

ORDER OF BUSINESS

1. Roll Call
2. Reading of the Minutes
3. Director's Report
4. Reports of Committees
5. New Business

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San Luis Obispo, California.

November 8th, 1919.

Board of Trustees of California Polytechnic School,
San Luis Obispo, California.

Gentlemen:

This report outlines as briefly as possible all such information as has not been already reported to the Board at other meetings and takes up such matters as require immediate attention. It is realized that the time for the meeting is limited and to this end the reports are brief but will be supplemented by oral reports as may be desirable and necessary.

I Purchase of Farm Machinery.

The State Board of Control purchased a mower but not a rake and had same delivered to this school immediately following July 1st 1919. The charge was made against this fiscal year. This was in contradiction to the desires of this board which at the meeting of June 28th ordered that in view of the delay in purchasing and the season being well nigh past that purchase be deferred until the Spring of 1920. It is understood from the State Purchasing Agent that the specifications and order was originally placed by the State Board of Control through Mr. Lathrop.

II Irrigation and Water System.

All of the irrigation pipe and hydrants have been installed and are now in operation. The connection to the Domestic Supply has been made and water is now being obtained from this system. The State Hygienic Laboratory reports the water fit for domestic purposes.

Two irrigations have been made on the alfalfa. The third irrigation was prevented by the failure of the twenty inch canvas irrigation hose used in conveying the water from the hydrants to the upper end of the borders. This hose had been in use some three years but it was hoped that it would complete this season. Ten inch galvanized surface

irrigation pipe was immediately ordered. This order was placed August 12th. The State Board of Control disapproved stating that it was too late to irrigate. This was taken up with the Board's Finance Committee and a letter explaining the need addressed to the State Board of Control. The matter of the advisability of irrigating at this time was then dropped by the State Board of Control and the question raised as to the reason for ten inch pipe with a recommendation that six inch be purchased. An explanation of the need of ten inch and not six inch has been forwarded to the State Board of Control together with the statement that State Engineer Mc Clure and his assistant Mr. Curtis both endorse the ten inch pipe it being a part of the original plan. State Engineer Mc Clure visited this school very recently and personally further investigated this matter. He stated that upon his return he would take this matter up with the State Board of Control. The matter is still pending. See exhibit "A" for correspondence.

This delay has caused a loss of some twenty tons of alfalfa hay, the fall pasture, and jeopardized the success of re-seeding the borders and bare spots. This field contains some thirty one acres of alfalfa which on account of the poor stand is equal to about a 50% stand. The yield after the second irrigation in August was twenty six tons of cured hay.

Nothing further has been done with the irrigation pump intake and in all probability nothing can be done until the next fiscal year due to shortage of funds.

The present condition of the water system with the exception of this surface irrigation pipe while incomplete yet is operating remarkably well.

Considerable difficulty has been experienced in that people visiting Sundays persist in opening the irrigation hydrants and draining the low pressure systems. Beginning with November 9th a watchman will be placed on duty Sundays to attend to this matter and the stealing of trees and vegetables also occurring on Sundays.

III Printing requisitions of 70th and 71st fiscal years.
Alterations.

In accordance with the instructions given at the Board meeting of June 28th, requisitions No. 44 and 45 were immediately forwarded to the State Board of Control. Requisition No. 45 calling for 1000 Catalogue Bulletins was changed over the Boards signatures from the 70th to the 71st fiscal year and forwarded to the State Printer. Requisition No. 44 was not allowed as the actual proof did not accompany it and it was also explained by the State Board of Control that if it were allowed that it must go on the 71st fiscal year and not the 70th as requested. The reason stated for this action being that all the labor involved would be in the 71st fiscal year and is therefore a charge against that year and not the 70th. This rule makes it practically necessary to place all orders for printing not later than thirty to sixty days prior to July 1st in order to insure all of the work of printing being performed before July 1st of the next fiscal year.

