

May 14th, 1917.

The Board of Trustees of the Arkansas State Normal School met in the office of the State Superintendent of Public Instruction Monday, May 14th, 1917, at 10 o'clock A. M. with the following members present:

Bond	Oliver
Owen	Lenon
Dunaway	Hutchins
McDaniel	

Minutes of the last meeting were read and approved.

A motion was carried ordering \$600.00 used in the Department of Manual Training during the next scholastic year. This action was taken upon recommendation of the newly elected President in a letter filed with the Board.

The Secretary of the Board was authorized to inform Mrs. Gilbeau that her services would be required at the summer school at Conway this summer.

The following bills for traveling expenses of members were allowed:

Owen	\$9.90
Hutchins	9.90

A bill of \$8.00, in favor of the Arkansas Gazette, for printing resolutions of endorsement of President J. J. Doyme was also allowed.

The matter of the creation of an athletic fund was left to the discretion of the Executive Committee.

The following faculty was elected for next year, the term to begin September 1st, 1917 and to continue twelve months:

Department of Education:

Head of Department -----	F. H. Harrin -----	\$ 1800
Critic Teacher -----	Mrs. Mary M. Guilbeau ---	1500
Assistant Critic Teacher ---	Miss Ethel Dulin ✓ -----	1000

Department of Mathematics:

Head of Department -----	E. A. Brennan -----	1800
Assistant Teacher -----	G. D. Estes -----	1350

Department of History:

Head of Department -----	R. E. Womack -----	1800
Assistant Teacher -----	D. D. McBrien -----	1350

Department of Science:

Head of Department -----	J. T. Buchholz -----	1800
Assistant Teacher -----	E. E. Cordrey -----	1500

Department of English:

Head of Department -----	A. J. Meadows -----	1800
First Assistant -----	Miss Ida M. Waldron -----	1350
Second Assistant -----	Miss Mary Louise Ferguson ✓	1000

Department of Home Economics:

Head of Department -----	Miss Leaffa Randall -----	1350
Assistant Teacher -----	Miss Jessie Carr Bourne ✓	1000

Department of Latin ----- J. G. Cubage ----- 1800

Department of Drawing ----- Miss Mary A. Bernard ----- 1200

Department of Agriculture ----- K. L. Holloway ----- 1500

Department of Music and Reading Mrs. Lila Wade Harrell -- 1000

Librarian ----- Miss Ivy Calhoun ----- 900

Matron ----- Mrs. B. W. Torreyson ✓ ----- 600

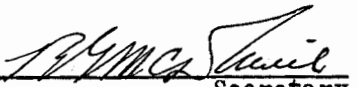
27400

Housekeeper ----- Mrs. Josie Hildreth ✓ ----- \$ 720  
 Registrar ----- J. P. Machen, Jr. ----- 1200  
79110

Piano Teacher ----- Miss Dorothy Pyle - without salary,  
 she being permitted to collect tuition fees from pupils.

Upon motion of Mr. McDaniel the Board authorized the President to inform the faculty that absolute and thorough harmony MUST PREVAIL between ALL persons connected with the Normal School. If friction exists or discord is noted anywhere it MUST be immediately rooted out, and nothing but perfect "team work" is to be tolerated in anyone associated with the institution.

The Board adjourned to meet in Conway May 30th, 1917.

  
 Secretary,

  
 Chairman.

