating German and Spanish altogether and providing that persons that have taught school be permitted on entering to take Psychology and Observation and Teaching in lieu of Music, English, Drawing, Reading and Penmanship as set forth in the first year.

Motion seconded by Dr. Fite.

Voting no: Messrs. Wilson, Hill, Sandlin, Shepler.

Voting yes: Messrs. Ralls, Fite. Mr. Brewer absent.

Motion lost.

On motion by Mr. Sandlin, seconded by Mr. Wilson, that in the balance of the course the words "Another Science may be substituted for Agriculture in the admission requirements for this course", be stricken wherever it occurs in the report of the Council of Normal School Presidents.

Motion carried, Ralls voting no.

Moved by Mr. Ralls, seconded by Dr. Fite, that German, French and Spanish shall not be offered in our Normal Schools.

Voting yes: Messrs. Ralls and Fite

Voting no: Messrs. Sandlin, Hill, Shepler, Brewer, Wilson.

Motion lost.

The Board adjourned to meet at 9:00 o'clock Wednesday morning, May 16th.

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MINUTES OF THE MEETING OF THE STATE BOARD OF EDUCATION.

Morning Session, May 16th, 1917.

Present: Messrs. Wilson, Brewer, Hill, Ralls, Sandlin and Shepler.

Pres. Stratton D. Brooks appeared before the Board and presented recommendations as follows:

1. (411) Subject to your approval I have appointed Harry Gehman Good Special Instructor in Education and Psychology, to serve during the summer session of the University of Oklahoma, to be paid at the rate of \$125.00 per month, payment to be made August 1 and September 1, 1917.  
Approved.
2. (412) That Harold Harvey Herbert, Associate Professor of Journalism, be granted leave of absence from September 1, 1917, to September 1, 1918, under the conditions governing sabbatical leave, but with the provision that this leave shall not become effective unless a satisfactory substitute can be secured without additional cost to the University. The request for leave of absence at this time is made for the reasons specified in the attached communication from Professor Herbert.  
Approved.
3. (413) I desire to report that in accordance with the order of the Board authorizing me to appoint summer school lecturers at a cost of not to exceed \$750.00, that I have made the following appointments, each person being required to deliver twenty-four lectures:
 

|  |          |
|--|----------|
| J. W. Gwinn, Supt. of Public Schools, New Orleans, La. | \$250.00 |
| Ian Hanna, Trinity College, Cambridge Uni., England,   | 250.00   |
| H. B. Wilson, Supt. of Public Schools, Topeka, Kansas, | 250.00   |

 Approved.
4. (414) That the salary of Edward Everett Dale, Instructor in History be fixed at \$1300.00 for the school year beginning September 1, 1917, instead of at \$1200.00, as fixed by the vote on April 23, 1917; and that the salary of Clarence Verne Nichols, Instructor in Materia Medica, be fixed at \$1100.00 for the school year beginning September 1, 1917, instead of at \$1000.00, as fixed by the vote on April, 23, 1917.  
Approved.
5. (415) That the monthly salary of Maurice Goldsmith Mehl, Professor of Geology, be fixed for July and August, 1917, at the rate of \$250.00 per month, and that beginning September 1, 1917, his salary be fixed in accordance with the regular schedule.  
Approved.
6. (416) Subject to your approval I have appointed the following named persons to the rank and salary specified in each case, to begin September 1, 1917, and be regularly advanced in accordance with the regular salary schedule:
 

|   |           |
|---|-----------|
| Herbert L. Whittemore, Associate Professor of Mechanics | \$1800.00 |
| Edmundo D. Colon, Assistant Professor of Spanish        | 1400.00   |

 Approved.

7. (417) Subject to your approval I have appointed the following named persons to the rank and at the salary specified, from September 1, 1917, to September 1, 1918:

|   |           |
|---|-----------|
| Rafael Echeverria, Instructor in Spanish    | \$1000.00 |
| Lucile Johnson, Assistant in Chemistry      | 900.00    |
| Eolian Coppedge, Instructor in Ed. & Psych. | 1000.00   |
| Approved.                                   |           |

8. (418) That the salary for janitor service per annum be fixed for each of the buildings at the University of Oklahoma, as specified in each case:

|  |           |
|--|-----------|
| Administration Hall - - -                  | \$1200.00 |
| DeBarr Hall - - - - -                      | 780.00    |
| Monnet Hall - - - - -                      | 660.00    |
| Science Hall - - - - -                     | 660.00    |
| Engineering Building<br>and Shop - - - - - | 600.00    |
| Gymnasium - - - - -                        | 180.00    |
| Library - - - - -                          | 350.00    |

I further recommend that the attached regulations with reference to janitor service be adopted.

1. All janitors shall be under the general supervision of the Superintendent of Buildings and Grounds, but shall be directly responsible to the teacher in charge of the building in which they are working, said teacher in charge to be designated by the President of the University. Janitors shall, without additional compensation, comply with the requirements of the Superintendent of Buildings and Grounds, and the teacher in charge, whether the duties so required have been specifically mentioned in these regulations or not.
2. Janitors shall have general supervision of the school premises under their charge, and shall prevent any unauthorized person from entering or remaining thereon. They shall be responsible for the protection and preservation of the school property and are particularly enjoined to prevent loss or removal by unauthorized persons of any portable articles; and whenever a vacation of a week or more occurs, shall see that all portable property is locked up securely.
3. Janitors shall keep an inventory of the furniture in the buildings under their charge and shall check the same once each month, reporting any shortage therein to the Superintendent of Buildings and Grounds. They shall move furniture and equipment from room to room when requested to do so by the teacher in charge, and from building to building when requested to do so by the Superintendent of Buildings and Grounds.

