

Harrisonburg 7<sup>th</sup> March 23<sup>d</sup> 1910  
 At a meeting of the Board of Trustees this day held in Squire Park, pursuant to call of the President of the Board, there were present Messrs. Kiggell, Wehner, Oliver, Moore, King, Carpenter and Conrad, also President Julian A. Burgess.

The minutes of the last meeting were read and approved.

On motion of Mr. King, George H. Conrad was elected Secretary of the Board for the unexpired term of N. H. Snyder deceased.

The President reported to the Board the amounts which were appropriated by the recent session of the Legislature for the school for the years 1910 and 1911.

The President appointed Mr. Oliver (the successor of Mr. Halsey as a member of the Board) as a member of the various committees of the Board of which Mr. Halsey had been a member. He likewise appointed Mr. Conrad to fill such vacancies on committees as had been occasioned by the death of Mr. Snyder.

On motion the President appointed Messrs. King, Oliver and Conrad a committee to prepare and submit to the Board suitable resolutions respecting the death of Mr. N. H. Snyder. The committee made the following report which was unimously adopted.

N. H. Snyder was a member of the first Board of Trustees appointed for the State Normal and Industrial School for Women at Harrisonburg. He died at his home in Harrisonburg on the day of January 1910. At the time of his death he was Secretary of said Board. A few months before his death he had been honored by the people of Rockingham by election to the House of Delegates of Virginia.

His interest in the advancement of the cause of education was exhibited in many ways and to a marked degree. He was among the foremost in the labor incident to securing the establishment of this Normal School.

His genial manner, his sincerity, his high standard of right, his scorn for the wrong, his faithfulness in the discharge of duty, were qualities which made him a respected citizen, a loyal friend and a valued servant of those agencies which

aid in the betterment and uplifting of the people. Therefore Be it Resolved, First, That by his death the cause of education has lost a most worthy apostle <sup>and</sup> especially has this School lost one of its sincerest advocates; second, that we unite with the community in which he lived and died, in sympathy for his widow and children; and third, that in token of our esteem for him, these resolutions be spread upon the minutes of the Board and a copy sent to the family of the deceased.

On motion the Secretary was directed to draw an order on the Treasurer in favor of A. N. Snyder's Excuse for the sum of Fifty Dollars for balance due said Snyder on salary as Secretary of the Board.

The Treasurer, Mr. Carpenter, reported to the Board that he had drawn on the Auditor of the State for the sum of Twenty-five Thousand Dollars which draft had been paid and that the sum so obtained had been used by the Treasurer in paying the notes which had been secured by the members of the Board under resolution adopted by the Board at its meeting of November 19<sup>th</sup> 1909 whereby a loan of \$25,000.00 had been obtained in Bank to pay the then floating debt of the School. On motion the action of the Treasurer was approved.

By invitation, Mr. Charles M. Robinson Architect of Richmond, Va. appeared before the Board <sup>and</sup> presented for consideration by the Board plans and specifications for the proposed new (second) dormitory <sup>and</sup> the same being favorably considered, the motion of Mr. Weaver that advertisement be made by the Board twice a week for two weeks in local newspapers for bids for the construction of said dormitory in accordance with said plans and specifications, with the right of the Board to reject any and all such bids was adopted. On motion of Mr. Oliver it was further ordered that all bids should be filed by 4 o'clock P.M. of Tuesday the 12<sup>th</sup> day of April 1910 and that each bidder be requested to indicate what difference if any there would be in the amount of such bid for completion of the contract of construction by the 20<sup>th</sup> day of September 1910 instead of Dec 20<sup>th</sup> 1910 <sup>and</sup> it was further ordered that there shall be

required of any person to whom the contract of constructing said building is awarded, a bond with satisfactory security in the penalty of \$10,000. for the faithful compliance with such contract.

On motion Messrs. Kezle, Moore, Weaver & Conrad were appointed a Committee to audit the accounts of the Treasurer and President-Burress to March 1<sup>st</sup> 1910.

The following items of expense of this meeting of the Board were allowed and the Secretary directed to draw orders on the Treasurer for payment of same, namely, J. W. Weaver \$6.<sup>85</sup>, J. W. King \$8.<sup>00</sup>, Frank Moore \$5.<sup>20</sup>, W. J. Oliver \$8.<sup>70</sup>

On motion the meeting adjourned until 4 o'clock P.M. of April 12<sup>th</sup> 1910.

J. W. Conrad Secretary

Science Hall. April 12<sup>th</sup> 1910 - 4 P.M.

