

CROSS REFERENCE SHEET

Name or Subject *Board of Education
(Chicago)*

File No.

Regarding

Date

SEE

Name or Subject *Harper Letters*

File No.

June 26, 1896
March 4, 1898
June 13 "
" 9 "
" 23 "
" 24 "
July 6 "
Sept-Dec. 13- "
" 19 "
April 24 1899

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."



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CROSS REFERENCE SHEET

File No.

Name or Subject *Board of Education (Chicago)*

Date

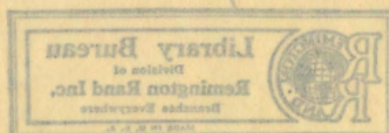
Regarding

SEE

File No.

Name or Subject *Hofman letter*

June 26, 1892
March 4, 1893
June 23 "
" 9 "
" 23 "
" 24 "
July 6 "
August 10 "
October 19 "
April 24 1899



For use in all Filing Systems
 Cat. No. 30-2502

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers themselves should be filed under name or subject after "SEE."

*Engineers & Janitors
Protective Ass'n*

no date

*Board
V. E. E. E.*

TO THE HONORABLE COMMITTEE ON ENGINEERS AND JANITORS,

Board of Education, Chicago.

Gentlemen:-

We, the engineers and janitors of said Board who are subject to a reduction in salaries according to new schedule recommended by your Committee, as said schedule has never been submitted to us for consideration, most respectfully protest against its adoption by the Board.

THEREFORE, we submit to your kind consideration various reasons why we consider that said schedule with its very unjust discriminations should not pass.

1st. You recommend a reduction of \$11,910.07 from the various employees who are already underpaid and recommend a net increase of \$18,023.53. Total increase \$36,933.60.

2nd. You take from 107 employees the sum of \$18,910.07 and add that to the amount of increase which you recommend that the Board of Education should give to 160 employees, which would bring the total increase of 160 employees to \$36,933.60.

3rd. In the new schedule we find some men get an increase who under the present system have not only got the best positions as regards the nature and class of work to be done, but are now being better paid than any of those that are to be cut.

We will refer to High Schools: There are all grown persons attending these schools. They have reached the years of understanding, to be neat and tidy, not only about themselves but about the school premises. They do not bring in so much dirt as those in the lower grade schools. Furthermore, they have no recess during school hours or at noon. Consequently, there are no children to look after, which is one of the most disagreeable features of our work, as at these recesses the children will bring in more or less dirt, - more especially at the noon recess when they have so much time to run around; and it would appear that they look to find the biggest mud holes to get into in order to bring it into the schools with them. In the lower grade schools it often occurs that the younger ones muss the floor and the janitor, or engineer, as the case may be, is required to clean it up, and if all these disagreeable features are considered, they will very easily make up for any extra appliance that there may be in any school.

Then again, the high schools dismiss early in the afternoon, which gives the men much more time to take care of any extra apparatus which they may have.

Considering that they may have some extra appliance to take care of, they have much more time to take care of it. The school

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dismisses early and they have daylight all the year to do their work in, while in the other schools at some seasons of the year it is dark when they begin work, for the reason that they have to keep the school warm until four o'clock, and they have to sweep with a lantern in one hand and a broom in the other. It is then six o'clock and after when the lower grade schools are cleaned, while the high schools are through at four or earlier.

Then there are other things to be considered: In some districts it is not an easy matter to get such help as is required at such compensation as an engineer or janitor can afford to pay.

In other districts it is very easy to get help at such compensation as he may see fit to give.

We fully realize the fact that there is no one suffering because of lack of salary, but there are men in some of the schools who are not being paid enough. But we are not in a position to state which ones they are. We do know this fact, however, that we are not to blame for their not receiving proper compensation, and, consequently, we should not be made to suffer. We do not believe in robbing Peter to pay Paul, and further, we consider that the amount of \$18,023.53 which the Committee recommends that the Board should pay as a net increase would go a great way towards relieving those who are underpaid.

If this schedule should go into effect, which we hope will not (and we have reasons to believe that it will not) because of the very unjust discriminations, it would practically legislate some of the oldest employes out of positions, for the reason that they could not do the work for the amount of pay.

If it is a crime to be old and in the service for a number of years, then we may all look forward to the time when we will all be legislated out of our positions on account of age and length of service.

It would appear at this late day when the tendency is to increase wages instead of reducing, and especially since there have been so many very substantial increases already given given this present year to other employes of the Board who do not any time pay out any of their salary for help or in the performance of their duties.

Then gentlemen, in conclusion we would respectfully ask your kind consideration in the interest of those who would be oppressed by the effect of the new schedule.

Yours very respectfully,

ENGINEERS AND JANITORS PROTECTIVE ASSOCIATION.

File

-2-

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ENGINEERS AND JANITORS PROTECTIVE ASSOCIATION.

for Dr. Harper

no date

Kindergarten

OK

TO THE MEMBERS OF THE BOARD OF EDUCATION:

We feel certain that you have not carefully considered the clause in our petition which refers to past experience and service, otherwise you would not say to us "we must treat you the same as we did the grade teachers." This would most certainly be just had we received the same consideration in the past but, since this has not been shown us, the present conditions can hardly be the same.

The grade teacher, if she can give evidence of satisfactory work performed before entering the Public School, is scheduled accordingly. This experience may also take the place of Normal Training. Extra teachers are employed to arrange and oversee her work in drawing and music. Institutes are held at convenient times for her benefit. Then she receives a regular yearly increase until a maximum is reached--this maximum has been \$800 in the past--the recent petition, however, asked to have it increased to \$1000 and the request was granted in full. They also asked that all who had taught ten years receive the full salary at once--this was not granted. We are told the principal reason for this refusal was the large amount of money required to make the adjustment.

Now it is very different with the Kindergartner--her previous experience is in no way recognized--it will not take the place of the two years special training and practice (at her own expense) required by the Board of Education--greater special preparation than is demanded in any other department. Such assistance as the grade teacher gains through the institute, the kindergartner teacher must pay for elsewhere. And in the past there has been no increase of salary yearly or otherwise.

In view of these facts, we trust, you will deem it fair and just to schedule the kindergarten directors according to the years they have taught in the Public Schools. This is a matter of great importance to the conscientious, faithful teacher who has taught four, five or six years, as the case may be, for \$50 per month. And as it requires but \$5000 to arrange the matter, we beg you to favorably consider the same.

Very respectfully,

KINDERGARTEN COMMITTEE,

Carrie J. Parrey,

Chairman.

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Carrie J. Parry,
Chairman.

PENSION ACT.

AN ACT to provide for the formation and disbursement of a public school teachers' and public school employees' pension and retirement fund in cities having a population exceeding one hundred thousand inhabitants. Approved May 31, 1895. In force July 1, 1895.

312a. BOARD OF EDUCATION IN CITIES HAVING POPULATION OF OVER 100,000—POWER TO CREATE SUCH FUND. I. Be it enacted by the people of the State of Illinois, represented in the General Assembly, That the board of education in cities having a population exceeding one hundred thousand inhabitants, shall have power, and it shall be the duty of said board to create a public school teachers' and public school employees' pension and retirement fund, and for that purpose set apart the following moneys, to wit:

- (1) An amount not exceeding one per cent per annum of the respective salaries paid to teachers and school employees elected by such board of education, which amount shall be deducted in equal installments from said salaries at the regular times for the payment of such salaries.
- (2) All moneys received from donations, legacies, gifts, bequests, or otherwise, on account of said fund.
- (3) All moneys which may be derived from any and all sources: Provided, however, That no taxes shall be levied or an appropriation of public money be made for said fund except as herein provided.

312b. Board of Trustees—How created—Powers of. 2. The Board of Education, together with the superintendent of schools, and two representatives to be elected annually by the teachers and employes of the public schools under control of said board shall form a board of trustees, a majority of whom shall determine the amount to be deducted from the salaries paid to teachers and employes as aforesaid, and shall have charge of, and administer said fund and shall have power to invest the same as shall be deemed most beneficial to said fund, in the same manner and subject to the same terms and conditions as township treasurers are permitted to invest school funds in article four (4) of an act entitled "An act to establish and maintain a system of free schools" in force May 4, 1889, and shall have power to make payments from said fund of annuities granted in pursuance of this act, and shall from time to time make and establish such rules and regulations for the administration of said fund as they shall deem best.

312c. Rules for Retirement of Teachers. 3. Said board of education shall have power by a majority vote of all its members to retire any female teacher or other female school employes who shall have taught in public schools or rendered service therein for a period aggregating twenty years; and any male teacher or male school employe who shall have taught or rendered service for a period aggregating twenty-five years, and such teacher or school employe also shall have the right after said term service to retire and become a beneficiary under this act: Provided, however, That three-fifths of said term of service shall have been rendered by said beneficiary within the limits of the municipality where said board of education has jurisdiction.

*Do you want
to preserve this
and if so where?*

Under Education

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312d. What annuity retired teachers may receive. 4. Each teacher and school employee so retired or retiring shall thereafter be entitled to receive as an annuity one-half of the annual salary paid to said teacher or employee at the date of such retirement, said annuity to be paid monthly during the school year: Provided, however, That such annuity shall not exceed the sum of six hundred dollars (\$600), which shall be paid by said board of education out of the fund created in accordance with this act in the manner provided by law for the payment of salaries.

312e. How Principal and Interest of Fund for Payment of Annuities to be used. 5. Said Board of trustees is hereby given the power to use both the principal and income of said fund for the payment of annuities hereinbefore mentioned, and shall have power to reduce, from time to time, the amount of all annuities. Provided, that such reduction shall be at the same rate in all cases.

312f. Monthly Certificates of Amounts deducted from Salaries to be made to the City Treasurer—Special Fund—How and when drawn. 6. The president and secretary of such board of education shall certify monthly to the city treasurer all amounts deducted from the salaries of teachers, special teachers, principals and employees of the board of education in accordance with the provisions of this act, which amounts, as well as all other moneys contributed to said fund, shall be set apart and held by said treasurer as a special fund for the purposes hereinbefore specified, subject to the order of said board of education, superintendent of schools, and two representatives, as aforesaid, and shall be paid out upon warrants signed by the president and secretary of said board of education.

