

3-21-1927

Proceedings of the Normal School Board of the State of Illinois

Illinois Department of Registration and Education

Illinois Normal School Board

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STATE OF ILLINOIS
DEPARTMENT OF REGISTRATION AND EDUCATION

THE NORMAL SCHOOL BOARD

EX-OFFICIO MEMBERS

A. M. SHELTON, Director of Registration and Education,
Springfield, *Chairman*

FRANCIS G. BLAIR, Superintendent of Public Instruction,
Springfield, *Secretary*

APPOINTED MEMBERS

Term Expires :

1925

JOHN C. ALLEN, *Monmouth*
ROLAND BRIDGES, *Carbondale*
CHAS. L. CAPEN, *Bloomington*

1927

EDGAR B. STILL, *DeKalb*
MRS. MARTIN K. NORTHAM, *Evanston*

1929

ERNEST E. COLE, *Chicago*
ELMER T. WALKER, *Macomb*
JAMES B. LOEBNER, *Chicago*

PRESIDENTS OF NORMAL SCHOOLS

DAVID FELMLEY, A. B., LL. D., L. H. D.,
Illinois State Normal University, Normal

HENRY W. SHRYOCK, Ph. B.,
Southern Illinois State Normal University, Carbondale

J. STANLEY BROWN, A. B., LL. D.,
Northern Illinois State Teachers College, DeKalb

LIVINGSTON C. LORD, A. M., LL. D.,
Eastern Illinois State Teachers College, Charleston

WALTER P. MORGAN, A. B., A. M.,
Western Illinois State Teachers College, Macomb

STANDING COMMITTEES

Finance

Mr. Walker
 Mr. Allen
 Mr. Capen
 Mrs. Northam
 The Chairman
 The Secretary

Supplies and Equipment

Mr. Allen
 Mr. Capen
 Mr. Cole
 Mr. Bridges
 Mrs. Northam
 The Chairman
 The Secretary

Buildings and Grounds

Mr. Still
 Mr. Cole
 Mr. Bridges
 Mr. Loebner
 The Chairman
 The Secretary

Faculty and Curricula

Mr. Cole
 Mr. Allen
 Mr. Walker
 Mr. Still
 Mr. Loebner
 The Chairman
 The Secretary

Dormitory

Mr. Loebner
 Mr. Capen
 Mrs. Northam
 The Chairman
 The Secretary

MINUTES OF THE MEETING OF THE
NORMAL SCHOOL BOARD.

Upon the call of the chairman, the Normal School Board met at 130 North Wells street, Chicago, at 9:45 A. M., January 6, 1927.

Members present: Messrs. Bridges, Capen, Cole, Shelton, Still, Walker, Blair, and Mrs. Northam.

Members absent: Messrs. Allen and Loebner.

All of the Normal school presidents were present.

The Secretary presented the minutes of the meeting of September 29, 1926, which were approved by the Board. He also presented the minutes of the adjourned meeting which reconvened on the afternoon of October 6 in order to consider the report of the budget committee. These minutes were also approved with a slight change in the askings of the Western Illinois State Teachers College.

The Secretary presented the minutes of a call meeting of the Board held in Chicago on October 15, 1926, at 9:00 A. M. These minutes were prepared by Elmer T. Walker, secretary *pro tem*. There was some discussion regarding the authorization of this meeting, most of which related to the selection of a business agent for the Board. After every member of the Board present had expressed himself, and every one of the five presidents had spoken on the matter, President Lord, on behalf of the presidents, expressed their desire to have Mr. Bridges act as business agent until the first of July, 1927. Mrs. Northam at this point moved that in view of the recommendation of the presidents and the apparent need of such an agent, that the Normal School Board, in regular meeting, ratify the action taken at the call meeting of the Board on October 15, making Dr. Roland Bridges business agent of the Board from October 1, 1926, to July 1, 1927, at the annual rate of \$6,000 and all expenses, which salary and expenses are to be pro rated to the five institutions and paid out of the revolving fund. This motion was unanimously carried. The minutes of the special meeting were then approved.

President Lord presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Charleston, Illinois,
January 6, 1927.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Eastern Illinois State Teachers College:

I. STUDENTS.

1. Attendance—Fall Term, 1926-1927.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College—				
Senior class	5	13	18	18
Junior class	11	26	37	30
Sophomore class	48	133	181	199
Freshman class	93	248	341	301
Entering on teachers certificates	1	4	5	3
Total	158	424	582	551
b. High School	102	134	236	267
Total in residence above eighth grade	260	558	818	818
c. Non-residents—				
Extension
Correspondence
d. Elementary Grades	116	160	276	276
Grand total of all students and pupils	376	718	1094	1094

2. The enrollment for the fall term, 1926, is the same as that of the fall term, 1925; but there is an increase of 31 in the college offset by a decrease of 31 in the high school. We have encouraged a smaller attendance in the high school.

II. THE FACULTY.

I wish to recommend a leave of absence without salary for the winter term 1926-27 for Mr. H. Harry Giles and Miss Isabel McKinney, both on account of illness. I recommend for appointment Miss Kathryn L. Sellars at the rate of \$160.00 for four weeks to take the place of Mr. Giles during the winter term. It is practically impossible to find anyone to do Miss McKinney's work and we have arranged to take care of it with the present faculty in our English Department although this is a burden which they ought not to be asked to carry.

III. OTHER SCHOOL EMPLOYEES—No report.

IV. THE ORGANIZATION—No report.

V. THE CURRICULUM—No report.

VI. BUILDINGS AND GROUNDS.

On December 15, 1926, Mr. Lindstrom, the supervising engineer, wrote that he had gone over the plans for our new Manual Arts and Home Economics Building but that no further action could be taken until he received an approved requisition from the Governor. We sent in our Requisition No. 33 on July 20, 1926, but the approved triplicate copy has not been returned to us. It seems to me that no time should be lost in getting bids and letting the contract for this building. We should have this building for use in the year 1927-28.

VII. AUXILIARY ENTERPRISES.

It is my understanding that the yearly report of all money received and expended, which was asked for by the Board at the first meeting following June 30 of each year, has superseded the quarterly reports for the dormitory and the textbook library and school store which we formerly made under "Auxiliary Enterprises."

VIII. STUDENT LIFE.

Pages nine to fifteen, inclusive, of my report to the Board on September 29, 1926, covered what I understood by "a detailed report covering all receipts for fees of whatever character" which the presidents were asked to prepare for the year ending June 30, 1926, at the next meeting of the Board following June 30, 1926.

I am thoroughly in accord with this part of President Felmley's report and, with him, I can hardly see what good purpose can be served by requiring the Girls' Sextette, Boys' Glee Club, or the Young Men's Christian Association to report their affairs any further than to the faculty.

IX. MISCELLANEOUS.

X. SUMMARY—Approval of the Board is requested on the following:

1. Leave of absence for Mr. Giles.
2. Leave of absence for Miss McKinney.
3. Appointment of Miss Sellars for the winter term.

Respectfully submitted,

L. C. LORD, *President.*

The Board approved the following recommendations in this report:

1. Leave of absence for H. Harry Giles and Miss Isabel McKinney, both on account of illness.

2. The employment of Miss Kathryn L. Sellers at the rate of \$160 for four weeks to take the place of Mr. Giles during the winter term.

President Brown presented his report which was received, placed on file, and is made a part of these minutes. This report follows:

DeKalb, Illinois,
January 6, 1927.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Northern Illinois State Teachers College:

I. STUDENTS.

1. Attendance, Fall Quarter, 1926.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College—				
Seniors.....	4	7	11	6
Juniors.....	7	15	22	19
Sophomores.....	45	190	235	252
Freshmen.....	38	239	277	380
b. High School.....	7	5	12	30
Total in residence above eighth grade.....	101	456	557	691
c. Elementary Grades.....	249	251	500	516
Grand total of all students and pupils.....	350	707	1057	1207

2. We recommend that diplomas be granted to the following people who completed their work at the end of the fall Quarter:

Doris Evelyn Barkman	Marie Hans
Rachel Case Barth	Ivan Ioder
Adeline W. Buege	Goldie I. Jones
Luella Hill Carville	Genevieve E. Knox
Margaret Florence Claude	Melvin Lindberg
Marie E. Claude	Helen Marie Livingston
J. Wesley Concidine	C. Theresa Thompson
Marion Louise Florence	

II. FACULTY. No report.

III. OTHER SCHOOL EMPLOYEES.

We report the resignation of Miss Josephine Babcock, Secretary at Williston Hall. No appointment in her place has been recommended.

