

INDORSEMENT BY AGENT.

Agency,

190

The statements herein contained in regard to the employees of the

School are, in my opinion,

26714

OFFICE OF
Indian Affairs

Rec. APR 8

1905

81/245

April 5, 1905

SEMI-ANNUAL

EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School, School,

CARLISLE, PA. Agency.

File.

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28

SEMI-ANNUAL EFFICIENCY REPORT OF SCHOOL EMPLOYEES.

INSTRUCTIONS TO AGENTS AND BONDED SUPERINTENDENTS.

The within "Efficiency Blank" must be carefully and conscientiously filled out. It is intended for a permanent record of the school employees, and must not be hastily prepared. This record should reflect the honest, candid, and matured judgment of agents and superintendents upon the effective industry, conduct, and capacity of each employee named, and when thus prepared will furnish the data upon which the future welfare of the service of these employees will largely be based.

The descriptive words to be used in the efficiency reports under all headings are "Excellent," "Good," "Fair," "Poor," and their significance and weight are as follows:

Excellent.—Being equivalent to a recommendation for promotion.

Good.—Intended to permit the employee to whom it is applied to remain without promotion or reduction.

Fair.—Equivalent to a recommendation for reduction.

Poor.—Equivalent to a recommendation for dismissal.

In the column "Musical ability," state whether vocal or instrumental and what instrument.

In column "Special line of skill and fitness," give those lines in which the employee appears to be proficient, other than those necessary for properly filling the position to which he is appointed.

If the discharge or transfer of an employee is recommended, the reasons for the same must be fully and explicitly set forth.

The superintendent of a reservation school will fill out and sign this blank. If the agent concurs in the recommendations of the superintendent, he will also sign the same in the proper place. If he does not concur, he will clearly and succinctly indorse his personal opinion therefor.

To his indorsement of this report as to employees of a reservation boarding school, the agent will fill out blanks under all headings opposite the superintendent of the school, and add such information in regard to him as he may deem necessary for the best interests of the school and service.

Agents and superintendents can not be too careful in preparing this blank, and should bear in mind that "an adverse report of an officer of the Department to whom the Indian Office has a right to look for information regarding the conduct of the schools will ordinarily be deemed sufficient cause for suspension or removal of any school employee."

These "Efficiency Reports" must be forwarded to the Indian Office on December 1 and April 1 of each year.

A duplicate copy of this report should be retained for record in the agency or school files.

