

8-15-1917

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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December 11, 1917

January 21, 1918

March 25, 1918

April 22, 1918

May 20, 1918

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STATE OF ILLINOIS
DEPARTMENT OF REGISTRATION AND EDUCATION

THE NORMAL SCHOOL BOARD

EX-OFFICIO MEMBERS

FRANCIS W. SHEPARDSON, Director of Registration
and Education, Springfield, *Chairman*

FRANCIS G. BLAIR, Superintendent of Public In-
struction, Springfield, *Secretary*

APPOINTED MEMBERS

1917-1919

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

1917-1921

FRANK E. RICHEY, LaSalle
HENRY A. NEAL, Charleston
ELMER T. WALKER, Macomb

1917-1923

J. STANLEY BROWN, Joliet
LEROY A. GODDARD, Chicago
WILLIAM B. OWEN, Chicago

PRESIDENTS OF NORMAL SCHOOLS

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

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

JOHN W. COOK, A. M., LL. D.,
Northern Illinois State Normal School, DeKalb

LIVINGSTON C. LORD, A. M., LL. D.,
Eastern Illinois State Normal School Charleston.

WALTER P. MORGAN, A. B., A. M.
Western Illinois State Normal School, Macomb

NOTE

With the enactment of the Civil Administrative Code by the Fiftieth General Assembly, the five separate boards of trustees in charge of the State normal schools were succeeded by the State Normal School Board, consisting of nine members appointed by the Governor, and two ex-officio members—the Director of the Department of Registration and Education, who is designated as Chairman of the Board, and the Superintendent of Public Instruction, who is designated as Secretary of the Board.

This law became effective July 1st, 1917. Governor Frank O. Lowden appointed the following members who, together with the ex-officio members, constitute the first State Normal School Board:

For term expiring 2d Monday, January, 1923.

J. Stanley BrownJoliet
Leroy A. GoddardChicago
Wm. B. OwenChicago

For term expiring 2d Monday, January, 1921.

Frank E. RicheyLaSalle
Henry A. NealCharleston
Elmer T. WalkerMacomb

For term expiring January, 1919.

Roland BridgesCarbondale
Charles L. CapenBloomington
John C. AllenMonmouth

The law requires that the Board should hold at least five meetings each year, one at each of the five normal schools.

FRANCIS G. BLAIR, *Secretary*.

STANDING COMMITTEES

Buildings and Grounds

Mr. Richey
Mr. Neal
Mr. Allen
The Chairman
The Secretary

Rules and Regulations

Mr. Goddard
Mr. Capen
Mr. Walker
The Chairman
The Secretary

Administration and Finance

Mr. Brown
Mr. Owen
Mr. Bridges
The Chairman
The Secretary

SB6
P7
1917-21

MINUTES OF THE FIRST MEETING OF THE NORMAL SCHOOL BOARD

Springfield, Illinois.

August 15th, 1917.

The Normal School Board met at 10 o'clock A. M., Wednesday, August 15th, in the office of the Director of the Department of Registration and Education. The following members were present:

J. Stanley Brown
Leroy A. Goddard
William B. Owen
Frank E. Richey
Henry A. Neal
Roland Bridges
Francis W. Shepardson, Chairman, ex-officio
Francis G. Blair, Secretary, ex-officio

The following members were absent:

Elmer T. Walker
Charles L. Capen
John C. Allen

The Presidents of the normal schools were present:

David Felmley
John W. Cook
W. P. Morgan
L. C. Lord
H. W. Shryock

Upon inquiry it was found that all the appointed members had qualified before the Secretary of State with the exception of Mr. Allen.

In calling the meeting to order the Director indicated briefly the method by which the membership of the Board had been chosen. He particularly emphasized the fact that it was in no respect a political board but that the prime consideration in the choice of each individual had been educational. The great desire had been to find a group of men, some of them possibly having a degree of local interest in a particular institution, but all of them individuals of such breadth of vision as to make them in combination a strong force for the betterment of normal school interests in the State of Illinois.

The Director emphasized the opportunity presented to the Board, under the circumstances, to do a great piece of work for the normal schools in Illinois and, incidentally, to place these schools upon such a high plane of efficiency and service as to win the approbation of many outside the bounds of the Commonwealth.

The Director then read the sections of the Civil Administrative Code which refer to the powers and duties of the Normal School Board.

Following that some inquiry was made regarding the practicability of unity of action in the normal schools, in harmony with the central idea of consolidation which was in the minds of those responsible for the Civil Administrative Code. The Director indicated clearly his

recognition of the essential differences in type of the five normal schools, due partly to geographic location, partly to historic background, and partly to plan of organization. At the same time he suggested the possibility of uniformity in regard to:

- (a) Nomenclature, this applying both to the titles and ranking of teachers and to the terminology of the measurement of work done in the class room;
- (b) Salaries, making the salaries for the same rank in the different institutions uniform;
- (c) Curricula and textbooks. In view of the recognized differences in the several schools any attempt to secure absolute uniformity in curricula and textbooks would probably be a mistake. But it might be worth while for the Board to consider whether some degree of uniformity in certain phases of the work might not be practicable and desirable;
- (d) School year and vacations. Why not have the same length of school year and so the same vacation periods?
- (e) Diplomas. Would it be possible to have the diplomas of the several normal schools uniform in their style, a plan already successfully in operation in the State of Minnesota where the normal schools are also under one Board?

The Director also called the attention of the Board to the seventh paragraph of Section 59 of the Code relative to the Board's responsibility which reads:

"to succeed to, and to administer all trusts and trust property now or hereafter belonging or pertaining to any of the State normal universities or schools."

He indicated his own thought that it might be possible, through wise suggestion, to encourage people of wealth living in the vicinity of a normal school to make to the institution generous gifts for memorial buildings to bear the names of the donating families, for ornamental gateways, or for other decorative gifts such as statues and fountains which in years to come would make of the grounds of the several institutions places of great artistic beauty.

From the standpoint of administration he expressed his own conviction that the head of a normal school should be given a large measure of administrative control in his institution with a free hand in the selection and retention of the members of the faculty and should be regarded by the Board as an individual charged with great responsibilities but permitted complete freedom of administrative action, subject only to the restraint of the Board in cases of doubtful wisdom or to removal by the Board when it became clearly evident that he was incompetent to bear such responsibilities of administration.

Again referring to the Code and calling attention to the fact that it provided that the Director of Registration and Education should be Chairman of the Normal School Board and the Superintendent of Public Instruction should be Secretary, he declared the meeting formally open for the transaction of business.

On motion the members of the Board expressed themselves as being in hearty accord with the suggestions and policies set forth in this opening address and ordered that they should be printed in the minutes of the meeting.

After the reading of certain parts of the minutes of the last meetings of the five normal school boards and after some discussion

the Board unanimously approved these minutes and ratified the action taken by the Boards in these meetings.

Upon motion the Board requested that the Presidents of the several normal schools should present statements and reports setting forth such data and recommendations as should be considered by the Board. Only Presidents Felmley and Morgan presented written reports. These reports are made a part of these minutes.

Normal, Illinois,
August 14, 1917.

Mr. President and Members of the Board:

The first summer term of the State Normal University closed on July 20. The attendance was 226 men and 1,597 women, a total of 1,823.

Ninety-six Illinois counties and 17 other states furnished students. Eighty-one teachers were employed.

The second summer term is now in session in its fourth week. The enrollment is 109 men and 347 women, total 456. Twenty-seven teachers are employed.

Miss Mary Hartman, who served the institution as teacher from 1882 till 1910, twenty-eight years, has been employed for one hour per day to teach in the summer school instead of Miss Agnes Stone who asked to be relieved of duty during the second summer term.

At the final meeting of the State Board of Education, its Committee on Teachers and Salaries was authorized to employ certain teachers. No action was taken by this committee prior to June 30. Consequently I nominate for these positions the following teachers who have been engaged at the salaries named subject to appointment by you:

1. Charles H. Haile, Ph. D., of Evanston, as teacher of Latin at a salary of \$1,620 for 42 weeks.

2. Eleanor Sheldon, A. M., of Oshkosh, Wisconsin, as teacher of English, at a salary of \$1,600 for 42 weeks. Miss Sheldon will serve also as Assistant Dean of women, and as Head of Fell Hall.

3. Miss Helen Dorothy Graves, of River Forest, Illinois, as teacher of Library Economy, to serve also as assistant librarian at a salary of \$1,000 for 42 weeks. This position should be filled for the entire year. Miss Graves prefers that a substitute be secured for the rest of the year.

4. Miss Lena May Crum, of Clinton, as assistant in Household Science at a salary of \$1,200 for 42 weeks.

5. Miss Georgia W. Latta, of Antigo, Wisconsin, as Assistant Director of the Kindergarten at a salary of \$1,200 for 42 weeks. Miss Latta will also serve as teacher of the Art of Story Telling.

The following students not previously reported for graduation are recommended by the faculty for graduation to receive their diplomas August 29:

From the two-year upper grade curriculum:

Eloise Gibson Collins

Lillian May Swing

From the special curriculum in Household Art:

Helen Josephine Fraker

From the special curriculum in Household Science:

Lucretia Ruffner Hite

BUILDINGS AND GROUNDS

The contractor for the general contract for the erection of Fell Hall, the Fitzsimmons Construction Company, defaulted on its contract about June 1. The bondsmen undertook the work and now have it nearly completed.

The contractor for the steam heating and plumbing, Mr. A. L. Eicholz, also defaulted. After a long delay arrangements will probably be completed today to complete the work on a percentage basis. This will probably entail a loss of three thousand dollars to the general contractor.

There is a serious complication in this settlement due to the fact that the plumbing contractor by faulty installation of floor drains caused damages to the general contractor to the amount of \$1,400. This damage this Board must pay and collect for the same from the bondsmen of the plumbing contractor, Mr. Eicholz.

The General Assembly appropriated \$28,000 for equipping and furnishing Fell Hall, but no funds for walks and drives to said buildings and no funds for a hot water and steam supply nor for walks and drives as requested. It is recommended:

1. That the Board authorize the expenditure of the \$28,000 for the various items of furniture and equipment along the lines presented to the General Assembly so far as the present level of prices will permit, in the following order:

- | | |
|---------------------------|-------------------------|
| 1. Rugs and carpets. | 7. Electric fixtures. |
| 2. Furniture. | 8. Piano. |
| 3. Kitchen equipment. | 9. Refrigerating plant. |
| 4. Dining room equipment. | 10. Laundry machinery. |
| 5. Linens and bedding. | 11. Telephones. |
| 6. Window shades. | 12. Elevator. |

2. That the Board request the Department of Public Works and Buildings to take immediate steps for installing the heat and water supply connections, the same to be paid from the appropriation for Reserve and Contingencies.

3. That the Board authorize the building of necessary walks to connect the woman's dormitory with the other buildings and also a cinder drive with plain curb from the present driveway south to the west end of Fell Hall, to the west entrance, and thence west to University Avenue.

We find the purchasing system under the new departmental organization rather complex, involving for a single purchase the preparation of eighteen sheets of paper besides the Auditor's warrant and seven transmissions through the mail to complete the purchase and payment. Probably two-thirds of the petty purchases made by the State Normal University will be in connection with three business enterprises carried on by the school, all distinct aids to its efficiency in its educational work, yet none likely to involve from this time a cent of expense to the State treasury for their operation:

- The University Farm
- The University Bookstore (or Textbook Library).
- The Woman's Dormitory and Boarding Hall.

Furthermore, strict compliance with the purchasing requirements of the State administration in the case of petty and emergency purchases will cause considerable inconvenience and extra labor, interfering with the efficiency of these business enterprises.

I, therefore, respectfully recommend to the consideration of the Board that it arrange with the State administration for the separation of the accounts of these enterprises from the general accounts of the

State Normal University through the organization of the University Bookstore, the Dormitory and Boarding Hall as co-operative student enterprises; and that the Farm be leased to the Professor of Agriculture, the conditions in all these to be such that no profit outside of regular salary shall come to any individual, that the management shall be at all times under the direction of the President of the Normal University, and that charges for goods and services shall be such as to provide for the operation, maintenance, and upkeep of these arms of the Normal University without expense to the State.

Respectfully submitted,

DAVID FELMLEY, *President.*

WESTERN ILLINOIS STATE NORMAL SCHOOL

Macomb, Illinois,
August 15, 1917.

To the Normal School Board of Illinois.

GENTLEMEN: I beg to submit the following report of the operations of the Western Illinois State Normal School since the meeting of its Board of Trustees on June 28, 1917, and to present certain matters for your consideration.

1. During the last fiscal year of the State the school beginning with the summer term of 1916 and closing with the spring and mid-spring quarters of 1917, had the following enrollment:

SUMMARY 1916-17

	Men	Women	Total
Normal and Academy (Summer 1916)	90	644	734
Normal and Academy (Fall, winter and spring)	163	355	518
Normal and Academy (Mid-spring)	8	67	75
Extension	103	762	865
Correspondence	1	..	1
Elementary School	91	90	181
Total	456	1918	2374

COUNTED TWICE

Students in summer 1916 who returned during fall, winter and spring quarters	34	75	99
Students in summer term 1916 who returned during mid-spring quarter 1917	5	19	24
Students in summer term who entered extension classes during year 1916-17	7	93	100
Extension students who entered spring or mid-spring term 1917	3	13	16
Correspondent student who entered during spring term 1917	1	..	1
Total	40	200	240
Total different students enrolled 1915-16	415	1676	2091
Total different students enrolled 1915-16	397	1430	1827
Increase			264
Per cent of increase			14.45

2. There were in attendance at the recent summer term which closed July 20, 1917, 648 persons who were pursuing professional courses. In addition to this, the Training School was in session and children were in attendance at forenoon sessions for five weeks.

3. At the close of the summer term the faculty recommended the following persons for certificates or diplomas:

Normal:

Elmer Wade Adams	Ruby Burford
Clarence Eliot Alton	Esther Colvin
Harry Drake Anderson	Lillian Costello
Stella M. Anderson	Clara Cravens
June Baker	Margaret De Lapp
Travis Bogue	Florence Euteneuer

Nellie M. Brinton
 Esther Fuhr
 Iva Graham
 Clara Greuel
 Harvie D. Harris
 Clyde W. Hudelson
 Karl Luster Icenogle
 Josephine Irish
 Tillie Joekel
 Helena Jordan
 George Koch
 Dollie W. Cramer
 James McEntee
 R. Edward McDonough
 Mary McIlhenny
 Myra Mertice Marshall

Lela Williams

Ruth Foster
 Robert F. Marshall
 Marie Miller
 Winifred Miller
 Raymond L. Newenham
 Helen Reuter
 Ruth Robertson
 W. D. Shier
 Emry Simmonds
 Elizabeth Reed Sparks
 Isyl Spiker
 Rollie N. Stacy
 Isabel Stickman
 Blanche Taylor
 Edith A. Trynor
 Rhoda Welker

Special Courses

HOUSEHOLD ARTS

Ruby Burford
 Iva Graham
 Blanche Taylor

Martha Kost
 Julia McGaughy
 Isyl Spiker

LIBRARY ECONOMY

Esther Colvin

Julia McGaughy

MATHEMATICS AND PHYSICAL SCIENCE

Elmer Wade Adams

Harold Knowles

PHYSICAL EDUCATION

Florence Euteneuer
 Esther Fuhr

Irene Harris
 Martha Kost

PRIMARY

Verna Senn

COUNTRY SCHOOL

Esther M. Anderson
 Virgil Griswold
 Alta Ann Shryock

Leroy Real
 Ruth Tutt
 Carrie Lou Williams

ACADEMIC

Frank Morse Bradley
 Vivian Brooking
 Ruth Foster
 Ruth Hoges
 Karl Luster Icenogle
 Neil McCarrel
 Lena Melvin
 William Mitchell

Glen Spencer Morris
 Fern Nelson
 Fay Eddison Null
 Leo Peck
 Lawrence Royer
 Leland Edward Smith
 Claud David Strickler
 James Scott Whittaker

I ask your approval of this recommendation, and also of the presenting of these certificates and diplomas.

4. At the meeting of the Board of Trustees held June 28, 1917, certain persons were elected to the faculty of this school for the year beginning July 1, 1917, as shown in the minutes of that meeting. I ask either your approval of those minutes or of that particular action.

5. In compliance with the motion made and approved by the Board of Trustees that such action be taken by the President of the Board as is finally recommended by me, Dr. H. D. Waggoner, of Macalester College, St. Paul, Minnesota, was recommended and appointed, and has accepted the headship of the Biology Department at \$2,500 per annum of 42 weeks. I ask your approval of this action.

6. At the last meeting of the Board of Trustees I was not ready to make recommendations for three student assistants to work in the Training School in connection with the Kindergarten work. I now recommend Miss Irene Harris to assist in the Physical Training work, Miss Alberta Strome to assist in the Drawing and Design, and Miss Lois Jones to assist in the Music. Their salaries should be paid from the amount appropriated for Kindergarten teachers and for Reserve and Contingencies and should be \$393.75 per annum of 42 weeks. I ask your approval of this recommendation.

7. The position of assistant in History is still vacant, and I wish to make a report on the matter at this time—Mr. Louis A. Tohill at \$1,500 per annum for 42 weeks.

8. From the balances reported at the last meeting, bills have been paid as follows:

Commercial Art Press for printing Quarterly No. 30.....	\$119.96
W. C. Miner for letter files.....	20.53
Slade, Hipp, Maloy, Inc., for binding material.....	16.10
Hooker Company for paints.....	34.04
Hafner Manufacturing Company for lumber.....	97.60
Central Scientific Company, laboratory equipment.....	64.93
International Harvester Company, 1-horse mower.....	41.63
Central Scientific Company, physics and chemistry equipment.....	86.67
Home Electric Construction Company, 2 electric fans and lamps.....	67.31
Mart Bartleson, repairs on printing press.....	7.20
Union National Bank, freight and express.....	7.23
Frank Helms, labor.....	50.85
Charles VanEtten, concrete retaining walls on campus.....	252.69

In accordance with the instructions given the president of the Board to close options on completing the School Arts in case the Governor should approve the bill to appropriate \$40,000 to finish and furnish the building, the following telegrams were sent out by Mr. C. W. Flack, under date of June 30th:

HON. JAMES B. DIBELKA,
130 N. Fifth Avenue,
Chicago, Illinois.

Notify Stoolman today to finish work reinstating these omissions, Terrazzo and Ceramic tile, wood floor, plastering, wood finish and painting, all on third floor, and marble in all bath and toilets, according to original contract. We have funds to complete building.

(Signed) C. W. FLACK,
President Board of Trustees.

BEST BROS. PLUMBING & HEATING Co.,
Quincy, Illinois.

The Board of Trustees of the Western Illinois State Normal School accept your bid of \$8,827.00 to complete heating and plumbing work in accordance with the original plans for the School of Arts building.

(Signed) C. W. FLACK,
President Board of Trustees.

C. E. WALLACE,
St. Charles, Illinois.

The Board of Trustees of the Western Illinois State Normal School accept your bid of \$360 to complete the electrical work in accordance with the original plans for the School of Arts building.

(Signed) C. W. FLACK,
President Board of Trustees.

Best Brothers and Wallace have accepted the terms of their options, and Stoolman has agreed to re-insert the omissions ordered at an additional cost of \$100, or at \$3,084. This has been approved by the State Architect.

Respectfully submitted,
W. P. MORGAN.

STATEMENT
RESIDENCE TUITION
Western Illinois State Normal School

July 20, 1917.

Tuition fees, Sept. 18, 1916 to July 20, 1917.....\$3,619.00

Deposited with Albert Eads, Treasurer,

September 18, 1916	\$ 700.00	
November 11, 1916	72.65	
December 7, 1916	300.00	
December 9, 1916	400.00	
December 11, 1916	41.85	
January 1, 1917	200.00	
February 10, 1917	100.00	
March 10, 1917	200.00	
March 10, 1917	300.00	
April 28, 1917	139.70	
May 10, 1917	49.20	
May 10, 1917	116.00	
June 5, 1917	188.00	
June 11, 1917	450.00	
June 16, 1917	100.00	
June 30, 1917	100.00	
July 2, 1917	83.00	
July 2, 1917	78.00	
	\$3,619.00	
Residence tuition		\$3,619.00
Extension tuition		1,757.50
		\$5,376.50

The recommendations for appointment of teachers contained in the two reports were approved by the Board.

Upon motion Presidents Felmley, Shryock, Cook, Lord and Morgan were authorized to make such appointments as are necessary to fill vacancies in the teaching force.

The Presidents of the several normal schools and the Chairman of the Normal School Board were authorized to appoint such student help as seems necessary or advisable.

The Chairman of the Board presented a plan for the organization and management of the dormitories, farms and textbook libraries run in connection with the normal schools of the State. After discussion this plan was adopted by the Board.

Upon the order of the Board the Chairman appointed as a committee on committees, Messrs. Owen, Brown and Goddard, requesting them to report at the beginning of the afternoon session. The Board recessed until two o'clock.

The Board reconvened at two o'clock and was called to order. Same members present as in the forenoon session.

The committee on committees made the following report:

That there should be three standing committees of the Board—one on buildings and grounds, one on rules and regulations and one on administration and finance—each committee to consist of five members, the Chairman and Secretary to be ex-officio members of each committee, the other three members of each committee to be appointed by the Chairman of the Board:

1. Buildings and Grounds:

Mr. Richey
Mr. Neal
Mr. Allen
The Chairman
The Secretary

2. Rules and Regulations:

Mr. Goddard
Mr. Capen
Mr. Walker
The Chairman
The Secretary

3. Administration and Finance:

Mr. Brown
 Mr. Owen
 Mr. Bridges
 The Chairman
 The Secretary

The Board ordered that the minutes of the meeting should be printed providing the Chairman could arrange for the expense.

The Board ordered that the Chairman after consulting with the members of the Board should set the dates for five meetings within the coming scholastic year, one meeting to be held at each of the five normal schools.

On motion David Felmley was elected President of the Illinois State Normal University for the next biennium at the present salary.

On motion H. W. Shyrock was elected President of the Southern Illinois State Normal University for the next biennium at the present salary.

On motion J. W. Cook was elected President of the Northern Illinois State Normal School for the next biennium at the present salary.

On motion L. C. Lord was elected President of the Eastern Illinois State Normal School for the next biennium at the present salary.

On motion W. P. Morgan was elected President of the Western Illinois State Normal School for the next biennium at the present salary.

President Morgan's recommendation of candidates for graduation was presented and approved.

Several questions relating to the adjustment of salaries of teachers to the requirements of the appropriations were raised but no definite action was taken.

Board adjourned.

Approved Dec. 11, 1917.

FRANCIS W. SHEPARDSON, *Chairman*,
 F. G. BLAIR, *Secretary*.

REPORT AND RECOMMENDATIONS

Normal, Illinois,
 December 11, 1917.

To the Memembers of the Normal School Board and Presidents of the Normal Schools:

The administration of the Normal Schools under the Civil Administrative Code has now been in operation for about five months. It is, perhaps, desirable therefore at this meeting to review the experiences of the period with a prime object of discovering in what respects, if any, improvements may be introduced. There has been a large volume of mail passing between the Department of Registration and Education at Springfield and the several normal schools. The business transactions have represented approximately \$275,000.

