

CALIFORNIA POLYTECHNIC SCHOOL
BOARD OF TRUSTEES

Meeting at

San Luis Obispo, Cal.,

June 17, 1911.

Order of Business

1. Roll call.
2. Minutes of the last meeting.
3. Communications, if any.
4. Reports, if any, of Standing Committee.
5. Report of Director.

(The report is in part oral. Suggested that it be considered item by item.)

6. Miscellaneous.

San Luis Obispo, California,

June 17, 1911.

The Board of Trustees,

California Polytechnic School.

Gentleman:

Owing to the pressure of duties incident to the closing of the school year, your Secretary begs leave to submit at this meeting an oral report in lieu of the usual written report. The items of business requiring attention today are indicated below, and with your permission information will be given orally touching each item.

Close of the Eighth Year of Instruction June the Ninth.

Appended Financial Statement.

Shows present balances only. Full statement for the year ending June 30th will be presented to the Board as early as possible.

State Engineer Ellery's visit in May.

New Legislation Providing for Improvements.

(In matters on which final action cannot be taken today it is suggested that a committee of the Board be given power to act at the proper time)

1. Dining hall, kitchen and equipment, - \$5.000
Available July 1st.

Data has been prepared and is now in hands of State Engineer.

2. Extension of Water System, - \$1.000 July 1st.

Ten thousand gallon tank and tower recommended.
Data now in hands of State Engineer.

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3. Equipment for shops and laboratories,- \$7000.00
July 1st.

Apportionment as suggested in report of April 29th is recommended.

Further recommendation that bids on quotations or needed equipment be secured and submitted from time to time to the Finance Committee.

4. Power plant,- \$6500.00 July 1st.

In line with action of this Board and with permission of State Engineer orders have been placed. Total \$3319.19.

5. Heating system,- \$3000.00 July 1st.

Data now in hands of State Engineer.

6. Live stock,- \$1000.00 July 1st.

Recommendations to be submitted later.

7. Farm machinery and implements,- \$2000.00.

Small order for surface irrigation pipe has been placed.
Amount \$116.60.

8. Repairs and improvements,- \$5000.00 July 1st.

Excavation under south end of boys' dormitory.
Repair Household Arts building's roof and other buildings.
Paint greenhouse, shops, and small buildings as needed.
Repair plumbing, plaster, oil floors, etc.
Recommend that details be referred to committee.

9. Furniture and equipment,- \$8000.00 available now.
\$ 229.52 already expended
\$4000.00 available July 1

Needed:

Filing cabinet, adding machine, piano, vacuum cleaner in each dormitory, about one hundred steel lockers, one hundred folding chairs, and miscellaneous articles in school buildings and dormitories.

Recommended that exact prices be secured and submitted to Finance Committee.

10. Revolving fund,- \$4000.00 is now available.

11. Farm buildings,- \$20,000.00.

Passed by legislature.
Not signed by Governor.

The Staff.

Miss Louie K. Willits, Instructor in domestic art,

resigns her appointment to accept position in a city high school.

Recommendation that resignation be accepted and a successor secured.

Mr. E. B. Smith

resigns his appointment as proctor of the boys' dormitory.

Recommendation that resignation be accepted and another faculty member secured.

Instructor in Science.

In accordance with instructions given the Secretary April 29th, the search for a teacher of chemistry and physical geography has been continued. The right man is apparently John W. Wilson of the State College of Washington. Vice-Director-elect F. E. Edwards, now in Oregon, will have a personal interview with Mr. Nelson June 18th and make report on the candidate.

Nelson
Edward D. Curl, Buttermaker.

As previously reported Mr. Curl, who is strictly a first class man in his position, cannot be retained for \$90.00 per month.

Recommend increase in salary to \$100.00 per month beginning July 1st.

Mrs. E. B. Waters, matron of boys' dormitory and manager of dining hall,

desires to retire upon expiration of appointment this month. After very careful consideration, recommendation of appointment of Miss Mary K. Hartzell is hereby made. Salary \$900.00 for the fiscal year 1911-12 and room and board. Miss Hartzell has been under special training for this kind of institutional work. Is now in the East and was interviewed in New York last month by Miss May Secrest head of our Household Arts department. Miss Secrest after personal interview heartily endorses the recommendations coming to us from Teachers' College. Miss Hartzell's training has been received where four hundred people were cared for, *Wittier Hall, Teachers College*.

Miscellaneous.

Poultry Husbandry.

Decision last meeting that funds would not permit employment of a first class poultryman.

Recommended that the work be suspended for the coming year, that the stock (about 250 birds) be sold, and that the proceeds be held for the department when resumed.

Janitor.

Recommended that one man on full time be employed as head janitor. Wages \$50 to \$60 per month as may be necessary.

State Fair Exhibit.

Exhibit is recommended if satisfactory arrangements can be made.

Additional Store Room at the Creamery.

or frame bldg
15 x 25 14/16. Corrugated iron painted same as main building. Size about Mr. Rubel has some details of proposed plan. \$400.00 probably sufficient.

Purchase of Supplies.

Fuel oil, stove wood, coal, and school supplies.

Recommended that bids or quotations be secured, and that the Finance Committee be empowered to act as new legislation may require.

Board of Control.

As directed at last meeting the Secretary has written the Board of Control stating the necessity for making purchases in the open market above the \$100 limit. A reply has not yet been received. The organization of the Board's system is probably yet incomplete as the law has been in effect two weeks only.

Commissary Department.

Recommended that the price of board and room be figured on a basis of \$24.00 per month.

Late Registration of Students.

Recommended that a late registration fee of \$2.00 be required, this requirement to become effective January 1st. 1912..

Speed Limit Sign.

Recommended that a speed limit sign be placed by order of this Board at the entrance to the school's private road.

GENERAL APPROPRIATIONS.

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BALANCES, JUNE 6th.

1910-1911.

Grounds.....	\$ 3,000.00	\$ 110.00
Library.....	500.00	7.32
Printing.....	375.00	15.00
Salaries.....	27,500.00	2,380.27
Support.....	12,500.00	507.49
Trustees' Expenses....	400.00	114.06

1911-1912.

Grounds.....	3,000.00
Library.....	750.00
Printing.....	450.00
Salaries.....	30,000.00
Support.....	12,500.00
Trustees' Expenses....	400.00

Director's Report
June 17, 1911

No quorum
Meeting of Finance
Committee