

INDORSEMENT BY AGENT.

Agency,

190

The statements herein contained in regard to the employees of the

School are, in my opinion,

21572

OFFICE OF
Indian Affairs
Rec. APR 6

1903

77/132

April 1st., 1903.

SEMI-ANNUAL

EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,

Carlisle, Pa. 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.¹

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.

21572

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.										W	
Edgar A. Allen, -1-104	Asst. Supt. & Principal	2250.	good	good	good	good	good	good	good			"	
W.B. Reitzel 4-63	Clerk	1400.	"	"	"	"	"	"	"		Teaching	"	
W. Grant Thompson 4-63	Disciplinarian	1200	"	"	"	"	"	"	"		Physical Instructor	"	
M. Burgess 4-63	Supt. Printing	1000.	"	"	"	"	"	"	"		Teaching	"	
A.S. Ely 4-63	Outing Agent	1000.	"	"	"	"	"	"	"			"	
Kate S. Bowersox, 4-64	Asst. Principal & Teacher	1000.	"	"	"	"	"	"	"			"	
Emma A. Cutter 4-63	Senior Teacher	840.	"	"	"	"	"	"	"			"	
August Kensler 4-64	Storekeeper	840.	"	"	"	"	"	"	"			"	
H. Gardner 4-63	Carpenter	300	"	"	"	"	"	"	"			"	
Florence M. Carter, 4-64	Boys' Manager	800	"	"	"	"	"	"	"		Teaching	"	
Carrie E. Weekley 4-78	Matron	800.	"	"	"	"	"	"	"		"	"	
A.H. Murtoff 4-	Blacksmith	800.	"	"	"	"	"	"	"			"	
Bertha Canfield 13-110	Seamstress	800.	"	"	"	"	"	"	"			"	
Fannie I. Peter 4-64	Clerk	780.	"	"	"	"	"	"	"		Nurse	"	
W.H. Miller 13-210	Financial Clerk	780.	"	"	"	"	"	"	"		Teaching	"	
M.S. Barr 4-64	Nurse	720.	"	"	"	"	"	"	"			"	
Benj. F. Bennett 2-122	Farmer	720.	"	"	"	"	"	"	"			"	
Mariette Wood 13-212	Teacher	720.	"	"	"	"	"	"	"			"	
Elizabeth E. Forster 4-63	Drawing Teacher	720.	"	"	"	"	"	"	"			"	
Anne H. Stewart 3-151	Sloyd	720.	"	"	"	"	"	"	"	Vocal Piano	Music	"	
Prudence M. Crosbie 4-64	Asst. Matron	720.	"	"	"	"	"	"	"			"	
Harry F. Weber 4-65	Engineer	720.	"	"	"	"	"	"	"			"	
Ed. A. Lau 3-200	Carriagemaker	720.	"	"	"	"	"	"	"			"	
James R. Wheelock 4-65	Band Leader	720	"	"	"	"	"	"	"	Band Music	Printing	I	
Howard E. Gansworth, 4-65	Asst. Disciplinarian	720.	"	"	"	"	"	"	"		Teaching	"	
Nellie V. Robertson 4-65	Clerk	660.	"	"	"	"	"	"	"		"	"	
S.J. Mori 3-126	"	660.	"	"	"	"	"	"	"			"	
W.S. Dysert 4-65	Shoemaker	660.	"	"	"	"	"	"	"			"	
Wm. Nonnast 4-146	Tailor	660.	"	"	"	"	"	"	"			W	
Ella G. Hill 4-65	Laundry Manager	660.	"	"	"	"	"	"	"	Piano	Music	"	
Jeannette L. Senseney 4-65	Music Teacher	660.	"	"	"	"	"	"	"	Vocal Piano		"	
Annie B. Moore 3-157	"	660.	"	"	"	"	"	"	"	"		"	
Fanny G. Paull 4-78	Teacher	660.	"	"	"	"	"	"	"			"	
Ora B. Bryant 4-146	"	660.	"	"	"	"	"	"	"			"	
Clara L. Smith 4-146	"	660.	"	"	"	"	"	"	"	Piano	Music	"	
Jessie L. McIntire 3-200	"	600.	"	"	"	"	"	"	"			"	
Sadie E. Newcomer 3-149	"	600.	"	"	"	"	"	"	"		Kindergartner	W	
Margaret Roberts 4-78	"	600.	"	"	"	"	"	"	"			"	
Daisy C. Laird 3-67	"	600.	"	"	"	"	"	"	"			"	
Agnes May Robbins 3-152	"	600	"	"	"	"	"	"	"			"	
Frances R. Scales 3-141	"	600.	"	"	"	"	"	"	"			"	
Emma. H. Foster 4	"	600	"	"	"	"	"	"	"			"	
E.H. Colegrove 4-146	"	600.	"	"	"	"	"	"	"		Asst. Disciplinarian	"	
Cella C. Munch 4-146	Asst. Matron	600	"	"	"	"	"	"	"		Teaching	"	
Frances A. Veitch 3-24	"	600.	"	"	"	"	"	"	"		"	"	