ADMINISTRATIVE DIFFICULTIES

As I have examined with much care the various letters from normal school heads which have aggregated perhaps 1,500, my impression is that the principal difficulties have related to:

1. Financial forms, involving criticism from the Department of Finance and particularly from the Administrative Auditor.
2. Civil Service Regulations, involving complaints from the Civil Service Commission, and
3. Construction problems, involving adjustments with the Department of Public Works and Buildings represented by the Supervising Architect and the Supervising Engineer.

FINANCIAL FORMS

There was quite a bit of trouble connected with the installation of the new accounting forms provided by the Department of Finance. As this applied to all divisions in the several departments of the State administration a school of instruction was held at Springfield which was attended by representatives of the various normal schools. As a result of this the machinery at once began to run more smoothly. Other difficulties due in the main to unfamiliarity with the regulations or uncertainty, have gradually been ironed out so that there is reason for believing that the normal school financial affairs will be administered with a minimum of friction. Indeed, in a late communication from the Director of Finance special praise was given to several of the institutions for the correctness of their reports. Where requisitions and vouchers are drawn strictly in accordance with the law and in harmony with the appropriations there is no delay whatever. If the business officer at each normal school were careful to check all bills submitted and all footings on vouchers and requisitions, as apparently is done at the Eastern Illinois State Normal School, another reason for delay would be eliminated.

CIVIL SERVICE REGULATIONS

There has been considerable complaint of the Civil Service office largely in connection with janitors and day laborers. Sometimes the irritation of the heads of the normal schools had been apparent in their communications. I shared the same feeling myself for some weeks until I reached an understanding with the Commission. My own feeling, which is that of all the Directors under the Code, is that the Commission is anxious to co-operate in every way with the department heads with the sole purpose of making the administration of affairs as efficient as possible. At the same time, its secretary is bound to see that the rules which have been laid down are obeyed. There has been great freedom allowed in the making of temporary appointments and the secretary had advised me more than once that all that is necessary at any time for a normal school head to do is to send in the temporary blank pending the appointment of some one from the regular classified list. A number of the troubles leading to the delay in the transmission of payrolls has arisen because of the lack of team play on the part of the schools and the Commission rather than from any inherent difficulties. If a payroll contains the name of an employee which has not been properly recorded in the office of the Civil Service Commission, that payroll is held up until the presence of

the name is accounted for. In some cases there has been delay because of the inclusion of a name at a higher rate than that authorized by the appropriation bill, this being a relic of previous methods of administration where the regular stipend was supplemented by an additional grant from some other fund. The provision in Section 23 of the Civil Administrative Code that

"No employee in the several departments employed at a fixed compensation, shall be paid for any extra services unless expressly authorized by law"

has required adjustments in nearly all of the departments. In some cases these readjustments have brought real hardships in a reduction of pay to most deserving employees. The answer to this, however, is not to be found in criticism of the law which is generally recognized as one of the distinct advances secured by the Code, but rather in a more careful budget for the future which shall secure adequate appropriation to pay employees from one fund the entire amount of salary or wages rightly their due.

NEED OF A BUDGET

This is but one of the ways in which, during the period since July 1st, the imperative need of a careful budget has been brought to the attention of the State officials. Already a committee is hard at work in the preparation for the first time in the history of the State of a carefully detailed budget. It is my hope that all future appropriations for the normal schools may be made upon the basis of just such a careful study. If the salaries paid to janitors and other helpers are too low there must be provision made in the budget for a reasonable advance. If teachers have not had the advance in salaries to which experience might properly entitle them, provision should be made for such increases. All miscellaneous outlays hitherto grouped under Reserve and Contingencies which can be definitely forecast should be covered by specific appropriation, leaving the Reserve and Contingencies as a true Reserve and Contingencies. If, along with our single Normal School Board, we can, in perfect accord, prepare a reasonable budget which shall recognize present needs and desirable advances, it is my hope that this may win the approval of the appropriations committees and the Legislature without a single bit of that lobbying which in former years has sometimes seemed to array the interests of one normal school against those of another.

CONSTRUCTION PROBLEMS

In regard to the construction problems there no doubt have been irritating delays, particularly in those institutions where new buildings have been moving toward completion in an exasperatingly slow fashion. There has no doubt been some basis for sharp criticism of the Supervising Architect and the Supervising Engineer. At the same time, after many interviews and in spite of a strong feeling at times that the interests of the institutions were not being watched as carefully as they should be, my impression is that much of the difficulty has arisen from conditions attendant upon the reorganization of the State administration and the introduction of new officials to duties whose details they had to learn with patience and under many handicaps caused by

the failure of agents of the previous administration to carry out covenanted arrangements. There is no doubt, too, that the interference with the normal routine of business resultant from the great war has increased in a marked degree the difficulties of securing prompt and satisfactory service in many connections.

In all three of these lines, therefore, my opinion is that the coming months will find matters moving far more satisfactorily than ever before.

THE DORMITORY PLAN

At the first meeting of the Board I suggested the possibility of utilizing some of the methods employed in college towns in connection with boarding clubs in the formulation of a plan for the conduct of the normal school dormitories. The object sought was to enable the school head to have some working capital for the conduct of the dormitory. The Civil Administrative Code provides in Section 27 as follows :

“The gross amount of money received by every department from whatever source, belonging to or for the use of the State, shall be paid into the State Treasury, without delay, not later in any event than ten days after the receipt of the same, without any deduction on account of salaries, fees, costs, charges, expenses or claim of any description whatever. No money belonging to, or for the use of, the State shall be expended or applied by any department except in consequence of an appropriation made by law and upon the warrant of the Auditor of Public Accounts.”

After a great deal of thought and discussion with various advisers and after considering methods of several kinds, including the organization of a club among faculty and students, and the making of a lease of the buildings to the normal school head, a simple arrangement, which in effect was a gentleman's agreement, was made and reported to each of you in a communication on the 21st of September, 1917, a copy of which is printed in these minutes.

Two unexpected difficulties appeared in the way: One was the opposition of the Civil Service Commission which questioned the legality of the arrangement and saw the possibility of danger to the State from the standpoint of the employee whose rights and privileges under civil service were taken away. The other objection came from the Department of Finance where the point was made that no matter what sort of a gentleman's agreement was made and no matter how much confidence the Director of Registration and Education might have in the head of a normal school, if there should be any claim presented for unpaid bills on account of the dormitory, the aggrieved party and the public generally would find it impossible to understand how a building belonging to the State and connected with a State institution could be administered as though it were a private concern; and that therefore the one making the claim would hold the State responsible for the account.

The first of these objections was surmounted by instructions to the head of each normal school that in every case the consent of the employee should be obtained to the change of status from that of a civil service employee to that of the employee of a private individual. The second was removed by an arrangement with each of the normal

school heads to furnish an indemnity bond saving the State free from any such claims connected with the dormitory management.

I had, myself, reached a feeling of confident assurance that the plan was perfectly legal in every way and that it would prove itself workable and convenient in each case. Where desired, the same general plan was arranged for the conduct of the school farm and the text book library.

SOME ADMINISTRATIVE PROBLEMS

My attention has been directed from one source or another to quite a number of possible improvements in administration whereby both efficiency and economy might be promoted. In order to place these before you for your consideration I am putting them in the form of questions:

1. Is it possible or desirable to have uniformity of faculty nomenclature in the several schools?
2. Supposing this were accomplished, is it possible or desirable to have uniform salary payments for the same grade?
3. Is it possible or desirable to make the length of the school year, and therefore the length of the several terms, uniform?
4. Is it possible or desirable to spread the salary payments in all cases over the twelve months of the calendar year?
5. If such an arrangement were made, how should the payments for the extra work of the summer term be made to regular members of the teaching staff?
6. Would it be possible or desirable to pool all orders from the five normal schools for periodicals for reading room and library so as to secure the benefit of the reduced price obtainable through a club rate?
7. Would it be possible or desirable to follow the same plan in regard to orders of books for the library; of chemicals for the laboratory and of other school supplies?
8. Should there be a uniform policy in regard to advertising and, if so, what should that policy be?
9. Would it be possible or desirable to establish a uniform system of bookkeeping in the several schools so as to facilitate financial transactions with the several business offices at Springfield?

I have a feeling that if the Board were to give these questions their careful consideration it might be possible to secure increased efficiency in our administration and so do our part toward the realization of the ideas which were behind the Civil Administrative Code.

OTHER PROBLEMS

There are other problems which must be considered, some of which no doubt will be brought to your attention by the normal school heads. One of these relates to the collection through the normal school management of a set fee from the student for the support of so-called student activity, such as literary societies, the band, the orchestra, the chorus, oratorical societies and the like. Where such payments are entirely voluntary I see no objection whatever to the utilization in their collection of the facilities of the business department of the school. Wherever an attempt is made to enforce collections from the unwilling, question might be raised whether, the authority of the State being thus used, the fees so collected do not become funds to be paid into the State treasury under the provisions of Section 27 of the Civil Administrative Code quoted in full above. I ask your judgment on this matter.

EMERGENCY DECISIONS

There have been quite a number of matters presented to me by the normal school heads upon which I have taken the liberty of making decisions. In each case I have asked the president to report the action to the Board for its ratification. I am anxious not to trespass in the slightest upon the prerogatives of the Board. I recognize that under the Civil Administrative Code the Normal School Board has authority to act "independently of the supervision, direction or control of the Director or any other officer of the Department of Registration and Education." I also know that so far as the present Director is concerned, there will be but one controlling motive in administration, namely the highest interests of the normal schools, and that therefore these saving provisions of the Code need never be called into use because of any unwarranted action on his part. At the same time, it has seemed to me that a reasonable construction of the language of the Code and the fundamental idea in the background of it was adequate authority for decisions upon the problems presented by the presidents.

OTHER MATTERS

I ask the Board to consider at this session whether it would not be desirable to now fix the time for visitation of the four other schools in order that as soon as possible the members may have that general knowledge of the problems for their administration which can be gained only by actual observation of the workings of the several schools.

THE PRESIDENTS' REPORTS

In accordance with the established custom, the presidents of the different schools have been invited to this meeting and each will present his own report and recommendations.

FRANCIS W. SHEPARDSON.

 A COMMUNICATION

Sept. 24, 1917.

MR. FRANCIS G. BLAIR,
 Superintendent of Public Instruction,
 Springfield, Illinois.

Dear Mr. Blair:

After a great deal of thought and much conference with the heads of different departments more or less interested, a simple plan was worked out by which the normal schools will be enabled to conduct their dormitories, their textbook libraries, their supply stores and their farms in a satisfactory manner.

For your information I am enclosing copies of a letter to David Felmley and agreements regarding the special things in which he was interested. This plan is substantially the one worked out for each of the other normal schools so that these papers may be considered illustrative.

You will also be interested to know that reports from the several normal school heads indicate attendance as follows:

Eastern Illinois State Normal School.....	717
Southern Illinois State Normal University.....	671
Western Illinois State Normal School.....	400
Northern Illinois State Normal School.....	327
Illinois State Normal University.....	812

While this shows quite a decrease as compared with last year it is perhaps no larger than was to have been expected in view of the war conditions.

With best wishes, I remain

Yours very truly,

FRANCIS W. SHEPARDSON, *Director.*

AGREEMENT COVERING MANAGEMENT OF TEXTBOOK LIBRARY

Under the authorization of the Normal School Board at its meeting on August 15, 1917, the Director of Registration and Education and David Felmley hereby agree as follows with reference to the administration of the Textbook Library and School Store at the Illinois State Normal University:

1. That the Text Book Library and School Store shall be administered in accordance with their primary purpose of furnishing books for the use of students of the institution.
2. That in connection with such administration the State of Illionis is to be saved free from any financial obligations whatsoever.
3. That the stock of the Text Book Library and School Store is to be kept in good condition, ordinary wear and tear excepted, and is to be surrendered in such condition at the end of the school year.

FRANCIS W. SHEPARDSON,
Director of Registration and Education.

AGREEMENT COVERING MANAGEMENT OF FELL HALL

Under the authorization of the Normal School Board at its meeting on August 15, 1917, the Director of Registration and Education and David Felmley hereby agree as follows with reference to the administration of Fell Hall at the Illinois State Normal University:

1. That Fell Hall shall be administered strictly in accordance with its primary purpose of providing a dormitory for women students.
2. That in connection with such administration the State of Illinois is to be saved free from any financial obligation whatsoever.
3. That Fell Hall is to be kept in good physical condition and is to be surrendered in such condition at the end of the school year.

FRANCIS W. SHEPARDSON,
Director of Registration and Education.

AGREEMENT COVERING MANAGEMENT OF FARM

Under the authorization of the Normal School Board at its meeting on August 15, 1917, the Director of Registration and Education and David Felmley hereby agree as follows with reference to

the administration of the farm connected with the Illinois State Normal University:

1. That the said farm shall be administered strictly in accordance with its primary purpose as an accessory of the Illinois State Normal University.
2. That in connection with such administration the State of Illinois is to be saved free from any financial obligation whatsoever.
3. That the said farm is to be kept in good condition and is to be surrendered in such condition at the end of the school year.

FRANCIS W. SHEPARDSON,
Director of Registration and Education.

Similar agreements were made covering similar organizations in the other normal schools.

Normal, Illinois,
December 11th, 1917.

The Normal School Board met at the call of the Chairman. Owing to the lateness of trains, the meeting of the Board was not called to order until 11:30 A. M. The following members were present:

Messrs. Bridges, Brown, Capen, Neal, Owen, Richey, Shepardson, Walker and Blair.

Mr. Goddard was absent on account of illness. A telegram from Mr. Allen stated it was impossible for him to be present.

The minutes of the previous meeting were read and approved.

The Chairman of the Board made a statement of the questions which should come before the Board for its consideration. This report is made a part of the minutes. The subjects presented were considered by the Board in the following order:

1. Uniformity in the bookkeeping system of the several schools.
2. Uniform terminology in faculty lists, including, if possible, uniform salaries for the same academic ranking in all schools.
3. Harmonizing of the summer term arrangement with the plans for the regular "year;" this including the possibility or impossibility of arranging salary payments on a twelve-month plan.
4. A determination at once of the dates for other Board meetings at the other institutions.
5. A report on the working of the "dormitory plan" up to date.
6. A report on any serious difficulties which have arisen under the Civil Administrative Code which in all fairness might be charged against that Code.
7. The planning for the preparation of a budget for the normal schools for the next biennium which shall be based on absolute needs of the institution, with a fair consideration of desired advances; and which, when prepared, may be expected to pass the appropriation committee of Senate and House with a minimum of difficulty.
8. Uniform rules with regard to leaves of absence of teachers and employees.
9. The meaning of Section 59 of the Civil Administrative Code: "The Normal School Board . . . shall have power and it shall be its duty . . . to employ . . . all necessary professors, teachers, instructors, and other educational assistants, and all other necessary employees, and fix their respective salaries."
10. The recommendation to increase the salaries, at the State Normal University, of Miss Bertram French, Library Assistant, from \$65 per month to \$75 per month; of Miss Edna Kelly, Library Assistant, from \$50 to \$65 per month.
11. Methods of publicity to be employed by the State Normal Schools.
12. Shall the traveling expenses of Normal School Presidents and teachers be paid from the institutional funds when they attend educational meetings?
13. The financing of student activities, such as literary and athletic contests, school papers, lecture courses, musical organizations, pageants, etc.

14. Employment of additional teachers for the mid-spring and summer terms at the State Normal University.
15. Uniform fees at the various State Normal Schools.
16. Uniform entrance requirements; uniform requirements for graduation.
17. What shall constitute a unit of credit in the various State Normal Schools of Illinois?

Before taking up the topics for discussion at the meeting of the Normal School Board, the report of the Committee on Administration and Finance was called for. This committee recommended that as practically all of the questions raised by the Chairman for consideration were administrative questions, it would withhold its report until after these questions had been discussed by the Board.

The Chairman asked for approval of his action in asking Mr. Richey, the Chairman of the Buildings and Grounds Committee, to appoint Mr. Walker to accompany Mr. Morgan, President of the Macomb Normal School, to purchase furnishings for the new building at Macomb. The approval of the Board was given.

The Board here took a recess for luncheon. It was served by the Domestic Science Department. After recess the Board expressed its appreciation of the kindly services of the Domestic Science Department in serving the members of the Board with such a fine luncheon.

The Committee on Rules and Regulations asked to have their report postponed until the next meeting.

No report from the Buildings and Grounds Committee was presented.

The Board, on motion, ordered that the typed reports of the presidents of the several normal schools be received for record and that each president be asked to present in brief the main items contained in his report. These reports are printed herewith.

Normal, Illinois,
December 11th, 1917.

To the Chairman, President and Members of the Normal School Board:

I have the honor to submit the following report of the work of the Illinois State Normal University for the last half year.

STATISTICS OF ATTENDANCE

FOR THE YEARS ENDING AUGUST 31, 1916, AUGUST 31, 1917

Total enrollment Normal Dept. and Teachers College	1916	1917
Number pledged to teach in Illinois	3110	2761
Enrollment in Extension Classes	2993	2667
Enrollment in High School Department	513	677
Enrollment in Elementary School	251	250
Pupils taught in Soldiers Orphans Home	565	557
Holder of Township Scholarships	202
Counties represented in Normal Department	150	140
Other States represented	96	96
First Summer Term	21	20
Second Summer Term	2285	1823
	559	444

FOR THE FALL TERMS 1916, 1917

NORMAL DEPT. AND TEACHERS COLLEGE

Men	1916	1917
Women	185	83
	649	522
Total	834	605
High School Department	235	230
Elementary School	378	386
Soldiers Orphans Home	202	457

THE UNIVERSITY HIGH SCHOOL

Although the Normal School shows a shrinkage in attendance of $27\frac{1}{2}\%$ over that shown last year, the attendance in the high school is still up to the limit fixed by the State Board of Education. With the building of the new high school in Bloomington the attendance from that city has fallen off one fourth, but attendance from other parts of Illinois is more than enough to keep every seat occupied.

Up to this time more students have desired to teach in the high school than we have been able to supply with classes. Of the 75 high school classes assigned for this term, 29 are taught by the regular paid teachers, 46 by student teachers. Students who have entered the University High School since June, 1915, pay a tuition fee of \$54 a year, others of earlier matriculation pay \$36 per year. Ninety-seven high school students hold township scholarships under the Lindley Law and consequently pay no tuition fee. Twenty-one other students in the ninth grade, who completed the elementary training in our own eighth grade, are admitted for the year without a charge for admission.

THE ELEMENTARY TRAINING SCHOOL

The attendance in our elementary training school in half the grades is up to the desired number—42. In the other rooms there are few vacant seats.

In the elementary training school about one-third of the classes are taught by the paid training teachers.

THE SOLDIERS' ORPHANS' HOME

In the school at the Soldiers' Orphans' Home are eleven rooms with a total attendance of 457 children. All of the instruction except in the manual arts is furnished by this institution. There are eight paid teachers. When the contract with the State Board of Administration was first made it was expected that 16 student teachers would be sent out each day to assist in the work. It was expected that the school attendance would not exceed 400. Partly because of the enrichment of their course of study, in the addition of music, drawing, and physical education and the development of the kindergarten, partly because of the increased attendance we are now obliged to furnish 27 student teachers daily. The mere item of car fare—\$5 per term for each student teacher—will cause a deficit of from \$150 to \$200 by the end of the year.

THE MID-SPRING TERM

For the last four years we have started several new classes about the first of May to continue for six weeks. For the last two years our enrollment of new students at this time has been about 180.

It is recommended that three additional instructors be employed for the spring of 1918.

THE SUMMER TERM

The enrollment of the summer term of 1917 was 20% lower than in the corresponding terms of 1916. I believe the shrinkage from last year's attendance in the summer of 1918 will not exceed one-sixth of last year's enrollment.

Last year 51 additional instructors were employed for six weeks each at an average salary of \$219. Most of the instructors teach for four periods a day but the salary received with us is not usually more than three-fourths of that received by them where elsewhere employed during the regular school year.

It is recommended that the number of additional instructors for next year be reduced to 40, but that the average salary paid be increased to \$250. The president should be authorized to employ additional instructors when the school opens if the attendance warrants it.

NORMAL SCHOOL EXTENSION

Hitherto the fees collected from teachers in the Normal Extension classes have been sufficient to pay the traveling expenses of the instructors. This year because of the rising costs of transportation and hotel service we have raised the extension fee to \$3 with some falling off in attendance. It is likely that even with the increased fee there will be a deficit in this department of our work.

BUILDINGS AND GROUNDS

The progress of our dormitory towards completion has been very slow. The new department of Public Works and Buildings has fallen heir to a very complicated situation. Defaulting contractors, incomplete plans and a scanty appropriation for office force have made its work in carrying on the public work of the State necessarily slow. At this time we are expecting to occupy the building at the opening of the spring term, March 18. But the slow progress in the engineering department makes this doubtful.

Miss Eleanor Sheldon has been selected as mistress of the Hall. With her aid the furniture and equipment for the students' rooms, parlors, dining room, and kitchen have been purchased. Contracts are let for all the necessary equipment except the refrigerating machinery and the elevator.

The work has progressed upon the grading and upon the building of walks and drives as fast as the building operations and the scarcity of labor would permit.

THE FARM

At your August meeting the Director of Registration and Education arranged with other departments in Springfield for the separation of the three auxiliary business enterprises carried on by this institution from the general accounts of the institution. The president has been installed as manager of these enterprises, the Farm, the Bookstore, and Fell Hall.

The present year has been successful for farming. The sales of the farm produce for the past five months have aggregated \$6,654.88, the cost of feeds, labor, new machinery, etc., \$6,321.22, leaving a balance of \$333.66.

PUBLICITY

The State of Illinois is now confronted with a serious scarcity of teachers. Young men everywhere are resigning their positions to enlist in the United States army, young women to fill the new positions created everywhere in connection with the administration of the enormous

federal revenue and to accept positions in the commercial world vacated by men. Hundreds of teachers are teaching upon emergency certificates and provisional certificates which necessarily must lapse at the end of the current school year.

The times demand a sharp advance in teachers' salaries in order to retain teachers in service and there should be a campaign of publicity that will attract to the teaching profession more capable young women and young men.

It is recommended that you authorize the sending out of our instructors, when they can be spared, to visit high schools, to attend teachers institutes, farmers institutes, and other gatherings where an audience may be secured, to explain the school situation and the nature and importance of the work of the normal school. The expenses of these trips should be paid from the funds of the institution.

I should like to be authorized also to make a few stereopticon slides, for which we already have suitable negatives, illustrating the various features of the normal-school work. This will involve only slight expense. This in addition to the means of publicity hitherto employed.

