

CALIFORNIA POLYTECHNIC SCHOOL.

Board of Trustees

Meeting at

San Luis Obispo, California,

October 23, 1911.

ORDER OF BUSINESS.

1. Roll Call
2. Minutes of last meeting
3. Communications
4. Reports of Standing Committees
5. Report of the Director

Sections containing suggestions or recommendations are

- a. Water and Sewer Systems, p. 2
 - b. Farm Machinery and Implements, p. 3
 - c. School and Dormitory Furniture, p. 3
Pianos, Vacuum Cleaner, Typewriter.
 - d. Salaries' Pay Roll, p. 6
 - e. Power House Engineers, p. 6
 - f. Assistant Proctor and Physical Director, p. 6
 - g. Instructor in Dairying and Dairyman
6. Miscellaneous.

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San Luis Obispo, California,

October 28, 1911.

The Board of Trustees,

California Polytechnic School,

San Luis Obispo, California.

Gentlemen:

The first half of the fall term of the ninth year of instruction ended Friday, October 27th. The total enrollment this year is slightly greater than in any previous school year. The figures are as follows:

	NEW STUDENTS	36 Mechanics 37 Agriculture <u>29</u> Household Arts
Total Number of New Students		102
	OLD STUDENTS	33 Mechanics 25 Agriculture <u>24</u> Household Arts
Total Number of Old Students		82
	TOTAL ENROLLMENT	69 Mechanics 62 Agriculture <u>53</u> Household Arts
	GRAND TOTAL	184

The 184 students enrolled come from the following Counties and States:

Alameda	3	Santa Clara	6
Fresno	2	Santa Cruz	2
Kern	5	Sonoma	1
Kings	1	Stanislaus	5
Los Angeles	11	Tulare	4
Marin	1	Ventura	4
Mariposa	1	San Luis Obispo	38
Merced	2		
Monterey	4	Colorado	1
Napa	1	Iowa	1
Orange	11	New York	1
Riverside	5	Nevada	1
San Bernardino	1	Oregon	1
San Diego	3		
San Francisco	1	Japan	1
Santa Barbara	11		

The percentage from San Luis Obispo County is 47%.

Since July first last E. W. Yount, representing the State Department of Engineering, has been on the ground taking charge of construction work and the repairs and improvements handled by the Sacramento Department. Were it not for delay in receiving material his work would have been finished by this date. As it is he will be obliged to remain longer. I hope the members of the Board may visit today all of the work recently completed or now under way.

DINING HALL.

The construction work is nearly complete and most of the equipment is in place. The steam line into the dining hall is not yet connected.

SHOP AND LABORATORY EQUIPMENT.

Not all of the shop and laboratory equipment has been received. A detailed statement showing the condition of the shop and laboratory fund follows this report with other financial statements.

WATER AND SEWER SYSTEMS.

\$1,000.00 only became available July first. Tank and tower were ordered by the Department of Engineering. They will arrive so late that it will not be practicable to erect them this fall, particularly in view of the fact that part of the \$1,000.00 is urgently needed for other water items. I would recommend the purchase of a motor and the erection of a suitable shed to cover motor and small gas engine located just north of the 100,000 gal. concrete reservoir. Estimated cost, \$200.00.

POWER PLANT.

All machinery has been received except a few small fittings which have delayed complete installation. The direct connected engine and generator is not yet in use. We are supplying power from the Skinner 50 H.P. engine belted to the new 37-1/2 k.w. A. C. generator.

HEATING SYSTEM.

Work handled by the Department of Engineering is now under way. The work is not complete because of delay in receiving material.

LIVE STOCK.

The only purchases have been swine in accordance with requisitions previously signed.

FARM MACHINERY AND IMPLEMENTS.

Small purchases only have been made. A requisition for disc plow, disc harrow, harness, etc. is presented today.

SCHOOL AND DORMITORY FURNITURE.

Piano proposals are ready for consideration today. Vacuum cleaner proposals are ready for consideration today, and one machine is here on the place for your inspection. Typewriter proposals are ready for consideration today.

Some time ago the State Board of Control notified us to the effect that all furniture just so far as possible must be secured from the State Prison at San Quentin. In order to get first hand information the Secretary visited the Prison to ascertain what could be obtained and how soon delivery could be made. No promise of early delivery could be made. Articles of furniture needed within a few months will have to be secured in the markets as formerly. Orders for furniture needed next school year should be placed at the Prison six months or a year in advance.

