

INDORSEMENT BY AGENT.

Agency,

190

The statements herein contained in regard to the employees of the

School are, in my opinion,

72053

OFFICE OF
Indian Affairs
Rec. DEL 6

1902

70/298

December 4, 1902

SEMI-ANNUAL
EFFICIENCY REPORT
OF
EMPLOYEES
OF
Indian Industrial School
CARLISLE, PA. School,
Agency.

~~File~~

E

26

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 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.

72083

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.
R. H. Pratt	Superintendent	1000.00								Fair			
Edgar A. Allen	Principal Teacher	2250.00	good	good	good	good	good	good	good				
F. B. Butzel	Clerk	1400.00	"	"	"	"	"	"	"		Clerical		
H. Grant Thompson	Disciplinarian	1200.00	"	"	"	"	"	"	"	Poor	Physical Instructor		
M. Burgess	Supt. Printing	1000.00	"	"	"	"	"	"	"	Fair	Printing & Teaching		
A. S. Ely	Cutting Agent	1000.00	"	"	"	"	"	"	"	Poor	Cutting Agent		
Emma A. Guttie	Senior Teacher	840.00	"	"	"	"	"	"	"	Fair	Teaching		
August Kensler	Stenographer	840.00	"	"	"	"	"	"	"	"	Stenography		
H. Gardner	Carpenter	800.00	"	"	"	"	"	"	"	Poor	Carpentering		
Florence M. Carter	Small Boys Manager	800.00	"	"	"	"	"	"	"	Fair	Teaching		
George E. Weikle	Mechanician	800.00	"	"	"	"	"	"	"	"			
A. H. Murtoff	Blacksmith	800.00	"	"	"	"	"	"	"	"	Mechanical		
Bertha G. Gifford	Seamstress	800.00	"	"	"	"	"	"	"	"	Sewing		
Samuel S. Peter	Clerk	780.00	"	"	"	"	"	"	"	"	Teaching Clerical		
W. H. Miller	Emancipal Clerk	770.00	"	"	"	"	"	"	"	"	Clerical		
M. A. Barr	Nurse	720.00	"	"	"	"	"	"	"	"	Nursing		
Benj. J. Bennett	Farmer	720.00	"	"	"	"	"	"	"	Poor	Farming		
Kate S. Bowditch	Normal Teacher	720.00	"	"	"	"	"	"	"	Good	Teaching		
Mariette W. Wood	Teacher	720.00	"	"	"	"	"	"	"	"	"		
Elizabeth F. Forster	Seamstress	720.00	"	"	"	"	"	"	"	"	Sewing		
Agnes H. Stewart	Housekeeper	720.00	"	"	"	"	"	"	"	Excellent	" Stood		
Prudence M. Crockett	Asst. Matron	720.00	"	"	"	"	"	"	"	Poor	Matron		
Harry J. Weber	Engineer	720.00	"	"	"	"	"	"	"	"	Engineering		
Ed. A. Law	Carriage Maker	720.00	"	"	"	"	"	"	"	"	Carriage Making		
James P. Wheelock	Band Leader	720.00	"	"	"	"	"	"	"	Excellent	Band Music		
Edward F. Gansum	Asst. Disciplinarian	720.00	"	"	"	"	"	"	"	Good	Teaching Clerical		
Melie V. Roberts	Clerk	660.00	"	"	"	"	"	"	"	"	"		
B. J. Norri	Clerk	660.00	"	"	"	"	"	"	"	"	Clerical		
W. S. Shyrest	Shoemaker	660.00	"	"	"	"	"	"	"	Poor	Shoemaking		
Tom Nonnast	Sailor	660.00	"	"	"	"	"	"	"	"	Sailing		
Ella G. Hill	Laundry Manager	660.00	"	"	"	"	"	"	"	Excellent	Laundry Manager		
Jamette L. Senning	Music Teacher	660.00	"	"	"	"	"	"	"	"	Teaching Music		
Amie B. Moore	Teacher	660.00	"	"	"	"	"	"	"	"	"		
Sanny G. Paul	Teacher	660.00	"	"	"	"	"	"	"	Good	Teaching		
Orin B. Bryant	Teacher	660.00	"	"	"	"	"	"	"	Excellent	" Music		
Clara J. Smith	Teacher	660.00	"	"	"	"	"	"	"	Good	Teaching		
Jessie S. M. Intire	Teacher	600.00	"	"	"	"	"	"	"	"	"		
Sadie F. Newcomer	Teacher	600.00	"	"	"	"	"	"	"	"	"		
Margaret Roberts	Teacher	600.00	"	"	"	"	"	"	"	"	"		
Naisy C. Laird	Teacher	600.00	"	"	"	"	"	"	"	"	"		
Agnes May Robbins	Teacher	600.00	"	"	"	"	"	"	"	"	"		
Frances P. Scales	Teacher	600.00	"	"	"	"	"	"	"	"	"		
Emma H. Foster	Teacher	600.00	"	"	"	"	"	"	"	"	"		
E. H. Colegrove	Teacher	600.00	"	"	"	"	"	"	"	"	Teaching and Disciplinarian		
Frances G. Veitch	Asst. Matron	600.00	"	"	"	"	"	"	"	"	Teaching Matron		
Oella C. Munch	Teacher	600.00	"	"	"	"	"	"	"	"	"		

72083

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.