SALARIES OF EMPLOYEES

The total appropriation made by the 50th General Assembly for salaries and wages for the State Normal University is \$141,220. The bill itemized the salaries of the various teachers and employees. Just the same amount was appropriated by the 49th General Assembly two years before but the Auditor then permitted us to treat the entire appropriation as one fund from which salaries and wages should be paid. Consequently it was possible for the Board to raise the salary attached to any position when necessary to hold a good teacher or to lower the salary attached to a position if a young teacher was brought into the position. The appropriation of two years ago was supplemented largely by payments from our tuition fund. Under the Civil Administrative Code all tuition fees and other receipts must be turned into the State Treasury and the Legislature has appropriated a sufficient sum under the title Reserve and Contingencies to reimburse the institution for the receipts thus deposited. At present the Auditor issues his salary checks in strict accordance with the pay roll as fixed by the Legislature and it is held that no teacher or employee can be paid from two funds, hence it is impossible now to supplement any salary by further payment from the liberal appropriation for Reserve and Contingencies. The institution is therefore unable to increase the salary of any employee unless the salary is paid wholly from Reserve and Contingencies fund.

It is recommended that the salary of Miss Bertram French, Assistant Librarian, be increased from \$65 to \$75 per month, to be paid from Reserve and Contingencies, and that the salary of Miss Edna Kelley, Assistant Librarian, be increased from \$50 to \$65 per month, so that Miss Kelley may take Miss French's place in the regular pay roll. Miss French will be transferred to the office of the Secretary of State at Springfield there to receive a salary of \$75 per month unless we pay her that salary in this institution.

IN CONCLUSION

I respectfully request action of your body upon:

1. Teachers and salaries for the Mid-spring and Summer terms.
2. Methods of Normal-school publicity.
3. Salaries of assistant librarians.
4. Traveling expenses of the presidents when attending educational meetings.

Respectfully submitted,

DAVID FELMLEY, *President.*

Charleston, Illinois,
December 11th, 1917.

To the Chairman and Members of the Normal School Board:

I submit the following report of the Eastern Illinois State Normal School at Charleston:

	STATISTICS	
	First Half Year 1916-1917	First Half Year 1917-1918
Total attendance	571	462
Men	161	109
Women	410	353
Average age of men	18.44	17.94
Average age of women	18.55	18.76

CONSIDERING MATTERS MENTIONED BY THE CHAIRMAN IN
HIS LETTER OF NOVEMBER 23, 1917:

1. I think that a uniform system of bookkeeping in the several normal schools is desirable.
2. (a) Perhaps uniform terminology in faculty lists is desirable. If uniformity is to be, I hope all members of the faculty except president be denominated "teachers." (b) Uniform salaries for the same ranking in all the schools would be a kind of convenience and sometimes save a little embarrassment. But from every other point of view uniformity of salaries is very undesirable, making neither for economy nor for efficiency. Take the case of a very superior teacher, getting the highest salary paid, who leaves the school. It is not at all likely that his place can be filled. Probably the trustees would be asked to elect a young teacher with limited experience but of excellent scholarship and rare promise. This young teacher should not receive the salary of his predecessor. It is the person more than the position that should determine salary. I shall be glad to discuss this matter at greater length if desirable.
3. Heretofore it has been the practice in the Charleston school to elect teachers for thirty-eight weeks at a fixed salary and to pay those who remain to teach in summer school for the six weeks, the pay being not quite pro rata. I am sure we should abandon this plan. Perhaps we should elect for forty-four weeks, deducting from the salary of those who do not remain for summer school. It is also possible that the length of our year should be changed or divided differently. It is not of great moment whether payment be made in twelfths or in larger fractions.
4. It is desirable that dates for board meetings be arranged as far ahead as is convenient.

SCHEDULE 1

FINANCIAL REPORT FOR PEMBERTON HALL FOR THE PERIOD
FROM SEPTEMBER 1, 1917 TO DECEMBER 6, 1917

Cash in State treasury September 1, 1917	\$ 453.48
Receipts Sept. 1, 1917 to Dec. 6, 1917 (See Schedule 2)	6,623.92
	<hr/>
Disbursements Sept. 1, 1917 to Dec. 6, 1917 (See Schedule 3)	7,077.40
	6,630.57
	<hr/>
Cash on hand Dec. 6, 1917	\$ 446.83
Accounts receivable outstanding Dec. 6, 1917 (See Schedule 2)	116.85
Inventory of stock on hand Dec. 6, 1917	\$1,034.95
Inventory of stock on hand Sept. 1, 1917	300.00
	<hr/>
Gain in stock on hand Dec. 6, 1917	734.95
	<hr/>
Bills holding and outstanding Dec. 6, 1917 (See Schedule 3)	\$1,298.63
	15.19
	<hr/>
Balance as at Dec. 6, 1917	\$1,283.44

SCHEDULE 2

STATEMENT OF RECEIPTS AND ACCOUNTS RECEIVABLE OUTSTANDING
FOR THE PERIOD FROM SEPTEMBER 1, 1917 TO DECEMBER 6, 1917

Room rent	\$1,185.50
12 weeks (Sept. 10 to Dec. 6, allowing 4 days for Thanksgiving vacation) at \$1.00 a week, averaging 98 girls in the Hall	
Board	5,275.00
12 weeks (Sept. 10 to Dec. 6, allowing 4 days for Thanksgiving vacation) at \$4.00 a week, averaging 109 for board	
Guest fees at 25 cents a meal	203.00
Faculty reception to students	41.05
Sale of garbage	23.00
Miscellaneous sales	13.22
	<hr/>
	\$6,740.77

SCHEDULE 3

STATEMENT OF BILLS PAID AND BILLS OUTSTANDING
FOR THE PERIOD FROM SEPTEMBER 1, 1917 TO DECEMBER 6, 1917

Post Office box rent	\$ 1.00
Printing and stationery	22.06
Periodicals	16.20
Telephone and telegraph	20.10
Express, freight, and drayage	51.78
Refund of one week's board	4.00
Food supplies:	
Groceries	2,009.42
Meat	817.48
Bread	304.64
Butter	517.34
Milk	261.20
Eggs	117.03
Ice cream	150.10
Ice	56.00
Coal for kitchen range	40.77
Salaries and wages	925.96
Heat	655.28
Water	21.67
Gas	13.28
Electric current	122.26
Laundry	148.49
Soap	167.30
Other household supplies	83.13
Medical supplies	3.30
Replacement and repairs:	
Curtains	5.45
China and glassware	44.94
Kitchen utensils and repairs	12.75
Plumbing repairs	1.28
Garbage cellar repairs	36.00
Roof repairs	15.55
	<hr/>
	\$6,645.76

5. Civil Administrative Code.

6. Planning budget for next biennium. It will be a great relief to have some arrangement by which we can be reasonably sure that the requests of the trustees for money will be granted by the legislature without the attention which the presidents have felt obliged to give in the past.

At the Charleston school it is desirable that a larger number of students of promise be attracted to the school. In just what way this should be attempted I am not quite sure.

Respectfully submitted,

L. C. LORD, *President.*

DeKalb, Illinois,
December 11th, 1917

To the Chairman and Members of the Normal School Board:

I submit the following report of the Northern Illinois State Normal School:

GRADUATING CLASS 1917

Two-year course for teachers of Vocal Music	5
Three-year course for teachers of Music and Drawing	1
Two-year course for teachers of Domestic Science	21
Two-year course for teachers of Manual Training	7
One-year course for college graduates	2
Two-year course for teachers in Elementary Schools	139
Three-year course for teachers in Elementary Schools	9
Five-year course for teachers in Elementary Schools	14
	198

The catalogue for 1917 reports 205. The discrepancy of these reports is accounted for by the fact that seven candidates for graduation failed to complete their work after the names were printed.

ATTENDANCE FOR THE YEAR 1916-17

Whole number for the year including the Summer School	1202
Summer School enrollment	670
Names counted twice	125
Whole number of different Normal students for the year	1077
Whole number of pupils in the two practice schools	648

The school has no high-school or academic department.

The whole number of graduates since the school was opened in 1899 is 1624. Practically every graduate becomes a teacher.

CALENDAR

The school year is divided into four terms of fifteen, twelve, twelve and six weeks respectively, aggregating forty-five weeks. A "year" in our terminology means thirty-nine weeks. This time is an essential element in all agreements when the teachers are permanently employed. If regularly-employed teachers desire to serve also in the summer term of six weeks they are preferred and receive three-twentieths of their annual salary additional. There is no fixed rate for temporary employment. Ordinarily those employed receive the compensation that regular teachers would be paid if they remained for the summer term with the provision that there shall be no doubt of their entire efficiency.

ATTENDANCE

It has been the policy of the school to make no attempt to increase its attendance at any one time, except the summer term, beyond the five-hundred mark. The reason for a limitation in attendance is as follows: It has been deemed to be the wisest of policies to afford to every senior the largest amount possible of practice teaching under ordinary conditions. Through the kindness of the city of DeKalb we have the privilege of using two public schools for practice work. Each

candidate for graduation is required to devote half of each day for two terms to work of this character. We are thus enabled to try out every candidate for graduation. About one-third of our students graduate. This gives us senior classes that are so large that we cannot furnish teaching privileges if the attendance should materially exceed five-hundred. Last year the attendance was ideal in that it was about that number.

This year, in common with all schools above secondary grade, our attendance was sharply reduced. The call for teachers so far exceeded the supply that we were unable to meet the demand. In one department the calls were forty-eight beyond our ability to supply young people who had done a year of our work were drawn into service. High-school graduates without professional training were employed in unusual numbers. For the fall term there is a reduction of $33\frac{1}{3}\%$ over the corresponding term of last year.

APPROPRIATIONS

The appropriation is sufficient to meet our needs for the biennium if the institution is simply to maintain its existing status. There has been no increase in the salaries of teachers in recent years. I need not discuss the high cost of living. That is a matter of common knowledge. The unwillingness of the Fiftieth General Assembly to recognize this palpable fact works a genuine hardship in many cases. It is hoped that the Fifty-first General Assembly will afford relief to these faithful men and women who find it difficult to make ends meet.

FUEL

The marked increase in the price of coal necessitated a similar increase in this item of the appropriation bill. The amount appropriated for the last biennium was \$6,500. The abrupt doubling and in some cases quadrupling of the cost of this commodity would have resulted in a considerable deficiency had it not been for available aid from Williston Hall. As it was the savings in management of that department which were to have been devoted to the supplementing of our very meager equipment, went into the general fund. After all bills were paid at the end of the biennium there remained a balance of ninety-eight cents.

We are endeavoring to economize in all possible ways in the use of coal. The appropriation is sufficient to meet our needs I am confident, if coal shall be available. Our storage capacity is inadequate to care for a large accumulation. In consequence we are piling it out-of-doors. The needs of the year are approximately three thousand tons. That amount is not yet in sight but the Department of Public Works has the matter in hand and with a fair promise of a successful issue.

POWER HOUSE

Slight progress has as yet been made in the further equipment of our power house. The extreme demands made upon the Department of Public Works has thus far absorbed attention elsewhere. Mr. McCullough has the matter under advisement and it is hoped that it will be pushed as vigorously as possible. In anticipation of this addition to our

plant the specific appropriation for firemen was not sufficiently large. The delay occasions an unexpected expenditure of nearly six dollars daily. This can be met from the item of Reserve and Contingencies but we have better use for it.

REPAIRS

Quite extended repairs are necessitated this year. Suitable appropriations for this purpose were made by the last General Assembly. The largest items are the work on the roof, amounting to approximately \$2,000, and the painting of interior walls costing about the same. These contracts are at last executed and the work will soon be in progress of completion.

TEXT BOOKS

I desire instruction in the matter of text books. Heretofore each teacher has determined the text book to be used in his department. The number has been ascertained and the two local dealers have been notified to order the designated number. Great care has been exercised to save the dealers from loss. This has been so carefully managed that the loss thus far has been a negligible amount. I wish to know whether the custom may be continued. Some of the normal schools have established text book libraries and have thus been equipped to rent text books to students. This school has not thus far adopted this policy.

SUMMER SCHOOL

As has been stated our Summer School has been operated as an addition to the regular school year. By the present arrangement of our calendar there is a period of five weeks in August and early fall in which the plant is not in use. It will not be possible to change this policy in the present biennium, but the advisability of adopting the Illinois State Normal University plan is a matter for the consideration of the Board. The arguments for the present plan may be stated briefly:

1. It is very desirable to have genuine normal school instructors for all of the work of a normal school.
2. It is not advisable for anyone to engage in the exhausting work of teaching throughout the year.
3. If the sessions are to continue through the year additional teachers must be employed for a portion of the year and such must be accepted as are available in their vacation time. In consequence the quality of instruction generally suffers when such a necessity arises.
4. There are repairs to be attended to annually and difficulties are likely to arise if the buildings are always in service. The workmen find it difficult to push their work and are thus embarrassed by the presence of pupils and teachers. The teachers and pupils are embarrassed by the presence of the workmen.

The argument for the other plan may be summed up in a single general proposition: It is uneconomic to permit a plant to be idle if its constant operation is possible.

The pros and cons may set over against each other and the policy to be determined may then be decided upon.

It will not be possible to make any change in the calendar of the institution before another biennium.

FACULTY MEETINGS

A significant feature of our program of work is the weekly faculty

meeting held on each Tuesday afternoon from 4 to 5. All members of the faculty attend. The order of business is practically as follows:

1. Reports on students. As the student body is divided among the members of the faculty it is possible to supervise closely such matters as health, scholarship and the entire round of student activities.
2. Criticisms of existing conditions.
3. Suggestions for improvements.
4. A systematic study of educational principles and practice.
5. From time to time specialists in education are invited to present their message to the faculty in the way of addresses.
6. Reports in way of self-criticism.

It is found to be a prime necessity of our calling to keep the surface of our thought agitated lest we drop into a deadening routine.

WILLISTON HALL

Williston Hall is filled to its utmost capacity and there are always a number on the waiting list. The health of the women is excellent. The opportunities for a most profitable form of social life are afforded. A system of self-government is found to work excellently. It brings strong women to the front and develops an admirable spirit of mutual helpfulness. We are able to furnish accommodations at something less than the current rate in the town. It is most earnestly hoped that the present plan of management may prove satisfactory to the administration of the department.

ENLISTMENT

More than half of our men are in the camps. The Superintendent of Buildings, Mr. Thomas S. Murray, has been commissioned Captain and will soon be on his way overseas. Our service flag bears 57 stars. This includes the known alumni and recent under-graduates. A list of our soldiers is now in preparation and will soon be posted by the side of the Auditorium entrance.

Respectfully submitted,

JOHN W. COOK, *President.*

WESTERN ILLINOIS STATE NORMAL SCHOOL

December 11, 1917.

To the Members of the Normal School Board:

GENTLEMEN: I beg to submit the following report on the Western Illinois State Normal School:

1. During the term which opened September 17 and closed December 7, the enrollment was as follows:

Students pursuing college course	8
Seniors in the two-year normal course	47
Juniors in the two-year Normal course	105
Students in the five-year and six-year long courses	147
Students in country school course	31
Students in the academic courses	86
Specials	18
Total	442
Teachers enrolled as students in extension classes	652
Grand Total	1,094

There are 34 classes at 27 different towns enrolled in 11 different courses. The resident enrollment at this time last year was 475, showing a decrease of 33 or less than 7%.

2. Our financial statement for the year beginning July 1, 1917, is as follows:

APPROPRIATIONS AVAILABLE JULY 1, 1917			
	Appropriation for year	Expended	Balance November 30, 1917
Salaries and wages	\$ 80,477	\$33,849	\$ 46,628
Office expenses	4,800	1,127	3,673
Traveling expenses	750	491	259
Operating supplies and expenses	5,500	1,919	3,581
Repairs	2,000	150	1,850
Equipment	6,250	372	5,878
New school of arts building	70,970	19,166	51,804
RESERVE AND CONTINGENCIES			
Salaries and wages	6,525	1,063	5,462
Office expenses	115	115
Traveling expenses	1,375	1,375
Operating supplies and expenses	17,783	1,394	16,389
School supplies	492	482
Repairs	150	26	124
Equipment	1,600	1,600
	\$198,787	\$59,557	\$139,230

3. Since July 1, 1917, the following collections have been made and turned into the State treasury:

Manual Training fees for material used	\$ 49.35
Rent from flat building and small house	109.50
Monroe Hall, board and room rent from girls	1,841.09
Chemistry fees	2.10
Tuition and registration fees	1,776.50
Biology fees	1.08
Old junk and baled paper sold	48.06
	\$3,827.68

4. The new School of Arts building is progressing very slowly and will not be finished and ready to use until it is connected with the heating plant and the equipment which has been selected in most cases has been installed. This will probably keep us busy until March 1. We hope to have it ready to use by the opening of the spring quarter.

5. There are a number of city training schools, summer schools and other instruments of professional training from which students come to the normal schools asking for credit for work done there. Some uniform method of determining the value of such should be evolved.

6. It would seem that the State institutions have an additional responsibility in connection with the Centennial year and we would like the approval of the Board in spending some of the school funds in putting on an historical pageant as a Centennial celebration.

7. Some arrangement will be necessary for our mid-spring and summer terms and I ask authority from you to proceed with these matters.

8. Arrangements have been made to speed up the work for some of the boys who are willing to take up farm work next summer and complete their year's work by May 1.

9. There are many new conditions this year which tend to dissipate a school's energies, but the excitement and interest which attend them seem in many cases to react favorably towards the regular school work, and I think we shall be able to maintain a fair standard in the institution for this year.

Respectfully submitted,

W. P. MORGAN, *President.*

Carbondale, Illinois,
December 7, 1917.

TO DR. FRANCIS W. SHEPARDSON,
Director of Registration and Education, and
Member of Board of Trustees,
Springfield, Illinois

I beg leave to submit the following facts and suggestions concerning the Southern Illinois State Normal University:

The school opened for its fall term September 18. At the close of this, our tenth week, the enrollment is as follows:

Normal Department	609
High School	92

The enrolment for the same date last year was as follows:

Normal Department	769
High School	160

As reported to you previously, the following are the members of the faculty reelected by the retiring Board, this reelection ratified by you at your August meeting:

Daniel Baldwin Parkinson, A. M., Ph. D., President Emeritus, Head Bureau of Publicity.

Henry William Shryock, Ph. B., President, Department of English.

Lily Gubelman, Ph. B., First Assistant, Department of English.

Helen Bryden, A. B., Second Assistant, Department of English.

Jennie Mitchell, A. B., Fourth Assistant, Department of English, Dramatic Art.

Carlos Eben Allen, Ph. D., Vice President, Registrar and Business Agent, Latin.

J. M. Pierce, A. M., French, German.

Emma L. Bowyer, A. B., Latin.

Gladys P. Williams, Head, Art Department.

Grace L. Burket, Assistant, Art Department.

George W. Smith, A. M., Secretary of Faculty, Head, Department History and Civics.

E. G. Lentz, Assistant, Department of History and Civics.

Frank H. Colyer, A. B., Head, Department of Geography and Geology.

William Troy Felts, Ed. B., Head, Department of Mathematics.

F. G. Warren, A. B., First Assistant, Department of Mathematics.

Mary M. Steagall, Ph. B., Ed. B., Second Assistant, Department of Mathematics.

George D. Wham, Ed. B., Department of Psychology and Pedagogy.

Lieut. Glenn C. Bainum, A. B., Head, Department of Music (leave of absence).

Ruth Bradley, First Assistant, Department of Music.

Raymond Moore, Second Assistant, Department of Music.

Julia Dickerman Chastaine, Third Assistant, Department of Music.

Dorothy Keese Lynne, Fourth Assistant, Department of Music.

Ralph Swain, Fifth Assistant, Department of Music.

George Mervin Browne, Head, Department of Chemistry.

Simeon E. Boomer, A. M., Head, Department of Physics.

John P. Gilbert, A. M., Head, Department of Biology.

W. M. Bailey, S. M., First Assistant, Department of Biology.

Renzo Muckelroy, S. B., Head, Department of Agriculture.

H. B. Piper, S. B., Assistant, Department of Agriculture.

Louis C. Peterson, S. B., Head, Department of Manual Arts.

Grace E. Jones, Head, Department of Household Arts.

Lucy K. Woody, Assistant, Department of Household Arts.

Richard V. Black, Accts. M., Head, Commercial Department.

Anne McOmber, First Assistant, Commercial Department.

Inez L. Hollenberger, Ph. B., Instructor Physical Training, Girls.

Wanda Newsum, Curator, Head, Physical Welfare Department.

Capt. William McAndrew, A. B., Physical Training, Boys (leave of absence).

W. O. Brown, Head, Bureau of Rural School Work.

W. A. Furr, A. M., Superintendent of Training School.

W. G. Cisne, Principal High School.

Marguerite Hanford, A. B., First Assistant, High School.

Fadra R. Holmes, Supervising Critic Teacher, Intermediate Department.

Florence R. King, Supervising Critic Teacher, Primary Department.

Lulu R. Clark, Assistant Critic Teacher, Primary Department.

Mary Louise Marshall, Librarian.

Kate W. Youngblood, Secretary to the President.

Captain Will McAndrew and Second Lieutenant Glenn C. Bainum on leave of absence without salary, at Camp Grant.

Under authority given me by the Board at its meeting August 14, I employed the following teachers to fill the vacancies occasioned by withdrawals:

Miss Gertrude Fleming, English Department. Miss Fleming is a graduate of the Olney Township High School; received her A. B. degree from the University of Illinois; taught in the township high school at Herrin, and was, up to the time she began with us, a teacher in the Olney Township High School.

Miss Sue Hutchinson, Assistant Critic Teacher, Junior High School. Miss Hutchinson received her A. B. and Ed. B. degrees from the University of Missouri; served one year as critic teacher in the State Normal School at Las Vegas, New Mexico.

Miss Frances Foote, Assistant Critic Teacher, Intermediate Department. Miss Foote served for a time as critic teacher at St. Cloud, Minnesota, Normal School, and has since been employed either as regular critic teacher or as special lecturer at the normal school at Normal, Illinois, for the past eight or ten years.

Mr. Arthur Lee was graduated from this school in 1903; was principal of a village school at Richview, Illinois; withdrew from teaching to take charge of a bank at Richview; resigned from the Richview bank to become assistant cashier in the Carbondale National Bank, a position which he held up to the time of his employment here. Mr. Lee will have charge of the commercial arithmetic in the commercial department, will give a course in banking, and will act as bookkeeper for the school.

Miss Gertrude Eckhard was graduated from this school in 1917; served for a time as student assistant in the library without compensation; worked for us one year as student help, being paid for her services; made assistant to the librarian.

Miss Wanda Newsum, in addition to her work in the physical training department, gives three periods a day to the museum, and is rated as curator of the museum. Her salary was formerly charged against the Contingent Fund.

On October 16, Mr. Raymond Moore, of the music department, resigned to accept a position with a private band at Flint, Michigan. Mr. Ralph Swain, fifth assistant in the music department, was advanced to Mr. Moore's place. Mr. Swain's salary was formerly charged against the contingent fund.

