

MAINE STATE LEGISLATURE

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PUBLIC DOCUMENTS OF MAINE

1911

BEING THE

ANNUAL REPORTS

OF THE VARIOUS

DEPARTMENTS AND INSTITUTIONS

For the Year 1910.

VOLUME III.

AUGUSTA
KENNEBEC JOURNAL PRINT
1911

THIRTY-SIXTH ANNUAL REPORT

[Twelfth 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, 1910

AUGUSTA
KENNEBEC JOURNAL PRINT
1911



BOARD OF TRUSTEES.

	Term expires
(Mrs.) PERSIS M. MARTIN, Augusta,	1914
ANDREW HAWES, Portland,	1915
EDWARD W. WEBBER, Madison,	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, Madison.

TREASURER,

J. W. STETSON, Auburn.

EXECUTIVE COMMITTEE,

ANDREW HAWES,

E. W. WEBBER,

Mrs. PERSIS M. MARTIN.

OFFICERS OF THE SCHOOL FOR 1910-1911.

Principal—MISS GERTRUDE L. MACDONALD.
Supply-Officer—MISS MABEL N. WYMAN.
Home-Visitor—MRS. GRACE CLEVELAND CARY.
(Since January 5, 1910.)

ADMINISTRATION BUILDING.

Matron—MISS EMMA R. EDWARDS.

BAKER HALL.

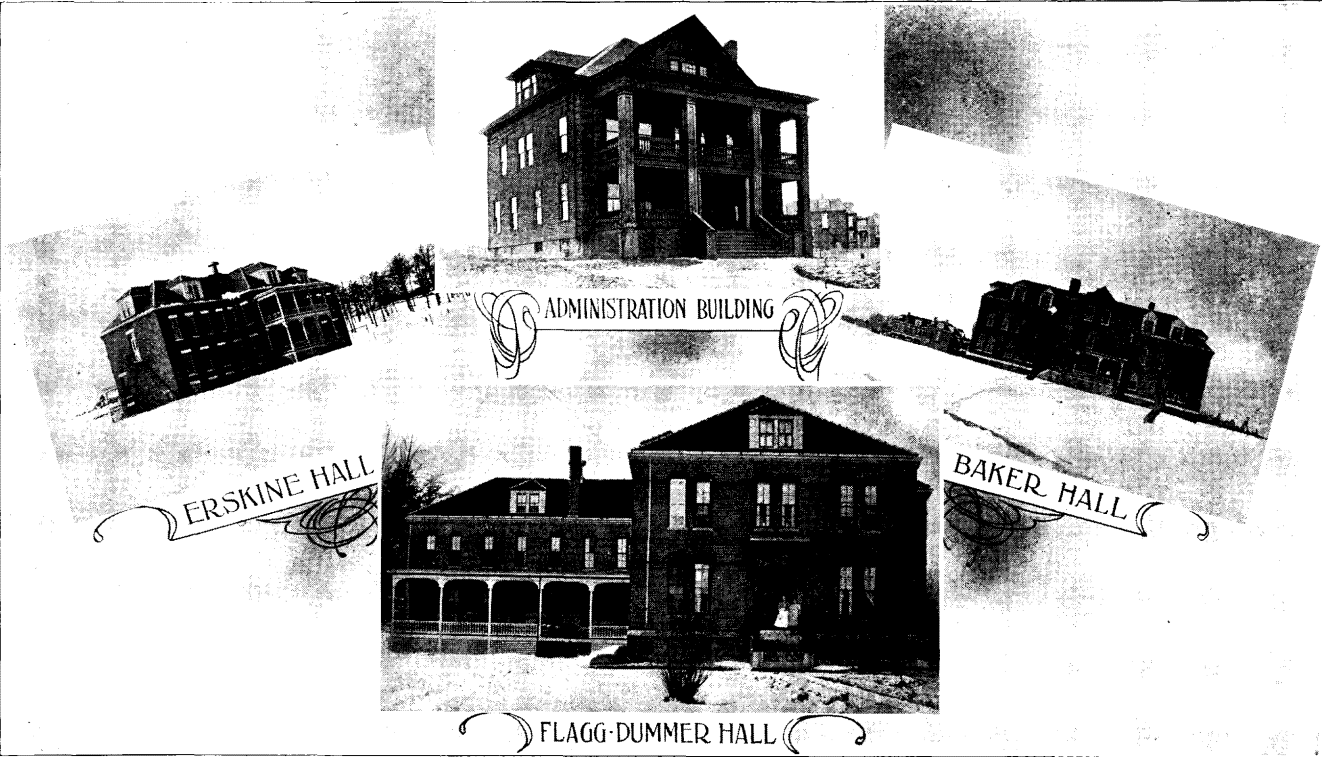
Matron—MISS LOUISE D. MAYHEW.
Assistant Matron—MRS. M. ELIZABETH RICE.
Teacher—MISS HAZEL K. WEBB.

ERSKINE HALL.

Matron—MRS. MINNIE J. MOORE.
Assistant Matron—MISS ANNIE S. DUNCAN.
Teacher—MISS MARTHA B. GREENE.

FLAGG-DUMMER HALL.

Matron—MISS MARY L. SHACKLEY.
Assistant Matron—MRS. EMMA F. COTTLE.
Teacher—MISS CAMILLA WHITNEY.
Steward and Farmer—CHARLES W. WHITE.
Assistant Farmer—S. S. GEORGE, JR.



ADMINISTRATION BUILDING

ERSKINE HALL

BAKER HALL

FLAGG-DUMMER HALL



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 END- ING NOV. 15, 1910.

To the Governor and Council of the State of Maine:

In compliance with the provisions of the statute relating thereto, the Board of Trustees of the Maine Industrial School submits its 36th annual report, the 12th under State control. The reports of the Principal, Treasurer, Steward, and Home-Visitor, showing the work done in the various departments, are submitted herewith and made a part of this report.

