

INDORSEMENT BY AGENT.

Indian Industrial School,

CARLISLE, PA. Agency,

DEC 4 1905

, 190

The statements herein contained in regard to the employees of the
Indian Industrial School,

CARLISLE, PA. School, are, in my opinion, correct,
M. Messer

Major 11th Cavry. Supt.

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DEC 4 1905, 190

SEMIANNUAL
EFFICIENCY REPORT
OF
EMPLOYEES
OF

Indian Industrial School, School,
CARLISLE, PA. Agency.

Noted in E B

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File File

Dr

SEMIANNUAL

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 the 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.

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.
W. A. Mercer	Superintendent	\$ 1000											
John R. Wise	Asst. Supt. 5-106	2000	Good	Good	Good	Good	Good	Good	Good			W.	
W. G. Thompson	Supt. of Indst. 4-63	1800	"	"	"	"	"	"	"		Disciplinarian Physical Instructor	"	
John F. MacKey	Clerk ^{MMW}	1200	"	"	"	"	"	"	"			"	
August Kensler	Quartermaster 4-64	1200	"	"	"	"	"	"	"			"	
Ferdinand Shoemaker	Physician 3-222	1200	"	"	"	"	"	"	"			"	
Kate S. Bowersox	Prin. Teacher 4-64	1200	"	"	"	"	"	"	"			"	
A. S. Ely	Outing Agent 4-63	1000	"	"	"	"	"	"	"			"	
Claude M. Stauffer	Band Master 5-153	1200	"	"	"	"	"	"	"	Vocal Piano	Teaching	"	
Arthur E. Schaal	Clerk 5-153	1000	"	"	"	"	"	"	"			"	
E. H. Colgrove	Disciplinarian 4-146	1000	"	"	"	"	"	"	"		Disciplinarian	"	
Emma A. Cutter	Senior Teacher 4-63	900	"	"	"	"	"	"	"			"	
Harry F. Weber	Engineer 4-65	900	"	"	"	"	"	"	"			"	
S. J. Nori	Clerk 5-153	900	"	"	"	"	"	"	"			"	
Frank Hudson	Financial Clerk 3-77	840	"	"	"	"	"	"	"			"	
Mollie V. Gaither	Girls Outing Agt 4-195	840	"	"	"	"	"	"	"			W.	
H. Gardner	Isst. in Carpentry 4-63	800	"	"	"	"	"	"	"			"	
Evalyn MacKey	Matron ^{MMW}	800	"	"	"	"	"	"	"			"	
Allah E. Saxon	" 5-19	800	"	"	"	"	"	"	"			"	
Martin L. Lau	Carriagemaker ^{MMW}	780	"	"	"	"	"	"	"			"	
Mariette Wood	Teacher (5)	780	"	"	"	"	"	"	"			"	
Hattie McDowell	Normal Teacher 4-195	720	"	"	"	"	"	"	"			"	
Sadie E. Newcomer	Teacher 4-234	720	"	"	"	"	"	"	"			"	
Daniel A. Reed	Asst. Carpenter ^{MMW}	720	"	"	"	"	"	"	"			"	
John A. Herr	" " 4-236	720	"	"	"	"	"	"	"			"	
Wm. Nobnas t	Tailor 4-146	720	"	"	"	"	"	"	"			"	
M. I. Ziegler	Harnessmaker ^{book in (5)}	720	"	"	"	"	"	"	"			"	
M. S. Barr	Nurse 4-64	720	"	"	"	"	"	"	"			"	
Mellie V. Robertson	Clerk 4-65	660	"	"	"	"	"	"	"	Piano	Teaching	"	
Ella G. Hill	Laundry Mng'r 4-65	660	"	"	"	"	"	"	"			W.	
W. S. Dysart	Shoemaker 4-65	660	"	"	"	"	"	"	"			"	
Norman H. Justus	Farmer 5-153	720	"	"	"	"	"	"	"			"	
W. H. Leaman	Florist ^{MMW}	720	"	"	"	"	"	"	"			"	
Charles H. Carns	Painter 4-66	660	"	"	"	"	"	"	"			"	
Frances R. Scales	Teacher (5)	660	"	"	"	"	"	"	"			"	
Emma H. Foster	" 3-196	660	"	"	"	"	"	"	"			"	
Cora B. Hawk	" 4-235	660	"	"	"	"	"	"	"			"	
Mary A. Yarnall	" 5-106	660	"	"	"	"	"	"	"			"	
Sadie F. Robertson	" 4-175	660	"	"	"	"	"	"	"			"	
Sarah E. Gedney	" ^{MMW}	600	"	"	"	"	"	"	"			"	
James E. Henderson	" ^{MMW}	600	"	"	"	"	"	"	"			"	
Emma K. Hettrick	" 5-33	600	"	"	"	"	"	"	"			"	
John S.C. Spickerman	" 4-122	600	"	"	"	"	"	"	"			"	
John L. Walters	" ^{MMW}	600	"	"	"	"	"	"	"			"	
Stacy Matlack	Asst. Disciplinarian 4-122	600	"	"	"	"	"	"	"			"	
Bessie B. Beech	Librarian 5-106	600	"	"	"	"	"	"	"		Clerical	"	

