

MAINE STATE LEGISLATURE

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PUBLIC DOCUMENTS OF MAINE

1909

BEING THE

ANNUAL REPORTS

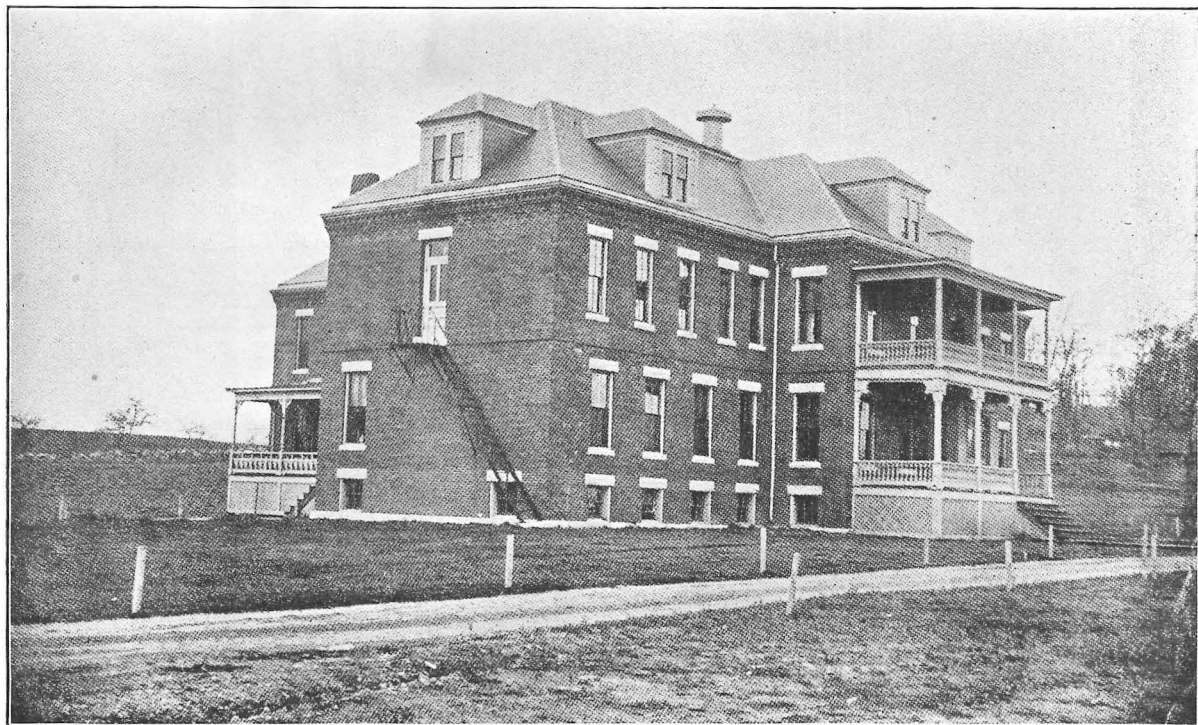
OF THE VARIOUS

DEPARTMENTS AND INSTITUTIONS

For the Year 1908.

VOLUME III.

AUGUSTA
KENNEBEC JOURNAL PRINT
1909



ERSKINE HALL

THIRTY-FOURTH ANNUAL REPORT

(Tenth under State Control)

OF THE

Board of Trustees and Officers

OF THE

Maine Industrial School for Girls

AT HALLOWELL

For the Year Ending November 15, 1908

WATERVILLE

SENTINEL PUBLISHING COMPANY

1909

The illustrations in this report were printed by the Maine Farmer Publishing Company, Augusta, Maine.

BOARD OF TRUSTEES.

	Term expires.
(Mrs.) PERSIS M. MARTIN, Augusta,	1909
ANDREW HAWES, Portland,	1910
ALFRED Wms. ANTHONY, Lewiston,	1911
CHARLES H. DUDLEY, Hallowell,	1912
(Miss) CLARA M. FARWELL, Rockland,	1913
PAYSON SMITH, Augusta, State Superintendent of Public Schools, <i>ex-officio</i> .	

PRESIDENT,

ANDREW HAWES, Portland.

SECRETARY,

ALFRED Wms. ANTHONY, Lewiston.

TREASURER,

CHARLES H. DUDLEY, Hallowell, to Dec. 17, 1908.

ANDREW HAWES, Portland, from Dec. 17, 1908.

EXECUTIVE COMMITTEE,

ANDREW HAWES, ALFRED Wms. ANTHONY,
Miss CLARA M. FARWELL.

AUDITING COMMITTEE,

ANDREW HAWES to Dec. 17, 1908,

Mrs. PERSIS M. MARTIN,

PAYSON SMITH from Dec. 17, 1908.

OFFICERS OF THE SCHOOL FOR 1909.

Principal—MRS. MARY E. KING.

Assistant to the Principal—MISS MABEL N. WYMAN.

ADMINISTRATION BUILDING.

Matron—MISS EMMA R. EDWARDS.

BAKER HALL.

Matron—MISS LOUISE D. MAYHEW.

Assistant Matron—MRS. WINIFRED W. HAGGETT.

Teacher—MISS ORRIE L. BEVERAGE.

ERSKINE HALL.

Matron—MRS. MINNIE J. MOORE.

Assistant Matron—MISS ANNIE S. DUNCAN.

Teacher—MISS GEORGIA A. KING.

FLAGG-DUMMER HALL.

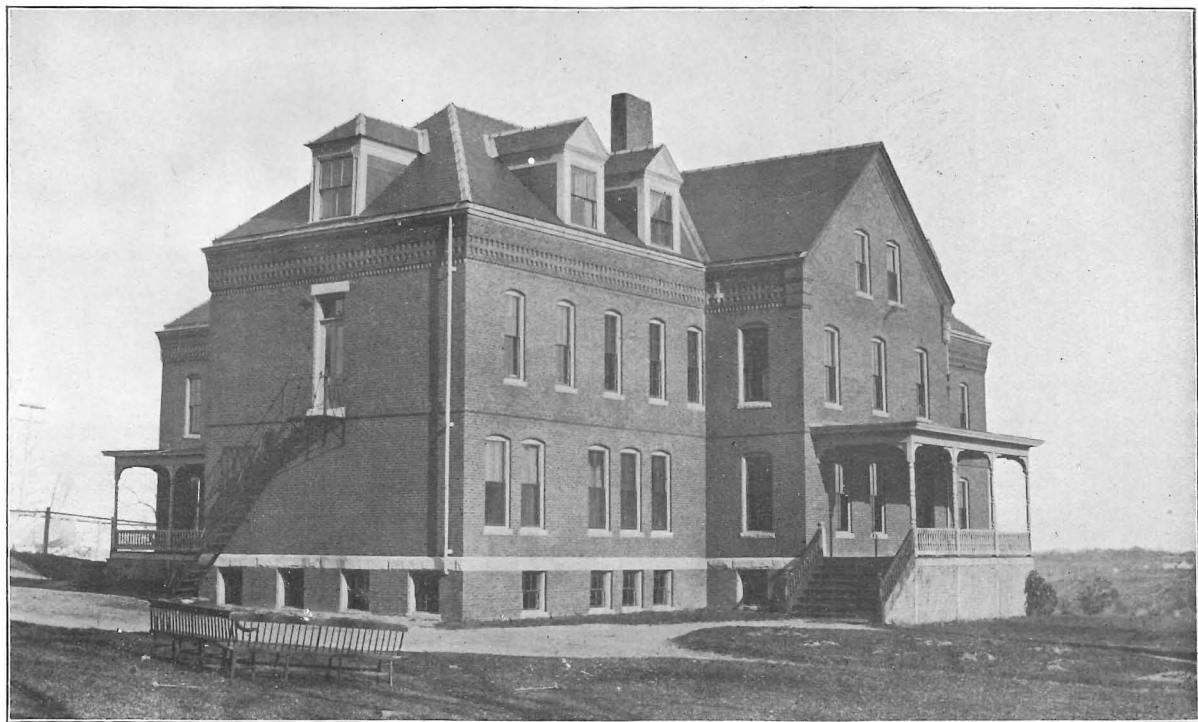
Matron—MISS MARY E. SHACKLEY.

Assistant Matron—MRS. EMMA R. COTTLE.

Teacher—(To be supplied.)

Steward and Farmer—CHARLES W. WHITE.

Assistant Farmer—S. S. GEORGE, JR.



