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OFFICE OF
Indian Affairs
Rec. APR 15

1903

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Indian Indus. School,
Carlisle, Pa., April 13, 1903.

Pratt. R.H.

Col. & Supt.

Asking approval of designations
used on Salary list for 1904

1 in

To Supt. 4/17/03

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Department of the Interior,
INDIAN SCHOOL SERVICE,

Carlisle, Pa., April 13, 1903.

To The Honorable,

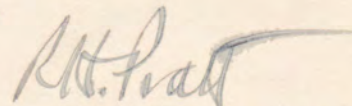
The Commissioner of Indian Affairs,
Washington, D. C.

Sir :

On April 4th I wrote you suggesting that for the Indian school service the designations of mere Carpenter, Blacksmith, Tailor, etc. be changed to Instructor in Carpentry, Instructor in Blacksmithing, Instructor in Tailoring, etc. As no reply has been received to that letter and my salary list is now overdue at your Office, I conclude to make these changes in designation on my list for the coming year anyhow, leaving it to your judgment to change back to the other if you see fit.

You will remember a controversy over a tinner for this school, it being the judgment of the Civil Service Commission, according to their action, that a mere ordinary tinker utterly incompetent in a number of necessary lines even in his workmanship - would do, and this change in designation gives the position more dignity and indicates more nearly what is needed. I trust therefore that our designations may stand.

Very respectfully,



Col. & Supt.

1904.

LIST OF POSITIONS AND SALARIES

RECOMMENDED FOR

Indian Industrial School,

Carlisle Pa., Agency,

R. H. Pratt, Colo. Supt.
Agent or Supt.

E.

SPECIAL INSTRUCTIONS.

Agents and bonded superintendents are requested to read the following paragraphs very carefully before filling the within blank.

This blank must be prepared and forwarded to the Indian Office *not later* than April 1.

The names of the positions to be authorized must be made to accord as nearly as possible with the printed list within, avoiding all double designations. The full duties of an employee need not be expressed in the title of the position, but when required to perform duties other than those so expressed, attention may be called to the fact in a footnote.

When a position is to be authorized for an Indian it should be marked thus: (I).

Show the salaries *per annum* in the column headed "SALARIES." In the case of day school employees or others whose salaries are authorized per month, state the monthly salary in the columns headed "POSITIONS" immediately after the name of the position, and also give in the columns headed "SALARIES" the total amount required for such position for the entire fiscal year.

In the 1903 column the positions and salaries should be shown as they are authorized at the time the blank is made out.

The *correct* total of each salary column must be given.

If, in your opinion, it is necessary to increase or reduce the salary of a position, or to increase or reduce the employee force by the addition or elimination of positions, give briefly your reasons therefor on this blank under the head of "Remarks and Recommendations," and do not make a separate communication. This blank should be filled out and forwarded unaccompanied by any letter transmitting the same.

Do not show in the columns of this blank any positions the expenditures for which are to be reported upon your monthly reports of irregular employees.

You will be careful to give, in the places marked for this purpose, the capacity, enrollment, and average attendance of your school during the fiscal year 1903, as shown by the first, second, and third quarterly reports thereof.

Do not make any recommendations on this blank relative to agency positions. Show only *school* positions.

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THIS BLANK MUST BE FILLED OUT ACCORDING TO SPECIAL INSTRUCTIONS PRINTED ON BACK.

Indian Industrial School, Carlisle, Pa., April 14, 1903.

The Honorable
COMMISSIONER OF INDIAN AFFAIRS,
 Washington, D. C.

SIR:

I have the honor to submit for your consideration the following list of such positions and salaries as I deem necessary for the ensuing fiscal year at Indian Industrial school, Carlisle, Pa., Agency, together with a list of the positions and salaries allowed for the current year at said school.

Very respectfully,

R. H. Pratt

Col. & ~~Agent or Superintendent.~~

*Acce. 966
 First 3 qrs.
 Three months 974 +*

Capacity: 1000 with Enrollment: 1239 Average attendance: 951 ✓
 The above outing enrollment and average attendance should be for the first three quarters of the fiscal year ending March 31, 1903, and must agree with the figures reported on blank "Quarterly Report of Indian Schools, 5-251 a."

