

INDORSEMENT BY AGENT.

Agency,

190

The statements herein contained in regard to the employees of the

School are, in my opinion,

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OFFICE OF
Indian Affairs
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December 1, 1900

SEMI-ANNUAL
EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,
Carlisle, Saranack, N.Y. Agency.

File ✓

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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 "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 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.

59234-1900 Dec

NAME OF EMPLOYEE.	POSITION.	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.	RACE.	RECOMMENDATIONS AND REMARKS.
P. H. Pratt	Superintendent										
A. J. Standing	Asst	good	good	good	good	good	good	good		It	
O. W. Baker	Principal Teacher								Teaching		
H. P. Butzel	Clerk								Clerical		
H. Grant Thompson	Disciplinarian								Physical Instructor		
M. Deane	Supl. Printing								Printing & Teaching		
A. S. Jolly	Cutting Agent								Cutting Agent		
H. Gardner	Carpenter								Carpenter		
Emma A. Gutter	Senior Teacher								Teaching		
Lida B. Ginn	Matron								Matron		
Laura Jackson	Girls Manager								Girls Manager		
O. J. Harris	Blacksmith				fair				Teaching		
Pertha Langfield	Seamstress				good				Mechanical		
August Kinler	Storekeeper								Seamstress		
W. H. Miller	Proc. Students Savings								Storekeeper		
Fannie J. Peters	Clerk								Clerical		
M. S. Barr	Nurse								Teaching and Nurse		
Benj. F. Bennett	Farmer								Nurse		
Paul A. Walter	Sailor								Farmer		
Kate S. Powers	Normal Teacher								Sailor		
Jessie H. Cook	Teacher								Teaching		
Margaret Hood											
Pudence Miles	Asst. Matron								Teacher		
Harry S. Theber	Engineer				fair				Matron		
Ed. G. Law	Carpenter				good				Engineer		
Florence M. Carter	Teacher								Carpenter		
James S. Paull									Teaching		
Elizabeth E. Forster	Drawing Teacher										
Nellie V. Robertson	Clerk								Drawing		
J. J. Norri	Asst								Clerical & Teaching	I	
W. H. Marrett	Shoemaker								Clerical		
Jessie L. McIntire	Teacher								Shoemaker	It	
Basie E. Newcomer									Teaching		
Clara L. Smith											
Margaret Roberts											
E. P. Simon											
Dora S. Dutton											
Mahobm W. Odell											
Jennette L. Sencenig	Music Teacher								Vocal Music		
Annie C. Moore									Inst		
Anne H. Stewart	Boyd								Shop Teacher		
Ella H. Hill	Laundry Manager								Laundress		
Marion H. Doolan	Asst. Matron							fair	Matron		
Carl M. Arthur								good			
H. Lewis Haldy	Disciplinarian								Disciplinarian		
Minnie L. Terrell	Domestic Science Teacher								Domestic Science Teacher		

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

R. H. Pratt
 Superintendent.
 Major 11th. Corp. U.S.A.

59234

NAME OF EMPLOYEE.	POSITION.	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.	RACE.	RECOMMENDATIONS AND REMARKS.
Les van der Mey 3-157	book	good	fair	fair	good	fair	good	good	looking	It	
James P. Wheeler 2-44	Asst Printer	"	good	good	"	good	"	"	Band Music Printing	I	
Ed H. Harkness 2-44	Printer	fair	"	fair	"	"	fair	"	Printer	It.	
M. S. Ziegler 13-15	Harnessmaker	good	"	good	"	"	good	"	Harnessmaker	"	
Oliver Harlan 13-15	Asst Farmer	"	"	"	"	"	"	"	Farmer	"	
Ekstram Leazer 13-157	Laborer	"	"	"	"	"	"	"	"	"	
Agnes May Robbins 13-15	Teacher	"	"	"	"	"	"	"	Teaching	"	
Lida Jones 13-15	"	"	"	"	"	"	"	"	"	"	
Josephine P. Walter 2-98	"	"	"	"	"	"	"	"	"	"	
Katie Odell	"	"	"	"	"	"	"	"	"	"	
Paul Norman 12-41	Painter	"	"	"	"	"	"	"	Painter	"	
Joseph N. Jordan 12-41	Fireman	"	"	"	"	"	"	"	Fireman	"	
Thos G. Snyder 3-157	Baker	"	"	"	"	"	"	"	Baking	It.	
George Foght 12-45	Teamster	"	"	"	"	"	"	"	Teamster	"	
George E. Snyder 12-15	Laborer	"	"	"	"	"	"	"	Fireman	It.	
John P. Gray 12-45	Dairyman	"	"	"	"	"	"	"	Dairyman	"	
Lizzie G. Jacobs 12-43	Asst Seamstress	"	"	"	"	"	"	"	Seamstress	"	
Annie M. Morton 12-9	" Clerk	"	"	"	"	"	"	"	clerical	I	
L. E. Miller	"	"	"	"	"	"	"	"	"	It	
Sary E. Smith 12-70	Librarian	"	"	"	"	"	"	"	Librarian	I	
E. Corbett 12-42	Asst Seamstress	"	"	"	"	"	"	"	Seamstress	It	
Mary E. Lininget 12-42	"	"	"	"	"	"	"	"	"	"	
Sueann Zeayner 12-43	"	"	"	"	"	"	"	"	"	"	
Beckie L. Godyear 12-70	"	"	"	"	"	"	"	"	"	"	
Mattie A. Hard 13-152	Laborer	"	"	"	"	"	"	"	"	"	
Lizzie James 12-74	Asst Landdress	"	"	"	"	"	"	"	Landdress	"	
Johnie Wolf 12-42	"	"	"	"	"	"	"	"	"	"	
Ells Albert 12-69	"	"	"	"	"	"	"	"	"	"	
Etta S. Fortney 13-97	"	"	"	"	"	"	"	"	"	"	
Dora M. Peters 13-97	Laborer	"	"	"	"	"	"	"	"	"	
Joseph Marie van der Mey 13-157	Asst Cook	"	"	"	"	"	"	"	Looking	"	
Sara Pierre	Hospital	"	"	"	"	"	"	"	Hospital Cook	"	
Anna F. Bennett	Asst	"	"	"	"	"	"	"	Looking	"	
Martin Wheeler	" Disciplinarian	"	"	"	"	"	"	"	Disciplinarian	I	
Samuel S. Brown	"	"	"	"	"	"	"	"	"	"	

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

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R. H. Pratt
Major, 10th Camp, U.S.A. Superintendent.