

MINUTES

OF

1854

Albany Jan'y 24, 1854

The Executive Committee met on the call of the Chairman

Present

Hon. E. W Leavenworth Superintendent of

Common Schools Chairman

Charles L. Austin

T. Romeyn Beck

The Minutes of the last meeting were read & after being amended were approved.

The Secretary reported that the resolutions adopted at the last meeting, relative to the future arrangement of Teachers, into Professors & Tutors had been laid before the Regents of the University who had unanimsly approved of the same.

On Motion

Resolved unanimously that Governor Seymour be requested to address the State Normal School at its closing public Exercises.

A Communication was read & read from the the Board of Education at Brooklyn, asking for the reason of the "resignation of Mr W. F. Phelps in the State Normal School, and any matter as to his character, if any thing, connected therewith."

On Motion of Colonel Austin,

Resolved that the consideration of the same be postponed until the next meeting of the Committee.

And then the Committee

Adjourned to meet on

Thursday next at 4 pm.

July 26, 1854

The Executive Committee met, pursuant to adjournment

Present

The Superintendent of Common Schools

Hon. F. Townsend

Dr T. Rossyn Beck

Hon. W. W. Forsyth

The Minutes of the last meeting were read & approved.

On motion the following Standing Committees for the Year 1853-54 were appointed

On Accounts The Superintendent & Messrs Townsend & Forsyth

On Text Books Messrs Beck, Townsend & Austin

On Repairs & Improvements Messrs Townsend Austin & Forsyth

A Communication from Truman H Bowen was received & read, setting forth that he had contracted sundry charges for the use of musical Instruments & for printing Musical Exercises for the School, & asking remuneration for the same

Also, that on account of additional time employed in instructing in Music in the Experimental School, his salary might be raised.

The Committee after considering the same resolved that Mr Bowen's salary, for teaching music in the Experimental School which is now at the rate of \$50 per annum, be raised to \$100 per annum making his total annual salary \$850 per annum.

Resolved that Mr Bowen's Accounts being for rent of Musical Instruments \$50.00 & for printing Musical

Exercises for classes of the past & two succeeding terms \$30. Total \$60. be paid as Contingent Expences Resolved hereafter as a Standing Resolution of the Committee, that they will pay no charges contracted by teachers, without the previous consent of the Executive Committee

Mr Dakin's term of Office expiring as by contract, at the close of the present term, it was Resolved that a Committee be appointed with full power to ascertain & determine whether the joint services of Professor Carr & Mr Dakin cannot hereafter be secured for the department of Natural Sciences, the money to be paid to both, to be limited to the sum of \$1000.

Resolved that Messrs Townsend, Forsyth & the Principal be that Committee

The Application read at the last meeting, from the Board of Education at Brooklyn was referred to a Committee, consisting of Messrs Townsend & Austin, with full powers to reply to the same.

Adjourned

Febry 2, 1854

The Closing Exercises of the State Normal School for the present term, were held this day, in the presence of a large audience

Present

The Superintendent of Common Schools

Col. Charles L. Austin

T. Romeyn Beck

Hon. Franklin Townsend

Hon. Wm. W. Forsyth

After the delivery of several pieces in Prose Poetry by pupils about to graduate, His Excellency Governor Seymour delivered an Address, of which the Executive Committee requested the publication

The following is a list of the persons, to whom the usual Diplomas were granted.

<u>Females</u>	<u>Counties</u>
1. Mary E. Best	Columbia
2. Sarah A. Brown	Livingston
3. Agnes Brown	Albany
4. Sarah F. Suckelew	Kings
5. Hannah K. Sunnell	Franklin
6. Eliza M. Clark	Saratoga
7. Mary Crapo	Albany
8. Mary E. Crouse	Albany
9. Betsy H. Davis	Wayne
10. Electa E. Dewey	Greene
11. Antoinette Edwards	Montgomery
12. Cornelia M. Fitch	Livingston
13. Anna M. Gardner	Albany
14. Harriet Coroline	Ontario
15. Sarah C. Griffin	Schoharie
16. Frances M. Knapp	Chautauque
17. L. Adelia Lake	Otsego
18. Harriet E. Mason	Franklin
19. Belvidere Munroe	Erie
20. Elizabeth Miller	Albany
21. Henrietta Middlemas	Albany
22. Harriet H. Parsons	Albany
23. Ann Rogers	Jefferson
24. Lucy M. Smith	Albany
25. Cornelia T. Wilbur	Albany
<u>Males</u>	
26. Edmund C. Butts	Delaware
27. Alexander F. Dix	Niagara
28. John W. Evans	Delaware