We will therefore but briefly call your attention to the general condition of the School and its needs. The Board of Trustees has met once in three months with 5 special meetings. The Executive Committee has met every month, and has kept in touch with the details of the work. Individual members of the board have frequently visited the institution.

IMPROVEMENTS.

The water system, which was completed last year, has been very satisfactory until the dry season of the present fall, when it was found that there was not sufficient quantity. Another reservoir will remedy this. Out of the appropriation of \$2000 for this purpose, there was expended but \$544.55, leaving a balance of \$1,455.45 unexpended and returned to the State. We would therefore ask that the above appropriation be extended that the additional supply may be provided for. The water is of excellent quality, and at small expense the stables could be furnished from the same supply, thus doing away with the city water.

GRADING.

With the small balance from the appropriation for grading, some very gratifying improvements have been made in the roadway and walks, also in draining. These are permanent as far as they go, although the work needs to be continued next year, till all the walks are placed in the same condition.

STABLES.

A herd of eight cows of carefully selected stock and kept in a healthy condition furnishes milk for the schools. Two horses do the farm work, but they are unsuited for driving on the road.

NEEDS.

We again call attention to the fact that if the school is to continue to receive commitments, or even care for those already committed, provision must be made for a new building. The accommodations at the present time are, as originally designed, for seventy-eight girls, while there are now in the custody of the school one hundred seventy-five girls, thus making necessary the placing out of those who need the training and immediate oversight of the officers of the school. The judges of our courts are urging the necessity of committing girls to whom their attention has been called, and there is a large waiting-list at the present time.

REPAIRS.

Five Hundred Dollars has been expended on the interior of Baker Hall, which was considered of pressing need. Several of the buildings need painting, and it would be a matter of economy to do this work. Flagg-Dummer Hall is badly in need of repairs. \$1000 will be needed to place it in good condition.

PLACING OUT SYSTEM.

As the number of girls placed out has been larger than in previous years, the facilities for looking after them proved inadequate. The Trustees secured the services of Mrs. Grace C. Cary, as Home-Visitor. Mrs. Cary has been faithful in the performance of her duties, giving the girls that personal supervision so much needed. However good the home in which the girl may be placed, she needs the counsel and friendship of one who understands her. It is the duty of this officer to seek first to know the home, and select the girl best suited for that particular home.

A girl who fails to get along well in one home may succeed in another with no disparagement to either.

The home-visitor can often adjust difficulties that otherwise would prove to the disadvantage of all concerned.

The fact of a girl's placement in an outside home does not in any degree lessen the responsibility of the School toward the girl nor its jurisdiction over her.

AMUSEMENTS.

The amusements which have been provided for the girls in previous years have been largely restricted the past year, because of the fact that the various endowment funds which provided for that purpose were turned over to the State, and having no appropriation for amusements the interest could not be drawn upon. We ask that such an appropriation shall be made as to cover the amounts designed for such purposes. This money is held by the State from the endowments, therefore these amusements are not at the expense of the State. These entertainments in the character of illustrated lectures, concerts, a yearly excursion down to the Islands and the Holiday exercises not only are a source of pleasure and profit to the girls, but they add wonderfully to the discipline of the School.

The funds for the above purposes are as follows:

Eliza Mustard Fund,	Prin. \$3,912 50
Peter Lane Fund,	Prin. 1,156 65
Augustus Hopkins Fund,	Prin. 1,000 00
Nellie F. Shaw Fund,	Prin. 4,750 00

These funds are held by the State, as may be seen by Chap. 174, R. S.

CHAPTER 174.

An Act relating to the transfer of certain Trust Funds of the Maine Industrial School for Girls to the State Treasury.

Be it enacted by the People of the State of Maine, as follows:

The trustees of the Maine Industrial School for Girls shall pay into the State treasury the principal sums of the trust funds now held or which may be held by them, for the benefit of said school. Said funds shall be known by the names now attached thereto, or which may be attached by terms of gifts or bequests. The State Treasurer shall semi-annually pay to the treasurer of

said school a sum equal to two and one-half per cent of said amount, to be used for the benefit of said school in accordance with the several terms of gifts or bequests, or as the trustees shall from time to time determine.

VISITORS.

Frequent visitations by the citizens of the State are encouraged by the Trustees and are cordially welcomed by the officers.

Many who have visited the school have expressed themselves as much surprised, as they found conditions far different from what they had been led to believe, and they have gone away with new interest in the education and training of a special class.

Respectfully submitted,

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

REPORT OF THE PRINCIPAL.

To the Trustees of the Maine Industrial School for Girls:

I beg leave to submit the following report for the year ending Nov. 15, 1910, it being my first as Principal.

In general, the various activities of the School have been carried on as in recent years. The policy of the administration has been to study existing conditions, to make changes only in the line of progress, and when such were justified by a trial of the newer methods which students of juvenile delinquency are finding the most salutary and wholesome.

It is obvious that the minds of many in our Commonwealth still need to be disabused of the notion that the Institution stands for punitive rather than educational discipline. Those who have visited the School for the first time during the past year and remained long enough to observe its methods have left with a truer conception of what is being done in a practical way to help unfortunate girls readjust themselves to society.

CLASSIFICATION AND HOUSING.

The segregation of inmates in the cottages is based theoretically on moral qualities, but with the present inadequate facilities for housing it is impossible to adhere closely to such classification, as it would necessitate a constant shifting of girls from one cottage to another to make room for new commitments, thus breaking up to some extent the continuity of the girls' industrial and book-training. Several months' care under the same set of officers induces stability of purpose in the new girl.

