

MAINE STATE LEGISLATURE

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PUBLIC DOCUMENTS OF MAINE

1910

BEING THE

ANNUAL REPORTS

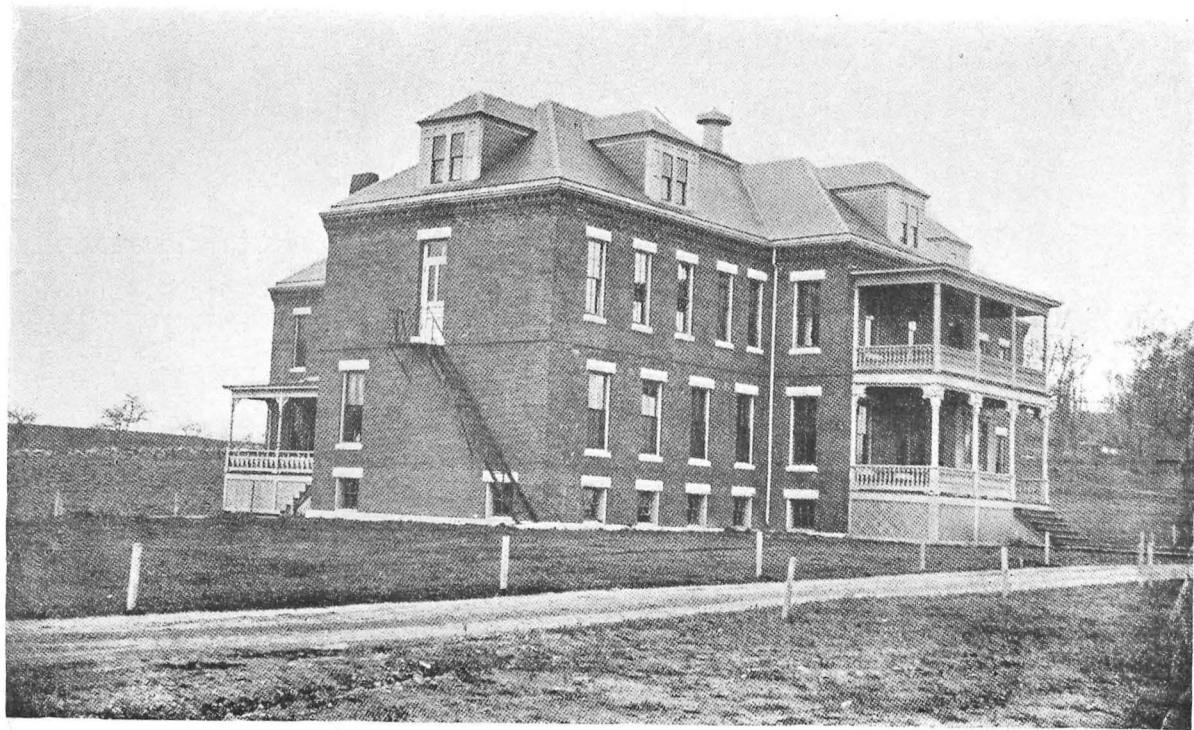
OF THE VARIOUS

DEPARTMENTS AND INSTITUTIONS

For the Year 1909.

VOLUME IV.

AUGUSTA
KENNEBEC JOURNAL PRINT
1910



ERSKINE HALL

THIRTY-FIFTH ANNUAL REPORT

[Eleventh under State Control]

OF THE

Board of Trustees and Officers

OF THE

Maine Industrial School for Girls

AT HALLOWELL

For the Year Ending November 16, 1909

AUGUSTA
KENNEBEC JOURNAL PRINT
1910

The illustrations in this report were printed by the Journal Printshop,
Lewiston, Maine.

BOARD OF TRUSTEES.

	Term expires
(Mrs.) PERSIS M. MARTIN, Augusta,	1914
ANDREW HAWES, Portland,	1910
EDWARD W. WEBBER, Livermore Falls,	1914
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,

EDWARD W. WEBBER, Livermore Falls.