In our communication to the Superintendent of State Printing dated August 18th, 1919, a request is made that if changes were made in printing requisitions issued by this school that he do not honor same until the changes have been approved by this school. The idea being that recently the State Board of Control's office has been making changes in requisitions over the signatures of this School which in some cases rendered the subject matter a duplication of something already printed or in others worthless for the purpose for which it was originally intended. In a great many cases this has been due to lack of information on the part of the State Board of Control. This request for consideration of these changes was to conserve the printing appropriation. It was further considered that an order changed over another persons signature should be returned for consideration. This request the State Board of Control takes violent exception to in their letter of August 25th a copy of which was forwarded to this school. See Exhibit "B".

Printing requisition No. 45 in amount \$77.72 has not been passed for payment as also some three other requisitions which have been altered by agents of the State Board of Control before being printed. Your instructions are requested.

IV Sale of Clydesdale Horses.

A communication concerning the sale of the Clydesdale Horses to H. Bassett is referred by Trustee Sinsheimer to this board. Exhibit C.

V Wild West Show

An oral report of the Wild West Show recently objected to by the State Board of Control will be given at this time. All of the Correspondence was handled by Trustee Sinsheimer.

VI Grammar School Track Meet.

The grammar school track meet organized by this school was held during the last week of June. As was anticipated due to the abnormal conditions prevailing the attendance was poor although the number of contestants was large, and there was a deficit of some \$31.80. A claim to absorb this deficit was presented to the State Board of Control together with the action of the Board at the meeting of June 28th which has been approved by the State Board of Control.

VII Purchase of Truck.

The purchase of the Ford Truck authorized at the meeting of June 28th has not been made as the condition of the office records has made it impossible at this time.

VIII Purchase of Nursey Stock.

The establishment of an ornamental tree nursery is progressing as rapidly as the scarcity of labor will permit.

XI Purchase of Lumber

Purchase of the Ore Loading Platform for lumber authorized at the Board meeting of June 28th has been made and approved by the State Board of Control. The lumber has been received and payment made to Mr. Nock, representative of the mining company.

X Teachers Retirement Pension Act.

The teachers' retirement pension act has been amended to include those certificated teachers of this school and the necessary procedure in form is being complied with to enable those teachers

now employed to enjoy the benefits of this act. Those teachers formerly connected with this school but who severed their connection with June 30, 1919 cannot obtain credit for teaching time prior to the effect of this act.

XI Farmers' Picnic.

The annual farmers' picnic was held during the last week in June in conjunction with the San Luis Obispo County Live Stock Fair. There was given a barbecue and all of the school laboratories and shops and stock were on exhibit. The exhibition of school work was not up to its usual standard due to the low enrollment of students during the spring semester. The attendance of the public was good.

XII Graduation Exercises.

At the Board meeting of May 10th instructions were issued that the graduation exercises due to the small number in the present class of 1919 be this year held on the school campus and an effort made to make the ceremony especially fitting and attractive. This plan was outlined to the candidates for graduation who objected regardless of the staging and exercises, stating that there would not be a large attendance from town and further in their opinion it would be a reflection on the class to vary from the procedure of past years. This matter was taken up with the finance committee which recommended that the Commencement be held in a local theatre as in the past. The Elmo Theatre was secured at a cost of \$60.00. The total expense of the Commencement being in the neighborhood of one hundred and fifty dollars.

XIII Vegetable Garden.

The director desires to install a vegetable garden for the purpose of first furnishing employment for students and second a supply of vegetables for the School Dining Kitchen.

The obstacles in the past have been, first that Mr. Lathrop will hold up the purchase of seeds until in most cases the time of planting will be past and second the State Board of Control has insisted that for such work students should not receive compensation. This last point has been insisted on even in the case of janitor work. The point that student janitors should be compensated was finally

yielded after considerable discussion. In general the State Board of Control fails to see a difference between the students of this school and those of reform schools;

At present to obtain the seeds for practice work for students seeds are purchased by the students who in turn sell the produce locally, thus reimbursing themselves for the purchase price of seed and labor involved. This the State Board of Control objects to on the ground that a cash rental for the land should be paid by the students and second this would be illegal since the State cannot rent land. Therefore they state the only system is for the school to furnish the seed, and the students to donate the labor in return for the experience received. This the students refuse to do as they prefer to work locally Saturdays and after school where the compensation is certain.