312g. Treasurer—Custody of Pension Funds—Books and Accounts—Inspection—Bond. 7. The city treasurer shall be custodian of said pension fund, and shall secure and safely keep the same, subject to the control and direction of said board of trustees, and shall keep his books and accounts concerning said fund in such manner as may be prescribed by the said board. And said books and accounts shall always be subject to the inspection of the said board or any member thereof.

The treasurer shall, within ten days after his election or appointment, execute a bond to the city with good and sufficient securities in such penal sum as the said board shall direct, to be approved by the said board, conditioned for the faithful performance of the duties of his office, and that he will safely keep and well and truly account for all moneys and profits which may come into his hands as such treasurer, and that on the expiration of his term of office he will surrender and deliver over to his successor all unexpended moneys and all property which may have come into his hands as treasurer of such fund. Such bond shall be filed in the office of the clerk of such city, and in case of a breach of the same or the conditions thereof, suit may be brought on the same in the name of said city for the use of said board of trustees or of any person or persons injured by such breach.

312h. Removal of teacher, Etc.—Investigation—When Money Paid Back To Teacher. 8. No teacher or other school employee who has been or shall have been elected by said board of education shall be removed or discharged except for cause upon written charges, which shall be investigated and determined by the said board of education whose action and decision in the matter shall be final.

If at any time a teacher or school employee who is willing to continue is not re-employed or is discharged before the time when he or she would under the provisions of this act be entitled to a pension, then such teacher or school employee shall be paid back at once all the money with interest he or she may have contributed under the law.

C I V I C E D U C A T I O N .

I think this commission has upon its programme, for consideration and discussion, some fifty subjects relating to education and school management. These are, no doubt, of varying importance, and I wish to emphasize the paramount need of a better provision for moral, political and civic training in our schools and under our public school systems.

Already so much is being pressed upon the attention of teachers and pupils, that the superintendent and members of the School Board will doubtless frown upon any suggestion which asks more time for any instruction outside of the fundamentals. What can be more fundamental in a free country, where every man participates, by his vote, in all the vast affairs of city, state and nation, than to implant in the minds of its children correct ideas of the duties and obligations of citizenship and a wider knowledge of our institutions and government.

A recent writer has said that our moral and intellectual development has not kept pace with our progress in material matters. The great social and economic changes, the phenomenal massing in a single neighborhood of a population drawn from all quarters of the globe, have multiplied many fold the social and political demands made upon its citizens. It is imperative that the state (or the city when acting for the state) should

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insist upon the best possible preparation for the intelligent discharge of these obligations. No one of the great questions with which the state and nation have to deal is more important than this.

In this city we have an army of two hundred and twenty-five thousand school children; in the nation, fifteen millions. These are the wards of the state. By and by, the children will have to grapple with all these problems of city government and of the foreign and domestic policy of the nation; and upon their training now depends their ability to handle them.

Investigation and experience have demonstrated beyond question that a careful educational training is the best possible preparation for the exercise of the right of franchise, for the delegation of political power and is the best safe-guard against all sorts of fanatical schemes and social vagaries. An able statesman has said; "The quickest possible preparation of citizens who shall have self-control and just judgment, and who shall be filled with an appreciation of their rights, and with a devotion to their duties, ought, to-day, to be the first occupation of every true patriot." Pestalozzi, the eminent Swiss educator, said; "Without civic and political education, a nation is like a child playing with fire who runs the risk of burning down the house at any moment."

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traction and that ninety-four per cent. of them leave the public school at about thirteen or fourteen years; that is, they do not go beyond the primary and grammar grades. An astonishingly large proportion of them do not get above the fifth and sixth grades. How to make the most of these few years of school life for this training is the important question. It is not so difficult to reach the four or six per cent in our high and normal schools and universities. Much, though not enough, is already being done for these. I would, by no means, underestimate the importance of this work for training of teachers and those who are, to a large extent, to become the leaders in public matters.

We have had during the last few years much discussion of this subject, many suggestions have been made and some outlines of study have been proposed, generally lacking definiteness.

What is desired, no doubt, is a feasible plan for the further introduction of this work into our schools. In the brief time allotted me, it will be impossible to submit any suggestion for the details of this work and the experts of the Board are far more competent to do this than I am.

I believe, however, that the instruction should begin in the kindergarten under the direction of trained teachers; that certain ideas, such as respect for and obedience to parents, of honesty, industry, sobriety, habits of attention and observation should be inculcated. This work should be follow-

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ed up in the primary grades where the habits of good citizenship should be further cultivated; and in the seventh and eighth grades, the work should be broadened, and a wider knowledge of the principles and functions of our government, of history, of law and justice, implanted; and higher ideas of civic needs and patriotism instilled into the minds of the pupils.

While these ideas must be largely carried out by the teachers as a part of the school exercises and government, and in connection with the teaching of history, geography, etc., in my opinion, provision should be made for special exercises supplemented by skillfully prepared reading and text books, and a syllabus, or topical programme for the aid and direction of teachers. We have not as yet any very well prepared set of text books and reading books adapted to the primary and intermediate grades; nor a well organized system for this moral, civic and patriotic training.

There has been considerable experimental work done in civic training, such as that in the George Junior Republic, of boys' clubs, patriotic leagues and organizations for the distribution of civic literature, but the work has thus far reached only a very small number and isolated groups; the George Junior school, one of the most successful has only 50 to 100 boys, and these in an isolated country district. Our city schools with their thousand or fourteen hundred pupils each present an entirely different problem.

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There has been considerable experimental work done in civic training, such as that in the George Junior Republic, of boys' clubs, patriotic leagues and organizations for the distribution of civic literature, but the work has thus far reached only a very small number and isolated groups; Mr. George Junior school, one of the most successful has only 50 to 100 boys, and these in an isolated country district. Our city schools with their thousand or fourteen hundred pupils each present an entirely different problem.

I think it desirable to perfect and organize, as far as possible, the various educational agencies for this kind of work under a special committee to be appointed by the Mayor or Board of Education in order to reach the great masses with systematic instruction. This would embrace not only the training and instruction in day and evening schools, but special work in which parents and those who have not had the advantage of school training might participate. Outside co-operation might be utilized as is done in other cities, especially in Germany. In Berlin, many hundreds of the more intelligent citizens are engaged in educational work outside of the school board, or as a branch of it. While I am not prepared to recommend the creation of an auxiliary board to participate in the management of school affairs, it seems to me it might be feasible to secure in this work the aid of a much larger class of citizens.

The work of the schools might also be supplemented by lectures, by specially prepared literature, and by courses of reading and examinations, directed by competent men acting under a committee of the school board. The school house and school machinery might be further utilized for social and civic work.

"Patriotism--love of country--may be taught in the home, the school, the church, the club and to every citizen of the Republic. If this is done, better citizens will be the result and consequently better government." Too many, now, know little, if anything, of the history or formation of our

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republic, or the sacrifices it cost, or what its successful maintenance means to the citizen in every phase of life, or what this maintenance demands.

In New York, the municipality co-operates with Mr. Gill, president of the patriotic league, in his school work, mostly during vacations, and assists in the course of public lectures accessible to all. At first that city appropriated ten thousand dollars for what are known as the Leipziger courses. Last year the work had grown to such dimensions that the appropriation amounted, I think, to over sixty thousand dollars. Some eighteen hundred lectures were delivered to nearly seven hundred thousand listeners.

Sweden, Germany and some other countries have made textile and industrial instruction a chief concern in their public education, and we know what vast progress these nations have made in industrial development. I heard Lord Roseberry say that it was through this work that Germany was so rapidly gaining ascendancy over England in manufactures.

Statistics show that the number of arrests in Chicago of juvenile criminals (under 11 years) has greatly fallen off in the last ten years; in fact, from one thousand ten years ago to three in a single year. This may be, I think, attributed to the work in the kindergarten, the public schools, and is an unanswerable argument in favor of further attention to the work I am advocating. Formation is cheaper than reformation.

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tions for the examination following it, which were prepared by Dr. Edward Everett Hale, of Boston. Prizes are offered for the best answers.

1. In what does the United States of America differ politically from any other nation and country ?

2. How does the history of the country account for such a difference ?

3. State briefly how the early colonies differed from one another.

4. Can you name any individual who gave the peculiar character of New England, or of the group called the Middle States, or the Southern States, or the states of the Mississippi Valley, or the states of the Pacific shore ?

5. Name the person in the section in which you live whom you would call the most distinguished.

6. In the elegant hall of the United States Capitol, each state is permitted to set up two statues of its citizens. To which citizen of your own state would you give that honor ?

7. What does our country need most for its future prosperity and success ?

I submit these not for their special merit, but to illustrate the idea. If a child in Illinois should name, as his favorite, Abraham Lincoln, the answers to the other questions would require a good range of reading of the early history of Illinois, and of the civil war and the causes leading

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thereto. An easy, interesting course of reading is laid out for the student. The answer to the last question would require considerable reading upon commercial, industrial and agricultural subjects. These books are made attractive and will induce careful and thoughtful reading infinitely better calculated to improve the mind and to cultivate thoughtful habits than the fiction that crowds our libraries and book stands.

I have also a list of leaflets intended to aid in the study of citizenship, which seems to be in the line of civic education much needed where there is a large uneducated population of foreign birth or extraction, which are as follows:

The Meaning and Value of Naturalization,

The Right of the Naturalized Citizen,

The Duties of the Naturalized Citizen,

The Value of a Vote,

Fundamental Principles of American Institutions, and the like. Others especially adapted to American born citizens are submitted.

If those for whom these are intended can be induced, through organized work, or by offering prizes, etc., to study these questions, the place of citizenship will be raised. I would also beg to submit whether more special attention should not be given to the preparation of teachers for this great work. This would doubtless require more normal schools, teachers' classes, colleges, etc.