4. They shall receive and care for all supplies, furniture and equipment, and when requested to do so by the teacher in charge, shall unpack and distribute the same.
5. They shall have charge of the heating and ventilating apparatus in the building, and shall perform such duties as may be necessary for the proper operation of this apparatus; and in case said apparatus fails to work, shall make reports to the proper officials.
6. Unless otherwise directed, they shall open and close the buildings at such times each day as may be established for each building, and shall see that doors, windows, and all other exits be securely fastened each night.
7. All staircases, corridors, laboratories, offices, class rooms, and other rooms shall be swept daily, provided that class rooms in use but five days each week, need be swept but five times in each week; and provided further that such additional sweeping made necessary by dust storms, special meetings or other unusual occurrences, shall be made at such times as will keep the rooms clean and ready for use when needed.
8. All closets, storerooms, etc., shall be kept free from rubbish, paper, and dirt at all times. All waste paper, and other waste material, shall be removed from the building daily, to a place designated by the Superintendent of Buildings and Grounds.
9. Wainscoting, dadoes, window sills, window shades, mouldings, handrails, furniture, radiators, etc., shall be dusted daily, but such dusting shall be done not sooner than one hour after the sweepint in the room has been completed. Pictures, casts, shelves, walls, and ceilings shall be dusted as often as necessary to keep them in good order. Cloths shall be used for dusting.
10. Janitors shall keep all light fixtures clean, replace burned out lamps promptly, and report other deficiencies to the proper officials.
11. The janitors shall be responsible for such portion of the yard and walks adjacent to the buildings in their charge, as the Superintendent of Buildings and Grounds may designate, and shall keep said grounds free from rubbish, and sweep the sidewalks as often as may be necessary; and in case of snow shall remove same promptly, and in case of sleet and ice shall see that the walks are sanded to prevent slipping.
12. Windows shall be cleaned on both sides twice each year, once during April and again just prior to the opening of school in September.
13. All toilets shall be kept scrupulously clean at all times. The floors of all toilet rooms shall be washed daily, and the stools, bowls, wainscoting, etc., at least once each week, and as much oftener as may be necessary to keep them thoroughly clean and sanitary. Janitors shall see that soap, towels, etc., are supplied.

14. All blackboards shall be washed at least once each week, chalk receptacles cleaned out daily, and erasers dusted from time to time as may be necessary.
15. Janitors shall examine all equipment for fire protection at least once each week and keep a written record of such inspection. They shall allow no smoking in the buildings of which they have charge.
16. Janitors shall make all needed minor repairs to the buildings and to the furniture therein, and shall give general direction and assistance to mechanics or other authorized persons employed in the building.
17. The janitor in charge of the Administration Building shall see that the United States Flag is displayed on the flag pole during every school day when the weather permits, from 8:00 a.m. to 5:00 p.m.
18. Janitors may employ at their own expense, such assistants as may be necessary, but they shall file in writing a list of said assistants with the Superintendent of Buildings and Grounds, who shall have the right to require the substitution of other persons for any who may be objectionable. Preference shall be given to University students; and no assistant, under sixteen years of age, shall be used. Janitors shall be responsible for all acts or omissions of said assistants.
19. Janitors shall hold themselves in readiness to respond promptly to any special or emergency call, and shall keep on file with the Superintendent of Buildings and Grounds a statement of their residence and telephone number, and shall notify him promptly of any change therein.
20. No janitor shall absent himself from duty without the written permission of the Superintendent of Buildings and Grounds. Janitors absent from duty on account of sickness, or through some emergency beyond their control, shall immediately notify the Superintendent of Buildings and Grounds.
21. Janitors absent from duty shall be required to employ a responsible person who shall be satisfactory to the Superintendent of Buildings and Grounds to perform their duties during the time of such absence; or in case of failure to do so, the Superintendent of Buildings and Grounds shall designate a suitable person for the purpose, who shall be paid for his services and the amount deducted from the salary due the janitor; provided, however, that no janitor shall be authorized to employ a substitute for more than four weeks in any one year.
22. The Superintendent of Buildings and Grounds, with the approval of the President of the University, may establish such additional regulations covering the duties of janitors, as may be necessary to meet the specific needs of the particular buildings. Approved.

9. (419) Owing to the establishment of the Revolving Fund it is desirable to change the system of appointments in the School of Fine Arts, and to appoint the teachers therein on the regular salaries in accordance with the salary schedule, and for the University to retain all fees.

I recommend that the following incidental fees for individual lessons be established in each department in the School of Fine Arts:

For two half-hour lessons per week, \$25.00 per semester.

For one half-hour lesson per week, \$15.00 per semester.

Refunds to be made only to those pupils who, for unavoidable cause, take less than one-half of the assigned work in the semester, in which case one-half of said incidental fee will be refunded.

Approved.

10. (420) Subject to your approval I have appointed the following named persons to the rank and at the salary specified, to date from September 1, 1917, with annual advance in accordance with the schedule:

|  |                   |
|--|-------------------|
| Charles Francois Giard, Professor of Piano and Theory of Music         | - \$2100.00       |
| Eva Ellsworth Dungan, Professor of Public School Music & Piano         | 2100.00           |
| Lewis Spencer Salter, Associate Professor of Piano and Theory of Music | - - - - - 1800.00 |
| George Frederick William Schmidt, Associate Professor of Voice         | 1800.00           |
| Paul S. Carpenter, Associate Professor of Violin                       | - - - - - 1800.00 |
| Alberta Bragg, Assistant Professor of Voice                            | - - - - - 1700.00 |
| Oscar J. Lehrer, Assistant Professor of Music                          | - - - - - 1400.00 |

Approved.