TREASURER,

J. W. STETSON, Auburn.

EXECUTIVE COMMITTEE,

ANDREW HAWES, E. W. WEBBER,
Mrs. PERSIS M. MARTIN.

AUDITING COMMITTEE,

Mrs. PERSIS M. MARTIN,
PAYSON SMITH.

OFFICERS OF THE SCHOOL FOR 1910.

Principal—MISS GERTRUDE L. MACDONALD.
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. M. ELIZABETH RICE.
Teacher—MISS HAZEL K. WEBB.

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—MISS CAMILLA WHITNEY.

Steward and Farmer—CHARLES W. WHITE.
Assistant Farmer—S. S. GEORGE, JR.





MARY E. KING PARKER
Principal, 1901-1909

HALLOWELL, Maine, November 29, 1909.

Mrs. Mary E. King Parker:

DEAR MADAME:—In behalf of the Board of Trustees of the Maine Industrial School for Girls, I desire to express to you the appreciation of said board for the eleven years of most efficient service which you have rendered, three as matron and eight as principal of the institution.

It is not too late to say that it is with feelings of deep regret that the Board accepted your resignation.

In severing the relations so pleasantly existing, we beg to assure you of our continued good will and our best wishes shall ever follow you.

Sincerely yours,

On behalf of the trustees,

E. W. WEBBER, *Secretary.*

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.



BAKER HALL

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.

REPORT OF THE TRUSTEES FOR THE YEAR
ENDING NOVEMBER 16, 1909.

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-fifth annual report, the eleventh under State control.

The improvements made the past year have been of practical value, and it is with great satisfaction that we call attention to the completion of needed improvements, which have been contemplated for some time. The water supply, which has been referred to in previous reports, has been a matter of serious import. The water from a spring, while of excellent quality, was not sufficient to meet the needs of the School. The city water was not available, because the buildings are situated above the level to which the city water system can reach. A large well or reservoir has been built; this is fed by springs from the hillside, and from this the water is syphoned to the pumping station as needed. We were fortunate in striking a vein of water in the rock. While this system has been in operation only a short time, it promises to furnish an ample supply of water and of the same pure quality as that so long in use. When this system is extended, as it should be, there would be a sufficient supply for the stables and for use on the lawns.

DRIVEWAYS.

The driveways were very unsatisfactory, on account of the deep sand which did not make a solid surface. A light coating of clay, followed with very fine ground rock and rolled solid, has improved the conditions very materially. The driveway in front of the Administration Building has been made of macadam, while the one in front of Flag-Dummer Hall is of cement.



FLAGG-DUMMER HALL

NEEDS.

The judges of our courts have felt the necessity of committing other girls to the care of the school, but under present conditions such a thing is practically impossible. We therefore feel that in view of present and pressing needs, a new building is imperatively required, if the school shall accomplish the work for which it was instituted. The accommodations of the school at the present time are 78, while there is seldom less than 100 to be provided for, and in addition to this number we have outside, 66 more, making in all 165. Provision should be made for housing 150, for there is a large number of girls who ought to be in the school, but cannot be admitted. The records of the school show that a large per cent. of those put out each year, come back to the school and new homes have to be provided. Only a small per cent. each year come of age and are discharged, so that as a result the number of girls who need the State's care is increasing each year.

EDUCATION.

Especial attention has been given to a practical education. The course of studies compares very favorably with a high grade grammar school and we believe that the work along these lines will prove most satisfactory. One strong feature is the teaching of patriotism. While but three and one-half hours are spent in the school room, it is every day in the year, except Sundays, thus giving as much or more time to school work than afforded by the public schools.

The problem of grading has been given attention, but it has been found important to grade according to moral rather than mental qualities. The discipline of the school is very satisfactory.