BAKER HALL

THE MAINE INDUSTRIAL SCHOOL FOR GIRLS.

HISTORICAL STATEMENT.

The Maine Industrial School for Girls was established by an act of the legislature, approved by the governor March 17, 1899. The trustees were appointed by the governor May 23, 1899, and assembled for their first meeting and organization on June 3, 1899.

The history of the School, however, reaches back to 1867. In the latter part of January, 1867, a girl, fifteen or sixteen years of age, was convicted in the police court of Augusta of petty larceny, fined, and in default of payment, was committed to the county jail. This incident suggested the necessity of a reform school for girls in the State of Maine. The next morning in the legislature, then in session, Hon. John L. Stevens of Augusta introduced a resolution providing for the appointment of a commission to investigate the subject of reform institutions for girls and their success where already in operation, and report to the next legislature. Hon. George B. Barrows of Fryeburg, was appointed commissioner, and made a report in 1868. This report was referred to the legislature of 1869; and the subject at two subsequent sessions was referred to "the next legislature."

At the session of 1871 nearly a thousand ladies of Portland petitioned the legislature "to make like provisions for the reform of girls as had been made for boys." As a result of this petition a commission was appointed consisting of Hon. Benj. Kingsbury, Jr., of Portland, Hon. E. R. French of Chesterville, and Hon. Samuel Garnsey of Bangor, which reported in 1872 a bill for the incorporation of a private association for the establishment and administration of the proposed institution. This bill was passed and such an association was incorporated.

Meantime, unaware of what was already in progress, Mrs. Mary H. Flagg of Hallowell was moved to provide for vagrant and outcast girls, and first made her intentions known to some friends in April, 1872. She interested with her Mrs. Almira C. Dummer of Hallowell; and in December of that year the two offered to the governor, the former \$10,000 in money and the latter a building site in the city of Hallowell valued at \$2,000. These proposals were made known by the governor in his annual message to the legislature of 1873. The private corporation accepted these proposals.

The first building erected, Flagg-Dummer Hall, was dedicated January 20, 1875. Erskine Hall was opened January, 1886; and Baker Hall in December, 1898.

In addition to private charity, the State has made substantial appropriations each year of the School's existence.

The legislature of 1899 enacted a law to put the School wholly under State control. The conditions of this act were accepted by the corporation, and its whole property valued, for its purposes, at \$40,000 was conveyed by deed to the State.

The Maine Industrial School for Girls is not a house of correction, but is designed as a refuge for girls between the ages of six and twenty-one years, who, by force of circumstances or associations, are in manifest danger of becoming outcasts of society. It is not a place of punishment, to which its inmates are sent as criminals—but a home for the friendless, neglected and vagrant children of the State, where, under the genial influences of kind treatment and physical and moral training, they may be won back to ways of virtue and respectability, and fitted for positions of honorable self-support and lives of usefulness.

Girls committed to the School become wards of the State. By the act of commitment fathers and mothers lose their parental rights and responsibilities and the board of trustees, with the principal, matrons, assistant matrons and teachers, in behalf of the state, become as parents to the children.

Girls are admitted to the School between the ages of 6 and 16. When once admitted, they are under the control of the trustees until 21 years of age.



HOSPITAL ROOM IN BAKER HALL

REPORT OF THE TRUSTEES FOR THE YEAR
ENDING NOVEMBER 15, 1908.

To the Governor and Council of the State of Maine:—

The Board of Trustees of the Maine Industrial School for Girls herewith submit their thirty-fourth annual report, the tenth under State control.

PROPERTY.

The property of the Industrial School has been kept during the past year in even a better condition than usual, as many permanent improvements have begun to show their practical value. The approach to the grounds has been graded into the street; but the proposed gateway has not yet been erected. The driveway has been graded, underlaid with stone and topped with gravel, but has not yet been finished, so as to furnish a smooth and firm surface. Four poles for incandescent electric lights have been placed at suitable intervals along the driveway, giving a much needed lighting between the buildings at night.

The buildings themselves have been repaired as occasion has required. The Steward's residence, during the year, has been put in suitable condition for occupancy, and has been used by the Steward and his family. The improvements made are in the direction of permanency, but need to be extended. For this a further appropriation will be required.

As in previous years, the several halls are insured for \$10,000 each. The Administration Building for \$7,000; and the barn and its contents for \$2,500. The Steward's residence is insured for \$1,350.

The large field at the rear of our property, comprising about 10 acres, which a few years ago had become nearly useless, even as a pasture, by reason of a growth of bushes and brakes, has during the past year been under partial cultivation, and for a dry season, has yielded good crops of potatoes and hay. It is proposed to lay this down to grass. During the year, as in the year previous, it has been necessary to hire pasturage for the

eight cows kept by the school. The Trustees are desirous of procuring more land for the purposes of the School. The property now in the possession of the State comprises about 35 acres. Five acres are woodland and should be kept as a grove by culling out from time to time the older trees and allowing the younger ones to remain. A portion of the estate, situated as it is, upon the side hill and of a rocky nature, is unsuitable for cultivation. Some of the land now used for garden purposes, lying close by the street, should be turned into lawn. With these considerations and allowances, it will obviously be a wise policy for the institution, as soon as it may, to procure more land. As new buildings are added the area now available will be still more curtailed, and a sufficient acreage for breathing space, lawns, approaches, gardens, and pasturage will be imperative.

GARDENING FOR GIRLS.

During the past year a plan has been put in operation by which the girls have been given more out-of-door exercise, and gainful employment upon the land. Under the direction of the Assistant to the Principal the girls have been taken into the garden to work at planting, weeding, and cultivating, and particularly for gathering vegetables and fruits. By way of statistical items which have been preserved, it may be reported that the girls have gathered 274 quarts of cherries, 34 bushels of corn, 10 bushels of shell-beans, 12 bushels of tomatoes, 55 bushels of cucumbers, 12 bushels of peas, $7\frac{1}{2}$ bushels of beet-greens, $3\frac{1}{2}$ bushels of beets and other vegetables, the total value of which is \$130.40; but the greatest profit has been to the girls themselves, who have not only had this wholesome out-of-door work, but have also received instruction which will be of value to them about their own homes in later life.

OVER-CROWDING.

The most important fact standing out prominently in the experiences of the past year is the over-crowding of the School. The separate halls which are designed normally to accommodate 26 or 27 girls have been obliged to receive 34 and 35; and the whole School, which should have within its buildings normally not more than 83 girls, has at the time of the making of this

report 100 inmates, an excess of 17. These extra girls are provided for in places like the following:—two are in a “coat-room,” four are in a “guest-chamber,” others are in the rooms set apart for hospital purposes, which, in case of sickness, would be needed for the sick. The policy of the School to give each girl a single bed, in a separate room, has been defeated by this crowded condition.

While the number within the School is so great, at the same time the principal has placed out in homes as many as could be safely put out; the Trustees have released as many as wisely could be discharged; and the admission of other girls who should have the benefits of the school, has, of necessity, been refused. There is what may be termed a “waiting-list” of 17 girls; and it has also come to the attention of the Trustees that several municipalities in the state, knowing that girls would be refused admission, have refrained from sending those who ought to be committed to its care.

It is obvious that the opening of the Maine School for the Feeble-Minded will afford some relief to this crowded condition of the Industrial School, as there are several of its inmates who ought to be transferred to the School for Feeble-Minded; but the conditions which have induced the over-crowding of the school during the past year appear to be permanent. During the past year, the number of girls committed and admitted to the School was 34; last year it was 31; the year before it was 26; the year before that 22; and still one year further back 17. Within the space of five years, therefore, the number of commitments has exactly doubled. This increase may be expected to continue and even to become accelerated. As our cities grow larger the number of girls in them exposed to peril will multiply, and as the moral safeguards in society, both rural and urban, which were the early characteristics of New England, grow weaker, the number of the delinquent and defective classes is sure to increase. The action of the Seventy-third Legislature in taking from the towns the last trace of the burden of supporting the girls committed to the school will tend also to swell the number of commitments. Many a town priding itself upon its frugality, has hesitated to assume the expense of fifty cents a week previously involved in sending a girl to the School, and has preferred to let her stay upon the streets or become an

inmate of the town poor farm. Now that the last particle of expense to the town has been taken away, almost the last obstacle in the way of easy commitment has been removed.

GENERAL CONDITIONS.