11. (421) Subject to your approval I have appointed Luther Wesley Kibler to the position of Assistant Registrar in the University of Oklahoma, for the fiscal year, beginning July 1, 1917, at an annual salary of \$1200.00.

Approved.

12. (422) Subject to your approval I have appointed George W. Fraysher to the position of Night Watch, at the University of Oklahoma, for the fiscal year, beginning July 1, 1917, at an annual salary of \$780.00.

Approved.

13. (423) Subject to your approval I have appointed the following named persons to the rank and at the salary specified:

|  |                     |
|--|---------------------|
| Edmund Berrigan, Assistant in the Extension Department, with rank of Instructor, to date from September 1, 1917, to September 1, 1918, salary per annum      | - - - - - \$1300.00 |
| Philip George Phelps, Extension Field Agent, with rank of Instructor, to date from July 1, 1917, to Sept. 1, 1918, salary at the rate, per annum,            | - - - - - 1300.00   |
| Alice E. Sudlow, Secretary to Correspondence Study, with rank of Instructor, to date from July 1, 1917, to September 1, 1918, salary at the rate, per annum, | - - - - - 1000.00   |

Approved.

14. (424) Subject to your approval I have appointed the following named persons to the rank and at the salary specified, for the school year beginning September 1, 1917, to September 1, 1918:

|   |                   |
|---|-------------------|
| Clark B. Snell, Instructor in Piano               | - - - \$1200.00   |
| Carrie Staggs, Instructor in Piano                | - - - 1100.00     |
| Eva Marie Anderson, Instructor in Public Speaking | - - - - - 1200.00 |

Approved.

15. (425) That Edmund Berrigan, Assistant in the Extension Department, be granted leave of absence from September 1, 1917, to September 1, 1918, without pay. Approved.
16. (426) I request the suspension of the regulation with regard to the employment of two members of the same family, and the approval of the appointments of George E. Meacham as Assistant in the Extension Department from June 1, 1917, to September 15, 1917, at the rate of \$100.00 per month; and as student assistant in the Extension Department from September 15, 1917, to June 15, 1918, at the rate of \$50.00 per month. Approved.

Pres. Brooks presented a communication from Mr. Abraham Press, Assistant Professor of Electrical Engineering, concerning Mr. Pres.'s salary.

Mr. Press appeared before the Board and spoke concerning his resignation and salary.

On motion by Mr. Hill, seconded by Mr. Ralls, the Board fixed the salary of Mr. Press at \$308.33 for July and August, 1917.

All voted aye.

Pres. J. M. Gordon of the East Central State Normal appeared before the Board and spoke concerning his recommendations for faculty and employees which were approved as follows:

|                    |                           |           |
|--------------------|---------------------------|-----------|
| M. L. Perkins      | Director Training School  | \$1800.00 |
| C. G. Bradford     | Psychology & Asst. in Ed. | 1400.00   |
| R. G. Sears        | History                   | 1500.00   |
| W. L. Roddie       | Asst. in History          | 1100.00   |
| M. B. Malloy       | English                   | 1500.00   |
| Irma Spriggs       | Asst. in English          | 1100.00   |
| Esca G. Rodger     | Asst. in English          | 1100.00   |
| Glenn Clark        | Mathematics & Athletics   | 1500.00   |
| Kate K. Knight     | Mathematics Asst.         | 1100.00   |
| E. A. MacMillan    | Biology                   | 1400.00   |
| O. N. Lackey       | Chemistry and Physics     | 1500.00   |
| Josephine Clarke   | Latin and German          | 1400.00   |
| E.E. Ericson       | Manual Training           | 1500.00   |
| A. A. Cruz         | Spanish                   | 750.00    |
| B. Alice Francisco | Home Economics            | 1100.00   |
| Helen A. Turner    | Art                       | 1100.00   |
| Emma K. Keller     | Public School Music       | 1200.00   |
| Lucy Pepoon        | Critic Teacher            | 1000.00   |
| Gertrude Graham    | Critic Teacher            | 1000.00   |
| Bess M. Hayden     | Critic Teacher            | 1000.00   |
| A. Stauffer        | Permanship                | 400.00    |
| J. T. Sanders      | Agriculture               | 1400.00   |
| E. C. Wilson       | Librarian & Asst. English | 1400.00   |
| Emma E. McClure    | Registrar & Asst. History | 1100.00   |
|                    | Secretary                 |           |

On motion, Pearl Buchanan of the Eastern University Preparatory School was elected a member of the summer school faculty to succeed Prof. E. T. Smith, resigned, Miss Buchanan to be paid by the Eastern University Preparatory School until July 1st and the East Central Normal to pay her salary during July and August at the same rate as her present salary.

On motion, Grace Baker was elected teacher of Home Economics for the summer session, salary \$225.00, to be paid from Fund 3-17.

On motion, the President of the East Central State Normal was granted permission to secure a substitute teacher for Miss Kate K. Knight during the summer if such be needed.

On motion, L. V. Romig of the Eastern University Preparatory School was elected to succeed O. N. Lackey, salary of Mr. Romig to be paid by the Eastern University Preparatory School until July 1st; Mr. Lackey to be granted vacation on full pay until August 1st, and to share equally with Mr. Romig the August salary of \$116.66 if he draws no funds from the government for military service; provided further that he shall receive no salary from June 1st to September 1st if paid by the government and Mr. Romig will receive full salary for July and August.

On motion, Pres. Gordon was authorized to hire an extra janitor for one month during the summer school at a salary of \$55.00 and a night watchman for the grounds and buildings at a salary not to exceed \$30.00 per month.

On motion, A. Stauffer was given an additional salary of \$75.00 for the summer term because of the additional work in permanship during that session.