The age of the girl cannot always determine her assignment to a cottage for we often learn from the court-officer that the record of a ten-year old proves her as wise in the ways of the street as the girl of maturer years. It seems to be true, however, that the younger girl sooner drops her perversities into the background of memory, and more rapidly accommodates herself to her changed environment.

The special appropriation of \$3000 annually made by the last Legislature for boarding-out, transportation, clothing, and visitation of the young children has greatly helped to relieve the congested condition, though still inadequate to meet the crowded situation. Some of the young children need to be kept a longer or shorter time in the School till they are in a condition normal enough, physically and morally, to be placed in a family home.

It is to be hoped that the coming Legislature will find it within its power to provide a cottage suitable for the young girls and children. This done, we should recommend that one of the present cottages be used for a reception and discipline-house, and one of the others a purely honor-cottage in which the girls should enjoy the privileges earned by good conduct, with some voice in the government of the house.

The only promotion for honor now possible is the transference of a girl to the Administration Building where but four girls are needed in the work of the house. It would be very desirable if all girls could spend a given time at the Administration Building before going out on parole, so that the Principal might have the better opportunity for character-study afforded by daily contact; but girls have to be paroled more rapidly than would make this possible under present conditions.

Each girl is expected to have a room by herself, but in all three Halls they have had to allow two and three girls to occupy the larger rooms during the whole year. The hospital-room at Baker Hall is constantly occupied by two girls, and up to within a short time the guest-chamber at Baker was given up to girls. Similar conditions have prevailed in the other Halls.

OFFICERS.

The staff of officers has met with little change during the year, Baker Hall having suffered most from that cause. Early in the year one assistant-matron was requested to resign being unfitted by experience for such work, and one resigned because of home duties, whose loss we much regretted. The position has since been very acceptably filled by a former officer. One teacher after four years' efficient service resigned to pursue a course of study to fit herself for a wider field of usefulness. For this place we have a graduate of Plymouth, N. H. Normal School, and experienced in teaching. The Home-Visitor was added to our staff in January.

It is a difficult matter to secure officers fitted by education and temperament for this kind of work. Every officer having girls in charge is here in the capacity of teacher and should possess the teaching-faculty. The fact is sometimes almost lost sight of that the girls are in the School not to *do* the work, but to be *taught how to do work*.

The conscientious officer feels the obligation she is under to every girl who comes to her; the more ignorant the girl the greater her responsibility. It is amazing to see what a patient teacher can accomplish with an apparently hopeless case of ignorance.

That the majority of our officers work unremittingly for the welfare of their charges cannot be questioned. The excellent care of the girls by the matrons in times of sickness is worthy of special commendation.

DISCIPLINE.

The end and aim of all our discipline should be to reform the girl. A tirade of wholesale fault-finding and criticism never reformed anybody. On the other hand there should be no weak-kneed sentimentality that condones every fault. The wrong-doer must suffer her punishment.

Two cases of insubordination the first of the year were the most serious we have had. They were summarily dealt with, and the girls have proved by their conduct since that they were sincerely repentant.

There have been six runaways from the School; from Baker Hall two, and one attempt. These were childish affairs of two young sisters, one of whom shows considerable delinquency, and promises to be troublesome as she grows older. One was returned in two hours and the other within thirty-six. From Erskine Hall there have been two runaway incidents, both by the same girl within two weeks after her commitment. In both instances she was returned in half an hour. From Flagg-Dummer, where the older girls are, there have been none; from the Administration Building two, one of whom after three days' absence sent word for the school-officers to come and get her, which was done; the other girl, an old offender, is unaccounted for at this date.

Of girls out on parole there have been two runaways and one elopement and marriage. One of these girls was enticed away by relatives in the absence of her employer, and has not yet been located; the other two were found within a short time and returned to the School.

No harsh forms of punishment are inflicted or countenanced. When a girl's behavior becomes intolerable, isolation in her room with consequent loss of privileges, is the usual method of punishment; but the girl is encouraged to reinstate herself into the family life as quickly as possible. Prolonged seclusion is discouraged for the girl gets to brooding and the trouble is made worse. All cases of discipline referred to the Principal have been managed by taking the girl quietly apart from the rest and getting at the root of the trouble. Sometimes it has been found that a physical condition was the cause of her outbursts of temper and general disaffection toward her surroundings. Numerous talks with girls in a quiet way have engendered a bond of sympathy which has strengthened by subsequent interviews.

A good spirit in the cottages has generally prevailed. More stress is laid upon teaching by example than by precept. The officer who governs by tact, courtesy, and friendly sympathy calls forth the latent good in the girl. Often the girl's estimate of an officer is as accurate as it is ingenuous.

As the three or four officers of a house may be for years the only persons that a girl comes in *close* contact with, their influence is far-reaching. They should never be persons of negative temperament, but should radiate an optimism that the disheartening features of the day's work cannot overthrow.

INDUSTRIAL TRAINING.

As yet, this work is confined to that of the kitchen and the sewing-room. It consists in doing the housework for a family of thirty to thirty-five. Each girl cares for her own room and performs such other service in the general work as is required of her by the matron. The kitchen-course has been extended to ten months and consists of seven departments in each of which the girl serves by promotion a given time, as follows:—1. Cellar, one month. 2. Girls' Dishes, one month. 3. Officers' Dishes, one month. 4. Wash-room, two months. 5. Ironing-

room, one month. 6. Girls' Cook, two months. 7. Officers' Cook, two months.

New forms of monthly record-blanks have been in use since the first of April. These reports show the girls' record in each department, and are kept on file permanently at the Administration Building.

A period of ten months in the kitchen is not long enough to turn out expert housekeepers capable of carrying everything along. So much oversight is given them in the School-kitchen that the girls do not feel that sense of responsibility which the outside employer often is surprised to find wanting. With the rotation-system it is all the time that can be given the *average* girl in justice to others who are waiting their turn to take the kitchen-course. The majority of our employers give the School the credit of turning out the best-trained domestic help obtainable. Fortunately the majority of our girls like housework as an occupation.