At a meeting of the Board of Trustees this day held pursuant to adjournment, there were present Chairman Kezle, members Stone, Early, Oliver, Moore, Weaver, Carpenter and Conrad. There were also present - President-Burress Architect Robinson and representatives of the various contractors by whom bids had been filed for the building of the new or No. 2 Dormatory.

The minutes of the last meeting were read & approved. On motion the bids filed for Building No. 2 Dormatory were opened and read in the presence of the bidders and their representatives. Said bids were found to be as follows:

- (1) Marvel Sash Door Co. \$32,097.<sup>27</sup> to complete by Sept-20<sup>th</sup> 1910 \$31,197.<sup>27</sup> completion Dec 20/10
- (2) Geo. Leigh & Son. \$32,554 " " " " " " \$30,304 " " " "
- (3) W. H. Tucker Son \$ " " " Dec 20/10 \$28,450.
- (4) D. J. Phipps \$32,754 " " " Nov. 20/10 \$32,700 " " " "
- (5) J. D. Keaton Co \$29,622.<sup>56</sup> " " " Sept-20/10 \$29,622.<sup>56</sup> " " " "
- (6) Charlottesville Lumber Co \$34,000. " " " " " \$32,987 " " " "

On motion of Mr. Oliver the Board then went into executive session to consider and take action upon said bids.

Mr. Weaver moved that it be declared the policy of the Board that we build the new Dormatory in accordance with the plans and specifications of Architect Robinson and that by reason of the large expenditure thus made necessary President-Burress be requested to make special effort to curtail expenses of maintenance as far as possible & that the Board proceed immediately to award the contract for the

The erection of Dormatory No. 2. which motion was adopted.

Mr Stone moved that all bids, except that of W.M. Bucker & Son be rejected and that the checks for \$500. each filed with each bid be returned to said bidders by Architect Robinson, and that the contract for building Dormatory No. 2 be awarded to W.M. Bucker & Son they being the lowest bidders, at \$28,450.00 for completion of the building by Dec. 20<sup>th</sup> 1910, and that Architect Robinson prepare and have executed no contract between the Board & Bucker & Son for said work in accordance with the plans and specifications upon which said bid was made and accepted. Upon this motion those voting aye were, Messrs. Kuyzel, Oliver, Early, Moore, Stone, Carpenter, Weaver & Conrod. Those voting no were, none.

Upon motion, adopted by the following vote, aye, Kuyzel, Weaver, Stone, Early, Moore, Carpenter, Oliver and Conrod, no, none, the Chairman was directed to appoint a Building Committee with general supervisory powers in connection with the building of the new dormatory and to have full authority in the matter of plans and specifications, advertising for bids and awarding contracts for all heating, lighting and plumbing for said dormatory, provided that the aggregate of amounts of contracts to be awarded by said Committee for such heating, lighting and plumbing shall not exceed \$500.00

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The Chairman appointed as such Building Committee, Messrs. Burruss (Chairman) Carpenter, Kuyzel, Moore, Weaver and Conrod.

The Committee appointed at the meeting held March 28<sup>th</sup> 1910 to audit the accounts of the Treasurer of the Board and of President Burruss, submitted the following report to the Board of Trustees of the State Normal & Industrial School for Women at Harrisonburg.

Your Committee appointed to examine and audit the accounts of President Burruss and Treasurer E.W. Carpenter by leave to report that they met at the Normal School building on April 11<sup>th</sup> and carefully examined the vouchers and accounts of President Burruss which were found correct and in proper form, vouchers being presented for all warrants issued. The warrants issued by President Burruss prior to March 1<sup>st</sup> 1910 aggregated \$36,851.87. President Burruss presented itemized statements of all monies received by him and receipts of Treasurer Carpenter for sums turned over to him. Report of President Burruss is herewith filed and

is found correct and made a part of this report. Committee also examined and audited accounts of Treasurer Carpenter which were found correct, the only discrepancy being that there was an apparent balance of \$269 more in the hands of the Treasurer than warrants indicated there should be. A discrepancy of \$1.25 appeared in the totals of warrants issued by the President and paid by the Treasurer, the Treasurers vouchers being for \$36,853.<sup>12</sup>, Presidents warrants \$36,851.<sup>87</sup>. Treasurers Statement herewith filed is made a part of this report, said statement being made to April 11<sup>th</sup> 1910. Included in the Presidents settlement are certain warrants not yet presented, a memorandum of which is herewith filed.