DOMESTIC SCIENCE.

We realize the great advantage to these girls, who will go out to earn their own living, that they shall become acquainted with the art of housekeeping, that if they do not have homes of their own they at least will have the means at their command of providing for themselves. Many girls become proficient in

needlework, as well as cooking and the care of a house. And we feel that we have been justified in making domestic science one of the leading features of the school.

OFFICERS.

It was with great reluctance that the Trustees accepted the resignation of Mrs. Mary E. King as principal, which took effect Nov. 16. Mrs. King has filled her difficult position with excellent satisfaction during the eleven years of her official relations. We feel that the present efficient system is in no small measure due to the wisdom and untiring efforts of the principal. The Trustees succeeded in securing the services of Miss Gertrude L. MacDonald of Saugus, Mass., to fill the position thus made vacant, and she accordingly entered upon the discharge of her duties Nov. 16. The present corps of officers brings to their work not only the necessary experience, but that womanly character which is so much needed in this line of work.

At a meeting of the Board of Trustees held May 18, the following resolution was passed:

Resolved, That the Board of Trustees of the Maine Industrial School for Girls, express its appreciation of the faithful, conscientious and efficient services of Alfred Williams Anthony, who for ten years has been a member of the Board."

CONCLUSION.

The condition of the buildings is good with the exception of Baker Hall, and here needed repairs are under way. The foundation of the stable has been rebuilt, the round house painted, and minor repairs have been made in and around the several buildings.

Respectfully submitted,

ANDREW HAWES,
EDWARD W. WEBBER,
PERSIS M. MARTIN,
CLARA M. FARWELL,
CHAS. H. DUDLEY,
PAYSON SMITH.





ADMINISTRATION BUILDING

REPORT OF PRINCIPAL.

To the Trustees of the Maine Industrial School for Girls:

I have the honor of submitting the following report for the year ending November 16, 1909.

At the beginning of my report last year, I made a plea for a new cottage, mentioning the crowded condition of the School at that time. In spite of the \$3000 appropriated for the boarding of small girls in outside homes, conditions have not been materially bettered, and cannot be until we have a cottage adapted to the needs of thirty girls. This comes from the fact that the number of small girls whom we wish to place out to board is less than the number of large girls sent us annually by the courts who must be cared for here.

OBJECT OF THE SCHOOL.

The object of our School is to furnish to girls who have never had any training, a good thorough course in sewing, cooking, ironing, all forms of housework, and a general school education sufficient to fit them to occupy a respectable position in society. We believe that the home life is the safest life for girls of this class. While some of them have gone out into the world into various employments, in the majority of cases the protection of a home and a good husband is the best thing. We endeavor to make our School as homelike as possible. We want the girls to love it, and the officers, and feel that they are being cared for and helped to a brighter future than they could have had otherwise. We also teach them that there need be no stigma attached to the term "Industrial School Girl" provided they themselves are honorable and upright.

GOVERNMENT.

The discipline of the School has been more successful during the past year than ever before in the history of the School. There has been almost perfect harmony between officers and girls, and severe punishment has been resorted to in only one or two instances. There have been only three escapes from the School and in each case the girl was returned immediately. This condition is due to our systematic training which cultivates obedience, respect for superiors, and a love for orderliness. In talking with the girls, one can readily discover that they prefer conditions of order and discipline to laxity, and the officer who is most generally liked is the one who maintains her system firmly but kindly.

DOMESTIC SCIENCE.

Each girl when she comes to the School, is started on a regular course of housework. This begins with her own room, which is often quite enough at first. She then learns to care for all other parts of the house, and gets a thorough training in sewing. At the end of this course a girl should be able to make all her own wearing apparel. Various forms of needlecraft are taught and the girls earn considerable pin-money in this way. This training is followed by from six to eight months in the kitchen, where cooking, preserving, washing, ironing, etc., are taught. In all of these things, a scrupulous neatness is expected. A recent visitor paid us the compliment of saying that she had never been in a place so clean as our School.