On motion, permission was granted Pres. Gordon to employ a boy to assist in the office during the summer term at not more than \$5.00 per week, to be paid out of fund 3-17.

The Board recessed until 1:30 p.m.

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#### MINUTES OF THE MEETING OF THE STATE BOARD OF EDUCATION.

Afternoon Session, May 16th, 1917.

Members present: Messrs. Wilson, Brewer, Hill, Ralls, Sandlin and Shepler.

The Board proceeded to the consideration of the proposals to furnish Reading Circle books and requests for approval of reference works.

The following representatives of publishers appeared before the Board: Mr. McShane, Dodd, Mead & Co.; Mr. Hailey, Central States Publishing Co.; Mr. Murphy, The Grolier Society; Mr. Putney, Little, Brown & Co.; and Mr. Hicker Ginn & Co.

Moved by Mr. Hill, seconded by Mr. Ralls, that the Board adopt for use in the Teachers' Reading Circle of Oklahoma for 1917-18 the following books:



The Future of South America, by Babson; Americanism, by Hill; Language Work in Elementary Schools, by Lieper; How to Learn Easily by Dearborn; and, as suggested by the President of the Board, Morgan's Backward Child.

Mr. Shepler moved to amend the motion by substituting How to Teach Arithmetic for How to Learn Easily.

Motion carried.

On motion the following books were declared adopted:

|   |                |
|---|----------------|
| The Future of South America - Babson - Little, Brown & Co.      | - \$1.10       |
| Americanism - What It Is - Hill - D. Appleton & Co.             | - - - - 1.00   |
| How to Teach Arithmetic - Brown & Coffman - Row, Peterson & Co. | 1.05           |
| Language Work in Elementary Schools - Leiper - Ginn & Co.       | - - 1.00       |
| The Backward Child - Morgan - G. P. Putnam's Sons               | - - - - - 1.00 |

On motion by Mr. Shepler, seconded by Mr. Ralls, the following sets of books were approved for use as reference books in the public schools of Oklahoma; Mr. Sandlin voting no:

Home and School Reference Work in 10 Volumes, full buckram, \$29.75 per set; discount of \$2.00 allowed if paid for within 30 days from date ordered. Central States Publishing Co.

The Book of Knowledge, Special School Edition in 24 Volumes in Red Basket Buckram with a bookcase at \$46.00. The Grolier Society.

The New International Encyclopedia, 24 volumes, library buckram edition, list price \$144.00, to schools of Oklahoma, \$120.00. Dodd, Mead & Co.

Mr. Gable of the Northeastern State Normal School appeared before the Board in behalf of his recommendations.

On motion by Mr. Ralls, seconded by Mr. Shepler, Mr. Gable's recommendations were approved as follows:

|                   |                              |           |
|-------------------|------------------------------|-----------|
| L. M. Logan       | Latin & Asst. in Ed.         | \$1500.00 |
| J. L. Riley       | Mathematics                  | 1500.00   |
| J. M. Hackler     | Algebra and Arithmetic       | 1400.00   |
| Hogan Markham     | Physics and Chemistry        | 1500.00   |
| E. L. Johnson     | English & American Lit.      | 1500.00   |
| J. N. Clark       | Grammar and Composition      | 1400.00   |
| T. L. Ballenger   | History                      | 1400.00   |
| Wade H. Shumate   | Psychology & Dir. Tr. Sch.   | 1800.00   |
| J. R. Barton      | Modern Languages & Education | 1500.00   |
| A. M. Buman       | Manual Training              | 1500.00   |
| Grace Fernandes   | Domestic Science             | 1100.00   |
| Eula R. Smith     | Public School Music          | 1100.00   |
| Florence McMurtry | 7th and 8th grade critic     | 1000.00   |
| Lola Marie Harris | 5th and 6th grade critic     | 1000.00   |
| Janana Ballard    | 3rd and 4th grade critic     | 1000.00   |
| Mary Whetzel      | 1st and 2nd grade critic     | 1000.00   |
| Flora Allison     | Librarian                    | 900.00    |

|                  |                           |         |
|------------------|---------------------------|---------|
| Lola M. Champlin | Secretary                 | 1000.00 |
| William Beck     | Engineer                  | 900.00  |
| Earnest McCurry  | Janitor                   | 720.00  |
| Alice Barnett    | Asst. Janitor             | 120.00  |
| Steve Guinn      | Yardman                   | 360.00  |
| C. W. Pryer      | Head of Agriculture       | 1200.00 |
| Roy Hinds        | Head Dept. Publ. Speaking | 1400.00 |

Pres. Brocks of the Southeastern State Normal appeared before the Board in behalf of his recommendations.

On motion by Mr. Ralls, seconded by Mr. Shepler, the recommendations of Pres. Brocks were approved as follows:

|                    |  |           |
|--------------------|--|-----------|
| Mrs. Joe Lou Adams | Asst. Dept. Reading & English  | \$1100.00 |
| Allen Berger       | Head Manual Training Dept.   | 1500.00   |
| W. T. Dodson       | Head History Dept.   | 1600.00   |
| W. H. Echols       | Asst. in Education   | 1400.00   |
| A. S. Faulkner     | Head Dept. of Education  | 1800.00   |
| Ola A. Forbes      | Head Dept. Pub. School Art   | 1100.00   |
| J. D. Isaacs       | Director of Athletics & Asst. in Mathematics; (Granted leave of absence without pay) | 1300.00   |
| J.C.M. Krumtum     | Head Dept. Foreign Languages   | 1500.00   |
| Paul E. Laird      | Head Dept. Physics and Chemistry   | 1500.00   |
| Ursula V. Lamar    | Asst. in History and English   | 1100.00   |
| A. Iinscheid       | Head Dept. of English  | 1500.00   |
| Hallie M. McKinney | Head Dept. Domestic Science  | 1100.00   |
| J. J. Miller       | Head Dept. of Mathematics  | 1500.00   |
| Haydee Ritchey     | Librarian  | 900.00    |
| E. B. Robbins      | Head Dept. Agri. & Geography   | 1500.00   |
| Julia E. Stout     | Head Dept. Publ. School Music  | 1100.00   |
| M. M. Wickham      | Head Dept. of Biology  | 1500.00   |
| Elsie Fowler       | Critic Teacher   | 1000.00   |
| Mrs. Hattie Rainey | Critic Teacher   | 1000.00   |
| Clara Turner       | Critic Teacher   | 1000.00   |
| Edna George        | Critic Teacher   | 1000.00   |
| Zora E. Cox        | Teacher of Piano   | Fees      |