The general health of the girls continues remarkably good and we may repeat, as applicable to the last year, statements made in previous years. There have been no epidemics. There have been some sicknesses, but not so much as would be expected with the same number of young people in ordinary family conditions. The evidence of the years is strengthening that the conditions surrounding the girls in the Industrial School are conducive to health. Good air, good food, good water, and a proper routine of life promote and preserve the physical welfare.

We have reason to believe also that the social and the moral conditions surrounding the inmates of the school are good, for good results become apparent, as the young women are finally released and go out into society to take care of themselves.

The total number of girls in the custody of the school on Nov. 15, 1908, was 163, 63 of whom were in outside homes under some form of probation.

The real estate, which at the time the School was adopted by the State in 1899, was valued at \$40,000, would now be conservatively appraised at about \$90,000. An inventory of the personal property, including household furniture, farming tools, live stock of all kinds, provisions on hand, and equipment, foots up \$13,244.32, as against \$12,101 a year ago, an increase of \$1,143.32.

NEEDS.

Among the needs which appear imperative the greatest, considered from the point of view of the objects for which the institution was established, is a new building, in order that the girls, who require the custody and instruction of the School, when committed by the towns of the state may be admitted to its sheltering care and not be forced back into the unfortunate circumstances which have imperiled their welfare.

Another pressing need, several times referred to in these annual reports, is that of an increased and adequate water sup-

ply. The School is situated upon high land, above the level to which the water system of the City of Hallowell can reach, and has been dependent upon its own private source. This, furnished by a spring, is of excellent quality but not sufficient in times of drought. During the past year there have been times when water was used with such economy as to forbid sufficient bathing and free flushing of the closets. It is probable that a little experimentation will prove that by an artesian well, sunk at a comparatively small expense, an amply supply of water may be procured. Provision of some kind should be made before another summer season.

It is desirable that the walls of all buildings should be painted, both for improvement in appearance, and still more as a sanitary safeguard and for protection of the buildings.

Both for the present needs of the school, and for its future growth and usefulness, more land should be added. It may be desirable to place a new building upon a site not now in the possession of the school. More land for cultivation and more land for pasturage is required.

IN CONCLUSION.

In conclusion the Board takes satisfaction in calling attention to the general spirit of good will prevalent among the various officers, and among the girls committed to their charge. The best of feeling exists and is seldom jarred by any untoward circumstance. We are confident that the institution, despite the perplexing problems of inheritance and perversity often brought to its attention, is serving in a wholesome and elevating way, through its influence upon its inmates, the welfare of the State at large; and the Board invites the cordial co-operation of the public by sympathy and appreciation.

Respectfully submitted,

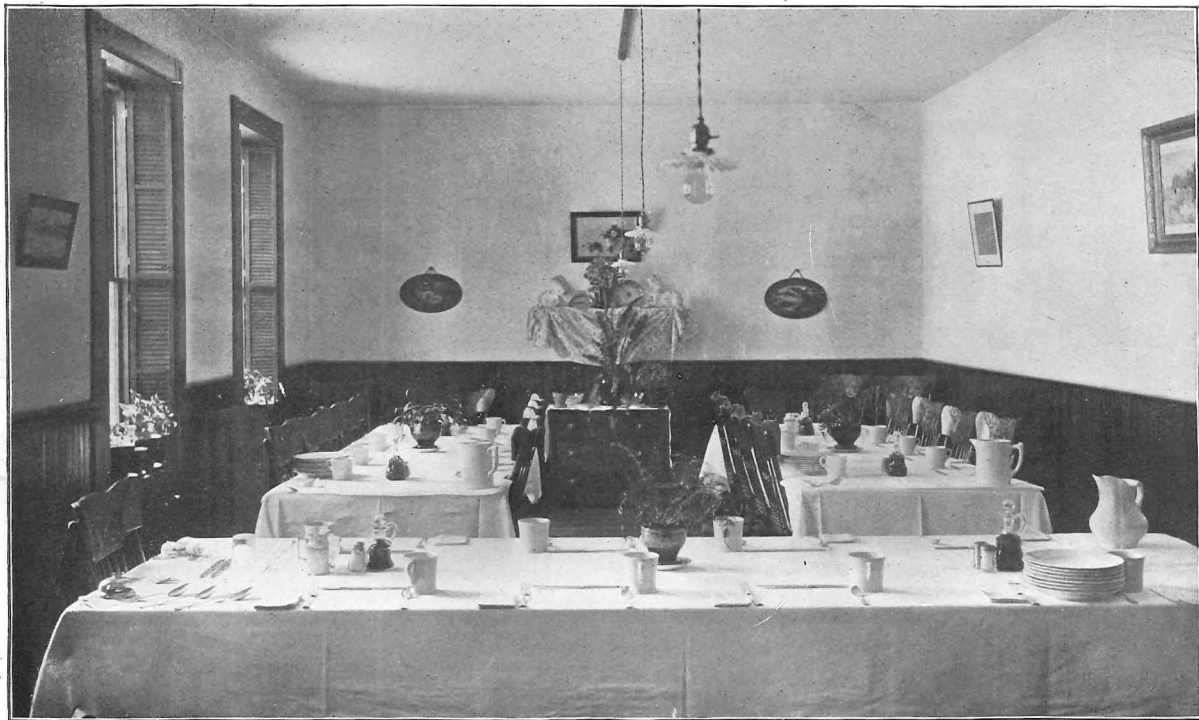
ANDREW HAWES,
ALFRED WILLIAMS ANTHONY,
PERSIS M. MARTIN,
CLARA M. FARWELL,
CHARLES H. DUDLEY,
PAYSON SMITH.

Hallowell, Maine, Dec. 17, 1908.

REPORT OF THE COMMITTEE ON STEWARD'S
RESIDENCE.

The work of reconstructing the house on the newly purchased property has been done so far as to make it habitable. It is occupied by the Steward and his family. Originally a single house, then changed to accommodate two families, a complete remodeling is necessary to make it a comfortable and convenient house, worthy of the institution. Plans and estimates of cost for this have been prepared, involving an expenditure of three thousand dollars.

ANDREW HAWES,
PERSIS M. MARTIN,
C. H. DUDLEY.



DINING ROOM IN ERSKINE HALL

REPORT OF THE COMMITTEE ON GRADING AND ROAD BUILDING.

The work of grading and road building for the past year has been confined to the contractor's completing his work by building the approach of the avenue to the city street. The surface of the avenue is in bad condition, the gravel refusing to pack and remaining loose under travel. Several methods have been suggested for making a solid surface, the most desirable of which seems to be to treat the surface gravel with a mixture of tar and asphalt, which is recommended by the State Road Commissioner's office. We are assured that this would make a road that would wear for many years. The service yards should be treated in much the same way. Nothing has been done with the latter but to grade them to a level, consequently they are muddy in wet weather and are cut up by the teams. They should have a hard unyielding surface, so that the girls can get out upon them for work or play or exercise at all times. An additional reason for a solid surface upon the avenue is, that it is to be used as a footpath without sidewalk.

Something should be done next year in the way of planting out trees and ornamental shrubs, and drainage. We would recommend that an appropriation of one thousand dollars be asked for for these purposes for the year 1909.

ANDREW HAWES,
PERSIS M. MARTIN,
C. H. DUDLEY,

Committee.

REPORT OF PRINCIPAL.

To the Trustees of the Maine Industrial School for Girls:—

I have the honor of submitting my report for the year ending Nov. 17, 1908.

At the outset, I would like to call your attention to the crowded condition of our cottages. Our number of commitments has been much larger than in former years, while dismissals have not increased. In a cottage intended for twenty-seven girls, there are now thirty-four. This makes it impossible to give to each girl the special attention which we believe necessary. We have a long list of girls already committed to the School who cannot be admitted because of our inability to house them. They are girls learned in the unhealthy knowledge of the street, and we regret to be obliged to refuse the friendly hand needed to help develop the soul that needs nourishment and unfolding.

Our School is not intended as a reformatory, but as a home for girls in danger of falling into habits of vice and immorality. Here we try to train the mind and body, and to form habits of life that will fit the girls to enter homes where they may be self-supporting and self-reliant. We have many girls, however, in whom the moral faculty is either blunted, or lacking altogether. They are easily led into trouble, first deny and then confess the fault, and give way to ungovernable fits of temper. These girls need special attention in order to convince them that there is a better way of living. When we have other buildings, it will be possible for us to make some beginnings in the way of separating this unruly class from girls of tender age and unformed habits.