The work in the sewing-room is in charge of the matron, assisted by the teacher for an hour and a half each day. It consists in making the articles needed for the house—towels, dusters, table- and bed-linen, and the wearing apparel of the girls.

There is as yet no definite course in sewing. Each girl is given what she is most capable of doing and proceeds from the simple to the complex as she develops ability. Many of the girls are experts in fine needlework and embroidery. A few are proficient enough to cut, fit, and make Sunday dresses. A competent sewing-teacher added to our staff, if only for a part of the year, who could give systematic instruction in dress-making to graded classes, would accomplish more for the girls in a given time than is possible now, as there is so much work in the line of mending and ordinary household sewing that only a few of the older girls become skilled in the making of a dress from the very beginning.

The School's exhibit of sewing and fine needlework at the Waterville Fair was worthy of the praise which it received.

PAROLE SYSTEM.

Our placing-out system has of necessity been conducted on a dual basis: to make room for new girls (often done on very short notice), and to give our older girls their right to prove

what they can do for themselves out in the world. After the institution has done all it apparently can in training the girl and she shows a right attitude of mind, the best thing is to try the experiment of paroling her. Several doubtful girls have gone out this year and succeeded beyond our expectations; in others there have been lapses from rectitude from whom more was to be expected. The parole is a most valuable test in proving just how much institutional life has developed her character in the right way.

We now have 80 girls in outside homes, the largest number in the recent history of the School. Of that number 44 are working for wages. Of the wage-earners one girl is working for \$1.00 per week, the rest for from \$1.50 to \$3.00. One girl who became of age early this year was receiving \$4.00 per week. All girls out for wages are given an account-book, and are instructed how to keep an expense-account. One-half the wages is sent to the School for the girl's bank-account, unless the girl needs all her earnings for a given time for dentistry or clothing.

We impress upon the girl the advantage of saving, and the girls are very proud of their bank-books.

A high price for wages is not set, because of the extra responsibility the employer is required to have over the girl as a State-ward. Applications for girls are filed months ahead, and there are always a great many more desirable applications than we can possibly fill.

It would have been very unwise, if not impossible, to have tried the experiment of parole with several girls had we not had our Home-Visitor who went on duty the 5th of January. Her principal duty has been to investigate and visit all new homes before girls were placed and to make periodical visits thereafter. The Visitor is the strong link that binds the girl to the School. Her work stands next in importance to that of the administration. She must be a person of unusual adaptability. To be tactful; just to both employer and girl; able to sift difficulties and set them straight; to see and to hear much during her visit upon which she makes no comment; to know whether it is the place for the girl in question to develop the best that is in her—all requires a nicety of judgment and a fund of common sense. Over 90 visits to girls have been made by the Principal. Some of these visits were to gain the acquaint-

ance of the girls who were out in homes at the time of our coming to office. If the Principal can have a first-hand knowledge of the homes where the girls live she can discuss matters more intelligently with the Home-Visitor when the latter makes her report.

Some visits by the Principal have been made at the urgent call of the employer, or the girl herself, while others were of such a nature as to belong purely to the administration.

It will still be necessary for the Principal to do some visiting, as 80 girls are more than one person can properly care for. An *adequate* amount of watch-care over these outside girls until they establish a sure foothold is imperative. The visit has very often been made in the nick of time to prevent disaster of one kind or another. It has not prevented all, and it never will; for we are not dealing with machines but with human wills, some more or less perverted. The work of our Home-Visitor has been so valuable that her further employment is heartily recommended. I call your attention to her report.

HEALTH.

The average health of the girls for the year has been good. There have been no epidemics and no deaths. One case of tuberculosis developed after an attack of pneumonia, and the girl is being treated at a sanatorium. Last winter tonsillitis was somewhat too prevalent. The throats of many of the girls present abnormal conditions. Catarrh, enlarged tonsils, and adenoids are the common afflictions of the new girls. Some are affected with venereal diseases for whom we have no hospital accommodations, though every precaution possible is taken in the care of these cases.

Twelve girls have been treated gratuitously at the Augusta General Hospital, to whose superintendent, Mrs. Hayden, and the Board of Directors we are greatly indebted for their kindly coöperation.

At the Augusta General Hospital the cases for treatment have been as follows: One for appendicitis, one for fractured femur, six for hypertrophy faucial and pharyngeal tonsils, two for interstitial keratitis, one acute gastric irritation, one curettement. The length of stay at the hospital in individual cases has varied from three days to sixty-four days; the aggregate number of days has been one hundred and sixty-four.

One girl also received free treatment at the Eastern Maine General Hospital. One surgical operation and many general cases have been attended by Drs. Nutting of Hallowell. Some venereal cases have been in charge of Dr. Gertrude E. Heath of Gardiner. Eye and ear troubles have been treated by Dr. Turner and Dr. Beach of Augusta.

OUTDOOR WORK.

Throughout the summer different squads of girls were detailed by the matron and the supply-officer for taking care of the lawns and flower-beds, weeding the gardens in the early part of the season; later gathering for the houses each morning a generous quantity of garden-stuff for the day's supply, picking the cherries of which we had a plenty; followed in the fall by the gathering of the apples and garden-crops.

This sort of work is extremely healthful for the weakly-inclined girls, while for the robust full of animal spirits nothing could serve better as a safety-valve to "let off steam."

Odd jobs out of doors in the way of painting and general tinkering are eagerly craved by the girls of strong motor activities, to whom it is torture to sit down to fine sewing.

BOOK-SCHOOL.

Heretofore the time devoted to school-room work has been from 9.30 to 10 A. M. and from 3 to 6 P. M., six days in the week, all the year round, with Wednesday and Saturday afternoons off during July and August, and one week at Christmas.