On motion by Mr. Ralls, Vance Posey was elected as a special summer instructor in Physical Education and Assistant in Mathematics.

Mr. J. W. Blattner of the School for the Deaf appeared before the Board in behalf of his recommendations.

The recommendations of Dr. W. L. Kendall of the Institute for Feeble-Minded were presented as follows:

I have your communication of April 25, 1917, in which you ask for recommendations for the Board of Education when they meet May 15th. The only recommendation that I have to make is in regard to our head laundryman, John B. Regier, who has been working here for five years and we are now paying him a salary of \$50.00 per

month and I would like for him to have \$60.00 a month, for he is entitled to it and I could not get anyone else to take his place for \$75.00 and it will be necessary that we raise his salary \$10.00 in order to keep him.

I would also like permission from the Board that every employee who has worked here one year, be given two weeks vacation with pay and that I have a right to put some one in their place with pay. I believe this to be just and right, as the people who are employed here have work that should require vacations and they should be off on full pay.

Out appropriation for the year beginning July 1st, 1917, for maintenance \$36,000.00 and for salaries \$27,000.00.

On motion by Mr. Sandlin, seconded by Mr. Ralls, the recommendations of Dr. Kendall were approved, all voting aye.

Motion carried.

The Board recessed to meet at 8:00 p.m.

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#### MINUTES OF THE MEETING OF THE STATE BOARD OF EDUCATION.

Evening Session, May 16th, 1917. 8:00 p.m.

Members present: Messrs. Wilson, Brewer, Hill, Ralls, Sandlin and Shepler.

On motion by Mr. Ralls, seconded by Mr. Hill, the salaries of the Presidents of the Normal Schools at Alva, Tahlequah and Weatherford were raised to \$3,000.00.

Motion carried, Mr. Wilson voting no.

On motion by Mr. Sandlin, seconded by Mr. Ralls, the salary of the Superintendent of the Institute for Feeble-Minded at Enid was raised to \$3,000.00, all voting aye.

The recommendations of Pres. J. M. Marquess of the C. A. & N. University were presented.

On motion by Mr. Ralls, seconded by Mr. Hill, Pres. Marquess's recommendations were approved as follows, Mr. Wilson voting no:

|                 |                        |           |
|-----------------|------------------------|-----------|
| H. F. Mirchell  | Mathematics            | \$1100.00 |
| L. P. O'Hara    | Sciences               | 1100.00   |
| Sam Sadler      | English                | 1100.00   |
| B. P. Crampton  | Machine Shop           | 1000.00   |
| Zelia N. Breaux | Music                  | 1000.00   |
| F. J. Work      | History                | 900.00    |
| Henrietta Gantz | Home Economics         | 1000.00   |
| F. J. Hilburn   | 8th Grade              | 900.00    |
| S. D. McCree    | Economics              | 900.00    |
| Regina Crawford | 7th Grade, Asst. Matr. | 630.00    |
| Rosa Johnson    | Matron Boys' Dormitory | 720.00    |
| Sybil Hammonds  | Asst. Music            | 720.00    |

|                   |                  |         |
|-------------------|------------------|---------|
| W. W. Pearson     | Blacksmithing    | 900.00  |
| N. J. Tucker      | Secretary        | 900.00  |
| Janette Pierson   | Domestic Art     | 840.00  |
| Eveh S. Lowe      | Domestic Science | 840.00  |
| J. M. Calloway    | Farm Manager     | 1000.00 |
| Jaunita Saddler   | Asst. English    | 720.00  |
| Gertrude Lankford | Training School  | 675.00  |
| J. L. Fowler      | Lady Principal   | 720.00  |

On motion by Mr. Ralls, seconded by Mr. Shepler, the recommendations of Pres. J. W. Graves of the Northwestern State Normal were approved as follows:

|                    |   |                  |
|--------------------|---|------------------|
| W. H. Wood         | Director Training School                            | \$1800.00        |
| W. E. Sloat        | English & Registrar                                 | 1500.00          |
| Frank S. Wyatt     | History   | 1500.00          |
| A. G. Vinson       | Agriculture   | 1500.00          |
| C. S. Warren       | Latin   | 1500.00          |
| Sabin C. Percefull | Physics   | 1500.00          |
| C. A. Jenner       | Manual Training                                     | 1500.00          |
| T. C. Carter       | Biology   | 1500.00          |
| E. A. Herod        | Mathematics   | 1500.00          |
| F. Park Geyer      | Coach   | 1200.00 Resigned |
| Mimmie Shockley    | Correspondence & Asst.<br>Hist. and Eng.            | 1200.00          |
| Henrietta Pyle     | Music   | 1200.00          |
| Grace Stegall      | Art   | 1200.00          |
| Sarah Crumley      | Household Econom.                                   | 1100.00          |
| Reed Loving Watt   | Asst. English                                       | 1100.00          |
| V. C. Sheldon      | Asst. English                                       | 1000.00          |
| Hettie A. Brown    | Asst. Eng. & Math.                                  | 1000.00          |
| M. C. Mann         | Chemistry   | 1100.00          |
| Maud Morris        | Modern Languages                                    | 900.00           |
| Nettie Hardy       | Secretary   | 1200.00          |
| Ruby I. Williams   | Phys. Director for Women                            | 900.00           |
| Maude Reichman     | Asst. Dom. Sc.                                      | 900.00           |
| Florence Fallon    | Critic Teacher                                      | 1000.00          |
| Pearl Crawford     | Critic Teacher                                      | 1000.00          |
| Blanche V. Bussey  | Critic Teacher                                      | 1000.00          |
| Rachel C. Robinson | Critic Teacher                                      | 1000.00          |
| Isabelle Veazey    | Critic Teacher                                      | 1000.00          |
| Frank S. Cleckler  | Asst. Secretary & Bookkeeper, Granted Leave of Abs. |                  |

