

Edinboro, Pa.
April 19, 1939

A Special Meeting of the Board of Trustees of the Edinboro State Teachers College was held in Haven Hall, April 19, 1939 at 10:00 o'clock.

Members present were Messrs. John Brooks, Ritchie T. Marsh, Albert L. Thomas, Chas. B. Stegner, Mrs. Bertha Winter Mahoney and Miss Rowena MacBride.

Upon motion of Mrs. Mahoney, seconded by Dr. Renz, the minutes of the meeting of the Committee held April 5, 1939 were approved as read and all the matters passed upon by the Committee and duly incorporated in the minutes of that meeting were approved. Minutes follow:

Edinboro, Pa.
April 5, 1939

The regular meeting of the Board of Trustees of the Edinboro State Teachers College was held in the Board Room at the College Wednesday, April 5, 1939 at 1:15 o'clock P.M.

Members present were Messrs. Ritchie T. Marsh, O. W. Renz, Pinkney Wroth and Miss MacBride. Mr. Marsh presided at the meeting. Because the number present was insufficient for the regular meeting, it was decided to meet as a committee. The following business was transacted.

The following Agenda was explained in detail by the President.

Part A

- I. Reading of Minutes
- II. Presentation of Bills
- III. Approval of Plans for Refrigeration Remodelling
- IV. Approval of Proposed Plans for Program Signal System
- V. Authorization of Advertisements for Projects
- VI. Approval of Certain Fees
 1. Commencement Speaker - \$150
 2. Rural School Conference Speaker - \$35
 3. Baccalaureate Speaker - \$25

Part B - President's Report

- I. Status of New Buildings
 1. State of completion
 2. Difficulties to be overcome
 3. Equipment prospects
 4. Steps in formal acceptance of buildings
- II. Finances
 1. Budget as revised
 2. Governor's recommendation
- III. Student Activity Fee
 1. Summer Session
 2. For 1939-40
- IV. Status of Catalogues

- V. Recommendations on Improved Personnel and Services
 - 1. Physical Education situation
 - 2. Dean of Men needed--combine with Physical Education
 - 3. Dean of Instruction
 - 4. Dean of Women
 - 5. Chief Operating Engineer
 - 6. Problem of personnel in new heating plant
- VI. Status of Requisitions
- VII. Coming Meetings
 - 1. Rural Music Festival, April 15
 - 2. Rural School Conference, April 29
 - 3. High School Guest Day, May 6
 - 4. Commencement Season
 - Alumni Day, May 20
 - Baccalaureate, May 21
 - Commencement, May 25
 - 5. Faculty-Trustees Dinner, April 19
- VIII. Tour of New Buildings

Upon motion of Dr. Renz, seconded by Miss MacBride, the minutes of the meeting held January 25, 1939 were approved as sent out and ordered placed on file.

Upon motion of Dr. Renz, seconded by Miss MacBride, bills amounting to \$14,564.040 were received and approved.

January 1939

Palace Hardware House	Kitchen supplies	8.64
Dep't. of Welfare-P.L.D.	Office supplies	10.75
American Art Clay Co.	Art supplies	16.50
Austin Company	Union	.13
Cotterel Company	Calendar pads	16.32
William Dixon, Inc.	Art supplies & equipment	67.42
Erie Window Glass Company	Art supplies	.94
General Electric Supply Co.	Wiremold	1.41
Palace Hardware House	Kitchen supplies	3.39
Park Motor Company	Motor oil	1.00
World Book Company	Test material	15.53
F. S. Heinaman	Traveling Expenses	8.56
Carmon Ross	" "	39.00
C. Frances Whitney	" "	11.50
Gulf Oil Corporation	Gasoline	1.28
Raymond Loper	Rent of truck	67.60
Harcourt, Brace & Co.	Books for reading clinic	4.13
Unity Sanitary Supply Co.	Ironing board	18.00
Armour and Company	Butter and compound	30.48
C. Wilbur Billings	Potatoes	45.00
C. F. Bonsor & Co., Inc.	Tea	1.87
Erie Farm Products Co.	Cheese, beans, chicken	13.05
Erie Fish Company	Fish	10.40
Firch Baking Company	Bread	9.89
S. M. Flickinger Company	Groceries	6.25
Garlock Packing Company	Packing	6.66
Jacob Haller Company	Marshmallows & matches	1.58
E. M. Hill Lumber Company	Lumber	425.70
Hygrade Sylvania Corp.	Lamp bulbs	21.52
Iron City Wiping Materials	Sponges	8.76
Jaegle Paint & Varnish Co.	Paint	103.00

