

September 21st, 1917.

The Board of Trustees of the State Normal School met in the office of the Superintendent of Public Instruction September 21st, 1917.

The meeting was called to order by the Secretary in the absence of the Chairman. Roll call showed the following members present:

Oliver
Lenon
Hutchins
Dunaway
McDaniel

Bond absent
Owen absent

The reading of the minutes of the last meeting was dispensed with.

The Board ordered affidavits made by the Chairman and Secretary of the Board and the President of the Normal School showing the necessity of having Dean McBrien, Teacher of History in the Normal School, exempted from military service to which he had just been called. This action was done in view of the fact that no time was given in which to select a suitable person to take this position. A motion was also carried authorizing the Secretary of the Board to wire the War Department a similar message regarding Mr. Estes who also had been directed to report for military duty. The Governor was also requested to use his influence with the War Department to secure Mr. Estes' release as his presence, too, was almost absolutely necessary to the school at this time.

Mr. Torreyson recommended the following teachers to fill vacancies in the school:

Miss Helen Lee McGregor	Domestic Science
Miss Lulu Caraher	Assistant in Mathematics
Mrs. J. C. Cook	Music and Expression

All these teachers were elected, Miss McGregor and Miss Caraher each at a salary of \$1100 per year and Mrs. Cook at a salary of \$1000 per year.

A motion of Mr. Oliver was carried, expressing the will of the Board that no teacher absent himself or herself from the school during school days without permission from the President of the school.

Mr. Torreyson explained that it would be necessary to make the smoke stack at the Normal School much higher in order to get the best results from the coal recently bought. Upon motion, this was ordered done at a cost not to exceed \$200.

Mr. Bond and Mr. Owen not being present the opening of the bids for the new Administration building was deferred to September 26th, and the notice to bidders was ordered continued until that time.

The Board adjourned to meet September 26th, 1917.

R. G. McDaniel
Secretary.

J. L. Bond
Chairman.