Your instructions are desired.

XIV Repair of Buildings.

The State Department of Engineering from Chapter 445-1919 Repairs to Buildings in amount \$10,000.00 has repaired the electric wiring, plumbing, hot and cold water systems, woodwork, doors and windows, screens and porches to the Administration, Household Arts, Science Hall, Dining Hall and Kitchen and Boys' Dormitory Buildings.

The Administration, Household Arts and Science Hall Buildings were completely re-plastered. The plastering of the Dining Hall and Kitchen and Boys' Dormitory was repaired in a permanent manner.

The Administration, Dining Hall and Kitchen and Boys' Dormitory were repainted on the interior.

The repairs fund of \$10,000.00 is now exhausted.

1. There remains to be done the following:

Paint the interior of the Household Arts and Science Hall Buildings.

2. Paint all exterior wood work of Administration, Household Arts, Science Hall, Dining Hall and Kitchen, Boys Dormitory, Creamery, Dairy Barn and three Shop Buildings. Of these the Administration, Household Arts, Science Hall, Creamery, Dairy Barn and the Shop Buildings are

being irreparably injured as the weather is disinteregrating the window casings and sashes. In the case of the Creamery the same is also true and in addition the metal lathing of the exterior plaster is rapidly corroding and by the time the funds are next available will doubtless have as was in the case of the three main buildings to be replastered.

The three main buildings should have the new exterior plastering water proofed to protect the metal lath. This finish should then outlast the buildings.

In the matter of non painting of the shops the nails are rapidly corroding out and the boards splitting. These shops are single wall structures of one by twelve inch boards battened.

3. The gutters and leader pipes of the three main buildings are not up. The new gutter is redwood. The old leader pipes in most cases will have to be replaced.

4. The sewer line from the three shop buildings needs replacement. It is too small and continually choked.

5. All the three Shop buildings need gutters and leader pipes. The present ones being entirely corroded out as in the case of the three main buildings.

6. The plumbing of the shops needs extensive repairs.

7. The sewer line from the Dining Hall and Kitchen needs replacement being too small and has not sufficient grade. It is continually stopped up and backs the sewerage up into the basement.

8. The septic tank pump needs replacement being entirely corroded and worn out.

9. The fire protection of the buildings is a joke. Not one fire hose will hold more than 50% of the water passing through it under fire pressure of 120 pounds per square inch. All of the present hose in addition to its poor condition is of odd sizes and and the couplings are not of a standard number of threads which renders them not interchangeable.

10. The above are the most pressing needs and those which are causing the most damage by their neglect. It is unfortunate that

the repairs fund was reduced from the original estimate which due to the rise in prices would not have been enough.

11. All buildings have good interiors, good roofs, and side walls and to an observer make a reasonably good impression.

XV Re-appropriation of Student Affairs Fund.

The director on advice of the Student Affairs Committee recommends that the following balances of the year 1918-19 be re-appportioned from the general fund to those sub-committees holding them last year.

Boys' Athletic Fund	7.86
Girls' " "	146.06
Polytechnic Journal	64.43
Polygram (Newspaper)	80.92

XVI Enrollment and Dormitory Accomodations.

The present enrollment of students in round numbers is one hundred and fifty students enrolled in elementary full time courses. This will not include short course students.

Of this elementary enrollment the major part is of entering students. The present entering class being the largest in the history of this school. There is practically no Junior and Senior classes. If the entering class each year for the next three years continues to be the size of the present entering class the enrollment when the four classes are again re-established will be in the vicinity of four hundred elementary students.

