

San Luis Obispo, California,

April 27, 1912.

To the Board of Trustees,

California Polytechnic School.

Gentlemen:

It is a matter of great regret that illness has prevented me from preparing the full and detailed Director's report which I had contemplated for this meeting. In brief, the work of the spring term is moving along satisfactorily. Plans for the ninth annual farmers' picnic at the school are well under way. The picnic will be held either May 17th or 24th, exact date to be announced next week. A class of twenty-five will be graduated from the three year courses Thursday, June 13th.

#### PROPOSED AMENDMENT TO BY-LAWS.

At the last regular meeting of the Board the amendment proposing to change the number necessary for a quorum from four to three was laid on the table for consideration at this meeting.

#### WATER SYSTEM.

July first next \$2,000.00 will become available for further improvements in our water system. I have asked Vice-Director F. E. Edwards to present to you today some of the plans we have had in mind. While this fund is under the control of the State Department of Engineering, I sincerely hope that the Department will not insist on sending an outside man here this summer to take charge of this small piece of work. Our Mr. R. W. Ryder can handle this work perfectly well and it will be easier for us than having a stranger step into the work who is entirely unfamiliar with the whole scheme of our plan.

#### THE INSTRUCTING STAFF.

Miss Harriet Howell, instructor in domestic art, desires to retire from the institution at the expiration of her appointment at



the close of the current fiscal year.

Mr. I. J. Condit, instructor in botany and horticulture, desires to withdraw at the expiration of his appointment at the close of the fiscal year.

Mr. A. R. Carranza desires to withdraw at the expiration of his appointment at the close of the current fiscal year.

We are searching for the right persons to take the places of these withdrawing and hope to submit to you recommendations before the close of the fiscal year.

The following reappointments are recommended for the fiscal year July 1, 1912 to June 30, 1913, at salaries indicated below:

F. E. Edwards, Vice-Director and instructor in agricultural chemistry, \$1800.00.

C. W. Rubel, Head of the Agricultural Department and instructor in animal husbandry and farm manager, \$1800.00.

Miss May Secrest, Head of the Household Arts Department and instructor in domestic science, \$1560.00.

O. L. Heald, instructor in machine shop practice and forge, \$1500.00.

A. D. King, instructor in mathematics, \$1500.00.

R. W. Ryder, instructor in physics, electricity and surveying, \$1500.00.

E. B. Smith, instructor in history and English, \$1450.00.

J. M. Johnston, instructor in carpentry, \$1400.00.

R. S. Middleton, instructor in dairying, \$1440.00. This is an increase of \$90.00 per year over Mr. Middleton's present salary.

Miss Margaret Chase, instructor in English, \$1300.00.

J. W. Nelson, instructor in chemistry and physical geography, \$1250.00.

Miss Belle Williams, instructor in drawing and applied design, \$1200.00.

The salaries recommended herewith total \$17,700 for the next fiscal year. The Salaries' appropriation for the year is \$30,000.00,



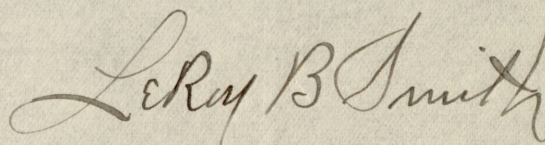
leaving a balance of \$12,300.00 for salaries of Director, new appointees, office force, and employees. These other appointments, several of which stand during the pleasure of the Board, can be taken up by the Board or a committee a few weeks later.

#### GIRLS' DORMITORY BUILDING.

Various circumstances and needs compel consideration of changes in the use of the building now serving as a girls' dormitory. More class rooms are urgently needed and will be a necessity another school year. This building is most suitably located for a class room building. I have asked Mr. J. M. Johnston, our instructor in carpentry, to submit a report and estimate on changes necessary to convert the building into class rooms. The Director can submit a detailed report of this matter in the near future, and I would suggest that a committee of the Board be appointed to consider the subject with the Director.

If special reports are desired on any particular features of the school's work they will be cheerfully prepared upon the request of the Board. A more extended report will be presented before the close of my service with the school.

Respectfully submitted,

A handwritten signature in cursive script, reading "LeRoy B. Smith". The signature is written in dark ink and is positioned above the printed title "Secretary".

Secretary.



CALIFORNIA  
POLYTECHNIC SCHOOL,  
SAN LUIS OBISPO.

LEROY BURNS SMITH, DIRECTOR.

A STATE SCHOOL OF AGRICULTURE,  
MECHANICS, AND HOUSEHOLD ARTS,  
ADMITTING PUPILS UPON COMPLE-  
TION OF THE GRAMMAR GRADES

April 27, 1912.