It seemed advisable for health's sake that the girls should be given a rest from books and have the time out of doors during the fine summer weather; so, for the first time, they were given a month's vacation, the teacher and girls spending the time from 3 to 6 P. M. out of doors. Intensive work in school can best be done in cooler weather, so that we favor an annual vacation.

It cannot be expected that we can do as much in our schools as is done in the best public-schools, for the time spent at book-work is too limited. A definite course of study, which shall cover general principles only, needs to be arranged in the near future. Much excellent work has been done that would be a credit to any public school. Three girls have been given an

opportunity to enter high-schools outside, where they are attaining high rank in scholarship. One of our intelligent girls who was discharged for good behavior is training for a deaconess in the National Training School.

RECREATION AND AMUSEMENTS.

The two periods for the girls' recreation have been from 12.30 to 1 and 6.30 to 7.15 P. M.; the former all the year round out of doors with the teacher, the latter with the matron out of doors in summer, in the sewing-room in winter. To these periods has recently been added the half-hour in the morning formerly spent in the school-room. It seemed that the gain in health from being out of doors would more than compensate for the loss of that time in study. The period is not to be spent in dawdling but in educative organized games.

Our tennis-court was put in good condition and days were set apart for the girls of each Hall to learn to play. In July the Erskine girls had a tournament and the winners played matched games on our court against two young men from the town under the chaperonage of the teacher.

In the way of amusements all holidays have been observed: Thanksgiving, with its bountiful dinner, and entertainments; Christmas, when the girls were generously remembered with gifts, and gave a general entertainment in Erskine Hall; Memorial Day; Fourth of July with its good dinner, an afternoon of games and a picnic supper in the grove. Rev. Malcolm Dana of the Old South Church gave the girls a stereopticon lecture on "Scotland," which was much enjoyed. On two different occasions, Miss Agnes O. Hersey, the talented elocutionist, gave a series of delightful readings, and Mrs. Winnifred Staples Smith gave the girls a rare musical treat when she provided an evening's entertainment.

As we had no appropriation this year from the Amusement Fund, the annual outing had to be postponed. On several occasions the girls have gone down town to entertainments and special church services to which they have often lent aid by singing. Various walks and picnics proved a diversion during the summer.

We greatly need an auditorium where services could be held and entertainments and plays given by outside talent as well

as by the girls. As it now is, over a hundred girls and officers crowd into Erskine Hall school-room, which has a comfortable seating capacity for about fifty. Some philanthropic person would render the School a great service by building an Assembly Hall. Amusements have their legitimate place, especially in institutional life whose routine is apt to become monotonous and so breed restlessness.

GIFTS.

We gratefully acknowledge the following gifts: 96 Egyptian Lucky-Stone brooches from the Chenery Mfg. Co. for Christmas; picture from Mrs. P. M. Martin; cards and pictures from Miss Clara M. Farwell; the Dr. Goodrich prize of \$12.50 for the exhibit at Waterville Fair; about 150 volumes from the State Library; a very acceptable supply of millinery from Mrs. M. E. Wheeler and Miss Mary Coughlin.

RECOMMENDATIONS.

A bubbling drinking-fountain in all the girls' toilet-rooms, thus getting rid of the common drinking-cup.

The keeping of hens for our supply of eggs, the care to be taken wholly by the girls.

Small fruits in the gardens for the benefit of the girls and to be cared for by them.

STATISTICS CONCERNING POPULATION.

Number committed to the School since the dedication of the first building in January, 1875.....	787
Number in custody of the School Nov. 16, 1909.....	163
Number committed	30
Number gone from custody of School.....	17
Number in custody of School Nov. 15, 1910.....	176
Flagg-Dummer Hall	31
Erskine Hall	32
Baker Hall	28
Administration Building	3
Outside of School	82

Table 1.

Concerning girls outside of School.

Number at work for wages	44
Number at work for school, board and clothes.....	11
Number at work for school and board.....	4
Number at work for board and clothes.....	2
Number being boarded and attending school	11
Number on probation in home of parents or other relative	6
Number boarding at House of Good Shepherd.....	1
Number boarding at Maine Sanatorium.....	1
Number whose whereabouts are unknown.....	2

Table 2.

Birth-place of girls committed since Nov. 16, 1909.

Maine	24
Massachusetts	1
New Jersey	1
Canada	1
New Brunswick	1
Prince Edward Island	1
Russia	1

Table 3.

Cities and towns from which girls have been committed since Nov. 16, 1909:

Auburn 1, Bath 5, Belfast 1, Belgrade 1, Boothbay Harbor 1, Brewer 1, Calais 1, Harrington 1, Houlton 1, Lewiston 3, Liberty 1, Madison 1, Old Town 1, Portland 1, Rockport 1, Rumford 2, Saco 1, Sanford 1, Somerville 1, Swanville 1, St. Albans 2, Waterville 1. Total, 30.

Table 4.

Stating complaints for which girls were committed.

Danger of falling into habits of vice and immorality..	19
Leading an idle and vicious life.....	5
Habitual truant	2
Larceny	3
Assault and battery	1

Table 5.

Age of girls committed since Nov. 16, 1909.

15 years	8
14 years	7
13 years	4
12 years	4
11 years	0
10 years	2
9 years	2
8 years	2
7 years	1
6 years	0
<hr/>	
Total	30
Average age, 12 years, 7 months, 18 days.	

Table 6.

Age of all girls in custody of School.

20 years	16
19 years	13
18 years	31
17 years	20
16 years	20
15 years	27
14 years	19
13 years	11
12 years	7
11 years	3
10 years	2
9 years	3
8 years	2
7 years	2
6 years	0
<hr/>	
Total	176
Average age, 15 years, 11 months.	

Table 7.

Statistics on girls who have left custody of School since Nov. 16, 1909.