Following is the present faculty list, with salary of each:

Daniel Baldwin Parkinson, A. M., Ph. D., President Emeritus, Head Bureau of Publicity	..\$1,000
Henry William Shyrook, Ph. B., President, Department of English 5,000
Lily Gubelman, Ph. B., First Assistant, Department of English 1,600
Helen Bryden, A. B., Second Assistant, Department of English 1,500
Gertrude Fleming, A. B., Third Assistant, Department of English 1,500
Jennie Mitchell, A. B., Fourth Assistant, Department of English, Dramatic Art 1,200

Carlos Eben Allen, Ph. D., Vice President, Registrar and Business Agent, Latin	3,600
J. M. Pierce, A. M., French, German	2,000
Emma L. Bowyer, A. B., Latin	1,400
Gladys P. Williams, Head, Art Department	1,600
Grace L. Burket, Assistant, Art Department	1,300
George W. Smith, A. M., Secretary of Faculty, Head, Department of History and Civics....	2,500
E. G. Lentz, Assistant, Department of History and Civics	1,700
Frank H. Colyer, A. B., Department of Geography and Geology	2,200
William Troy Felts, Ed. B., Head, Department of Mathematics	2,400
F. G. Warren, A. B., First Assistant, Department of Mathematics	2,000
Mary M. Steagall, Ph. B., Ed. B., Second Assistant, Department of Mathematics	1,600
George D. Wham, Ed. B., Department of Psychology and Pedagogy	2,500
Lieut. Glenn C. Bainum, A. B. Head, Music Department (leave of absence)	
Ruth Bradley, First Assistant, Music Department	1,000
Ralph, Swain, Second Assistant, Music Department	800
Julia Dickerman Chastaine, Third Assistant, Music Department	700
Dorothy Keesee Lynn, Fourth Assistant, Music Department	600
George Mervin Browne, Department of Chemistry	2,200
Simeon E. Boomer, A. M., Department of Physics	2,400
John P. Gilbert, A. M., Head, Department of Biology	2,400
W. M. Bailey, S. M., First Assistant, Department of Biology	1,800
Renzo Muckelroy, S. B., Head, Department of Agriculture	2,200
H. B. Piper, S. B., Assistant, Department of Agriculture	1,700
Louis C. Petersen, S. B., Department of Manual Arts	2,000
Grace E. Jones, Head, Department of Household Arts.....	1,500
Lucy K. Woody, Assistant, Department of Household Arts	1,100
Richard V. Black, Accounts M., Head, Commercial Department	2,100
Anne McOmber, First Assistant, Commercial Department	1,300
C. A. Lee, Second Assistant, Commercial Department and Bookkeeper	1,400
Inez L. Hollenberger, Ph. B., Physical Training, girls	1,600
Wanda Newsum, Curator, Physical Training, girls	1,200
Capt. William McAndrew, A. B., Physical Training, boys (leave of absence)	
W. O. Brown, Head, Bureau of Rural School Work	1,800
W. A. Furr, A. M., Superintendent Training School	2,700
W. G. Cisne, Principal High School	1,700
Marguerite Hanford, A. B., First Assistant, High School	1,400
Sue Hutchinson, Ed. B., Second Assistant, High School	1,200
Fadra R. Holmes, Supervising Critic, Intermediate Department	1,400
Frances Foote, Assistant Critic Teacher, Intermediate Department	1,200
Florence R. King, Supervising Critic Teacher, Primary Department	1,400
Lulu R. Clark, Assistant Critic Teacher, Primary Department	1,200
Mary Louise Marshall, Librarian	1,000
Gertrude Eckhard, Assistant Librarian	1,000
Kate W. Youngblood, Secretary to the Preseident	1,400

About a year ago Miss Tillie F. Salter, after more than twenty-five years of faithful service in the Art Department of this school, tendered her resignation. At the time of her withdrawal, the Board, in a formal way, agreed that if the Teachers' Pension and Retirement Fund Bill became a law, Miss Salter might return temporarily to her duties so as to qualify as a beneficiary under the law. The bill, as you will remember, was not signed by the Governor until just about the time the new code came into effect, and the old Board, of course, automatically retired. I advised Miss Salter to wait until the new code was in operation and until the new management had become informed concerning the situation here. Shortly after the beginning of the fall term I presented her case to Dr. Shepardson, and acting under his advice, later gave Miss Salter some special work to do in the art work in the Training School. She was with us seven days, and rendered some really valuable service in the Training School in the matter of getting the art work under way for the year. She made application under the terms of the law, and after seven days of service, was permitted by the secretary of the Teachers' Fund and Benefit Association to make application for the benefits and to sever her connection with this school. For her services we paid her \$25.00.

When the new code became operative one of our janitors, Mr. Lee Sherritz, who had never passed the civil service examination but who had been paid from local funds, was let out. Mr. James Lankin, classed as janitor but acting as fireman, resigned to accept a position with the Illinois Central. A little later Larkin Brooks and James

Brooks both resigned to go to work for the Illinois Central. Mr. Truman Walden, our farm laborer, resigned to accept a similar position at the University of Illinois. In the first place, the salaries are so low that it is a question whether we could get satisfactory men. Instead of regular employees, we have been using students. We find this arrangement satisfactory and economical, but all of the student pay must be charged against the contingent fund. It is a mere matter of bookkeeping, of course, because the salaries of employees will remain in the treasury, but it will look as if we are extravagant with our Reserve and Contingent Fund. I shall be very glad to have the Civil Service Commission certify to us at once one employee, ranked in the budget as janitor but whose real work is that of fireman, salary \$720; three janitors, salaries \$660.00, \$600.00, \$. (Contingent Fund); one farm laborer, salary \$660.00.

Beginning with October 1, our young men began to withdraw to enter military service. Thus far five members of our senior class have enlisted, and the probabilities are that six members more will leave the school for the purpose of entering the army, before graduation day. I wish to ask that the Board authorize us to graduate these young men with their classmates, June 19. They will spend at least six months in training camp, and I am certain the educative value of this training course in military camp is worth at least as much as the same amount of work in any normal school; but even if it were not, I believe the authorities would be warranted in granting the diploma because of the spirit which has prompted these students to enter the service of their country.

SUGGESTIONS AS TO UNIFICATION AND STANDARDIZATION

I recognize that it is difficult to unify and standardize the normal schools, because conditions differ so widely, especially as between DeKalb and Carbondale. It seems to me, however, that there may be substantial agreement as to the following:

- (a)
 1. Nomenclature.
 2. Number hours each member of faculty should teach.
 3. Length of school year.
 4. Salaries paid.
 5. Leave of absence with salary.
- (b)
 1. Entrance qualifications.
 2. Number of credits required for graduation.

H. W. SHRYOCK, *President*.

President H. W. Shryock presented the case of Miss Tillie F. Salter, who had been re-employed in the normal school in order that she might qualify under the State Institution Teachers' Pension and Retirement Fund. The Board approved the action taken. He asked whether the Board would approve of graduating young men who are members of the graduating class who have joined the colors and gone to the front. As this question affected all the normal schools, the action of the Board upon it was as follows:

The Board approves the recommendation to graduate all men in

good standing who have joined the colors and entered the service of the government during the present school year, the details of the plan to be formulated and presented to the Board at its next meeting. President Shryock was designated as the chairman of the committee of five presidents to draw up the details of this plan.

After some discussion, it was decided to take up the topics as outlined by the Chairman of the Board, as most of the points raised by the presidents of the schools in their reports were covered by these topics. The following action was taken on these topics:

1. Uniformity in the bookkeeping system of the several schools:

That uniformity in bookkeeping shall be carried no further at the present time than is necessary to make out the required reports.

2. Uniform terminology in faculty lists, including, if possible, uniform salaries for the same academic ranking in all schools.

After some discussion of this topic, on motion, it was referred to the Committee on Administration and Finance.

3. Harmonizing terms, school years and salary payment plan:

After an extended discussion of this topic, on motion, it was referred to the Committee on Administration and Finance for a report at the next meeting of the Board.

4. Dates for meetings of the Board:

On motion, it was decided that the times and places of the next four meetings of the Board should be fixed as follows:

January 21st, at Carbondale	March 25th, at Macomb
February 18th, at Charleston	April 22nd, at DeKalb

5. Working of the dormitory plan up to date:

It was the unanimous opinion of the five presidents that the dormitory plan formulated by the Chairman of the Board was working successfully.

6. Report of any serious difficulties arising under the operation of the Civil Administrative Code:

Under this head the presidents of the normal schools brought forward a number of complaints, all of which could be summarized under three heads:

- (a) Slowness in getting action upon matters in which time was an important element.
- (b) A failure on the part of officials to understand the local conditions in the various schools.
- (c) The disposition of some officials not to do work ordered by the Normal School Board and to do certain things which were not authorized by the Board.

The only serious complaints occurred under this last point and the Board, after serious consideration, ordered that the Chairman of the Normal School Board request the Department of Public Works to furnish him with a statement showing by what authority the six-inch water main has been laid on the grounds of the Normal University at Normal.

As the time for consideration of the topics outlined by the Chairman was too limited, on motion, it was decided to refer topics 8, 15, 16 and 17 to the Committee on Administration and Finance for consideration.

7. Recommendation to increase salaries :

The recommendation of President Felmley to increase the salary of Miss Bertram French, Library Assistant, from \$65 to \$75 per month, and of Miss Edna Kelley, Library Assistant, from \$50 to \$65 per month, was approved.

8. Methods of publicity :

Under this head President Felmley presented the urgent need of sending some of their instructors out to the high schools to present the claims and advantages of the normal schools to the young men and women in the graduating classes. On motion, the Board approved of such a plan of publicity by any of the normal school presidents.

9. Traveling expenses of the normal school presidents, and teachers attending educational meetings :

On motion, the Board ordered that the expenses of the presidents of the normal schools incurred in attending educational meetings should be paid out of the normal school funds and the expenses of such teachers attending such meetings as may be recommended by the presidents of the schools and approved by the Chairman of the Board.

On recommendation of President John W. Cook, a leave of absence granted to Thomas S. Murray, captain in service, was approved.

On motion, it was ordered that the presidents of the normal schools, with the approval of the Chairman of the Board, be empowered to employ teachers for the mid-spring and summer terms and fix their salaries within the appropriations.

On motion, the presidents of the normal schools were authorized, with the approval of the Chairman of the Board, to expend any funds available for such purposes amounts necessary to celebrate properly, in pageant or otherwise, the Centennial of Illinois Statehood.

On motion, the question of what credits should be given to city training schools, summer schools and other schools offering professional training be referred to the Committee on Administration and Finance.

The question of a pavement at Macomb was referred to the president of the school and the Chairman of the Board with power to act within the appropriations available.

On motion, the fixing of salaries for the remainder of the year was referred to the presidents of the normal schools and the Chairman of the Board with power to act.

A tentative report of the Committee on Rules and Regulations was presented and its consideration postponed until the next meeting.

The Board adjourned.

Approved January 21, 1918.

FRANCIS W. SHEPARDSON, *Chairman*.
F. G. BLAIR, *Secretary*.

MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

Carbondale, Illinois,
January 21, 1918.

The Normal School Board met in the Normal School building at ten o'clock A. M., Monday, January 21, 1918.

The following members were present:

Roland Bridges	William B. Owen
J. Stanley Brown	Francis W. Shepardson
Charles L. Capen	Elmer T. Walker
Leroy A. Goddard	F. G. Blair
Henry A. Neal	

The following members were absent:

John C. Allen	Frank E. Richey
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The presidents of all five normals schools were present.

The following order of business was followed:

1. Reading of minutes of previous meeting.
2. Reports of Normal School Presidents.
3. Report of Committee on Rules and Regulations, Mr. Goddard, Chairman.
4. Report of the Committee on Administration and Finance, Mr. Brown, Chairman.
5. Report of the Committee on Graduating those who have joined the colors, President Shryock, Chairman.
6. Report of the Chairman of the Normal School Board on conference with Department of Public Works and Buildings.
7. Discussion of proposed topics.

The minutes of the previous meeting were read and approved.

The normal school presidents made reports, which are made a part of these minutes.

Normal, Illinois,
January 18, 1918.

Chairman and Members of the State Normal School Board:

GENTLEMEN: I beg to submit the following report of the work of the Illinois State Normal University since your last meeting.

TEACHERS

At the beginning of the winter vacation Miss Mabel Stark, our Assistant in Geography, resigned to accept a position of greater responsibility and larger salary in the State Normal School at DeKalb.

I have transferred to the position left vacant Miss Mary E. Robb, who for the past four and a half years has served as fifth grade critic in this institution. Miss Robb is a graduate of the Provincial Normal School, London, Ontario, has spent one year in the University of Chicago as a special student of geography, and has taught geography in our summer school for the past four years.

For the position of fifth grade training teacher I have employed Miss Mary A. Bell, a graduate of the State Normal University in the class of 1911. Since her graduation Miss Bell has been principal at Lake Bluff, grade teacher in the Evanston schools, and supervisor of the grammar grades in Youngstown, Ohio, from which position

she has come to us. Since her graduation Miss Bell has done one year's work in the Teachers College of this institution.

During the holiday vacation Mr. Verne R. McDougale, our teacher of Mechanical Drawing, a former student at the University of Wisconsin of Mr. F. D. Crawshaw, now at the head of the United States School of Aeronautics at Urbana, was invited by Mr. Crawshaw to take a position as teacher in that school. His place is not yet filled.

I recommend that you appoint for this position Mr. Clinton Verne Denman, a graduate of our Manual Training Department in the class of 1913, now Director of Mechanic Arts in the Decatur high school, at a salary of \$1,600 for forty-two weeks. Mr. Denman has, during the past three summers, attended Columbia University and the University of Chicago. Mr. Denman will be available about February 1.

Miss Cora I. Davis, head of our Department of Domestic Art has been loaned to the State Vocational Board as Inspector of Home Economics in the high schools of the State for the rest of the school year. It will be necessary for us to secure some one to take up Miss Davis's work for the rest of the year. Up to this time I have not found a suitable teacher, but expect to be able to secure one next week.

THE COAL SITUATION

In our new heating plant equipped with automatic stokers we are able to burn screenings and even slack. We purchase screenings from the Latham mine, thirty miles to the south, at \$3.06 per ton f. o. b. Normal. We purchase slack at the Bloomington mine for \$1.25 per ton. On December 22 we had 225 tons of screenings in storage. We expected to run during the vacation on slack, and during the rest of this winter term, chiefly upon slack with some screenings, but a variety of circumstances prevented our hauling slack from Bloomington during the winter vacation, and the heavy snows of the last two weeks have made the roads impassable. As a consequence, our reserve coal supply fell so low that we were obliged to close school on Monday, Tuesday, and Wednesday, January 14, 15, and 16. We have now received four car loads of screenings and have more coming. We anticipate no further coal shortage, and shall hold school Saturdays until the three lost days are made up.

ENROLLMENT FOR WINTER TERM

The enrollment for the winter term is as follows:

Normal Department—	
Women	511
Men	78
Total	589
High School—	
Girls	114
Boys	111
Total	225

This enrollment is about 240 less than last year at the same date.

WOMANS' DORMITORY

Our womans' dormitory is moving very slowly towards completion. The laundry machinery and kitchen equipment have been delivered and are partly installed. The same is true of our electric fixtures. The heating apparatus is complete and very satisfactory. Plumbers

are delayed by the slow shipment of material. We expect them to complete the work within two weeks.

Your action is especially invited upon the authorization of expenditures for a summer pageant as a Centennial celebration, and for the expenses of a display at the State Fair as requested by the Superintendent of Public Instruction, as well as other topics submitted at our last meeting.

Yours very truly,

DAVID FELMLEY, *President.*

REPORT OF THE WESTERN ILLINOIS STATE NORMAL
SCHOOL FOR THE QUARTER BEGINNING
OCTOBER 1, 1917, AND ENDING
DECEMBER 31, 1917.

Macomb, Illinois,
January 21, 1918.

To the Chairman and Members of the Normal School Board.

I submit the following:

1. During the fall quarter, which opened September 17, and closed December 7, the total enrollment in the normal school as reported at the last Board meeting was:

In residence	442
In extension	652
Total	1094

In the Training School there were 190 children. Thus the school was furnishing some kind of instruction to 1,284 different persons.

Since the winter quarter opened, December 10, 25 new ones have enrolled, so that during this school year there have been 1,309 enrolled in the school. A number, however, have withdrawn. Most of them have done so to teach.

2. Our financial report for the quarter ending December 31, is as follows:

	Appropriation for the year	Balance 9-30-17	Balance 12-31-17
Salaries and wages	\$ 80,477.00	\$ 53,454.44	\$ 39,886.19
Office expenses	4,800.00	3,861.54	3,592.25
Traveling expenses	750.00	432.74	3.97
Operating supplies and expenses	5,500.00	4,744.91	2,521.68
Repairs	2,000.00	1,877.59	1,675.05
Equipment	6,250.00	6,209.13	5,435.55
New school of arts building	70,970.00	56,276.84	51,100.06
Reserve and contingencies	28,040.00	25,654.95	25,150.32
	\$198,787.00	\$152,512.14	\$129,365.17

During the quarter, the following collections were made at the school and paid into the State treasury: .

Manual training material used, fees	\$ 82.30
Rent from flat building and small house	36.50
Monroe Hall, board and room rent from girls	762.54
Tuition and registration fees	1,787.50
Chemistry fees	9.24
Biology fees	1.08
Old junk and baled paper sold	48.06
	\$2,727.22

3. The new School of Arts building is making some progress. When the heating and plumbing connections have been made, the power and light connecting cables put in, the clocks, bells and telephones installed, and the elevator built, the building will be ready for the departmental equipment. Contracts for most of these have been let. The lighting fixtures are being put in place. Much of the departmental equipment has been contracted for.

4. Our school was closed by the Board of Health from January 2nd to January 7th on account of smallpox. When it reopened the attendance was very irregular because of vaccination and extremely bad weather.

5. The fuel situation seems fairly satisfactory at present, but the high price of coal has already exhausted all that we can possibly spare from the fund for Operating Supplies and Expenses, and from now on we shall have to buy coal from the Reserve and Contingencies. This is due to the fact also that \$4,000.00 which was estimated as the cost of coal per annum was left out of the appropriation.

Respectfully submitted,

W. P. MORGAN, *President.*

On motion the Board ordered that the recommendations of the presidents of the normal schools, in so far as they provided for increase of salaries, appointments, and releases of teachers, be approved.

REPORT OF THE COMMITTEE ON RULES AND REGULATIONS

Chairman Goddard reported that no need had yet appeared for any fixed rules. He, therefore, suggested that the formulation of such rules be deferred. *Approved by the Board.*

REPORT OF THE COMMITTEE ON ADMINISTRATION AND FINANCE

The chairman of the Committee on Administration and Finance offered the following report:

To the State Normal School Board:

GENTLEMEN: Your Committee on Administration was requested at the last meeting to report on various topics outlined by the Director for discussion at that meeting.

The first topic upon which a report was requested was "Harmonizing of the summer term arrangement with the plans for the regular year, including if possible the arrangement of salary payments on a twelve-month basis." Your committee reports that the most advisable length for the school year for all people is thirty-six weeks and that for the summer terms six weeks or twelve weeks. That is seems advisable to have salaries paid on the twelve-months' plan but that contracts be made for thirty-six weeks.

We report further that the faculty lists shall be: Dean of Men, Dean of Women, who shall receive three hundred to five hundred dollars (\$300.00) to (\$500.00) additional for the work of Deanship; Professor, salary, minimum two thousand dollars (\$2,000.00), maximum twenty-five hundred dollars (\$2,500.00); Associate Professor, minimum sixteen hundred dollars (\$1,600.00), maximum two thousand

dollars (\$2,000.00); Instructor, minimum twelve hundred dollars (\$1,200.00); maximum sixteen hundred dollars (\$1,600.00); Critic Teacher, minimum eight hundred dollars (\$800.00), maximum twelve hundred dollars (\$1,200.00).

With reference to uniform rules touching leaves of absence of teachers and employees, we recommend that all requests for such leaves shall be presented to the entire Board and each case acted on as an individual case until we shall have accumulated a body of material which may act as a basis for making rules on this subject.

We report further that no fees shall be required in any of the normal schools except for laboratory, and such fees shall be sufficient to cover damage and breakage. This rule does not in any way concern itself with fees or charges of any kind made by organizations within the school and not by the faculty or Board of Education.

Uniform admission requirements to enter a two-year course leading to a diploma shall be graduation from a recognized four-year high school or the equivalent of such graduation. The question of what constitutes an equivalent shall be defined by joint action of the presidents of the normal schools. The basis of credit shall be, one subject pursued four or five times per week for twelve weeks.

Certificates for the completion of a one-year or a two-year or a three-year course, not leading to graduation, may be awarded and the dominate subject pursued during such period mentioned in the body of the certificate.

We are keenly aware that this statement does not exhaust the subject of admission or graduation. The State Certifying Board and the State Law must have their voices embodied in both the admission and the graduation before a definite uniform basis, which shall be universally applied, can be secured. It is possible for all to require a definite amount of satisfactory admission work and on that basis require another definite amount of satisfactory work for graduation. Your committee does not feel that at present it is justified in making a more extensive statement.

(Signed), J. STANLEY BROWN,
For Committee on Administration.

In considering this report the Board, on motion, adopted the recommendation that the school year for all of the five normal schools shall be thirty-six weeks and that the summer terms shall be six or twelve weeks, this plan to go into effect at the close of the present biennium.

On motion, the Board approved the recommendation that it seems advisable to have salaries paid on the twelve-months' plan, but that contracts be made for thirty-six weeks and that services in the Summer Schools shall be considered additional services with additional pay.

The recommendation on faculty designations and salaries was considered in detail. Several of these details were adopted by the Board, but upon further discussion the Board ordered that the entire matter of the faculty designations and salaries be referred back to the committee for further consideration and recommendation.

The recommendation of uniform admission requirements and the

issuing of certificates for short courses was postponed for consideration at a subsequent meeting.

The consideration of the recommendation respecting fees was postponed until the next meeting.

President Shryock, Chairman of the Special Committee to present details of the plan for giving credit to the young men in the Senior Classes of the normal schools who had joined the colors, made the following report :

That the Presidents of the normal schools were authorized to graduate all the young men of the Senior Classes who were registered as students within the scholastic year and making passing grades at the time of the call to the colors. It is agreed that the records shall show "Military service substituted for remaining credits." *Approved by the Board.*

Mr. Shepardson, Chairman of the Normal School Board, made the following report of action taken by the special committee appointed by the Board to confer with the Department of Public Works and Buildings :

REPORT OF THE CHAIRMAN OF THE NORMAL SCHOOL BOARD ON CONFERENCE WITH DEPARTMENT OF PUBLIC WORKS AND BUILDINGS

To the Members of the Normal School Board :

In accordance with your instructions at the last meeting I presented to the Director of Public Works and Buildings an oral statement indicating the attitude of this Board toward the act of the Supervising Engineer in ordering the laying of the six-inch water main across the grounds of the Illinois State Normal University.

I asked him whether it was his opinion that the authority of the Supervising Engineer was such as to warrant him to incur so great an expense without a specific appropriation from the Legislature or without the approval of the Normal School Board. The Director of Public Works and Buildings suggested that we should have a conference with the Supervising Engineer, who, at that time, was absent from the Springfield office. To this proposition I agreed. Shortly thereafter came the sudden illness and lamented death of the Director of Public Works and Buildings.

