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OFFICE OF
Indian Affairs
Rec. OCT 14

1904

Indian Industrial School,

Carlisle, Pa., Oct 12, 1904.

Mercer, W. A.

Capt. 7th Cavy. Supt.

*Forwards Circular
no. 14 issued to the em-
ployees of the Carlisle school,
and asks that it be
approved by the Office.*

1 in.

To Supt. 10/19/04

E. H. M. ✓

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DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN SERVICE
INDIAN INDUSTRIAL SCHOOL
CARLISLE, PENNA.

J.R.W.

October 12, 1904.

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

Sir:

Referring to my informal conferences with your Office respecting the proposed reorganization of the work of this school, and the subdivision of the same into departments, there is enclosed herewith for your consideration, a copy of the Circular issued to the employees of the Carlisle School on the 4th instant.

Your attention is invited to paragraph 13 of said circular, which provides that in case of the absence of both the Superintendent and Assistant Superintendent, the Superintendent of Industries will be in charge of the school. Paragraph 72 of Indian Office Rules respecting the Indian School Service, provides that in case of the absence of the Superintendent and Assistant Superintendent, the Principal Teacher shall act as Superintendent. As the work of this school is now divided, I deem it far preferable to have the Superintendent of Industries act as Superintendent in case of the absence of both the Superintendent and Assistant, and it is accordingly recommended that the aforesaid circular, and particularly paragraph 13 thereof, be approved by the Office.

Very respectfully,

W. A. Mercer
Captain 7th Cavalry,
Superintendent.

JRW(K)

/ Enclosure

OFFICE OF THE SUPERINTENDENT.

INDIAN INDUSTRIAL SCHOOL,

CARLISLE, PA., Oct. 4, 1904.

CIRCULAR.

No. 14.

With a view to securing a closer supervision of the school and promoting its efficiency, the same is divided into three Departments, viz.: THE ACADEMIC DEPARTMENT, THE DEPARTMENT OF INDUSTRIES AND THE QUARTERMASTER'S DEPARTMENT.

1. The Assistant Superintendent is directly responsible to the Superintendent, and will have immediate charge of and be responsible for the conduct of the Academic Department, School Office, Outing System, Farms and Dairy.

2. The Principal Teacher, the Clerk in charge of the School Office, the Outing Agent, the Financial Clerk, the Farmer, the Assistant Farmer and the Dairyman will report direct to the Assistant Superintendent for orders, and will administer their respective departments in accordance with his directions.

3. The Senior Teacher, Grade Teachers, Domestic Science, Vocal, Instrumental, Sloyd, Drawing and Normal Teachers will report direct to the Principal Teacher for orders, and will administer their respective departments in accordance with her directions.

4. The position of Superintendent of Industries having been authorized, the appointment of Mr. W. Grant Thompson is announced to date from September 11th. He will be obeyed and respected accordingly.

5. The Superintendent of Industries will be directly responsible to the Superintendent, and will have immediate charge of and be responsible for the Physical Training, Athletics, Band, Sewing room, Printing, Blacksmith shop, Carpenter shop, Carriage making, Painting, Tin shop, Shoe shop, Harness shop, Tailor shop, Steam-fitting Department, construction of buildings (by school labor), and will also act as Fire Marshal.

6. The Band Leader, Seamstress, Disciplinarians, Matrons (except the matrons in charge of the Dining-room and Domestic Science,) Superintendent of Printing, Blacksmith, Carpenters, Carriage and Wagonmakers, Painter, Harnessmaker, Shoe maker, Tailor, and Laundry Manager will report direct to the Superintendent of Industries for orders covering work for their respective departments, except that the Superintendent of Printing will report direct

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to the Superintendent for instructions concerning the editorial department, and will submit to him for final inspection the school paper before publication.

7. The position of Quartermaster having been authorized, the appointment of Mr. August Kensler is announced, to take effect September 11, 1904.

8. The Quartermaster is directly responsible to the Superintendent, and will be in immediate charge of and responsible for clothing, subsistence, general supplies, buildings, grounds, repairs to buildings and grounds, transportation, products of the shops, farms and dairy, construction of buildings (by outside labor), Bakery, Kitchen, Dining-room, heating, lighting, assignment of employees' quarters and furnishing of same.

9. The Dining-room Matron, Cook, Baker and Teamster will report direct to the Quartermaster for orders, and will administer their respective departments in accordance with his directions.

10. Upon receipt from the Quartermaster by employees in charge of the shops, of requests for repairs, they will at once submit them to the Superintendent of Industries who will direct compliance therewith as soon as practicable to the end that repairs to buildings and grounds may be promptly made, the same to take precedence over industrial work.

11. The school Physician is directly responsible to the Superintendent, will have immediate supervision of the hospital, and the hospital employees are under his immediate direction.

12. The Librarian is directly responsible to the Superintendent, and will have immediate supervision of the Library.

13. In the absence of the Superintendent, the School will be in charge of the Assistant Superintendent, or in his absence, the Superintendent of Industries.

14. Requests for material, repairs, etc., must state for what purpose needed, and be sent direct to the office of the Assistant Superintendent for consideration of this Office,

W. A. MERCER,
Captain 7th Cavalry,
Superintendent.