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To further illustrate my thought, I wish to call your attention briefly to the system and method of moral, civic and political institutions in France. I have a dozen text-books, such as are used in the schools of Paris, among them "Elementary Instruction--Moral and Civic," by Compayre; "Moral and Civic Instructions--The Man and the Citizen," by Julius Stöck; "Our Obligations and Our Rights; "Ideas Pertaining to Civic Rights,;" "The French Government" - De la Marche; "Lessons in Morals and Patriotism," by Mezieres; "The Little Frenchman," (as we would say, "The Young American"), by Bigot. Accompanying this we find a small illustrated volume of selections to be read to the children.

I would call special attention to this on account of the high ideals of the selections, especially calculated to interest the child and to inspire a devotion to his country, its great men and their deeds. I was especially interested in the quotations from the precepts of Benjamin Franklin's "Poor Richard," from Thomas Jefferson, and Washington, also in an account of Abraham Lincoln which lays emphasis upon his filial devotion, his patriotism and his emancipation of the slaves. These selections are remarkable for their high literary quality, and for the judgment shown in their selection from the best authors of France, Italy, Germany, England and America and for their special adaptation to the comprehension of the child. Here are also books for the higher and normal schools upon French history, administration of law in France, Political economy, etc.

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I present herewith the official programme prepared by the Minister of Education and adopted by the National Chamber of Deputies for the schools of France. The state maintains the right to examine the pupils of private schools and institutions to make sure these subjects are not neglected.

The primary course is divided into lessons for pupils of different ages--5 to 7; then 7 to 9. The first are very simple, being familiar conversations, short stories, and songs, followed by a few questions designed to impress the child with what he has learned. The teachers very ingeniously implant in the mind of the child a sentiment of love and respect for parents, obedience, duty, and, later, ideas of honesty, justice, dignity, sobriety, and obligation to associate in the different relations of life, and respect for law and devotion to one's country.

Secondary course--nine to eleven years; General ideas concerning the organization of France. The citizen, his duties, and his rights. The obligations laid upon the scholar, military service, taxes, and universal suffrage. The commune, the mayor and the municipal council. The department, the prefect, and the general council. History of France. The state, the legislative power, the executive power and Justice.

Higher course: Eleven to twelve years. History. More thorough ideas of the political, administrative and judicial organization of France. The constitution. The President of the Republic. The Senate. The Chamber of Deputies. The

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law. The central department and communal administration. The different authorities; civil and penal justice. Instruction, its various departments. Police administration. Elementary ideas of practical law. The civil state. The protection of minors and property. Conversations introducing elementary ideas of political economy. Man and his needs. Society and its advantages. Capital, labor and association. Production.

The French plan is not only to make each child an industrious, intelligent and devoted citizen, but to make him a stalwart Frenchman, ready to sacrifice his personal interests and his life, if need be, for France. I would have you note the character of the men who have engaged in this work and prepared these little books. Members of the French Academy, professors, Deputies and Ministers of State have not thought this subject beneath their attention.

To show you something of their spirit, I will read from the introduction to the book for little children, by Charles Bigot, professor of literature in the college of St. Cyr. The preface is in the form of a letter, in three parts, to the child, the last being addressed to boys of 12 or 14 who have had some preparatory instruction.

"Little French boy, my young friend, my younger brother, listen to me. I am going to talk to you about the greatest, the most sacred thing in the world--your country. Wherever you may live, whether in Paris, or in some smaller place, we are both Frenchmen, sons of the same land, and that is ~~amxxx~~

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almost the same as a blood relation between us."

-----"Listen, I am going to try to explain to you what one's country is, and what your country, France, is. And when you understand why you ought to love her with all your heart, and why she deserves that you should love her and be ready to die for, if necessary, then we will talk about how you can serve her. Life, my child, gives nothing for nothing. Everything must be paid for. Why have you a good and holy law within? Why can you go and live in any part of the world in safety if you wish? It is because your fathers were good Frenchmen, because they did not give grudgingly their money or their blood; because they did their duty. Do yours in turn. And now I come back, my dear child, to this country, the most noble, and the most beautiful. But learn well what 'noble' country means and what sacrifices it demands. If you do not wish to make these sacrifices, leave your native soil, say good-bye to your family, to your fellow citizens, disown your father and mother; go and live elsewhere.

"If you are one of that kind, then I have nothing more to say to you. I tell you frankly, France will not be much impoverished in losing you. But if you have the least pride in this name of French, which you received when you were born, guard it well. This glorious name is not only an honor, but a challenge as well.

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of civilization. At the head of the group of nations. That is the only position which can be hers.

"One of the moralists of our times has given us a beautiful thought: 'Man is not born to be happy, he is born to be a man, with all the risks and dangers which that implies.' That means, my friend, that the man really worthy the name of a man is not born to find happiness where most people find theirs; but he is born to find it in action, in doing virile deeds that may deserve always his own self-respect and that of others.

"Have hope and confidence; you belong to a race of brave men; be willing to wait; be patient, prudent, resolute. Your hour will come, believe me. You are fighting for the cause of justice. There is your strength. When the day of battle comes, think of your fathers, think of your children, think of her who binds you together, of France, of your country."

In conclusion, I most respectfully urge this commission to recommend that further provision be made for civic, political and moral training in our public schools, and that, as far as possible, a feasible plan for such work be presented.

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no date

SECTION 14: "Upon the request, indicated by motion and seconds, or otherwise, of any two members of the Board, the consideration of any report presented by any Committee shall be laid over for one meeting."

Board of Education

By this members can stay away from the meeting, and by simply sending word stop progress.

SECTION 19: "It shall be particularly the duty of this (School Management) Committee to recommend the Course of Study to be pursued in all schools, to suggest such changes as may be necessary in the same, and to recommend the text-books to be used in said schools, and also all reference books and supplementary reading matter for use in the schools."

This gives to the School Management Committee the consideration and recommendation for adoption of text-books and reference books for use in the High Schools, and the Normal School..

SECTION 25: "It (Committee on High Schools) shall advise the Board from time to time concerning the salaries of the teachers in the High Schools, the Course of Study to be pursued, and the text-books to be used therein."

SECTION 26: "It (Committee on Chicago Normal School) shall advise the Board from time to time concerning salaries of teachers in the Normal School, Course of Study to be pursued, and the text-books to be used therein.

By Section 19 the Management Committee recommends text-books to be used in all the schools under control of the Board of Education.

By Section 25 the Committee on High Schools, and in Section 26, the Committee on Normal School, advise the Board about text-books, and not the School Management Committee, who has consideration and

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SECTION 16: It (Committee on High Schools) shall advise the Board from time to time concerning the salaries of the teachers in the High Schools, the course of study to be pursued, and the text-books to be used therein.

SECTION 17: It (Committee on Chicago Normal School) shall advise the Board from time to time concerning salaries of teachers in the Normal School, the course of study to be pursued, and the text-books to be used therein.

SECTION 18: The Board shall have the right to appoint and remove all persons who are employed in the schools under control of the Board of Education, and in accordance with the provisions of the Board of Education and not the School Management Committee who has consideration and

recommendation of text-books in charge. When these Committees advise the Board of text-books, what can the Board do except to refer such advice to the Management Committee for consideration? Do not these rules subordinate the Committees on High Schools and Normal School to the Management Committee? Would it not be better for the High School and Normal School Committees in charge of these departments ^{to} recommend books to be used as well as teachers to be selected, etc.?

SECTION 28: "The Committee on Drawing, Music, German, etc., also seems to have no authority or voice in the matter of recommending texts."

SECTION 19: "The Committee on School Management provides that the Committee shall annually in the month of March invite proposals from dealers in books, maps, globes, charts, and other educational appliances, and from all publishers of text-books for the introduction of text-books in the Public Schools.....Action upon the adoption of any proposed change in text-books, or in the Course of instruction shall be taken on or before the last regular meeting of the Board in June of each year."

First, ought proposals to be invited from publishers except on such books as it is desirable to change? Why send out yearly to all publishers of text-books (at least three hundred in this country) upon the whole line of books used in the city schools, when the history of the schools shows that not an average of one text-book is changed a year. To make up invitations like this will flood the members with books of all kinds, and will harass them with the importunities of publishers agents for changes, so great and desirable is the Chicago market in any text used. Could not the Management Committee with the advice of the corps of Superintendents decide what particular book or books it is desirable to change, and invite proposals on such only, thus inviting business where business only is intended.

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#3.

Again in Section 19 "The Committee (School Management) shall annually in the month of March invite proposals..... from all publishers of text-books for the introduction of text-books in the Public Schools."

These invitations may be sent early in March, and the question by the proposed rules not closed until the last day of June. Here is given a possible four months, two-fifths of the school year, or one-third of the entire year, to the consideration of text-books. Is this matter so important that so much time should be given to solicitors for this one item among the very many and more important ones requiring the attention of the Board. In the matter of text-books the most adroit and persistent representatives are employed, and more activity and excitement is aroused by agents of books than perhaps any other class. Why not May and June, eight weeks, or ^{one}~~two-fifths~~ of the time of the school year, be sufficient for deciding this single item of text-books.

Section 19 near the close, provides that after the Superintendents have given their advice, the Management Committee has made its recommendations, and the Board has adopted a series of books for use for one year only, any Principal may object to the action taken, as explained, on text-books by petitioning the discontinuance of any text that does not meet his fancy. With the approval of the Superintendent and the action of the Board he may be permitted to cast aside the book adopted upon the judgment of his superiors. Is this not offering a premium for unrest among the teachers in the schools, and discrediting the judgment and action of their superiors? When in the judgment of the Superintendents and the Board books are selected as suitable for use, is it not in the interests of harmony and the best welfare among schools that such books as are selected be carefully and thoroughly taught and used. This provision may lead to serious matters in breaking up uniformity and continuity in the work that shall be done in the schools.