With the local High School taking very near all the local enrollment this increase in enrolled students means one of two things. Either the Boys' Dormitory accomodations must be increased or the boys must be denied admission and thus the number of students limited. The parents this year have positively refused to consider having their children live in the city. In some case the parents are living in the city and having their sons live at the dormitory. In some cases two students are quartered in one room. The present capacity of the dormitory is some forty eight students, which might be doubled next year by the addition of a Study Room and the installation of sectional military beds enabling two students to occupy each room but

have separate beds.

Contractor Theo. Maino estimated that the addition to the building would be \$3025.00 to which would be added some \$3000.00 covering cost of study room desks, beds and mattress making a total of some \$6000.00. This arrangement will serve only for next year. An appropriation would have to be obtained for a large addition for the next biennium period.

This is a matter which should receive some serious consideration immediately in view of the large amount of time required by the State to accomplish a given purpose.

The Carpenter and Blacksmith Shops are now crowded and in the case of the blacksmith shop it has been necessary to construct a small building adjacent to the shop and move the wash room from the shop. This the students are doing as a part of the instruction in carpentry and blacksmithing. The same course will doubtless have to be followed next year with the Carpenter Shop. These two shops give instruction to the freshmen and sophomore students.

The San Luis Obispo City School administration have organized a very effective system for the purpose of diverting all grammar school students to the city high school. This system is approximately 90% efficient.

The city Board of Education are now installing a system of auto buses to bring students in from the country to the high school. Students who have requested transportation on these buses in order to attend this school have been refused. This is an unfortunate situation as the small sized local enrollment reacts against this school's appropriations in the eyes of the legislators.

XVII Purchase of Acetylene Welder.

The director recommends that there be purchased an Acetylene Welding outfit. It was attempted to make such a purchase last year for instruction of government students and the State Board of Control disapproved on the basis of economy and retrenchment. This welding outfit is needed for instruction purposes and for use in repairs. Covering a period of some eight months there has been expended some \$400.00 for

replacements to tractors, farm machinery and laboratory equipment all of which could have been repaired with such a welder for the cost of the gas. The largest item in this breakage is caterpillar tractor links covering some \$250.00

XIX Items referred by last Board meeting to this meeting.

1. School Athletics section IX Page 5
2. Transportation " XV " 6
3. Horse Barn Chap. 492-17 Section XVII page 7

The plans for the proposed horse barn furnished by the State Department of Engineering were given to Theo. Maino and an estimate requested.

The State Department of Engineering estimated this building to cost \$9000.00 with a possible reduction of \$500.00 if constructed by day labor.

Theo. Maino estimated approximately \$7000.00.

Both parties state that all of the building must be erected or nothing.

XX Subscriptions to Polygram.

In accordance with the practice of past years the director recommends that there be purchased 200 subscriptions to the Polygram at \$70.00. These papers to be sent to the schools as in the past as exchanges and as an advertising medium. The cost of printing this paper has been increased 43% this year. If the Trustees could see fit to add to the amount of their subscription the Polygram committee would greatly appreciate it.

XXI Report on School Ranch
Report on Finances

It is impossible to render a report on the school ranch or the finances as the office has been so short handed since July 1st that even the inventory has not yet been sent to the State Property Agent. It is hoped that as soon as the school gets settled into the regular routine the director will be able to go to San Francisco and search for office help. More than one half the teachers are new this year and some have had no teaching training which has made the period

required to settle into the regular routine longer than usual.

As a matter of information it might be added that there was produced some 400 tons of hay and straw and 1400 sacks of grain.

XXII Matter of increasing schools enrollment and Junior College.

As soon as it was ascertained that the University of California could not accomodate all those students applying for admission application was immediately made to the recorders office for a list of those students rejected in order that they might be mailed descriptive literature concerning this school. The list which was received was incomplete and the promise made that more complete records for our purpose would be kept in the future by the University recorders office.

