

Regular Monthly Meeting Sept 7th 1919

The regular monthly meeting of the Council of Trustees of the E. S. S. Normal School was held on Wednesday Sept 10th at the usual time & place

Members Present

Henry Money Singer Brown J. J. Kirtler
Michael Callahan Geo Kirtler Robert Kraus

Minutes of Aug 14th 1919 was read and adopted as read

There being no unfinished business none was taken up

Committee report Pedagogical matters

W. L. & Council supplies through the house to detail cost account of the repairs that had been done in August and the approximate cost of same together with the contemplated repairs to be done was given also correspondence from the department was read & explained. He also reports that the contract for meat & milk had been given to Suloth & Rhombus

Meat inside boards round at 2 1/2^{cts} lb milk 8^{cts} meat the above parties to have the jobbing from the school

Discipline

A motion was made & approved that the three curvener be allowed \$50⁰⁰ each additional for curvanning

The cost of curvanning was \$15.57

The committee report that they had employed Stanley Skinner for Chair of Science a salary of \$1440⁰⁰ & home commutation action approved

Finance Report
That they have examined all bills
presented for for the month of Aug
and find same correct.

The bills incurred amount to \$6,911.68
which amount includes \$1,868.05 for
paid and payment of Bond interest.
There are also included in the bills
presented for approval payment on debt
as follows to the Stroudsburg Nat-Bank
paid payment of note \$300.00 to Loper
& Co for note \$3,039.36 and to Zabriskie
and L. & Co. \$14,789.35

There was received during the month
\$18,407.39 from the State account of
Special appropriations & 2,500.00 from the
State of quarterly appropriation due May
31st a total of \$20,907.39

The deficit July 31st was \$11,028.64

This added to the bills as stated above
makes the total payments - not including
repairs \$26,068.99. Deducting the receipts
leaves the deficit - Aug 31st \$5,161.60

In addition to bills mentioned above
bills for repairs have been incurred
amounting to approximately \$5,619.00. These
bills have not been considered above for
the reason that there is a special appo-
riation which is expected to cover same.

We move that the report of your Committee
be accepted that voucher & check be issued
to cover shortage. We further move that
proper steps be taken to secure this appo-
riation for repairs & that upon receipt
of this voucher & check to care for the
repair bill. Resolved. Carried.

Financial Current Report -
That all bills presented for payment
and find same correct - The bills
amount to \$12,854.53 included in
this is the payment of E I Kemp's
note to the Security Trust Company

We would state that the Quarterly
appropriation due Aug 31st has not yet
been received no payment has as yet
been by the state on account of the re-
pairs made during the absence
These repair bills are being held up
by pending instructions from the state
and are not included in any statement
presented The Deficit Aug 31st was
\$5,161.60 and the bills added to this
make the total payments for the month
\$18,026.23 Against this we have receipts
during the month amounting to \$8,656.98
leaving a deficit at this time of \$9,370.25

Inasmuch as the deficit is so large and
the appropriations when received will not
be sufficient to more than half cover
the bills we move that the officers of the
board endeavor to borrow sufficient
money to cover the payments.

We further move that the report of your
committee be approved and that vouchers
and checks be drawn to cover the bills
presented and they be issued as the
state of the finances warrant.

There being no further business
the meeting adjourned

Regular Monthly Meeting Nov 5th 1919

The regular monthly meeting of the board of trustees of the E. S. Stormus School was held Wednesday Nov 5th at the usual time & place

Members Present

Henry Brown Collector F. J. & A. W.
Kittler Singer Michael Rosentman

Minutes of Oct 12th were read and approved as read

There being no unfinished business
none was taken up

Committee on advertising replies
& discipline no report

Boiler Board

Ultimore report owing to press of work nothing had been done toward fixing up the well. He also reported that he had purchased mechanical device to extract the slag & refuse from the interior of the boiler.

A motion was made & approved in case this machine worked out satisfactory he was ordered to purchase another machine for the other two boilers.