EDUCATION.

Each girl gets three and one-half hours of schooling every day throughout the entire year. Our School is as yet ungraded and we feel that it will have to remain so until a central school building can be erected. It seems important to grade the girls in cottages in regard to moral rather than mental equality. Miss Lincoln of the Farmington Normal School spent a week last spring in visiting our schools. She was a source of inspiration both to teachers and pupils, and gave many valuable

suggestions in regard to books, etc. We teach our girls those subjects which will be of greatest service in their future lives. Special stress is laid on reading, writing, spelling, and arithmetic. We also teach history, geography, physiology, vocal music, drawing, and nature study. Our course compares very favorably with the common grammar school. If a girl finishes this course and desires to go further, we encourage her to do it.

PATRIOTISM.

The value of instructing the young, especially the delinquent young, in patriotism cannot be over-estimated. We let no opportunity go to celebrate National and State holidays; we teach the girls rousing patriotic songs, and keep ever before their minds the examples of great men and women of the past and present, both by means of history lessons and supplementary reading matter.

PHYSICAL CULTURE AND MUSIC.

The girls have regular gymnastic training given by the teachers. We consider that good exercise about the house and in the gardens counts for much in physical development. The girls are all very fond of music and it is a great help in holding them. There is a piano in each school-room and our teachers must be able to play for the girls to sing, march, drill, etc. We often have very fine voices among the girls.

GARDENING.

During the spring, summer, and fall, the girls spend much time in the open air, working in the vegetable and flower gardens. They gather all the vegetables for their own use during the summer and keep the gardens well weeded. In the fall, the harvesting of winter apples and vegetables is done by the girls. We try to give all the girls a share in this work, as all enjoy it very much and it is excellent for their health. Those girls who are frail or inclined toward tubercular trouble are kept in the open air as much as possible. The girls also gather all the flowers and arrange them throughout the different parts of the house.

AMUSEMENTS.

The past year has held many pleasurable occasions for the girls. At Christmas time each cottage had its own Christmas tree and attendant festivities. All the other holidays have been observed and made special feast days. The Fourth of July dinner consisted of baked fish, potatoes, green peas, lettuce, radishes, ice cream and cake.

The annual outing was a trip to Island Park by trolley. Various walks and picnics have been enjoyed at different times during the summer, and this fall a series of barn-parties have been given. These were a source of great pleasure to the girls.

We have had one evening devoted to a lecture on Yellowstone Park by Col. French, and Mr. Webber furnished an entertainment consisting of stereopticon views illustrating life in the South. We are also indebted to Miss Wingate of Hallowell for several phonograph entertainments.

PLACING-OUT SYSTEM.

After a thorough training in all that the School has to offer, if a girl shows herself capable of earning her own living and desirous of doing right, she is found a good place to work for wages, part of which is sent to the Superintendent periodically to be put in the bank. Such earnings are kept for the girls until they are of age and then given them as they start out into the world for themselves. We feel we are making no mistake in giving them a trial, for contact with the outside world is the only test of their strength of character. In the placing out of girls the fact must be kept in mind that every girl does not fit every home and a mistake along this line often leads to discontent on the part of both employer and girl.

We find homes for some girls where they may work for board, clothes, and schooling. Others, too old for school, and yet not capable of earning wages, work for board and clothes. We are paying board for some small children in homes where they may be well cared for and sent to school. In many cases this leads to a permanent home.

DEFECTIVES.

A number of the girls sent to us are subjects for the Home for Feeble-Minded and five have been transferred this year to that institution. We still have a waiting list of five who cannot be accepted this year.

Children of this class handicap our school because their inefficiency calls for time and effort which might be bestowed more effectively upon some brighter girl.

HEALTH.