Section 40: Last clause that prices of books shall be stamped upon the same. Publishers offer lower prices generally in Chicago than they make elsewhere. If publishers stamp prices on their Chicago

#4.

books, and the Board does not guarantee the use of all so stamped, loss would be entailed, as they could not be used elsewhere. The prices of the books are posted in all schools, and during many years past there has been few if any instances where prices made by publishers to the Board have been raised by dealers or others. Sharp competition among publishers would undoubtedly make low prices and maintain them if no other means were at hand.

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THE DIAL

Browne

A Semi-Monthly Journal of Literary Criticism, Discussion, and Information.

ESTABLISHED 1880.

FRANCIS F. BROWNE, Editor.
WILLIAM MORTON PAYNE,
EDWARD GILPIN JOHNSON,
Associates.

Chicago,
No. 315 Wabash Avenue.
(Opposite Auditorium.)

Aug. 28, 1896.
Dr. W. R. Harper,

University of Chicago.

My dear Dr. Harper:

I am extremely glad that you have consented to serve on the School Board. It is a great piece of good fortune to the people of Chicago, when such men as you and Mr. Adams consent to thus serve the cause of public education.

The enclosed will be easily understood, and I think sympathized in, by you. It is a copy of a petition that is being circulated in the southern part of the city, and will probably be presented to the Board by Mr. Errant. Mr. Adams is heartily in sympathy with its purpose, and I believe you will be also, and will be glad to give it your practical support at the right time.

You need not trouble to return the copy of the petition. (Possibly some of the people of your neighborhood, who do not fancy being supposed to live in a Polish region, as the name Cosminski might imply,

(18)

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THE DIAL

A Semi-Monthly Journal of Literary Criticism, Literature, and Information.

ESTABLISHED 1880.

Chicago,
No. 315 Wabash Avenue.
(Opposite Auditorium).

EDWARD F. BROWN, Editor.
WILLIAM MORTON FAY, Associate Editor.
HOWARD GREEN JONES, Associate Editor.

It would be glad to sign and circulate it.
Dr. W. F. Harper,
of course, the more the better.)

(18)

My dear Dr. Harper:
With my best wishes, I remain

I am extremely glad that you have consented to
Sincerely yours,

serve on the School Board. It is a great place of
good to the people of Chicago, when such men
as you and Mr. Adams consent to thus serve the cause

F. F. Browne.

~~of the School Board~~

The enclosed will be easily understood, and I
think sympathized in, by you. It is a copy of a
petition that is being circulated in the northern
part of the city, and will probably be presented
to the Board by Mr. Bryant. Mr. Adams is heartily
in sympathy with the purpose, and I believe you will
be also, and will be glad to give it your practical
support at the right time.

You need not trouble to return the copy of the
petition. (Possibly some of the people of your
neighborhood, who do not fancy being supposed to
live in a Polish region, as the name Gombinski might

~~copy~~

copy

To the Honorable Board of Education of the City of Chicago:

The undersigned petitioners, citizens of Chicago, respectfully ask of your Honorable Board that the new Public School Building in course of erection at the corner of Ingleside Ave. and 54th St., which your petitioners have been informed was to be called the Cosminski School, be named the Egandale School, which name your petitioners believe would be much more appropriate and satisfactory to the people of the region in which the school is located. This region has long been known by the distinctive name of Egandale, and as such is familiar to ~~all~~ the older residents of the city. The tract was laid out and beautifully improved, as is well known, by Dr. William E. Egan, a member of the State Legislature, and a prominent and respected citizen of Chicago; and the naming for him of a public school erected in the centre of the region which he did so much to improve and beautify would be a just and appropriate tribute to his memory, which should be gratefully preserved, especially among children. As the name of Egandale is already well established and historic, the name Egandale School would appear the natural and appropriate one, and would give general satisfaction to the community. Your petitioners therefore respectfully ask its adoption.

[illegible]

To the Honorable Board of Education of the City of Chicago:

The undersigned petitioners, citizens of Chicago, respectfully ask of your Honorable Board that the new Public School Building in course of erection at the corner of Englewood Ave. and 44th St., which your petitioners have been informed was to be called the Cassin School, be named the Wendell School, which name your petitioners believe would be much more appropriate and satisfactory to the people of the region in which the school is located. This region has long been known by the distinctive name of Wendell, and as such is familiar to all the other residents of the city. The tract was laid out and beautifully improved, as is well known, by Dr. William F. Ryan, a member of the State Legislature, and a prominent and respected citizen of Chicago; and the naming for him of a public school erected in the center of the region which he did so much to improve and beautify would be a just and appropriate tribute to his memory, which should be gratefully preserved, especially among children. As the name of Wendell is already well established and historic, the name Wendell School would appear the natural and appropriate one, and would give general satisfaction to the community. Your petitioners therefore respectfully ask its adoption.

Residence

Name

Date

no date
Bo. of

File James

MEMORANDUM OF ^{*Suggestion*} ~~RESOLUTIONS~~ TO BE ^{*Considered*} ~~ADOPTED~~ BY THE SCHOOL BOARD
IN RELATION TO THE FREE LECTURE SYSTEM.

1. Lectures shall not be offered upon Theology and similar subjects.
2. While not refusing single lectures, it is the sense of the Committee that courses of lectures consisting of a series of lectures relating to the same subject by the same man; or groups of lectures consisting of a series of lectures relating to the same subject by different men, are on the whole preferable to single lectures with no logical relation to one another, by different men.
3. Lectures should be given first of all in those districts in the city which, owing to their general economic character, are least able to afford to provide for their own lectures.
4. Lectures should be given, generally speaking, only in school houses with good auditorium rooms.
5. Lectures should be given only in buildings in which the Principals of the school or some satisfactory local committees of approved character are willing to assume all responsibility for local arrangements, for the distribution of announcements, tickets, preservation of order, etc.
6. Only such persons are to be permitted to lecture in the school buildings under this system as are officially recommended by a reputable institution of learning, such as a College or University, a Museum, an Academy of Sciences, an Institute of Art, etc, or *such as are approved in particular by the Committee.*

MEMORANDUM OF RECOMMENDATIONS TO BE FORWARDED BY THE SCHOOL BOARD
IN RELATION TO THE NEW LECTURE SYSTEM.

1. Lectures shall not be offered upon Theology and similar subjects.
2. While not refusing single lectures, it is the sense of the Committee that courses of lectures consisting of a series of lectures relating to the same subject by the same man, or groups of lectures consisting of a series of lectures relating to the same subject by different men, are on the whole preferable to single lectures with no logical relation to one another by different men.
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6. Only such persons are to be permitted to lecture in the school buildings under this system as are officially recommended by a reputable institution of learning, such as a College or University, a Museum, an Academy of Sciences, an Institute of Art, etc. to such as are approved in particular

7. It is the sense of the Committee that a number of lecture courses ought to be given in a single building to be favorably located and adequately equipped rather than that the lectures should be scattered about through too large a number of Centres.

8. Without definitely assigning the different school buildings to different authorities who are willing to co-operate with the School Board, it is the sense of the Committee that in case a reputable institution is willing to give two or more lecture courses of at least six lectures each, it may have the right of way in arranging the courses in connection with particular school buildings set apart for that purpose.

9. In exceptional cases the Superintendent is authorized to extend permission to school Principals to hold such courses of lectures in cases where it does not seem feasible to wait for a meeting of this Committee: provided these rules be observed in granting such permission.

10. The School Board cannot undertake to pay any other expenses in connection with these courses than the furnishing of the school buildings, and the general supervision of the meetings.

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lecture courses ought to be given in a single building to be favorably located and adequately equipped rather than that the lectures should be scattered about through too large a number of centres.

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2

no date

PART 11.

Bo 7

BUSINESS DEPARTMENT.

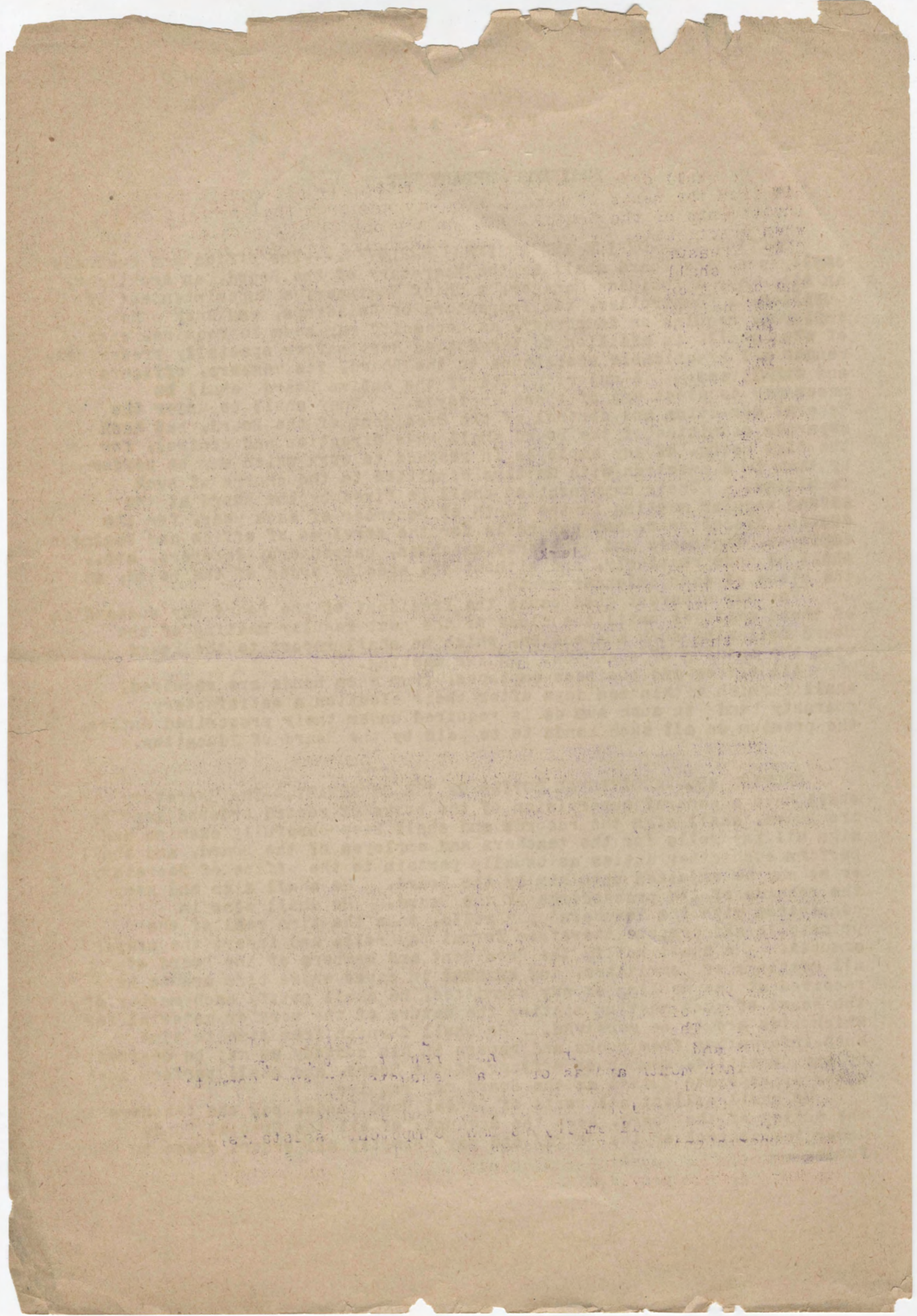
SECTION 48.--OFFICE AND BUSINESS EMPLOYEES.---The office and business employees of the Board shall be the Secretary of the Board, an Architect, an Attorney, a Business Manager, a Chief Engineer, a Superintendent of Supplies, a Comptroller, two Inspectors of Buildings, and such other employees, regular or temporary, as necessity may seem to require, each of whom shall, in addition to the duties hereinafter specially prescribed, render all practicable assistance to the Board, its members, officers and committees. A majority vote of the entire Board shall be necessary to elect any of these employees. They shall be under the general direction and control of the President of the Board, but each separate committee of the Board shall have direction and control, for the time being, of any employees in respect to work which may be performed by them in connection with matters committed to the charge of such Committee. Their compensation shall be fixed by the Board at the second regular meeting in the month of December of each year, for the ensuing fiscal year, and pay rolls for the services of office and business employees, engineers and janitors, watchmen, carpenters, laborers, etc., shall be made regularly, and without the special order of the Board, at the close of each calendar month.

