

No-Sup.

ARKANSAS

VOCATIONAL SUPERVISOR

R. L. Reynolds, Supervisor, college graduate, experienced in teaching vocational agriculture in county training schools. Salary to be \$1,850 and expenses \$720 for 1930-31. Began work July 1, 1930.

Mr. Irby and Mr. Hirst hope that the bus can be purchased some time during the first year, but at this particular time they do not have any money with which to pay one-half the cost.

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State of Arkansas
Department of Education
Little Rock

March 4, 1930

Mr. S. L. Smith
502 Cotton States Building
Nashville, Tennessee

Dear Mr. Smith:

We are anxious to put on a colored man who would work out of the A. M. & N. College at Pine Bluff, whose duty it would be to closely supervise shop work in all the colored schools in the State. All of the shops in our state have equipment and trained teachers, hence we would not need a bus with shop equipment at present.

The man we have in mind has worked in Arkansas for a number of years and is familiar with Arkansas conditions. He has a B. S. degree in agriculture and is especially good in farm shop work.

We propose to pay one-half of the salary and travel of this man out of the college budget and ask that your Fund consider taking care of the other half of the expense of this man. The best way we can figure on this proposition at present would be something like this:

	<u>Salary</u>	<u>Travel</u>
A. M. & N. College	\$900	\$360
Rosenwald Fund	900	360
	<u>\$1,800</u>	<u>\$720</u>

If you should desire more information, Mr. Mc Cuiston is familiar with the plan.

Very truly yours,

J. T. Mitchell
J. T. Mitchell, Supervisor
Colored Schools

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1930-31

State of Arkansas
Department of Education
Little Rock

May 12, 1930

Mr. C. M. Hirst, State Superintendent
Public Instruction
Department of Education
Little Rock, Arkansas

Dear Mr. Hirst:

The letter from Mr. Smith is good news to us. I am glad he left the matter flexible so we can adjust it to best suit our needs.

I doubt the advisability of us trying to use a bus for the following reasons:

- (a) All of our farm shops except three are fitted up with our standard list of equipment. These three will be by the time the next session opens.
- (b) All of the men teaching vocational agriculture and shop have had two years college work and know how to do the shop work themselves. (They need assistance on how to teach it to others)
- (c) The expense of the bus to carry equipment which these schools already have, would not be justified.

Below is the five year commitment as outlined by Mr. Smith:

Year	Salary	Expense	Bus, Equip., and upkeep	Total	Contributions	
					State	Fund
1st	\$1,600	\$720	\$1,200	\$3,520	\$1,760	\$1,760
2nd	1,700	720	400	2,820	1,410	1,410
3rd	1,800	720	300	2,820	1,880	940
4th	1,800	720	300	2,820	1,880	940
5th	<u>1,800</u>	<u>720</u>	<u>300</u>	<u>2,820</u>	<u>2,115</u>	<u>705</u>
	\$8,700	\$3,600	\$2,500	\$14,800	\$9,045	\$5,755

In lieu of the above plan, I am submitting the following, which, in my opinion, will better suit our needs:

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Year	Salary	Expense	Total	Contributions	
				State	Fund
1st	\$1,800	\$720	\$2,520	\$1,260.00	\$1,260.00
2nd	1,850	720	2,570	1,285.00	1,285.00
3rd	1,900	720	2,620	1,796.67	873.33
4th	1,950	720	2,670	1,780.00	890.00
5th	<u>2,000</u>	<u>720</u>	<u>2,720</u>	<u>2,040.00</u>	<u>680.00</u>
	\$9,500	\$3,600	\$13,100	\$8,161.67	\$4,988.33

A comparison of the two plans will show that we have started the salary at a higher figure and eliminated the cost of the bus and equipment. The latter plan will make it cost the Fund \$766.66 less during the five year period and be equally as effective.