Geo. B. Kezlee  
Frank Moore  
J. W. Weare

FINANCIAL STATEMENT  
OF THE PRESIDENT OF THE STATE NORMAL AND INDUSTRIAL SCHOOL  
FOR WOMEN, AT HARRISONBURG, VIRGINIA, FOR THE TWO YEARS  
ENDING FEBRUARY 28, 1910.

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Warrants on the Treasurer of the Board of Trustees issued  
by the President of the School:-

School Department:-

Expenses of the Board of Trustees:	\$85.45	
Salaries of School Employees:	7,578.62	
Traveling Expenses of President and Assistants:	418.11	
Stationery, Printing and Advertising:	587.99	
Miscellaneous Office Expenses:	383.15	
Insurance on Buildings and Contents:	870.95	
Buildings:	5,492.30	
Grounds:	1,413.20	
Equipment:	9,401.75	
Fuel, Lights, Power and Water:	986.25	
School Supplies:	2,776.80	
Training Schools:	405.64	
		\$30,400.11

Boarding Department:-

Salaries of Employees:	971.50	
Laundry:	1,154.50	
Equipment:	23.13	
Table Supplies:	3,418.28	
Fuel, Lights, Power and Water:	576.95	
General Supplies:	63.65	
Room Rent:	243.75	
		6,451.76
		<u>\$36,851.87</u>

Receipts issued by the President of the School, and amounts  
remitted to the Treasurer of the Board of Trustees:-

For:-	Amounts Received:-	Amounts Remitted:-
Tuition:	\$209.00	\$209.00
Board:	6,859.83	6,522.83
Supplies:	2,087.10	2,001.26
Expenses of Board of Trustees (rebate)	5.00	5.00
	<u>\$9,160.93</u>	<u>\$8,738.09</u>

Amount owing to Treasurer of the Board of Trustees:-

For Board:	\$337.00
For Supplies:	85.84
	<u>\$422.84</u>

Harrisonburg, Va., April 12, 1910.

*Juliana Purpus*  
President of the State Normal  
and Industrial School for Women.

The Treasurer's statement referred to in foregoing report of the auditing Committee is as follows.

State Normal & Industrial School for Women at Harrisonburg  
 Settlement of E. W. Carpenter Treasurer of Board of Trustees up to & including April 11/10

To received from State of Virginia, first appropriation	\$ 65,000.
" " " County of Rockingham	10,000.
" " " Town of Harrisonburg	5,000.
" " " State of Virginia, second appropriation	30,000.-
" " " " " on maintenance	4,166.66
" " " Prof. Julian A. Burruss	11,249.50
" " " Note Discounted	24,500.-
" " " " " "	2,985.-
" " " W. L. Decker (rebate on chgo.) & J. R. Messick (postage)	128.29
	<u>\$153,026.45</u>

By warrants paid - issued by Board of Trustees	\$76,877.38
" " " " " President-Burruss	43,513.51
" Note " in Bank	28,000.-
" additional discount paid	19.17
" Balance in First National Bank	2512.67
" " " Rockingham " "	2106.32
	<u>\$153,029.05</u>

The warrants referred to in the foregoing report of the Committee as having been included in the statement of President-Burruss but which had not been presented to the Treasurer for payment at the date of said report are as follows; No. 502, 600, 613, 615, 624, 646, 685, 693, 701, 705, 708, 709, 710, 712, 713, 714, 715, 716, 719, 720, 729, 733, 750, 752, 763, 769, 770

On motion the report of the auditing Committee was approved and ordered to be recorded and said Committee was continued with directions to audit the accounts of President-Burruss from March 1<sup>st</sup> 1910 and of Treasurer Carpenter from April 11<sup>th</sup> 1910 to the date of the annual meeting of the Board in June and to make report to the Board at that meeting.

A Committee of the Rockingham Memorial Hospital having indicated a desire to have a Committee appointed by the Board to confer with a Committee from the Trustees of said Hospital with respect to the probable extent the Normal School would utilize said Hospital and as to terms of agreement in regard to same, on motion Messrs. Burruss, Carpenter, Kessell and Conrad were appointed as such Committee.

On motion the Secretary was directed to address to the Town Council of Harrisonburg a request on behalf of the Board, that the concrete pavement in course of construction on the East side of South Main Street be extended along the front of the Normal School grounds

from the Smythe property - to the present driveway entrance to said grounds near the C.W. railroad crossing, on the condition that if the Town will so construct said sidewalk at its own expense, the present stone fence on the Normal School grounds along said line may be taken by the Town together with a sufficient strip off of the Normal School grounds at that point to make the street equal in width with the present increased width in front of the Smythe and Spunkel properties.