Mr. Charles Carlson, Janitor for more than twenty years, was run over by an automobile about ten days ago and pretty seriously injured. We are holding his place open with a hope that he may recover soon and resume his work.

IV. ORGANIZATIONS. No report.

V. CURRICULUM.

The faculty with the help of such experts from the University as may be secured are working on a curriculum for the Training School and hope to have the work completed within a month.

VI. BUILDINGS AND GROUNDS.

The work on the new building has not begun but there has been some discussion with the architect and the Head of the Industrial Arts Department concerning the type of building to be erected.

VII. AUXILIARY ENTERPRISES.

The revolving fund shows the following report from July 1, 1926, to September 30, 1926:

RECEIPTS.

Total amount remitted to the revolving fund to June 30, 1926		\$81,763.44
Registration Fees	\$6,264.00	
Board and room, Williston Hall	10,950.00	
Transient meals	374.10	
Library fines	34.00	
Miscellaneous collections	446.23	
Total receipts during the period		\$18,058.33
Total amount remitted to revolving fund to September 30, 1926		\$99,831.77

EXPENDITURES

Salaries and wages	\$4,620.33	
Food	7,210.14	
Household supplies	885.37	
Miscellaneous supplies	78.65	
Garden supplies	41.50	
Office expense	312.86	
Fuel	144.00	
Repairs	265.98	
Total expenditures for the period	\$13,558.83	
Expenditures previously reported	51,591.87	
Total expenditures to September 30, 1926	65,150.70	
Balance on hand, September 30, 1926	34,681.07	
		\$99,831.77

The whole interior of the Women's Dormitory needs to be painted. We are hoping that permission may be granted to have this done during the spring vacation.

VIII. STUDENT LIFE.

There has never been a finer spirit among the students than is exhibited this year. Their attitude toward their work, their attitude toward the administration and the faculty are commented on favorably by members of the Faculty.

IX. MISCELLANEOUS. No report.

X. SUMMARY. Subjects for action by the Board.

1. Granting diplomas to the list above recommended by the Faculty.

Respectfully submitted,
J. STANLEY BROWN, *President*.

The Board approved the list of names presented for diplomas of persons who completed their work at the end of the fall quarter.

President Felmley presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Normal, Illinois,
January 6, 1927.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Illinois State Normal University:

I. STUDENTS.

Attendance—Fall term ending December 3, 1926.
No person counted unless in attendance at least one week.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College—				
Seniors.....	28	55	83	55
Juniors.....	34	54	88	89
Sophomores.....	85	336	421	451
Freshmen.....	163	657	820	696
Unclassified.....	8	3	11	9
Total College Students.....	318	1105	1423	1300
b. High School.....	114	126	240	233
Total above eighth grade.....	432	1231	1663	1533
c. Elementary Schools—				
Thomas Metcalf School.....	215	197	412	394
Soldiers Orphans Home.....	287	208	495	460
Price School.....	26	13	39
Houghton School.....	35	20	55
Total.....	563	438	1001	854
d. Extension Classes—				
Joliet.....	7	36	43	21
Springfield.....	6	36	42	23
Total.....	13	72	85	44
Grand Total.....	1008	1741	2749	2431

Our winter term now in progress has enrolled 1365 in the College Department.

II. THE FACULTY.

Because of the crowded conditions in our two rural schools we have employed a second training teacher, Mrs. Maudella Welchlin Bayles of Heyworth, Illinois, at a salary of \$100 a month for three months. Mrs. Bayles has completed three years' work in the Normal University, has taught several years in rural schools and last year received the highest salary in the country schools of McLean County.

Our faculty now including the president and three librarians numbers just 100.

III. OTHER SCHOOL EMPLOYEES.

Miss Irene Jene has been employed as appointment clerk at \$80 a month. Her special duties are to conduct correspondence with school boards wanting teachers, and to keep in touch with our alumni and students who want positions. She is a graduate of our department of Commercial Teaching.

Miss Katherine Carstairs who for eleven years has served as registrar has resigned to accompany her aged parents to California. It would be difficult to overstate the courtesy, the diligence, the care, the efficiency with which she has discharged the duties of this office.

We recommend as her successor Miss Elsie Brenneman, now teaching in the Pekin high school, at a salary of \$150 a month for 12 months. Miss Brenneman is a graduate (B. Ed.) of our Department of Commercial Teaching.

Miss Mae Knight Steele, who has conducted our book store from the beginning has resigned. As her successor we have engaged Miss Ruth Henline, a graduate of the Illinois Wesleyan (1924) and of the State Normal University (1926), at a salary of \$1440 for nine months. Miss Henline teaches two classes in English.

Miss Faye Rogers, record clerk, has resigned to accept a position in a bank at home.

IV. ORGANIZATION.

We are now confronted in this institution with the problem, not of increasing our attendance, but of securing better students and of eliminating those who give no promise of becoming efficient teachers.

We find it necessary to establish no-credit classes in English, in penmanship and spelling for students who are notably deficient in these arts.

During the fall term we have given tests to all of our 820 freshmen in English, in the ability to interpret reading, in general intelligence, and in spelling. After each test the freshmen are ranked in ten groups of 82 each. Students of lowest rank are put in the special no-credit classes.

At the end of each month the members of the faculty report to the Dean the names of all students doing poor work in their respective classes with the probable cause of the deficiency. Students ranking very low in the tests who prove unable to carry the work undertaken are advised to withdraw from school. In this manner we have eliminated from school fifty-one unpromising freshmen who entered school in September. Since we enrolled forty-eight new freshmen in December, this process has not materially affected our attendance. There are still some in school on probation for failing to carry two major credits. If they fail during the winter term also, they are suspended for one year.

We are now at work upon the summer school program. We shall offer substantially the same program as last year, but with some additional senior college courses to meet the wants of the increasing number of two year graduates who return to us to work for their degrees. We expect to employ 118 teachers in the first summer half term, 50 in the second.

As last year we shall admit no student in the first half term after the first day. An exception will be made of former students delayed by the late closing of their schools. In the second half term sessions will continue for five weeks of six days each.

V. CURRICULUM.

Many students of slender financial resources come to us with the hope of becoming eventually high school teachers, but under the necessity of beginning teaching after the year at Normal that entitles them to a second grade elementary certificate.

Nearly all of these students will teach their first year in a country school. Yet they wish to take up with us the studies that will fit them for high school teaching. They should take the courses that will equip them best for their first school. They owe it to their employers and to the children. Success in their first school is a vital factor in their own interest in education and their subsequent professional career.

We have now definitely organized for such students one year's work which includes a half day's teaching in our rural training schools for six weeks. The schools of our state are suffering because hundreds of teachers have relied upon general education instead of particular preparation for the type of school in which they are employed.

VI. BUILDINGS AND GROUNDS.

Our gymnasium is finally completed and paid for. We still lack some minor items, painting of first floor ceilings, program clocks and gongs, a better type of floor in our shower rooms, and a good deal of additional equipment.

We have employed student labor extensively during vacations to paint interiors and to assist in repairs.

We have installed an additional story upon our book stack, but have not been able to secure the campus lighting or sidewalks provided for in our appropriation for the current biennium.

VII. AUXILIARY ENTERPRISES. No report.

VIII. STUDENT LIFE.

There are sixty-three student organizations on the campus which handle money. Most of them are small societies or clubs holding occasional meetings with literary or musical programs. Most of their

receipts have been spent for a page in the Index, the students annual. Others with larger membership share in the tax levied by the students to carry on their larger enterprises. But the accounts of the treasurers of all of these organizations, big and little, are audited annually, sometimes oftener, by the Faculty Auditing Committee.

Eleven months ago the Board directed the various normal school presidents to make a complete report on all fees from whatever source. These reports when received differed widely in extent and character. President Morgan's report included thirty-four pages. This comprehensive report seemed to meet the approval of the Board.

At your DeKalb meeting, May 31, the presidents were directed to prepare and present at the first meeting of the Board after June 30, 1926, a detailed report covering all receipts for fees of whatever character to cover the period June 30, 1925, to June 30, 1926.

We were unable to prepare this report for your September meeting for the reason that the student treasurers were generally out of school from June 10 till September 13.

We now have the report ready. It contains 67 pages. I hesitate to go to the labor and expense of mimeographing this report and mailing it to each member of the Board without a definition of the phrase "of whatever character."