29. George D. Gano	Otsego
30. Thomas H. Gemmill	Delaware
31. Rensselaer Howell Junr.	Orange
32. George A. Kelly	Montgomery
33. La Fayette Lyttle	Jefferson
34. Julius P. Merritt	St. Lawrence
35. William P. Payne	Jefferson
36. J. Edward Ryan	Dutchess
37. Hamilton B. Taylor	Cortland
38. Jared A. Weeks	Chautauque

Adjourned

Feb'y 8, 1854

The Executive Committee met, on the call of
the Chairman.

Present

Dr Beck

Mr Townsend &

Mr Forsyth

who agreed to adjourn to tomorrow morning

Adjourned.

Feb'y 9, 1854

The Executive Committee met, pursuant to adjournment.

Present

The Superintendent of Common Schools

Col. Austin,

Dr Beck,

Hon. Mr Townsend

Hon Mr Forsyth

The Minutes of the last two meetings were read & approved.

The Resignation of Mr Felt as a Teacher in the Normal School was presented & on motion, the same was accepted.

On the nomination of the Principal

Mr Devolson Wood

was appointed a Tutor in the room of Mr Felt, at a permanent salary of five hundred dollars

An application of Mr Kellogg for an increase of salary was ordered to be on the table

The Committee appointed on the 26th Jany last relative to Professor Carr & Mr Dakin reported in favour of the appointment of Professor Carr to the Professorship of Natural Sciences, with a salary of one thousand dollars per annum, which was unanimously agreed to

Resolved that the Secretary notify Professor Carr on his appointment.

Mr Sumner C. Webb, asked for temporary leave of absence for about two thirds of the ensuing term, for the purpose of attending Medical lectures & with the understanding that the other teachers would attend his classes, but the Committee apprehending that due justice, under such an arrangement, could not be done to the pupils, declined to sanction the same.

On Motion

Resolved, that Dr Beck, Mr Townsend & Mr Woolworth be a Committee to present at the next meeting a permanent scale of Salaries, to which the Teachers as well as the Committee

will consider themselves bound to adhere.

Adjourned.

March 23, 1854.

The Executive Committee, met, on the call of the Chairman

Present

The Superintendent of Common Schools

Hon. Mr Townsend

Dr Beck

Col. Austin

The Minutes of the last meeting were read & approved

A letter from Dr Ezra S. Carr, dated Feby 11, 1854, was read, in which he signified his acceptance of the Professorship to which he had been appointed.

A letter from Dr Carr, to Professor Woolworth Dated March 16, 1854, was read as follows

Dear Sir,

Finding that my health & strength will not enable me to discharge the present duties of the chair of Natural Science, in a manner satisfactory to myself or beneficial to the classes, I reluctantly offer through you my resignation to the Executive Committee.

I trust it will be convenient to receive me during the coming week.

With my best wishes for the continued success & prosperity of the School I remain

Yours truly

Ezra S. Carr

After considering the same, it was resolved that Mr Townsend & the Principal be a Committee with full powers to make such temporary arrangements for the present session, as may seem to them necessary.

On application, it was agreed that the Principal allow the exhibition of the Public Schools, to be held in the large Room under such limitations & restrictions as may seem necessary.

On Motion unanimously

Resolved that the Secretary of State be requested to address the Normal School at its closing exercises in July next

Mr Townsend, from the Committee on Salaries appointed at the last meeting, made the following report in the form of Resolution.