As a result of systematic training, the girls are under excellent control, and there has been but one case requiring severe



FLAGG-DUMMER HALL

punishment during the year. The girls are taught to be courteous and lady-like to each other as well as to those older than themselves. It is sometimes surprising to a visitor that a house containing thirty girls can be so quiet and orderly. We believe that these results can be obtained by individual contact with the girls, a study of their characters and dispositions, and by constant firmness in making them live up to their highest capabilities. The happy faces of most of the girls give proof that they are well-cared for and contented. For several years past, the number of girls who have escaped from the School has been very small. This year we have to report that there have been four runaways. In each case, they were girls who rebelled at restraint and could not give up the thoughts of the old life.

We still have the problem of the feeble-minded girl to contend with, although the establishment of a Home for such children will probably relieve us in the near future.

We train our girls in every branch of domestic science,—sewing, millinery, cooking, sweeping, chamber work, etc. Before a girl finishes her course in the sewing-room, she has learned to make every article of her wearing apparel. The Sunday dresses are made from pretty materials of different kinds and may be made just as attractive as the girls desire. We encourage their individuality in this respect. Some girls have shown excellent taste in the trimming of hats.

The course in the kitchen requires seven or eight months' training, including cellar-work, washing, ironing, and cooking. Each girl cares for her own bed-room and is allowed to decorate it as tastefully as she pleases. During the summer months many of the girls are employed out of doors, mowing the lawns, caring for the flower-beds, also weeding and picking vegetables. This gives them light and helpful exercise besides plenty of fresh air and sunshine. We make special effort to find such work for girls whose physical condition requires the outdoor life.

The girls spend three and one-half hours a day in the school-room, where they are taught all the branches of the public schools, including sight-reading and drawing. Many of the girls who come to us are backward and much patience is needed

to get them started on the thorny path to knowledge. Often the physical condition is such that a girl cannot enter at once into the active work and close application of the school-room. We endeavor to make music an important factor in the refining and training of our girls. There are occasionally some fine voices and they receive individual training. During the last year, especial attention has been given to physical training. Although we have no gymnasium, the open air in summer, and our school-rooms in winter, offer ample opportunity for this training. The Emersonian system has been taught to some extent and great improvement follows the faithful practice of these exercises. Girls who were flat-chested, round-shouldered, and of a generally poor figure, straighten up and increase in chest expansion. This means, of course, an improvement in general health and appearance. At different times during the past year, the girls have learned fancy drills and marches. We have a number of girls who show decided ability along the line of elocution.

The Christmas festivities were somewhat saddened by the illness and death of one of our number, Minnie Rounds. Instead of the usual Christmas trees, the girls hung up their stockings on Christmas Eve, and woke at an early hour to enjoy them.

Fourth of July was our "red letter day" this year. The whole day was given over to the amusement of the girls. In the morning, they amused themselves out of doors with various kinds of games. Then came an extra-fine dinner with ice-cream to top off with. At four quite a large audience of townspeople and friends gathered on the lawn to enjoy the entertainment. A prize speaking contest was one feature of the program. The judges pronounced their work difficult in that there was so much merit to select from. In addition to this, there were fancy drills and music suitable to the occasion. In the evening, came the usual display of fire-works.

Numerous picnics were given the girls at different times during the summer, also long walks in the surrounding country. We are indebted to the manager of the Moving Pictures for some very pleasant afternoons. Every girl was invited to attend the entertainment, and they went one cottage at a time.

When the girls have finished their course in the School, and show themselves capable, they are placed out in homes to work. One half of their wages is given to them to be spent with the advice of their employers. The other half is placed in the bank to their credit. Some girls have a nest egg of a hundred dollars or more upon arriving at majority. Each home is inspected by the Principal before a girl is placed in it. By frequent visits and correspondence we are kept in touch with the girls at all times.

The health of the girls has been as good as usual throughout the year with the exception of a light epidemic of grippe in one of the buildings. Two girls have been treated at the City Hospital and are now convalescent. The teeth and eyes have received the necessary treatment. One girl who was in an outside home was operated on for appendicitis at the Augusta City Hospital. The operation was a success and the girl returned to her place.

The monthly meetings of the Anna A. Gordan Loyal Temperance Legion have been made interesting and instructive by the frequent visits and helpful talks of the ladies of near Woman's Christian Temperance Union societies.

A large number of books have been sent us from the State Library, for which we wish to thank Mr. Ernest Emery, State Librarian.

A fine photograph of Judge Baker, who was a Trustee of this School in 1878, was placed in Baker Hall by his daughters.

We wish to gratefully acknowledge the following: Mr. Hawes, Christmas gifts; Mrs. P. M. Martin, Christmas gifts; Miss Clara Farwell, Christmas gifts; Mrs. Whitter, Christmas gifts; Miss Coughlin, millinery; Miss Wheeler, millinery. Periodicals from different institutions have been thankfully received and much enjoyed by our inmates, also the Rockland Courier.

To the Trustees, I wish to express by appreciation of the many courtesies extended to me, and to the officers for their willing assistance during the year.

STATISTICS OF THE SCHOOL.

Number committed to the Industrial School since the dedication of the first building in January, 1875..	731
Number in custody of School Nov. 15, 1907.....	153
Number committed since Nov. 15, 1907.....	34
Number gone out from School	24
Number in custody of School Nov. 15, 1908.....	163
Flagg-Dummer Hall	30
Erskine Hall	34
Baker Hall	32
Administration Building	4
In outside homes	63
In outside homes	63
At work for wages	35
At work for board and clothes	2
Board, clothes, and schooling	14
Boarding and attending school	5
Released on probation	6
Unknown	1
Number committed since Nov. 15, 1907	34
Of that number, 30 were born in Maine, 2 in Massachusetts, 1 in Quebec, and 1 in Germany. Seven of them are American born of French parentage, 1 Swedish, 1 German, 3 mulatto, 22 American. The average age of the girls is 13. All but one can read and write.	
Girls have been sent from the following cities and towns:—	
Biddeford 1, Belfast 1, Brewer 1, Bristol 1, Bangor 2, China 2, Chelsea 1, Dixmont 1, Ellsworth 1, Freeport 3, Fairfield 1, Lewiston 5, Lisbon 2, Madison 1, Newcastle 1, Portland 3, Stonington 2, Westbrook 1, Winn 1.	
Number gone out since Nov. 15, 1907	24
Became of age	14
Discharged	6
Married	3
Deceased	1
Number of girls placed out during the year	40
Number of visits	112
35 girls have deposits in the Hallowell Savings Institution, the aggregate amount being	\$1,101 29

Amount deposited during year	614 20
Largest amount of any one girl	109 53

Girls have been committed to the School, since its organization from the following cities and towns:

Avon.....	4	Edmunds.....	1	Newry.....	3
Augusta.....	47	Farmington.....	3	New Portland.....	1
Appleton.....	2	Fairfield.....	3	No. Vassalboro.....	1
Auburn.....	6	Fryeburg.....	1	No. Berwick.....	1
Anson.....	3	Freeport.....	4	New Vinyard.....	2
Alfred.....	1	Farmingdale.....	2	Newburg.....	1
Athens.....	2	Fairfield.....	6	Old Town.....	1
Ashland.....	1	Frankfort.....	1	Oakland.....	3
Bath.....	36	Friendship.....	1	Oxford.....	1
Bangor.....	54	Foxcroft.....	1	Parkman.....	1
Bucksport.....	4	Gardiner.....	25	Phippsburg.....	1
Boothbay.....	5	Gouldsboro.....	6	Portland.....	100
Brooks.....	3	Gray.....	2	Palermo.....	1
Belfast.....	10	Gorham.....	1	Perry.....	1
Brunswick.....	4	Greenville.....	1	Presque Isle.....	3
Bristol.....	4	Hallowell.....	8	Palmyra.....	1
Bridgton.....	2	Hampden.....	2	Paris.....	1
Brewer.....	8	Hancock.....	2	Pittsfield.....	1
Brownville.....	1	Harrington.....	2	Rockland.....	51
Buxton.....	1	Hartland.....	1	Richmond.....	11
Berwick.....	2	Houlton.....	2	Randolph.....	3
Belgrade.....	3	Hiram.....	2	Readfield.....	1
Brooklin.....	1	Holden.....	3	Rumford.....	1
Benton.....	2	Harpeswell.....	1	Rockport.....	3
Biddeford.....	4	Hudson.....	1	Sidney.....	1
Bar Harbor.....	2	Jefferson.....	4	Saco.....	25
Beddington.....	1	Jay.....	2	St. George.....	4
Bowdoinham.....	3	Jackman.....	1	So. Portland.....	4
Cape Elizabeth.....	2	Kennebunk.....	1	Skowhegan.....	2
China.....	2	Lincolnton.....	1	Searsmont.....	1
Cornish.....	1	Lisbon Falls.....	1	Somerville.....	1
Camden.....	5	Lewiston.....	13	So. Berwick.....	1
Calais.....	22	Leeds.....	1	Stonington.....	2
Canaan.....	1	Lisbon.....	5	Sullivan.....	2
Chelsea.....	2	Liberty.....	1	Thomaston.....	4
Cherryfield.....	3	Lee.....	2	Topsham.....	1
Clifton.....	2	Mt. Desert.....	2	Union.....	1
Castine.....	1	Montville.....	1	Vassalboro.....	1
Clinton.....	1	Maysville.....	1	Veazie.....	4
Columbia Falls.....	1	Machiasport.....	2	Vinalhaven.....	2
Codham.....	1	Machias.....	4	W. Waterville.....	1
Dresden.....	1	Manchester.....	2	Windham.....	1
Dennysville.....	3	Mechanic Falls.....	2	Winslow.....	3
Deering.....	1	Marshfield.....	1	Winn.....	2
Deer Isle.....	3	Moscow.....	1	Waldoboro.....	3
Dixmont.....	1	Milbridge.....	1	Winthrop.....	2
Dexter.....	3	Mexico.....	1	Waterford.....	1
Eastport.....	5	Madison.....	1	W. Gardiner.....	2
Ellsworth.....	10	Mars Hill.....	1	Wilton.....	1
Eden.....	5	No. Haven.....	3	Wiscasset.....	1
Eddington.....	1	Norway.....	2	Westbrook.....	4
Embden.....	2	Newport.....	1	Winterport.....	1
Machias.....	1	New Gloucester.....	1	Waterville.....	8
Easton.....	2	Newcastle.....	3	Washington.....	1
Etna.....	1	Norridgewock.....	1	Wells.....	2
				York.....	2

Respectfully submitted,
 MARY E. KING.

REPORT OF THE STEWARD.

To the Board of Trustees of the Maine Industrial School for Girls:

I respectfully submit the thirty-fourth annual report of the Steward.

The following crops have been harvested,—115 bushels of potatoes, 300 head of cabbages, 15 bushels of turnips, 60 bushels of beets, 60 bushels of carrots, 1,000 lbs. of squash, 34 bushels of corn, 10 bushels of shelled beans, $7\frac{1}{2}$ bushels of beet greens, 12 bushels of tomatoes, 55 bushels of cucumbers, $4\frac{1}{2}$ bushels of string beans, 12 bushels of peas and two loads of pumpkin. 274 quarts of cherries were gathered.

The field has yielded 15 tons of hay, 3 tons of Hungarian grass, 3 tons of oat fodder, and 4 tons of corn fodder.

Eight cows have provided an average of 65 quarts of milk per day, 1,200 pounds of pork have been produced.

Five years ago the pasture of eleven acres was overgrown with bushes and weeds, rendering it absolutely useless. We have improved it each year until we now have, as a result, a smooth, level field. Undoubtedly 10 tons of hay will be added to the usual crop for the year 1909.

All provisions have been purchased at wholesale prices. The necessary repairs have been made.

C. W. WHITE,
Steward.

REPORT OF THE TREASURER.

To the Trustees of the Maine Industrial School for Girls:

I have the honor to make the following financial report for the year ending November 14, 1908.

C. H. Dudley, Treasurer, in account with Maine Industrial School for Girls.

GENERAL ACCOUNT.

DR.

1907			
Nov. 14.	Balance	\$2,942	65
	General appropriation	14,929	59
	Overdraw on repair appropriation.....	44	08
	Appropriation electric lights, 1907.....	136	14
	Appropriation repairs 1908.....	500	00
	Appropriation electric lights, 1908.....	186	56
	Cities and towns	75	75
	Farmer's board	142	20
	Mary Severance, board of.....	8	59
	Anna M. Darling, board of.....	13	07
	Physician's bill against Harpswell.....	18	00
	Erskine Hall account	314	62
	Interest on special appropriation.....	263	55
	Other sources	23	06
	Deficit in grading last account.....	81	24
	Administration building	2	25
		\$19,681	35

CR.

	Pay roll	\$5,925	82
	Groceries	2,945	38
	Hardware, etc.....	476	98
	Dry goods	1,066	22
	Boarding girls	637	78

Coal and wood	2,328 93
Kennebec Light & Heat Company.....	340 95
Travel	172 68
Feed	569 61
Meat	525 51
Insurance	285 00
Fish	143 43
Repairs	799 08
Telephone	125 70
Postage and printing.....	81 64
School supplies	35 24
Household furnishings	181 81
Medicine and attendance.....	505 66
Boots and shoes.....	274 13
Labor	538 80
Water	39 50
Blacksmith	46 25
Cash to steward	25 00
Fert., seeds, etc.....	70 85
Treasurer's bond	20 00
Ice, etc.	130 00
Rent of pasture.....	25 00
Physician's bill against Harpswell.....	18 00
Hay	86 36
Sundries	390 26
Balance	869 78

\$19,681 35

Balance, \$869.78.

C. H. DUDLEY, *Treasurer.*

HALLOWELL, MAINE, November 14, 1908.

ADMINISTRATION BUILDING.

DR.

1907		
Nov. 14.	Balance	\$168 15
		<hr/>
		\$168 15

CR.

L. E. Bradstreet.....	\$165 90
Balance to general account.....	2 25
	<hr/>
	\$168 15

STEWARD'S RESIDENCE.

DR.

1907		
Nov. 14.	Balance	\$910 93

\$910 93

CR.

Hanks & Wentworth.....	\$720 00
Geo Fuller's Sons	4 65
Lumber	24 51
Painting	79 45
Plumbing	38 59
Carpenters	10 75
Balance	32 98

\$910 93

Balance, \$32.98.

GRADING ACCOUNT.

DR.

1908		
Appropriation received	\$821 80	

\$821 80

CR.

Deficit last report.....	\$81 24
J. W. Field	522 20
H. F. Hill.....	14 70
Balance	203 66

\$821 80

Balance, \$203.66.

ELLEN P. WELCH, GUARDIAN ACCOUNT.

DR.

1908		
Nov. 15.	Amount	\$800 00
	Interest	13 35

\$813 35

ELIZA MUSTARD FUND.

Amount \$3,912.50.

DR.

1908		
Nov. 15.	Interest	\$158 04

\$158 04

INDUSTRIAL SCHOOL FOR GIRLS

Cr.	
Books	\$15 63
Fireworks	10 00
F. W. Worthen	3 80
Allen & Co.....	1 05
Prizes	1 78
Badges	4 00
Bible Society	29 60
Balance	92 18
	\$158 04

Balance, \$92.18.

PETER LANE FUND.

Amount, \$1,156.65.

DR.	
1908	
Nov. 15. Interest	\$146 89
	\$146 89
Cr.	
Cottrell's Sub. agency.....	\$9 75
Consecrated Life Company.....	1 50
Magicians Ent	10 00
Christmas, 1907	45 00
Balance	80 64
	\$146 89

Balance, \$80.64.

AUGUSTUS HOPKINS FUND.

Amount, \$1,000.

DR.	
1908	
Nov. 15. Interest	\$30 20
No payments.	

CASH.

DR.	
1908	
Nov. 15. Balance	\$1,108 67
	\$1,108 67

Cr.

General account	\$869 78
Grading account	203 66
Steward's residence	32 98
Administration building	2 25
	<hr/>
	\$1,108 67

AMOUNTS DUE FROM CITIES AND TOWNS APRIL 1, 1907.

Ripley	\$26 00
Milbridge	13 00
Oakland	26 00
Presque Isle	13 00
Somerville	26 00
South Portland	5 50
Mexico	15 50
Dexter	12 50
	<hr/>
	\$137 50

INSURANCE ON BUILDINGS.