For any apparent good cause the President of the Board may suspend any of these employees until the close of the next regular meeting of the Board following such suspension, which he shall report to the Board upon the opening of such next regular meeting.

All office and business employees, from whom bonds are required, shall furnish within ten days after their election a satisfactory guaranty bond in such sum as is required under their prescribed duties, the premium on all such bonds to be paid by the Board of Education.

SECTION 49.--ADDITIONAL DUTIES OF THE SECRETARY.--The Secretary shall have a general supervision of the books of record ordered kept by the Board, shall sign the records and shall keep--carefully examine and sign all pay rolls for the teachers and employees of the Board, and shall perform such other duties as usually pertain to the office of Secretary, or as may be enjoined upon him by the Board. He shall sign and keep the records of the proceedings of the Board. He shall also in connection with the Teachers' pay rolls, take the time roll of the principals and prepare therefrom formal pay rolls and insert the proper amounts. He shall notify the President and members of the Board of all meetings of Committees, and ~~xxxxxx~~ in cases where bids are to be received at the meeting of any committee, he shall notify each member of the Board of such meeting stating the nature of the work or material for which bids are to be received. He shall furnish from time to time such information from books and papers in his custody as may be desired by any Committee, member or officer of the Board, and shall perform such other appropriate duties as the Board may require.

He shall collect all rents of School Fund Lands, pay the teachers in the employ of the Board, keep the accounts of all the Special Funds under the control of the Board/ and pay promptly all orders drawn on such funds.



He shall deposit with the City Treasurer all moneys received by him from the rents of school property and from the interest on loans or investments of the School Fund, on the day of the receipt thereof by him, when practicable, or on the next succeeding day when the office of the City Treasurer shall be open for business.

He shall report at the first meeting of each month to the Board, the condition of the School Fund derivable from all sources, the names of all delinquents in the payment of ground rents, with the amounts of their delinquencies; also the condition of each of the Special Funds, specifying the amount, on hand, and the amounts received and expended during the month just terminated.

He shall annually, not later than the first day of May, serve or cause to be served on the Assessor of the District in which any property belonging to the School Fund is situated, a particular description of such property, showing what property is vacant and what is under occupation by the Board and so not liable to assessment; also what property is under lease, to whom leased, and the amount of yearly rental reserved. He shall annually examine the books of the several Assessors and see that all such property is correctly and legally entered on said books before their return by said Assessors to the office of the County Clerk. He shall see that all taxes and assessments payable by lessees of School Fund Property, under or by virtue of any covenant in said leases, are paid in due season. He shall also perform such other duties pertaining to the management of the School Fund as the Board may require.

He shall furnish annually, within ten days after his election, a satisfactory bond, to be approved by the Board, in the sum of Fifty Thousand Dollars for the faithful performance of his duties.

SECTION 50.---GENERAL DUTIES OF THE ATTORNEY OF THE BOARD.--The Attorney of the Board shall prepare contracts, leases and other legal documents, advise the Board, Members, Officers and Committees, and perform such other duties properly pertaining to his position as the Board may require.

SECTION 51.---GENERAL DUTIES OF THE ARCHITECT.--The Architect shall be the Chief of the Department of Construction of the Board, and shall devote his entire time and attention to the Business of the Board. He shall furnish a bond in the sum of Ten Thousand Dollars.

The Board shall provide the Architect with a suitable room or rooms and with all necessary materials, furniture, books, etc.

The Architect shall as far as practicable, keep certain office hours at the office furnished him, such hours to be not less than two each day. The Architect shall attend all meetings of the Committee on Buildings and Grounds, and he shall report to the Committee at its first meeting each month and as often as requested by such Committee, as to the progress of all the work in his department, such reports to be transmitted by the Committee on Buildings and Grounds to the Board.

The Board shall employ as many competent assistants, draughtsmen, and superintendents of buildings as shall be necessary for the proper conduct of the Department of Construction; such employees to be selected as hereinafter provided.

The first part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and the plans for the future.

The second part of the report contains a list of the various projects and the results achieved. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and the plans for the future.

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The tenth part of the report contains a list of the various projects and the results achieved. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and the plans for the future.

The Architect shall have necessary plans, details, specifications and working drawings, with the proper tracing and prints, prepared for all buildings and additions to buildings, of whatever kind to be erected by the Board, or whose erection is under consideration by the Board, and also for all fences and sidewalks, and filling and macadamizing around new buildings or additions; for all bookcases and other cabinet work in new buildings and additions to buildings; for all repairs and improvements calling for an expenditure of three hundred dollars or over; and for such other work as shall be ordered done under his direction by the Board or the Committee on Buildings and Grounds; all such plans, specifications, etc., to be the exclusive property of the Board and to be preserved in the office of the Department of Construction. The plans and specifications for heating, ventilating, plumbing, gas fitting and electric wiring, shall be prepared by the Chief Engineer in consultation with the Architect.

The Architect shall superintend, either personally or by his assistants and superintendents, the construction of all the buildings and additions to buildings in course of erection and all repairs and other work for buildings as may be ordered by the Board, except that all work under the heads of heating, ventilation, plumbing, gas fitting, and electric wiring, shall be superintended by the Chief Engineer.

In case there is need of more continuous supervision of any work than can be ~~given~~ given by the Architect's department, the Architect may call upon the Business Manager to detail a suitable mechanic in his employ to do such work under the direction of a superintendent, and the cost of such time shall be charged to the Department of Construction. The Architect shall report all such special services to the Committee on Buildings and Grounds at its next meeting.

Before any contract is awarded for work to be done for the Department of Construction, the Business Manager shall submit to the Architect a schedule of all bids received, and the Architect shall, in case he has any doubts as to the competency and reliability of the party or parties submitting the lowest proposal on any contract, notify the Business Manager and shall report to the Committee on Buildings and Grounds with reference thereto, and no award shall be made to said party or parties until the report has been considered by the Committee. Any proposals coming from bidders whose reputation in these regards is not satisfactory to the Architect and to the Committee, shall be rejected. No contract shall be let, except to parties who are engaged in the particular line of work covered by the contract. The Architect shall require of all contractors and mechanics employed in connection with work which is under his charge or superintendence, the full and faithful performance of their respective contracts.

The Architect shall certify to all estimates for work done or for materials furnished upon buildings and additions in process of erection, or upon repairs made under his charge or superintendence. In case of work done under the superintendence of the Chief Engineer, the Architect shall issue certificates upon the written authority of the Chief Engineer. He shall cause to be prepared, the pay rolls of assistants, draughtsmen and superintendents employed under him.

The Architect shall keep proper books relating to all matters in his charge, and shall perform such other duties properly pertaining to his office, as the Board may require.

SECTION 52.--GENERAL DUTIES OF THE BUSINESS MANAGER.--The Business Manager shall, under direction of the several Committees, have general oversight of all business matters in connection with the offices of the Board (except such as come under the immediate supervision of the Architect or of the Chief Engineer); shall superintend and direct the work of the Inspectors of School Buildings as appointed by the Board; shall have general charge of the offices of the Board and the Board room, and of the office help as provided in Section , shall receive all proposals for the erection of new buildings, labor material and supplies required by the Board; shall be charged with the supervision, care, safe keeping and proper use of any building or buildings used by the Board for a Supply Room, for workshop and factory purposes, and of all materials, tools and other property belonging to the Board and contained therein, and shall be responsible therefor. He shall have immediate supervision and control of all carpenters, laborers and other mechanics employed by the Board, except when they are performing duties under the direction supervision and control of the Chief Engineer, or of the Architect; shall be responsible for the proper performance by them of the work for which they may be employed, and shall keep a record of the actual labor performed by them, or any of them, of the purposes for which the labor was performed, and of the school or place where it was performed.