Of age	5
Married	3
Time off for good behavior.....	4
Discharged to sister	1
Discharged to brother, incorrigible habits.....	1
Transferred to School for Feeble-Minded.....	2
Transferred to Maine Insane Hospital.....	1

Table 8.

Statistics on girls in outside homes.

Girls out in homes Nov. 16, 1909.....	66
Girls placed out since Nov. 16, 1909, some being re-placements of old girls	76
Girls who have returned to School for various causes	46
1. No longer needed, but good report....	17
2. Sickness	7
3. Vacation or family away.....	4
4. Too old to be boarded out.....	1
5. Home unsatisfactory	3
6. Unsatisfactory as to work.....	2
7. Bad temper and disobedience.....	7
8. Runaways	2
9. Serious misconduct	2
10. Too much care	1

— 46

Number of visits made by Principal to girls in outside homes, 91.

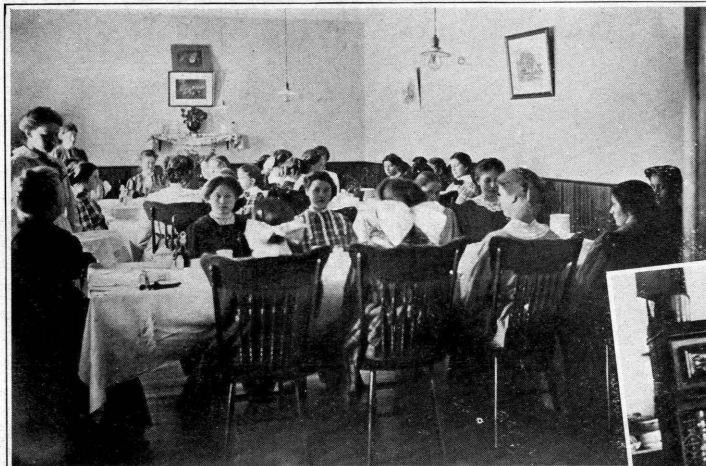
Of the girls now in custody of the School, 51 have deposits in the bank. Since Nov. 16, 1909, girls have deposited \$914.73.

With grateful acknowledgements to the Trustees and officers for their kindly co-operation,

Respectfully submitted,

GERTRUDE L. MACDONALD,

Principal.



DINING ROOM



KITCHEN GIRLS



REPORT OF THE HOME-VISITOR.

To the Trustees of the Maine Industrial School for Girls:

The Home-Visitor herewith submits the following report of her work from Jan. 5th to Nov. 15th, 1910:

When the Home-Visitor entered upon her duties, she spent some time in going over the file of girls then out, making card lists with facts about girl and home, arranged both alphabetically and according to location, and in planning her itinerary. Owing to certain cases that demanded immediate attention, the many new homes that were constantly coming up for investigation and the new girls that had to be taken out, it was the middle of May before the first round of visits was entirely completed. As it was desired that the Visitor should go unannounced, and the first time without its being known if possible that such visitation was to be expected, it was often a question of just how to reach a home some distance out in the country, perhaps on a R. F. D. route, that address being all there was to go by—a problem, the working out of which brought many amusing as well as well-nigh tragic experiences. As happened one day when the Visitor, after a three and one half hour's ride on the train, and one hour on the electrics, set out in a cold, pouring rain with a stable team to find a home, expecting a drive of seven miles, and locating the people only after going sixteen. The circumstances were such, that after remaining a few hours, she had to drive back the sixteen miles, take the hour's ride on the trolley, and then, finding the hotel full, at ten o'clock at night go in search of accommodations elsewhere. On her second visit, however, having learned the exact location, she was able to reach the home more easily from another direction. Thus it took some time to get acquainted with the work so one could plan to the best advantage.

The Home-Visitor also spent some time as occasion offered in gaining an insight into the work of the Institution, visiting the school in each building, observing the other departments and seeking an acquaintance with the girls at recreation hours.

Her work at the Institution has included keeping a full written report of each visit made, a card record of visits, a record of each day's work, filing the office correspondence, looking over and taking account of the outfits of the girls before they go out, often getting ready and doing up the supplies for the children out boarding, and assisting the Principal in various ways.

Her work in the field consists in visiting girls, investigating homes, taking out and bringing back girls, visiting schools where the younger girls are in attendance, investigating special cases and making other calls incident to the work. During the ten months she has been employed, the Home-Visitor has made 352 calls and visits, as follows:

Visits on girls	216
Visits when taking out girls.....	28
Visits for purpose of investigating homes..	44
Visits to doctor with girl.....	7
Visits to dentist with girl.....	1
Schools visited	6
Miscellaneous visits	51

Ninety-two different girls have been visited, 49 taken out and 18 brought back. Ten institutions have been visited, including the Industrial School at Lancaster, Mass. Some 7,567 miles have been traveled, 4,634 on mileage and 2,933 by electrics, boat, stage, and carriage. The Home-Visitor's personal traveling expenses have been \$289.53, and she has expended \$38.29 for girls' expenses, making a total expenditure of \$327.82. It would have been impossible to keep the expenses to as low a figure had it not been for the hospitality of many of the homes where our girls are placed. When possible the Visitor has arranged to stay in these homes rather than at hotels, thus reducing expense and affording a fuller acquaintance and clearer insight into the environment of the girls.

In investigating a home, many features enter into consideration—character of the neighborhood, location and appearance of house and out-buildings, neatness and general atmosphere of home, of whom the family is composed, whether they keep a hired man or other help, especially the personality of the housewife, her attitude toward the proposed girl, location and character of girl's room, church privileges, opportunity for innocent recreation, etc., etc.

