

Minutes, of the Annual Meeting of the Virginia Normal School Board, held at the Jefferson Hotel, Richmond Virginia, July 20th, 1918, at 11:00 a. m. pursuant to notice mailed each member of the Board.

Present: Messrs. Hull, Locker, King, Mears, Hart, Preston and Dr. Jarman and Dr. McConnell.

In the absense of the President and Vice-president of the Board Mr. Hull was on motion, duly elected chairman of the meeting.

The minutes of the meeting, held March 29, 1918, were read and after being corrected, at the suggestion of Mr. Hart, were approved as corrected.

Dr. Jarman reported orally for the Farmville Building Committee, and reported that the contract had been let to Messrs. Stuart and Sons, for the enlargement of the dining room and re-modeling the kitchen, store rooms, etc. A written report from Dr. Jarman to the Building Committee, dated May 23rd, 1918, was read by the Secretary and ordered to be filed.

Mr. King, reporting for the Harrisonburg Building Committee, stated that the work had been retarded by the inability of the contractor to secure sand, but that the work was now progressing.

Mr. Locker, Chairman of the Fredricksburg Building Committee, reported that a contract had been made with Mr. C. G. Heflin for the completion of the Power House, and that the work was progressing fairly satisfactorily although great difficulty had been experienced in securing the necessary gravel.

Dr. E. H. Russell, also present. Supplementing Mr. Locker's report, Dr. Russell stated that the contractor expected to begin moving the machinery into the new Power Plant about August 1st.

Dr. McConnell reported that the work at his school was being done without a contractor, and was progressing in a satisfactory manner; that he had ordered a new boiler for the Power House which he was advised would be shipped at once, the same to cost installed probably \$3500.00.

Mr. Locker reported that the committee to whom the proposed contract between the Fredricksburg School and the School Board of the City of Fredricksburg had been referred, had requested the Attorney General for advice as to whether the Normal Board had the right to enter such a contract. Mr. Hart stated that the Attorney General thought the contract ought to be upheld if it were for the good of the Normal School. It was the opinion of the committee that the local Board at Fredricksburg was demanding too much money from the Normal School.

Judge John W. Price also present.

It was moved and carried that the committee on the Fredricksburg contract be continued.

Dr. Jarman reported that he had presented to the State Board of Education, the resolutions adopted by the Normal School Board, in reference to the distribution of the Smith-Hughes Fund. Mr. Hart reported that the State Board had designated Harrisonburg as the Normal School which should share in the use of the fund; that if two centers are established at the Normal Schools for teacher training in home economics, one will be located at Harrisonburg and the other may probably be transferred from William and Mary to Farmville; and that he had just learned that the Federal Board had approved of the establishment of two centers, one at Harrisonburg and the other at William and Mary, but leaving it at the discretion of the State Board to remove the course from William and Mary to the Normal School at Farmville.

Dr. Jarman reported that Miss Dunn had accepted another position and that therefore, nothing had been done towards the establishment of the Rural Extension Work.

The Secretary read the following resolution, which had been adopted by the State Board of Education.

RESOLVED, That the appropriate amounts for the summer normal schools at Farmville, Harrisonburg, Radford, and Fredericksburg be paid by the State Board of Education direct to the State Normal Board:

That the State Normal Board, thru the President of the School, render to the State Board of Education an exact and precise account as to how this money has been spent, such account to be made on forms prepared by the State Board of Education:

That the State Board of Education holds to the opinion that the summer normals at the various State Normal Schools should be under the immediate and direct control of the State Normal Board in the same sense as the school conducted during the regular session, but that in view of an appropriation for summer work from the State Board of Education the faculty selected for said summer normals should be approved by the State Superintendent of Public Instruction:

The appropriation to the University Summer School and to William and Mary Summer School shall likewise be made thru the Board of Visitors under the same conditions.

The Secretary reported that he had been advised by Mr. Hart that the following sums had been appropriated for the several summer normals:

Farmville	\$3800.00
Fredricksburg.....	\$3500.00
Harrisonburg	\$4400.00
Radford	\$4400.00

The President appointed the following committees to consider the recommendations of the school Presidents and the report to this meeting of the Board:

For the Farmville School, Messrs. Hull and Mears.
For the Fredricksburg School, Messrs. King and Preston.
For the Radford School, Messrs Locker and Hart.

The Board took a recess from 1:00 to 2:00 o'clock.

The Board reconvened at 2:00 o'clock with the same members present with the exception of Mr. Locker.

Mr. A. B. Chandler Jr. of Fredricksburg, addressed the meeting in behalf of the Virginia Journal of Education, the management of which is being re-organized. At the suggestion of Mr. Chandler, the following resolution was adopted:

RESOLVED, That the Normal School Board desires to heartily cooperate with the management of the Virginia Journal of Education in its efforts to make it a highly useful organ for the promotion of the interests of the schools of Virginia, and does hereby tender the Journal its sympathetic support,

Dr. Jarman read his written annual report, dated July 1st, 1918, which was received and filed.

The annual report of the Fredricksburg School, as read by Dr. Russell was received and filed.

Mr. Locker returned to the meeting.

Dr. Russell read his proposed budget for the ~~estimated~~ ^{ensuing} year and his recommendations for the faculty ~~which~~ which were received and filed.

Dr. McConnell presented his annual written report dated July 12, which was received and filed.

The Secretary read a letter from Dr. Burruss, dated July 18, which was ordered to be filed.

It is moved and carried that the Board go into executive session in accordance with the practice of the Board.