Frank Liemer	Bread	7.14
L. H. Parke Company	Canned goods	19.48
Red and White	Butter, eggs, groceries	48.85
Schenck's	Potato chips	9.00
Sinclair Refining Co.	Motor oil	10.80
Swift & Company	Meat	68.69
Union Fruit & Produce Co.	Fruit & produce	13.70
Dep't. of Welfare-P.L.D.	Office supplies	6.80
Universal Publishing Syndicate	Library binding	114.00
Erie Mfg. & Supply Company	Soda ash	8.00
Reinhold Pharmacy	Infirmiry supplies	1.20
Charles W. Ellenberger	Traveling Expenses	6.20
E. Leigh Mudge	" "	21.24
Pa. Telephone Corporation	Service & tolls	50.20
Graig Oil Company	Fuel oil	62.40
Highland Fuel Company	Coal	1,150.17
Business Supply Company	Thumb tacks	.88
Erie County Milk Ass'n.	Ice Cream	62.35
Sanitary Farms Dairy	Buttermilk & cottage cheese	8.60
N. E. Schruers	Milk	146.34
Service Supply Corporation	Stove bolts	22.08
<u>February 1939</u>		
Penn'a. Electric Company	Service	333.50
Universal Publishing Syndicate	Library binding	1.68
W. F. Dougherty & Sons, Inc.	Measuring cups	.14
Gen. Electric Supply Corp.	Electrical supplies	3.95
Kelly Studios	Developing film	1.75
North Amer. Fibre Prod. Co.	Boiler process	162.50
William Paravano	Sheepskins	8.24
Royce R. Mallory	Traveling Expenses	12.20
Sarah Pettit	" "	12.26
W. V. Zahniser	" "	18.50
Pa. Telephone Corp.	Tolls	8.31
Bell Telephone Co. of Pa.	Advertising	.75
J. E. Ball	Repairs to plumbing	144.53
Clougherty-Hilbert Co.	Repairs to oil burner	8.00
Raymond Loper	Rent of truck	39.00
William M. Bains	Library books	399.34
Armour & Company	Meat, butter, compound	59.67
Baltimore Paint & Color Works	Raw sienna	2.27
N. Brittingham & Sons	Toilet paper	42.00
Charley Brothers	Canned goods	22.60
Chatfield & Woods Company	Bond paper	8.98
DaCosta & Company	Olives	17.16
Electrolux Corporation	Expello	9.00
Erie Farm Products Company	Frozen fruit & vegetables	22.68
Erie Fish Company	Fish	10.40
Firch Baking Company	Bread	20.62
Jacob Haller Company	Groceries	26.35
Hygrade Sylvania Corporation	Campus lamps	22.95
William G. Johnston Co.	Attendance records	8.61
Sam Katowitz & Sons	Fruit & produce	49.21
Kellogg Sales Company	Cereal	6.38
Francis H. Leggett Company	Pepper	1.20
Frank Liemer	Bread	12.60
Red and White	Eggs	2.70
Swift & Company	Meat, butter, compound	119.27
D. C. Sullivan Company	Candles & holders	.64
Union Fruit & Produce Co.	Fruit & produce	16.65