The health of the girls has been as good as usual on the whole in spite of the fact that there have been three deaths this year, the largest number in the history of the school. One frail girl succumbed to tubercular peritonitis, and two died with typhoid fever. There was no epidemic of this latter disease and a testing of our water showed it perfectly pure. Three girls have been treated at the City Hospital in Augusta, two for appendicitis, and one for adenoids. Our thanks are due to the hospital staff who have so kindly cared for our girls.

WATERVILLE FAIR.

An exhibit of the girls' work, including plain and fancy needlework, cooking, and specimens of school-work, was made at the Central Maine Fair at Waterville in September.

We brought away four first prize ribbons and three second prize ribbons besides a special prize of \$25 given by Dr. Goodrich of Waterville to encourage the girls to continue their exhibit at the Fair.

The money was used to buy pictures for the buildings to be known as the Goodrich Prize Pictures. We extend thanks to Dr. Goodrich and his wife for their interest in the School.

STATISTICS OF THE SCHOOL.

Number committed to the School since the dedication of the first building in January, 1875....

Number in custody of the School Nov. 15, 1908..		163
Number committed	25	
Number gone out from School.....	26	
Leaving in the custody of the School Nov. 16,		
1909		162
Flagg-Dummer Hall	30	
Erskine Hall	31	
Baker Hall	32	
Administration Building	3	
In outside homes	66	162
In outside homes		66
At work for wages.....	35	
At work for board and clothes.....	3	
At work for board, clothes and school.....	11	
Boarding and attending school.....	10	
Probation in home of parents.....	4	
A Temporary Home boarding.....	1	
House of the Good Shepherd boarding.....	1	
Home of mother	1	66
Number committed since Nov. 17, 1908.....		26
Of that number 24 were born in Maine, 1 in Nova Scotia, 1		
in New Brunswick.		
Girls have been sent from the following cities and towns:		
Augusta 3, Auburn 1, Bangor 1, Belfast 1, Bath 2, Brunswick		
1, Corinna 1, Dayton 1, Fremont 1, Farmington 2, Hallowell		
1, Hartford 1, Jonesport 2, Jefferson 1, Old Town 1, Orland 1,		
Portland 2, Plymouth 1, Skowhegan 1, Thomaston 1.		
Number gone out since Nov. 17, 1908.....		26
Of age	11	
Married	3	
Time off for good behavior.....	2	
Discharged	1	
Released to parents	1	
Deceased	3	
Transferred to the Home of the Feeble-		
Minded	5	26
Girls placed in homes.....		47
Number returned		10
Number of visits made.....		145

Forty-one girls have deposits in the bank, the aggregate amount being \$1,137.89, \$552.70 being deposited during the year 1909. Largest amount of any one girl, \$177.98.

We wish to gratefully acknowledge the following: Mr. Hawes, games; Mrs. P. M. Martin, pictures and cards for the girls, pictures for the Administration building, one being that of her father, the late Gov. Bodwell; Miss Clara Farwell, books and cards; Mrs. Constant Southworth, Portland, Christmas gifts; Chenery Mfg. Co., Christmas gifts. We also extend thanks to Mr. Ernest Emery, State Librarian, for books. Periodicals from different institutions have been much enjoyed by the girls, also the Rockland Courier.

In completing this report, I want to thank the kind and efficient officers who have given their time and service for the uplifting of the School, and who have shown themselves so faithful in the management of their different departments.

I also wish to thank the Trustees for their hearty support and co-operation in the work of the School, not only during the past year, but during all the years I have been associated with them. May the future hold great success for them in their labor of the youth in their care.

Respectfully submitted,

MARY E. KING,

Principal.

