

San Luis Obispo, California,

August 16, 1913.

To the Board of Trustees,

California Polytechnic School.

Gentlemen:

The Legislature of 1913 made special appropriations for this institution as follows:

For development & extension of water system \$ 5,000.00

For extension of heating system 4,000.00

For repairs & improvements of building structures & equipment 10,000.00 \$ 19,000.00

The general appropriation law provides for this institution funds as follows:

For support & maintenance 28,000.00

For salaries 70,000.00

Grounds 7,000.00

Library 1,500.00

Printing 1,200.00 107,700.00

Total amount appropriated for the institution \$126,700.00

The special appropriations recommended by the State Board of Control were :

"Most urgent and necessary" 59,000.00

Supplemental recommended ^{ations} 41,000.00

Total special appropriation recommended by the State Board of Control 100,000.00

The general appropriation recommended by the State Board of Control was 108,500.00

The total amount recommended by the State Board of Control for this institution, including supplemental item of \$41,000.00 was \$208,500.00

Passed by Legislature, not signed by Governor:

Permanent water supply \$33,000.00

Farm buildings 30,000.00

Shop and laboratory equipment 10,000.00

Total \$73,000.00

B. T. #2

under the special appropriation for repairs and improvements.

I have also requested C. W. Rubel, Head of the Agricultural Department, to present the matter of exhibit at fairs, and also to report briefly on suggested improvements in the Agricultural Department.

MISCELLANEOUS REPAIRS AND IMPROVEMENTS.

Since the Governor failed to approve special appropriations for farm buildings and for shop and laboratory equipment, it is necessary to re-apportion to some extent the \$10,000.00 fund for general repairs and improvements. Principle items of work to be done under this appropriation are, roof repairing, Household Arts building, replastering and tinting in school buildings, miscellaneous repairs in and about creamery building, new tanks for storage of fuel oil, minor changes and repairs in old dormitory, miscellaneous small improvements in the carpenter shop, outside painting, some farm fencing, etc. It was proposed to purchase a new boiler out of the equipment fund which we expected to get. It will now be necessary to apportion a fund from the repair and improvement appropriation for the boiler. A farm machinery shed and a stock judging shed are also necessities which must be provided for out of the repair and improvement fund, if secured at all.

CANDIDATES RECOMMENDED FOR THE STAFF.

In accordance with previous instructions from the Board of Trustees, I beg to recommend appointments as follows:

Agriculture. Charles Myszka of the State Agricultural College, Manhattan, Kansas, to be appointed instructor in crops, soils and poultry husbandry at a salary of \$1500.00 for the year September 1, 1913 to August 31, 1914.

Very careful search was made for many months to find a man whom we could recommend for this important work in agriculture. Some candidates, splendid material, were not available to us on account of insufficient financial inducement to leave their present positions. Just the right man could not be found on the Pacific coast. We are especially well pleased, however, with the results of careful and extended investigation of the recommended candidate. Mr. Myszka is about twenty-eight years of

age, American Polish descent, born and raised on a Kansas farm, has had actual farm experience, agricultural training on the Agricultural College at Manhattan, Kansas, has had special training along the lines desired, namely: Soils and crops, has been employed in both Federal and Kansas State soil surveys, received degree, Master of Science, June 1913, was last year an assistant on the staff of the Agricultural College at Manhattan, Kansas. We propose to resume work in poultry husbandry within the current school year. Among other favorable statements, Professor E.L. Holton of the Agricultural College, Manhattan, Kansas, writes, "Myszka is a young man with excellent scholarship, a great deal of reserve force, a first class teacher, and thoroughly acquainted with the practical side of farm."

Mechanics Department. John E. Carpenter, Instructor in physics, mathematics and surveying, to succeed H. E. Kerans, retired, appointment to stand for one year, September 1, 1913, to August 31, 1914, at a salary of \$1,500.00 for the year. The candidate is of Swedish descent, Carpenter being an adopted name. He is about thirty years of age, received his engineering training at Stanford University having been graduated in electrical engineering in 1908. Carpenter has had about five years of practical engineering experience. His present position is assistant electrical engineer with the Pacific Gas & Electric Company of San Francisco. The investigation of the candidate by R. W. Ryder, Head of our Mechanics Department, and the Director convinces us that Carpenter will be a valuable man for our Polytechnic Staff.