On motion, Mr. Frank S. Cleckler of the Northwestern State Normal was granted a leave of absence, all voting aye.

On motion, Mr. A. G. Vinson's salary was left at \$1400.00 and he was granted a leave of absence for the summer on full pay.  
Motion carried.

The Board recessed to meet at nine o'clock, May 17th.

## MINUTES OF THE MEETING OF THE STATE BOARD OF EDUCATION.

Morning Session, May 17th, 1917.

Members present: Messrs. Wilson, Brewer, Hill, Ralls, Sandlin and Shepler.

Mr. Geo. Ramey appeared before the Board in behalf of the Oklahoma Historical Map.

On motion by Mr. Ralls, seconded by Mr. Brewer, the Oklahoma Historical Map was approved, same to be sold at a price not to exceed \$13.50, and the note book, price 35¢.

All voted aye.

Pres. J. B. Eskridge of the Southwestern State Normal School appeared before the Board in behalf of his recommendations.

On motion by Mr. Ralls, seconded by Mr. Sandlin, the faculty of the Southwestern State Normal were elected for 1917-18 at the salaries indicated as follows:

|                    |  |           |
|--------------------|--|-----------|
| J. A. McLaughlin   | Foreign Language                                     | \$1500.00 |
| W. A. Batson       | Director Training School                             | 1800.00   |
| Jennette S. Crosby | Rural School Administration<br>in Dept. of Education | 1200.00   |
| A. C. Maddox       | Mathematics  | 1500.00   |
| W. B. Parks        | Physics and Chemistry                                | 1500.00   |
| C. H. Simpson      | Biology & Agriculture                                | \$1500.00 |
| Dora Stewart       | History  | 1400.00   |
| A. H. Neff         | Asst. Hist. and Agri.                                | 1300.00   |
| Sadie Puckett      | Asst. Math & Geog.                                   | 1200.00   |
| Caroline Laird     | Asst. in English                                     | 1100.00   |
| Emma D. Miller     | Asst. in English                                     | 1100.00   |
| S. D. Burton       | Physical Direc. & Asst. Math.                        | 1200.00   |
| F. H. McCrea       | Manual Arts  | 1500.00   |
| Ruth Scales        | Art  |           |
| Lula E. Vrooman    | Critic Teacher                                       | 1000.00   |
| Maude Rogers       | Critic Teacher                                       | 1000.00   |
| Magnolia Gee       | Critic Teacher                                       | 1000.00   |
| Anna E. Lane       | Critic Teacher                                       | 1000.00   |
| Margaret Quigley   | Librarian  | 1000.00   |
| Itea Wolverton     | Permanship & Asst. Secy.                             | 900.00    |
| M. Jessie Stone    | Home Economics                                       | 1100.00   |

On motion by Mr. Sandlin, seconded by Mr. Shepler, Pres. Eskridge's recommendation that Wm. Z. Smith, retiring head of the Training School, be granted his salary in full on leave of absence until the first of September and payable on that date was approved.

On motion, Pres. Eskridge was authorized to secure an instructor in Mathematics and Education at a salary not to exceed \$30.00.

On motion by Mr. Sandlin, seconded by Mr. Hill, F. A. Balyeat was elected special summer school instructor in the Southwestern State Normal at a salary of \$25.00 a week.

On motion by Mr. Sandlin, seconded by Mr. Hill, Pres. Eskridge's recommendation that J. C. Resler, retiring head of the Physics and Chemistry Department, be granted a leave of absence on half pay for the summer term, salary \$175.00, was rejected.

Supt. J. W. Blattner's recommendations were considered. On motion by Mr. Hill, seconded by Mr. Balls, the officers, teachers and employees of the School for the Deaf were elected as follows:

Literary Teachers

|   |           |
|---|-----------|
| W. A. Scott, Principal Teacher                  | \$1600.00 |
| J. W. Thomas                                    | 1080.00   |
| O. G. Carrell, Also Physical Director for Boys  | 1080.00   |
| Yetta Baggerman                                 | 900.00    |
| Frances Hockansmith                             | 900.00    |
| Mrs. Birdie Scott                               | 900.00    |
| Mrs. Ida L. Mashburn                            | 900.00    |
| M. S. Hays                                      | 900.00    |
| Grover Farquhar, Also Asst. Phys. Dir. for Boys | 855.00    |
| Guard S. Price                                  | 855.00    |
| Mrs. Ethel M. Perry                             | 855.00    |
| Mrs. Etta B. Ryals                              | 855.00    |
| Laura Armstrong                                 | 855.00    |
| Mrs. Edith B. Hayes                             | 810.00    |
| Mrs. Euga A. Sayles                             | 810.00    |
| Elizabeth B. Kellogg                            | 810.00    |
| Clyde King                                      | 765.00    |
| Grace Myers                                     | 765.00    |
| Mrs. Kate King                                  | 720.00    |
| Mrs. Ethel M. Farquhar                          | 720.00    |
| Mrs. Anna M. L. DeVore                          | 675.00    |
| Hunt Robertson                                  | 675.00    |