1903.			1904.		
POSITIONS.	SALARIES.		POSITIONS.	SALARIES.	
	no.	per Annum		no.	per Annum.
Superintendent	1	1000 00	Superintendent	1	1000 00 ✓ Saw
Assistant Superintendent and } Principal Teacher	1	2250 00	Assistant Superintendent and } Principal Teacher	1	2250 00 ✓
Clerk	1	1400 00	Clerk	1	1400 00 ✓
Clerk	1	780 00	Clerk	1	780 00 ✓
II Clerk at 660.00	2	1320 00	Clerk at \$660.00	2	1320 00 ✓ II
II Assistant Clerk at \$300.00	2	600 00	Assistant Clerk at \$360.00	2	720 00 ✓ II
Physician	1	1200 00	Physician	1	1200 00 ✓
Disciplinarian	1	1200 00	Disciplinarian	1	1200 00 ✓
Assistant Disciplinarian and Normal	1	720 00	Assistant Disciplinarian	1	720 00 ✓
Asst. Principal Teacher	1	1000 00	Asst and Normal Principal Teacher	1	1000 00 ✓
Teacher, Senior	1	840 00	Teacher Senior	1	840 00 ✓
Teacher	1	720 00	Teacher at 720.00	2	1440 00 ✓
Teacher at 660.00	3	1980 00	Teacher at 660.00	4	2640 00 ✓
Teacher at 600.00	8	4800 00	Teacher at 600.00	7	4200 00 ✓
Teacher at 540.00	4	2160 00	Teacher at 540.00	2	1080 00 ✓
Teacher, Drawing	1	720 00	Teacher, Mechanical } Drawing	1	720 00 ✓
Teacher, Sloyd	1	720 00	Teacher sloyd	1	720 00 ✓
Teacher, Vocal Music	1	660 00	Teacher, Vocal Music	1	660 00 ✓
Teacher, Inst. "	1	660 00	Teacher, Inst. "	1	660 00 ✓
Teacher Shoemaker	1	660 00	Instructor } Teacher in Shoemaking	1	660 00 ✓
Teacher Storekeeper	1	840 00	Teacher Storekeeper	1	900 00 ✓
Teacher Matron	1	800 00	Teacher See below		
Assistant Teacher Outing Agent	1	1000 00	Assistant Teacher Outing Agent	1	1000 00 ✓
Supt. Teacher Printing	1	1000 00	Supt. Teacher Printing	1	1000 00 ✓
I Assistant Teacher Band Leader	1	720 00	Assistant Teacher Band Leader	1	720 00 ✓ I
Financial Clerk	1	780 00	Financial Clerk	1	780 00 ✓
Kindergartner			Kindergartner		
Manual Training Teacher			Manual Training Teacher		
Industrial Teacher			Industrial Teacher		
Assistant Industrial Teacher			Assistant Industrial Teacher		
Small Matron Boys' Manager	1	800 00	Matron at 800.00	2	1600 00 ✓
Assistant Matron	1	720 00	Assistant Matron	1	720 00 ✓
AMOUNT Ford		30850 00	AMOUNT Ford		31930 00

1903.

1904.

1903.		1904.	
POSITIONS.	SALARIES.	POSITIONS.	SALARIES.
AMOUNT BROUGHT FORWARD	30850 00	AMOUNT BROUGHT FORWARD	31930 00
Assistant Matron at 600.00	3 1800 00	Assistant Matron at 600.00	3 1800 00 ✓
Assistant Matron	1 480 00	Assistant Matron	1 480 00 ✓
Housekeeper	1 180 00	Housekeeper	1 180 00 ✓
Nurse	1 720 00	Nurse	1 720 00 ✓
Seamstress	1 800 00	Seamstress	1 800 00 ✓
Assistant Seamstress at \$300.	4 1200 00	Assistant Seamstress at \$300.	5 1500 00 ✓
Laborer	1 300 00	Assistant Seamstress	1 360 00 ✓
Assistant Seamstress	1 360 00	Laundry Manager	1 660 00 ✓
Laundry Manager	1 660 00	Assistant Laundress at \$300.	4 1200 00 ✓
Assistant Laundress at \$300.	4 1200 00	Assistant Laundress	1 480 00 ✓
Assistant Laundress Laborer	1 300 00	Assistant Baker	1 600 00 ✓
Baker Laborer	1 480 00	Cook	1 300 00 ✓
Assistant Baker	1 600 00	Cook Laborer	1 300 00 ✓
Cook Laborer	1 300 00	Assistant Cook	1 300 00 ✓
I Assistant Cook Laborer	1 300 00	Hospital Assistant Cook	1 300 00 ✓
I Hospital Assistant Cook	1 300 00	Farmer	1 720 00 ✓
Farmer	1 720 00	Assistant Farmer	1 600 00 ✓
Assistant Farmer	1 600 00	Instructor in Carpentry	1 800 00 ✓
Carpenter	1 800 00	Assistant Carpenter	1 600 00 ✓
Assistant Carpenter	1 600 00	Instructor in Tailoring	1 720 00 ✓
Tailor	1 660 00	Assistant Tailor Teamster	1 420 00 ✓
Assistant Tailor Teamster	1 420 00	Instructor in Shoe and Harness Making	1 600 00 ✓
Shoe and Harness Maker	1 600 00	Assistant Shoe and Harness Maker	1 600 00 ✓
Assistant Shoe and Harness Maker	1 600 00	Instructor in Tinsmithing	1 900 00 ✓
Blacksmith	1 800 00	Blacksmith	1 600 00 ✓
Night Watchman Painter	1 540 00	Instructor in Painting	1 600 00 ✓
I Gardener Asst. Printer	1 400 00	Night Watchman	1 400 00 ✓
Engineer	1 720 00	Gardener Asst. Printer	1 400 00 ✓
One I Laborer at 420.00	3 1260 00	Engineer	1 780 00 ✓
Assistant Engineer	1 780 00	Fireman at 420.00	3 1260 00 ✓
Indian Assistant	1 720 00	Assistant Engineer	1 780 00 ✓
Carriagemaker	1 720 00	Indian Assistant Instructor in Carriagemaking	1 780 00 ✓
Dairyman	1 480 00	Dairyman	1 480 00 ✓
Librarian	1 480 00	Librarian	1 480 00 ✓
Laborer	1 600 00		
Physician Contract	800		
	82		
TOTAL	50930 00	TOTAL	52050 00