F. J. Kittler finance committee reported that in his judgement more insurance ought to be carried to protect the interests of school

The matter was referred to the Boiler & Board committee

Finance

We have examined all bills presented for payment and find same correct - The regular bills amount to \$11,088.50 and in addition a payment on note \$1250.00

The deficit - Sept 30th was \$9,604.89 & the bills of the month added to this makes the total amount \$21,943.09 There was received during the month from state appropriation \$4,423.07 from E. J. Kemp loan \$5,000.00 & from students \$5,715.13 or a total of \$15,138.20 Receipts deducted from the total as above leaves the deficit \$6,804.89

We move that checks & vouchers be issued to cover the same and that they be sent out as early as possible allows motions carried

There being no other business the meeting adjourns

Regular Monthly Meeting Dec 10th 1919

The regular monthly business meeting of the Board of Trustees of the East Stroudsburg State Normal School was held on Wednesday Dec 10-1919 at the usual time & place

Members Present -

Seiger Barney Cullather Brown Mich
also H. J. Kistler Henry Francis Robertson

Minutes of Nov Meeting were read and adopted as read

Following are the committee report -

Adventuring nothing

Bld & business report -

That they had placed \$68,000⁰⁰ additional insurance on the several buildings of the school, \$50,000 was placed in the Biosier agency and \$18,000 in the Crowe after some discussion the report was accepted with the condition that \$15,000 - from the Biosier allotment be given to the small agency

Altmore reported

Progress on the vice pump was also that the machine purchased for the purpose of extracting the slag from the interior of the boiler had worked satisfactory and that he had ordered another one & he further reported that he had ordered a car of soft coal & it had been shipped but whilst it in transit the government it diverted it elsewhere

a complaint from Miss. Egan,
Singer through Altmore stating
that the class rooms over which
she has charge in some way had
been entered and the work of
the students had been tampered with
erased &c

After some discussion the Sec.
was ordered to verify Prof. McGuire
of this fact and inasmuch as he
is paid for "taking" for overhauling
the model request him to have this
matter satisfactorily adjusted

"Supplier
Altmore"

Further that the fire extinguishers
at the school were not reliable or
efficient to take care of a possible
small fire he was requested to
look into the fire extinguisher
matter and report to the next meeting

Supplier
Altmore also suggested the ad-
visability of substituting oleo for
butter at the school

A motion was moved and it
was ordered that we give oleo
a trial

Finance

Report that we have examined all bills for month of November presented for payment and find same correct -

The regular bills amount to \$12,226.00 and in addition are included the repair bills for which special appropriation was made \$6,099.82 making the total bills \$18,325.82

The bills presented together with the deficit of Oct-31st makes a total \$25,255.71

Receipts for the month including the state appropriation for repair amount to \$9,442.19 leaving a deficit of Nov 30th of \$15,813.52

The Quarterly Report has been sent in and arrangements made the Auditor General Department to give us the Quarterly Appropriation of \$4,423.07 There is due from the students \$1,700.00 and the state aid "in the state" which will not be received until the latter part of the month will amount approximately to \$7,000.00 or a possible income before the first of the year \$13,123.07

We move that the report of your committee be accepted and that the officers of the board take whatever action is possible in order to meet the most pressing bills outstanding

There being no further business the meeting adjourned

Regular Monthly Meeting Jan 7 1920

The regular Monthly Meeting of the Board of Trustees of the E. S. S. Normal School was held on Wednesday Jan 7th 1920 at the usual time & place

Members Present -

Callahan & Ketter Michael & Brown
Singer Henry Lewis Rosenbrosans

Meeting Dec 10th Minutes read
and approved as read

Committee Report -

Attention

That the repairing of the Well & the removing of the sludge from the boilers were considered well that he had gathered up 58 small fire extinguishers & distributed them through the several buildings and he was ordered to buy 5 larger ones to cost 14.⁰⁰ each to be also distributed through the buildings he further reports that the Vent-Mangoriers had given satisfaction as far as it had been tried

Relative to the coal situation he reports that a car of soft coal had been used with good result but owing to the freezing weather and the uncertainty of delivery concluded it would not be wise to change to soft coal until warmer weather prevailed Dr Kemp brought up the canvassing for next year and suggested Prof. Chas. visit the several schools in the district - This request was granted Chas. to receive \$15.⁰⁰ trip & expenses

Finance

We have examined the bills presented for payment and find same correct -
The bills including the insurance bill of B. L. Small & ^{\$200.} Shewell - \$513.80 respective by amount to \$9272.03

Bills of the Peoples Coal Co for Oct + Nov which had been previously passed by the board together with Coal bills for Dec were covered for by giving a note of 4,000⁰⁰ to this firm a fifteen day note covering the Nov bill of Saloth & Rohrbacher amounting to \$901.24 was given Dec 27-1919