In the meantime, however, it seemed on the whole best to the president of the Illinois State Normal University and myself not to press the matter unduly. While we felt that it might be possible to provide the desired water supply without so great an outlay we were unwilling to bring serious embarrassment to the Supervising Engineer and possible hazard to the prosecution of other work for the University by placing any obstacles in the way of payment for an undertaking already contracted for and the work of which had been practically completed. Reaching this conclusion, we affixed our signature to the voucher for this expenditure and forwarded it through the ordinary channels.

Respectfully submitted,
(Signed) FRANCIS W. SHEPARDSON.

On motion the report was accepted and approved.

There was considerable discussion of some of the difficulties arising under the administrative code, but no action was taken.

The following list of topics was presented by the Chairman of the Board for discussion. The minutes show what action, if any, was taken on these matters.

1. Possible closing of normal schools on account of coal shortage.
2. Arrangements for coal supply next year which will not be from "hand to mouth" plan.
3. Savings everywhere despite appropriations; attitude and authority of the Department of Finance.
4. Plan for centralized magazine subscriptions; might there be a reduction in the number of such orders?
5. Possible reduction in the size of the faculty in view of the reduction in the number of students.
6. Financing of student activities, such as literary and athletic contests, school papers, lecture courses, pageants, musical organizations, etc. Should there be a set fee? What would be its status in connection with the ten day remittance clause?
7. Should equipment for athletic teams, including such things as basket balls, volley balls, etc., be charged against the State, or should they be paid for from gate receipts by the athletic association?
8. Paying traveling expenses of normal school students preparing for country school teaching who are sent out for three weeks' work in superior country schools.
9. Pay telephones in buildings: these to be used by employees and the public who are not entitled to charge telephone expenses to the State. By this method the State would be relieved of a large amount of petty bookkeeping and accounting for petty cash.
10. Preparation of a budget, including consideration of increases of salaries for the next biennium.
11. Uniformity in bookkeeping system of the normal schools.
12. Should the summer term be abandoned this year?
13. How many graduating exercises shall be held each year: When shall they be held?
14. Shall there be uniform diplomas: What shall be the form: who shall sign them?
15. What part shall the normal schools take in connection with the celebration of the Centennial of the State?
16. What part will the normal schools take in the educational exhibit at the State Fair this year?
17. Plan for getting high school graduates to enter the normal schools to prepare to teach: general plan for publicity of the normal schools.
18. Would an occasional bulletin edited by the Director of Registration and Education and planned to cover information regarding the five schools, this to be sent to the press of the State, be of value?
19. Utilization of the results of the self-surveys made by some of the normal schools.
20. Uniformity in fees, entrance requirements, graduation requirements, the meaning of a unit of credit, the length of a school year; terminology in faculty lists; salaries.
21. Uniform rules with regard to leaves of absence to teachers and employees; should there be a sabbatical year?
22. The working of the text book library.
23. Building projects for the next biennium.
24. The teaching of modern languages.
25. The granting of the degree of bachelor of education.
26. Plan for graduation of men in good standing who have joined the colors.
27. Relationship of the vocational education work to the normal schools; general plan for vocational education.
28. Rating of the work of city training schools in connection with the normal school curricula.

29. Normal school bonds.

30. The meaning of Section 50 of the Civil Administrative Code: "The Normal School Board. . . . shall have power and it shall be its duty. . . . to employ. . . . all necessary professors, teachers, instructors, and other educational assistants, and all other necessary employees, and fix their respective salaries."

31. Provision for minutes of each board meeting for the files of each normal school.

Mr. Capen presented the matter of securing a suitable tablet for Fell Hall. On motion, the Chairman of the Board appointed the following committee to select the tablet and have it placed, providing money was found available: Charles L. Capen, J. Stanley Brown, and David Felmley.

The Chairman and Secretary of the Normal School Board were made a committee with power to act to confer with the normal school Presidents on arranging for Summer Schools.

On motion, the Chairman and Secretary of the Board were made a committee to confer with the normal school Presidents with regard to the Centennial Celebration to be held at the normal schools and to report at the next meeting.

President Lord and President Shryock presented requests for certain leaves of absence. On motion the matter was left to the discretion of President Lord and President Shryock.

President Felmley presented the plan for sending out certain students who desire to become country school teachers for a two or three weeks' visit in some country school. He called attention to the one difficulty in the way, that of traveling expenses incurred. The consideration of this matter was postponed until the next meeting.

The Board agreed that the next meeting should begin at nine o'clock A. M., and that the consideration of the questions relating to the normal school where the meeting was held should occupy the forenoon session and that the afternoon should be given over to the consideration of questions relating to the other normal schools.

The meeting adjourned.

Approved February 18, 1918.

FRANCIS W. SHEPARDSON, *Chairman*.
F. G. BLAIR, *Secretary*.

MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

Carbondale, Illinois,
January 21, 1918.

The Normal School Board met in the normal school building at nine o'clock A. M., Monday, February 18, 1918.

The following members were present:

J. Stanley Brown
Charles L. Capen
Henry A. Neal
William B. Owen

Francis W. Shepardson
Elmer T. Walker
F. G. Blair

The following members were absent:

John C. Allen
Roland Bridges

Leroy A. Goddard
Frank E. Richey

Explanation of absences were received from Messrs. Bridges, Goddard, and Richey.

The Presidents of all five Normal Schools were present.

Minutes of the previous meeting were read and approved.

The Chairman of the Board, after making a statement concerning the order of business, presented the case of a student who had left the school in his Junior year to enter Annapolis and who was asking for graduation. After a statement by President Lord on this matter the Board, on motion, ordered that in view of President Lord's statement, no action be taken by the Board.

The need of the Normal Schools agreeing upon a building plan was presented to the Board.

President Lord presented, for the consideration of the Board, the following statement of facts and requests for the Eastern Illinois Normal School:

1. Attendance:

Enrollment, 1918	398
Enrollment, 1917	516
2. Addition to the Elementary School.
Junior High School.
3. Reseating Assembly Room.

198 desks	Stage 612 sq. ft.
696 opera chairs	Now 350
894	
4. Furnishing Pemberton Hall.
5. Spring term vacation: Commencement.
6. William Cone.
7. Foreign languages and course of study.
8. Teachers. How nearly as much are teachers worth to the normal schools of Illinois as to other institutions?
9. Diplomas. What arrangements will be made by the Board for securing diplomas?

After considering the matters suggested under the second, third, and fourth topics they were referred to a committee, consisting of Neal, Shepardson, and Blair, for consideration.

The question of omitting the spring vacation and pushing forward the Commencement week was left to President Lord for determination.

The sixth point was disposed of as stated above.

The question of what foreign languages should be offered in the normal school was left to the president and faculty of the school.

The eighth point was discussed. It is clear that the normal school will have to make unusual effort to keep its best teachers.

The matter of providing diplomas for the graduating classes of this year was left to the Chairman of the Board and the Presidents of the normal schools with power to act.

The Board, on recommendation of President Lord, approved the appointment of Miss Mildred Perry, teacher of English, at a salary of \$97.50 a month to be paid from Reserve and Contingencies, to take the place of Miss Isabel McKinney, \$145.83 $\frac{1}{3}$ a month (Salaries and Wages), Mr. Lewis Albert Moore, teacher of Agriculture, salary of \$100 a month to be paid from Reserve and Contingencies, to take the

place of Carl Colvin, \$145.83 $\frac{1}{3}$ a month (Salaries and Wages). Mr. Hopson who was employed to take Mr. Colvin's place enlisted in the army.

The two salaries of \$145.83 $\frac{1}{3}$ a month for the remainder of the year will lapse into the State treasury.

Mr. Capen presented a petition signed by certain employes of the Illinois State Normal University at Normal, which is made a part of these minutes.

Normal, Illinois,
February 1, 1918.

To the Normal School Board, Springfield, Illinois:

GENTLEMEN: We the undersigned employes of the Illinois State Normal University of Normal, Illinois, on account of the increase of living expenses, which is from fifty to one hundred per cent, do hereby petition your honorable body for a forty per cent increase in wages as has been done in almost all other lines of labor.

We should like the increase to begin the first of the year previous to this date.

Willis Walker (General Utility Work)	John H. Bare (Janitor)
Lottie L. Hayes (Stenographer)	James A. Youngblood (Janitor)
Jennie Turner (Bookkeeper)	William Plackett (Janitor)
Katherine Carstairs (Clerk)	Thomas Billings (Gardener)
Flora P. Dodge (Stenographer)	Herman Mead (Engineer)
Sherman Hunt (Janitor)	Robert T. Spear (Night Fireman)
Carter Harris (Janitor)	E. F. Oppermann (Day Fireman)
William A. Rice (Janitor)	J. D. Havens (Janitor)
Roy Hill (Custodian of Grounds)	

Mr. Capen presented, for the consideration of the Board, the following resolution:

Resolved, that recognizing the justice of the petitions of certain employees of the normal schools for an increase of wages, the matter is referred to the Committee on Administration and Finance to report at our next meeting whether or not any funds may be made available or can be devoted to that purpose. *Resolution adopted.*

Mr. Capen made a report of the progress of the committee to secure and place a memorial tablet for Jesse Fell in Fell Hall.

A recess was taken in order that the Board might make a tour of inspection of the grounds and buildings.

The Board took luncheon in Pemberton Hall. Upon the suggestion of the Chairman of the Board a record of the appreciation of the Board of its fine entertainment in Pemberton Hall is hereby made.

President Felmley presented a report, which is printed herewith.

The following recommendations, made by President Felmley, were approved by the Board:

1. That Ralph Eyman be appointed professor of agriculture at a salary of \$2500 for the entire year, fifty-two weeks, with an allowance of two weeks' vacation.
2. That Mrs. Hattie Lewis Lay be appointed assistant in domestic art at a salary of \$25 per week, beginning with the sixth week of the winter term and extending through the spring term, a total of nineteen weeks.
3. That the salary of Arthur R. Williams, director of the department of

commerce, for the rest of the year after February 1, be at the rate of \$2200 per annum instead of \$2100.

4. That the salary of H. W. Adams, professor of chemistry, for the rest of the year after February 1, be at the rate of \$2200 per annum instead of \$2040.

5. That the salary of Elmer W. Cavins, teacher of orthography, be at the rate of \$1800 per year after February 1, instead of \$1620.

6. That the salary of Annetta Belle Cooper, assistant teacher of domestic art, for the rest of the year, after February 1, be at the rate of \$1500 per annum, instead of \$1320.

7. The following teachers were appointed for the mid-spring and summer terms:

MID-SPRING TERM (SIX WEEKS)

George Newton Cade, Education	\$225
Mrs. Elizabeth Cunningham, Education	200

FIRST SUMMER TERM (SIX WEEKS)

George Newton Cade, Education	225
Chester F. Miller, Education	225
Mrs. Elizabeth Cunningham, Education	200
Isaac N. Warner, Arithmetic	300
William Hawkes, Geometry	225
William W. McCulloch, Arithmetic	225
Harvey T. White, Arithmetic	200
Elsie Wetzel, Algebra	200
William L. Goble, Physics	225
Garfield A. Bowden, Physics	225
Alma T. Neill, Nature Study	200
Helen Mabel Strong, Geography	200
Frederick A. Middlebush, History	250
Whitelaw R. Spurrier, Civics	250
Gordon Watkins, Economics	250
A. Francis Trams, Rhetoric	225
Roberta Lee Davis, Grammar	200
Naana Lynn Forbes, Reading	225
Dwight Everett Watkins, Public Speaking	357
Ruth Virginia Simpson, Sewing	200
Laura Van Poppelendam, Art	250
Mary Maud Smith, Art	200
Mary Emily Smith, Training Teacher	200
Jane Blackburn, Training Teacher	200

SECOND SUMMER TERM (SIX WEEKS)

George Newton Cade, Psychology	225
Isaac Newton Warner, Arithmetic	300
John Arthur Strong, Grammar and History	200
Martha Hunt, Algebra	225
Garfield A. Bowden, Physics	225
Howard W. Adams, Chemistry	200
Joseph H. Jones, Zoology	225
Bruce Hitch, Botany	200
Helen Mabel Strong, Geography	200
Gordon Watkins, Economics	250
Charles Henry Dorris, Civics	225
Frederick A. Middlebush, History	250
Dwight E. Watkins, Public Speaking	250
Frances Foote, Language	200
Essie Chamberlain, Literature	200
Naana Lynn Forbes, Reading	200
Harold Francis James, Art	225
Minerva Hall, Music	250
Gertrude Bender Schill, Physical Education	200

Some of these salaries may be higher if the size of the school shall make additional classes necessary.

The oral request of Mr. H. A. McGill, assistant supervisor of history, for an indefinite leave of absence was presented to the Board. On motion, the Board accepted the resignation of Mr. McGill.

The Board approved the appropriation of \$50 from the Reserve and Contingency to pay Helen Seeley for supervision of the children's home gardens during the summer.

President Cook's report is printed herewith.

The Board approved his recommendation for the employment of Mr. Whitten as a summer school teacher at \$345, and Mr. Walker at \$175, and a teacher of algebra at \$200.

Fred Buck was granted one year leave to be transferred to Superintendent of Buildings, but wishes to return to carpenter's position when Captain Murray returns.

DeKalb, Illinois,
February 15, 1918.

To the Chairman and Members of the Normal School Board:

I submit the following report of the Northern Illinois State Normal School.

1. The fuel question has been quite happily solved, although it has taken more money than I had anticipated. The supply now on hand, and on the way, ought to take care of us beyond the first of April. Some of the coal has been very poor, and it would seem as if we haul out almost as much as we haul in. Our charge for ash handling has been well up towards \$100.00 for the month of January. This is clear beyond any previous experience.

2. We are having more or less trouble with demurrage fees; but when seven or eight cars come in at a time, and the roads are almost impassable because of snow, we are fortunate in having as little as we have had. The man having the contract for hauling coal will hardly come out even, I think. His contract is forty-five cents, and he has had to employ a number of men and several teams beyond his own holdings. I desire instructions from the Board with regard to the demurrage.

3. At a recent conference of the county superintendents held here, it was suggested that they get some relief in the way of teachers by making a combination arrangement with the high schools and the normal school. We are to offer a mid-spring term, beginning May thirteenth. Some of the high school principals have indicated a willingness to accept courses taken at this mid-spring term or summer term in the place of some part of the high school course. I think that we shall have a number of such pupils at these two additional terms.

President Morgan made the following recommendations which were approved.

Holland Sperry to teach biology during the mid-spring term at \$211.00 per month;

W. H. Kessel to teach mathematics during the summer term at \$240.00 for the six weeks.

It was the opinion of the Board that students might be graduated at any time of the year at the discretion of the President and faculty.

Upon motion the advertising of the normal schools was limited to educational publications.

Upon motion, the Secretary was requested to send abstracts of motions and resolutions considered and passed by the Board to the members of the Board and Presidents of the normal schools after each meeting.

Upon motion, it was ordered that the Presidents of the normal schools constitute a committee to present a plan for action of the normal schools for making a Centennial exhibit at the State Fair.

President Shryock's recommendation to pay the cost of printing

cuts in the School Annual of the members of the faculty and student body, who are now in the United States Army, was approved.

The Board adjourned.

Approved March 25, 1918.

FRANCIS W. SHEPARDSON, *Chairman*,
F. G. BLAIR, *Secretary*.

MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

Macomb, Illinois.
March 25, 1918.

The Normal School Board met at the normal school building at 9 o'clock. The following members were present:

Messrs. Allen, Brown, Capen, Neal, Owen, Shepardson, Walker and Blair.

Absent: Messrs. Bridges, Goddard and Richey.

Telegrams and letters of explanation were received from the absent members.

All of the presidents of the normal schools were present.

The minutes of the previous meeting were read and approved.

President Morgan presented the following statement of facts and recommendations for the consideration of the Board:

STATEMENTS

During the winter quarter which opened December 11th and closed March 7th, the total enrollment in the school was as follows:

In residence	467
In extension	652
In Training School	190
Total	1,309

Since the spring quarter opened on March 11th, 1918, 18 new students have enrolled, so that up to date 1,327 have enrolled. A number, however, have withdrawn to teach, and 15 boys left for the farm at the close of the winter quarter.

Letters have been written to the county superintendents in this section of the State asking them to send us the names of persons in their counties who fall in the three following groups:—Those who have quit teaching and might be induced to return to the work, those who are high school graduates, but are not now in school, and those who have some high school training and while mature have not been in school. We hope to get some of these to enter school. An appeal has been made to the newspapers to help, and the high schools are being canvassed for graduates who are recommended as prospective teachers.

RECOMMENDATIONS

1. The appointment of Mr. Herschell D. Mitchell assistant in physical science department during the last three weeks of the spring term and the six weeks of the summer term at \$10 per week, or \$90 for the nine weeks. *Approved by the Board.*

2. The appointment of Miss Iva Randolph as student assistant lower grade critic teacher at \$5.00 per week for six weeks, or \$30. *Approved by the Board.*

3. That the plan for the establishment of a rural school in connection with the institution be carefully studied and recommendation made as to the details.

4. That the walks and drives about the new building be put into shape if later in the fiscal year the finances will permit it. *No action taken by the Board.*

5. That permission be granted to make such changes in some of the rooms which are to be vacated by the arts departments as will be necessary to prepare them for recitation rooms for some of the training school classes. *Authorized by the Board.*

6. That the employment of teachers for the coming year be arranged either at this meeting, or at the meeting in April. *Covered by action of the Board.*

Mr. Morgan also presented the notice which is printed herewith of Miss Cora Hamilton that she desires to become a member of the state institution teachers' pension retirement fund.

BLANK D.

NOTICE TO STATE SCHOOL OR INSTITUTION AUTHORITY

TO STATE SCHOOL OR INSTITUTION AUTHORITY

October 15, 1917.

Located at Macomb, Illinois.

This is to certify that I have elected to come under the provisions of a Statute of the State of Illinois entitled "An Act in relation to a State Institution Teachers Pension and Retirement Fund," and have notified the Board of Trustees of said Fund as required by said Act.

You are hereby authorized to deduct the payments of salary due or to become due me, the amounts specified in Section 7 of said Act.

I have had *thirty-nine* years of experience in teaching in the public schools or State School or Institutions of Illinois prior to this school year. I am, therefore, in the *third* class.

CORA M. HAMILTON, *Teacher.*

CLASSIFICATION OF TEACHERS

Assessments shall be deducted on EVERY PAY DAY for the FIRST FIVE MONTHS of school taught AFTER July 1st each year from the salaries of teachers coming under the provisions of the Pension Law. The authority of State School or Institutions should transmit this quarterly to the State Treasurer. For this purpose, teachers are divided into the following classes:

FIRST CLASS: Those who have taught ten years or fewer than ten years, \$1.00 per month.

SECOND CLASS: Those who have taught more than ten years and not more than fifteen years, \$2.00 per month.

THIRD CLASS: Those who have taught more than fifteen years, \$6.00 per month. Said assessments must be retained by the School Board until July 1st following.

At the time of making deductions the authority of the State School or Institution shall furnish each teacher coming under the provisions of this Law with a statement showing the amount of salary deducted. Blanks for this purpose will be furnished by the State Teachers' Pension and Retirement Fund.

(NOTE—This should be sent to State School Authority).

The Board took official notice of the communications from Miss Hamilton respecting her intention to become a member of the State Institution Teachers' Pension Fund.

The recommendations concerning the establishment of some sort of a model rural school was referred to a committee consisting of Presidents Morgan and Shryock and members Walker, Allen and Bridges for their consideration and report at a subsequent meeting.

The financial statement for the school is enclosed as a basis for the opinion of the Board on questions to be discussed.

FINANCIAL STATEMENT OF
WESTERN ILLINOIS STATE NORMAL SCHOOL
ON FEBRUARY 28, 1918

Name of Accounts	*1	*2	*3	*4	*5	*6	*7
Salaries and Wages—							
(C).....	\$ 6,525	\$ 1,809	\$ 4,716	\$ 4,716	\$ 4,716
(A).....	80,477	53,677	26,800	\$ 10	26,790	26,800
Office Expenses—							
(C).....	115	115	\$ 115
(A).....	4,800	1,995	2,805	36	296	332	2,473
Traveling Expenses—							
(C).....	1,375	619	756	39	39	717
(A).....	750	750
Operating Supplies and Expenses—							
(C).....	17,783	2,755	15,028	626	626	14,402
(A).....	5,500	4,682	818	259	139	398	420
School Equipment—							
(C).....	492	492	492
Repairs—							
(C).....	150	43	107	30	30	77
(A).....	2,000	331	1,669	3	224	227	1,442
Equipment—							
(C).....	1,600	10	1,590	1,590
(A).....	6,250	1,404	4,846	517	224	741	4,105
Buildings—							
(A).....	70,970	21,042	49,928	130	154	284	49,644
Month—							
Total—							
(C).....	28,040	5,236	22,804	695	4,716	5,411	17,393
(A).....	170,747	83,881	86,866	955	27,878	28,782	58,084
	\$198,787	\$89,117	\$109,670	\$1,650	\$32,594	\$34,193	\$75,477

ALL MONEYS TURNED INTO THE STATE FROM JULY 1st, 1917 TO FEBRUARY 28th, 1918

From Whom	For What	Amount
Manual training department	Fees	\$ 165.40
Science department	Fees	12.42
Students	Tuition	2,811.90
Flat and cottage	Rent	189.00
Monroe Hall	Merchandise
	Coal and water	2,509.49
Sale of old junk		48.06
Total		\$5,736.27

TUITION TO BE RECEIVED FROM NON-HIGH SCHOOL DISTRICTS

Students	Tuition	\$2,160.00
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The Board ordered that each President should present at the April meeting the list of teachers recommended by him for employment for the next ensuing year.

The Board here took a recess and attended the general exercises of the school.

After recess the Secretary of the Board, in behalf of Mr. J. C. Thompson, presented to the school the tally slip used by the clerk of the House in recording the vote on the bill for the establishment of the Western Illinois State Normal School. He also presented the gold pen used by Governor Tanner in signing that bill.

The Board received these gifts for the school and ordered a safe

- *1—Annual allotment.
- *2—Bills passed to date.
- *3—Cash Balance.
- *4—Unpaid bills holding.
- *5—Contracts and orders outstanding.
- *6—Total encumbrance.
- *7—Free available balance.

place for keeping these and other matters related to the founding and development of the school. The secretary was ordered to express to Mr. Thompson the Board's appreciation of these gifts.

The fact that the Western Illinois State Normal School has not had a formal dedication was raised.

It seemed to be the opinion of the Board that the ceremonies held at the dedication of the new Fine Arts building might be made general enough to cover all.

The chairman was authorized to appoint a committee to arrange for this dedication.

The chairman appointed Mr. Walter P. Morgan chairman of this committee, with Mr. Allen and Mr. Walker as co-operating members. *Approved by the Board.*

President Felmley recommended:

1. That the resignation of Miss Clara Penstone, teacher of grammar, be accepted to take effect at the end of the spring term. *Approved by the Board.*

2. That Miss Chestine Goudy be appointed teacher of grammar for the first summer term at a salary of \$275 for the six weeks. *Approved by the Board.*

3. That the State Normal Schools apply to the Illinois Board for Vocational Education for the designation of the various State Normal Schools as teacher-training institutions under the provisions of the Smith-Hughes Act, wherever any or all of these schools are ready to schedule for any kind of such teacher-training under the rules of the Illinois Board for Vocational Education. *Approved by the Board.*

4. That the disposition of some \$200 delinquent tuition funds for the year 1916-17 now in the hands of President Felmley be referred to Director Shepardson and Mr. Felmley for action. *Approved by the Board.*

5. That the State Normal School Board authorize the payment of the Commission fee and the cost of the seal necessary to make one of the clerks a notary public. *Approved by the Board.*

President Felmley stated that work on Fell Hall was at a standstill.