Girls have been committed from the following cities and towns:

Avon	4	Fremont.....	1	North Berwick.....	1
Augusta.....	50	Fryeburg.....	1	New Vineyard.....	2
Appleton.....	2	Freeport.....	4	Newburg.....	1
Auburn.....	7	Farmingdale.....	2		
Anson.....	3	Frankfort.....	1	Orland.....	1
Alfred.....	1	Fort Fairfield.....	1	Old Town.....	2
Athens.....	2	Friendship.....	1	Oakland.....	3
Ashland.....	1	Foxcroft.....	1	Oxford.....	1
Bath.....	38	Gardiner.....	25	Plymouth.....	1
Bangor.....	55	Gouldsboro.....	6	Parkman.....	1
Boothbay.....	5	Gray.....	2	Phippsburg.....	1
Brooks.....	3	Gorham.....	1	Portland.....	103
Belfast.....	11	Greenville.....	1	Palermo.....	1
Brunswick.....	4			Perry.....	1
Bristol.....	4	Hallowell.....	8	Presque Isle.....	3
Bridgton.....	2	Hampden.....	2	Palmyra.....	1
Brewer.....	8	Hancock.....	2	Paris.....	1
Brownville.....	1	Harrington.....	2	Pittsfield.....	1
Buxton.....	1	Hartland.....	1		
Berwick.....	2	Houlton.....	2	Rockland.....	51
Belgrade.....	3	Hiram.....	2	Richmond.....	11
Brooklin.....	1	Holden.....	3	Randolph.....	3
Beiton.....	2	Harpswell.....	1	Readfield.....	1
Biddeford.....	4	Hudson.....	1	Rumford.....	1
Bar Harbor.....	2			Rockport.....	3
Beddington.....	1	Jonesport.....	2		
Bowdoinham.....	3	Jefferson.....	5	Sidney.....	1
		Jackman.....	1	Saco.....	25
Cape Elizabeth.....	2			St. George.....	4
Corrinna.....	1	Kennebunk.....	1	South Portland.....	4
China.....	2			Skowhegan.....	3
Cornish.....	1	Lincolnville.....	1	Searsmont.....	1
Camden.....	5	Lisbon Falls.....	1	Somerville.....	1
Calais.....	22	Lewiston.....	13	South Berwick.....	1
Canaan.....	1	Leeds.....	1	Stonington.....	2
Chelsea.....	2	Leeds.....	1	Sullivan.....	2
Cherryfield.....	3	Liberty.....	1	Thomaston.....	5
Clifton.....	2	Lee.....	2	Topsham.....	1
Castine.....	1				
Clinton.....	1	Mt. Desert.....	2	Union.....	1
Columbia Falls.....	1	Montville.....	1		
		Maysville.....	1	Vassalboro.....	1
Dayton.....	1	Machiasport.....	2	Venazie.....	4
Dedham.....	1	Machias.....	4	Vinalhaven.....	2
Dresden.....	1	Manchester.....	2		
Dennysville.....	3	Mechanic Falls.....	2	West Waterville.....	1
Deering.....	1	Marshfield.....	1	Windham.....	1
Deer Isle.....	3	Moscow.....	1	Winslow.....	3
Dixmont.....	1	Milbridge.....	1	Winn.....	2
Dexter.....	3	Mexico.....	1	Waldoboro.....	3
		Madison.....	1	Winthrop.....	2
Eastport.....	5	Mars Hill.....	1	Waterford.....	1
Ellsworth.....	10			West Gardiner.....	2
Eden.....	5	No. Haven.....	3	Wilton.....	1
Eddington.....	1	Norway.....	2	Wiscasset.....	1
Embden.....	2	Newport.....	2	Westbrook.....	4
East Machias.....	1	New Gloucester.....	1	Winterport.....	1
Easton.....	2	Newcastle.....	3	Waterville.....	8
Etna.....	1	Norridgewock.....	1	Washington.....	1
Edmunds.....	1	Newry.....	3	Wells.....	2
		New Portland.....	4		
Farmington.....	5	North Vassalboro.....	1	York.....	2
Fairfield.....	3				

REPORT OF THE STEWARD.