The Cash deficit - Dec 31² is \$8,407.99

We give herewith a brief statement of the result of the operation of the school in regard to the finance since the opening of the school Sept-12 on Sept-12 the current debt of the school were \$87,425.04 distributed as follows notes to Banks \$70,700⁰⁰ notes to business firms \$11,563.44 and due on open accounts \$5,161.60

During the past four months notes have been given as follows E. J. Kemp \$3,780⁰⁰ Saloth & Rohrbacher \$901.24 + to the Peoples Coal Co \$4,000⁰⁰ or a total increase in notes payable \$8,681.24

The current debts as of this date are \$99,322.67 distributed as follows notes to the Banks \$70,799.⁰⁰ notes to business firms \$16,464.68 note to E. J. Kemp \$3,780⁰⁰ This an increase in current debt of \$11,897.63 Inasmuch as nearly all income of the period was received this represents the actual operating for the 18 weeks a loss of \$66,098 per week. Using all the cash available at this time will pay only the salaries and wages and the 750.⁰⁰ Bond interest -

This will leave bills of November
to \$4,034.88 and December amounting
to about \$3,900⁰⁰ unpaid

We move that the report of your
committee be accepted and that
the officers of the board make what-
ever arrangements possible to
meet the situation

Regular Monthly Feb 4th 1920

The regular monthly meeting of the Board of Trustees of the E. S. S. Normal School was held Wednesday Feb 4th 1920 at the usual time & place

Members Present -
 Cullather J. J. & Albert L.
 Products Bridges Henry Travis
 Rosenbaum

Minutes of Jan. 7th 1920 meeting was read & adopted as read

Committee Report -
 Altmore report that - The fire fire extinguishers had come since they were being charged preparatory for use. He also reported that the repairing of well had been given over to Jessie Ramsey

Dr. Kemp reported that - a second hand piano had been offered the school for \$80.00. He was instructed to buy it - payment to be made when finances would permit -

It was also reported Prof. Claver had spent \$50.00 for commission

Financial Report

That we have examined all bills presented for payment - for and find same correct - The bills including payment of a note amounting to \$90,124 to Salathe & Co not including the coal bill for Jan amount to \$10,790.69 The Cash deficit as reported Dec 31st 1919 was \$8,407.99 a note was given to Salathe & Co for \$887.96 Thus reducing by that amount - the reported Cash deficit -

On Dec 31st 1919 we reported the Schools Current debt as \$99,322.67 This debt was distributed as follows noted to Bank \$70,700⁰⁰ Notes to Business firms \$16,464.68 Not to E. J. Kemp \$3,780 Due on open accounts \$407.99

The present indebtedness amount to \$105,924.82 Net increase \$6,602.15 -

A corresponding statement of the distribution of this current debt - shows notes to the Bank \$70,700⁰⁰ Notes to Business firms \$16,121.40 Not to E. J. Kemp \$3,780⁰⁰ Due on open accounts \$13,785.04 Due for Jan coal for which note is to be given \$1,668.38

During the month of Jan cash was received amounting to \$6,736.68 of this amount \$4,845.68 was expended in payment of bills of Nov Dec or Jan \$1,861.31 has been applied to interest payments due Feb 1st & the Cash balance amount to \$30.79 of \$13,785.04 due to Creditors on open accounts \$2,238.92 is due on Nov bills 2,541.83 on Dec bills and \$2,004.29 on Jan bills

Your committee moves that the report be accepted & resolved that inasmuch as there will be no income to the school until Feb 16 the middle of winter the committee is unable to suggest a course of action towards payment of the bills

Regular Monthly Meeting March 3-20

The regular monthly meeting of the Board of Trustees of the E S S Normal School was held Wednesday March 3d 1920 at the usual time & place

Minutes of Feb 4th meeting was read and approved as read

There being no unfinished business
Order was taken up

First -

A six weeks summer was taken up and discussed at length with the result that ^{the} board thought it advisable to hold a summer school, providing enough students would register to make the plan feasible or profitable.