When visiting the girls, the Visitor aims to talk with the employer alone and tries pleasantly and tactfully to ascertain about the kind and character of the girl's work, her conduct, health, needs, financial account, recreation, church attendance, etc. Then she sees the girl alone and goes over the same things with her, inspecting her room, examining the condition of her clothing and her account book, looking after her teeth, etc. She has a little personal talk with her, straightening out difficulties if possible, correcting faults if necessary, encouraging to better endeavor, and withal, trying to make her feel that the Visitor is a friend, whom she can trust and in whom she can confide.

During the ten months, the Home-Visitor has found several girls who needed medical attendance, and this was arranged for, either where they were, or when expedient by returning to the School. Two girls were operated upon for adenoids as a result of her visits. The people who had these girls complained of their having so much trouble with nose and throat, but had not thought of adenoids or called a physician. Others have been found seriously in need of dentist's attention and this also has been arranged for.

Several girls were discovered to be in homes where conditions were not as they should be or where they were not properly treated, and such were removed as soon as possible.

The girls who were out on probation have been visited once and report has already been made to you regarding them. All other girls who have been out any length of time have been visited at least twice and the larger part three or more times. The girls who have been out some time and are well established in good homes have not been seen as often as those more recently placed or where conditions have not been satisfactory.

With a few exceptions, the idea of a Home-Visitor has seemed to be cordially welcomed by those employing girls, and repeatedly town officials and intelligent citizens, with whom her work has brought her in contact, have said: "This visitation is a good thing. I have a higher opinion of the Industrial School because I have learned that it is looking out so carefully for its wards."

The girls too, since they have gotten acquainted with her, are found looking forward to the coming of the Visitor, and

many have said to her: "Oh, it seems so good to know that there is somebody from the School coming to see me often."

But the work in these ten months has only been begun. Acquaintance of girls and employers has only just been gained, itineracy learned and conditions understood. If the work could continue another year it would show far greater results. The possibilities are far-reaching. This department, if wisely managed, could strengthen the whole work of the Institution and make it more enduring.

The aim of such work as ours is not merely to furnish a home where the unfortunate and destitute may have adequate food and shelter, and those morally weak and viciously inclined be restrained and kept from mingling with society as long as the law will allow, nor is it merely to give such as these instruction in domestic science,—the ultimate aim of such work as ours, I believe we will all agree, is to so train and develop and guide, that our girls may become good citizens capable of self-support, and respectable wives and mothers who will not be a menace to society. True, we can not accomplish this for all, but for her own sake and the sake of society each girl should have the best possible chance, and to secure this, placing-out and parole is an absolute necessity. To let a girl go directly from the protecting, restraining atmosphere of the Institution, where she has had excellent training in many directions, it is true, but little temptation and no care or responsibility of livelihood and small opportunity to choose or decide for herself or to test her strength of character,—to let her go out unguided into the world, and perhaps into the old home-environment, can hardly be anything but disastrous. But if she can be put first into a carefully selected home, with some one to counsel and guide her in her readjustment to the real problems of life, it will not only give place for another in the Institution and relieve the State of her support, but furnish an excellent preparation for fuller responsibility later on.

If, however, the girl is paroled, this period when she is freed somewhat from the necessary restrictions of institutional life and is learning to get into right relations with the outside world, is at best a difficult one, and careful counsel and direction is vital to her future welfare,—and here is where a wise and kindly Visitor becomes imperative if the placing-out system is

to be a success. The home must be intelligently chosen or the work already done for the girl by the Institution will be undermined. A home suited to one girl would not do at all for another, and sometimes a readjustment may be necessary. The Visitor must get an intimate acquaintance with the girls and win their respect and confidence, so they will feel she is their friend and come to her with their problems. But to accomplish this she must see them often,—much oftener than has been possible here this past year. At Lancaster, where this system of visitation is carried out most fully and with most satisfactory results, each Visitor has only about thirty girls under her care and she averages to see them at least once a month. While this would be impossible in our Institution with so many girls placed out and only one Visitor, yet a second year, with the work better in hand, more adequate visitation could be accomplished. In this way, and in this way alone, I believe, can our work reach its fullest possibility in fitting girls for life, and if there is such visitation, the coming years will see fewer lapses into the old life when girls become of age.

Trusting that this report may justify to your minds the expense incurred so far, and show the advantage to the Institution of the continuance of the work, it is

Respectfully submitted.

MRS. GRACE CLEVELAND CARY,
Home-Visitor.

REPORT OF THE STEWARD.

To the Trustees of the Maine Industrial School for Girls:

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

During the year of 1910 the following crops have been raised: 350 bushels of potatoes, 50 bushels of turnips, 30 bushels of beets, 25 bushels of carrots, 1 ton of squash, 200 head of cabbage, 42 bushels of corn, 22 bushels of tomatoes, 27 bushels shell beans, 15½ bushels of string beans, 17 bushels of Swiss chard, 29½ bushels of cucumbers, and 18½ bushels of peas. We have gathered 11½ bushels of pears, and 380 quarts of cherries. Fifteen tons of hay were cut, and 5 tons of corn fodder. Thirteen hundred pounds of pork have been produced; a plentiful supply of milk has been yielded.

The road in front of the Administration building has been macadamized, making a noticeable addition to the appearance of the grounds. All of the buildings, including the Steward's residence and the stable, are greatly in need of repairs. The interior of Baker Hall has been partially renovated during the present year.

I consider more land, both for pasturage and tillage, a necessity. With the present accommodations the stock must be fed from the stable during the entire year.

C. W. WHITE, *Steward.*

November 15, 1910.



SCHOOL ROOM



SEWING ROOM



REPORT OF THE TREASURER.

To the Trustees of the Maine Industrial School for Girls:

I have the honor to submit the following report for the year ending November 15, 1910.

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

DR.