It seems to me that the Board should require a report upon the fees collected under the authority of the Board and thereby belonging to the State of Illinois. They may properly require a report upon the Student Loan Fund and the Student Activity Fee. They should require a full accounting of the funds of the farms, bookstores, dormitories and cafeterias; but I hardly see what good purpose can be served by requiring the Country Life Club or the Kappa Delta Pi society to report their affairs any further than to the faculty.

As soon as further instructions are received on this point, I shall be glad to mail to the members of the Board the reports desired.

IX. MISCELLANEOUS.

The increase in our fees authorized by the Board has brought needed relief to our revolving fund. On the other hand the unexpected increase in our attendance has made necessary the employment of three more teachers since the opening of the fall term. The additional instructors needed in the mid-spring term must be paid from this fund. Deficiencies in appropriations for travel and office expense must be met from the revolving fund. Apparently every dollar of the fund will be needed to meet these demands.

Last spring a set of auditors employed by the State Auditor went over our accounts. Inasmuch as the report of a similar auditing made three years earlier had been mislaid or lost at Springfield, it was necessary to cover these earlier years in their examination. In their report these auditors recommended several changes in our mode of accounting, some of which recommended by the previous group had already been adopted. Among the rest there is recommended for our bookstore a cash register costing nearly \$400. It was suggested that the purchase of this be referred to the Board. The other changes recommended will be adopted.

X. SUMMARY. Action is requested.

1. Upon the employment of Maudella Bayles, Elsie Brenneman and Ruth Henline.
2. Upon the one year curriculum for country school teachers.
3. Upon the purchase of a Cash Register.

Respectfully submitted,

DAVID FELMLEY, *President.*

The Board approved the following recommendations in this report:

1. The employment of Miss Irene Jène as clerk at a salary of \$80 a month.

2. The employment of Elsie Brenneman as registrar at a salary of \$150 a month for twelve months.

3. The employment of Ruth Henline as conductor of the book store at a salary of \$1440 for nine months.

4. The one year curriculum for country school teachers.

5. The purchase of a cash register for the book store, the cost not to exceed \$400.

President Morgan presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Macomb, Illinois,
January 6, 1927.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Western Illinois State Teachers College:

I. STUDENTS.

1. Attendance for Fall Term, 1926.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College—				
Post graduates				5
Seniors	12	15	27	20
Juniors	24	39	63	65
Sophomores	54	148	202	162
Freshmen	104	362	466	431
Total	194	564	758	683
b. High School	79	138	217	201
c. Total in residence above 8th grade	273	702	975	884
d. Elementary grades	95	128	223	228
Grand total	368	830	1198	1112

In addition to this residence report there are approximately 800 enrolled in extension courses.

2. The above report shows a gain of almost 6% in senior college students over the enrollment of the fall Quarter one year ago. It also shows an increase of over 11% in the junior college enrollment over the same term of last year. The total college increase is a little less than 11%.

II. THE FACULTY.

1. Mrs. Lida Crabb, who is a mature advanced student and taught one class of English in the fall term for \$37.50 per month, is not needed this quarter but Wm. Murphy, another mature advanced student, is needed to assist Mr. Bassett in Geography for part time at \$24.00 per month at least for the winter Quarter.

III. OTHER SCHOOL EMPLOYEES. Nothing to report.

IV. THE ORGANIZATION. Nothing to report.

V. THE CURRICULUM. Nothing to report.

VI. BUILDINGS AND GROUNDS.

1. Recently the Architect's and Engineer's office has inspected the roof on the administration building and reports that it needs a new roof and recommends that an appropriation of \$12,000 be requested for this purpose.

2. Preliminary sketches have been prepared for the new gymnasium and for building the old heating plant into school rooms. These are submitted for your approval.

3. Representatives from the Architect's and Highway's Departments have promised to offer plans and sketches for revising, widening, and paving the walks and drives on the campus. They will

follow these with an estimate of cost which should be covered by an appropriation.

4. The final work is now being done on the heating plant.

5. There has been a misunderstanding between the City of Macomb and the State about the depth and location of the sewer which is permitted to cross the campus of the Teachers College. A conference between representatives of the Normal School Board, State Departments and City officials has resulted in a satisfactory adjustment and a plan for a new sewer for the college which will cost approximately \$2500. This sum should be added to the budget.

6. The paving of Charles Street which bounds the campus on the east has been delayed on account of a failure of the City of Macomb and the Highways Department to agree on the assessment against the state.

VII. AUXILIARY ENTERPRISES.

1. Report of Monroe Hall for Quarter ending Sept. 30, 1926.

Total receipts from July 1, 1926 to September 30, 1926.....	\$590.10
Balance on hand July 1, 1926.....	23,806.78
Total.....	\$24,396.88

DISBURSEMENTS

Groceries, meats, fruits and vegetables.....	892.07
Bread, rolls, pies and bakery goods.....	121.98
Ice cream.....	57.28
Milk, butter and cream.....	324.92
Gas, electricity and ice.....	522.93
Laundry and household supplies.....	172.63
Office supplies.....	40.01
Salaries and wages.....	1,098.20
Repairs and equipment.....	72.04
Transfer for heat and water.....	625.00
	<u>3,927.06</u>
Cash balance September 30, 1926.....	\$20,469.82

SUMMARY AND EXPLANATION

Cash balance at beginning of Quarter.....	\$23,806.78
Inventory of goods at beginning of Quarter.....	1,109.47
	<u>\$24,916.25</u>
Bills outstanding.....	1,005.15
Unencumbered balance.....	\$23,911.10
Cash balance at close of Quarter.....	\$20,469.82
Inventory of goods at close of Quarter.....	1,183.88
	<u>\$21,653.70</u>
Bills outstanding.....	1,248.01
Unencumbered balance.....	\$20,405.69
Deficit for Quarter \$23,911.10—\$20,405.69=\$3,505.41.	

2. Report of Monroe Hall for Quarter ending Dec. 31, 1926.

Total receipts from October 1 to December 31, 1926.....	\$10,511.25
Balance on hand October 1, 1926.....	20,469.82
	<u>\$30,981.07</u>

DISBURSEMENTS

Groceries, meats, fruits and vegetables.....	\$2,715.45
Bread, rolls, pies and bakery goods.....	247.83
Ice cream.....	42.80
Milk, butter and cream.....	585.15
Gas, electricity and ice.....	274.02
Laundry and household supplies.....	213.50
Office supplies and telephone.....	43.55
Salaries and wages.....	1,353.50
Repairs and equipment.....	1,509.31
Refund of board.....	45.00
Transfer for heat and water.....	625.00
	<u>7,655.11</u>
Cash balance December 31, 1926.....	\$23,325.96

SUMMARY AND EXPLANATION

Cash balance at beginning of Quarter.....	\$20,469.82
Inventory of goods at beginning of Quarter.....	1,183.88
	<hr/>
Bills outstanding.....	\$21,653.70
	1,248.01
	<hr/>
Unencumbered balance.....	\$20,405.69
Cash balance at close of Quarter.....	\$23,325.96
Inventory of goods at close of Quarter.....	1,669.63
	<hr/>
Bills outstanding.....	\$24,995.59
	726.02
	<hr/>
Unencumbered balance.....	\$24,269.57
Gain for the Quarter \$24,269.57—\$20,405.69=	\$3,863.88.

3. Report of school cafeteria for Quarter ending Sept. 30, 1926.

Total receipts from July 1 to September 30, 1926.....	\$2,748.89
Cash balance, July 1, 1926.....	2,309.11
	<hr/>
	\$5,058.00

DISBURSEMENTS

Groceries, meats, fruits and vegetables.....	\$1,439.52	
Bread and rolls.....	183.70	
Milk, butter and cream.....	444.12	
Ice cream.....	216.37	
Ice.....	158.25	
Laundry and household supplies.....	29.95	
Service.....	1,004.58	3,476.49
		<hr/>
Cash balance September 30, 1926.....		\$1,581.51

SUMMARY AND EXPLANATION

Cash balance at beginning of Quarter.....	\$2,309.11
Inventory of goods at beginning of quarter.....	1,282.42
	<hr/>
Bills outstanding.....	\$3,591.53
	1,409.94
	<hr/>
Unencumbered balance.....	\$2,181.59
Cash balance at end of Quarter.....	1,581.51
Inventory of goods at end of Quarter.....	1,091.04
	<hr/>
Bills outstanding.....	\$2,672.55
	511.73
	<hr/>
Unencumbered balance.....	\$2,160.82
Loss for Quarter \$2,181.59—\$2,160.82=	\$20.77.