President Shryock spoke of the interest of the Southern Illinois State Normal University in the training of rural school teachers, and its interest in some form of training for rural school teachers.

This matter was disposed of in the appointment of a committee.

President Shryock presented a request for leave of absence for:

Miss Sue Hutchinson, critic teacher in the junior high school, for one year to enter the University of Illinois for her M. A. degree. *Approved by the Board.*

President Cook recommended that diplomas be granted to two persons who had been recommended by the faculty for graduation. *Approved by the Board.*

He reported that a number of high school students were being released under a plan previously presented by him, in order that they may attend the normal school and have their work in the normal school accepted for graduation from the high school.

He asked for the authorization of the appointment of a notary public. *Approved by the Board.*

President Lord asked for leaves of absence, without pay, for Olive Bucks, Grace Geddes, Edna M. Gifford and Lester M. Wilson. *Approved by the Board.*

He presented the following list of teachers and salaries for the summer school in 1918:

Allen, Fiske	Supervisor of Elementary School	\$ 312.50
Bishop, Mellie E.	Critic Teacher in Primary School	150.00
Buckler, Carl W.	Agriculture	225.00
Carey, Joseph P.	Geography	187.50
Crowe, A. B.	Physics and Chemistry	100.00
Daniels, Earl R. K.	English	150.00
Davis, Ida B.	Reading	150.00
Elwood, DeWitt	Mathematics	237.50

Ewalt, Grace	Registrar	225.00
Farrer, Katherine J.	Physical Education for Women	125.00
Ford, Allen A.	Algebra and English	131.25
Forde, Jessie L.	Critic Teacher in Grammar School	137.50
Geddes, Grace	Critic Teacher in Primary School	150.00
Gifford, Edna M.	Drawing	143.75
Gossett, V. Ople	Home Economics	175.00
Hagan, Warren L.	Physics and Chemistry	225.00
Hankinson, T. L.	Biology	237.50
Hitchcock, Dorothy	Drawing	100.00
Hubbard, Clifford C.	History and Government	200.00
Koch, Friederich	Music	212.50
Lantz, Charles P.	Physical Education for Men	225.00
McKinney, Isabel	English	237.50
Modesitt, R. L.	Mathematics	250.00
Morse, Anna H.	Critic Teacher in Primary School	187.50
Morton, Lola	Home Economics	200.00
Ragan, Edith E.	English	187.50
Skeffington, Florence	English	100.00
Taylor, E. H.	Mathematics	312.50
Thomas, S. E.	History and Government	75.00
Vestal, A. G.	Biology	225.00
Weller, Annie L.	Geography	225.00
Widger, H. DeF.	English	237.50
Wilson, Lovina M.	Reading	175.00
Wood, Edith Clarke	Critic Teacher in Rural School	143.75
Seven additional teachers at about		1,200.00
Total		\$7,556.25

Approved by Board.

He recommended Carl W. Buckler for teacher of Agriculture for the school year 1918-1919 at a salary of \$1,800 for 36 weeks. *Approved by the Board.*

He reported that the reseating of the assembly room and the enlarging of the stage at a cost not to exceed \$2,500 would add 696 chairs and 198 desks, making the seating capacity 894, which can be increased for an audience of 1,100. *No action taken by the Board.*

His recommendations on furniture for Pemberton Hall at a cost of \$1,000 and an addition to the elementary school at a cost not to exceed \$7,000 and an additional storage place for coal were referred to the Chairman of the Board.

Mr. Shepardson, Chairman of the Board, asked that each of the normal schools should present in a definite form its askings of the next General Assembly so that the Board might be ready to enter into a discussion with the Director of Finance in the preparation of the biennial budget.

He made a statement respecting the working of the dormitory plan.

He raised the question as to whether the normal schools should be represented by individual memberships in the North Central Association, or whether one membership for all would be sufficient. It was decided that each school should have a membership.

It was decided that each normal school should pay \$50 of the cost of the advertisement in the "Illinois Teacher."

He advised that each school should purchase its own diplomas for this year's graduation.

Mr. Brown, Chairman of the Committee on Administration and Finance, presented certain recommendations as a part of his report.

After some consideration, the consideration of this report was made the order of the day at the DeKalb meeting immediately following the report of President Cook.

The meeting adjourned.

Approved May 20, 1918.

FRANCIS W. SHEPARDSON, *Chairman,*
F. G. BLAIR, *Secretary.*

MINUTES OF THE MEETING OF THE
NORMAL SCHOOL BOARD

DeKalb, Illinois,
April 22, 1918.

The State Normal School Board met at DeKalb, in the normal school building, at 9:30 Monday morning, April 22d. The following members were present.

Messrs. Allen, Bridges, Brown, Goddard, Neal, Owen, Shepardson, Walker and Blair.

Absent: Messrs. Capen and Richey.

All of the normal school presidents were present.

The minutes of the previous meeting were read and approved.

Upon the suggestion of the Chairman of the Board, the presidents of the schools were asked to report on all matters except the recommendation of faculties for the ensuing year, which matter was to be taken up later in the meeting.

President Felmley recommended the names of the following persons who are to graduate in the various courses and departments of the normal school. The Board approved the recommendation:

SENIOR CLASS 1918

SENIOR COLLEGE—13

Edward Joseph Braun	Henry Van Arsdale Porter
Guy Ashton Buzzard	Iva Eulalia Tortat
Mrs. Stella Goodheart Walter	Ruth Woodside
Doris Elaine Irwin	Ambrose B. Wight
Levi Lathrop	Sarah Estelle Yewell
Grace McCormick	Perna Stine
Paul Earl Lemarr	

JUNIOR COLLEGE—53

Blanche Acree	Alma Opal Neal
Esther Irene Arnett	Edith Pauline Nelson
Harriet Emmitt Bamber	Helen Ogilvie
Clara Edna Bullock	*Harry J. Owens
Jessie Blanche Burkinshaw	Rena Daisy Partridge
Virginia A. Caldwell	Stella Louise Peeke
*Carl Frederick Carlson	Esther Margaret Phillip
George Tryner Evans	Ida Winifred Priest
Bertha Marie Foster	Helen Smith Pringle
Ruth Caroline Gillan	Callie May Purl
Lela Ethel Gipson	William Eston Quick
Kathleen Gittings	Ezra Reed
Edna Mae Gueffroy	Wilhelmina Rettig
Mary Hazel Halliday	*Elias William Rolley
Mary Elenor Jones	Hazel Verda Shaner
Mildred Koehn	George A. Smith
Clara Pearl Lindsey	Alice Ruth Sperry
Marjorie Emma Little	Verna May Stansell
Estle Marion McConnell	*Bradford Stewart
Florence Macdonald	Edith Louise Summers
Edna Lucile McDowell	Ada Walden
Pearl Isabel Martins	LuVerne Waltmire
Charles Edward Medford	Annie Gratia White
*Lewis Millman	*Edward Wones
Wayne Stewart Moore	*Herschel Newton Scott
Bertha Inez Mullins	Gertrude A. Larson
Laura Margaret Murdaugh	

*These persons were in war service and received their diplomas according to the rule passed by the Board.

UPPER GRADES—16

Doris Eliza Ashton	Dora Blanche McVey
Lulu Grace Dale	Waverly Arletta Miller
Ruth Gertrude Flynn	Bernice Montgomery
Waneta Mary Guttery	Emil Mueller
Teresa Coleta Hayes	Ruby Ellen Price
Erma Frances Imboden	Emma Siedentop
Clara Jacobson	Dorothy Turney
Zola Kenney	Florence Wynd
Mary Rose Krantz	

LOWER GRADES—18

Mary L. Alexander	Fadelia Louise Mead
Blanche Louise Augustin	Mrs. Helen C. Melvin
Irene Alice Duga	Estella Peck
Bertha M. Helffenstein	Daisy Charlotte Pierce
Beulah Anna Herndon	Mary Catherine Powers
Mildred Hewes	Bessie Mae V. Reichel
Harriet Belle Johnson	Margaret Louise Rodman
Mary Bernice Leitch	Clella Lewis Sadler
Dorothe McWilliams	Helen Marie Stanton

KINDERGARTEN—23

Lola Faye Allen	Marcita B. Halkyard
Mabel Minerva Bennett	Greba Theone Logan
Constance Bridgford	Madge McLaughlin
Lucile Brown	Margaret McPartlin
Ethel Clark	Helen Marie Mitchell
Julia Cook	Bernadine Moratz
Fern Crowell	Vivian Lydia Meyers
Norma Phoebe Downey	Mary Ottilie Ruehl
Paula G. E. Emunds	Blanche Secor
Elsie Ernestine Gehr	Florence Snyder
Gladys Moore Greer	Maysie Lovina Tappe
Roberta Louise Greiner	

MUSIC—3

Elsie Cash	Mary Esther Gooch
Laura Ware Fry	

MANUAL TRAINING—4

Robert S. Condon	Rutherford Newhauser
William A. Hemmer	Claire Franklin Story

ART—5

Jessie Frances Button	Ethel Gertrude Stahl
Fae Arline Elliott	Hazel Della Tobias
Mary Cornelia Randolph	

DOMESTIC ART—7

Isabel Knight Adam	Jennie Blanche Tavenner
Bernice Bailey	Vivienne Harriet Tee
Bernice Elsie Moulic	Lois Welch
Marguerite Murphy	

DOMESTIC SCIENCE—7

Pauline Benner	Marie Oster
Grace Adelaide Darling	Emma Elizabeth Scott
Edith Augusta Keller	Alice Ursula Stahl
Blanche Lawson	

HOME ECONOMICS—5

Luella Custer	Lucy Ryburn Watkins
Elfleda Holmes Gilliland	Glyde Winchel
Dorothy Kitchens	

AGRICULTURE—2

Melville Johnston	Frank Zimmerman
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COMMERCIAL—3

Frank Jacob Crosby	Lena Sadler
Harry Rayl	

THREE-YEAR AND FOUR-YEAR—15

Florence Bailey	Jennie McCord
Ivah Gertrude Burdick	Edith Nicol
Pearl Calkin	Margaret Mary O'Brien
Williard Canopy	Gladys Eloine Penner
Bertha Collins	William Jonas Robison
Alice Amanda Doner	Mary Elizabeth Stryker
Blanche Durlfinger	Marie Virginia Winch
*Guy Ireland	

COUNTRY SCHOOL—16

No Diploma

Ruth Elizabeth Barton	Lydia Hart
Ruth Mae Brighton	Jessie Mildred Kiser
Mary Gilberta Burns	Mary Kritzberger
John Patrick Canan	Iris Lower
Mary Janette Eckert	Mabel Myler
William Eckert	Elizabeth Reed
Sophie Fecht	Helen Steinke
Margaret Goely	Lorraine Worthington

President Felmley also presented the following resolution from the pupils of the high school on the matter of teaching German in the university high school. This resolution was covered by a subsequent action of the Board.

Resolved, that the teaching of German in the public schools of America at the present time is inevitable of the nature of pro-German propaganda: that such teaching should be discontinued at once as a protest against the subtle system of penetration consciously adopted by the German government and its agents in furtherance of its scheme of world-domination: that the State normal schools discontinue at once all provisions for the training of teachers to teach German in the public schools: that only such instruction in German be afforded in these institutions as is necessary for the proper equipment of a teacher in the scholarship of science and literature.

President Shryock reported the resignation of Mr. H. B. Piper, of the department of agriculture, who leaves the school to become agricultural director of Richland county, and of Miss Ruth Bradley, head of the department of music, whose resignation is to take effect the 1st of September.

He further reported his action in dismissing Mrs. Dorothy Lynn, of the piano department, for willful and persistent neglect of her duties and failure to conform to the regulations which govern all the other members of the faculty. *Action approved by Board.*

President Lord recommended the following list of persons for graduation which was approved by the Board.

*These persons were in war service and received their diplomas according to the rule passed by the Board.

EASTERN ILLINOIS STATE NORMAL SCHOOL

List of candidates recommended for graduation in the class of 1918, provided they complete the work by the close of the Summer School July 19, 1918.

1. Phyllis Albert Alexander (with summer work).
2. Elsie Blanche Aten.
3. Vera Avas Babbs.
4. Irma Lucretia Bails.
5. Leonard Glenn Baker (doubtful).
6. Beatrice Clotile Bannin.
7. Bernice Kathryn Barker.
8. Callie Irene Barnes.
9. Mary Elizabeth Bennett.
10. William Webster Bowers (doubtful).
11. Olga May Carrell.
12. Mary Pauline Cottingham.
13. Marie Marguerite Elizabeth Craig.
14. Mary Crowe.
15. Lucille Mary Current.
16. Emily Wade Cutting (doubtful).
17. Dorothy Hotchkiss Davis.
18. Priscilla Helen Davis (doubtful).
19. Helen Wright Dial.
20. Edna Flo Donaldson.
21. Mary Elizabeth Driscoll.
22. Kittie Duvall.
23. Helen Nettie Ekstrand.
24. Nannie Isabel Ellis.
25. Cecile Mae Ellsberry.
26. Gertrude Lee Feagan.
27. Margaret Ellen Feagan (with summer work).
28. Joseph Cephas Fender.
29. Julia Veronica Fields.
30. Goldie Dorothy Funk (with summer work).
31. Mrs. Lela Nora Gallatin Funk.
32. Nina Mae Funk.
33. Lucy Gray.
34. Mildred Gray.
35. Glenn Leonard Hackett.
36. Charles Roscoe Hampton (with summer term).
37. Vera Gertrude Harris (with summer work).
38. Dot Haworth.
39. Mercedes Lucile Rose Hoag.
40. Fern Elizabeth Hostettler.
41. Madge Loraine Ingram.
42. Elisabeth Lorraine Jones (with summer term).
43. Eva Marie Jordan (very doubtful).
44. Margaret Alice Kerr.
45. Ercel LaFern Kincade.
46. Edith Irene King.
47. Ruth King.
48. Carrie Anna Kogel (with summer work).
49. Mabel Dorothy Kruse.
50. Regina Mary Elizabeth Laughlin.
51. Stella Ruth Lawton.
52. Leona LeMay.
53. Edith Marion Lowe (doubtful).
54. Elizabeth Ellen Maddock.
55. Lura McKinley.
56. Flossie Fern Nickerson.
57. Francis Berne Norton.
58. Agnes Jane Orr.
59. Josephine Pauline Phillips (with summer work).

60. Grace Louise Powell.
61. Kathryn May Reeder.
62. Oma Rennels.
63. Rachel Elizabeth Risser.
64. Lyman Ritter.
65. Homer Sydney Scovil (with summer work).
66. Ilah Pearl Sellers.
67. Helen Jeanette Shrieve.
68. Esther Snowden.
69. Mabel Ruth Snyder.
70. Lois Margaret Spencer (with summer term).
71. Frieda Hermin Spengel.
72. Malora Mae Stanberry.
73. Ruth Evelyn Stone.
74. Martha Van Sellar.
75. Fred Burnham Western.
76. Hannah Esther Williams.
77. Zela Catherine Winkleblack.
78. Clara Sabina Wright (with summer work).
79. Florence Kathryn Wright (with summer term).
80. Loel Zehner.

President Morgan also reported on the recognition given in the sons: Minnie Vorman, head of the department of music, and Ada B. Clark, training school teacher, and recommended a leave of absence for one year, without pay, to Alta Thompson for the purpose of a year of study at Columbia University. *Approved by the Board.*

The whole question of the granting of leaves of absence came up for discussion, but was deferred for later action by the Board.

President Morgan also reported on the recognition given in the local newspapers of the gift made by Mr. J. C. Thompson to the normal school.

President Cook reported the purchase of a new flag for the normal school.

He introduced Mr. Jack Cook to the Board who made a statement concerning his work in hauling coal from the cars to the normal school. Mr. Cook made a straightforward statement concerning his efforts to keep the normal school supplied with coal, even though it entailed a great loss to him.

The statement impressed the Board favorably.

The Chairman of the Board asked Mr. Cook to make out a written statement concerning the matter and referred its consideration to the Buildings and Grounds Committee. Mr. Neal was asked to act as chairman of this committee for the consideration of this matter.

President Cook presented a statement of the several funds available for the use of the Northern Illinois Normal School. He raised a question concerning the exhaustion of one of these funds and the possible use of money from another fund. This was referred to the Chairman of the Board for his consideration.

He also presented a short statement of the enrollment. Both of these reports are printed herewith.

NORTHERN ILLINOIS STATE NORMAL SCHOOL REPORT

April 22, 1918.

To the Normal School Board:

We have now completed the third week of the spring term of our

nineteenth year. Last year at this time there were enrolled 415 women, and 60 men, aggregating 475. This was about as large as this school should become, because of the number thus involved in the Senior class. In order to afford the teaching opportunities which our course offers we are sharply crowded if the Senior class numbers 200. As this was the size of last year's class, it is obvious that the school was straining against its facilities.

The enrollment at this time is 279 women, and 25 men, aggregating 304. The men, of course, have gone to the field of war or to the field of agriculture. Our service banner now contains sixty-nine stars. The women, also, have been drawn out, and the call for teachers still continues far beyond our ability to satisfy it.

The Senior class of one hundred and fifty-five is divided as follows:

Two-year course	113
Three-year course	24
Domestic Science course	8
Manual Arts course	3
Music course	5
Drawing course	2

The aggregate number is 155

There is no forecasting conditions for next year, nor for our mid-spring nor summer term. The falling off of students has been so significant as to permit us to release one of our faculty who was called to Oberlin. We have not attempted to fill her place, and shall be able to get through the year without difficulty.

STATEMENT OF FINANCES AT THIS DATE

April 20, 1918.

These balances include the ten per cent reserve set aside at the beginning of the fiscal year.

Salaries and wages-balance after the payment of the April salaries.....	\$15,650.24
The May and June salaries will aggregate about	14,000.00
Probable balance	\$ 1,650.24

DEPARTMENTAL OFFICE SUPPLIES

This fund is about exhausted. There will be slight expenses incurred the remainder of this year on this line.

TRAVELING EXPENSES

The appropriation for this item was	\$200.00
Expenditures to date	153.86
Balance on hand	\$ 46.24

SCHOOL SUPPLIES

Balance on hand	\$854.13
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REPAIRS

Balance on hand	\$2,282.07
Repairs on roof to be paid	\$2,187.00
Bill for renewing curtains	221.00
	<u>\$2,408.00</u>
This item will be overdrawn	\$ 125.93

OPERATING SUPPLIES AND EXPENSES

The balance of this fund is	\$0.37
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Because of the extraordinary consumption of coal and the equally extraordinary price, the appropriation for fuel is very greatly overdrawn. Already the coal bills amount to nearly \$1000, and there are bills for freight and for hauling that will be soon in. An accurate statement is impossible at this date.

EQUIPMENT

The balance of this item is very large, because the proposed improvements in equipment have not been made.

The balance at this date is\$16,052.55

RESERVE AND CONTINGENCIES

This fund is practically exhausted.

The above financial statement shows that the expenses for the present year from this fund have been considerably more than the appropriations made for this year. We shall be able to meet all expenses for the ensuing year, I think, and yet show a fair balance at the close of the biennium. There will be no deficit.

An explanation of the deficit in operating supplies and expenses has been given. Much of the coal was wretched in quality as well as exorbitant in price. The appropriation for coal was \$12,000. We have already exceeded that amount by more than \$4,000. This excess has been taken care of by the Reserve and Contingent Fund and by Williston Hall. The latter has already contributed more than \$2,400. There will be a material addition to this amount from the same source. As we have been obliged to draw largely also upon our Reserve and Contingent Fund, that has been practically exhausted.

It will be noted as well that our appropriation for repairs is overdrawn about \$125. This was due to freeze-ups and for other breakdowns that could not have been anticipated.

Two notable improvements in the matter of repairs have been about carried through. The interior of the main building has been repainted after several years, at a cost of \$2,243. The brick and stone work on the roof have had greatly needed repairs at an expense of \$2,200. This is pretty nearly completed. We have now exhausted the appropriation so that nothing more can be accomplished until within the next biennium. With about an equal appropriation the upper part of the building ought to be in condition to need no attention so far as the brick and stone work are concerned for several years. The ravages which the elements make upon a building of this kind are very grave. The roof itself has been quite a marvel in the way of successful workmanship.

THE NEW BUDGET

Changing the school year from thirty-nine weeks to thirty-six weeks makes it two weeks shorter than that of the schools that constitute our practice schools. Thirty-six weeks is too short a year for the children. This disparity creates a difficulty that is somewhat embarrassing. It will be necessary to start our practice schools earlier than the normal school, continue them later, or do both. I have not yet determined whether they should begin a week earlier and continue a week later for the Fall term, and then drop into line for the remainder of the year, or whether some other arrangement may be devised. In any event, the critic teachers will be required to be present during the whole thirty-eight weeks. This makes a differential in their case that must be recognized in their salaries. When that topic is reached in the budget, this difficulty will be taken up again.

Still another difficulty occurs if I am rigidly to follow the direction of the Board. It is my understanding that the budgets are being made by taking (1) the salaries of four years ago, and scaling them down to

a thirty-six-week basis; then, (2) increasing these salaries by 25%. The several department heads, with the single exception of the department of music, have the same salaries, except that women receive \$700 a year less than the men. This crying injustice ought to be remedied, but it is my understanding that no arrangement has been made for such relief. The women do just as much work as the men, and do it just as well. In the budget which follows, this old discrimination is still maintained. It will, of course, be useless for me to make any change unless the others do the same thing. It has occurred to me as worth while at least to submit a supplementary budget in which all women will receive an increase of 35% instead of 25%. That will, at least, be a beginning in the right direction.

There is still another difficulty. If I turn back to four years ago, that is, to September, 1915, four years before September 1919, the heads of departments are not on the same basis. The difficulty may be illustrated in the case of Mr. L——: In 1915 he was receiving \$2,000, while the rest were receiving \$2,300. At the beginning of the present biennium, Mr. L was advanced to \$2,300, as was another. If Mr. L's salary should now be scaled down to the thirty-six-week basis, he would have no advance, and thus would be sharply discriminated against when he is one of the very best teachers in the entire faculty. I have, therefore, disregarded any discrimination that existed four years before the beginning of the next biennium, if it no longer exists.