Resolved that the Faculty of the State Normal School be & the same is hereby organized & established as follows,

<u>A Principal & Professor of Moral & Intellectual Philosophy</u>	at a salary of \$1500 per an
<u>A professor of Mathematics & Civil Engineering</u>	1000
<u>A Professor of the Natural Sciences</u>	1000
<u>A Professor of English Literature</u>	1000
<u>A Superintendent of the Experimental school</u>	
& Teacher of the Practice of Teaching	\$800
<u>A Superintendent of the Study Room & Tutor</u>	300

Four Tutors (if such number be necessary)

both male & female, each 500.00

A Teacher of Vocal Music 500.00

A Teacher of Penmanship & Book Keeping 500.00

and that the same be carried into full effect, whenever vacancies occur which will enable the Committee to do so, without injustice to the present teachers.

Resolved that the salary of the Superintendent of the Experimental School as fixed by the foregoing resolution be given to the present incumbent of that office, from the commencement of the next term.

On Motion said Report was unanimously agreed to

The following Schedule of Salaries referred to above was ordered to be entered on the minutes.

Principal & Professor of Moral & Intellectual Science	\$1500
Professor of Mathematics & Civil Engineering	\$1000
Professor of the Natural Sciences	1000
Professor of English Literature	1000
Superintendent of the Experimental School	900
Superintendent of the Study Room	800
Four Tutors, both Male & Female, each 500	2000

	\$31.
Teacher of Vocal Music	250
Teacher of Penmanship & Bookkeeping	<u>200</u>
	\$450
Mileage to Pupils	1500
Contingent Expenses	<u>1500</u>
	<u>\$11650</u>
Income from the State	\$10000
" from the Exp. School	<u>2000</u>
	<u>\$12000</u>
Surplus Balance	\$350

Which will be required for Repairs & Extraordinary Expenses

The Standing Committee on Accounts presented the following exhibit from the Treasurer being an account of the

Receipts & Disbursements for account of State Normal School
for the term ending

February 11, 1854.

Disbursements.

<u>For Salaries of the Principal & Teachers</u>	\$3450.00
" <u>Mileage of Pupils</u>	632.82
" <u>Contingencies</u>	638.16
" <u>Fuel</u>	421.63
" <u>Repairs to Building</u>	414.25
" <u>Insurance</u>	70.00
" <u>Stationery, Text Books & Chemicals</u>	140.07

For Experimental School

472.26

\$6239.19

Receipts

Balance from former A/c

395.41

Experimental School

729.00

From Comptroller

5000.00

Bank of Albany Interest

23.34

\$6157.75

Balance due Treasurer

\$31.44

The Committee also presented the following certificate

The Undersigned, members of the Executive Committee of the State Normal School & comprising a Committee to examine the Treasurers account, do hereby certify that they have examined the foregoing account of monies received & paid out by Dr T. Homeyn Beck, Treasurer, from Augst 12th 1853 to Feby 11, 1854, & also the vouchers in support thereof & find the same correct & they also find that the said Treasurer had advanced the Treasury eighty one ⁴⁴100 dollars, & that such sum has now been paid him out of the appropriation recd from the State received since Feby 11, 1854

(Signed)

E. W. Leavenworth)

Sub

Franklin Townsend)

Committee

Adjourned

April 20, 1884

The Executive Committee, met on the call of the Superintendent of Public Instruction, who was necessarily called out of town.

Present

Col Austin

Dr T. Romeyn Beck

Hon. F. Townsend

The Minutes of the last meeting were read & approved.

A Donation from Mr William F. Phelps of some forty volumes to the library of the State Normal School was announced, for which the thanks of the Committee were ordered to be presented.

The Committee to whom was referred the resignation of Professor Carr, with instruction to propose to him such relief from his present duties, as his health may require and the interests of the school admit

Report

That after conferring with him on the subject, they proposed to reduce his time of instruction from three to two hours & to continue his full salary, through the present term. In answer to this proposal they have received the annexed communication, which as the sub Committee do not feel authorized to enter into any arrangement, to extend beyond the present term, they submit for the consideration of the Executive Committee.

Signed

Franklin Townsend

Saml B. Woolworth

(Letter)

Tuesday Morning

April 18, 1854

Professor Woolworth

Dear Sir

Be pleased to call the attention of the Executive Committee to my resignation. I feel unable to give all the instruction now assigned to my department. If the Committee think that teaching Agricultural Chemistry, Geology, Botany & Physiology, by two lectures a day, through each term, together with the expense & labour which must necessarily attend such instruction, in drawing, illustrations &c is worth the salary now received (\$1000) I shall be happy to continue my connection with the institution. Should it be thought otherwise, I will continue Geology, & Chemistry, (being relieved after today of Natural Philosophy) through the present week.