4. Report of school cafeteria for Quarter ending Dec. 31, 1926.

Total receipts from October 1 to December 31, 1926.....	\$2,007.40
Cash balance October 1, 1926.....	1,581.51
	<hr/>
	\$3,588.91

DISBURSEMENTS

Groceries, meats, fruits and vegetables.....	\$1,402.14	
Bread and rolls.....	67.00	
Milk, butter and cream.....	235.57	
Ice cream.....	132.65	
Ice.....	81.50	
Laundry and household supplies.....	89.89	
Service.....	620.85	\$2,629.60
		<hr/>
Cash balance December 31, 1926.....		\$959.31

SUMMARY AND EXPLANATION

Cash balance at beginning of Quarter.....	\$1,581.51
Inventory of goods at beginning of Quarter.....	1,091.04
	<hr/>
Bills Outstanding.....	511.73
	<hr/>
Unencumbered balance.....	\$2,160.82
Cash balance at end of Quarter.....	\$959.31
Inventory of goods at end of Quarter.....	1,235.62
	<hr/>
Bills outstanding.....	\$2,194.93
	374.58
	<hr/>
Unencumbered balance.....	\$1,820.35
Loss for the Quarter, \$2,160.82—\$1,820.35=	\$340.47.

- VIII. STUDENT LIFE. No report.
 IX. MISCELLANEOUS. No report.
 X. SUMMARY.

Approval of the Normal School Board is asked for the following:

1. The release of Mrs. Crabb for the present quarter at \$37.50 per month and the employment of Mr. Murphy at \$24.00 per month for this quarter.
2. The addition of \$12,000 to the budget for replacing roof on Administration building.
3. The preliminary sketches for the new gymnasium and rebuilding old heating plant.
4. The addition to the budget of a sum sufficient to provide for work on walks and drives as planned by these divisions of Architecture and Highways.
5. The addition of \$2500 to the budget to build a new sewer system for the campus.
6. Instructions to the Building and Grounds Committee to arrange a conference with the city and state in an effort to come to an agreement which will be satisfactory for the paving of Charles Street.

Respectfully submitted,

W. P. MORGAN, *President.*

The Board approved the following recommendations in this report:

1. The employment of Wm. Murphy as student assistant to assist Mr. Bassett in geography, at \$24.00 per month for at least the winter quarter.

2. The preliminary sketches for the new gymnasium and the rebuilding of the old heating plant.

The other items presented in the report on buildings and grounds were referred to President Morgan and Mr. Walker with power to act.

President Shryock presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Carbondale, Illinois,
 January 6, 1927.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Southern Illinois State Normal University:

I. STUDENTS.

1. Enrollment, Fall Term 1926:

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College—				
Seniors.....	20	17	37	23
Juniors.....	29	38	67	51
Sophomores.....	55	134	189	211
Freshmen.....	211	437	648	466
Total College.....			941	751
b. Unclassified.....	13	21	34	32
c. High School.....			220	322
Total above Eighth Grade.....			1195	1105
d. Elementary Schools—				
Allyn.....			167	170
Brush.....			360	420
Rural.....			200	205
Grand Total.....			1922	1900

I wish to ask that the faculty be authorized to confer upon Mrs. Mary Ingram Wright the degree B. Ed. When the Board met in

September Mrs. Wright was still due for a half term credit. Since that time she has passed off this half credit by examination and is now entitled to her degree.

II. THE FACULTY.

We have found it necessary to employ for this winter term only, Coeleta O'Sullivan to take charge of two high school classes in Household Arts,—one in cookery and one in sewing. Miss O'Sullivan received her degree last June completing our work in household arts. She is willing to work for \$240 for the term. I should like to have this appointment validated by the Board.

III. OTHER SCHOOL EMPLOYEES. No report.

IV. THE ORGANIZATION. No report.

V. THE CURRICULUM. No report.

VI. BUILDINGS AND GROUNDS. No report.

VII. AUXILIARY ENTERPRISES. No report.

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS.

Mrs. Charles Hundley of Carbondale has recently given to our institution two pictures that are not only attractive, but have considerable monetary value. One is an historical painting by Moran; in this picture Washington is the central figure. The other by Frederick D. Williams, a less known artist, is a beautiful view on the Hudson. I should be glad to have the Board through its Secretary thank Mrs. Hundley for her generous gift to the school.

X. SUMMARY.

Action of the Board is asked with regard to the following:

1. Graduation of Mrs. Mary Ingram Wright.
2. Validation of Coeleta O'Sullivan's appointment.
3. Acknowledgment of Mrs. Hundley's gift to the school.

Respectfully submitted,

H. W. SHRYOCK, *President.*

The Board approved the following recommendations in this report:

1. That the Secretary write a letter of thanks and appreciation to Mrs. Charles Hundley of Carbondale for the gift of two oil paintings to the University.

2. The validation of Coeleta O'Sullivan's appointment to teach two classes in the high school for the winter term, at \$240 for the term.

3. The authorization of the conference of the degree of Bachelor of Education upon Mary Ingram Wright.

Mr. Walker presented certain proposals with respect to the purchase of land and the building of additional walks for the Western Illinois State Teachers College. It appeared that the items were not included in the budget by the State Budget Committee. The Board approved of the proposals, but referred the matter of their introduction in the form of bills to President Morgan and Mr. Walker with power to act.

The matter of passing on the preliminary sketches for new buildings at each of the institutions was referred to the president and the Board member most convenient for consultation.

President Lord presented a communication from a group of teachers from the five teacher training institutions asking the Board to dismiss school for two days once each year for the hold-

ing of a united faculty meeting at a particular time and place to be agreed upon by the presidents of the five schools. Believing that such a meeting would help to promote not only a more friendly feeling between the five institutions, but could not fail as a sort of a clearing house to bring about improvement in programs of study and methods of instruction, the Board unanimously approved of the proposal.

Mr. Shelton spoke of the art exhibit now in the hands of the State Museum which is in his Department. He told the presidents of the institutions that if they responded to the suggestion that this exhibit be sent to their school, each president should make it clear that in accepting the exhibit the school would not undertake to pay the expenses.

Mrs. Northam moved that the Chairman appoint a subcommittee to consider the persons available for the presidency of the Northern Illinois State Teachers College and to report their recommendation to the Board at its next regular meeting.

The Secretary presented a list of possible dates for the next four meetings of the Board. These were,—March 21, April 25, May 23, and June 20, the exact hour and place of each meeting to be announced by the Chairman of the Board in his call.

At this point Mr. Bridges presented a statement showing the amount of the appropriation to the five teacher training institutions for general operating expenses for the last biennium, the amount asked for such purposes by the presidents of these institutions for the coming biennium, the amount approved by the budget committee of the Board, and the amount approved for these purposes by the State Budget Committee. It appeared from this statement that the State Budget Committee had cut the amount for operations \$303,498. It seemed to the Board that this second cutting of the askings of the presidents of the five schools would cripple the work of these institutions. It, therefore, asked the budget committee of the Board and the business agent to seek a conference with the Governor and to make every effort to restore the items as approved by the budget committee. Mr. Shelton was to arrange for this conference with the Governor.

As a committee to select and recommend to the Board a candidate for the presidency of the Northern Illinois State Teachers College, the Chairman appointed the following persons: Mrs. Northam, Mr. Blair, and Mr. Cole.

The Board adjourned.

A. M. SHELTON, *Chairman*
F. G. BLAIR, *Secretary*.

Approved March 21, 1927.