He shall not employ any carpenter, laborer or other mechanic, except with the concurrence of the Committee on Buildings and Grounds and shall submit the names of the men to be so employed at the next regular meeting of the Board. He shall be empowered to suspend any carpenter, laborer, or other mechanic in the employ of the Board for cause, pending investigation by the Committee on Buildings and Grounds.

He shall attend to the making of repairs, alterations, additions, and improvements to school buildings and other school property except such as require the special attention of the Chief Engineer, or of the Architect, and shall be responsible therefor, but he shall consult with the Chief Engineer in respect to repairs required in connection with the heating and lighting apparatus of schools, and the plumbing, sewerage and ventilation.

He shall visit, or cause to be visited by the Inspectors of school Buildings, the several school buildings as often as practicable; shall examine their condition, and shall make prompt suggestions and recommendations to the Committee on Buildings and Grounds in regard to desirable repairs, alterations, additions and improvements thereto; shall perform such duties in connection with buildings in course of construction as may be required of him by the Board, or its officers or committees; shall keep a record of all material used under his direction, and of the purposes for which materials were used, and shall certify to the time and labor of men who have been employed under his supervision, and to the correctness of all bills for work done or materials furnished under his direction and supervision, where such bills do not require the certificate of the Chief Engineer or of the Architect.

He shall attend to the purchase of all necessary supplies, including ordinary repair material, and superintend the distribution of the same, keep a record by separate schools of such purchase and distribution, and of the use made of such supplies, in books to be provided by the Board for this purpose, which books shall also show the balance on hand at the end of each school year.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
JANUARY 1921
TO THE EDITOR
SIR,
I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the matter of the purchase of the book "The Principles of Chemistry" by Sir Isaac Newton, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

Very respectfully,
J. H. VAN VLEET
Librarian

Enclosed for you are two copies of the book "The Principles of Chemistry" by Sir Isaac Newton, one of which is for your personal use and the other for the library. The book is a valuable work and is well worth the price. It is a reprint of the original edition of 1704, and is in excellent condition.

I am, Sir, very respectfully,
Yours,
J. H. VAN VLEET

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
JANUARY 1921
TO THE EDITOR
SIR,
I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the matter of the purchase of the book "The Principles of Chemistry" by Sir Isaac Newton, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

He shall be the custodian of all proposals, contracts and bonds for labor, material or supplies of every description received or contracted for by the Board. He shall receive and be custodian of all deposits received with proposals, and shall keep a record of, and return such deposits in accordance with the rules of the Board relating to this matter. He shall also place for safe keeping all deposits received by him in such receptacle, safe or vault as the Board shall provide or designate.

He shall have the supervision and control of the engineers and janitors employed by the Board, except in respect to such of their duties as fall under the supervision of the Chief Engineer. He shall promptly report to the Committee on the several school districts, and to the Committee on Employes and Supplies, all cases of inefficiency on the part of engineers and janitors.

He shall certify to the time and labor of men who have been employed under his supervision, and to the correctness of all bills for work done or materials furnished under his direction and supervision where such bills do not require the certificate of the Chief Engineer, or of the Architect.

He shall certify to the correctness of all bills for supplies ordered by him before they shall be certified by the Auditor, and shall cause to be prepared the pay rolls of the Office Employes, Engineers and Janitors, Watchmen and Mechanics and Laborers employed by the Board.

He shall keep regular office hours at the rooms of the Board from nine o'clock A.M. to one o'clock P. M. on Saturdays, and from four to five o'clock P. M. on other days except Sundays and legal holidays.

He shall furnish a bond in the sum of twenty-five thousand dollars.

SECTION 53.--GENERAL DUTIES OF INSPECTORS OF SCHOOL BUILDINGS.--

The Inspectors of School Buildings shall perform such duties pertaining to the business of the Board as shall be required of them by the Business Manager. They shall furnish a bond in the sum of five thousand dollars.

SECTION 54.--GENERAL DUTIES OF SUPERINTENDENT OF SUPPLIES.-- The Superintendent of Supplies shall, under the direction of the Business Manager, attend to the distribution of all supplies, including ordinary repair material, keeping a record by ^{general} regular schoolsof such distribution, and of the use made of such supplies in books provided by the Board for such purposes, which books shall also show the amount and name of the articles purchased, and the balance on hand on the first day of July of each year, and he shall furnish a statement of the same to the Board.

He shall supervise all requisitions received by him from any of the Superintendents, supervisors, principals, engineers and janitors for any article or articles whatsoever, and if, in his judgment, any such requisition is extravagant, he shall refuse to fill the same, or furnish the goods asked for until a satisfactory explanation is made by ^{to} him by the person so ordering as to why the goods are required.

He shall furnish a bond in the sum of five thousand dollars.

SECTION 55.--GENERAL DUTIES OF THE CHIEF ENGINEER.--The Chief Engineer, with such assistance as shall be necessary, shall have the supervision and control of the engineers and janitors employed by the Board, in respect to their duties connected with the heating, ventilating and heat regulating apparatus, also plumbing, gas fitting and sewerage of schools.

He shall visit, or cause to be visited, the several school buildings as often as practicable, shall carefully examine the heating, ventilating and heat regulating apparatus, plumbing, gas fitting and sewerage of the buildings, shall make prompt suggestions and recommendations to the Committee on Buildings and Grounds in regard to desirable repairs, alterations, additions and improvements, and see that the heating and ventilating apparatus is, at all times, kept in a proper and effective condition by the engineer or janitor in charge of the same, shall instruct the engineers and janitors as to the best method of firing to secure the most satisfactory combustion and as to other matters pertaining to the proper performance of their duties; and shall report to the Committee on Employees and Supplies on the quality of the fuel furnished to the public schools.

He shall promptly report to the Committees on the several school districts and to the Committee on Employees and Supplies all cases of inefficiency on the part of engineers and janitors.

He shall consult and advise with the Architect of the Board in reference to heating and ventilation, heat regulating apparatus, plumbing, electric lighting, gas fitting and sewerage of new school buildings, and shall prepare plans and specifications for said branches of work and superintend the construction of the same.

He shall superintend all alterations, additions and repairs to the heating and ventilating apparatus, also the plumbing, gas fitting and sewerage of old buildings, and shall under the direction of the Committee on Buildings and Grounds, prepare plans and specifications for such alterations and additions when it may be deemed necessary to do so.

He shall certify to the correctness of all estimates and bills for work and materials furnished under his direction and supervision before they shall be certified by the Auditor. He shall perform all such other duties pertaining to his position as the Board may require. He shall keep regular office hours at the rooms of the Board from nine o'clock A. M. to one o'clock P. M. on Saturday, and from four to five o'clock P. M. on other days, except Sundays and Legal holidays.

He shall furnish a bond in the sum of ten thousand dollars.

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SEC. 56.- GENERAL DUTIES OF THE COMPTROLLER. The Comptroller shall be subject to the Committee on Finance. He shall monthly prepare for the Committee on Finance for presentation to the Board a report showing the amount of appropriation, amount expended, and the contingent liability of the different standing Committees. It shall also be his duty to call the attention of the Committee on Finance to any bill coming into his hands which he may deem incorrect, improper or excessive.

The Comptroller shall keep in proper books of account a true, faithful and correct record of the financial transactions of the Board; which shall include the accounts with the City Treasurer and Secretary: He shall submit to the Committee on Finance at its first meeting after the fifth day of the month, a trial balance of the ledger, which shall exhibit the condition of each account at the close of the previous month after all the entries for the month have been made, and shall furnish when called upon by any committee, member or officer of the Board, such information from said books as may be desired.

He shall prepare quarterly statements for the Committee on Finance showing the expenditures to date of the several accounts under such distribution or divisions as the Committee on Finance of the Board may arrange, together with the unexpended balance of the appropriation for the given year.

He shall in addition to the ordinary books of account keep a register of School Fund Property showing the property leased, the names of the lessees, the dates of execution, of commencement and expiration, of assignments of leases, and the amount of rent payable.

Also a register of School Property, showing the location, size, legal description and estimated value of school sites, together with the cost of buildings, furniture, fixtures and other school apparatus, and the character and cost of heating apparatus.

Also a register of all securities held by or on behalf of the Board as investments of the principal of the School Fund and of the several Special Funds; showing the number, nature and amount of each individual security, the date of issue and maturity with rate of interest.

Also a General Expense account, showing the amounts expended on account of alterations and improvements, miscellaneous repairs and expenses.

Also a record of Contracts for the erection and furnishing of new buildings and alteration or improvement of old buildings.

Also a Contractors Register, showing the amount of each contract entered into for new buildings or improvements, with the date and amount of each payment made on account thereof.

He shall examine and certify the reports of the Secretary of the Board, of his receipts and deposits on account of the School Fund and Special Funds.

9
He shall examine and certify all bills for services rendered or for supplies furnished to or on behalf of the Board, shall put such bills in proper form for the signatures of the Committee under whose direction and authority they were incurred, after having seen that the bills are also certified by such other employee as the case may require.

He shall present such bills when approved by the Committee having jurisdiction to the Committee on Finance for Auditing.

After the payment of such bills has been approved by the Board, he shall carefully file and preserve the duplicates and shall transmit the original vouchers to the City Comptroller for issuance of warrants drawn on the City Treasurer in payment of same.

He shall not certify any bill as being correct unless the work specified or articles named therein have been regularly contracted for or authorized by the Board,. All bills presented that have not been so contracted for or authorized shall be submitted to the Committee having charge of their subject matter for disposition.

He shall examine and certify to all pay rolls of employees in the service of the Board whether temporarily employed or appointed for the School Year, and shall present same to the Finance Committee or the President and Secretary as in each case provided by the Rules and Regulations of the Board, and when the same shall have been properly so signed, transmit them to the City Comptroller for payment by warrant on the City Treasurer.

It shall be his duty to prepare for the Finance Committee at the close of the school year, a report of the expenditures for the past year on account of the School Tax Fund, School Fund and the several Special Funds for publication in the Annual Report of the Board: Also at the close of the fiscal year, to prepare a report showing the expenditures made by the Board during the current year for all purposes whatsoever.