26714

NAME OF EMPLOYEE.	POSITION.	SALARY.	GENERAL EFFICIENCY.	COURTESY TO OTHER EMPLOYEES.	KINDNESS TO CHILDREN.	NEATNESS IN DRESS AND HABITS.	GENERAL CONDUCT AND SPEECH.	INTEREST IN GENERAL SUCCESS OF SCHOOL.	STATE OF HEALTH.	MUSICAL ABILITY.	SPECIAL LINES OF SKILL AND FITNESS.	RACE.	RECOMMENDATIONS AND REMARKS.
W. A. Mercer	Superintendent	\$1000.											
John R. Wise	3-106 Asst. "	2000.	Good	Good	Good	Good	Good	Good	Good			W	
W. Grant Thompson	4-106 Supt. Industries	1800.	"	"	"	"	"	"	"		Disciplinarian Physical Instructor	"	
W. B. Beitzel	4-103 Clerk	1400.	"	"	"	"	"	"	"		Teaching	"	
August Kensler	✓ Quartermaster	1200.	"	"	"	"	"	"	"			"	
Kate S. Bowersox	✓ Principal Teacher	1200.	"	"	"	"	"	"	"			"	
Ferdinand Shoemaker	2-102 Physician	1200.	"	"	"	"	"	"	"			"	
A. S. Ely	2-102 Outing Agent	1000.	"	"	"	"	"	"	"			"	
Arthur E. Schaaf	1-106 Clerk	1000.	"	"	"	"	"	"	"			"	
C. M. Stauffer	1-105 Band Leader	1000.	"	"	"	"	"	"	"	Vocal piano	Teaching	"	
Howard E. Gansworth	Boys' Field Agent	900.	"	"	"	"	"	"	"			I	
A. H. Murtoff	✓ Instructor in Blksmithing.	900.	"	"	"	"	"	"	"			W	
Emma A. Cutter	✓ Senior Teacher	900.	"	"	"	"	"	"	"			"	
Mollie V. Gaither	✓ Girls' Field Agent	840.	"	"	"	"	"	"	"			"	
H. Gardner	✓ Instructor in Carpentry	800.	"	"	"	"	"	"	"			"	
Bertha Canfield	3-106 Seamstress	800.	"	"	"	"	"	"	"		Nurse	"	
Allah E. Saxon	1-109 Matron	800.	"	"	"	"	"	"	"			"	
W. H. Miller	3-210 Financial Clerk	780.	"	"	"	"	"	"	"			"	
Harry F. Weber	✓ Engineer	780.	"	"	"	"	"	"	"			"	
Vacant	Temporarily Instructor in Carriagemaking	780.										"	
Marlette Wood	1-106 Teacher	780.	"	"	"	"	"	"	"			"	
Francis A. Veitch	1-106 Matron	720.	"	"	"	"	"	"	"	piano	Music	"	
Margaret M. Roberts	✓ Normal Teacher	720.	"	"	"	"	"	"	"			"	
Wm. Nonnast	✓ Instructor in Tailoring	720.	"	"	"	"	"	"	"			"	
M. S. Barr	✓ Nurse	720.	"	"	"	"	"	"	"			"	
Benj. F. Bennett	✓ Farmer	720.	"	"	"	"	"	"	"			"	
Sadie E. Newcomer	✓ Teacher	720.	"	"	"	"	"	"	"			"	
E. H. Colegrove	✓ Teacher	720.	"	"	"	"	"	"	"		Disciplinarian	"	
Fred. W. Canfield	✓ Drawing Teacher	720.	"	"	"	"	"	"	"			"	
Anne H. Stewart	2-106 Sloyd Teacher	720.	"	"	"	"	"	"	"			"	
John A. Herr	✓ Asst. Carpenter	700.	"	"	"	"	"	"	"			"	
Nellie V. Robertson	Clerk	660.	"	"	"	"	"	"	"	piano	Teaching	I	
S. J. Nori	3-105 Clerk	660.	"	"	"	"	"	"	"			"	
W. S. Dysert	✓ Instructor in Shoemaking	660.	"	"	"	"	"	"	"			W	
Ella G. Hill	✓ Laundry Manager	660.	"	"	"	"	"	"	"	Instrumental piano	music	"	
Jeannett L. Sensenev	✓ Music Teacher	660.	"	"	"	"	"	"	"			"	
Emma H. Foster	✓ Teacher	660.	"	"	"	"	"	"	"			"	
Fanny G. Paull	✓ Teacher	660.	"	"	"	"	"	"	"			"	
Hattie M. McDowell	✓ Teacher	660.	"	"	"	"	"	"	"			"	
Clara L. Smith	✓ Teacher	660.	"	"	"	"	"	"	"			"	
Frances R. Scalds	3-106 Teacher	660.	"	"	"	"	"	"	"			"	
Agnes May Robbins	5-106 Teacher	660.	"	"	"	"	"	"	"			"	
Frank B. Green	✓ Teacher	600.	"	"	"	"	"	"	"			"	
Sadie F. Robertson	✓ Teacher	600.	"	"	"	"	"	"	"			"	
Cora B. Hawk	✓ Teacher	600.	"	"	"	"	"	"	"			"	
Mary A. Yarnall	5-106 Teacher	600.	"	"	"	"	"	"	"			"	

Indian Industrial School,

The above statement in regard to the employees of the..... CARLISLE, PA..... School is correct, according to the best of my knowledge and belief.

W. A. Mercer

Superintendent,
Capt. 7th Cav. Supt.