Yours truly,

(Signed) E. S. Carr

After considering the same the following Resolutions were on Motion of Col. Austin, unanimously adopted.

Resolved that the Secretary be directed to inform Prof. Carr, that his resignation cannot be accepted to take effect before the end of the present term, & that in the opinion of the Committee, they have an equitable claim upon him, for his services at least until that time.

Resolved further that the Committee notify the offer made by their Special Committee to Prof. Carr, of full salary, for two hours' services for the residue of the term.

Adjourned.

Special Meeting

April 25, 1884

Present

Dr Beck

Hon. F. Townsend

who not forming a quorum

Adjourned

The following letter was ordered to be entered on the Minutes.

Dr T. R. Beck

Dear Sir,

The Resolutions of the Executive Committee, informing me of their acceptance of my resignation, to take effect at the close of the term &c are received. I regret that my efforts to discharge the duties of the chair, to the extent of my strength & ability should have met with the implied censure of the board. I did not undertake the duties of the appointment, without expressing a fear, that my strength would not prove equal to the performance of all the duties assigned to it duties which are usually performed by three Professors

in the New England Colleges.

These fears were again expressed early in the session, and it was not until I found it impossible with any regard to my health & the faithful discharge of my duties as a Teacher, that I reluctantly sent in my resignation. Incessant labour for the last nine months has so effectually worn me down, that I do not feel able to continue on longer, even on the favorable terms assented to by the Committee. Otherwise I would endeavour to discharge the duties of the Chair, in accordance with the wishes of the Committee until the end of the term, notwithstanding the embarrassment, to which a temporary arrangement would subject me, as I have explained to Prof. Woolworth.

Deeply regretting my inability to comply with the wishes of the Committee, I

remain yours truly

(Signed) E. S. Carr.

103 Colonic St

April 21, 1854

May 10, 1854.

The Executive Committee met, at the call of the Chairman.

Present

Hon. Victor M. Rice

Superintendent of Public Instruction

Hon. Franklin Townsend

Dr T. R. Beck

The Minutes of the last meeting were read & approved.

Prof Carr, having vacated his situation the Principal pursuant to authority vested in him by individual member of the Board

Reported that Mr Jilson had been temporarily employed for the remainder of the term, at the rate of \$800 per annum, in the room of Professor Carr.

Adjourned

June 12, 1884

The Executive Committee met on the call of the Chairman. Present

The Superintendent of Public Instruction

Chas L. Austin

T. Romeyn Beck

Wm W. Forsyth

The Minutes of the last meeting were read & approved

On Motion

Resolved that D. H. Cochran, Principal of Fredonia Academy, be & he is hereby appointed Professor of the Natural Sciences, to take office, from & after the opening of the State Normal School on September next, at a salary of one thousand dollars per annum, payable monthly..

Resolved that the Hon. Erastus Brooks of New York be requested to address the graduates at the concluding exercises of the School, in July next.

Adjourned

July 10, 1854

The Executive Committee met, on the call of the Chairman

Present

The Superintendent of Public Instruction

Hon Franklin Townsend

T. Romeyn Beck

Charles L. Austin

The Minutes of the last meeting were read
& approved.

A letter was read from Mr D. H. Cochran in
which he accepted the appointment conferred on him

A letter from the Hon. Erastus Brooks was
also read, in which he stated his acceptance the appoint-
ment to deliver the Semi Annual Address

A letter was received & read from Truman H.
Bowen in which he resigned his place in the State Normal
School, at the conclusion of the present term, on the
score of ill health

On Motion

Resolved that the resignation be accepted

It was further

Resolved that the Committee cannot accept the resignation
of Mr Truman H Bowen, without bearing ample testimony to
his long continued faithful & useful services & they sin-
cerely hope that by a change of occupation, his health
may be permanently restored.

One of the Children of Mrs Quin, on the free
list in the Experimental School having on account of ill-

ness, been absent during a term, it was

Resolved that the Principal admit her for the same during the next session.