Matron. Mrs. Elsie Bristowe to be appointed matron and manager of the dining hall, appointee to succeed Mary K. Hartzell, formerly manager of the dining hall, who is transferred to devote her entire time to teaching. Approval of appointment from August 10, 1913, to June 30, 1913, at a salary of \$75.00 per month and ^{room and board} found, is asked. Mrs. Bristowe is a resident of Alameda, a woman between forty-five and fifty years of age. After extended and very careful search I recommend Mrs. Bristowe because of her personal qualifications, for the peculiar duties of a position as matron, and because of her experience of over ten years as matron in school for boys under conditions very similar to our own. She has served the past nine years as matron in the Kearney Military School, a private school, located at Kearney, Nebraska. In this position she was

the "house-mother" and the manager of a dining hall where one hundred boys were cared for. Matron's salary to be paid from support fund as heretofore.

J. S. Bailey. To provide for instruction in mechanical drawing recommendation is made as follows: J. S. Bailey, present bookkeeper and cashier, to conduct classes in mechanical drawing, time given to instruction to approximate one-half of a regular instructor's time. Bailey was trained in an engineering course at Ohio State University, and last Spring with us proved his ability as teacher in handling a class in farm bookkeeping. Under the proposed plan Bailey will continue to handle the work of the bookkeeper and cashier. Recommended salary for Bailey's combined duties, \$130.00 per month for the period, September 1, 1913, to June 30, 1914. This additional compensation is at the rate of ten dollars per month.

Assistant Engineer. A second engineer will be needed from approximately August 20, 1913, to June 15, 1914. Requested that the Director be instructed to secure a competent man at a salary of from \$60.00 to \$75.00 per month as may be necessary. If we can secure John Perozzi who was with us last year we shall do so.

APPORTIONMENT SALARIES FUND.

Appropriation for the Year\$35,000.00

The salaries fund will be apportioned as follows for the fiscal year, July 1913 - June 1914, if the above recommendations are approved.

Edwards	1,920.00
Rubel	1,800.00
Ryder	1,800.00
Secrest	1,560.00
Heald	1,560.00
King	1,560.00
E. B. Smith	1,500.00
Johnston	1,500.00
Flint	1,500.00
Middleton	1,440.00

Chase	\$1,400.00	
Nelson	1,380.00	
Williams	1,300.00	
Whiting	1,400.00	
Hartzell	1,080.00	
Meck	1,020.00	
Castle	720.00	
Brooks	960.00	
Sinclair	960.00	
Duffy	960.00	
Myszka	1,250.00	
Carpenter	1,250.00	
Bailey	<u>1,540.00</u>	\$31,360.00
Balance for Director's salary & reserve	<u>3,640.00</u>	
Total	\$35,000.00	

APPORTIONMENT OF SUPPORT FUND.

Appropriation for the year \$14,000.00

We estimate for the present fiscal year as follows:

Fuel oil 2,000 bbls. (70¢ plus 15¢ hauling)	\$1,700.00
Trustees' expense fund	400.00
Regular employees, farm hands, messenger, truckman, janitor, student assistants, second engineer, carpenter & matron	5,800.00
New equipment in laboratories, shops, live stock	2,000.00
Sundry, - repair material, oils, school supplies, irregular labor and all miscellaneous items..	<u>4,100.00</u>
	\$14,000.00

This support estimate is presented as a guide for the current fiscal year.

GROUNDS.

Appropriation for the Year \$2,500.00

Recommended that \$500.00 be set aside for the purpose of improving play-grounds, the fund to be used so far as it will go for permanent tennis-courts, basket-ball courts, hand-ball courts, running track

B. T. #6.

and general athletic field. There will then be available as heretofore the sum of \$3,000.00 for labor, improvement of grounds around the school buildings, plantings, roads, paths, etc.