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

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

We have harvested 175 bushels of potatoes, 40 bushels of turnips, 200 head of cabbages, 40 bushels of beets, 1000 lbs. squash, 2 loads of pumpkins, 20 bushels of green peas, 12 bushels of string beans, 18 bushels of shell beans, 24 bushels of tomatoes, 56 bushels of corn, 16 bushels Swiss chard, 20 bushels beet greens.

The following fruits were gathered: 25 bbls. apples, 284 qts. cherries, $7\frac{1}{2}$ bushels plums, $5\frac{1}{2}$ bushels pears.

Eight cows have supplied all the milk necessary for the entire year. Twelve hundred pounds of pork have been produced.

A new reservoir completed in October has greatly increased the water supply.

The following repairs have been made: The foundation of the stable has been rebuilt, and the round house painted. I strongly urge purchase of land for pasture and cultivation.

The interior of Baker Hall is in need of renovation. Erskine and Baker Halls should both be painted.

C. W. WHITE,

Steward.

REPORT OF THE TREASURER.

To the Trustees of the Maine Industrial School for Girls:

I submit the following report for the year ending November 14, 1909.

J. W. Stetson, Treasurer, in account with Maine Industrial School for Girls.

DR.

To Balance November 14, 1908.....	\$1,108 67	
State Treasurer:		
App. General expenses 1908.....	1,025 28	
Clothing and subsistence, 1908....	1,497 91	
General expenses and deficiency of 1908	15,632 55	
Clothing, transportation, boarding- out and visitation of girls.....	491 57	
Electric lighting	45 60	
Town of Athens	13 00	
Loan—Northern National Bank.....	4,000 00	
Charles Atherton—Check ret. Dec. 8, 1908	6 00	
Mustard Fund	96 05	
Augustus Hopkins Fund.....	10 70	
Peter Lane Fund.....	7 50	\$23,934 83

CR.

By Salaries of officers.....	\$ 200 00
Pay roll	5,876 22
Coal	403 37
Wood	211 78
Groceries	2,548 20
Butter, milk and eggs.....	909 86
Meats	760 96
Fish	290 74
Ice	100 00
Water	31 00
Water supply and drainage.....	53 70

By Dry goods and millinery.....	\$1,086 58	
Boots and shoes	329 50	
Books and periodicals	66 32	
Medicine and attendance	643 15	
Miscellaneous supplies	342 70	
House furnishings	338 69	
Repairs on buildings and grounds.....	717 54	
Farm equipment	116 95	
Repairs equipment	145 94	
Cows	50 00	
Feed	723 15	
Hay	144 84	
Labor on farm	242 94	
Fertilizer	91 50	
Farm, miscellaneous	176 08	
Telephone	168 20	
Paper, printing and stationery.....	295 67	
Traveling expenses	258 87	
Boarding-out of girls.....	811 50	
Insurance	375 00	
Installation of electric light.....	237 78	
Electric light	215 45	
Treasurers' bonds	22 50	
Clerk hire	17 00	
Loan—Northern National Bank, and in- terest	4,033 33	
Sundries	259 39	
By Balance November 14, 1909.....	638 43	\$23,934 83

Respectfully submitted, ,

J. W. STETSON,
Treasurer.

APPROPRIATIONS FOR 1909.

General expenses and deficiency of 1908.....	\$21,000 00	
Paid	15,632 55	
		<hr/>
Balance unpaid November 14, 1909.....	\$5,367 45	
Transportation, boarding-out and visitation of girls.....	\$3,000 00	
Paid	491 57	
		<hr/>
Balance unpaid November 14, 1909.....	\$2,508 43	
Water supply and draining.....	\$2,500 00	
Paid	53 70	
		<hr/>
Balance unpaid November 14, 1909.....	\$2,446 30	

FUNDS.

ELIZA MUSTARD FUND.