Messrs. Burruss, Carpenter and Comad were appointed a Committee to endeavor to have installed by the Town of Harrisonburg a fire plug or fire plugs proximate to the Normal School buildings and to have said Town place two or more street lights between said buildings and South Main Street along the present plank walk.

On motion the Chairman appointed Messrs. Burruss, Carpenter, Krize, Moore, Weaver and Comad as a Building Committee for the new Dormatory with like duties and authority as was given to and exercised by a like Committee when Science Hall and Dormatory No. 1 were built and with special authority to consider such bids as may be made and to let to contract the heating, lighting and plumbing for the new Dormatory provided that such heating, lighting and plumbing shall be in accordance with specifications to be supplied by Architect Robinson and that the aggregate cost of such heating, lighting and plumbing work shall not exceed the sum of Five thousand Dollars.

President Burruss having been requested to present to this meeting of the Board a Budget for maintenance of the School for the years 1911 and 1912, in order to the better enable the Board to determine as to building Dormatory No. 2 at this time, presented the following

Estimate for the year ending Feb. 28 - 1911.

<u>Buildings</u> - Stable and barn	\$1000.	
Addition to Laundry Building	500.	
Painting & repairing Cottage	150.	
Additions & repairs to Science Hall + Dormatory	150	\$1800. <sup>00</sup>
<u>Grounds</u> - Labor and Supplies	\$1000.	
Wagon	70.	
Harness	30.	
2 Horses	400.	
Plows, Harrows, Roller & other implements	125.	
Trees & Shrubby	100.	
Walkways, Drains, Fences, Lights on grounds &c	400.	\$2125. <sup>00</sup>

Estimates for year ending Feb. 29 - 1912.

<u>Buildings</u> - Servants House	\$1000.-	
Repairs, additions & to buildings	300.-	\$1300. <sup>00</sup>
<u>Grounds</u> - Labor and supplies	\$1500.-	
Supplements &c	100.-	
Trees & Shrubby	100.-	
Walkways, Drives, Fences &c	200	\$1900. <sup>00</sup>

## SALARIES FOR THE YEAR ENDING FEBRUARY 28, 1911.

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	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total.
J. A. Burruss, Pres.	2208.33	\$625.03			\$624.99	\$1041.65					\$2,500.00
C. J. Heatwole, Ed.	200.00	600.00				1000.00					1,800.00
J. W. Wayland, Hist.	133.33	400.02				833.30					1,366.65
E. P. Cleveland, Eng.	133.33	400.02				666.65					1,200.00
N. Lancaster, Math.	111.11	333.34				555.00					1,000.00
Y. S. Shoninger, S. T.	111.11	333.34				625.00					1,069.45
A. E. Loose, Phy Ed.	77.77	233.38				500.00					811.15
M. G. King, Geog., R. A.	100.00	300.00				500.00					900.00
S. F. Sale, Hous. A.,	100.00	300.00				500.00					900.00
M. A. Speck, Man'l A.,	33.33	100.02				250.00					383.35
L. P. Cleveland, Mus.	25.00	75.00				125.00					225.00
E. M. Harrington, Kgtn.,		233.38				555.55					788.93
A. V. Cleveland, Asst. Eng.	14.00	42.00				70.00					126.00
C. H. Lawson, Asst. Math.	7.00	21.00				100.00					128.00
Assistant in Phy. Ed.,	9.50	28.50				70.00					108.00
" " Hous. A.,						100.00					100.00
" " Library,	9.50	28.50				50.00					88.00
" " "	7.00	21.00				35.00					63.00
" " "	7.00	21.00				35.00					63.00
" " "	7.00	21.00				35.00					63.00
" " Office,	7.00	21.00	60.00			35.00					123.00
P. S. Roller, Sup. Grds.,	50.00	150.00	150.00			300.00					650.00
M. I. Bell, Registrar,	65.00	195.00	195.00			325.00					780.00
Book-keeper and Cashr.		100.00	120.00			200.00					420.00
W. J. Coakley, Night-man	30.00	99.00	90.00			150.00					369.00
Janitors of Sc. Hall,		150.00	150.00			250.00					550.00
Train'g Sch. Teachers, &c.						1000.00					1,000.00
	\$1,446.31	\$4,831.53	\$1,389.99	\$9,907.70							\$17,575.53