REPAIRS AND IMPROVEMENTS.

Work has been carried on by the Department of Engineering. The principal improvements are as follows:

Forge Shop: Roof and side walls repainted, skylight set in roof, blower room with vent to roof with two sash, trap door, and fresh air intake, four part double basin sink in wash room, old sinks

removed, lockers repaired, two new doors and foundation for drill press, anvil blocks.

Girls' Dormitory: Floor relaid in old kitchen, T. & G. side walls and ceiling in basement.

Boys' Dormitory: Gynasium excavated, asphalt floor, one door and two windows, opening in first floor and ladder to basement, concrete around old footings. 2 part laundry tray in basement with hot and cold water, patent floors in shower bath rooms removed, lowered and replaced with cement. changes in private bath room on second floor. All floors cleaned and waxed. High pressure steam line and storage tank for hot water system.

Machine Shop: Benches repaired, oiling platform for shafting, doors and lockers repaired, roof painted.

Carpenter Shop: Roof repaired and painted.

Ranch Buildings: Reshingled.

Household Arts Building: Imitation tile roof repaired, first and second floors tinted, basement drained, ceiling in store room, one double door in store room, leaders repaired, part of blackboard replaced in room 5, new lath and plaster ceiling in room 5, and in girls' rest room.

Administration Building: Acid closet for chemistry laboratory, Asphalt floor in physics laboratory and store room, painting, patch work.

Miscellaneous: 2 expansion joints and anchors on old heating line foundation for engine at concrete tank.

REPAIRS TO SEWER MAIN.

In line with correspondence and conversation with members of the Executive Committee, the Department of Engineering has been requested to replace the 4 inch sewer line, which has been causing a great deal of trouble during the last two years, with 6 inch iron pipe line. Mr. Yount has already submitted requisitions to the Department of Engineering for material needed. The Board of Control

will allow payment for this work from the \$5,000.00 Repair and Improvement fund. Estimated cost of the sewer work, as previously reported, is \$850.00.

STEAM LINE TO THE CREAMERY.

In accordance with previous correspondence and interviews with members of the Finance Committee, work on the steam line from the power plant to the creamery, with branch line to the carpenter shop, has been begun. The State Board of Control will allow this expenditure from our Shop and Laboratory Equipment fund, which is best able to bear the cost of this improvement. Estimated cost for a line of 970 ft., including branch to the carpenter shop, is \$648.27.

THE SALARIES' FUND PAY-ROLL.

The \$30,000.00 fund is, in accordance with previous appointments, being used as follows:

L. B. Smith,	Director	\$2400.00
F. E. Edwards,	Vice-Director and Instructor in Chemistry and Agriculture	\$1800.00
C. W. Rubel,	Head of Agricultural Dept. & Instructor in Animal and Dairy Husbandry	\$1800.00
May Secrest,	Head of Household Arts Dept. & Instructor in Domestic Science	\$1560.00
O. L. Heald,	Instructor in the Forge and Machine Shops	\$1500.00
A. D. King,	Instructor in Mathematics	\$1500.00
I. J. Condit,	" " Botany and Horticulture	\$1500.00
R. W. Ryder	Instructor in Physics and Electricity	\$1500.00
E. B. Smith,	Instructor in History and English	\$1450.00
J. M. Johnston,	Instructor in Carpentry	\$1400.00
Harriet Howell,	Instructor in Domestic Art	\$1300.00
Margaret Chase,	" " English and Chaperon of Girls' Dorm.	\$1300.00
J. W. Nelson,	Instructor in Chemistry and Physical Geography	\$1250.00
R. S. Middleton,	Instructor in Dairying (Term expires December 31st)	\$1200.00
Belle Williams,	Instructor in Drawing & Ap- plied Design	\$1200.00
Jane V. Gillett,	Bookkeeper and Cashier	\$1200.00
Carrie E. Castle,	Director's Secretary & Li- brarian (Also received \$10 per month from library fund)	\$900.00
A. R. Carranza,	Assistant in Mechanics Dept. (Salary for the year \$1080.00 \$280.00 paid from other funds)	\$800.00

A. D. Sinclair	Head Gardener	\$900.00
J. M. Duffy,	Dairyman	840.00
H. B. Waters	Services as mechanical and electrical engineer July, 1911	50.00
Recommended apportionment for pay of power house engineers		\$1300.00
S. C. Griffith	Farm Foreman during July and August	140.00
A. Brooks	Farm Foreman August 20 to September 1	29.34
" "	Farm Foreman	<u>800.00</u>
		\$29,619.34
Unapportioned Balance		<u>380.66</u>
		\$30,000.00

POWER HOUSE ENGINEERS.