1908			
Nov. 14,	Principal	\$3,912 50	
Nov. 14,	Interest	92 18	
1909			
Feb.	Interest	78 58	
Aug.	Interest	80 06	\$4,163 32
			<hr/>

Paid.

1908			
Dec. 18,	Cash	\$75 00	
1909			
June 19,	Cash	4 50	
Aug. 27,	Cash	16 55	
Aug. 27,	State Treasurer	3,912 50	
Nov. 14,	Balance	154 77	\$4,163 32
			<hr/>

PETER LANE FUND.

1908			
Nov. 14,	Principal	\$1,156 65	
Nov. 14,	Interest	80 64	
1909			
Feb.	Interest	24 74	
Aug.	Interest	25 24	\$1,287 27
			<hr/>

Paid.

Aug. 27,	Cash	\$7 50	
Aug. 27,	State Treasurer	1,156 65	
Nov. 14,	Balance	123 12	\$1,287 27
		<hr/>	

AUGUSTUS HOPKINS FUND.

1908			
Nov. 14,	Principal	\$1,000 00	
Nov. 14,	Interest	30 20	
1909			
Feb.	Interest	20 60	
Aug.	Interest	20 80	\$1,071 60
		<hr/>	

Paid.

Aug. 27,	Cash	\$10 70	
Aug. 27,	State Treasurer	1,000 00	
Nov. 14,	Balance	60 90	\$1,071 60
		<hr/>	

ELLEN P. WELCH GUARDIAN ACCOUNT.

1908			
Nov. 14,	Principal	\$800 00	
Nov. 14,	Interest	13 35	
1909			
Feb.	Interest	16 26	
Aug.	Interest	16 58	\$846 19
		<hr/>	
1909			
Nov. 14,	Balance	\$846 19	\$846 19
		<hr/>	

Respectfully submitted,

J. W. STETSON,
Treasurer.

WATER ANALYSIS.

STATE OF MAINE, LABORATORY OF HYGIENE,
AUGUSTA, Maine, Jan. 3. 1910.

Maine Industrial School,
Hallowell, Maine.

I am enclosing the results of the analysis of the sample of water from the new reservoir, sent to me on Dec. 29th.

The analysis shows that this water is free, both chemically and bacterially, from pollution of sewage or surface origin. Like all waters in a settled locality, this one shows that it has, at some time in the past, come in contact with a little polluting material. The passage of the water through the soil has given it a good degree of filtration, and has removed both the organic material and the bacterial matter. In its present condition I should consider the water to be a good one to use for drinking and for all domestic purposes.

Very truly yours,

H. D. EVANS,
Director.

WATER ANALYSIS.

PARTS IN 100,000.

Maine Industrial School. No. 3009. Date 1909. Collected December 29. Examined December 30.

APPEARANCE.			ODOR.		RESIDUE ON EVAPORATION.			AMMONIA.			NITROGEN AS			B. COLI.								
Turbidity.	Sediment.	Color.	Cold.	Hot.	Total.	Loss on ignition.	Fixed.	Free.	Albumenoid.			Chlorine.	Nitrates.	Nitrites.	Oxygen consumed.	Hardness.	Iron.	Lead.	0.1 c. c.	1.0 c. c.	10 c. c.	
									Total.	In solution.	In suspension.											
0	0	0	0	Slight.	16.80	2.60	13.20	0.0002		0.0064		1.65	0.15	0.0002	0.03	7.85	0	0	0	0	0	0

WATER ANALYSIS.

APPENDIX

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 any 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 whom 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 19

SS. 19 . 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 _____ 19____, 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 19____ . _____

[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 _____ 19____ .

SS. _____ 19____ . 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 _____ 19____ .

[Officer's Return.]

SS. 19 . 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 I.

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.



HOSPITAL ROOM IN BAKER HALL

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 treasury 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 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 if 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 power 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 physicians are strictly observed; and shall have a maternal regard for the health of the girls.

CHAPTER IV.

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.