BUDGET

	First Year	Second Year
For salaries and wages	\$110,450.00	\$110,450.00
For president, salary for the entire year	5,000.00	per annum
For dean, salary for 36 weeks	3,430.00	per annum
For director of practice teaching, 38 weeks	1,220.00	per annum
The remainder of this salary is paid by the City of DeKalb.		
For seven department heads at \$2,650, 36 weeks	18,550.00	per annum
For seven department heads at \$1,850, 36 weeks	12,950.00	per annum
For principal of Normal Practice School, 38 weeks	2,100.00	per annum
For principal of Glidden Practice School, 38 weeks	1,850.00	per annum
For one assistant, 36 weeks	1,700.00	per annum
For six assistants at \$1,500, 36 weeks	9,000.00	per annum
For one assistant, 36 weeks	1,300.00	per annum
For four assistants at \$1,150, 36 weeks	4,600.00	per annum
For two assistants, half time at \$600, 36 weeks	1,200.00	per annum
For twelve critics for 38 weeks at \$1,250	15,000.00	per annum
For four critics for 38 weeks at \$600	2,400.00	per annum
Remainder of salaries paid by the City of DeKalb.		
For matron of dormitory, 42 weeks	1,500.00	per annum
For librarian, 36 weeks	1,150.00	per annum
For assistant librarian, 36 weeks	1,000.00	per annum
For clerk, 52 weeks	1,100.00	per annum
For clerk, 52 weeks	900.00	per annum
For summer school, 6 weeks	9,000.00	per annum
For superintendent of grounds, 52 weeks	1,500.00	per annum
For engineer, 52 weeks	1,500.00	per annum
For assistant engineer, 52 weeks	1,200.00	per annum
For fireman, 52 weeks	1,200.00	per annum
For two firemen at \$600, 26 weeks	1,200.00	per annum
For superintendent of buildings, 52 weeks	1,500.00	per annum
For three janitors at \$1,200, 52 weeks	3,600.00	per annum
For carpenter, part time	1,000.00	per annum
For night watchman, 52 weeks	900.00	per annum
For four laborers on grounds, part time	1,600.00	per annum
For team hire	300.00	per annum
For departmental office expense	2,000.00	per annum
For traveling expenses	300.00	per annum
For operating supplies and expenses	15,000.00	per annum
For school supplies	4,000.00	per annum
For equipment	3,500.00	per annum
For reserves and contingencies	5,000.00	per annum

The total for the Northern Illinois State Normal School for the

said biennium and said fiscal quarter being two hundred and eighty thousand, five hundred dollars (\$280,500).

(Signed) JOHN W. COOK, *President*.

The question of the attitude of the Board towards the teaching of German in the normal schools came before the Board in the form of a resolution.

After extended discussion, it was moved that an informal vote be taken to show whether the Board cared to reconsider its former action. This motion was lost.

The Chairman of the Board thereupon announced that the former action of the Board, leaving to the presidents and faculties of the schools the determination of what modern languages shall be taught in the normal schools, would remain as the recorded action of the Board.

Mr. Brown, for the Committee on Administration and Finance, brought before the Board a report containing a number of recommendations. These recommendations, with the action of the Board, are as follows:

1. That all fees collected of normal school students for any other than laboratory breakage and material should be discontinued. This rule shall not be construed to affect, in any way, the dues of any organization formed within the school by the students themselves.

A very extended discussion of this recommendation followed. The presidents of the schools were unanimous in their feeling that these registration fees had certain disciplinary and educational values. Moved, however, by the one consideration that the normal schools should be made as nearly free as possible, the Board approved the recommendation of the committee.

2. Short leaves of absence:

(a) A teacher may be absent for two weeks on account of illness without loss of pay and for two succeeding weeks with loss of half pay. *Approved by Board.*

(b) A teacher may be absent for one week with full pay on account of illness or death in the immediate family or relationship. *Approved by Board.*

(c) When approved by the president of the school, a teacher may be absent in attendance upon educational meetings without loss of pay. *Approved by Board.*

(c) When approved by the president of the school, a teacher may be absent in attendance upon educational meetings without loss of pay. *Approved by Board.*

(d) No teacher or employee of the normal school shall be excused from regular duties except upon a permit from the president. *Approved by Board.*

3. The following faculty designations were recommended and approved: President, dean, professor, assistant professor, instructor, and training teacher.

4. The following salary schedule was recommended: The time covered by the salary, 36 weeks:

President of the normal school, maximum salary	\$6,000
Dean	3,000
With an addition of from \$300 to \$500 for the special work of deanship.	
Professor	2,400 to \$3,000
Assistant professor	1,800 to 2,400
Instructor	1,000 to 1,800
Training teacher	1,200 to 1,800

President Felmley was asked to make a report upon investigations made by him. After considerable discussion, the matter of fixing salaries was left without any action by the Board.

The presidents of the normal schools were asked to present at the next meeting a statement of salaries for their teaching forces on the basis of a 25% increase over four years ago.

A motion was made to reconsider the action taken by the Board on fees. *Carried.*

An amendment to the motion was offered which would permit the presidents of the normal schools to charge fees for late registration. *Carried.*

The question of an appropriate exhibit of the normal schools at the Illinois State Fair was again presented to the Board.

After consideration as to whether there was any money for making such an exhibit, and as to whether the exhibit should be made in the education department of the State Fair, or under the Department of Registration and Education, the whole matter was referred to the Chairman of the Board and the presidents of the normal schools for their consideration and action.

Reports on the question of rural school education were made by Presidents Felmley, Morgan and Shryock. Though the time was too brief for full consideration of these reports, the matter presented appeared of sufficient value to justify the Board in assembling and publishing the results of the investigations and experiments made in this line.

President Morgan's recommendation that he be authorized to fit up a room in the normal school building for the organization of an ungraded one-room school was approved by the Board.

According to the established order of the day, the presidents of the normal schools presented their recommendations of faculty appointments for the school year beginning July 1st, 1918.

President Felmley recommended the following faculty and salary schedule: All are appointed for 42 weeks unless otherwise stated:

David Felmley, President	\$5,000
Orson L. Manchester, Dean, Professor of Economics and Sociology	3,000
Edwin A. Turner, Director of the Training School	3,000
Ralph W. Pringle, Principal of the High School	2,700

TEN PROFESSORS AT \$2,500

J. Rose Colby, Professor of Literature	\$2,500
Manfred J. Holmes, Professor of Elementary Education	2,500
George H. Howe, Professor of Mathematics	2,500
Douglas C. Ridgley, Professor of Geography	2,500
William A. L. Beyer, Professor of History	2,500
Herman H. Schroeder, Professor of Education	2,500
John L. Pricer, Professor of Biology	2,500
Adnah C. Newell, Director of Manual Training	2,500
Chester M. Sanford, Professor of Public Speaking	2,500
Ralph Eyman, Professor of Agriculture	2,500

SEVEN PROFESSORS AT \$2,200

Frank W. Westhoff, Professor of Music	\$2,340
Frederic B. Barber, Professor of Physics	2,220
Howard W. Adams, Professor of Chemistry	2,200
Arthur R. Williams, Director of Commercial Department	2,200
Austin Elgin Wilber, Director of Extension Service	2,200
Harvey A. Peterson, Professor of Psychology	2,160
Edgar Packard, Director of Rural School Department	2,100

THREE TEACHERS AT \$2,000

Harold Francis James, Director of Art Department	\$2,040
George Jerome Kuderna, Associate Professor of Education	2,000
Elmer W. Cavins, Teacher of Orthography	1,800

TWO TEACHERS AT \$1,800

Ralph Linkins, Teacher of Zoology	\$1,800
Thomas M. Barger, Teacher of Physics	1,700

TEN TEACHERS AT \$1,620

Kiturah Parsons, Director of Domestic Science	\$1,680
Cora Irene Davis, Director of Domestic Art	1,620
Alice Jean Patterson, Teacher of Nature Study-Agriculture	1,620
Clara E. Fla, Teacher of Art	1,620
Lillian Olive Barton, Teacher of Mathematics and Dean of Women	1,620
Grace Arlington Owen, Teacher of Reading	1,620
Harrison H. Russell, Teacher of Physical Training for Men	1,620
Eleanor Sheldon, Teacher of English, Assistant Dean of Women	1,600
Vern Denman, Teacher of Mechanical Drawing	1,600
One vacancy.	

NINE TEACHERS AT \$1,500

Edith Irene Atkin, Teacher of Arithmetic	\$1,500
Miss Agnes Stone, Teacher of Grammar	1,500
Anna Blake, Teacher of Physiology	1,500
Annetta Belle Cooper, Teacher of Domestic Art	1,500
Thomas J. Wilson, Principal of Elementary School	1,500
Four vacancies.	

TEN TEACHERS AT \$1,400

Alma Hamilton, Training Teacher, University High School	\$1,400
Olive Neville Barton, Training Teacher, University High School	1,400
Mary Ann Bell, Training Teacher, Seventh Grade	1,400
Lora M. Dexheimer, Training Teacher, Sixth Grade	1,400
Jessie May Dillon, Training Teacher, Fourth Grade	1,400
Idella R. Berry, Training Teacher, Third Grade	1,400
Lura M. Eyestone, Training Teacher, Second Grade	1,400
Nellie C. Thompson, Training Teacher, First Grade	1,400
Eunice Blackburn, Teacher of Geography	1,400

SEVEN TEACHERS AT \$1,260

Margaret E. Lee, Director of Kindergarten (36 weeks)	\$1,400
Gertrude Baker, Teacher of Physical Education for Women	1,320
George Latta, Assistant in the Kindergarten	1,200
Mae Knight Steele, Assistant in High School (50 weeks)	900
Four vacancies.	

TWO TEACHERS AT \$750

Mrs. Laura McManus, Teacher in Kindergarten, S. O. Home	750
One vacancy.	
Ange Vernon Milner, Library Science	1,320
Teacher of Library Economy	1,000

TEACHERS AT S. O. HOME (CONTINGENCY AND RESERVE)

Harvey T. White, Principal School at S. O. Home (36 weeks)	\$1,600
Jane Blackburn, Training Teacher, Primary Grades (36 weeks)	1,200
Caroline Larrick, Teacher, Fourth Grade	720
Mrs. Floy Sherman, Teacher, Fourth Grade (36 weeks)	720
Lottie T. Heller, Teacher, Third Grade (36 weeks)	720
Ellen L. Toy, Teacher, Second Grade (36 weeks)	720
Anna Belle Harper, Teacher, Second Grade (36 weeks)	790

VACANCIES

	Present	Available
	Salary	Salaries
Teacher of Latin	\$1,620	\$ 1,400
Teacher of Foreign Languages	1,500	1,400
Teacher of Arts and Crafts	1,400	1,400
Teacher of Domestic Science	1,200	1,620
Teacher of Music	1,260	1,260
Director of Gymnastics	1,620	1,500
Teacher of Shorthand	1,200	1,400
Teacher in High School	600	910
Fifth Grade Training Teacher	1,400	1,400

\$13,990

Approved by Board.

President Felmley recommended one year's leave of absence for Miss Lydia Clark. *Approved by Board.*

He also announced the resignation of the following teachers:

- Chas. H. Haile, Teacher of Latin.
- Herman H. Milbradt, Teacher of German.
- Mary Hill, Teacher of Arts and Crafts.
- Lena May Crum, Assistant in Domestic Science.
- Mrs. Ruth Keleher, Assistant in Music.
- Agnes Storie, Training Teacher Seventh Grade.
- Verle Sells, Teacher of Shorthand and Typewriting.
- Grace Thomasma, Teacher of Rhetoric.

President Shryock presented with his recommendation the following faculty and salary schedule:

Lillian Gubelman, Ph. B., First Assistant, Department of English.
 Helen Bryden, A. B., Second Assistant, Department of English.
 Gertrude Fleming, A. B., Third Assistant, Department of English.
 Jennie Mitchell, A. B., Dramatic Art.
 Carlos Eben Allen, Ph. D., Vice President, Registrar and Business Agent; Latin.
 J. M. Pierce, A. M., French, German.
 Emma L. Bowyer, A. B., Latin.
 Gladys P. Williams, Head, Art Department.
 Grace L. Burket, Assistant, Art Department.
 George Washington Smith, A. M., Secretary Faculty; Department History and Civics.
 E. G. Lentz, Assistant, Department History and Civics.
 Frank H. Colyer, A. B., Department of Geography and Geology.
 William Troy Felts, Ed. B., Department of Mathematics.
 F. G. Warren, A. B., First Assistant, Department of Mathematics.
 George D. Wham, Ed. B., Department of Psychology and Pedagogy.
 Lieut. Glenn C. Bainum, A. B., Head, Department of Music (leave of absence without pay, position to be filled by temporary appointment).
 Julia Dickerman Chastaine, Second Assistant, Department of Music.
 Ralph Swain, Third Assistant, Department of Music.
 George Mervin Browne, Head, Department of Chemistry.
 Simeon E. Boomer, A. M., Head, Department of Physics.
 John P. Gilbert, A. M., Head, Department of Biology.
 W. M. Bailey, S. M., First Assistant, Department of Biology.
 Mary M. Steagall, Ph. B., Ed. B., Second Assistant, Department of Biology.
 Renzo Muckelroy, S. B., Head, Department of Agriculture.
 Louis C. Peterson, S. B., Head, Department of Manual Arts.
 Grace E. Jones, Head, Department of Household Arts.
 Lucy K. Woody, Assistant, Department of Household Arts.
 Richard V. Black, Accts. M., Head, Commercial Department.
 Anne McOmer, First Assistant, Commercial Department.
 C. A. Lee, Second Assistant, Commercial Department; Bookkeeper.
 Inez L. Hollenberger, Ph. B., Instructor, Physical Training for Girls.
 Wanda Newsum, Curator; Head, Physical Welfare Department.
 Captain William McAndrew, A. B., Physical Training for Boys (leave of absence without pay, position to be filled by temporary appointment).
 W. O. Brown, A. B., Head, Bureau of Rural School Work.
 W. A. Furr, A. M., Superintendent Training School.
 W. G. Cisne, Principal High School.
 Marguerite Hanford, A. B., First Assistant, High School.
 Sue Hutchinson, A. B., B. S., Second Assistant, High School (leave of absence).
 Fadra R. Holmes, Supervising Critic Teacher, Intermediate Department.
 Frances Foote, Assistant Critic Teacher, Intermediate Department.
 Florence R. King, Supervising Critic Teacher, Primary Department.
 Lulu R. Clark, Assistant Critic Teacher, Primary Department.
 Mary Louise Marshall, Librarian.
 Gertrude Eckhard, Assistant Librarian.
 Daniel Baldwin Parkinson, Bureau of Publicity.
 Kate W. Youngblood, Secretary to the President. *Approved by Board.*

President Shryock was given power to fill certain vacancies.

President Cook recommended the following faculty and salary schedule:

Newell D. Gilbert, Professor of Psychology and Pedagogy	\$3,000
Floyd R. Ritzman, Director of Training Department	1,000
(The explanation of this salary is found in the fact that Mr. Ritzman is employed by the city and normal school jointly. He receives from the city \$2000 a year)	
Clyde L. Lyon, Professor of Reading	2,300
Swen F. Parson, Professor of Mathematics	2,300
Edward C. Page, Professor of History	2,300
C. Frank Phipps, Professor of Physics and Chemistry	2,300
Samuel J. Vaughn, Director of Manual Arts	2,300
Ralph E. Wager, Professor of Biology	2,300
A. Neil Annas, Professor of Music	2,000

Inez Boyce, Professor of Domestic Science	1,600
Jessica Foster, Director of Physical Training	1,600
L. Eveline Merritt, Professor of Drawing	1,600
Ida S. Simonson, Professor of Literature	1,600
Mabel C. Stark, Professor of Geography	1,600
Mary R. Whitman, Professor of Ancient and Modern Languages	1,600
J. Roy Skiles, Principal of Normal Practice School	1,600
Carl Littlejohn, Principal of Gildden Practice School	1,500
C. E. Montgomery, Assistant Department of Biology	1,500
Julia Gilbert, Assistant in Literature	1,300
Jessie R. Mann, Assistant in Biology	1,300
Anna Parmelee, Assistant in Mathematics	1,300
Edith Patten, Assistant in History	1,300
Vera Wiswall, Assistant in Music	1,300
Jessie Austin, Assistant in Literature	1,200
M. Louise Larcombe, Assistant in Drawing	1,100
Celestia Youker, Assistant	1,000
Eva L. McMahan, Assistant	1,000
Theresa Peters, Assistant	1,000
E. Louise Adams, Critic	1,000
Louise Boswell, Critic	1,000
Mary Fitch, Critic	1,000
Bertha Huntsman, Critic	1,000
Marna Peterson, Critic	1,000
Ethel I. Shattuck, Critic	1,000
Christine Thoene, Critic	1,000
Marie Floto, Critic	1,000
Nellie H. Love, Critic	1,000
Florence Stanley, Critic	1,000
Ione Wirtz, Critic	1,000
Tillie C. Baie, Critic	350
Carrie Edmondson, Critic	350
Golda Sherwood, Critic	350
Elsie Wendling, Critic	350
(The remainder of the four preceding salaries is paid by the City of DeKalb)	
Esther L. Branch, Marton Dormitory	1,200
Josephine Jandell, Librarian	1,000
Director of Athletics and Assistant in Ancient and Modern Languages	1,600
(Present incumbent resigned; successor to be selected later)	
Fifth Grade Critic	1,000
(Present incumbent resigned; position to be filled later)	
Assistant in Domestic Science	1,000
(Present incumbent resigned; successor to be appointed later)	
Frances Paine, Clerk	1,100
Olive L. Swift, Clerk	600
Milo Oakland, Assistant in Manual Training, half time	500
E. F. Edel, Teacher of Penmanship, half time	500
Frank K. Balthis, Superintendent of Grounds	1,400
Fred A. Buck, Superintendent of Buildings	1,500
James A. Clark, Engineer	1,500
Andrew Eddessen, Assistant	1,200
James Wood, Fireman	900
Frank W. Buck, Carpenter	1,000
Charles Carlson, Janitor	900
Charles Davy, Janitor	900
Otto Oberg, Janitor	900
Webster Scott, Watchman	600
Four laborers on grounds	1,350
Total	\$84,050

SUMMER SCHOOL PAYROLL FOR 1918

Nellie Love	150
E. Louise Adams	150
Mary Fitch	150
Bertha Huntsman	150
Florence Stanley	150
Edith Patten	195
Newell Gilbert	450
Floyd Ritzman	450
Ralph Wager	345
Jessie Mann	195
C. E. Montgomery	225
C. Frank Phipps	345
Jean Rich	150
Julia Gilbert	195
Jessie Austin	180
Mary Whitman	240
Roy Skiles	270
Edward Page	345
Charles Whitten	345
David Walker	150
Christine Thoene	150
Inez Boyce	240
Clyde Lyon	345

Mabel Stark,	240
Eveline Merritt	240
Louise Larcombe	150
Samuel Vaughn	345
A. Neil Annas	300
Vera Wiswall	195
Jessica Foster	240
William Wirtz	240
Josephine Jandell	155
Eva McMahon	120
Total	\$7,785

Approved by Board.

President Lord presented the following faculty and salary schedule:

L. C. Lord, President.....	\$5,000	12 mos.
E. H. Taylor, Mathematics	2,500	38 weeks
Friederich Koch, Music	1,700	38 weeks
Ellen A. Ford, Latin	2,250	38 weeks
T. L. Hankinson, Biological Science	1,900	38 weeks
Annie L. Weller, Geography	1,800	38 weeks
A. B. Crowe, Physical Science	2,000	38 weeks
Isabel McKinney, English	1,900	38 weeks
Florence Skeffington, English	2,000	38 weeks
S. E. Thomas, History	2,200	38 weeks
Anabel Johnson, French and German	1,200	38 weeks
Charles P. Lantz, Physical Education for Men	1,800	38 weeks
R. L. Modesitt, Mathematics	2,000	38 weeks
H. DeF. Widger, English	1,900	38 weeks
Lola Morton, Home Economics	1,700	38 weeks
Fiske Allen, Supervisor of Training School	2,500	38 weeks
Arthur Vestal, Biological Sciences	1,800	38 weeks
Clifford C. Hubbard, History	1,700	38 weeks
Mabel V. Williard, Mathematics	1,000	38 weeks
Joseph P. Carey, Geography	1,600	38 weeks
Ida B. Davis, Reading	1,200	38 weeks
Earl R. K. Daniels, English	1,400	38 weeks
Dorothy Hitchcock, Drawing	900	38 weeks
Katherine J. Farrer, Physical Education for Women	1,000	38 weeks
Beryl Inglis, History	1,350	38 weeks
Carl W. Buckler, Agriculture	1,800	38 weeks
Lovina M. Wilson, English	1,000	38 weeks
Psychology	1,600	38 weeks
Manual Training	1,400	38 weeks
Music	1,100	38 weeks
Drawing	1,100	38 weeks
Nurse and Physical Education	1,000	38 weeks
Edith E. Ragan, Training Teacher in Eighth Grade	1,500	38 weeks
Emma Newell, Training Teacher in Seventh Grade	1,300	38 weeks
Gilberta Coffman, Training Teacher in Sixth Grade	1,300	38 weeks
Jessie L. Forde, Training Teacher in Fifth Grade	1,300	38 weeks
Mellie E. Bishop, Training Teacher Fourth Grade	1,200	38 weeks
Florence E. Gardiner, Training Teacher Third Grade	1,400	38 weeks
Edith C. Wood, Training Teacher Second Grade	1,200	38 weeks
Anna H. Morse, Training Teacher First Grade	1,500	38 weeks
Mary J. Booth, Librarian	1,450	38 weeks
Assistant Librarian	800	38 weeks
Ruth Carman, German and Office Assistant	1,100	11 mos.
Esther W. Doty, Assistant in Library and Textbook Library	770	11 mos.
Grace Ewalt, Registrar	1,500	38 weeks
Total	\$71,620	
Stenographer		11 mos.

Approved by Board.

President Morgan presented the following faculty and salary schedule: *Approved by Board.*

	Salary for one year
S. B. Hursh, Dean of Faculty and Head of Department of English	\$2,750.00
R. R. Simpkins, Director Training School and Head Department of Education	2,750.00
Caroline Grote, Dean of Women and Head of Rural School Department	2,250.00
E. E. Van Cleve, Director of Extension	2,500.00
D. P. Hollis, Director of Extension	2,500.00
R. M. Ginnings, Head Department of Mathematics	2,500.00
J. T. Kirk, Assistant Department Mathematics	1,800.00
Herbert Bassett, Head Department Geography	2,500.00
E. L. Jay, Physical Director for men and Assistant in Department of Geography	1,800.00
H. D. Waggoner, Head Department of Biology	2,500.00

	Salary for one year
C. W. Hudelson, Assistant Department Biology and Agriculture	\$1,500.00
F. W. Currens, Head Department Chemistry and Physics	2,500.00
Jesse Warrum, Assistant Department Chemistry and Physics	1,500.00
W. L. Schuppert, Head Department of History and Civics	2,400.00
Louis A. Tohill, Assistant in Department History and Civics	1,500.00
Blenda Olson, German and French	1,627.50
J. C. Burns, Latin	1,675.00
Eva Colby, Head Department Household Arts	1,725.00
Lavinia Stinson, Assistant Department Household Arts	1,325.00
Daniel Green, Head Department Manual Training	2,100.00
Wayne Wetzel, Assistant Department Manual Training	1,500.00
Jessie Buckner, Drawing and Design	1,725.00
Eloise Ramsey, Assistant Department of English	1,627.50
Mabel Corbin, Assistant Department of English	1,675.00
Maud Robinson, Physical Director for Women	1,675.00
O. L. Champion, Commercial Subjects	1,725.00
Fanny R. Jackson, Librarian	1,575.00
Edith Dallam, Assistant Department of Music	1,000.00
Cora M. Hamilton, Principal Training School	1,827.00
Katharine Thompson, Training School Teacher in Fifth and Sixth Grades	1,360.00
Bessie Cooper, Training School Teacher in Third Grade	1,360.00
Lola Hughes, Training School Teacher in First and Second Grades	1,200.00
Kate Adams, Registrar	1,000.00
Alberta E. Strome, Assistant Registrar	500.00
Roscoe Wear, Engineer	1,200.00
William Scott, Fireman	720.00
W. E. DeCamp, Head Janitor	1,000.00
Creighton Bateson, Janitor	780.00
Joseph McFeeters, Janitor	780.00
J. C. Kirkbride, Janitor	780.00
W. W. Culp, Watchman	720.00

Approved by Board.