He shall prepare a statement giving the description, size and value of sites, names and estimated value of school buildings, including heating apparatus, furniture, fixtures and apparatus owned or controlled by the Board and transmit the same to the City Comptroller for publication in the Annual Statement of the Finances of the City of Chicago.

He shall annually, not later than the first day of May, serve or cause to be served on the Assessor of the District in which any property belonging to the School Tax Fund is situated, a particular description of such property.

He shall receive all bills from the City Collector or County Collector for Special Assessments levied on School Property; see that proper rebates, when due, are collected and deposited with the City Treasurer and shall see that all school property is exempted from General Taxes.

He shall perform such other duties pertaining to his position, as the Board or the Committee on Finance may require.

He shall furnish a bond in the sum of Ten Thousand Dollars.

10

GENERAL DUTIES PERTAINING TO THE CARE AND CUSTODY OF
SCHOOL BUILDINGS.

SECTION 57.---CARE OF SCHOOL BUILDINGS AND OTHER SCHOOL PROPERTY.--

Janitors of school buildings shall have the sole charge of their school buildings and grounds outside of school hours.

Principals and janitors shall be furnished with keys to the outside entrance doors of school buildings under their charge, and shall under no circumstances, part with the custody of the same to any person without special permission from the Business Manager or the Chief Engineer. The names and places of residence of all assistants to janitors, shall be reported to the Business Manager and to the Chief Engineer, and the employment of such assistants shall be subject to their joint approval. Janitors shall be responsible for all acts and omissions of their assistants.

Janitors shall personally open their respective buildings at the hour appointed under the rules of the Board, and shall, on leaving their buildings at night, lock all outside doors, and see that no one is left in the buildings or out buildings.

All outside entrance doors shall be unlocked at eight o'clock A. M. and shall be kept unlocked until four o'clock P. M. every day during the session of schools.

It shall be the duty of the Business Manager to provide and have set up in the office of each building, or in some other suitable and convenient place, a keyboard with a lock and two keys only--one key for the principal and one for the janitor.

Principals, or in their absence, the janitor shall open the keyboard at the hour of eight o'clock A. M. in order that teachers having charge of class rooms may obtain possession of the keys of their rooms for the admission of pupils.

The school buildings shall, except in the season of mild weather, be open one hour before the beginning of school in the morning, and during the whole intermission, during which time such number of teachers as the Superintendent shall direct, shall be present. During the season of mild weather, the length of time during which the building shall be open before the beginning of school, and at the intermission, may be modified at the discretion of the Superintendent.

Teachers shall close their class rooms for the day not later than four o'clock P. M., unless otherwise ordered by the Board, and shall personally place the keys of their respective rooms in their proper positions on the key boards.

Principals shall see that at the close of each daily school session all the keys of class rooms are in their proper positions on the key-boards and on leaving, they shall securely lock the keyboards and their office doors.

After the hour of four o'clock P. M. each day, the janitors shall be in exclusive charge of their respective school buildings, and shall be considered responsible therefor, and shall see that the doors are locked and the cleaning of the building is commenced and carried to completion.

Care shall be taken by Principals, Teachers, Pupils and all employes to avoid defacing, or otherwise injuring school buildings and other school property. The woodwork and plastered surfaces of buildings, shall not be defaced with nails, tacks or screws, and cards or other matter shall not be pasted or tacked upon the blackboards, walls or windows.

All furniture, keys and school supplies of every description in use in class rooms, shall be considered to be in the care and custody of the teachers in such rooms during school hours, and it shall be the duty of the teachers in such rooms during school hours to report at once to the principal any loss or damage occurring to any such property.

Principals shall at all times, exercise a vigilant supervision over all school property under their charge, and it shall be their duty to report at once in writing to the Business Manager, any loss thereof or damage thereto, with full particulars of the occurrence.

Principals, teachers, janitors and other employes shall be held strictly accountable to the Board for all school property in their custody and care, and for the loss thereof, or any damage done thereto, in consequence of their negligence or want of proper and reasonable care, in connection with the use of said property. They shall also be held strictly responsible for any damage arising from neglect on their part, to carefully read and comply with all instructions sent them from the offices of the Board.

The use of beer, or intoxicating liquor of any description, is strictly prohibited inside of school buildings, or upon school premises. There shall be no smoking inside of school buildings, or of any buildings located upon school premises.

The use of stoves or lamps burning alcohol, oil, kerosene, gasoline, gas or any inflammable material, is strictly prohibited in any of the Chicago Public Schools buildings unless the same are placed in the boiler rooms or furnace room of such building. (This order does not include gas stoves used for heating purposes, or in use in High School laboratories, nor lamps used for lighting purposes, authorized placed by the Chief Engineer. The use of tubular lanterns will be permitted when required by sweepers, provided said lanterns are properly protected by globes and guards.

All oil cans, oil and combustible material of every description must be kept (when not in actual use) in galvanized iron boxes furnished for the purpose. This box is to be placed in the basement of the school building, so located as not to come in contact with the woodwork, must be kept clean, free from oiled waste, rags or paper, and the lid must be kept closed.

All shavings, waste paper, rags or refuse matter which shall accumulate at any of the school buildings, must be destroyed every afternoon by the janitor before leaving the building, except that, during the season of fires, a sufficient amount of paper may be retained for lighting the fires the following morning. Paper used for this purpose must be kept in a barrel furnished for receiving same, and this barrel must be placed in the center of the boiler or furnace room.

All matches must be under the immediate charge of the janitor, and shall be kept in the basement in metallic boxes provided for the purpose.

The school buildings shall not be used for other than public school purposes except by special permission of the Board, or as hereinafter provided.

Principals will be required in ordering supplies, fuel, repairs, etc. to carefully read and comply with all instructions sent them by the Business Manager or Chief Engineer.

They shall also observe the following specific instructions with reference to ordering and receiving fuel:

Principals are instructed to ascertain from the engineer or janitor under their charge the quantity of fuel on hand at least five days before the probable exhaustion of the same, and to send written notice to the Business Manager on blanks furnished for this purpose, requesting the delivery of such an amount of fuel as can be stored in the school building under their charge

If, after such notice has been sent, no fuel is received in time to prevent the necessity of closing school for want the same, they are instructed to purchase from any coal dealer in the vicinity or elsewhere, not less than two nor more than ten tons of coal, or one cord of slabs at a time, equal in quality to that being furnished by contract, and continue to so purchase until fuel ordered by the Business Manager arrives. In purchasing from local dealers, they shall ~~px~~ endeavor to procure fuel of an equal grade to that contracted for, ~~xxx~~ and as near the contract price as possible. In the event of their inability to procure the same at or near contract price, they are instructed to purchase the nearest grade obtainable of a better quality. Should they fail to procure fuel of any kind from contractors or local dealers, they are instructed to notify the Business Manager at once. All coal is to be weighed on public school scales, and at the nearest scale to the building at which the coal is to be delivered. Should local dealers refuse however to weight coal on school scales, unless there is a scale at the building for which the coal was ordered, this latter clause need not be insisted upon. All weight certificates for fuel must be filled out in ink or regular school weight certificates blanks, must specify the grade of coal, and must be signed in ink by the principal, engineer or janitor (never by teachers or helpers) In case the coal delivered is not well screened, or is of an inferior quality, or not of the grade specified, they shall notify the Chief Engineer at once, and refuse to accept same, but shall allow the driver to dump it on the school grounds, to remain until it has been inspected, and if accepted, must be re-weighed. When coal is so received, they shall notify the Chief Engineer at once. If the load appears to be short, they shall instruct the driver to have it re-weighed.

SECTION 58.--GENERAL DUTIES OF ENGINEERS AND JANITORS.--Janitors of school buildings shall be in immediate charge of their respective buildings, and of the grounds connected therewith. In all buildings heated by steam, there shall be an engineer in charge of the heating apparatus. When a steam heated building does not require the services of two men, the engineer shall also perform the work and the duties of janitor, and in the cases of all such buildings, the rules of the Board and the requirements of proper officers, committees or employes thereunder, relating in terms to janitors, shall be held to include and to apply to engineers with like effect, as if made applicable in terms to engineers. All rules governing janitors shall apply in like manner to the janitress in cases where female help is employed for this line of work.

In all school buildings having both an engineer and a janitor, it shall be the duty of the engineer to have entire charge of the heating, ventilating and plumbing apparatus of said building, also the cleaning of the basement. It shall be the duty of the janitor to have charge of the cleaning of the entire building above the basement, and also to have charge of the outbuildings, grounds and sidewalks surrounding the same.

In all schools having two buildings located on the same premises where the heating of both buildings is in charge of the engineer, it shall be his duty to have entire charge of the heating and ventilating apparatus of such buildings, and of the cleaning of one building, and he shall have access at all times to any of the buildings located on said premises. The janitor shall have charge of the cleaning of one building and the entire charge of the grounds and sidewalks surrounding all buildings.

In all cases the engineer and janitor of each building shall be held responsible for the plumbing fixtures of the building under his charge, provided upon report of the Chief Engineer of any damage sustained, said damage is found to be the result of carelessness or negligence upon the part of such engineer or janitor.

Eng. & Jan. Janitors shall be subject to the general ~~superintending~~ direction and control respectively of the Chief Engineer in their duties connected with the heating, ventilating and heat regulating apparatus, also plumbing, gas fitting and sewerage; and of the Business Manager in their duties connected with repair work at their respective buildings, and of all other duties. They shall also obey all proper directions of the Committees of the Board, and of their respective principals as regards the performance of work within the scope of their duties.

Engineers and janitors shall have exclusive control of the heating apparatus under the direction of the Chief Engineer, and they shall comply with the requirements of principals and teachers in respect to the temperature to be maintained in so far as such requirements do not conflict with the rules of the Board, or with instructions given by the Chief Engineer.