Mr. Hull, chairman of the committee to which had been referred the recommendations of Dr. Jarman, reported as follows:

1. That a 10% increase in salaries be allowed.
2. That the leaves of absense as reported be approved.
3. That the election of teachers as recommended be approved.
4. That Dr. Jarman be authorized to take out \$50.⁰⁰ additional insurance.
5. That Dr. Jarman be authorized to purchase two new pianos.
6. That he be authorized to build a purgola at the Presidents house.
7. And that the payment of a bonus of \$275.00 as reported be approved.

On motion duly seconded, the report of the committee was approved and its recommendations adopted.

Mr. King reported for the committee on the Fredricksburg School as follows:

1. That the salaries as recommended by Dr. Russell be approved.
2. that the President be authorized to spend not exceeding \$800.00 for books and improvements as set out in his recommendations.

It was moved and carried that the recommendations of the committee be approved and the report adopted.

Mr. Hart reported for the committee on the Radford School. He called attention to the method of reporting expenditures for the first term in the summer school on blanks to be furnished by the State Board of Education; and also stated that the committee was in doubt as to the wisdom of erecting a stone gateway in as much as the property is inclosed by a wire fence.

The committee recommended that the Board approve:

1. The rule requiring teachers to report one week ahead of the session and to remain one week after its close.
2. The salary increase as proposed by Dr. McConnell.
3. The recommendations of Dr. McConnell contained on the last page of the report in reference to the failure to increase the salaries there mentioned.
4. That school physician be employed for the whole year at an increase of salary to \$600.00.
5. The President's recommendations as to extention work.
6. The recommendation for the purchase of a Ford automobile.
7. The recommendation for grading between the Administration Building, and the new dormitory. (Presidents report page 3, paragraph 6)
8. That the Board take over from Dr. McConnell the lease of La Belle Inn, for the remainder of the first term of the summer school.

The committee recommended that the proposition for the erection of a stone gateway be not acted on until the matter can be further considered.

It was moved and carried that the recommendations of the committee be ratified and adopted.

Mr. Mears was excused from the meeting.

The Secretary read the report of the fire insurance representative.

The Secretary-Auditor having read the resolution adopted by the State Board of Education, May 21, 1918, relative to the conduct of the summer normals at the State Normal Schools and relative to state appropriations therefor, or motion duly seconded and carried it was:

RESOLVED, That this Board approves of said resolution of the State Board of Education as a businesslike arrangement and hereby accepts the provisions of the same.

The Secretary stated that as no meeting of this Board has been held since the passage of said resolution by the State Board of Education and prior to the beginning of the summer schools now in session, the Presidents of the several normal schools have gone ahead and perfected their organizations and scale of salaries for the current summer normals.

Whereupon it was moved, seconded and carried that a committee of three, with power to act, be appointed to consider and pass upon said organization and scale of salaries and report their action to this meeting of the Board.

As members of the committee provided for in the above resolution, the ~~Board~~ ^{Chair} appointed, Messrs. Hull, Hart and Locker.

The above special committee on summer schools reported their approval of the written recommendations of Dr. Jarman, which was received and filed; and also approved the allowance of \$300.00 to the conductor of the summer school at Farmville, and \$200.00 to the business manager as compensation for their services in connection with the ~~Summer~~ ^{Summer} school. The written report of Dr. Russell on the summer school at Fredricksburg was received and filed, and the above special committee recommended that the same be approved and that the conductor at Fredricksburg be allowed \$300.00 as compensation for services in the summer school at Fredricksburg.

The committee recommended that Dr. McConnell's oral report on the Radford summer school, his written report being on file in the office of the Superintendent of the Public Instruction, be approved and that he be allowed \$300.00 for service as conductor of the summer school.

The committee recommended that Dr. Sanger's report, which is already on file be approved.

~~The~~ ^{on} motion duly seconded and carried, the foregoing recommendations of the special committee on summer schools were ratified and adopted by the Board.

The following resolutions prepared by Messrs. Hull, Jarman and Shewmake who had been appointed a committee for that purpose were adopted.

WHEREAS: The late George B. Russell was, at the time of his death, a member of the Virginia Normal School Board, we desire that some memorial of him be spread upon the records of the Board.

THEREFORE, Be It Resolved:

1. That Mr. Russell, having been one of the charter members of the Virginia Normal School Board, was thoroughly conversant with and interested in the work of that organization; his interest extended to the individual institutions under the control of the Board and his work for them was helpful and constructive to a degree.
2. That as a member of important Committees of the Board he was always alert, intelligent and untiring in his efforts to further the interests of the various Schools.
- 3.3. That in social contact with the Presidents of the Schools and with his fellow members of the Board he was genial, pleasant in manner and unfailing in the true courtesy which marks the Southern gentleman.
4. That we, the members of the Virginia Normal School Board, feel deeply our loss and will long miss his presence at the meetings which he so faithfully attended and so efficiently served.
5. That these resolutions be spread upon the minutes of the Board and a copy sent to Mr. Russell's family.

Messrs. King and Preston, who had been appointed a committee of account ~~by~~ the Secretary-Auditor report that they had examined the accounts and found them correct and on motion being seconded and carried the report of the committee was approved.

It is moved and carried that a special committee be appointed to confer with the Presidents of the schools on the subject of a different-ative of work to be done at the several schools. As members of this Committee the chair appointed Messrs. Locker, Hull and Shumake.

On motion duly seconded and carried, the following officers of the Board were elected for the ensuing year:
President, Judge John W. Price.
Vice-president, Mr. V. R. Shackelford.
Sec'y-Auditor, Mr. A. Stuart Robertson.

On motion duly seconded and carried Mr. W. C. Locker and Mr. D. D. Hull were elected members of the Executive Committee for a term of two years.

It was moved and carried that the finance committee take in consideration the question of making an allowance for the salary of the conductors of the second term of the Summer Normal at Harrisonburg and Radford and make a report to the next meeting of the Board.

On motion the meeting adjourned.

Secretary-Auditor

Approved

President.