

INDORSEMENT BY AGENT.

Agency,

189

The statements herein contained in regard to the employees of the

School are, in my opinion,

R. H. Pratt

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OFFICE OF
Indian Affairs
Rec. DEC 2

1903

Dec 1, 1903, 189
Semi-Annual
EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,
Carlisle Pa Agency.

File

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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 in 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 "Special lines 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 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.

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.	SPECIAL LINES OF SKILL AND FITNESS.	Musical Race. ability	Race	RECOMMENDATIONS AND REMARKS.
R. H. Pratt	Superintendent	800.00										W	
Edgar A. Allen	Asst Supt	550.00	good	good	good	good	good	good	good			"	
H. B. Butzel	4-13 Clerk	440.00	"	"	"	"	"	"	"	Teaching		"	
H. Frank Thompson	4-13 Disciplinarian	420.00	"	"	"	"	"	"	"	Physical Instructor		"	
M. Burgess	4-63 Supt Printing	400.00	"	"	"	"	"	"	"	Teaching		"	
A. S. Ely	4-219 Acting Agent	400.00	"	"	"	"	"	"	"			"	
Kate L. Bowers	4-68 Principal Home Teacher	400.00	"	"	"	"	"	"	"			"	
August Kinkler	4-65 Stenographer	400.00	"	"	"	"	"	"	"			"	
E. H. Mustoff	4-187 Instructor in Blacksmithing	400.00	"	"	"	"	"	"	"			"	
Howard E. Gansworth	4-197 Asst Disciplinarian	400.00	"	"	"	"	"	"	"	Teaching		I	
Leanne E. Weekley	4-18 Matron	360.00	"	"	"	"	"	"	"	Teaching		W.	
Emme A. Cutler	4-13 Senior Teacher	340.00	"	"	"	"	"	"	"			"	
H. Gardner	4-63 Carpenter	300.00	"	"	"	"	"	"	"			"	
Margaret Roberts	4-13 Matron	300.00	"	"	"	"	"	"	"	Teaching		"	
Bertha Canfield	3-219 Seamstress	300.00	"	"	"	"	"	"	"	Nurse		"	
Fannie S. Teter	4-64 Clerk	280.00	"	"	"	"	"	"	"	Teaching		"	
H. H. Miller	3-210 Financial Clerk	280.00	"	"	"	"	"	"	"			"	
Harry G. Weber	4-15 Engineer	280.00	"	"	"	"	"	"	"			"	
Edw. A. Law	3-210 Instructor in Seamaking	280.00	"	"	"	"	"	"	"			"	
Wm. Zornack	4-146 Tailoring	280.00	"	"	"	"	"	"	"			"	
M. S. Barr	4-64 Nurse	280.00	"	"	"	"	"	"	"			"	
Geny. F. Bennett	4- Farmer	280.00	"	"	"	"	"	"	"			"	
Marlette Wood	3-21 Teacher	280.00	"	"	"	"	"	"	"			"	
Ann H. Stewart	4-13 Sloyd Teacher	280.00	"	"	"	"	"	"	"	music	vocal piano	"	
Indiana M. Criswell	4-13 Matron	280.00	"	"	"	"	"	"	"			"	
James R. Wheelock	4-13 Band Leader	280.00	"	"	"	"	"	"	"	Printing	Band music	I	
Fred W. Canfield	4-13 Young Teacher	280.00	"	"	"	"	"	"	"			W.	
Nellie U. Robertson	4-64 Clerk	260.00	"	"	"	"	"	"	"	Teaching	piano	I	
A. J. Nori	3-156	260.00	"	"	"	"	"	"	"			"	
H. L. Rupert	4-65 Instructor in Shoemaking	260.00	"	"	"	"	"	"	"			W.	
Ella S. Hill	4-6 Laundry Manager	260.00	"	"	"	"	"	"	"	music	piano	"	
William Davis	4-13 Music Teacher	260.00	"	"	"	"	"	"	"	Teaching	vocal vocal piano	"	
Jarmette L. Senner	4-65	260.00	"	"	"	"	"	"	"			"	
Florence M. Carter	4-61 Teacher	260.00	"	"	"	"	"	"	"			"	
Fanny G. Paull	4-18	260.00	"	"	"	"	"	"	"			"	
Ora B. Bryant	4-146	260.00	"	"	"	"	"	"	"	music Teacher	piano	"	
Clara L. Smith	4-146	260.00	"	"	"	"	"	"	"			"	
Sadie E. Newcomer	3-34	260.00	"	"	"	"	"	"	"			"	
Agnes May Robbins	3-152	260.00	"	"	"	"	"	"	"			"	
Frances R. Scales	3-141	260.00	"	"	"	"	"	"	"			"	
Emme D. Foster	4-187	260.00	"	"	"	"	"	"	"			"	
E. H. Colegrove	4-146	260.00	"	"	"	"	"	"	"	assistant	Disciplinarian	"	
Frank T. Keisinger	4-147	260.00	"	"	"	"	"	"	"			"	
Mabel B. Sherry	4-147	260.00	"	"	"	"	"	"	"			"	
Enoch M. Sherry	4-147	260.00	"	"	"	"	"	"	"			"	
Lora B. Hawk	4	260.00	"	"	"	"	"	"	"			"	