Industrial Teachers

|  |         |
|--|---------|
| Inis Hall, Art   | 810.00  |
| Mrs. Bertha J. McKellip, Teacher of Cooking<br>and Housekeeper | 500.00  |
| Ida Blatti, Dressmaking & Fancy Needle-Work                    | 405.00  |
| Joseph Carmack, Shoe and Harness Making                        | 810.00  |
| W. W. Sayles, Printing   | 810.00  |
| J. A. Graham, Manual Training & Carpentry                      | 1020.00 |

Employees

|  |           |
|--|-----------|
| Frank E. Moore, Steward and Accountant             | \$1200.00 |
| Claud C. Adrian, Asst. Accountant & Stenographer   | 600.00    |
| J. T. Slover, Physician                            | 450.00    |
| Mrs. Lillie Wilson, Nurse                          | 360.00    |
| John Payne, Boys' Supervisor                       | 405.00    |
| Jane Susman, Girls' Supervisor and Asst. Phys. Dr. | 315.00    |
| Mrs. T. E. Cate, Small Boys' Supervisor            | 315.00    |
| Mrs. A. Goode, Small Girls' Supervisor             | 315.00    |
| Samual V. Moreland, Engineer & Electrician         | 900.00    |
| C. A. Chumley, Janitor & Asst. Engineer            | 600.00    |
| S. J. Cowart, General Night Watch                  | 600.00    |
| Mrs. J. D. Stewart, Night Watch in Girls' Dorm.    | 270.00    |
| Tom DeShazo, First Cook                            | 540.00    |
| Gus Milner, Baker and Second Cook                  | 360.00    |
| Josie Potter, Hall Girl and Cleaner                | 216.00    |
| Jessie Potter, Hall Girl and Cleaner               | 162.00    |
| Prudence Black, Dining-room Girl                   | 162.00    |
| Beulah Cornell, Laundress                          | 270.00    |
| E. L. Brown, Farmer and Gardener                   | 1020.00   |

On motion by Mr. Hill, seconded by Mr. Balls, Mrs. Iula Blattner was elected Matron at \$600.00 per annum.

On motion by Mr. Hill, seconded by Mr. Shepler, the following resolution was adopted:

WHEREAS, President S. M. Barrett has served as President of the Eastern University Preparatory School during the past several years, during which time he greatly increased the efficiency of the work, and

WHEREAS, the appropriations for said school for the ensuing biennium were vetoed, thus discontinuing the service of President Barrett as President of the School, coming under the jurisdiction of this Board, -

THEREFORE, BE IT RESOLVED, that the State Board of Education endorse President Barrett as a competent school man, an energetic worker, faithful and loyal to the highest ideals in education.

BE IT FURTHER RESOLVED, that the State Board of Education express their appreciation of the co-operation and efficient service of President Barrett in the development of the University Preparatory School and that we extend him our best wishes in his future endeavors.

On motion by Mr. Hill, seconded by Mr. Balls, the following resolution was adopted:

WHEREAS, President W. C. French has served during the past year as President of the State University Preparatory School at Tonkawa, Oklahoma, during which time President French rendered most efficient service and co-operated with the State Board of Education in the development of said school, and

WHEREAS, the appropriations for said institution have been discontinued for the ensuing biennium,

THEREFORE, BE IT RESOLVED, that we endorse President French as a conscientious, faithful, and competent school man, a good organizer, progressive and dependable.

BE IT FURTHER RESOLVED, that we express our sincere appreciation of President French's co-operation in the discharge of his official duties with the State Board of Education and extend to him our thanks and best wishes.

On motion by Mr. Hill, seconded by Mr. Sandlin, the following resolution was adopted as amended, Mr. Wilson voting no, Mr. Brewer not voting:

WHEREAS, President Lynn Glover has served as President of the State University Preparatory School at Tonkawa, Oklahoma, for five consecutive years, during which time he greatly increased the efficiency and enrollment of said school, and -

WHEREAS, he was transferred by the State Board of Education during the past year to the Presidency of the State School of Mines and Metallurgy in order that he might be given the opportunity to increase the attendance and develop said school, and -

WHEREAS, the appropriations for the maintenance and support of the School of Mines and Metallurgy for the ensuing biennium were vetoed thus terminating the services of President Glover as President of the State School of Mines coming under the jurisdiction of the State Board of Education, -

THEREFORE, BE IT RESOLVED - That the State Board of Education commend President Lynn Glover as being a competent school man, energetic, enthusiastic and aggressive and as one who has been conspicuous in the State in the development and fostering of education, especially along technical and vocational lines.

Moved by Mr. Hill, seconded by Mr. Ralls, that a copy of these resolutions as passed be furnished to each person in whose behalf they were written.  
Motion carried.



Letter from H. S. Murphy of the C. A. & N. University concerning the use of farm products was read before the Board.

On motion by Mr. Ralls, seconded by Mr. Shepler, farm products used by employees at Langston shall be paid for according to the market price, the price to be fixed by the President, and that Pres. Marquess and Prof. Murphy be notified of the Board's action.

Motion carried.

Recommendations from Pres. G. W. Austin of the Oklahoma College for Women were presented. Action was deferred until the next meeting of the Board.

On motion by Mr. Ralls, seconded by Mr. Hill, the correspondence in reference to J. L. Lindsay's bond was referred to Pres. Stratton D. Brooks for his recommendation with the directions that in the event no claims are existing against Mr. Lindsay on his bond in the Equitable Surety Company of St. Louis that he execute a certificate showing that fact and mail it to that company.