STATE OF ILLINOIS
DEPARTMENT OF REGISTRATION AND EDUCATION

THE NORMAL SCHOOL BOARD

EX-OFFICIO MEMBERS

A. M. SHELTON, Director of Registration and Education,
Springfield, *Chairman*

FRANCIS G. BLAIR, Superintendent of Public Instruction,
Springfield, *Secretary*

APPOINTED MEMBERS

Term Expires:

1925

JOHN C. ALLEN, *Monmouth*
ROLAND BRIDGES, *Carbondale*
CHAS. L. CAPEN, *Bloomington*

1927

EDGAR B. STILL, *DeKalb*
MRS. MARTIN K. NORTHAM, *Evanston*

1929

ERNEST E. COLE, *Chicago*
ELMER T. WALKER, *Macomb*
JAMES B. LOEBNER, *Chicago*

PRESIDENTS OF NORMAL SCHOOLS

DAVID FELMLEY, A. B., LL. D., L. H. D.,
Illinois State Normal University, Normal

HENRY W. SHRYOCK, Ph. B.,
Southern Illinois State Normal University, Carbondale

J. STANLEY BROWN, A. B., LL. D.,
Northern Illinois State Teachers College, DeKalb

LIVINGSTON C. LORD, A. M., LL. D.,
Eastern Illinois State Teachers College, Charleston

WALTER P. MORGAN, A. B., A. M.,
Western Illinois State Teachers College, Macomb

STANDING COMMITTEES

Finance

Mr. Walker
 Mr. Allen
 Mr. Capen
 Mrs. Northam
 The Chairman
 The Secretary

Supplies and Equipment

Mr. Allen
 Mr. Capen
 Mr. Cole
 Mr. Bridges
 Mrs. Northam
 The Chairman
 The Secretary

Buildings and Grounds

Mr. Still
 Mr. Cole
 Mr. Bridges
 Mr. Loebner
 The Chairman
 The Secretary

Faculty and Curricula

Mr. Cole
 Mr. Allen
 Mr. Walker
 Mr. Still
 Mr. Loebner
 The Chairman
 The Secretary

Dormitory

Mr. Loebner
 Mr. Capen
 Mrs. Northam
 The Chairman
 The Secretary

MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

The Normal School Board met in Normal, Illinois, at the Normal University Building, at 9:00 A. M., March 21, 1927.

Members present: Messrs. Capen, Cole, Still, Walker, Blair, and Mrs. Northam.

Members absent: Messrs. Allen, Loebner, and Shelton.

All of the Normal school presidents were present; also Mr. Roland Bridges, Business Agent, and Mr. Lewis, representing Mr. Shelton's Department.

On motion Mrs. Northam was made chairman of the meeting.

The minutes of the previous meeting were presented and approved.

President Felmley presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Normal, Illinois,
March 21, 1927.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Illinois State Normal University:

I. STUDENTS.

Attendance. Winter term ending March 11, 1927. No person counted unless in attendance at least two weeks.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College—				
Seniors.....	26	50	76	55
Juniors.....	36	50	86	78
Sophomores.....	89	320	409	441
Freshmen.....	143	625	769	686
Unclassified.....	16	16	32	10
Total.....	310	1062	1372	1270
b. High School.....	109	127	236	233
Total above Eighth Grade.....	419	1189	1608	1503
c. Elementary Grades—				
Thomas Metcalf School.....	216	180	396	403
Soldiers Orphans Home.....	298	220	518	467
Rural Schools.....	52	29	81
Total.....	566	429	995	860
Grand Total.....	985	1618	2603	2363

The spring term just beginning has enrolled 1317 college students on the second day—120 more than last year.

Our graduating class will probably number 484.

II. THE FACULTY.

Recommended that Mrs. Maudella W. Bayles be continued as training teacher at the Houghton School three months at \$125 a month; that Miss Ruth Bozarth who has completed our four-year curriculum be appointed teacher of geography, half time, three months at \$90 a month.

This appointment is made necessary by our extraordinary enrollment in Geography twelve classes totaling 414 students.

These teachers have been engaged for the mid-spring half-term of six weeks beginning on May 2.

Bessie L. Ashton	Geography	\$360
Ruth Bozarth	Geography (part time)	135
Albert Francis Caldwell	Education	360
Ruth Anna David	Grammar	300
Arthur May Hyde	History	360
Elsie Wendling	English	300
Martha Engel	Biology	300
Ralph E. Francis	Civics and Economics	300

Total \$2,415

Nineteen of our regular faculty will teach classes in the mid-spring term.

III. EMPLOYEES.

Miss Fannie Buck of Chicago has been employed as Cafeteria Manager for the summer session at a salary of \$600 for the two half-terms. She has had large experience in this field in the Chicago Public Schools, and has previously served us as summer school teacher of Home Economics.

IV. MISCELLANEOUS.

At a meeting of the Normal school presidents with Mr. R. E. Bridges, Business Agent of the Board, on Friday, Feb. 11, it was agreed that the necessary data should be secured from the Auditor's Office and an estimate made of the probable receipts of the revolving fund up to June 30, and the amount that each institution could justly expend under the \$600,000 appropriation already made.

A copy of the minutes of that meeting is appended to this report.

Under it the Normal University may spend only \$39,935.03 in five months.

The amount expended from the revolving fund in the last biennium was	\$217,491.22
The expenditure allowed for this biennium totals	197,829.63
almost \$20,000 less.	
There will be a balance of	44,497.50
carried over to next year.	
The expenditure from the revolving fund during February was	9,913.05

The general expenditures for the 4 remaining months are likely to be no less. The extra expenditures for salaries of mid-spring term, and for the spring term and the deficits in office expense and travel will add about \$4000.

Even if we defer until after July 1 all expenditures except those vitally necessary, we shall need to expend about \$14,000 more than the sum allowed under the present \$600,000 appropriation.

The action of the Board at the May meeting increasing our fees proves useless unless we are permitted to expend for our students the money we have collected from them.

To correct this injustice a supplementary appropriation is necessary, as was contemplated at your May meeting.

Action is requested—

1. Upon the employment for the spring term of Maudella W. Bayles and Ruth Bozarth.
2. Upon the schedule of teachers and salaries for the mid-spring term.
3. Upon the steps to be taken to enable us to use our revolving fund.

Respectfully submitted,

DAVID FELMLEY, *President.*

MINUTES OF MEETING OF PRESIDENTS' COUNCIL
State Normal School of Illinois.

Meeting began at 7:00 P. M., Friday, February 11, in Room 1020 Abraham Lincoln Hotel, Springfield, Illinois.

Present: R. E. Bridges and Presidents Shryock, Morgan, and Felmley. President Brown arrived at 8:00. Absent, President Lord.

Mr. Bridges presented a map showing proposed normal school districts. He explained that he had first arranged district boundaries with reference to maximum attendance from the various counties for the year 1925-1926, but since this gave to the State Normal University 34 counties with an area of 21071 square miles with a population (1920) of 1,370,364, he had decided to transfer to the Northern Illinois State Teachers College at DeKalb, Putnam, LaSalle, and Will counties; to the Western Illinois State Teachers College at Macomb, Henry, Peoria, Calhoun, and Jersey counties; to the Eastern Illinois State Teachers College at Charleston, Madison, and Wabash counties; all subject to the approval of the Normal School Board. This leaves the "Central District" with 24 counties with an area of 15858 square miles and a population of 878,295 while the northern district is granted 11520 square miles and a population (exclusive of the city of Chicago which maintains its own Normal College and sends few students to the state normal schools) of 1,153,691.

It was reported that four of the five presidents do not want the state districted, but would approve restricting unsolicited advertising and the various extension activities to the immediate field of the institution.

Another serious matter was then brought forward by Mr. Bridges. He reported that in the 19 months ending January 31, 1927, a total of \$457,469.21 had been withdrawn from the fund, that \$60,000 had been withdrawn during December and January, and that if this rate of withdrawal were continued until June 30, the total appropriation of \$600,000 for the biennium would be overdrawn by \$7,469.21.

He therefore requested that each institution reduce its proposed withdrawals by \$1500. All the presidents present declared that their plans involved a much heavier withdrawal for the next five months, that their necessities required it, that the Normal School Board at its May, 1926, meeting had authorized increased fees and new fees from students to meet these necessities, that it was evident that the total deposits in the revolving fund for the biennium would far exceed the \$600,000 appropriated, and that the true way to meet the situation is to ask the legislature for an emergency addition to the \$600,000 appropriated.

Mr. Bridges then stated that he had consulted the Administrative Auditor, Col. Inglesh and others, and found them inflexibly opposed to any sort of emergency appropriation, and that

some way must be found to reduce our proposed expenditures from the revolving fund.

Since under the law each institution may voucher bills against the fund to the entire amount of its deposit, it was seen that any one of the schools might get more than its proportionate share, if it should begin at once to expend rapidly its deposit in the fund.

It was recognized that the withdrawals of the schools for the biennium should be proportional to their respective deposits; that is, if the aggregate deposit for the biennium including balances remaining from the preceding biennium should be \$700,000 each school should be permitted to withdraw six-sevenths of its total deposit (including last year's balance) and no more.

The next question was, How can we now estimate what the aggregate deposit will be by June 30, 1927.