## BUDGET FOR THE YEAR ENDING FEBRUARY 29, 1912.

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## Estimates

Expenses of Board of Trustees	\$ 400.00
Salaries of School Employees	19,856.00
Traveling Expenses of President and Ass'ts	300.00
Stationery, Printing and Advertising	900.00
Miscellaneous Office Expenses	400.00
Buildings (not including new dormitory)	1,300.00
Grounds, Improvements and care	1,900.00
Equipment (not including new dormitory)	500.00
Fuel, Lights, Power and Water	1,200.00
Supplies for School Department	400.00
Training Schools, miscellaneous equipment, supplies, etc.	300.00
Library, additions, magazine subscriptions and equipment.	200.00
Summer School (quarter), Supplementing tuition and outside aid	800.00
	\$28,456.00

## BUDGET FOR THE YEAR ENDING FEBRUARY 28, 1911.

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	Due Feb. 28, 1910 but not paid.	Estimates for the new year.	Total.
Expenses of Board of Trustees -----		\$400.00	\$400.00
Salaries of School Employees -----		17575.53	17575.53
Traveling Expenses of President and Assistants -----	\$19.01	280.99	300.00
Stationery, Printing and Advertising -----	97.00	803.00	900.00
Miscellaneous Office Expenses -----		400.00	400.00
Insurance on new dormitory building and equipment, \$30,000 at \$19.50 -----		585.00	585.00
Buildings (not including new Dormitory) -----	3621.63	1800.00	5421.63
Grounds, improvements and care -----	1.50	2125.00	2126.50
Equipment (not including new dormitory) -----	400.03	1000.00	1400.03
Fuel, Lights, Power and Water -----	11.40	1188.60	1200.00
Supplies for School Dep't --		400.00	400.00
Training Schools, Miscellaneous equipment, supplies, etc. -----		300.00	300.00
Library, additions, magazine subscriptions and miscellaneous equipment -----		200.00	200.00
Summer Quarter (supplementing tuition and outside aid) ---		800.00	800.00
	\$4,150.57	\$27,858.12	\$32,008.69

Mr Stone moved that the Budget as presented be approved, except as follows, that the allowance for Buildings for the year 1911 be made \$800.<sup>00</sup> instead of \$1800.<sup>00</sup>, that under the item of Grounds for the year 1911 the allowance be made \$1625.<sup>00</sup> instead of \$2125.<sup>00</sup>, that under the item of Grounds for the year 1912 the allowance be \$1400.<sup>00</sup> instead of \$1900.<sup>00</sup>, that the item of \$1000.- for Servants House in the estimate for the year 1912 be eliminated & that the item of \$585.<sup>00</sup> for Insurance in 1911 on new dormitory be eliminated. This motion was carried by the following

vole, Ayes, Kuzell, Carpenter, Stone, Oliver, Early, Moore, Weaver, Conrad. Ayes. None.

On motion of Mr. Oliver, President-Burress was requested to endeavor to save \$500. to \$1000. out of the estimates made for 1911 and 1912 so far as he may be able to do so in reducing the cost of equipment below \$4500.

The following items of expense attending this meeting of the Board were ordered to be paid. Mr. Weaver \$6.<sup>00</sup> & Walter J. Oliver \$17.<sup>00</sup>, N. B. Early \$9.<sup>00</sup>, Ormond Stone \$5.<sup>00</sup>, Frank Moore \$7.<sup>90</sup> Geo. B. Kuzell \$3.<sup>00</sup>.

Attest  
J. M. Conrad Secy.

Harrisonburg, Va June 14<sup>th</sup> 1910.

At a meeting of the Board of Trustees this day held there were present - Chairman Kuzell, members Moore, Weaver, Oliver, Stone, Pettit, Carpenter and Conrad.

Minutes of the last meeting were read and approved. The Committee appointed at the last meeting to request the town of Harrisonburg to put a fire plug on the grounds of the School and to place a light or lights at the present entrance of the walkway to the grounds reported that the town had complied with both requests.

The Secretary reported that he had communicated to the Council of the Town the request of the Board for the extension of the Ormond walk on the East side of South Main Street. That the matter had been referred to the Street Committee of the Town for action.

On motion the budget or estimates of expenses of the School which were submitted to the Board by President-Burress at the meeting of the Board April 12<sup>th</sup> 1910 and recorded in the minutes of that meeting were approved and adopted for the year ending February 28<sup>th</sup> 1911 subject to subject to the exceptions set forth in the motion of Mr. Stone shown in the minutes of April 12<sup>th</sup> 1910. Those voting in favor of such approval of said budget were Kuzell, Carpenter, Stone, Weaver, Moore, Pettit, Oliver & Conrad. Ayes, none.

The Committee appointed to confer with a Committee of the Rockingham Memorial Hospital relative to suitable accommodations being provided for when the Hospital is built, for students of the school who may become sick or in need of care of physicians reported that the request