The price fixed for board was six dollars per week or 36 dollars for the term

No reports from the several committees except Finance, which follows

We have examined all bills presented for payment for the month of Feb and find same correct. The bills including over \$2,000. interest amount to \$10,264.64 in addition the coal bill for Feb amounts to \$1,259.17 The coal is not placed on the files because a note for \$3,000.00 was given to the Peoples Coal Co covering the coal bills for Jan and Feb

At the end of Jan the Cash deficit was
\$11,994.04 This added to the Feb bills makes
the amount due to Feb 28th \$22,156.68

There was borrowed from the Security Trust
Company on demand notes \$12,000 + there was
received from the students \$4,997.12 or
total receipts or \$16,997.12. This leave a cash
shortage of \$5,161.56. Beside the large amount
now due + being paid by the
students - there is also due the quantity
appropriation of \$4,423.07

There will sufficient funds within a few
days to pay the Feb bills + we therefore
propose that that vouchers be issued to
cover these bills

We would report further that the Security
Trust Co advanced \$12,000⁰⁰ on a demand
note with the understanding that if possible
it would be placed elsewhere

The Third National Bank of Scranton has
offered to lend this amount and if the
conditions are accepted by the Board the
loan will be transferred from the Security
Trust Co to the Scranton Bank

In order to carry out the above sug-
gestion the Board passed the following
resolution

That the proper officers of the Board of
Trustees of the East Stroudsburg State-
Normal School be and ^{they} are hereby authorized
empowered + directed to borrow twelve
thousand Dollars (\$12,000) from the Third
National Bank of Scranton Pa +
to make execute and deliver good +
sufficient note or notes payable on
demand with interest therefor

Further

motion as passed by the Board of Trustees of the
East Stroudsburg State-Normal School at the
regular monthly meeting March 31 1920

Whereas in response to a request by the School for a loan of \$12,000.00, the Third National Bank of Scranton on a letter to Frank B. Michaels dated February 16th offered to lend the School \$12,000.00 with the understanding that when the \$20,237.50 is paid to the School by the Commonwealth. The Security Trust Company note of \$12,000.00 is to be paid out of that money and if that note is paid a new note is to be made with the Security Trust Company for \$12,000.00 the proceeds of which will be used by the Trustees of the East-Stroudsburg State Normal School to pay any loan which the Third National Bank may make there.

Resolved that the Trustees of the School accept the conditions as stipulated and agree to make settlement of this loan upon the receipt of \$20,237.50 from the Commonwealth.

Members present at the meeting
 Miss Michaels Bagrow Cullather F. J. Kirtles
 Henry Singer Travis Rosenbaum

The regular monthly meeting Apr 7th 1920

The regular monthly meeting of the Board of Trustees of E. S. Crossin School was held Wednesday Apr 7 1920 at the usual place at 8 o'clock

Members present -

J. J. & A. S. Kneller Brown Mervyn Singer
Cullather Henry Parichals Rosenbergs

The minutes of March 31 1920 were read and approved as read with the exception of the charge for the summer school which should ^{have} be \$40⁰⁰ instead of 36⁰⁰

Further discussion of the summer school brought the fact that in order to procure a larger attendance from Lackawanna it was thought advisable to employ a lady recommended by Supt. Taylor for the permanent or Commercial department. At a salary of \$240 for the term

Allen's report concerning our heating and plumbing, was in order to get an estimate or budget of the cost of heating and plumbing plant. The Department agreed to send an engineer and make a survey of our ^{own} plant for time spent. We to find a helper and the further work of clearing up specifications blueprints &c would be approximately \$300⁰⁰

Finance Report -

That we have examined all bills for
 selected for payment for the month of
 March and find the same correct.

The bills for the month not including
 payment of \$12,000 note of Security Loan
 Co - amount to \$12,322.61

There was a deficit on Feb 28th \$5,161.56
 This added to the bills of March and the
 amount of the Security Loan Co note
 makes the total payment due to March
 \$12,322.61 + \$5,161.56 = \$17,484.17
 as against this there
 were receipts from Students \$3,868.94 from
 State Appropriation \$4,423.07 and from the
 Third National Bank of Scranton \$12,000
 or total receipts \$20,292.01 This leaves the
 present deficit \$9,240.16

To meet the above deficit we have due
 from the State for the winter term State
 Aid \$4,940.00 and \$1,300.00 from last
 term student accounts this will leave
 a shortage of about \$3,000.00 which
 will have to be met from payments
 students are making on this present
 term

We move that the report of your
 committee be accepted and that vouchers
 & checks be issued to cover same

There being no other business the meeting
 adjourned

Regular Monthly Meeting May 5th 1920

The regular monthly meeting of the Board of Trustees of the E. S. S. Normal School was held Wednesday May 5th - 20 at the usual time & place

Members Present

F. J. O'Connell
 W. Koster
 C. L. Cullather
 H. Brown
 Henry E. Lerner
 M. C. Travis
 S. Rosenberg
 Singer

Minutes of April 7th was read & adopted as read

Altman reports the Pump was finished. He also reports that he was busy getting up the several budgets for floor space etc to comply with the request made by the Department of Public Instruction.