While this subject was under consideration a communication was received from the Dean of the Department of Engineering of the University of California suggesting a better way of securing these students, namely, by establishing a Junior College of Agriculture, Engineering and Domestic Science to which would be referred automatically all students who did not matriculate for these colleges and those students coming from the sections south of San Luis Obispo. Exhibit D.

This matter has also been taken up informally with members of the Agricultural College who are very favorably impressed with the plan but state that while this is doubtless very much needed by the Colleges of Engineering and Domestic Science it is not a pressing need with the College of Agriculture as their inrollment is not yet large.

This is the only school in the state equipped to carry on this kind of Junior College work. There are no Junior Colleges of Agriculture, Engineering and Domestic Science yet established on account of this fact.

The director would like the Boards' opinion as to the advisability of pursuing this matter further.

XXIII Appointments, Resignation, War Allowance, Salary Schedule.

Resignations:

The following resignations are presented with the recommendation that they be accepted.

- | | | | |
|----|----------------|---------------|---------------------------------|
| 1. | W.L. Brown, | instructor in | Mathematics |
| 2. | George Ray, | " | " Military Science |
| 3. | C.D. Carus, | " | " History, Language and Science |
| 4. | A.R. Redman, | " | " Engineering-Mechanics |
| 5. | E.D. Doxsee | " | " Animal Industry |
| 6. | W.E. St. John | " | " English |
| 7. | A.P. Reese, | " | " Mathematics |
| 8. | D.W. Schlosser | " | " Music and Athletics |
| 9. | J.A. Jones, | " | " Machine Shop and Drafting |

The resignation of M.F. Jones instructor in Household Arts is presented with the recommendation that it be not accepted. Miss Jones deliberately defaulted her contract after some three months of deliberation during which time she was appraised of the fact that it was commonly reported that she was playing safe and intended to default her contract if a better position became available. Miss Jones denied this and some five weeks after school closed defaulted her contract.

Appointments:

The following appointments have been made by the Finance Committee and are presented for ratification.

- | | | | | |
|----|---------------|-----------------------------|-----------|------------------|
| 1. | Herman Hess, | instructor, | \$1500.00 | and war increase |
| 2. | A.K. Jenkins | " | \$1700.00 | no war increase |
| 3. | Wm. A. Nord, | " | \$1600.00 | " " " |
| 4. | F.M. Watson | " | \$1800.00 | " " " |
| 5. | H.N. Whitlock | " | \$1650.00 | " " " |
| 6. | B.C. Wooddell | " | \$1500.00 | " " " |
| 7. | E.H. Bendel, | " and head Eng. Mech. Dept. | \$1950.00 | no war increase |
| 8. | M.L. Yeary | " | \$1650.00 | no war increase |

War Allowance:

The director has drawn up a tentative budget for the 71st fiscal year which was done as it appears impossible to obtain the State Board of Control's auditor. On the data thus obtained it is recommended that those instructors with the war allowance clause in their contracts be awarded \$150.00 as of last year.

It is further recommended that in re-contracting instructors for the year of 1920-21 that a flat salary be paid. This war allowance appears to be the cause of much unprofitable discussion and dissatisfaction on the part of those teachers coming under its provisions. The teachers have openly remarked that it is a crooked game to beat them out of a part of their salary.

Salary Schedule.

It is recommended that there be a salary schedule adopted similar to those in effect in Universities, and city school departments. The present system of paying individual salaries means that the teachers are continually dissatisfied and has been the cause of this schools loosing some very good teachers. If this is considered favorably it will be necessary to compile all the information available before such a schedule can be placed before the board. At the present time the teachers have a committee compiling data to substantiate a request for a further increase in the present salaries. Some of the moving spirits in this movement are people who are reasonably well paid under the present system and who would normally be reasonably satisfied were it not that in comparing salaries they have discovered that some of the other department teachers are receiving a greater salary. The kind of work and the duties involved are never considered in such cases. T The dissatisfaction of these teachers rapidly spreads to all.

Respectfully submitted

By

Secretary of the Board of Trustees.

RWR:MB