The Committee after discussing the subject of supplying the vacancy occasioned by the resignation of Mr Bowen.

adjourned.

July 15, 1854

The Executive Committee attended to witness the closing Exercises of the term

Present

Hon. Victor M. Rice

T. Romeyn Beck

Franklin Townsend

The Principal & Faculty reported the following as worthy to receive Diplomas & they were accordingly granted.

Females

1. Julia Abbot	Erie
2. Huldah A. Allen	Schenectady
3. Harriet E. Abbot	Onondaga
4. Clara L. Baldwin	Onondaga
5. Marion A. Babcock	St Lawrence
6. Amanda S. Beach	Albany
7. Sarah T. Bowen	New York
8. Harriet M. Brand	Onondaga
9. Adaline M. Brown	Jefferson
10. Phebe A. Case	Yates
11. Julia Collier	Albany
12. Eueline C. Davies	New York
13. Frances V. Dix	Niagara

14. Mary A. Ford	Rensselaer
15. Cornelia H. Gaige	Schenectady
16. Cornelia W. Huntington	Erie
17. Lydia K. Keyes	New York
18. Julia E. Kennedy	Erie
19. Abby H. Lee	Albany
20. Louisa Lindeman	Orange
21. Mary A. McGowan	Albany
22. Lucinda S. Miles	Jefferson
23. Eleanor J. Miller	Albany
24. Juliette Neuman	Albany
25. Josephine Stewart	New York
26. Julia A. Smith	Monroe
27. Catharine A. Swan	Albany
28. Ellen L. Taggart	St. Lawrence
29. Ellen C. Turner	Onondaga
30. Catharine A. Vandersee	Albany
31. Frances J. Woolworth	Onondaga
32. Priscilla Wylie	Wayne
<hr/>	
omitted 33. M. Elizabeth Atwood	Albany

Kales

34. John C. Burdick	Warren
35. Henry C. Baker	Genesee
36. Richard D. Camichael	Rensselaer
37. Lewis A. Curtice	Chautauque
38. Mark Cummings	Cortland
39. William M. Knapp	Jefferson
40. J. Hervey Miller	Steuben
41. Henry A. Phillips	Lewis
42. Albert G. Ruliffson	Schoharie
43. Daniel H. Skidmore Junr	Suffolk
44. George D. B. Stacy	St. Lawrence
45. William M. Stark	Saratoga
46. Henry S. Stebbins	Erie
47. David Van Atten	Ulster
48. Beehman Van Gasbeek	Ulster
49. Lyman C. Wilder	Rensselaer
50. Jared G. Wood	Westchester

The Hon. Erastus Brooks, Member of the Senate of the State of New York, delivered an Address to the Graduates.

Whereupon, it was unanimously

Resolved that the thanks of the Committee be presented to the Hon. Erastus Brooks for his eloquent Address delivered this day & that he be requested to furnish a copy for

for publication.

Adjourned.

August 15, 1854

The Executive Committee met.

Present

The Superintendent of Public Instruction

Mr Austin

Dr Beck

Mr Townsend

The Minutes of the last meeting were read
& approved.

It was agreed, on the recommendation of Mr
Woolworth, to whom the subject had been particularly
referred, to appoint the

Rev. Mr Jewell (Frederick S.) Professor of
English Literature in the State Normal School, it being
understood at the same time, that the Department of Music
would be under his charge.

(Rev. Frederick Swartz Jewell)

Adjourned.

Sept 11, 1854

The Executive Committee Met,

Present

The Superintendent of Public Instruction

Dr Beck

Mr Townsend

The death of William W. Forsyth having occurred since the last meeting of the Board it was

Resolved unanimously, that the Committee deeply regret the loss that they have sustained, & they bear grateful testimony to the public & private virtues of the deceased.

Resolved that a Copy of the above be furnished to his family.

Samuel H. Hammond, having been duly appointed a Member of the Executive Committee of the State Normal School, on the Nomination of the Superintendent of Public Instruction by the Regents of the University appeared & took his seat.

The Minutes of the last meeting were read & approved.

Mr Austin was appointed a Member of the Standing Committee of Accounts, in the room of Mr Forsyth deceased.