With centralization of sources of power at the main power house we shall need two engineers in order that power, heat and light may be had, when necessary, from six A.M. to ten P.M. We have at present Charles P. Baker, a graduate of the School, and O. H. P. Meck, a resident of San Luis, serving as power house engineers. On account of construction work and installation of machinery about the place two men have been required for some weeks past. We have paid Meck \$70.00 per month and Baker \$60.00 per month. I would recommend as shown under "Salaries' Pay-Roll", an apportionment of \$1300.00 toward the pay of engineers for the current school year. If Meck and Baker prove entirely competent, as they have thus far, I would recommend that beginning with January first Meck be paid \$75.00 per month and Baker \$65.00 per month, and would further recommend that the total salaries of the engineers in excess of \$1300.00 be paid from the contingent or the support fund.

ASSISTANT PROCTOR OF THE BOYS' DORMITORY.

Mr. J. W. Nelson in addition to his duties as instructor in chemistry and physical geography, is serving very efficiently as our physical director and assistant proctor in the boys' dormitory. I would recommend that for the period September first, 1911 to June tenth, 1912 the rate charged him for board be \$15.00 per month instead of \$24.00 per month.

INSTRUCTOR IN DAIRYING AND DAIRYMAN.

The appointment of R. S. Middleton, instructor in dairying, expires December 31st. He has served the past year at \$100.00 per month. A small increase in his compensation will be justified for a second year's service. It will also probably be advisable to increase the salary of our very faithful dairyman, Jas. M. Duffy, from \$70.00 to \$75.00 per month. I would recommend that the re-appointment of these two men be referred to the Finance Committee and the Director with power to act at a later date.

BREAKAGE AND EXTRA MATERIALS DEPOSIT.

Beginning with the first year of the School the breakage deposits have been placed as a separate fund in the Andrews Bank of San Luis Obispo. Unused balances of this fund are returned each year on graduation day in June. This fund has been called into use each year as a revolving fund. It is necessary to purchase in the fall supplies ultimately paid for by the contingent fund and naturally supplies purchased in the fall, - fuel for instance, for use in the spring cannot be paid for out of contingent receipts until spring. The fund in the Andrews Bank has been used as a revolving fund to carry these accounts. I thought it well to call attention to this fact and if any changes or further detailed reports are desired, same can readily be made upon order of the Board.

There are always many details which might be incorporated in a report. Suffice it to say that special reports on any feature of the Schools work, management, or finances will be cheerfully prepared at any time upon request of the Board.

Respectfully submitted,

Secretary.

FINANCIAL STATEMENT.

Equipment for Shops and Laboratories.

Chapter 509, 1909.

Balance July 1, 1911	\$95.31	
Expenditure	9.30	
Balance October 1, 1911	<u>\$86.01</u>	

Dining Hall.

Chapter 207, 1911.

Appropriation	\$5000.00	
Fund controlled by the State Department of Engineering with exception of \$750.00 which by agreement was set aside for equipment.		
Total unexpended balance about	\$1250.00	

Equipment for Shops and Laboratories.

Chapter 529, 1911.

APPROPRIATION\$7000.00

EXPENDITURE 910.85

BALANCE October 1,\$6089.15

Botanical Laboratory.

Apportionment\$200.00

Expenditure for implements 19.55

\$180.45

Carpenter Shop.

Apportionment\$200.00

Expenditure for chain33

\$199.67

Chemistry and Soils and Physical Geography.

Apportionment\$500.00

Expenditure - Platinum dish 55.11

\$444.89

Creamery.

Apportionment\$400.00

\$400.00

Drafting Rooms.

Apportionment\$100.00

\$100.00

Forge and Foundry.

Apportionment\$500.00

Expenditure

Punch and shear\$47.50

Lockers 214.05

Labor, fgt., hauling..... 28.65

\$290.20

\$209.80

Gas Machine and Pipe.