United Fruit & Produce Co.	Squash & radishes	3.09
U. S. Button Company	Buttons - waiters coats	1.10
E. E. Zimmerman Company	Turpentine	18.90
Amer. Assoc. Sch. Admin.	Library periodical	25.00
Dep't. of P. & S. Fur. Fund	Office supplies	2.47
Dep't. of Welfare-P.L.D.	Coffee, office supplies	41.63
Record Publishing Co.	Library periodical	3.50
Gray Printing Company	Art bulletin & Murals	385.05
Everett Lumber Company	Maple flooring	372.57
Palace Hardware House	Drills & cord	3.63
Traks, Prescott & Richardson	Cord & brackets	9.23
Carroll Atkinson	Traveling Expenses	23.80
Scheidemantel Service Sta.	Repairs to truck chains	.50
Craig Oil Company	Fuel oil	32.50
Armor Electric Mfg. Co.	Rewinding magnet coil	2.00
R. R. Griner & Co.	Repairs to microscopes	76.27
Smithsonian Institution Ser.	Library books	101.49
C. A. Curtze Company	Sugar	23.00
Erie Farm Products Co.	Frozen fruit & vegetables	16.72
Erie Fish Company	Fish	11.75
Firch Baking Company	Bread	10.98
Lake Shore Ice Cream Co.	Ice cream	6.25
Libby, McNeil & Libby, Inc.	Canned goods	38.95
Frank Liemer	Bread	9.31
David Linzer & Sons, Inc.	Paint brushes	44.16
National Milling & Chem. Co.	Cleansing powder	4.43
Pittsburgh Plate Glass Co.	Glass	52.67
Reeves, Parvin & Co.	Pickles	2.82
Rodgers Chemical Co.	Soda for fire extinguishers	2.20
Sanitary Farms Dairy	Buttermilk & cottage cheese	7.05
Schenck's	Potato chips	3.00
Sinclair Refining Company	Gasoline	40.14
Jno. C. F. Snyder & Son	Sweeping compound	14.75
Wm. F. Soder	Chicken	4.90
S. Strunz & Son, Inc.	Laundry compound	45.00
Swift & Company	Meat & butter	104.06
Union Fruit & Produce Co.	Fruit & produce	13.78
R. C. Williams & Co. Inc.	Peanut butter & mustard	7.78
Sch. of Ed. Northwestern U.	Library periodical	1.25
Kelly Studios	Film packs	5.76
Zindel & Stauffer	Drop cord & Instruc. supplies	1.51
Carroll Atkinson	Traveling Expenses	23.20
F. S. Heinaman	" "	17.82
Sarah Pettit	" "	14.20
Nettie Mai Ruttle	" "	41.00
G. Frances Whitney	" "	17.38
Esther L. Wilson	" "	9.32
W. V. Zahniser	" "	10.86
Atlantic Refining Company	Gasoline	5.68
Pa. Telephone Corp.	Service & tolls	49.75
Highland Fuel Company	Coal	1,596.48
Burroughs Adding Machine Co.	Repairs to adding machine	20.86
Raymond Loper	Rental of truck	31.20
Poehlman's Key Shop	Duplicate keys	.50
Armour & Company	Meat, butter, compound	63.50
Beacon Wiper Supply Co.	Cheesecloth	1.49
C. F. Bonsor & Co., Inc.	Tea	1.87
Boston Store	Candy	.92
Enterprise Mill Soap Works	Trisodium phosphate	42.17

Erie Co. Milk Assoc.	Ice cream	40.65
Erie Sea Food House	Halibut	10.00
Firch Baking Company	Bread (yellow)	8.24
Industrial Paint Company	Varnish, burnt umber, chrome	8.70
Keps Electric Company	Electrical receptacles	4.85
Frank Liemer	Bread	5.67
Office Equipment Company	Mimeograph ink	7.13
Red & White	Groceries, eggs	25.74
C. M. Root	Wall board	14.40
N. E. Schruers	Milk	138.60
Solvay Sales Corporation	Laundry soda	4.80
S. Strunz & Son, Inc.	Laundry soap flakes	78.00
United Fruit & Produce Co.	Fruit & produce	8.30
Pa. Electric Company	Electric service	361.42
<u>March 1939</u>		
Austin Company	Couplings & nipples	.32
Blystone Mfg. Company	Steel for hoes	1.20
N. Brittingham & Sons	Liquid soap dispensers	2.94
Milloy Lumber Company	Sand paper	4.60
Charles W. Ellenberger	Traveling Expenses	10.50
Royce R. Mallory	" "	19.42
Atlantic Refining Company	Gasoline	5.92
Gulf Oil Corporation	"	.88
Pa. Telephone Corp.	Tolls	8.92
Craig Oil Company	Fuel oil	32.50
Boston Store	Repairs to sewing machine	5.75
Joseph Nicosia	Tuning pianos	7.00
Raymond Loper	Rental of truck	48.75
State Workmen's Insurance	Insurance	39.40
Campbell's Loose-Leaf Anno-		
tated Current Services	Service to Sch. Code Digest	5.00
Armour & Company	Meat, butter, cheese, compound	109.92
	Groceries	19.78
C. A. Curtze Company	Olives	38.76
DaCosta & Company	Paper napkins (& veg.)	11.34
Enterprise Paper Company	Cheese, butter, frozen fruits	63.05
Erie Farm Products Co.	Haddie	12.50
Erie Sea Food House	Bread	18.94
Firch Baking Company	Rakes	13.31
N. M. Holden Company	Pot brushes	3.20
Roy Kahne	Fruit & produce	43.96
Sam Katowitz & Son	Bread	15.05
Frank Liemer	Peanuts	3.30
National Peanut Corp.	Mimeo paper	33.57
Paper House of Pa.	Grape fruit juice	13.24
L. H. Parke Company	Lemons, bacon	1.67
Red & White	Chili sauce	7.65
Felix Spatola & Sons	Ammonia	1.86
Sterling Supply Corp.	Meat, butter, cheese, compound	174.48
Swift & Company	Canned corn & peas	24.66
Thomas & Company	Fruit & produce	23.39
Union Fruit & Produce Co.	Nails	3.55
York Paint & Hardware Co.	Membership Fee	50.00
American Ass'n. Tchrs. Coll.	Sheepskin	1.03
William Paravano	Lime	25.00
J. M. Benzinger, Inc.	Toweling & coffee	31.63
Dep't. of Welfare-P.L.D.	Hot water bottle	.70
Hospital Supply Company		