Mr Hammond was appointed a Member of the Standing Committee on Repairs & Improvements, in the room of Mr Forsyth deceased.

The Treasurer presented his Semi-Annual account as follows & which on motion was referred to the Standing Committee.

Dr

Cash recd from the Comptroller..Appropriation	\$5000.00
Cash recd from the Experimental School	779.00
Cash recd for Interest on Deposits	36.58
	<u>\$5804.68</u>

Cr

Balance due the Treasurer on last A/c	81.44
Cash pd for Teachers' Salaries	3390.00
Cash pd Teacher of Experimental School &) Stationery bill for the same	471.13
	<u>\$3942.57</u>

	Brought up	\$3942.57
Text Books & Stationery for Normal School		135.69
Incidental Expenses		446.28
Repairs		134.58
Mileage to Students		675.43
		<u>\$5384.55</u>
Balance to the Credit of the Treasurer in the Bank of Albany Augst 10, 1854		\$ 470.11
		<u>\$5804.66</u>

A letter from the Rev. Mr Jewell was read, signifying his acceptance of the appointment recently conferred on him.

The Committee then proceeded to the consideration of an Appointment as Teacher of Music, & Penmanship, as contemplated by the plan adopted March 23, 1854, & after some time spent thereon, it was Resolved that Tully C. Estee be appointed a Tutor in said Normal School, & Teacher of Music & Penmanship at a salary of five hundred dollars per annum as Tutor & two hundred dollars additional, as Teacher of Music.

Adjourned.

Albany, Decr 21, 1854.

The Executive Committee met on the call of
the Chairman

Present

The Superintendent of Public Instruction

Dr Beck

Mr Townsend

Mr Hammond

The Minutes of the last meeting were read and
& approved.

The Standing Committee on the Treasurer's
Account for the last half of the Academic Year 1853-54,
made the following report, which was ordered to be entered
on the Minutes

The Undersigned, members of the Executive Com-
mittee of the State Normal School, appointed a Committee
to examine the account of T. R. Beck, Treasurer of said
school, for the six months, ending August 10, 1854, do
certify that we have examined the foregoing account of
his receipts & disbursements during that period, with the
vouchers in support thereof, & find the same to be correct
& that the balance above credited of four hundred & seventy
¹¹
100 dollars to the Treasury of said school is deposited
in the Bank of Albany, to the credit of said Treasurer,
as appears by the pass book of said bank.

(Signed)

Albany Novr 25, 1854

Charles L. Austin

Franklin Townsend.

The following works were referred to the Standing Committee on Text Books.

Hooker's Physiology
 Waring's Elements of Agriculture
 Comstock's Physicology

The Principal reported that for proper instruction in Music, a melodeen was required & that one was now in use at a high cost (\$24 per annum) Whereupon it was Resolved that one be purchased at a price not exceeding sixty (\$60) Dollars)

The Principal further reported that during the present very cold weather, the furnaces had failed to give out sufficient heat to such a degree, that it became necessary to dismiss the school for a day, & that he & several of the Committee had consulted with a mechanic, as to remedying the same & they had arrived at the opinion that the erection of an additional Hot Air Furnace would be advisable & that the expence of the same would be \$125. Whereupon on Motion, it was resolved to purchase the same

And then the Committee adjourned to meet on Wednesday next at 5 pm.

Decr 27, 1854.

The Committee met, pursuant to adjournment

Present

Col Austin

Dr Beck

Mr Townsend

The Minutes of the last meeting were read & approved.

Mr Woolworth presented the Draft of an Annual Report to the Legislature, which after being read & considered was agreed to, as said Annual Report & ordered to be engrossed & forwarded to the Regents.

Resolved that a second Catalogue of the Graduates of the State Normal School be prepared & appended to said Report.

Resolved that the Principal be directed to procure such extra copies of the Catalogue as he may deem necessary.

Resolved that the Hon Mr Headley of the Assembly be requested to deliver the Address at the Graduation in February next

Resolved that the Principal be authorized to exchange or dispose, of duplicate volumes in the Library.

Miss Dwight having applied to instruct in a particular branch on the Normal School the application was referred with full power to a Committee consisting of Mr Austin & the Principal

Adjourned