Estimate of Expenses - State Normal School  
 Biennial Period - 1917-1919

Salaries	Appropriated	Expend	Save
President	\$ 6000	\$ 6000	
Department of Education:	<sup>17-18</sup> <sub>1/2</sub>	<sup>18-19</sup>	
Head of Department	3600 ✓	3600 + 180	
Assistant	3600 ✓	2750 + 100 \$	850
Critic Teacher	2400 + 300	2400 ✓	
Assistant Critic Teacher	2000 ✓	1833.33 + 100	166.66
Department of Mathematics:			
Head of Department	3600 ✓	3600 + 180	
Assistant	2700	2675 - 25	25
Department of History:			
Head of Department	3600 ✓	3600 + 180	
Assistant	2700	2675 - 25	25
Department of Science:			
Head of Department	3600 ✓	3300 + 480	300
Assistant	3000	3000 ✓	
Department of English:			
Head of Department	3600 ✓	3600 + 180	
First Assistant	2700	2700 + 135	
Second Assistant	2700	1833.33	- \$66.66
Department of Home Economics:			
Head of Department	2700	2675 - 25	25
Assistant	2000	1833.33	- 166.66
Department of Latin	3600 ✓	3600 + 180	
Department of Drawing	2400 ✓	2400 + 120	
Department of Agriculture	3000	3000 + 300	
Department of Music and Reading	2200 ✓	2000 - 200	200

	Appropriated	Expend	Save
Department of Manual Training	\$ 2400	\$ 1000 ✓	\$ 1400
Librarian	1800	1800 ✓	
Secretary	1500	1000	500
Fireman	1500	1500	
Janitor	1200	1200	
Assistant Janitor	1000	750	250
Matron	1200		1200
Housekeeper	1440		1440
Porter	600	600	
	<u>69340</u>	<u>66924</u>	

Stationery, Postage, Express & Freight:	Appropriated	Expend from Appropriation	Expend from Incident-Library
Stationery -----	\$ 300	\$ 000	\$ 300
Postage -----	350	350	
Express -----	300		300
Freight -----	50		50

Telephone, Telegraph:		
Telephones -----	200	200
Toll Messages -----	75	75
Telegrams -----	25	25

Office Supplies, etc:		
Office supplies ----	100	100
Print Blanks, etc. ---	200	200
" Catalogues ----	600	600
Post " ----	100	100

Current Expenses:			
Fuel -----	2000		2000
Lights -----	600	600	
Water -----	200	200	
Repairs -----	200	200	
Insurance -----	3500	3500	
Traveling Expenses -	900	900	
Totals -----	\$ 9700	\$ 7050	\$ 2650

Summary

<b>Appropriation -</b>			
For salaries -----			\$ 74340
For maintenance -----			9700-84040
Saved by reductions in salaries-	\$ 4775		
Saved by charging to dormitory -	<u>2640</u>	-- \$ 7415	
Saved in maintenance by charging to Incidentals -----		2650	
<b>Appropriation available for</b>			
Salaries -----		\$ 66925	
Maintenance -----		<u>7050</u>	
	\$ 10065	\$ 73975	\$ 84 040

**ARKANSAS STATE NORMAL SCHOOL**  
GONWAY, ARKANSAS

18-1

Financial Statement for Month Ending April 30 1917

DATE	DORMITORY		FARM		LIBRARY AND INCIDENTAL	
	Receipts	Disbursements	Receipts	Disbursements	Receipts	Disbursements
1917						
April	1061436	508939	20980	240516	495933	196799
2	7500	1030		60	5500	12190
3	12550	2450	100	120	1000	
4		505		150		
5	13750		1515	4390	1300	
6	14225	440	445	200		
7		780		13100		
8						
9	17650	11350		80		150
10	16365	400		3200	1500	437
11	3750	9784	7170	900	500	
12	6250	1008	225	285	1000	1625
13		435			500	
14		755		700		
15						
16	7550	3005		45		450
17	1250	890	210			
18	1525	205	200			
19	1300	690				675
20	2500	2502	240	3700		300
21		100		30		
22						
23	2500	1528		29450	1000	
24						1950
25	5000	1570				
26		1762	565	100		1000
27		1245		31305		977
28		6790				
29		2050				
30	3800	5789 <sup>sup</sup>		11825 <sup>sup</sup>		6595
31						
Total	1178901	582302	31650	340318	508233	223148

RECAPITULATION	DR.	CR.
Balance From Last Month.....	632116	
Dormitory Receipts for.....	117465	
Dormitory Disbursements for.....		73427
Farm Receipts for.....		99802
Farm Disbursements for.....		
Library Receipts for.....	12300	
Library Disbursements for.....		126349
TOTAL.....	772551	199578
Balance Carried Forward.....	572973	

*J. P. Mackey*  
REGISTRAR