Very truly yours,

F. T. Mitchell
F. T. Mitchell, Supervisor
Colored Schools

FTM/BT

Vocational File

STATE OF ARKANSAS
DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION
C. M. HIRST, EXECUTIVE OFFICER
E. B. MATTHEW, DIRECTOR

LITTLE ROCK

August 26, 1930

Mr. S. L. Smith
502 Cotton States Building
Nashville, Tennessee

Dear Mr. Smith:

I wanted to advise you how we are handling the shop supervisor in our state.

(1) This man works out of the State A.M. & N. College at Pine Bluff.

(2) He reports regularly to Prof. Woodard, Teacher Trainer and Director of the Department of Agriculture at Pine Bluff.

(3) He also reports at regular intervals to Mr. Matthew, Director of Vocational Education and to Dr. Irby, State Agent.

(4) His entire time is spent in field. He makes a detailed report of each visit to above named.

Now as to financing the project:

(1) His salary and travel are paid monthly by the college.

(2) We would prefer to have our reimbursement from your Fund at the end of our fiscal year, June 30, 1931, in one payment, and according to our plan this amount will not exceed \$1,530 from the Fund for the first year. The travel makes it impossible to tell the exact amount. If this is not satisfactory will you please suggest some plan.

As to reports of the shop supervisor:

(1) His monthly reports will be compiled into an annual report, setting out accomplishments, plans followed, etc. This will be brief and to the point. Copies of said report will be filed with each individual named in the first paragraph. In addition one will be sent you for your files. This will give the office a very definite check-up on his activities.

I am leaving on August 30. Ithaca schools open September 3, and Fred Jr., needs to be on hand. My address in Ithaca will be 306 Bryant Avenue. Your Fund has made their schedule of payments with me.

Thanks for your hearty cooperation and many useful and

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helpful suggestions during the year.

Very sincerely,

F. T. Mitchell

F. T. Mitchell, Assistant Supervisor
Agricultural Education

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502 Cotton States Building

March 27, 1931

Dear Mr. Irby:

On March 25th we sent to your state department the Fund's check No. 4738 for \$77.08, to cover one-half the salary of your shop supervisor for the month of March. We did not include in this check any money for his traveling expenses. Up to March 1st the Fund had advanced \$240 with which to pay one-half of the traveling expenses. We are in receipt of a letter from you indicating that the total expenses of the supervisor up to March 1st amounted to \$283.02. If the expenses between now and June 30th should total more than twice as much as the \$240 which we have sent you, we will send check to bring the Fund's aid up to one-half of the excess in keeping with the commitment by the Fund, up to \$360.

Sincerely,

Comptroller Southern Office.

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Mr. Nolen M. Irby,
State Dept. of Education,
Little Rock, Arkansas

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October 29, 1930

Co. 2470.
Dear Supt. Hirst: You will find attached check No. 4291 for \$428.32 to pay one-half the salary and expenses of R. L. Reynolds who has been selected as State Vocational (Shop) Supervisor for Negroes, working out of the A. & M. College at Pine Bluff. Mr. Irby states that his salary was fixed at \$154.16 per month and travel allowance at \$60 per month, and that he began work July 1st.

The salary is a fixed amount per month, but the travel allowance will be accounted for in the usual way, having him submit through your department an itemized expense account for each month, copy of which should come to us. It may be that some months he will over-spend the amount, and other months will fall under, but we are to pay one-half of the actual expenses through the year. I thought it would be best to send the full amount of our allowance at present. If he should use less we can adjust this in sending future checks.

I very much hope that you can arrange to buy a vocational bus. In my opinion it would be most helpful as a demonstration of the work. If you should buy one we will pay one-half the cost of the bus with the needed equipment, our one-half not to exceed \$475. You can get the other one-half anywhere you can find the money. Possibly you might swap dollars around in some way to do it. We shall be ready to pay it at any time you buy the bus.

Sincerely,

SLS/KS

Supt. C. M. Hirst,
State Department of Education,
Little Rock, Arkansas

CC: Mr. Nolen M. Irby

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