The above statement in regard to the employees of the

School is correct, according to the best of my knowledge and belief.

R. H. Pratt, Col. 21, Superintendent.

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.	SPECIAL LINES OF SKILL AND FITNESS.	Musical ability	Pace	RECOMMENDATIONS AND REMARKS.
Francis A. Vitch	3-124 Asst. Matron	600.00	good	good	good	good	good	good	good	Teaching		w	
Oella C. Munch	4-146 "	600.00	"	"	"	"	"	"	"			I	
Minnie S. Furre	4-146 "	600.00	"	"	"	"	"	"	"	Domestic Science		w	
M. S. Ziegler	3-157 Seamstress	600.00	"	"	"	"	"	"	"			"	
E. G. Spout	4-146 Tin-smithing	600.00	"	"	"	"	"	"	"			"	
Charles H. Lams	4-146 Painting	600.00	"	"	"	"	"	"	"			"	
Sara Crosbie	4-146 Cook	600.00	"	"	"	"	"	"	"			"	
Oliver Harlan	4-146 Asst. Farmer	600.00	"	"	"	"	"	"	"			"	
John A. Kerr	4-146 Carpenter	600.00	"	"	"	"	"	"	"			"	
Edith M. Hargrave	4-146 Librarian	600.00	"	"	"	"	"	"	"			"	
Jas. C. Scott	4-146 Teacher	540.00	"	"	"	"	"	"	"			"	
Sadie F. Robertson	4-146 "	540.00	"	"	"	"	"	"	"			"	
Alexander J. Pape	4-146 Baker	480.00	"	"	"	"	"	"	"			"	
Wm. B. Gray	4-146 Hairdresser	480.00	"	"	"	"	"	"	"			"	
Effie M. Bul	3-111 Asst. Matron	420.00	"	"	"	"	"	"	"	Teaching	organ	"	
George Foulk	4-146 Panster	420.00	"	"	"	"	"	"	"	vocal	"	w	
Chas. W. Yeager	4-146 Fireman	420.00	"	"	"	"	"	"	"			"	
Wm. L. Gattulush	4-146 "	420.00	"	"	"	"	"	"	"			"	
Lenus E. Baird	4-146 Printer	400.00	"	"	"	"	"	"	"			"	
Ida Swallow	4-146 Clerk	360.00	"	"	"	"	"	"	"	Music	piano	I	
Emma G. Skye	4-146 "	360.00	"	"	"	"	"	"	"			I	
Etta White	4-146 Seamstress	360.00	"	"	"	"	"	"	"			w	
E. Corbett	4-146 "	300.00	"	"	"	"	"	"	"			"	
Mary E. Liminger	4-146 "	300.00	"	"	"	"	"	"	"			"	
Susan Zamer	4-146 "	300.00	"	"	"	"	"	"	"			"	
Dickie L. Goodyear	4-146 "	300.00	"	"	"	"	"	"	"			"	
Margaret O. Eckert	4-146 "	300.00	"	"	"	"	"	"	"			"	
Lizzie James	4-146 Laundress	300.00	"	"	"	"	"	"	"			"	
Hella Albert	4-146 "	300.00	"	"	"	"	"	"	"			"	
Etta S. Fortney	3-97 "	300.00	"	"	"	"	"	"	"			"	
Ida Boger	4-147 "	300.00	"	"	"	"	"	"	"			"	
Sara Felm	4-146 Hospital Cook	300.00	"	"	"	"	"	"	"			I	
Leath Diggins	4-146 Asst. "	300.00	"	"	"	"	"	"	"			"	
Anna F. Bennett	4-146 Housekeeper	180.00	"	"	"	"	"	"	"			w	