Public Labor 700
Student Labor 3000

REMARKS AND RECOMMENDATIONS.

The changes recommended for the fiscal year 1904 are as follows :

DECREASE.		INCREASE.	
1 Teacher	\$ 600	2 Asst. clerks, \$60 each - - -	\$ 120
2 Teachers (\$540)	1080	Physician	1200
1 Laborer	600	1 Teacher	720
1 Laborer	300	1 Teacher	660
		Storekeeper	60
		1 Asst. Carpenter	600
		1 Instructor in Tailoring	60
		1 Instructor in Blacksmithing	100
		1 Instructor in Painting	60
		1 Instructor in Carriage-making	60
		1 Engineer	60
Total decrease	\$2580	Total increase	\$3700
Increase on list for 1904 - - - - -			1120
Less Am't. paid Physician on service voucher (1903)			800
Net increase recommended for 1904 - - - - -			\$ 320

The two Assistant Clerks at \$300 - increased to \$360 ; a merited increase to capable and satisfactory assistants.

For many years we had a resident physician. My reports to you the past two years have indicated a resident physician who can help with other school matters the best. This increases Physician's salary \$400.

Two teachers at \$720 instead of one and four teachers at \$660 instead of three, - to recognize merit. A decrease of teachers at \$600 by one and at \$540 by two, dropping the supernumerary teacher, decreases the total expense for the teaching force \$300.

Instead of one Small Boys' Manager I ask for two Matrons, their duties being similar.

The Storekeeper's salary is increased by \$60, a necessary recognition of worth and arduous service.

One laborer at \$300 is dropped and one additional Assistant Seamstress at the same salary asked.

One Laborer at \$600 and one at \$300 have been omitted. One Laborer at \$480 is dropped and the same salary given to a Baker.

An Assistant Carpenter at \$600 is asked. The necessary outside work leaves little time for shop instruction.

The Tailor's salary is increased by \$60. This restores the original salary and is recognition of worth.

The salary of Instructor in Blacksmithing is increased to \$900. Mr. Murtoff is one of the ablest mechanics we have ever had at the school both as instructor and all-around workman. He finally quits a profitable and independent business and we could not keep him without this increase.

An increase of \$60 each in the salaries of Instructor in Painting and the Engineer is requested as recognition of service.

Three Laborers at \$420 are dropped and three Firemen taken up instead. These men have been under the designation of Laborer, are satisfactory, and I trust may be continued in the service under the new head.

The salary of the Instructor in Carriage-making is increased \$60 as recognition of ability.

One laborer at \$600 is dropped and an Instructor in Tinsmithing taken up instead. The Tinsmith has been serving under the designation of Laborer. He is a most useful man.

If, in order to hold the present employes, it is best to continue the Assistant Seamstress as Laborer, the three Firemen as Laborers, and the Instructor in Tinsmithing as Laborer, I then request they be continued under their present designations of "Laborers." This remark also applies to the cook and assistant cook who had been designated as laborers.

Per capita based on 951 for 1904 = 54
Reason by Sept " 951 for 1904 = 55