Indian Industrial School

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

R.H. Pratt Col. *and* 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.	MUSICAL ABILITY.	SPECIAL LINES OF SKILL AND FITNESS.	RACE.	RECOMMENDATIONS AND REMARKS.
Minnie L. Ferree <u>4-176</u>	Asst. Matron	\$600.	good	good	good	good	good	good	good		Domestic Science	W	
M.I. Zeigler <u>4-177</u>	Harnessmaker	600	"	"	"	"	"	"	"			"	
E.G. Sprow <u>4-178</u>	Laborer	600	"	"	"	"	"	"	"		Tinner	"	
David Crosbie <u>4-179</u>	"	600	"	"	"	"	"	"	"		Cooking	"	
Oliver Harlan <u>4-180</u>	Asst. Farmer	600	"	"	"	"	"	"	"			"	
Charles H. Carns <u>4-181</u>	Painter	540.	"	"	"	"	"	"	"			"	
Frank T. Reising <u>4-182</u>	Teacher	540.	"	"	"	"	"	"	"			"	
William Davies <u>4-183</u>	"	540.	"	"	"	"	"	"	"	Vocal Piano	Music	"	
Enoch M. Sherry <u>4-184</u>	"	540.	"	"	"	"	"	"	"			"	
Mabel B. Sherry <u>4-185</u>	"	540.	"	"	"	"	"	"	"			"	
Wm. G. Snyder <u>4-186</u>	Laborer	480.	"	"	"	"	"	"	"		Baker	"	
Wm. B. Gray <u>4-187</u>	Dairyman	480.	"	"	"	"	"	"	"			"	
Effie Moul <u>4-188</u>	Asst. Matron	480.	"	"	"	"	"	"	"	Organ	Teaching	"	
Edith McHarg Steele <u>4-189</u>	Librarian	480.	"	"	"	"	"	"	"			"	
George Foulk <u>4-190</u>	Teamster	420.	"	"	"	"	"	"	"	Vocal		N	
Chas. W. Yeager <u>4-191</u>	Laborer	420.	"	"	"	"	"	"	"		Fireman	W	
Geo. L. Gottwerth <u>4-192</u>	"	420.	"	"	"	"	"	"	"		"	"	
Johnson Bradley <u>4-193</u>	"	420.	"	"	"	"	"	"	"		"	I	
Genus E. Baird <u>4-194</u>	Asst. Printer	400.	"	"	"	"	"	"	"			"	
Elizabeth Searight <u>4-195</u>	" Seamstress	360.	"	"	"	"	"	"	"		Asst. Matron	W	
E. Corbett <u>4-196</u>	" "	300.	"	"	"	"	"	"	"			"	
Mary E. Lininger <u>4-197</u>	" "	300	"	"	"	"	"	"	"			"	
Susan Zeamer <u>4-198</u>	" "	300.	"	"	"	"	"	"	"			"	
Beckie L. Goodyear <u>4-199</u>	" "	300.	"	"	"	"	"	"	"			"	
Margaret O. Eckert <u>4-200</u>	Laborer	300	"	"	"	"	"	"	"		Asst. Seamstress	"	
Lizzie James <u>4-201</u>	Asst. Laundress	300.	"	"	"	"	"	"	"			"	
Ella Albert <u>4-202</u>	" "	300	"	"	"	"	"	"	"			"	
Etta S. Fortney <u>4-203</u>	" "	300.	"	"	"	"	"	"	"			"	
Carrie M. Kistler <u>4-204</u>	" "	300	"	"	"	"	"	"	"			"	
Ida Boger <u>4-205</u>	Laborer	300.	"	"	"	"	"	"	"		Asst. Laundress	"	
Joseph Hummingbird <u>4-206</u>	"	300.	"	"	"	"	"	"	"		Cooking	I	
Sara Pierre <u>4-207</u>	Hospital Cook	300.	"	"	"	"	"	"	"			"	
Estaiene M. DePeltquestangue <u>4-208</u>	Asst. Clerk	300.	"	"	"	"	"	"	"			"	
Ida Swallow <u>4-209</u>	" "	300.	"	"	"	"	"	"	"	Piano	Music	"	
Anna F. Bennett <u>4-210</u>	Housekeeper	180.	"	"	"	"	"	"	"			W	

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 Col. Pratt, Superintendent.