President Morgan recommended the appointment of Grace Terril to assist in the Training School during the summer term at \$30.00.
Approved by Board.

The Board fixed the time and place of its next meeting as May 20th, at 9 o'clock, in Springfield.

The Board on motion, expressed its appreciation of the fine luncheon served by the young women of the school.

The Board adjourned.

Approved May 20, 1918.

FRANCIS W. SHEPARDSON, *Chairman*,
F. G. BLAIR, *Secretary*.

MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

Springfield, Illinois,
May 20th, 1918.

The State Normal School Board met at Springfield, in the office of the Department of Registration and Education, at nine o'clock Monday morning, May 20th. The following members were present:

Messrs. Bridges, Capen, Brown, Goddard, Owen, Richey, Shepardson, Walker and Blair.

Telegrams were received from Mr. Neal and Mr. Allen, stating that work in the Red Cross campaign made it impossible for them to attend the meeting.

All of the normal school presidents were present.

The Chairman of the Board suggested that the normal school presidents report on routine matters, leaving the matter of the budget for a latter consideration.

President Felmley presented the following report:

Normal, Illinois,
May 20th, 1918.

To the Chairman and Members of the State Normal School Board:

GENTLEMEN: I have the honor to submit the following brief report of the affairs of the State Normal University:

ATTENDANCE			
Normal Department—	Men	Women	Total
Spring Term	49	464	513
Mid-Spring Term	9	126	135
Total	58	590	648

Eight men have left since March 8 to enter the U. S. Military service.

HIGH SCHOOL			
	Boys	Girls	Total
Spring Term	99	115	214

Sixteen boys left to farm at the end of the winter term. Forty-four have left for the farm since April 1.

The elementary school has an enrollment of 405.

The school at the Soldiers' Orphans' Home, 452.

During the year since September 1, the attendance has *averaged*—in the Normal Department 593, in the Training Department 1056.

THE FACULTY

William L. Goble of Elgin, appointed by you on February 18, as teacher of Physics for the first summer term has resigned.

Mr. Frederick D. Barber, the regular teacher of the subject, will take Mr. Goble's work.

Miss Mary B. Hill, whose resignation has already been accepted by you desires to be relieved of the summer work with proportionate reduction of salary.

It is recommended that Miss Ruth Sturgeon of Council Bluffs, Iowa, be appointed in her stead as teacher of Arts and Crafts for the first summer term at a salary of \$200 for six weeks. *Approved by the Board.*

Miss Kiturah Parsons, Director of Domestic Science, has been unable to continue her work since March 8, because of severe illness. For this term I have employed Elsie Zinn at \$25 per week.

For the first summer term I recommend the appointment of Miss Grace Huffington at a salary of \$200. *Approved by the Board.*

Miss Agnes Stone, appointed by you on April 22 as teacher of Grammar for the year 1918-1919 has resigned.

Three other teachers appointed at the same date contemplate resigning to accept better positions.

Mr. Ralph Linkins, similarly appointed as teacher of Zoology asks for leave of absence till the end of the war to engage in the military service of the United States. After consideration, it was the decision of the Board that in so far as it had the power to grant a leave of absence for such an indefinite time, it would do so.

I recommend for appointment for the school year beginning September 1, 1918:

Miss Agnes Elizabeth Fay of Emporia, Kansas, as Assistant in Music at a salary of \$1,260 for 42 weeks. *Approved by the Board.*

Miss Christine Augusta Thoene of DeKalb, Illinois, as Training Teacher in the Fifth Grade at \$1,400 for 42 weeks. *Approved by the Board.*

Miss Elizabeth Sophronia Laidlaw of Urbana, Teacher of Library Economy and Assistant Librarian at a salary of \$1,000 for 44 weeks. *Approved by the Board.*

POSITIONS STILL TO BE FILLED

Assistant in Domestic Science at	\$1,620
Teacher of Latin at	1,400
Teacher of French and Spanish at	1,400
Teacher of Arts and Crafts at	1,400
Director of Gymnastics at	1,500
Teacher of Grammar at	1,500
Teacher of Rhetoric at	1,500
Teacher of Shorthand at	1,400
Teacher of Zoology at	1,800
High School Teacher and Clerk	900

These salaries available, their exact distribution may be changed.

He recommended the following employees for employment at the salaries stated:

Bertram French, Library Assistant, Cataloguer	900
(To be paid from contingency and reserve)	
Edna Kelly, Library Assistant	715
Flora P. Dodge, Secretary to the President	900
Lottie Hayes, Stenographer, Class IV.....	825
Katherine Carstairs, Registration Clerk	840
Jennie Turner, Financial Clerk	600
Herman Mead, Engineer	1,200
Mr. Opperman, Fireman	720
Fireman, (vacancy)	720
William Rice, Head Janitor	900
Carter Harris, Janitor	780
David Boone, Janitor	780
Janitor, (vacancy)	780
William Plackett, Janitor	720
Alvin Carr, Janitor	720
Daniel O. Haven, Janitor	720
Willis Walker, Carpenter	1,000

Approved by Board.

From present indications it will be impossible to obtain firemen for next winter at the present salaries.

Summer School Salaries—S. O. Home teachers, travel, coal; will use up \$16,000 of our Contingency and Reserve.

Of the rest \$4,000 will probably be consumed in paying bills connected with Fell Hall.

We have just completed a State contest in typewriting and shorthand, 102 entries from nine schools. This was financed entirely with the profits of the Vidette, the school paper.

Although Fell Hall is not completed and some of the equipment ordered is not installed, we propose to move in on June 10, at the opening of our summer school.

Respectfully submitted,

DAVID FELMLEY, *President.*

President Felmley presented the need of better salaries in order to hold the employees in the institution. Much discussion occurred on this point. There seemed to be no possible way to secure additions for these salaries. It was suggested that entertainments might be held by the normal school and funds secured for adding to their salaries.

Upon motion, the presidents of the normal schools were authorized

and empowered to appoint such employees between the meetings of the Board, as are necessary to fill vacancies, such appointments to be reported at the meeting of the Board subsequent to the making of the appointments.

A letter from Mr. C. H. Haile to the Chairman of the Board seeking employment as teacher of Latin was presented. The Secretary was instructed to inform him that the Board had already taken final action on the matter.

President Shryock presented the following list of candidates which he recommended for graduation, which was approved by the Board. He also submitted the following report and recommendations:

Carbondale, Illinois,
May 17, 1918

Normal School Board:

GENTLEMEN: I submit the accompanying list of names of the members of our senior class:

HIGH SCHOOL COURSE

Aileen Batson	Marguerite Hines
Robert Benson	Helen Lee
John Boyd	Claude Lewis
Virginia Caldwell	Oliver Loomis
Donald Carter	Anna Mitchell
Pearl Craine	Don Moss
Jennie Dillinger	Raymond Nesbitt
Myrle Dillinger	Harry Ohms
Ruth Du Comb	Winifred Pabst
Helen Eagleson	Anne Reeves
William Fearnside	Katie Rendleman
Genevieve Felts	Alberta Roberston
Lillian Floyd	Florence Seneff
Joseph Fulton	Gladys Wakeford
Zoe Fullerton	Joe Weiler
Webb Gram	Gail Yost

NORMAL SCHOOL COURSE

Clyde Askins	Gladys Kell
Ruth Marie Atkins	Guy Kimpling
Marguerite Frances Blatter	Bertha Lawbaugh
Willis F. Bowers	Marion Thomasina Leonard
Ina Brown	Hazel Gertrude MacCracken
George Arthur Browne	Ferne McDonald
Ana Burton	Edith Helen Malone
Claire Carr	Florence Ella Malott
Jessie Ellen Casey	Ford Messamore
Ruby Casper	Lillian J. Milligan
Marion Clancy	Gladys Morse
Raymond Green Colyer	Anna Niehoff
Pauline Conant	Susie Ogden
Gail Creager	Homer Penrod
Winifred Cruse	Emmett Perkins
Elnora Cutchin	Wendell Perkins
Anna G. Davis	Hazel Perry
Phoebe Davis	Madge Phipps
Etta May Dees	Ray Pixley
Herman O. Duncan	Mary Carrie Prindle
Orlan H. Epperson	Mabel Prindle
Fred Snider Etherton	Ivy Renshaw
Mabelle Faye Fallon	Ida Elizabeth Rolf
Jessie Whiteside Finks	Albert Shannon

Elizabeth Mae Floyd
 Edna Fox
 Josephine Marie Galvin
 Irene Gardiner
 Ella Gerlach
 Eric H. Griffith
 Frieda Rolf Grommet
 Mose Hall
 Roy Hall
 Blanche Hamill
 Mary Francis Hammond
 Eula M. Harriss
 Troy Hawkins
 Martha Browning Hickman
 J. Emmett Hinchcliff
 Lita Hindman
 Lyndal Hilliard
 Elizabeth Holbrook
 Genevieve A. Hubert
 Miriam Jones
 Catherine Loretta Kealey

C. Nolen Smith
 Ina E. Steele
 Gladys Tweed
 Ynez Tweed
 Emily Van Sickle
 Witt Venerable
 Hill Warren
 William C. Watkins
 Hershel E. Whitaker
 David Archie Whitlock
 Stella Aplin Wierwille
 Katie Marjorie Williams
 Lucille Wilson
 Frances Isabel Willson
 Belle Woodriddle
 Grace Ellen Woosley
 Francis Elbert Worrell
 Edna May Young
 Marie Young
 Lewis Webb
 Inez Winn

DEGREE COURSE

Voris Brock
 Robert Bell Browne

Janie Hall
 Fred Carlisle Hood

So far as we can see now, there will be no difficulty in our taking over for experimental purposes two country schools. I wish the Board to authorize me to have our Mr. W. O. Brown, head of the rural school work, to contract as teacher in each of these, so that the district school may in each case legally pay him a salary of \$25.00 or \$30.00, to cover the cost of transporting the practice teachers to and from these practice schools. Mr. Brown will turn over to the Registrar each month the check which he receives from the district, and this will be remitted with the other collections, and compensation for the use of his automobile will be arranged according to the plan announced by the Director of Finance. Mr. Brown will furnish his own automobile, and charge seven cents a mile, the amount allowed by the Director of Finance, voucher for the amount to be sent through the usual channel.
Approved by the Board.

The State University has signified its willingness to accept two years of our work in the department of agriculture for the first two years of the course at the University. In order to get this recognition we shall have to fill the position made vacant by Mr. Piper's resignation. The salary paid Mr. Piper, \$1,700.00, appears inadequate. Furthermore, I wish to pay Mr. Piper's salary to Mr. E. G. Lentz, of the history department, whose salary has heretofore been charged against the contingent fund. I would like permission to secure an additional teacher of agriculture at whatever salary will be needed, not to exceed \$2,400, the Federal Government paying one-half this amount, the other half to be charged against the contingent fund.

I recommend Mr. F. A. Powers, of Binghamton, New York, for the position of head of the department of music, this appointment to run for a single year. (Mr. Powers was for seven years head of the music department of this school, and left the school because he thought he saw a better opportunity at Binghamton.) Mr. Powers understands fully, and the correspondence on file in my office records this

fact, that Lieutenant Glenn C. Bainum is to return to his position when he is released from military service. *Approved by the Board.*

I recommend Miss May Hayes, of Evanston, Illinois, for head of the piano department. Miss Hayes comes to us highly recommended by the head of the music school at Northwestern University. *Approved by the Board.*

I recommend Miss Mary B. Sheridan, of Vincennes, Indiana, a one year appointment to fill Miss Hutchinson's place as junior high school critic teacher. Miss Sheridan is a graduate of the University of Illinois, has had work in Indiana State Normal School and Chicago University. *Approved by the Board.*

Under authority given me at the January meeting of the Board, I have secured the following persons to do the work of the faculty given leave of absence to enter the University for advanced degree work:

Mr. Harry Alvis, Principal East St. Louis High School, Mathematics, \$300 for the six weeks.

Mr. M. A. Thrasher, County Superintendent of Marion County, Mathematics, \$300 for the six weeks.

Mr. Owen E. Harper, of the History Department of East St. Louis High School, History, \$300 for the six weeks.

Miss Lulu Roach, Art Teacher in the Carbondale city schools, Art, \$100 for the six weeks.

Miss Clyde Askins, Art, \$50.00 for the six weeks. *Approved by the Board.*

It may be necessary to employ additional help in the Household Arts Department.

Our attendance for the present term is as follows:

Academic department, above eighth grade	83
Normal department	667
Total	750

Respectfully submitted,

H. W. SHRYOCK, *President.*

President Shryock granted leaves of absence to the following persons:

Dr. C. E. Allen—University of Chicago,
Graduate Courses in Education.

Emma L. Bowyer—University of Chicago,
Old English,
Latin Prose Composition,
Latin Elegy—Propertius.

Grace L. Burket—University of Chicago,
Advanced Color,
Advanced Design.

W. G. Cisne—University of Wisconsin,
Social Development and Education,
Educational Measurements,
Intensive Study of the Political, Historical, and Economic
Geography of Europe and South America.
Three weeks of Research Work.

W. T. Felts—University of Chicago,
English Composition—required as a sequence study for graduation,
Education 38—also required as a sequence study for graduation.
Education 38 is a survey of the present divisions of the school system and of the divisions of European systems,

Practice Teaching—unless excused by the Dean from that requirement. If excused from Practice Teaching shall take in its stead some major in Education.

Fadra R. Holmes—Tulane University,
French,
English,
Advanced History.

Florence R. King—University of Chicago,
Vocal Expression: The Organization of Elementary Science
(first half of summer quarter).
Something of equal rank the second term.

E. G. Lentz—Indiana University,
Historical Method and Practice,
Seminar in American History,
America and the War,
School Administration.

R. E. Muckelroy—University of Wisconsin,
Animal Nutrition,
Research Work in Experimental Breeding,
To do special work for three weeks after close of summer session.

Wanda Newsum—Normal School of Physical Education, Battle Creek, Michigan.

Mary M. Steagall—University of Chicago,
Problems in Ecology,
Methods in Plant Histology,
Gen. Morph. of Spermatophytes,
The Organization of Elementary Science in the grade curriculum.

Lucy K. Woody—Washington University,
Education,
English,
Clothing Budgets—war emergency,
French.

Approved by Board.

President Cook presented the following report:

He reported a request for a leave of absence for Milo Oakland, assistant in manual training, who goes into the aviation service.

The Board granted a leave of absence to take effect the first day of July, 1918.

DeKalb, Illinois,
May 20, 1918.

To the Normal School Board.

GENTLEMEN: On May 15th our attendance was increased by a group of students entering for the mid-spring term. These students are nearly all seeking preparation for work in the rural schools. They were especially interested, therefore, in the method in the various grades, and in the work in the common branches as outlined in the course of study for the rural schools.

The number has thus far reached forty-two, and a few more have indicated their purpose to enter, beginning next week. The number is rather more than I had anticipated, as this is our first effort at a mid-spring term. They are of excellent material, nearly all of them being graduates of good four-year High Schools. This makes our attendance at present 352, which is 123 less than the corresponding term last year.

Our Practice School runs along with the ordinary attendance of 600 children. It is not my custom to include that in the enumeration, except in the annual catalogue, since these children belong to the public schools. It may be worth reminding some members of the Board that we use for our practice schools two of the city schools of DeKalb, and that the city gives us material assistance in the support of one of these two schools.

Let me remind you also that the Director of our practice work is the City Superintendent of DeKalb, and that we secure his services by paying him one-third of his annual salary. The city pays the other two-thirds.

The following is the financial statement as it appears at present:

The balance of Salaries and Wages at the present time is \$15,650.24. The salaries for the months of May and June are still to be paid out of this fund. They will aggregate about \$14,000, leaving some \$1,600 surplus.

Departmental Office Expense is practically exhausted. We shall be able to get on the remainder of the year without expending any more for that item.

Operating Supplies and Expenses item is exhausted. We have on hand as against this fund bills to the amount of \$2000 and something over. This is all for coal, and is explained by the extraordinary increase in price, as well as the extraordinary demand for fuel. We have also a charge for hauling which will amount to approximately \$1000. In addition to this, we shall have to have about four cars of coal, which will amount to about \$600. This would aggregate a deficit of about \$3600. We shall be able to get about \$1000 to relieve this from Williston Hall; thus leaving a deficit of about \$2500 in this fund. All things considered, this is not so bad, and we ought to be able to meet it without difficulty out of next year's fund, and also to meet all obligations against that fund.

The School Supply fund will show a balance of about \$300 to the good.

The Repair fund shows a probable shortage of about \$300, due to the freeze-ups last winter.

The Equipment fund has a balance of \$1,500.

Traveling Expenses will show a balance of more than \$20.00.

The Reserve and Contingencies account is practically exhausted, but there will be no further charge against that fund.

Although we shall close this first year of the biennium with a deficit, I see no reason for anxiety. With the assured appropriation in the several funds, and in the Reserve and Contingencies, there should be no difficulty in meeting all obligations for next year, unless there should be some unexpected break-down which we cannot foresee.

In submitting a tentative budget, I did not include extension work. It would necessitate not less than an addition of \$4,000, I think. There is a very urgent call for extension work in this part of Illinois. We have not been able thus far to engage in it. Normal has been quite generously supplied with money, because of the earnings of their farm, and tuition fund. I submit to your consideration the advisability of providing for such work. My information is that we are alone in not rendering any service of this kind.

I am still anxious to have the equipment in our boiler house provided, as it will be very economical, and probably will save us a considerable amount. The probabilities are that we shall be obliged to pay a larger amount for service in the boiler house; when the weather becomes cold, we shall be obliged to have three shifts instead of two. If we could only have the coal hauling machinery supplied, we should get along with three single shifts of eight hours each, beginning probably as early as October first. This would need to be continued for about six months, or possibly only five months. That will necessitate quite an addition to the salary payment, but I think it can be taken care of by our Reserve and Contingency Fund.

Several of our teachers are going to leave us this year. I am not able to indicate just how many are going to resign, but possibly four or five.

As I have indicated to you before, our Senior class promises to reach 155. Every day our office is occupied, at least, in part, by earnest members of school boards usually accompanied by their superintendent. The young women are being employed quite rapidly. By our system of room teaching, school authorities can come and investigate our young women by seeing them at their work of instruction and management.

If they do not happen to be engaged in teaching this term, they are always ready to resume their former place in the practice school, and thus exhibit to the visiting authorities their ability in the way of teaching skill. If our experience is similar to that that we have always had, these young women will all have good opportunities for employment before the first of August.

Recurring to the matter of vacations, I am wondering whether it would not be better to defer the filling of certain of them until the latest possible date. It may be that we can dispense with more of our teachers next year. I have no way of determining what our attendance will be. If there should be a further reduction of students we could get on with a few less teachers than we now have. There is a possibility of saving one or two salaries which might aggregate \$2,000 or even \$3,000. I should be very glad to have an expression of judgment on the part of the Board or its special committee on teachers.

We are desirous, of course, of continuing to improve our grounds. Appropriations have been made for that purpose, and are included within the item for Equipment. The expense of such additional equipment must be shared by both stock and labor. Pay rolls of laborers, therefore, when they are employed for a permanent addition to the equipment, should be payable from this fund. I have been reluctant to make any such draft on the fund, endeavoring to make the appropriation for labor cover it. That is not quite sufficient, however, and if any such additions are to be made, we cannot withdraw them from Operating Supplies and Expenses.

I find it necessary to get as generous a vacation this summer as possible. I desire to make arrangement for about six weeks. It is now ten years since I have had any vacation except one week-end. The conditions have been such that I could not find it possible to leave. When the summer school is once started, however, I may venture to get away. I, of course, desire to have the acquiescence of the Board

in this plan. The anxieties of the last few years have been very great, and have been a pretty severe test of my endurance.

Respectfully submitted,

JOHN W. COOK, *President.*

President Morgan recommended that Melvin Brooking be employed as fireman at \$60 a month. *Approved by the Board.*

President Morgan raised the question as to whether it is advisable for the normal school to vary somewhat from its definite purpose of preparing teachers for the public schools and undertake to provide additional courses to train students in stenography, typewriting, draughting, shop work, and domestic science to meet the large demand which now comes from our national government.

On this item in the report an extended discussion occurred. It seemed to be the unanimous feeling of the Board that nothing should be done in a normal school which is not directly related to the training of teachers.

In this discussion the question of the relation of the farm to the normal school at Normal and Carbondale was raised. Presidents Felmley and Shryock were asked to make a detailed statement of the uses of these farms in the process of teacher training.

President Lord had no recommendations to offer.

Mr. Richey made an earnest statement of the demand for better trained teachers and the need for a wider advertising of the purposes and work of the normal schools.

He also presented a resolution requiring the teaching of the metric system in the normal schools. This resolution was adopted by the Board, and is printed herewith.

WHEREAS, the arithmetic work in the public schools of the State, from the 3d grade to the 8th, and later in the high schools, has much to do with denominate numbers and the many tables of weights and measures therewith connected, tables that are complex, contradictory, misleading and unscientific, and that are not in use in the countries of the world outside of the United States and Great Britain, and not in these two countries in any matters of science, and

WHEREAS, the metric system of weights and measures, is scientific in the highest degree, as simple as the tens in the multiplication table, self explanatory on sight, when printed or written, and to the ear when spoken and can be completely mastered in one-tenth or less, of the time now required to master the present system of weights and measures, and

WHEREAS, the United States is now the leading financial nation of the world—the world's banker, in fact, and beyond all possibility of doubt, is soon to be the leading nation of the world in manufactures and commerce, and therefore must be prepared to do business in the simplest and most scientific way as yet devised and with the weights and measures with which the worlds of business and science are most familiar, therefore be it

Resolved, that this Board make the metric system of weights and measures a part of the required course of study in our State normal schools.

In order to study more fully the best ways for bringing the normal school before the people of the State, the Chairman appointed as a committee Mr. Richey, President Lord and President Morgan.

The consideration of the salary budget was deferred until the next meeting of the Board.

The date for this meeting was set for Tuesday, July 9th, with the understanding that the presidents of the normal schools meet on Monday, July 8th, for a preliminary discussion. The meeting is to be held in Springfield.

The Board adjourned.

Approved July 9, 1918.

FRANCIS W. SHEPARDSON, *Chairman*,
F. G. BLAIR, *Secretary*.