Administration Building, \$7,000. Expires June 22, 1910.
 Steward's residence, \$1,350. Expires January 1, 1910.
 Stable and contents, \$2,500. Expires December 23, 1912.
 Flagg-Dummer Hall, \$10,000. Expires September 1, 1910.
 Erskine Hall, \$10,000. Expires November 25, 1911.
 Baker Hall, \$10,000. Expires November 14, 1913.

Respectfully submitted,

C. H. DUDLEY, *Treasurer.*

REPORT OF THE AUDITING COMMITTEE.

The auditing committee to whom was referred the report of the treasurer for the year ending November 14, 1908, have to say that the report sets forth the receipts and expenditures of the treasury in the usual form; that all the receipts are duly accounted for; that all payments are properly vouched; that the treasurer's books were at a true balance at the time of making this report.

ANDREW HAWES,

PERSIS M. MARTIN,

Auditing Committee.

THE STATUTES GOVERNING THE MAINE INDUSTRIAL SCHOOL FOR GIRLS.

As a distinct State School the Maine Industrial School for Girls was established by an Act of Legislature approved March 17, 1899. The statutes governing the same, according to the Revised Statutes of 1903, contained in Chapter 143, are as follows:

Sec. 20. The government of the Maine Industrial School for Girls, heretofore established at Hallowell, in the county of Kennebec, for the education, employment and reform of girls, is vested in a board of six trustees, consisting of four men and two women, of which the State superintendent of public schools shall be a member, *ex-officio*. The governor, with the advice and consent of the council, shall annually appoint a member of said board to hold office for a term of five years. Any vacancy occurring among the members of said board, so appointed, shall be filled in like manner for the remainder of the unexpired term.

Sec. 21. The trustees shall have charge of the general interests of the school and see that its affairs are conducted in accordance with law and such by-laws as they may adopt. They may adopt by-laws which shall be valid when approved by the governor and council. They may employ a principal and such teachers and other employees as they may deem advisable, and fix their compensation subject to the approval of the governor and council; they may from time to time prescribe the system of education and course of study to be pursued in the school.

Sec. 22. A parent or guardian of any girl between the ages of six and sixteen years, the municipal officers, or any three respectable inhabitants of any city or town, where she may be found, may complain in writing to the judge of probate or any trial justice in the county, or to the judge of the municipal or police court for such city or town, alleging that she is leading an idle or vicious life, or has been found in circumstances of manifest danger of falling into habits of vice or immorality, and request that she may be committed to the guardianship of the officers of said school. The judge or justice shall appoint a time and place of hearing, and order notice thereof to all persons entitled to be heard, and at such time and place, may examine into the truth of said allegations, and if satisfactory evidence thereof is adduced, and it appears that the welfare of such girl requires it, he may order her

to be committed to the custody and guardianship of the officers of said school during her minority, unless sooner discharged by process of law. All precepts issued in pursuance of this section may be executed by any officer who may execute civil process; and the fees of judges, justices and officers shall be the same as for similar services in civil cases, and, when not otherwise provided for, shall be audited by the county commissioners and paid from the county treasury.

Sec. 23. The board of trustees of said school shall have all the powers as to the person, property, earnings and education of every girl committed to the charge of said trustees, during the term of her commitment, which a guardian has as to his ward, and all powers which parents have over their children. At the discretion of said board any such girl, during her commitment, may be kept at said school, or entrusted to the care of any suitable person and may be required to work for such person, or may be bound by deed of indenture to service or apprenticeship for a period not exceeding the term of her commitment, on such conditions as said board may deem reasonable and proper. Such indenture shall specify the conditions, and shall require the person to whom such girl is bound, to report to said board as often as once in three months the conduct and behavior of such girl and whether she remains under such master or mistress, and if not, where she is. Said trustees shall take care that the terms of such indenture are fulfilled, and the girl well treated, and if they believe that by reason of her misconduct, vicious inclinations or surroundings, she is in danger of falling into habits of vice or immorality, or that her welfare is in any way imperiled, they may cancel such indenture and resume charge of such girl with the same powers as before the indenture was made. The powers of said board with respect to any girl entrusted, as herein provided, to the care of a suitable person are not affected thereby, nor by her being bound to service or apprenticeship, except as expressed in the bond of indenture. Said trustees, master or mistress and apprentice, shall have all the rights and be subject to all the duties and penalties provided in case of children apprenticed by overseers of the poor. Any member of said board may execute such indenture deed in behalf of the board if authorized by a vote of said board. Said board may, by vote in any case, or by a general by-law, authorize a member or committee of said board, or the principal of said school to entrust said girls to the care and service of a suitable person or persons without indenture, to see to their welfare during such service and to require their return to said school at discretion.

Sec. 24. A person receiving an apprentice under the preceding section shall not assign or transfer the indenture of apprenticeship, or let out the services of the apprentice, without the written consent of the trustees. The trustees, at the request of the master or mistress, may cancel the indenture and resume charge of the girl, with the same powers as before the indenture was made. On the death of a person to whom the girl is bound his executor or administrator, with the written assent

of the trustees and of the girl, may assign the indenture to some other person, and the assignee shall have all the rights and be subject to all the liabilities and duties of the original master or mistress.

Sec. 25. A parent or guardian, upon complaint and hearing as aforesaid, and certificate of any judge or justice named in section twenty-two that a girl of the age herein limited is a proper subject for commitment to said school, may commit her to the custody and guardianship thereof for a term to be agreed upon by the parent or guardian and the trustees, upon condition that the parent or guardian shall pay her expenses at a reasonable uniform rate to be fixed by said trustees; and the trustees may enforce such agreement.

Sec. 26. On complaint to a trial justice or municipal or police court of the county, that a girl of the age herein limited has been guilty of an offense punishable by fine or imprisonment, other than imprisonment for life, such justice or court may so far examine into the case as to satisfy himself whether she is a suitable subject for commitment to said school, and if he so decides, he may thereupon suspend the case and certify accordingly, and order her to be committed to the guardianship of said school during her minority, unless sooner discharged by process of law. No girl so committed, if she remains under the guardianship of said school during the term of her commitment, or is sooner discharged with a certificate of good behavior, shall thereafter be examined or tried on the suspended complaint or for the offense therein charged. But if discharged for misbehavior, or if she escapes from said school, she may be tried therefor, and punished according to law.

Sec. 27. If a girl of the age herein limited is found guilty of an offense punishable with fine or imprisonment, other than imprisonment for life, she may be sentenced in the alternative to the aforesaid school, or if not received therein, or if discharged therefrom for misbehavior, to such punishment as the law provides for the offenses.

Sec. 28. The trustees may refuse any girl committed to said school under the two preceding sections, or may discharge any girl whose continuance, by reason of her vicious example and influence, or other misconduct, is in their opinion prejudicial to the school, or who for any reason ought not to be retained therein. Their refusal may be certified on the warrant of commitment, and she shall remain in the custody of the officer having the same, to be disposed of as prescribed in said sections. If they discharge her, they shall set forth their reasons therefor in a warrant of discharge, and any proper officer may return her to the court which committed her, or commit her as provided in the alternative sentence.

Sec. 29. Precepts issued in pursuance of the three preceding sections may be executed by any officers who may execute criminal process; and the fees of judges, justices and officers are the same as for similar services in criminal cases, and shall be audited by the county commissioners and paid from the county treasury.

Sec. 30. The judge or justice before whom a girl is brought under this chapter, shall make a brief record of his proceedings, and transmit it with all the papers in the case to the clerk of courts for the county, who shall file and preserve them in his office. A girl committed to the school may appeal from the order of commitment in the manner and to the court provided in case of appeals from trial justices, and the case shall be entered, tried and determined in the appellate court. In case of appeal, in lieu of any other recognizance, the justice or judge shall require the recognizance, in a reasonable sum, of some responsible and proper person for the custody, care and nurture of the girl, pending the appeal, and for her appearance to abide the final order of the appellate court, and in default thereof, may commit her to said industrial school until final disposition of the appeal. In such cases, no fees shall be required of the appellant for recognizance or copies of papers.

Sec. 31. The court or justice by whom a girl is committed shall certify on the mittimus, her age, parentage, birthplace, the charge on which she is committed, and the city or town where she resides at the time of her arrest, so far as he can ascertain such particulars; and this certificate shall be evidence of her true age until otherwise proved * and shall be sufficient in the first instance to charge such city or town with her expenses at said school, at a sum not more than one dollar, nor less than fifty cents a week; but if she has no residence within the State, such expenses shall be paid by the State.