Appropriation\$700.00

Expenditure

Machine\$265.00

Freight 3.72

Pipe and fittings 22.08

Labor 33.13

\$323.93

\$376.07

Machine Shop.

Apportionment\$1200.00

Expenditure

Chucks\$142.75

Other equipment 63.28

Freight 1.95

\$207.98

\$993.03

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Equipment for Shops and Laboratories -- Continued.

Electrical Laboratory.

Apportionment	\$1100.00	
Expenditure - Lamps and Tape	13.75	\$1086.25

Physics.

Apportionment	\$150.00	\$150.00
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Surveying.

Apportionment	\$550.00	\$550.00
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Reserve	\$1400.00	
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Balance October 1, 1911	\$6082.15	
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Water and Sewer System.

Chapter 228, 1911.

Available July 1, 1911	\$1000.00	
Handled by State Department of Engineering.		

Power Plant.

Chapter 270, 1911.

Appropriation	\$2500.00	
Handled through State Department of Engineering.		

Heating System.

Chapter 271, 1911.

Appropriation	\$3000.00	
Handled by State Department of Engineering.		

Live Stock.

Chapter 272, 1911.

Appropriation	\$1000.00	
Expenditure		
Stock (pigs)	\$245.00	
Expense account	20.65	265.65
Balance October 1, 1911		\$734.35

Farm Machinery and Implements.

Chapter 273, 1911.

Appropriation	\$2000.00	
Expenditure		
504-1/2 feet irrigation pipe	\$112.90	
pipe fittings	6.13	119.03
Balance October 1, 1911		\$1880.92

School and Dormitory Furniture.

Chapter 512, 1911.

Appropriation becoming available Apr. 21 and July 21	\$5000.00	
Expenditure		
Two sewing machines	\$80.00	
Dish washing machine & kitchen utensils ..	149.52	
Furniture	355.45	
Map	17.50	
Toweling, irons, etc.	52.55	
	\$655.02	655.02

Balance October 1, 1911	\$4344.98	
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Repair and Improvement Fund.

Chapter 548, 1911.

Appropriation	\$5000.00
Handled by State Department of Engineering.	
Unexpended balance October 1, about	\$2000.00

GENERAL APPROPRIATIONS.

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

Grounds.

Appropriation	\$3000.00
Expenditure as per schedules submitted	695.76
Balance October 1, 1911	\$2304.24

Library.

Appropriation	\$750.00
Expenditure as per schedules submitted	49.06
Balance October 1, 1911	\$700.94

Printing.

Appropriation	\$450.00
Expenditure - Catalog	\$121.20
Envelopes	10.20
Stationery, etc.	93.25
Balance October 1, 1911	\$224.65
	\$225.35

Salaries.

Appropriation	\$30000.00
Expenditure as per schedules submitted	6905.42
Balance October 1st, 1911	\$23094.58

Support.

Appropriation	\$12500.00
Expenditure as per schedules submitted	3801.32
	\$ 8698.68
Revolving Fund	300.00
Balance October 1, 1911	\$ 8398.68

Trustees' Expenses.

Appropriation	\$400.00
Expenditure as per schedules submitted	26.70
Balance October 1, 1911	\$373.30

CONTINGENT FUND.

July 1 - September 30, 1911.

	Balance	Deficit	Bills Receivable	Bills Payable	True Balance	True Deficit
Creamery		\$1,062.17	\$351.13			\$ 711.04
Dairy		477.18				477.18
Dining Hall		150.13	26.20	\$144.64		268.57
Dormitory		110.57				110.57
Farm \$	166.90				\$ 166.90	
Garden ..	106.06				106.06	
Labora- tory ...	1,334.08				1,334.08	
Poultry .	116.07				116.07	
Power House ..	6.90				6.90	
	\$1,730.01	\$1,800.05	\$377.33	\$144.64	\$1,730.01	\$1,567.36
						<u>162.65</u>
						\$1,730.01

Balances \$1,730.01

Add Bills Receivable ... 377.33

Total Balances \$2,107.34 \$2,107.34

Deficits 1,800.05

Add Bills Payable ... 144.64

Total Deficit 1,944.69 1,944.69

True Balance \$162.65

Director's Report
Term. Annual Meeting
Oct. 28, 1911.