The matter of Catalogues was brought up & was not ready to submit them for bids on account that Dr Kemp had not received the full course of study but it was agreed that the part of the Catalogue regarding the term should be left as follows

The minimum price for board should be \$6.50 per week and \$5.00 for each semester & if the Competitive Schools agree the board should be \$7.00 per week & \$10.00 for each semester. This matter was to be determined by Singer, Altman & Kemp.

Finance report -

We have examined all presented for the month of April and find same correct - The bills for the month amount

\$9,746.94

The Corp account as of Apr 30th is as follows Deficit of March 31st was \$9,740.16 this added to the bills of Apr makes the total to Apr 30th \$19,086.90

During the month of Apr there was received from Students \$5,691.18 and from State aid for the winter term \$4,940.00 a total of receipts of \$10,631.18

Deducting these receipts from the bills as above leaves the deficit Apr 30th \$8,405.72

Yours Committee present herewith a statement of the probable receipts & expenditures for the balance of the school year and request instructions as to course to be pursued in meeting the situation. Approximate receipts -

Gross Student \$9,000.00

.. State aid 65,000.00

.. Appropriation 14,423.00

Estimated total receipts \$18,423.00

Estimate of funds needed

Present Deficit \$8,405.72

May bills 9500.00

June " 10500.00

Estimate of total funds needed \$28,405.72

.. Shortage to June 30th \$10,000.00

We move that the report of your committee be accepted & that vouchers & checks be issued to cover the Apr bills when funds are available for such payment - motions approved

There being no other business the meeting adjourned

Pursuant to a call made by
 the Trustees of the of the E.S.S
 Normal School a meeting was held
 on July 24 1919 for the purpose of reor-
 ganizing the board having the Faculty
 and to transact any other business
 pertaining to the interests of the
 school that might be presented

A temporary organization was
 effected by naming B.F. Money President
 and S. Rosenkrans Sec followed by a
 permanent organization to wit

President

Dr J. G. Swyer

Vice President

Dr John Henry

Secretary

S. Rosenkrans

Treasurer

W. S. Kestler

The next business taken up
 was the election of Faculty which
 resulted as follows

E. F. Kemp, Principal at a
 salary of \$3300 and home for family

D. W. Lamm, Vice Principal at
 a salary of \$2000 and home
 for family

A. D. Warram, at a salary of \$1725 no home

E. L. Walters at a salary of \$1840,
 and no home

W L Cleaver at a salary \$1440
and home for family

D W Lee at a salary of
\$1080 no home

J P Higgins at a salary of \$1487.52
plus \$200. for supervising the boys
domestic making \$1687.50 + home

E L Rosenkrans Salary
\$1725 no home

Elijabeth Kents Salary
\$1725 no home

Ella Kustj Salary
\$1200 no home

M K Hill Salary
\$1350 and home

Gentruide Rogers
\$900. and home

Chesey Conwell Salary
\$1020 and home

Kate Cliff Salary
\$480 and home for family

J May Lane Salary

Emma Sengel Salary
1725 and home

Emma Kaiser Salary
\$480 and home

May E. Kuo Salary
\$1200 and home

C B Altman's Salary
1600 and home for family

A new department - was established at the school namely a Librarian and Myrtle Stevens was employed at a salary of 8300 and home

All unfilled positions was left in the hands of the local board to fill

There being no business
The meeting adjourned

Provisional to a call the annual meeting of the Trustees of the East of S. M. School was held on June the 8th 1920 in the Parlor of the school for the purpose of reorganizing the board having the Trustees & to transact any other business pertaining to the interests of the school.

All the members of the board were present with the exception of Nurse Cyler & J. W. Pearce

A temporary organization was effected by electing Dr. Sanger chairman & S. Rosenbaum Sec. after which a permanent organization by electing the following officers

Dr. J. C. Sanger President
S. Rosenbaum Sec. Dr. John Keary
Vice President Dr. Walter Johnson

On motion the board proceeded to elect a faculty

Dr. E. J. Kessie Principal at \$3800 & home for family

Dr. D. W. Lunn Vice Principal at a salary of \$2500 + home

A. D. Williams. also Tutor & book \$2000 no home

At this juncture of a phone message was received from Dr. Simpson asking to have the meeting postponed the request was granted
S. Rosenbaum