NAME OF EMPLOYEE.	POSITION.	SALARY.	GENERAL EFFICIENCY.	COURTESY TO OTHER EMPLOYEES.	KINDNESS TO CHILDREN.	NEATNESS IN DRESS AND HABITS.	GENERAL CONDUCT AND SPEECH.	INTEREST IN GENERAL SUCCESS OF SCHOOL.	STATE OF HEALTH.	MUSICAL ABILITY.	SPECIAL LINES OF SKILL AND FITNESS.	RACE.	RECOMMENDATIONS AND REMARKS.
Effie Moul ³⁻²⁴	Asst. Matron	\$600.	good	good	good.	good	good	good	good	organ	Teaching	W	
Florence N. Head ¹⁰⁻⁴	Asst. Matron	600.	"	"	"	"	"	"	"		Asst. Seamstress	"	
Bessie B. Beach ✓	Librarian	600.	"	"	"	"	"	"	"			"	
Norman H. Justus ✓	Asst. Farmer	600.	"	"	"	"	"	"	"			"	
M. I. Zeigler, ✓	Instructor in Harnessmaking	600.	"	"	"	"	"	"	"			"	
E. G. Sprow, ✓	Instructor in Tinsmithing	600.	"	"	"	"	"	"	"			"	
Charles H. Carns, ✓	Instructor in Painting	600.	"	"	"	"	"	"	"			"	
Stacy Matlack ✓	Asst. Disciplinarian	600.	"	"	"	"	"	"	"		Clerical	I	
Wm. B. Gray ✓	Dairyman	480.	"	"	"	"	"	"	"			W	
Goliath Bigjia ✓	Baker	480.	"	"	"	"	"	"	"			I	
Lizzie James ✓	Cook	480.	"	"	"	"	"	"	"		Laundress	W	
Margaret O. Eckert ✓	Asst. Matron	480.	"	"	"	"	"	"	"		Asst. Seamstress	"	
Geo. L. Gottwerth ✓	Fireman	420.	"	"	"	"	"	"	"			"	
Vacant Temporarily	Fireman	420.	"	"	"	"	"	"	"			"	
Charles Kennedy ✓	Fireman	420.	"	"	"	"	"	"	"			I	
George Foulk ✓	Teamster	420.	"	"	"	"	"	"	"			W	
Luzena E. Tibbetts ✓	Teacher	420.	"	"	"	"	"	"	"			I	
Anna Goyituey ✓	Teacher	420.	"	"	"	"	"	"	"			"	
Charles C. Dillon ⁵	Asst. Blacksmith	420.	"	"	"	"	"	"	"			"	
Genus E. Baird ✓	Asst. Printer	400.	"	"	"	"	"	"	"			"	
Ida Swallow ✓	Asst. Clerk	360.	"	"	"	"	"	"	"	Instrumental	music	"	
Emma G. Sky ✓	Asst. Clerk	360.	"	"	"	"	"	"	"			"	
Sara Pierre ✓	Hospital Cook	360.	"	"	"	"	"	"	"			"	
Beckie L. Goodyear ✓	Asst. Seamstress	360.	"	"	"	"	"	"	"			W	
E. Corbett ✓	Asst. Seamstress	300.	"	"	"	"	"	"	"			"	
Susan Zeamer ✓	Asst. Seamstress	300.	"	"	"	"	"	"	"			"	
Elizabeth Searight ✓	Asst. Seamstress	300.	"	"	"	"	"	"	"			"	
Ella Albert ✓	Asst. Laundress	300.	"	"	"	"	"	"	"			"	
Etta S. Fortney ✓	Asst. Laundress	300.	"	"	"	"	"	"	"			"	
Ida Boger ✓	Asst. Laundress	300.	"	"	"	"	"	"	"			"	
Vacant Temporarily	Asst. Cook	300.	"	"	"	"	"	"	"			"	
Anna F. Bennett ✓	Housekeeper	180.	"	"	"	"	"	"	"			"	

Indian Industrial School,

The above statement in regard to the employees of the CARLISLE, PA. School is correct, according to the best of my knowledge and belief.

W. H. Merces

Superintendent.
Capt. 7th Cav. Supt.