Palace Hardware House	Plastic wood, wrenches	3.93
Reynolds Electric Co.	Feed screw for food chopper	3.26
Chas. W. Speidel & Co.	Typewriter ribbons	5.25
Stand. Sanitary Mfg. Co.	Plumbing supplies	10.31
Dan W. Zeber	Chinaware	120.11
Swaney Chevrolet Sales	Repairs to truck	15.40
Bell Telephone Co. pf Pa.	Advertising	.75
R.T;Brenneman Service Sta.	Fule oil	72.10
State Workmen's Insurance	Insurance	39.46
Lit Brothers	Rugs & rug cushions	223.53
Appleby Bros. & Whittaker	Bibb washers	.60
Armour and Company	Meat, compound	77.02
William Barnett & Sons, Inc.	Duck for mangles	5.37
C. Wilbur Billings	Potatoes	45.00
C. F. Bonsor & Co., Inc.	Cocoa	3.44
Business Supply Company	Paper napkins	18.25
C. A. Curtze Company	Groceries	92.75
Erie Farm Products Co.	Butter, frozen fruit & veg.	40.97
Erie Sea Food House	Sea food	18.80
Erie Window Glass Co.	Denatured alcohol	4.00
Firch Baking Co.	Bread	11.24
S. M. Flickinger Co.	Flour	2.72
Sam Katowitz & Son	Fruit & produce	16.37
Lake Shore Ice Cream Co.	Ice cream	1.20
Francis H. Leggett & Co.	Pickles, etc.	22.74
Libby, McNeill & Libby, Inc.	Canned goods	45.95
Frank Liemer	Bread	9.94
L. H. Parke Company	Canned goods	25.94
Red and White	Eggs	8.55
A. Salus & Son, Inc.	Canned goods	10.17
Felix Spatola & Sons	Canned goods	21.27
Remington Rand, Inc.	Library cards	14.18
Universal Publishing Syn.	Library binding	6.15
Houghton Mifflin Co.	Reading tests	1.15
Jolleys Pharmacy	Dev. & printing pictures	7.70
Hyde Park Bedding & Mfg.Co.	Mattresses	50.04
Reinhold Pharmacy	Infimary supplies	4.25
Carmon Ross	Traveling expenses	33.75
Swaney Chevrolet Sales	Repairs to truck	9.27
Forrest H. Harrison	Repairs to magnet switch	2.00
Noel Harned	Repairs to lawn roller	5.25
Duane Cole	Rent of truck	12.00
Raymond Loper	" " "	39.00
Poehlman's KeyShop	Duplicate keys	2.00
Armstrong Grocery Co.	Flour	5.40
C. A. Curtze Company	Corn meal, graham flour	1.50
Devce & Reynolds Co.	Putty	1.45
Erie Farm Products Co.	Frozen strawberries	6.00
Erie Sea Food House	Shrimp	3.00
Firch Baking Company	Bread	13.13
Gen. Electric Supply Corp.	Novalux cutouts	1.64
Germantown Elec. Sup. Co.	Plug fuses	2.40
Hygrade Sylvania Corp.	Lamps	8.97
Alfred Lowry & Bro.	Tea	8.10
National Biscuit Company	Crackers	3.21
Penn Equipment & Sup. Co.	Stencils	33.60
Red and White	Eggs	45.48
Sanitary Farms Dairy, Inc.	Buttermilk, cottage cheese	12.35
Schenck's	Potato chips	15.00