Sec. 32. The officers of said school, upon the commitment of any such girl, shall, in writing, notify the municipal officers or overseers of the poor of the city or town so liable, by mail or otherwise, of her sentence. Such notice, addressed to such municipal officers or overseers and deposited, postpaid in the post office at Hallowell is sufficient; and at any time after three months from the giving of such notice, the officers of said school may sue for and recover of such city or town, a sum not exceeding one dollar, nor less than fifty cents a week, for the expenses of the clothing and subsistence of such girl to the time of suing therefor; and such city or town may recover the same of the parent or guardian of such girl, or of the city or town where she has her legal settlement.]

Sec. 33. The officers of said school shall cause the girls under their charge to be instructed in the branches of useful knowledge adapted to their age and capacity, and in household employments, needlework, and such other modes of industry as are suited to their sex, age,

* By chapter 31 of the Laws of 1907 section 32 was repealed and section 31 was so amended as to read, after the word "proved" in the fifth line, as follows:

The expenses of clothing and subsistence of all girls committed to said school shall be paid by the State at the same rate as heretofore charged to the city or town of her residence until otherwise provided for by additional appropriation for the support of said school.

strength, and disposition, and best adapted to secure their improvement and future welfare; and in binding them out, the trustees shall have regard to the character of those to whom they are bound.

Sec. 34. Whoever advises, induces, aids or abets any girl committed to the charge or guardianship of said trustees to escape from the school, or from the custody of any person to whom such girl has been bound or entrusted by said trustees or by their authority, or knowingly harbors or secretes any girl who has escaped from said school, or from the custody, authority or control of said trustees, or from any person to whom such girl has been bound or entrusted by said trustees or by their authority, or elopes with any such girl, or without the consent of said trustees marries any such girl during the term of her commitment, shall be fined not more than one hundred, nor less than fifty dollars, or be imprisoned not exceeding six months; and any girl who has so escaped may be arrested and detained, without warrant, by any officer authorized to serve criminal precepts, for a reasonable time to enable the principal or a trustee of said school, or a person authorized in writing by such principal or trustee and provided with the mittimus by which such girl was committed, or a certified copy thereof, to take such girl for the purpose of returning her to said school; but during such detention she shall not be committed to jail, and the officer arresting her shall be paid by the State a reasonable compensation for her arrest and keeping.

LEGAL FORMS FOR COMPLAINT AND COMMITMENT.

[Complaint by Municipal Officers or Three Inhabitants.]

To Esq., The undersigned of the of in the county of on oath, complained, that of said being a girl between the ages of six and sixteen years, at said on the day of instant, has been found under circumstances of manifest danger of falling into habits of vice and immorality. Wherefore, the said complainants request that she may be arrested, and, upon proof of the facts herein stated, may be committed to the custody and guardianship of the Maine Industrial School for Girls during her minority. Dated the day of 190 .

SS. 190 . Then the above named made oath to the truth of the foregoing complaint, by them subscribed. Before me _____

[Warrant.] STATE OF MAINE.

SS. To the Sheriff of said County, or his Deputy, or any Constable, Marshal or Police Officer of any city or town in said County.

Whereas, the foregoing complaint, which is hereto annexed and made a part of this warrant, has been made upon oath before me, the under-

signed _____ County aforesaid: This is, therefore, in the name of the State of Maine, to require and command you forthwith to apprehend the said _____ and bring her before me, the undersigned, at a court to be held at _____ on the _____ day of _____ 190 , at _____ of the clock in the _____ noon, that she may be examined concerning the allegations of said complaint, and further dealt with as law and justice may require. And have you there this precept with your doings thereon.

Witness my hand and seal this _____ day of 190 . _____

[Complaint of Parent or Guardian.]

To _____ Esq., _____ of _____ on oath complains, that _____ of said daughter of the said complainant, being a girl between the ages of six and sixteen years, at said _____ on the _____ day of _____ instant _____ has been found in circumstances of manifest danger of falling into habits of vice and immorality: Wherefore the said complainant requests that she may be arrested, and upon proof of the facts herein stated, may be committed to the custody and care of the Maine Industrial School for Girls during her minority.

Dated the _____ day of _____ 190 .

SS. _____ 190 . Then the above named made oath to the truth of the foregoing complaint by him _____ subscribed.

Before me. _____

[Mittimus.]

STATE OF MAINE.

SS. To the Sheriff of said County, or his Deputy, or any Constable, Marshal or Police Officer of any city or town in said County, and to the Officers of the Maine Industrial School for Girls:

Whereas, _____ of _____ in said County, a girl between the ages of six and sixteen years, has been brought before me the undersigned, on complaint of _____ one of the parents of said girl (or by the municipal officers, or three respectable inhabitants of the town of _____,) representing that she, the said _____ at _____ on the _____ day _____ now last past, was found under circumstances of manifest danger of falling into habits of vice and immorality; and whereas, upon examination into the allegations of said complaint, notice having been given to all persons entitled to be heard, and upon full hearing before me, satisfactory evidence of the truth of said allegations was adduced, and it clearly appeared that the welfare of the said _____ requires that she be committed to the custody and guardianship of the officers of the Maine Industrial School for Girls; I therefore order and decree that the said _____ be so committed.

This is, therefore, in the name of the State aforesaid, to require you, the said Sheriff or other officer to whom this precept is directed, forthwith to take the said _____ and convey her to said Maine Industrial School for Girls, at Hallowell, and deliver her to the officers of said School, together with this precept. And the officers of said School are requested to receive the said _____ into their custody, and to keep her safely during her minority, unless sooner discharged by process of law.

Given under my hand and seal this _____ day of _____ 190 .

[Officer's Return.]

SS. 190 . By virtue of the within precept, I have taken the person therein named, and delivered her to the officers of the Maine Industrial School for Girls, at Hallowell, for the purposes therein mentioned.
Fees. _____

[Magistrate's Certificate.]

The undersigned, _____ hereby certifies that _____ the girl named in the within mittimus is, as near as can be ascertained, of the age of _____ years, that her parents are named _____ and _____ ; that she was born in _____ and at the time of her arrest resided in the town of _____ ; and that she is committed to the Maine Industrial School for Girls, at Hallowell, on the charge named in said mittimus.

BY-LAWS ADOPTED BY THE BOARD OF TRUSTEES
OF THE
MAINE INDUSTRIAL SCHOOL FOR GIRLS.

CHAPTER 1—The Board of Trustees.

Section 1. There shall be a regular meeting of the board of trustees, held at the Industrial School for Girls, in Hallowell, at 10 A. M., on the third Tuesday of February, May, August and November in each year, and the May meeting shall be the annual meeting.

Section 2. Special meetings shall be called by the president, whenever he may deem it expedient, or whenever he is required so to do in writing by two or more members of the board. The object of such meeting shall be stated.

Section 3. A majority of the members shall constitute a quorum for the transaction of business, but a smaller number present at any regular or special meeting may adjourn to any specified time, due notice thereof being given the absent members.

Section 4. The board of trustees shall be organized annually, at the regular meeting held in May, by the election, by ballot, of a president, a secretary, an executive committee to consist of three members, an auditing committee to consist of two members, and a treasurer, who may or may not be a member of the board, and in each case these officers shall retain their places during the pleasure of the board, and whenever vacancies occur they may be filled at any of its meetings.

Section 5. The president shall preside at all meetings of the board, when present; but, in his absence, the board shall elect a president *pro tempore*.

Section 6. The secretary shall keep an accurate record of all proceedings of the board, in a book provided for that purpose, which book shall always be accessible to the members of the board and open to their inspection. He shall prepare all documents and statements which may be ordered by the board; take charge of all communications and reply thereto in accordance with such instructions as he may receive from the board or executive committee. When directed by the president, he shall give notice to the members of meetings of the board.

Section 7. The treasurer shall be the financial officer of the institution, and shall have the custody of its funds, and shall be responsible for the safe keeping of the same. He may apply to the governor and council as directed by the trustees for the appropriations made by the State for the use and support of the institution, and his receipts given therefor to the State treasurer shall be valid and binding upon the board. Before entering upon the discharge of the duties of the office, he shall give a bond to the State, with one or more sureties, in such sum as the trustees shall determine, conditioned that he shall discharge the duties of the office faithfully, and shall duly account for and pay over to the trustees, or their order, all moneys that may come into his hands belonging to the institution, which bond shall be duly approved by the trustees, and also by the governor and council. On the third Tuesday of November of each year he shall make to the trustees a financial statement, furnishing an accurate detailed account of the receipts and expenditures for the year terminating on the fourteenth day of November preceding, showing the true condition of the treasury on that day. He shall in no case in his expenditure of money under any appropriation of the legislature, exceed the same.