LIBRARY.

Appropriation for the year\$750.00

\$360.00 of this amount has already been apportioned for service of librarian for the year. Balance available for books, periodicals, pictures and needed service, \$390.00.

PRINTING.

Appropriation for the year\$600.00

This fund is handled between the State Printer and the State Board of Control. Requisitions for printing are sent to Sacramento as need arises. Recommended that as soon as possible there be published by the institution a small book of views illustrating the work in Agriculture carried on by this institution.

PURCHASE OF SUPPLIES FOR THE YEAR.

Quotations on all kinds of material and supplies have been secured and submitted to the Board of Control. Articles and amounts as follows I read from the records on file in the office of the bookkeeper and cashier. Your examination of the lists on file is respectfully requested. Purchase of materials and supplies and pieces of equipment as ~~recommended~~ ^{submitted} to the Board of Control is recommended.

NIGHT WATCHMAN.

July 1st the Director transferred John Strecker, assistant gardener, to service as night watchman. I believe the service of a night watchman is advisable throughout the entire year. The opinion of the Board is respectfully requested. Where watchman service is continued, watchman registering clocks are considered essential. Watchman registering clock with nine station size is sold for \$55.00. Does the Board believe it advisable to install such a system?

B. T. #7.

POLYTECHNIC SIGN ON SCHOOL PROPERTY.

Suggested that a well constructed sign-board about 5' X 16' bearing copy "CALIFORNIA POLYTECHNIC SCHOOL AGRICULTURE MECHANICS HOUSEHOLD ARTS A STATE INSTITUTION," in plain black and white block letters be so placed on the school farm as to be easily read from passing trains.

FOUR YEAR COURSE.

The new catalog contains the outline of the proposed four year course. This does not mean an addition of academic subjects nor raising of entrance requirements. Young pupils direct from the grammar school will enter upon a better course than it has heretofore been possible to offer. Ample provision is made for more mature boys and girls to pursue shorter courses of very practical work in all Departments. Full credit is always given for work satisfactorily completed in any high school.

VICE-DIRECTOR EDWARDS IN SOUTHERN CALIFORNIA.

Vice-Director Edwards spent two weeks in southern California as previously reported by the Director to individual members of the Board. Mr. Edwards called upon county superintendents, met school principals and teachers, former Polytechnic graduates and students, prospective students and many others interested in educational work. He visited points in San Diego, Orange, Los Angeles, San Bernardino, Ventura and Santa Barbara counties. He distributed school literature, made explanation of work of Polytechnic School, studied school conditions in the South and visited a number of farms and ranches to familiarize himself with the agricultural conditions from which many of our students come. In previous years this personal visitation has been effective of much good for the institution and has given opportunity to lay our work before prospective students. It is good for us to see ourselves from the outside.

FUTURE DEVELOPMENT OF THE INSTITUTION.

At a meeting of the Finance Committee June, 1912, ~~last~~, the Director expressed a hope that it would be possible for him to visit similar institutions in other states during the current school year in order that the school might plan more wisely the development work of the immediate future. Without formal vote the Finance Committee instructed the Director to ascertain the cost of a trip to visit vocational and industrial institutions in the Middle West and East and make report to the Committee.

A great responsibility devolves upon the institution's Board of the Trustees and the Faculty in planning work of the school for the years just before us. Vocational education in the United States has developed since the year 1900. This institution in 1903 and the years following was a pioneer. California Polytechnic's work has been investigated by educators from widely scattered states. In the decade just closed, however, educational ideals and methods throughout the United States have radically changed. The situation we have to face at the opening of the second decade differs greatly from that of ten years ago in that today hundreds of state and municipal schools are providing vocational and industrial education. Present day equipment and methods have been greatly improved over those of five years ago. In our own state the past ten years has witnessed the introduction of industrial training, courses similar to our own Polytechnic courses, in our more progressive high schools. There is a field and a need for our California Polytechnic as great today as ten years ago, but we face the second decade under changed conditions. We cannot rely on the methods of the past and reputation gained in the past to carry us through in the future. Realizing more and more the meaning of our responsibility in building the Polytechnic of the future, I have placed before the Finance Committee reasons for personal investigation of the best vocational schools in the United States, the most of which are in the Middle Western and Eastern states. Agriculture is our most important field and it presents the problems most difficult of solution. Kansas, Nebraska, Iowa, Minnesota, Wisconsin, New York and Massachusetts are meeting problems of vocational education, particularly agricultural education, with the most advanced methods in use in the