R. H. Pratt

Superintendent.
Lt. Col. 18th Cavalry, 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.
Minnie S. Ferrell ⁴⁻⁷	Asst. Matron	600.00	good	good	good	good	good	good	good	Fair	Domestic Science Teaching, Matron	W.	
M. J. Ziegler ^{B-11}	Harnessmaker	600.00	"	"	"	"	"	"	"	"	Harnessmaking	"	
E. G. Spow ⁴⁻⁷	Laborer	600.00	"	"	"	"	"	"	"	"	Trimming	"	
David Crook ⁴⁻⁷	"	600.00	"	"	"	"	"	"	"	"	Cooking	"	
Olever Harlan ⁴⁻⁷	Asst. Farmer	600.00	"	"	"	"	"	"	"	Poor	Farming	"	
Charles H. Leary ⁴⁻⁷	Printer	540.00	"	"	"	"	"	"	"	Fair	Printing	"	
Frank J. Reising ⁴⁻⁷	Teacher	540.00	"	"	"	"	"	"	"	"	Teaching	"	
William Parks ⁴⁻⁷	"	540.00	"	"	"	"	"	"	"	Excellent	Music	"	
Enoch M. Sherry ⁴⁻⁷	"	540.00	"	"	"	"	"	"	"	"	Teaching	"	
Mabel B. Sherry ⁴⁻⁷	"	540.00	"	"	"	"	"	"	"	Good	"	"	
Tom G. Snyder ⁴⁻⁷	Laborer	480.00	"	"	"	"	"	"	"	Fair	Baking	"	
Tom B. Gray ⁴⁻⁷	Dairyman	480.00	"	"	"	"	"	"	"	Poor	Dairyman	"	
Effer Mudd ⁴⁻⁷	Asst. Matron	480.00	"	"	"	"	"	"	"	"	Teaching, Matron	"	
Edith M. Stang ⁴⁻⁷	Debarian	480.00	"	"	"	"	"	"	"	Good	Debarian	"	
George South ⁴⁻⁷	Scamster	420.00	"	"	"	"	"	"	"	Excellent	Care of horses	W.	
Chas. H. Zager ⁴⁻⁷	Laborer	420.00	"	"	"	"	"	"	"	Poor	Furman	W.	
Geo. S. Gostworth ⁴⁻⁷	"	420.00	"	"	"	"	"	"	"	"	"	"	
Senus E. Baird ⁴⁻⁷	Asst. Printer	400.00	"	"	"	"	"	"	"	Fair	Asst. Printer	"	
Elizabeth Beardsley ⁴⁻⁷	Sanitress	360.00	"	"	"	"	"	"	"	"	Sewing	"	
E. Corbett ⁴⁻⁷	"	300.00	"	"	"	"	"	"	"	"	"	"	
Mary E. Feninger ⁴⁻⁷	"	300.00	"	"	"	"	"	"	"	"	"	"	
Super Zramer ⁴⁻⁷	"	300.00	"	"	"	"	"	"	"	"	"	"	
Beckie S. Gandy ⁴⁻⁷	"	300.00	"	"	"	"	"	"	"	"	"	"	
Margaret O. Eckert ⁴⁻⁷	Laborer	300.00	"	"	"	"	"	"	"	"	"	"	
Lizzie James ⁴⁻⁷	Laundress	300.00	"	"	"	"	"	"	"	"	Laundry Work	"	
Edna Albert ⁴⁻⁷	"	300.00	"	"	"	"	"	"	"	"	"	"	
Edna S. Fortney ⁴⁻⁷	"	300.00	"	"	"	"	"	"	"	"	"	"	
Carrie M. Kistler ⁴⁻⁷	"	300.00	"	"	"	"	"	"	"	"	"	"	
Ida Boger ⁴⁻⁷	Laborer	300.00	"	"	"	"	"	"	"	"	"	"	
James Miller ⁴⁻⁷	"	300.00	"	"	"	"	"	"	"	"	Cooking	I	
Bara Pierre ⁴⁻⁷	Hospital Cook	300.00	"	"	"	"	"	"	"	Good	"	"	
Estaina M. De Peltquist ⁴⁻⁷	Asst. Clerk	300.00	"	"	"	"	"	"	"	Fair	Clerical	"	
Ida Swallow ⁴⁻⁷	"	300.00	"	"	"	"	"	"	"	Excellent	"	"	
Anne F. Bennett ⁴⁻⁷	Housekeeper	180.00	"	"	"	"	"	"	"	Good	Cooking	W.	

72083

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.

R.H. Pratt

Superintendent.
Lt. Col. 15th Cavalry, Supt.