It was unanimously agreed that Mr. Morgan should go to the Auditor's office on Saturday morning and obtain the necessary data, that he and Mr. Felmley should make certain computations for the several institutions as stated below and that Mr. Felmley should notify each president and Mr. Bridges of their findings:

1. The balances from the preceding biennium.
2. The total deposit (not including balance from preceding biennium) made by each institution for the seven months ending January 31, 1926.
3. The total deposit for the five months ending June 30, 1926.
4. The total deposit for the seven months ending January 31, 1927.
5. The quotient obtained by dividing total No. 4 by total No. 2 (this quotient shows the rate of increase of this year over last due to changes in attendance or in fees imposed.)
6. The product obtained by multiplying total No. 3 by quotient No. 5. (This product is the estimated deposit for the five months ending June 30, 1927.)
7. The sum of totals Nos. 1, 2, 3, 4, and 6, which is the total deposits, actual and expected, for the biennium.
8. The aggregate deposit to the credit of five schools for the biennium, found by adding the five sums in No. 7.
9. The ratio between the \$600,000 (aggregate permitted expenditure) and aggregate No. 8 (total possible expenditure.)
10. The product of each total No. 7 by ratio No. 9. (This is the total amount that each institution may justly expend from the \$600,000 appropriated.)
11. The total amount vouchered by each school against the \$600,000 from July 1, 1925, to January 31, 1927.
12. The remainder found by subtracting No. 11 from No. 10. (This is the amount that each of us may expend from the revolving fund between January 31 and June 30, 1927.)

It is expected that each president will make a careful survey of his proposed expenditures from the revolving fund and see what retrenchments may be made to keep within his balance, No. 12. If enough retrenchment cannot be made without seriously crippling the institution, we shall request Mr. Shelton to call a meeting of the Normal School Board to consider the situation and to petition the legislature for a supplementary appropriation.

On Saturday 9:30 to 12:30, Mr. Morgan obtained the data from the Auditor's office.

In the afternoon Mr. Morgan and Mr. Felmley made the computations required, with the results shown on the accompanying sheet. It had been agreed at the evening meeting that Carbondale's No. 7 should be increased \$3400, due to a change in its time and method of collecting high school tuition.

David Felmley,
Secretary of Presidents' Council.

TABLE SHOWING RECEIPTS AND EXPENDITURES FROM THE NORMAL SCHOOL REVOLVING FUND WITH PERMISSIBLE EXPENDITURES UNTIL JUNE 30, 1927

No.	Normal	Carbondale	DeKalb	Charleston	Macomb	Aggregates
1.	\$2,523.08	\$7,344.93	\$5,431.74	\$3,228.91	\$15,078.16	\$33,606.82
2.	58,202.04	22,014.12	44,889.65	35,025.33	35,154.06	195,285.20
3.	42,454.88	18,273.12	31,442.05	24,140.04	24,869.90	141,179.99
4.	80,456.50	23,041.11	36,781.13	35,808.26	33,463.24	209,550.24
5.	1,382.24	1,046.71	.8194	1,022.33	.9519
6.	58,689.63	19,126.47	25,763.62	24,678.36	23,673.66	151,931.74
7.	242,326.13	93,199.75	144,308.19	122,880.90	132,239.02	734,953.99
8.	734,953.99
9.	81638—
10.	197,829.63	76,086.19	117,809.98	100,317.22	107,956.98	600,000.00
11.	157,894.66	56,747.37	91,667.52	81,198.86	69,960.86	457,469.21
12.	39,935.03	19,338.82	26,142.46	19,118.36	37,996.12	142,530.79

The Board approved the following recommendations in this report:

1. The continuation of Mrs. Maudella W. Bayles as training teacher at the Houghton School for three months at \$125 a month.

2. The appointment of Ruth Bozarth as half-time teacher of geography for three months at \$90 a month.

3. The appointment of the following teachers for the mid-spring term:

Bessie L. Ashton.....	Geography.....	\$360
Ruth Bozarth.....	Geography (half time).....	135
Albert Francis Caldwell.....	Education.....	360
Ruth Anna David.....	Grammar.....	300
Arthur May Hyde.....	History.....	360
Elsie Wendling.....	English.....	300
Martha Engel.....	Biology.....	300
Ralph E. Francis.....	Civics and Economics.....	300

\$2,415

President Felmley presented in some detail the critical situation confronting the five institutions on account of the failure to secure an emergency appropriation of the difference between the amount appropriated by the legislature to the revolving fund and the amount of money turned in by these institutions. His statement, as prepared by himself and President Morgan, made the situation very clear.

Mr. Bridges, the Business Agent, was called upon for a statement. He said that while no emergency appropriation seemed possible, those in authority had suggested a way by which the five schools could avoid curtailing their work. The surplus paid into the revolving fund would by the new appropriation be available to pay all bills presented as of the date of July 1, 1927.

President Shryock presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Carbondale, Illinois,
March 21, 1927.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Southern Illinois State Normal University:

I. STUDENTS.

1. Enrollment, Winter Term 1927:

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College—				
Seniors.....	24	20	44	35
Juniors.....	27	41	68	48
Sophomores.....	72	158	230	237
Freshmen.....	193	392	585	425
Total College.....			927	745
b. Unclassified.....	12	19	31	25
c. High School.....			191	322
Total above Eighth Grade.....			1149	1092
d. Elementary Schools—				
Allyn.....			175	
Brush.....			364	
Rural.....			176	
Grand total.....			1864	

2. Graduation:

Mrs. Ada Dorris Reese was registered for graduation last June with five credits to be made within the summer quarter. She entered, but because of trouble with her eyes had to withdraw, and at the fall meeting of the Board her name was stricken from the list. Since then she has put in two terms, not only completing her junior college course, but making four credits on her senior college work. Because of the trouble with her eyes there is a possibility that she will never return to school. I recommend her graduation.

II. FACULTY.

There is every indication at present that our mid-spring term enrollment will break all records. We shall need a lot of additional help, but at this time I am not certain that we can have any. If by May 4 it is clear that we shall have money to do so, I wish authority from the Board to employ the following teachers for the mid-spring term:

Lydia Dietrich..... Junior High School (half time).....	\$125.00
Ted Ragsdale..... Junior High School (half time).....	125.00
Mrs. Gertrude Dodd, B. Ed.... Geography.....	200.00
C. A. Waller, B. Ed.... History.....	200.00
Mrs. Monroe Myers, A. B.... High School English.....	275.00
John Ramsey, A. B., A. M.... History and Education.....	275.00

Miss Dietrich and Mr. Ragsdale are regular members of our rural education critic teacher force, and they are employed on an eight months' schedule. Our plan is to use each of these half-time in the Junior High School thus releasing Miss Julia Jonah, one of the Junior High School critic teachers for work in the college. Mrs. Monroe Myers will serve as English critic teacher in the high school, releasing Miss Frances Barbour, who will also have charge of college classes in English.

III. OTHER SCHOOL EMPLOYEES. No report.

IV. THE ORGANIZATION. No report.

V. THE CURRICULUM. No report.

VI. BUILDINGS AND GROUNDS. No report.

VII. AUXILIARY ENTERPRISES. No report.

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS. No report.

Respectfully submitted,
H. W. SHRYOCK, *President.*

The Board approved the following recommendations in this report:

1. The graduation of Mrs. Ada Dorris Reese.

2. The appointment of the following teachers for the mid-spring term, subject to the availability of funds:

Lydia Dietrich.....	Junior High School (half time)	\$125. 00
Ted Ragsdale.....	Junior High School (half time)	125. 00
Mrs. Gertrude Dodd.....	Geography.....	200. 00
C. A. Waller.....	History.....	200. 00
Mrs. Monroe Myers.....	High School English.....	275. 00
John Ramsey.....	History and Education.....	275. 00

President Brown presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

DeKalb, Illinois,
March 21, 1927.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Northern Illinois State Teachers College:

I. STUDENTS.

1. Attendance, winter Quarter, 1926-27.

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College—				
Seniors.....	3	3	6	6
Juniors.....	13	18	31	19
Sophomores.....	42	174	216	265
Freshmen.....	39	234	273	407
b. High School.....	8	5	13	32
Total in residence above Eighth Grade.....	105	434	539	729
c. Elementary Grades.....	249	251	500	522
Grand total of all students and pupils.....	354	685	1039	1251

2. We recommend that diplomas be granted to the following people who completed their work at the end of the winter Quarter, February 25, 1927.