N. E. Schruers	Milk	156.75
Swift & Company	Meat, butter	43.38
Union Fruit & Produce Co.	Fruit & produce	12.55
F. S. Webster Co.	Carbon paper	14.61
Charles W. Ellenberger	Traveling Expenses	11.65
F. S. Heinsman	" "	17.92
Hazel Mae Ketcham	" "	5.35
E. Leigh Mudge	" "	1.95
Sarah Pettit	" "	12.60
C. Frances Whitney	" "	23.30
Pa. Telephone Corp.	Service	44.95
Highland Fuel Company	Coal	1,791.41
Lawrence Company	Renovating feathers	15.00
Pub. Sch. Emp. Retirement Bd.	Retirement payment	1,394.58
Armour and Company	Meat	7.44
Erie Co. Milk Assoc.	Ice cream	48.55
Frank Liemer	Bread	8.89
	Total	14,564.40

Upon motion of Mr. Wroth, seconded by Dr. Renz, the Board approved the plans and specifications for Remodeling the Refrigeration Plant.

Upon motion of Dr. Renz, seconded by Miss MacBride the Board approved the proposed plans for the program signal system.

Upon motion of Mr. Wroth, seconded by Dr. Renz, the Board authorized the President and Architect to advertise for bids on the program signal system when it has been approved by the proper Departments at Harrisburg.

Upon motion of Miss MacBride, seconded by Dr. Renz, the Board approved the following fees:

1. Commencement Speaker - \$150
2. Rural School Conference Speaker - \$35
3. Baccalaureate Speaker - \$25

Upon motion of Dr. Renz, seconded by Mr. Wroth, the Board approved the following fees:

1. Summer Session Activity Fee of \$2.50
2. Post Session Activity Fee of \$1.25

Upon motion of Dr. Renz, seconded by Miss MacBride, the Board approved (subject to the approval of the Student Body) increasing the Activity Fee for the regular school year from fifteen dollars to twenty dollars.

Upon motion of Miss MacBride, seconded by Dr. Renz, the Board authorized the President to engage a man for Director of Physical Education and Dean of Men.

Upon motion of Dr. Renz, seconded by Miss MacBride, the Board approved for graduation, the following students:

May 25, 1939

Bachelor of Science in Public School Art

Boerstler, C. George	Kruszka, Alice S.
Burkhardt, Mary Coletta	Miller, Nina Gale
Case, Fred Baker	Neale, Virginia Ruth
Davis, Virginia Edna	Reichel, John Don
Hagerson, Olive Ruth	Teetsel, Maxine Elizabeth
Hill, Robert LeRoy	Whiting, Mary Louise
Kramer, LorRita Bernice	Witalis, Rupert Richard

Bachelor of Science in Education

Casella, Angelo	Michael, E. Wilder
Chromik, Clement Francis	Miller, Howard Benjamin
Demiankow, Nicholas Daniel	Nichols, Eleanor E.
Fisher, Dorothy M.	Pfeiffer, Paul Edwin
Gutzler, Chester H.	Rhinehart, Mary M.
Halchin, Joseph	Russell, John Clare
Hall, Beatrice Muriel	Skelton, Keith D.
Hetra, George S.	Storer, Elnora Alberta
Kaminsky, Dorothy Otilia	Swift, John Richard
Krivonak, Nicholas	Wheeling, Alfred A.
Lynch, Alice Dorworth	Wheeling, Averyl Winifred
Zahniser, Joseph Alden	

Bachelor of Science in Education

Blanchard, Kathryn Erma	Gilbert, Ruth Caroline
Calvin, Frances Margaret	Jenkins, Mildred Levera
Carlberg, Marie Louise	Launer, Irma Wykoff
Fetkovich, Ann	Pfadt, Katherine Josephine
Francis, Dorothy Rater	Welsh, Marjorie Alice
Zipper, Josephine Boyce	

Upon motion of Dr. Renz, seconded by Mr. Wroth, the meeting was adjourned.

Respectfully submitted,

Katherine H. Sallee
Secretary

Upon motion of Mrs. Mahoney, seconded by Mr. Thomas, Mr. Orville Bailey was elected Instructor in Health Education and Dean of Men. Salary to be fixed at a later date in accordance with the State Schedule.

Respectfully submitted,

Katherine H. Sallee
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Secretary