To the Honorable Board of Trustees,  
California Polytechnic School.

Gentlemen:

At a recent meeting of the Finance Committee of your Board and in conversations with individual members of the Board, I have already advised you of my desire to be released from the Directorship of the California Polytechnic School at the close of the current fiscal year. I, therefore, submit ~~herewith~~ my resignation as Director of said School and as Secretary of the Board of Trustees, to take effect July 1, 1912, or such date in July or August next as may later be agreed upon.

The reasons for offering my resignation are purely personal. The hearty support and loyal co-operation always given me by the Board of Trustees during my term of office have been most deeply appreciated. It is my earnest hope that the future of the school may witness the realization of the high ideals held by the Board of Trustees, its faculty, and friends.

Yours very truly,

LEROY B. Smith



# STATEMENT SHOWING BALANCES IN FUNDS.

## Equipment for Shops and Laboratories. Chapter 509, 1909.

Balance Oct. 1, 1911 .....	\$	86.01
Expenditure .....		28.71
Balance April 1, 1912 .....		<u>57.30</u>

## Equipment for Shops and Laboratories. Chapter 229, 1911.

Appropriation .....	7,000.00
Expenditure .....	4,591.46
Balance April 1, 1912 .....	<u>2,408.54</u>

## Live Stock. Chapter 272, 1911.

Appropriation .....	1,000.00
Expenditure .....	316.40
Balance April 1, 1912 .....	<u>683.60</u>

## Farm Machinery and Implements. Chapter 273, 1911.

Appropriation .....	2,000.00
Expenditure .....	546.11
Balance April 1, 1912 .....	<u>1,453.89</u>

## School and Dormitory Furniture. Chapter 512, 1911.

Appropriation .....	5,000.00
Expenditure .....	2,117.04
Balance April 1, 1912 .....	<u>2,882.96</u>

## GENERAL APPROPRIATIONS.

For the Fiscal Year July 1, 1911 - June 30, 1912.

### Grounds.

Appropriation .....	3,000.00
Expenditure .....	1,969.59
Balance April 1, 1912 .....	<u>1,030.41</u>

### Library.

Appropriation .....	750.00
Expenditure .....	408.53
Balance April 1, 1912 .....	<u>341.47</u>

### Printing.

Appropriation .....	450.00
Expenditure .....	259.29
Balance April 1, 1912 .....	<u>190.71</u>

### Salaries.

Appropriation .....	30,000.00
Expenditure .....	22,132.67
Balance April 1, 1912 .....	<u>7,867.33</u>



Support.		
Appropriation .....		\$12,500.00
Expenditure .....		<u>11,044.49</u>
Balance April 1, 1912 .....		1,455.51

Trustees' Expenses.		
Appropriation .....		400.00
Expenditure .....		<u>141.30</u>
Balance April 1, 1912 .....		258.70

CONTINGENT FUND.  
April 1, 1912.

	Balance	Deficit	Bills Receivable	Bills Payable	True Balance	True Deficit
Cresmery	\$ 489.12	\$ 489.12	\$486.43			\$ 10.69
Dairy		154.88	27.93			126.95
Dining Hall		461.49	65.85			395.64*
Dormitory		18.33				18.33
Farm	234.62				\$ 234.62	
Garden	157.29				157.29	
Laboratory	1,388.25				1,388.25	
Poultry	120.65				120.65	
Power House	7.90				7.90	
	<u>\$1,908.71</u>	<u>\$1,123.82</u>	<u>\$572.21</u>		<u>\$1,908.71</u>	<u>\$551.61</u>
					<u>551.61</u>	
					1,357.10	

Balances .....\$1,908.71

Add Bills Receivable ... 572.21

Total Balances ..... 2,480.92 ..... \$2,480.92

Deficits ..... 1,123.82 ..... 1,123.82

True Balance ..... 1,357.10

\*(Note - Inventory taken April 1 showed value of food stuffs in stock in Dining Hall amounted to \$244.26.)



# Semi Annual Meeting

## April 27, 1912

(Note - Invoices when paid shown with a line of 0000 change in)

Balance forward ..... 1,384.70

Total Receipts ..... 2,480.35

Balance ..... 1,093.65

1,384.70  
2,480.35

Total Receipts ..... 2,480.35

1,384.70  
2,480.35

1,384.70

2,480.35

1,384.70

2,480.35

1,384.70

2,480.35

1,384.70

2,480.35

10.00

229.64

110.00

10.00

Receipts ..... Balance ..... Deficit

April 1, 1912

1,384.70  
2,480.35  
1,093.65

1,384.70  
2,480.35  
1,093.65