Charlotte E. Ableman	Eva Johnson
Phoebe Ethelyn Anderson	Harriet Ethel LaCross
Martha Ella Florence	Eva Z. Macolousky
Marie M. Gallagher	Bertis May Utsler
Esther M. Howland	Theodore Williams

II. FACULTY.

1. Mr. C. F. Phipps, who for more than ten years has been in charge of the Department of Physical Sciences is asking for a leave of absence for one year in order that he may complete the work for his Doctor's Degree in Physics. We recommend that such a leave of absence be granted to him. He has been an unusually faithful and capable man, progressive and cooperative in every way.

2. Dr. M. C. Hayes is just recovering from a severe operation for appendicitis. His classes during the period of his absence have been cared for by other members of the Department of Education.

3. All the faculty except those who may be detained on account of illness are expecting to attend the general faculty meeting April 1 and 2 at Springfield as provided by the resolution at the last meeting of the Board.

III. OTHER SCHOOL EMPLOYEES. No report.

IV. ORGANIZATIONS. No report.

V. CURRICULUM.

Four different faculty committees are continuing their work on the curriculum for the elementary classes. When these committees have completed their report the curriculum will be printed and used as a part of our work in the training school.

VI. BUILDINGS AND GROUNDS.

Since the last meeting of the Board we have had two visits from the architect's office. The plans and location of the new building have been agreed upon and the details of the building agreed upon. It remains now for the architect to make the details and specifications ready for letting the contract for the building. We have been anxious about this because the time is so short during which the whole plan must be completed but we have been assured that it will be done before the expiration of the last date.

VII. AUXILIARY ENTERPRISES.

The revolving fund shows the following report from October 1, 1926, to December 30, 1926:

RECEIPTS	
Total amount remitted to the revolving fund to September 30, 1926.	\$99,831.77
Registration fees.	\$3,673.00
Board and room, Williston Hall.	13,724.00
Transient meals.	785.05
Library fines.	53.00
Miscellaneous collections.	62.55
	18,297.60
Total.	\$118,129.37

EXPENDITURES	
Salaries and wages.	\$7,641.50
Food.	12,222.22
Household supplies.	433.57
Miscellaneous supplies.	288.00
Office expense.	122.87
Fuel (kitchen).	51.12
Repairs.	394.32
Garden supplies.	6.90
Total expenditures for this period.	\$21,160.50
Expenditures previously reported.	65,150.70
Total expenditures to December 31, 1926.	\$86,311.20
Balance on hand December 31, 1926.	31,818.17

\$118,129.37

VIII. STUDENT LIFE.

1. The atmosphere of the institution as a whole was never better than it is now. The student body have a fine spirit and are purposeful and faithful in their work. The most encouraging report that we can make of the student body is their fine attitude towards the institution, towards the faculty and their great appreciation of the opportunities that are here placed before them.

2. During the vacation week the Chamber of Commerce of the City of DeKalb raised \$400 to send our basketball team to Kansas City, Missouri, to compete in a tournament with other colleges and with teams outside of colleges. The student body feeling that more men ought to be sent than was possible by the action of the Chamber of Commerce on their own initiative raised a sufficient amount of money, about \$100, to send two more men. We are reporting this simply because it indicates the attitude of the community and the fine spirit of cooperation that exists between the college and the community.

IX. MISCELLANEOUS. No report.

X. SUMMARY. Subjects for action by the Board.

1. Granting the leave of absence to C. F. Phipps.
2. Granting the diplomas to the list above recommended by the faculty.

Respectfully submitted,

J. STANLEY BROWN, *President.*

The names of the following persons recommended by him for graduation were approved by the Board:

Charlotte E. Ableman	Eva Johnson
Phoebe Ethelyn Anderson	Harriet Ethel LaCross
Martha Ella Florence	Eva Z. Macolousky
Marie M. Gallagher	Bertis May Utsler
Esther M. Howland	Theodore Williams

The Board approved the request for a leave of absence for C. F. Phipps for one year.

President Lord presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Charleston, Illinois,

March 21, 1927.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Eastern Illinois State Teachers College:

I. STUDENTS.

1. No report.
2. No report.
3. The work of members of our graduating class of any year is completed—for some at the end of the regular school year about June 1, for others at the end of the first half summer term in July, and for a third group at the end of the second half summer term about September 1.

We have only one commencement at the end of the regular school year and all of our diplomas have been dated at the same time on commencement day, students receiving their diplomas when their work was completed; and it has been our practice to report to the Board both the proposed list of graduates prior to graduation and the actual list after graduation in one alphabetical list for the Junior College and another list for the Senior College. Whether this custom should be continued or the diplomas dated at the time the work is completed, was discussed at a former meeting of the Board but I do not find any decision in the minutes. Probably none was made.

The graduating class is considered as a unit—the class of 1927. It seems to me that whether the work is completed June 1, or the last of July, or September 1 is a rather trivial matter when one considers the inconvenience of having to use the three different dates on the diplomas and having to separate the graduating class into three different groups instead of one. For example, we expect a certain number of students to complete their work on commencement day, June 4. The diplomas are made and dated. For various reasons, perhaps five or six or even more fail to finish and wait to complete their work at the end of the first half summer term. These diplomas have to be destroyed. It is hardly possible—very inconvenient to say the least—to leave all of these diplomas until the very last to date them.

What is the decision? Of course, this practice should be uniform in the five schools.

II. THE FACULTY.

1. I wish to report the resignation of Miss Ethel F. Janes, training teacher in the fourth grade, \$1750.00 for thirty-six weeks, to take effect during the first week of the spring term.

I wish to recommend for approval the extension of the leave of absence without salary for Mr. H. Harry Giles, English, during the spring term 1926-27.

2. I wish to submit for approval the appointment of Miss Marjorie Delahunt at the rate of \$1600.00 for thirty-six weeks to take the place of Miss Ethel F. Janes as training teacher in the fourth grade.

I wish to submit for approval the appointment of Miss Kathryn L. Sellars at the rate of \$160.00 for four weeks' work to take the place of Mr. H. Harry Giles, English, during the spring term.

3. The always present need of a superior teaching force is the great need. The need of space is still present and almost imperative.

III. OTHER SCHOOL EMPLOYEES. No report.

IV. THE ORGANIZATION. No report.

V. THE CURRICULUM. No report.

VI. BUILDINGS AND GROUNDS.

The plans for our new Manual Arts and Home Economics building are approaching completion and it is to be hoped that bids will soon be made and the construction of the building started as soon as possible.

VII. AUXILIARY ENTERPRISES.

Yearly report will be made at the first meeting after June 30, 1927.

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS.

The sum appropriated by the legislature to cover the Normal School revolving fund should be well in excess of any possible amount turned into the fund. It is so clear that every penny of this fund should be spent in the interests of the schools that we should see to it that the appropriation is large enough to make impossible a repetition of the present situation. It ought not to be less than the sum suggested by the Business Agent of the Board, \$900,000.

X. SUMMARY. Approval of the Board is requested on the following:

1. Resignation of Miss Janes.
2. Extension of leave of absence for Mr. Giles.
3. Appointment of Miss Delahunt.
4. Appointment of Miss Sellars for the spring term.

Respectfully submitted,

L. C. LORD, *President.*

His recommendation that the graduates of each school be considered as one class, and that all diplomas and degrees be conferred as of one date, was referred to the Normal School Council for its consideration and recommendation to the Board.

The Board approved the following recommendations in this report:

1. An extension of the leave of absence without salary for H. Harry Giles during the spring term.

2. The appointment of Marjorie Delahunt as training teacher in the fourth grade, to take the place of Ethel F. Janes resigned, at the rate of \$1600 for 36 weeks.

3. The appointment of Kathryn L. Sellars, teacher of English, to take the place of H. Harry Giles, at the rate of \$160 for four weeks.

4. That the Board ask for a revolving fund of not less than \$900,000.

President Morgan presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Macomb, Illinois,
March 21, 1927.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Western Illinois State Teachers College:

I. STUDENTS.

1. Attendance winter term 1927:

	Men and boys.	Women and girls.	Total.	Total one year ago.
a. College—				
Postgraduates.....		1	1	4
Seniors.....	20	24	44	45
Juniors.....	21	40	61	49
Sophomores.....	61	149	210	171
Freshmen.....	95	343	438	413
Total.....	197	557	754	682
b. High School.....	79	131	210	195
Total above Eighth Grade.....	276	688	964	877
c. Elementary grades.....	95	128	223	228
Grand total.....	371	816	1187	1105

2. This shows a growth over last year of 11.7% in the Senior College and of approximately 11%. This is believed to be a satisfactory growth for this year.