The above statement in regard to the employees of the

Indian Industrial School,

CARLISLE, PA.

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

W. A. Mercer

Major 11th Cav. Supt.

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.
Ernie Moul	Asst. Matron (5)	600	Good	Good	Good	Good	Good	Good	Good	Organ	Teaching	H.	
Margaret O. Eckert	" 4-147	600	"	"	"	"	"	"	"	"	Asst. Seamstress	"	
Elizabeth C. Sloan	" new	600	"	"	"	"	"	"	"	"	Laundress	"	
Lizzie James	Cook 4-67	600	"	"	"	"	"	"	"	"	"	"	
Joseph Bigjim	Baker 4-236	540	"	"	"	"	"	"	"	"	"	"	
Huzena E. Tibbitts	Teacher 5-106	480	"	"	"	"	"	"	"	"	"	"	
Annie Goitney	" 5-107	480	"	"	"	"	"	"	"	"	"	"	
Rosa La Forge	Asst. Matron new	480	"	"	"	"	"	"	"	"	"	"	
Wm. B. Gray	Dairyman 4-66	480	"	"	"	"	"	"	"	"	"	"	
Genus E. Baird	Asst. Printer 4-147	480	"	"	"	"	"	"	"	"	"	"	
Geo H. Gottwerth	Fireman 4-67	420	"	"	"	"	"	"	"	"	"	"	
Wilson Charles	Asst. Car'ge Maker new	420	"	"	"	"	"	"	"	"	"	"	
George Faulk	Teamster 4-66	420	"	"	"	"	"	"	"	"	"	"	
Cha s. C. Dillon	Asst. Blacksmith 5-154	420	"	"	"	"	"	"	"	"	"	"	
Chauncey E. Archiquette,	Asst Cl'k 4-12	420	"	"	"	"	"	"	"	"	"	"	
Beckie L. Goodyear	Seamstress (asst) 4-67	360	"	"	"	"	"	"	"	"	"	"	
Philibert Lutz	Fireman new	420	"	"	"	"	"	"	"	"	"	"	
Sara Pierre	Hospital cook 4-19-148	360	"	"	"	"	"	"	"	"	"	"	
Etta S. Fortney	Asst Laundress 5-49-127	300	"	"	"	"	"	"	"	"	"	"	
Ella Albert	" " 4-68	300	"	"	"	"	"	"	"	"	"	"	
Ida Røger	" " 4-147	300	"	"	"	"	"	"	"	"	"	"	
Emma R. Brown	Asst Cook new	300	"	"	"	"	"	"	"	"	"	"	
Charles Sorrell	Asst. Cook new	300	"	"	"	"	"	"	"	"	"	"	
Henry Vertreace	Blacksmith new	900	"	"	"	"	"	"	"	"	"	"	
E. Corbett	Asst Seamstress new	300	"	"	"	"	"	"	"	"	"	"	
Susan Zeamer	" " 4-67	300	"	"	"	"	"	"	"	"	"	"	
Fred W. Canfield	Boys' Field Agt 4-235	900	"	"	"	"	"	"	"	"	"	"	
	Asst Laundress												
	Baker												
	Asst Baker												
	Cook												
	Asst of Cook												
	Asst Cook												
	Farmer												
	Carpenter												
	Printer												
	Asst. Bread Baker												
	Blacksmith												
	Asst. Watchman												
	Farmer												
	Farmer												

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W. Mercer
Major 11th Cav. Supt. Superintendent.

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