Section 8. It shall be the duty of the executive committee to make, or order the steward to make, all purchases for the school; to authorize such repairs as may, from time to time, be necessary; but no expenditure for repairs exceeding one hundred dollars shall be authorized except by the board. They shall examine as to whether economy is observed in all the different departments of the school, and the quantity and quality of food and clothing furnished. They shall, once in every month, or oftener if they choose, without notice to the principal or other officers, inspect the school buildings, and all departments, rooms and closets thereof, and see that all are kept perfectly clean and neat. They shall make an examination of the register and inmates and inquire into the behavior of all the officers and employees, and, in a book kept for that purpose, enter all their proceedings and observations, which book shall be laid before the board at every regular meeting. They shall, also, at each monthly meeting, examine all bills presented by the steward, and, if found correct, approve the same.

Section 9. It shall be the duty of the auditing committee to examine the accounts of the treasurer thoroughly and minutely, at the end of each quarter of the financial year, and report their doings to the board, annually, on the third Tuesday of November of each year.

Section 10. Times may be fixed by the board at which some two of the trustees, to be designated therefor, shall visit the school and make a general examination of its condition, including an examination of the register and inmates, and keep a record of their visits, and in case a member may be unable to make any of his designated visits, he shall appoint another member of the board who can and may act in his stead.

CHAPTER II—Officers of the School.

Section 1. The board of trustees may appoint a steward, and a principal, a matron, an assistant matron and a teacher for each home, and such other officers as the trustees may at any time deem essential or desirable, and the appointment of all officers shall be for a term not exceeding one year. The term of office of each appointee shall terminate with the last day of the calendar year for which the appointment is made.

Section 2. Resignation of the principal shall be tendered to the trustees, in writing, and shall not take effect until three months thereafter, except by the consent of the board of trustees. The resignation of all other officers shall not take effect until one month after being tendered, in writing, to the board of trustees, except by their consent; and any officer leaving in violation of the foregoing rules, as applicable to him or her, shall forfeit all compensation due and unpaid. All officers and employees, appointed by the board of trustees under section 1 of this chapter, are subject to removal at the pleasure of said board. All such officers and employees shall make such reports and furnish such detailed information to the board of trustees as the latter may from time to time require.

CHAPTER III—The Steward.

Section 1. The steward of the school shall keep, in suitable books, regular and complete accounts of all receipts and expenditures, and of all property intrusted to his care, showing the expenses and income of the institution.

Section 2. He shall have the oversight and management of the farm, and superintend such improvements and laying out of grounds as the board shall direct.

Section 3. Under the direction of the executive committee he shall procure the necessary supplies for the institution and purchase all such articles and materials as may be needed for the support and employment of the girls, and dispose of all articles raised on the farm or manufactured by the girls, which are not required for use.

CHAPTER IV—The Principal.

Section 1. The principal shall have the general charge of the inmates and of the interests of the institution; she shall be the executive of the trustees and see that all their instructions and the rules of the school are carried out.

Section 2. She shall frequently inspect the institution in all its departments, and see that the subordinate officers are punctual and faithful in the discharge of their respective duties.

Section 3. She shall keep a journal, and make a daily record of all occurrences worthy of notice, which shall be open to the inspection of any member of the board.

Section 4. She shall perform all the correspondence of the school, keeping files of all letters received and copies of those sent so far as of importance for reference.

Section 5. She shall make a full report annually to the board of everything pertaining to the inmates and general state of the school to the fifteenth day of November, and shall make such other reports and furnish such further information as the trustees may from time to time require. It shall be her duty to keep the trustees informed, at all times, upon all important matters relating to the school, its wants, the manner in which the subordinate officers and employees perform their duties, and the condition—physical, intellectual and moral—of the girls under her charge.

Section 6. She shall, after careful examination, and in accordance with the directions of the executive committee, allot to each new-comer her position in the institution; and shall make such changes of the pupils as may be advisable for purposes of discipline and the best interests of the school.

Section 7. The principal shall refuse to receive any girl into the institution unless her age is between 6 and 16 years, or who is deaf and dumb, idiotic or insane, or who is illegally committed, or who is afflicted with any contagious, infectious or dangerous disease, or whose admission into the school and continuance therein would be injurious to its management and discipline; and her certificate thereof on the mittimus shall be as effectual as that of the trustees.

Section 8. In connection with the executive committee, the principal shall decide upon all applications for the services of the girls. No inmate shall be permitted to perform services in a public house, or in a family in any way unfit to have the custody of children, or be indentured to an unmarried man.

Section 9. She shall keep a register of the name and age of each inmate of the institution, with the date of her admission; a sketch of her life including birthplace; a description of her person; the name, residence, nativity and character of her parents; by whom committed; for what cause; when and how discharged; also a record of her conduct while in the institution, and, as far as possible, after she has left it.

Section 10. Whenever a girl is placed out at service, the principal shall keep a record of the person, residence and employment of the employer, and of the service and terms for which the girl is employed. If the principal receives notice of the ill-treatment of the girl, or of any circumstances unfavorable to her remaining longer at a place, it shall be the principal's duty to examine into the case at once, and take such measures in reference to it as the good of the girl requires.

Section 11. The principal shall, at each quarterly meeting of the trustees, or at other times when called upon to do so, report the names of such girls as she deems fit subjects to be released on probation, indentured, or discharged, with statement of their character, general behavior while in school, and such other information as she may be able to give.

Section 12. She may grant temporary leave of absence in case of illness or death of parents or near relatives, when she may deem it expedient to do so.

Section 13. She shall deposit in a savings institution, approved by the board, all sums of money paid to her, to be held in trust for the benefit of girls on whose account such sums are paid, and hold the bank book of such girls during their commitment.

Section 14. She shall hold or cause to be held, whenever deemed necessary or expedient, religious services regularly each Sabbath, which all connected with the School shall attend, and shall diligently care for the moral culture of the girls. She shall see that no unnecessary work is done on the Sabbath.

Section 15. Her whole time shall be devoted to the duties of her office, and she must be ready at all times to perform whatever reasonable service shall be required of her by the board of trustees.

Section 16. In case of absence, illness or death of the principal, her duties and powers shall devolve upon the executive committee.

CHAPTER V—Matrons.

Section 1. Over each house a matron shall be appointed. To her is intrusted the care of the inmates, under the advice and direction of the principal. She is expected to manage the discipline, industry, domestic labor and recreation of the inmates of her house. She is to be the mother of the family, striving to win their affection and confidence, sympathizing with their trials and patiently enduring their weaknesses.

Section 2. In case of persistent obstinacy where unusual punishment seems to be required, she shall submit the matter to the principal for her advice and action; but no corporal punishment shall be inflicted without the approval of the executive committee.

Section 3. She shall keep a record of the entrance and time of leaving of the inmates of her house, and a weekly record of their progress and conduct; which shall at all times be open to the inspection of the trustees. She shall make a written report of her household, quarterly, to the principal.

Section 4. Each matron shall see that cleanliness, order and propriety are uniformly maintained in all the apartments of her house, and in the person, dress and rooms of the inmates.

Section 5. She shall endeavor especially to impress upon her charge the duty and advantages of a moral and religious life, and the evils and miseries of a wicked life; and inculcate all the practical virtues that adorn the life and beautify the character.

Section 6. She shall see that her assistants are diligent and faithful in the discharge of their duties, discreet in their deportment, and strict in their observance of the regulations of the institution, conferring with the principal respecting such duties and reporting to her all failures in their performance.

Section 7. She shall see that the sick receive proper attention, and that the directions of the physician are strictly observed; and shall have a maternal regard for the health of the girls.

CHAPTER VI—Assistant Matrons.

In each family there may be an assistant matron. The principal shall determine which of the two, matron or assistant matron, shall have charge of the general housekeeping and which of the sewing room. Each shall be responsible for the conduct and industry of the girls whilst under her care. The assistant matron shall be subject to the supervision of the matron.

CHAPTER VII—Teachers.

There shall be a teacher in each home, who shall have charge of the school and perform such other duties as shall be assigned to her. She shall be responsible to the matron for the management and good order of her department, and the conduct, industry and instruction of the girls in her charge.