3. Graduates—Report due at May meeting.

II. FACULTY.

1. Mr. William Murphy who was employed during the winter quarter at \$24 per month is not needed.

2. Additional help is needed this term in Physical Education for women and additional teachers will be needed when the mid-spring term opens on April 25.

3. For the Physical Education position Miss Janet Harden, an advanced student who has specialized in Physical Education is recommended at \$120 for 1/3 time during the spring quarter of twelve weeks, to be paid from salaries and wages or revolving fund.

For the mid-spring term the following are recommended:

Mrs. Lyda Crabb, English, \$225.00 for 6 weeks.

Mr. William Murphy, History, \$240.00 for 6 weeks.

Mrs. Lily Holt, Biology, \$225.00 for 6 weeks.

_____ Chemistry & Physics, \$225.00 for 6 weeks.

All are to be paid from salaries and wages or from the revolving fund.

Faculty recommendations for the summer terms will be made at the next meeting.

III. OTHER SCHOOL EMPLOYEES. No report.

IV. THE ORGANIZATION.

1. The departments of English, History, Geography, Mathematics and Education have been crowded all year and relief of some kind will be necessary for another year.

2. The extension department has done excellent work this year under the direction of Messrs. Gayler and Browne. There are 826 teachers enrolled for this work. This is about 200 less than were enrolled last year but the work was entirely too heavy last year and the number of classes for each instructor has been limited.

3. No changes can be recommended unless more money is available.

4. Calendar for next school year will be reported at next meeting.

V. THE CURRICULUM. Nothing to report.

VI. BUILDINGS AND GROUNDS.

1. The supervising architect has recommended that the roof on the administration building be replaced. He estimated the cost at \$12,000.

The supervising engineer estimated that the change in our sewer system which he recommends will cost \$3000.

The state highway department inspected our drives and recommended that they be widened and paved. He estimated the cost at \$41,805.

These items should be added to a bill to be introduced in the state legislature including \$25,000 to change our old gymnasium and study hall into library space and \$275,000 for a training school building.

As this report is being prepared it is impossible to report on the progress of plans for the new gymnasium and the rebuilding of the old heating plant into school rooms. A conference with the supervising engineer and architect will make a verbal report possible at the meeting.

2. The new heating plant with additional boiler, engine and generator is now complete. It is excellent.

VII. AUXILIARY ENTERPRISES.

1. Report of Monroe Hall for Quarter ending December 31, 1926:

Total receipts from October 1 to December 31, 1926.....	\$10,511.25
Balance on hand October 1, 1926.....	20,469.82
Total.....	<u>\$30,981.07</u>

DISBURSEMENTS

Groceries, meats, fruits and vegetables.....	\$2,715.45	
Bread, rolls, pies and bakery goods.....	247.83	
Ice cream.....	42.80	
Milk, butter and cream.....	585.15	
Gas, electricity and ice.....	274.02	
Laundry and household supplies.....	213.50	
Office supplies and telephone.....	43.55	
Salaries and wages.....	1,353.50	
Repairs and equipment.....	1,509.31	
Refund of board.....	45.00	
Transfer for heat and water.....	625.00	7,655.11

Cash balance December 31, 1926..... \$23,325.96

SUMMARY AND EXPLANATION

Cash balance at beginning of Quarter.....	\$20,469.82
Inventory of goods at beginning of Quarter.....	1,183.88
	<u>21,653.70</u>
Bills outstanding.....	1,248.01
	<u>\$20,405.69</u>
Unencumbered balance.....	\$23,325.96
Cash balance at close of Quarter.....	1,669.63
Inventory of goods at close of Quarter.....	<u>\$24,995.59</u>
Bills outstanding.....	726.02
	<u>\$24,269.57</u>
Unencumbered balance.....	\$24,269.57
Gain for Quarter \$24,269.57—\$20,405.69=\$3,863.88.	

2. Report of School Cafeteria for Quarter ending December 31, 1926:

Total receipts from October 1 to December 31, 1926.....	\$2,007.40
Cash balance October 1, 1926.....	1,581.51
	<hr/>
	\$3,588.91

DISBURSEMENTS

Groceries, meats, fruits and vegetables.....	\$1,402.14	
Bread and rolls.....	67.00	
Milk, butter and cream.....	235.57	
Ice cream.....	132.65	
Ice.....	81.50	
Laundry and household supplies.....	89.89	
Service.....	620.85	\$2,629.60

Cash balance December 31, 1926.....	\$959.31
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SUMMARY AND EXPLANATION

Cash balance at beginning of Quarter.....	\$1,581.51
Inventory of goods at beginning of Quarter.....	1,091.04
	<hr/>
	\$2,672.55
Bills outstanding.....	511.73
	<hr/>
Unencumbered balance.....	\$2,160.82
Cash balance at end of Quarter.....	\$959.31
Inventory of goods at end of Quarter.....	1,235.62
	<hr/>
	\$2,194.93
Bills outstanding.....	374.58
	<hr/>
Unencumbered balance.....	\$1,820.35
Loss for the Quarter, \$2,160.82—\$1,820.35=	\$340.47.

VIII. STUDENT LIFE. No report.

IX. MISCELLANEOUS.

1. The American Association of Teachers Colleges adopted standards at Dallas, Texas, which will be difficult for Western to meet unless a larger faculty and smaller classes are possible.

2. A bill to cover requested appropriations should be introduced at once.

X. SUMMARY.

1. Approval of recommendations for additional faculty members for spring and mid-spring terms.

Respectfully submitted,

W. P. MORGAN, *President.*

The Board approved the following recommendations in this report:

1. The appointment of the following teachers for the mid-spring term of 6 weeks:

Mrs. Lyda Crabb.....	English.....	\$225
William Murphy.....	History.....	240
Mrs. Lily Holt.....	Biology.....	225
	Chemistry and Physics.....	225

President Morgan was authorized by the Board to select a teacher for Chemistry and Physics.

2. The appointment of Janet Harden, teacher of Physical Education, at \$120 for one-third time during the spring quarter of 12 weeks.

The Board was deeply concerned over the large deductions made from the askings as shown in the printed budget. From a statement made by Mr. Bridges, the financial agent of the Board, it appeared that the total of the askings of the five schools as represented by the presidents of the schools was \$2,941,120 for operating expenses. These askings were gone over carefully by the budget committee of the Normal School Board in consultation with the presidents. Every possible reduction without impairment of the work in the schools was made by this budget

committee. Upon the recommendation of this committee the Board approved an asking for operating expense which totaled \$2,517,236, a cut of \$120,136 from the original askings. The printed budget, as presented to the legislature, showed that the Finance Department had reduced this asking for operating expense \$303,748, making a total reduction from the amounts asked by the five presidents of \$423,984.

It appeared from the report of the presidents that the increase in attendance during the biennium in these five institutions was 30.5 per cent. The Normal School Board had recommended an increase in money for operation amounting to 15.8 per cent over the previous biennium, but the Finance Department cut this percentage increase back to 3.3 per cent, meeting a 30.5 per cent increase in attendance by 3.3 per cent increase in money to meet the operating expense.

It was the belief of the Board that the authorities at Springfield had not understood the real situation or such a drastic cut would not have been made. After serious discussion the Board unanimously resolved that a committee of the Board with the senators and representatives from the districts in which the five institutions are located should seek an interview with the Governor and the budget committee to get the \$303,748 restored to the operating budget. Without such a restoration it is the belief of the Board that the five state teachers colleges and universities can not perform their obligations to the state in preparing the teachers which are needed to instruct the children of the state. The committee appointed by the Board consists of Messrs. Cole, Still, Walker, and Mrs. Northam; it being understood that the chairman and the secretary of the Board and the presidents of the five schools should act with this committee. Upon motion the Board took formal action requesting the restoration of the \$303,748 to the askings of the five institutions and also providing for a revolving fund sufficiently large to cover all the moneys that will be paid into the treasury in the next biennium and the surplus which goes over from this biennium.

The Board ordered that the statement presented by Mr. Bridges be printed for wider use.

Mr. Capen presented to the Board the need of a reduction in the size of the classes in the teacher training institutions. Many of these classes are so large that it is impossible to give the quality of instruction which should be given in the training of teachers. The Board referred the matter to the Normal School Council for their consideration and recommendation.

The Board makes record of its appreciation of the luncheon served in Fell Hall.

The Board adjourned to meet in Carbondale, April 25, 1927.

A. M. SHELTON, *Chairman.*

F. G. BLAIR, *Secretary.*

Approved April 25, 1927.

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