Motion carried.

Letters from the Attorney General considered.

The Board recessed to meet at 1:30 o'clock.

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#### MINUTES OF THE MEETING OF THE STATE BOARD OF EDUCATION.

Afternoon Session, May 17, 1917.

Members present: Messrs. Wilson, Brewer, Hill, Ralls, Sandlin and Shepler.

Pres. Grant B. Grumbine of the Central State Normal presented his recommendations.

On motion by Mr. Sandlin, seconded by Mr. Shepler, Mr. L. B. Ray was elected Director of the Training School at a salary of \$1800.00.

Voting aye: Messrs. Sandlin, Brewer, Shepler, Wilson.

Voting no: Messrs. Ralls and Hill.

Motion carried.

On motion by Mr. Sandlin, seconded by Mr. Shepler, Mr. Nihart was elected head of the Department of Pedagogy.

Motion carried, Mr. Ralls and Mr. Hill voting no.

On motion by Mr. Sandlin, seconded by Dr. Brewer, the salary of Miss Jarrell was placed at \$900.00.

Motion carried, Mr. Ralls voting no.

On motion by Mr. Ralls, seconded by Mr. Sandlin, the position of Assistant Director of Music being filled by Mrs. Ida Wade Kitchen was discontinued.

Motion carried, Messrs. Wilson and Hill voting no.

On motion by Mr. Hill, seconded by Mr. Shepler, the salary of C. M. Anthony was placed at \$1000.00.

Motion carried, Messrs. Wilson and Sandlin voting no.

On motion by Mr. Balls, seconded by Mr. Shepler, the faculty and salaries were approved as follows:

|                       |   |                  |
|-----------------------|---|------------------|
| L. E. Ray             | Director Training School                                    | \$1800.00        |
| F. H. Ives            | Agriculture   | 1600.00          |
| B. F. Nihart          | Pedagogy  | 1750.00          |
| W. C. Jamieson        | Biology   | 1600.00          |
| John Davis            | Physics and Chemistry                                       | 1600.00          |
| P. C. Smith           | Philosophy & Hist. of Ed.                                   | 1600.00          |
| T. F. Pierce          | Psychology  | 1600.00          |
| F. C. Oakes           | English   | 1600.00          |
| O. W. Jeffries        | Foreign Languages   | 1600.00          |
| Margaret J. Mitchell  | History   | 1600.00          |
| V. O. Wilson          | Manual Arts   | 1500.00          |
| W. T. Ford            | Mathematics   | 1600.00          |
| C. W. Wantland        | Athletic Director   | 1600.00          |
| S. J. Payne           | Asst. Prof. in Math.  | 1400.00          |
| Frances Jewell        | Director of Correspondence Study<br>and Financial Secretary | 1200.00          |
| J. C. Adamson         | Geography   | 1500.00          |
| Maribel Hopkins       | Domestic Science  | 1200.00          |
| A. H. Greene          | Director of Music   | 1400.00          |
| Bertha Matthews       | Prof. Primary Education                                     | 1200.00          |
| Lucy J. Hampton       | Asst. Prof. in History                                      | 1100.00          |
| Estelle Manon         | Public School Drawing                                       | 1200.00          |
| May Belle Howard      | Asst. Prof. in English                                      | 1100.00          |
| Emma Estill           | Asst. Prof. in History                                      | 1200.00          |
| Beulah Rickard        | Asst. Prof. in Phys. & Chem.                                | 1100.00          |
| Mrs. Lola Pickett     | Critic Teacher  | 1000.00          |
| Annie Garner Thornton | Asst. Prof. in English                                      | 1150.00          |
| Pearl B. Watkins      | Asst. Prof. in English                                      | 1100.00          |
| Ruby Canton           | Librarian   | 1200.00          |
| Edna Jones            | Penmanship  | 1100.00          |
| James Rothenberger    | Asst. Foreign Languages                                     | 1200.00          |
| Lois Jarrell          | Primary Critic  | 900.00           |
| Margaret Cherry       | Critic Teacher  | 1000.00          |
| Virginia Howard       | Critic Teacher  | 1000.00          |
| Lillian Holke         | Asst. Prof. of English                                      | 1000.00          |
| C. M. Anthony         | Printer   | 1000.00          |
| Jessie Watson         | Secretary   | 900.00           |
| Mrs. F. B. Coudert    | Librarian   | 900.00           |
| Olive Thomas          | Asst. in Domestic Science                                   | 900.00           |
| Carrie Bell Wantland  | Physical Culture  | 750.00 for 9 mo. |
| Thassler              | Engineer  | 1050.00          |
| C. M. Boyer           | Gardener & Asst. Engineer                                   | 720.00           |
| J. G. Smith           | Janitor   | 700.00           |
| K. Weisenbach         | Janitor   | 700.00           |
| W. T. Morrisett       | Janitor   | 700.00           |

On motion by Mr. Hill, seconded by Mr. Sandlin, the following resolution was adopted:

✓ BE IT RESOLVED, by the State Board of Education that all teachers are elected for the coming year upon the condition and with the understanding that the Board reserves the right upon thirty days notice to discontinue the services of any teacher employed and it will be the policy of the Board to so do in the event conditions should arise on account of the war that decreases materially the attendance of any of the schools, and that the Secretary of this Board call their attention to this policy and resolution of the Board when notifying them of their election.

On motion by Mr. Brewer, seconded by Mr. Sandlin, the Board adjourned to meet the latter part of June at the call of the President.

*R. H. Wilson*  
 President, State Board of Education

*Robert T. Hoffman*  
 Secretary, State Board of Education