B. T. #9.

United States, while the United States has not yet attained the degree of perfection in vocational education already attained in Germany and other countries of Europe.

In accordance with the direction of the Committee given June 1913, the cost of a trip to the East is itemized below. The railroad fares and Pullman rates were obtained from the Southern Pacific Company. The estimate covers the cost of travelling expenses to visit institutions in Colorado, Kansas, Nebraska, Iowa, Minnesota, Wisconsin, Illinois, New York, Massachusetts, The Government Department of Agriculture, Washington, D. C., and Georgia. The cost of transportation returning by the Washington and Sunset route is only slightly more than the trip over the Central route.

Railroad fare on direct line San Luis Obispo to Denver, St. Paul, Chicago, Boston, Washington, D. C. New Orleans to San Luis Obispo	\$155.85
Pullman sleeping car for trip	36.50
Estimated railroad fare to reach institutions off main line..	25.00
42 days hotel bills and dining car meals	<u>160.00</u>
Total	\$377.35

If the Director is authorized to visit these institutions the best time for him to do so is during the coming October and November, leaving San Luis Obispo, say, one month after the opening of school. It is, of course, essential that such a visit, if made at all, be made while all institutions are in actual session. The Director feels that he is unable to pay the cost of such a trip out of his salary of \$2,600.00. If the trip is authorized the expense would have to be met in one of two ways, either by submitting an expense account to be charged item by item against the support fund or to allow a sufficient amount as salary for the current fiscal year, July to June inclusive, to allow the Director to meet the expense out of his own pocket. The second method is the simplest. If the Board sees fit to allow the Director compensation in the sum of \$3,000.00 for the fiscal year, July 1913 ^{to June} '14, the cost of the trip can be met with the increase of the \$400.00. The present Director, should his service continue beyond the present fiscal year, does not ask or expect that his compensation remain at \$3,000.00.

B. T. #10.

Not in any way is the Director asking that this matter be considered for personal reasons. I am convinced that California Polytechnic needs at this time more than ever intimate knowledge of the more highly developed schools of other states, and the only way to get the knowledge we need is to go where it can be obtained.

Respectfully submitted,

LeRoy B. Smith
Secretary.

LBS/NS

~~Mr. McFall~~
Permanent file.

C A L I F O R N I A P O L Y T E C H N I C S C H O O L

Board of Trustees

Meeting at

San Luis Obispo, California,

August 16, 1913.

ORDER OF BUSINESS.

1. Roll Call
2. Minutes of regular Board Meeting May 10, 1913,
and Meeting of Finance Committee June 13, 1913.
3. Report of the Director

Sections containing special suggestions or recommendations
are:

- a. Progress of Improvement Work
Reports of R.W. Ryder and C. W. Rubel, pp. 1 and 2
- b. Candidates recommended for the Staff, p. 2 to p. 4
- c. Apportionment Salaries Fund, p. 4
- d. Apportionment of Support Fund, p. 5
- e. Apportionment of Grounds Fund, p. 5
- f. Library, p. 6
- g. Printing, Agricultural booklet recommended, p. 6
- h. Purchase of supplies for the Year, p. 6
- i. Night watchman, and watchman registering clock
service, p. 6
- j. Polytechnic Sign on School Farm, p. 7
- k. Future Development of the Institution, pp. 8 - 10
Proposed visit to schools in other states.