To Balance on hand Nov. 14, 1909	\$638 43	
State Treasurer:		
App. General expenses and deficiency of		
1908	5,529 28	
General expenses 1910	17,769 99	
Transportation, boarding-out, clothing and visitation of girls, 1909..	2,507 74.	
Transportation, boarding-out, clothing and visitation of girls, 1910..	2,154 82	
Water supply and drainage.....	882 72	
Drainage and grading	454 78	
Discount on bill of C. A. Beane ..	8 75	
Isaac Meader, check returned....	12 00	
Eliza Mustard Fund	153 12	
Peter Lane Fund	123 00	
Augustus Hopkins Fund	60 00	
Nellie F. Shaw Fund	4,750 00	
Loan Hallowell Trust & Banking Company	6,000 00	41,044 63

CR.

By Salaries of officers	250	00	
Pay roll of employees	7,678	60	
Fuel—coal	3,621	99	
Fuel—wood	173	50	
Electric light	380	21	
Groceries	2,675	94	
Butter, eggs and milk	908	71	
Meats	639	74	
Fish	280	24	
Ice	100	00	
Water	31	00	
Dry goods and millinery	2,050	80	
Boots and shoes	690	40	
Books and periodicals	153	45	
Medicine and attendance	657	13	
Miscellaneous supplies	285	41	
Household furnishings	447	70	
Repairs to buildings and grounds	1,063	36	
Insurance	339	50	
Farm equipment	41	91	
Repairs and renewals of equipment	71	21	
Cows	34	50	
Feed	474	44	
Hay	258	39	
Labor on Farm	294	40	
Farm, miscellaneous	165	05	
Fertilizer	69	46	
Telephone	146	22	
Postage, stationery and printing	293	01	
Traveling expenses	741	79	
Board of girls	1,624	68	
Freight and express	38	05	
Treasurer's bond	12	50	
Miscellaneous exp.—sundries	121	91	
Draining and grading of grounds	454	78	
Hallowell Tr. and Banking Co., loans	6,000	00	
Hallowell Tr. and Banking Co., Interest..	69	45	
Water supply and drainage	1,044	55	
Funeral expenses	96	00	
Piano	275	00	
Amusements	61	12	
State Treasurer Nellie F. Shaw Fund.....	4,750	00	
Balance cash on hand Nov. 15, 1910	1,478	53	41,044 63

Respectfully submitted,

J. W. STETSON,
Treasurer.

APPROPRIATIONS.

GENERAL EXPENSES AND DEFICIENCY 1908.

Balance unpaid Nov. 14, 1909	5,367 45	
From Water Supply to correct error	161 83	5,529 28
	<hr/>	

CR.

Received	5,529 28	5,529 28
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GENERAL EXPENSES—1910.

Appropriation	\$18,000 00	\$18,000 00
	<hr/>	

CR.

Received	\$17,769 99	
Balance	230 01	\$18,000 00
	<hr/>	

Transportation, boarding out, clothing and visitation of girls, 1909:

Balance unpaid Nov. 14, 1909.....	\$2,508 43	\$2,508 43
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CR.

Received	\$2,507 74	
Balance	69	\$2,508 43
	<hr/>	

Transportation, boarding out, clothing and visitation of girls, 1910:

Appropriation	\$3,000 00	\$3,000 00
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CR.

Received	\$2,154 82	
Balance	845 18	\$3,000 00
	<hr/>	

Water supply and drainage:

Appropriation	\$2,500 00	\$2,500 00
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CR.

Received	\$1,044 55	
Balance	1,455 45	\$2,500 00
	<hr/>	

Draining and grading:

Appropriation	\$500 00	\$500 00
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CR.

Received	\$454 78	
Balance	45 22	\$500 00
	<hr/>	

INDUSTRIAL SCHOOL FOR GIRLS.

ELIZA MUSTARD FUND.

1910.			
Nov. 14.	Balance on hand.....	\$154 77	
Aug. 1.	Interest	2 96	\$157 73
		<hr/>	

CR.

1909.			
Dec. 24.	J. Frank Pierce.....	\$7 60	
Dec. 24.	Christmas tree	75	
Dec. 24.	Holly	1 00	
1910.			
Mar. 10.	Bennett Stoddard Co.....	3 77	
July 1.	Piano	140 00	
Nov. 15.	Balance	4 61	\$157 73
		<hr/>	

PETER LANE FUND.

1909.			
Nov. 11.	Balance on hand.....	\$123 12	
1910.			
Aug. 1.	Interest	1 62	\$124 74
		<hr/>	

CR.

1909.			
Dec. 4.	L. R. Cook	\$2 50	
Dec. 24.	Christmas entertainment	40 00	
1910.			
May 13.	Tennis net and balls.....	5 50	
July 1.	Piano	75 00	
Nov. 15.	Balance	1 74	\$124 74
		<hr/>	

AUGUSTUS HOPKINS FUND.

1909.			
Nov. 14.	Balance on hand.....	\$60 90	
1910.			
Aug. 1.	Interest	1 24	\$62 14
		<hr/>	

CR.

1910.			
July 1.	Piano	\$60 00	
Nov. 15.	Balance	2 14	\$62 14
		<hr/>	

NELLIE F. SHAW FUND.

1910.			
Apr. 13.	Foster & Foster, executors.....	\$4,750 00	\$4,750 00
		<hr/>	

CR.

Apr. 13.	Paid P. P. Gilmore, State Treas....	\$4,750 00	\$4,750 00
		<hr/>	

ELLEN P. WELCH GUARDIAN ACCOUNT.

1909.			
Nov. 14.	Balance on hand.....	\$846 19	
1910.			
Feb. 1.	Interest	16 92	
Aug. 1.	Interest	17 20	\$880 37
		<hr/>	

CR.

Nov. 15.	Balance	\$880 37	\$880 37
		<hr/>	

Respectfully submitted,

J. W. STETSON,
Treasurer.

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.

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.

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.