Engineers are cautioned not to leave their heating apparatus in charge of a helper or substitute under any circumstances, unless said helper or substitute holds a first class license issued by the Chicago Board of Examining Engineers, and then only with the consent of the Chief Engineer.

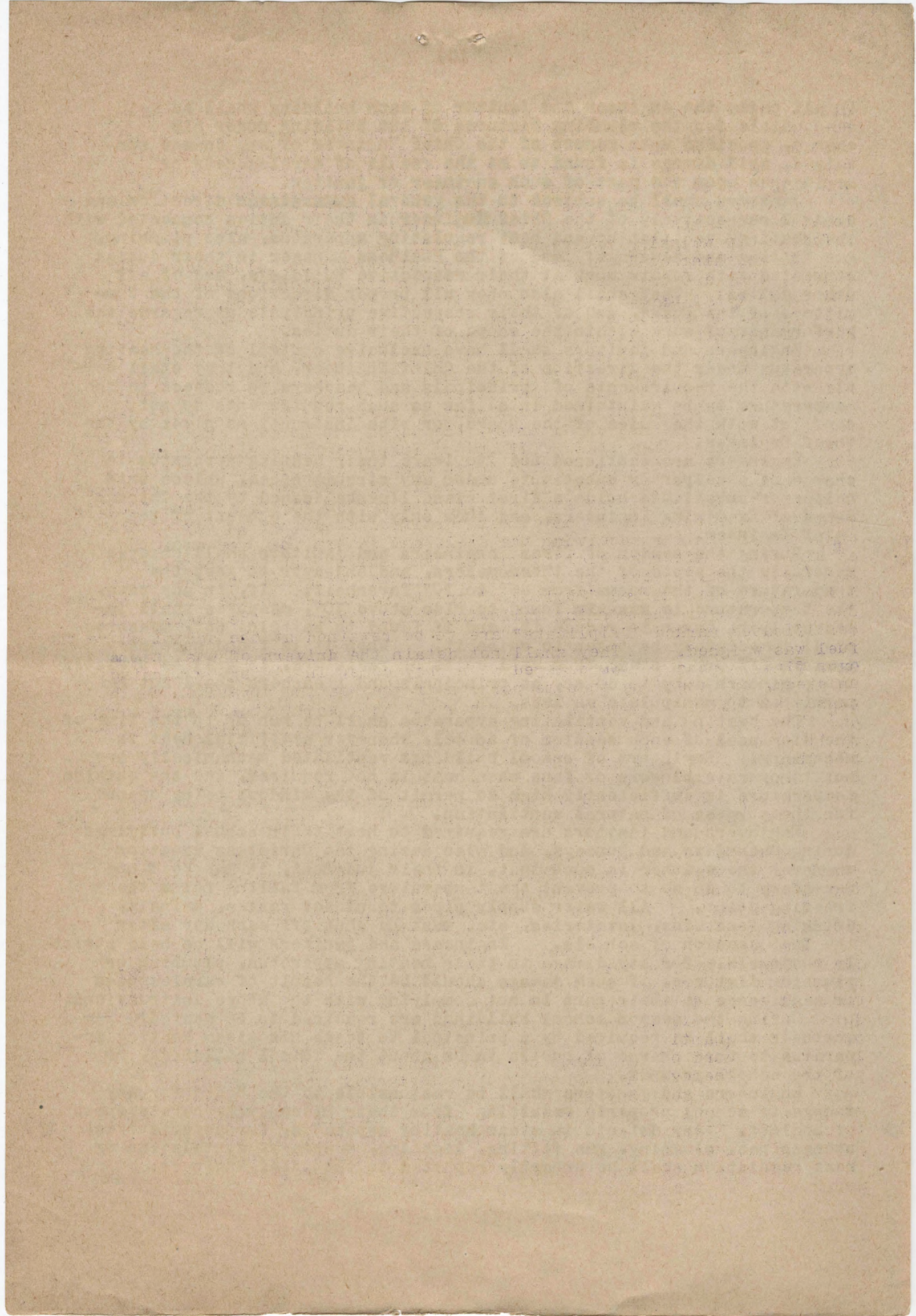
During the season of fires engineers and janitors shall observe carefully the state of the thermometers, and endeavor to keep the temperature of the rooms from 65° to 70° fahrenheit. If, in any case, the temperature is ~~xxxxxx~~ found to rise above 70°, measures shall immediately be taken to reduce it, and if found to be below 65°, measures shall immediately be taken to raise it. When it is found necessary to turn off or on steam from wall coils or radiators, it will be strictly the engineers duty to do so, as principals and teachers shall not be permitted to manipulate valves.

The heating and ventilating apparatus shall be run up to the time of the dismissal of each session of school, whenever artificial heat is necessary. Engineers of school buildings ventilated mechanically are not to operate blowers or fans when heat is not required, and the outside temperature is sufficiently high to permit of the windows being opened for the purpose of natural ventilation.

Engineers and janitors are required to heat their school buildings during Saturdays and Sundays, and also during the Christmas vacation whenever the weather is such that, in their judgment, it may be found necessary to do so to prevent the temperature from falling below the freezing point. All water supply pipes to closet ranges, urinals, drinking fountains, lavatories, etc. must be shut off each day after the last session of schools. Engineers and janitors will be held strictly responsible for any damage to their heating apparatus, plumbing or plumbing fixtures, if such damage should be the result of carelessness or negligence on their part in not complying with the above instructions.

During the season school buildings are required to be heated. No engineer shall be required by a principal to leave his steam heating apparatus to take charge of pupils in or about the school buildings, or of the school grounds.

Engineers and janitors shall be responsible to the Board for any damage to school property resulting from their misconduct, carelessness or neglect. Any defects in steam heating apparatus, furnaces, stoves, stove pipes, plumbing, gas fitting, lighting, sewerage, ventilation or heat regulation shall be promptly reported to the Chief Engineer.



All other defects or needed repairs shall be promptly reported to the Business Manager. The Chief Engineer or the Business Manager, as the case may be, shall have authority to cause all urgent and ordinary repairs to be made by furnishing for the assistance of the engineers and janitors so far as necessary, labor and materials, as required.

Engineers and janitors of school buildings at which scales are located, shall observe carefully the following instructions with reference to weighing and receiving ~~xxxx~~ fuel:

In weighing coal on scales located at school buildings under their charge, they are instructed to weigh wagon and contents, team and driver, and in re-weighing after coal is delivered, to weigh wagon, team and driver, and be sure that no change is made in the outfit between the time of weighing coal and weighing empty wagon. They shall refuse to reweigh wagon, or to issue weigher's certificate unless the driver returns the same day that coal is weighed, unless the coal is weighed in the afternoon too late to allow the driver to re-weigh wagon before five o'clock, in which event the wagon must be reweighed the following day. Should coal be weighed on Saturday, the wagon can be reweighed the following Monday. They shall fill out in ink, weight, certificates marked "Original" and "Duplicate" with date, name of school, name of firm from whom coal is received, grade of coal and gross weight only recorded. They shall furnish driver with certificate marked "Original" and "Duplicate" and instruct him to have both certificates signed in ink by the engineer or janitor receiving the fuel, and return the same as soon as signed. After reweighing wagon, they shall fill out the balance of the three certificates, giving the one marked "Original" to the driver. All certificates marked "Duplicate" are to be mailed to the office of the Business Manager the morning following the delivery of the fuel. All certificates marked "Triplicate" are to be retained at the school where the fuel was weighed. They shall not detain the drivers of coal teams over five minutes unless engaged when they come, in firing or turning on steam, or attending to some portion of the heating apparatus which cannot be left immediately, in which event they shall finish said work, and then attend to the weighing of coal without further delay. There shall be delivered at each school building where scales are located, 500 lbs. of soft coal and 500 lbs. of hard coal of the quality contracted for: the same to be placed in the school building, and the weigher shall see that each load of coal weighed by him is equal in every respect to sample, and refuse to weigh the same if the quality is not equal to the sample.

Engineers and janitors of school buildings where scales are located shall be allowed the sum of \$5.00 per book of 100 certificates each, for all coal weighed on scales under their charge.

Engineers and janitors of all school buildings shall observe the following instructions with reference to the receipt of fuel:

They shall retain 500 lbs. of the first load of coal delivered, and place same in sample box furnished for this purpose, retaining said sample for inspection until after June 30th of each year. This sample must not be used or disposed of under any circumstances until after said date. They shall ascertain from the principals of their respective schools the quantity of ~~coal~~ fuel that has been ordered by the Business Manager keeping a record of the ~~xxxx~~ same in blank books provided for this purpose. Whenever a load of fuel is delivered at the school building under their charge, they shall make an entry in said book, giving date, grade of fuel and quantity received, and as soon as they have received the total amount ordered, they shall request their principal to notify the Business Manager at once. They shall also request the principal to order addition fuel when they find they have on hand only a sufficient amount to last five days.

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In case any fuel delivered is not well screened, is not of the grade specified in weigher's certificate, or is of a quality inferior to sample, they shall notify their principal at once, and refuse to receive said fuel in coal room, but shall allow the driver to dump the same in the school yard, and refuse to sign certificate until such fuel is inspected by the Chief Engineer, or one of his assistants, and accepted, after which it must be weighed before being receipted for. In case fuel is so received, they will ^{also} notify the Chief Engineer at once. In case the amount of fuel delivered appears to be less than the amount called for on the weigher's certificate, they are instructed to have the same reweighed on the nearest school scale. They are also instructed to see that all slabs delivered are of dry pine; to have the same piled and measured as soon as received, and to see that each cord measures four feet in height, four feet in width and eight feet in length, and report shortage if any exists. All tickets for fuel shall be made out on school weight certificate blanks, must specify the grade of coal, and must be signed in ink on both the "Original" and "Duplicate" by the principal, Engineer or janitor (never by teachers or helpers), and returned to the driver, unless the coal is to be used at the school buildings where same is weighed, in which case the driver is only to receive the certificate marked "Original". All "Duplicate" certificates shall be mailed to the school building where fuel is received as soon as same are properly filled out and entered at the office of the Business Manager. They shall see that the drivers delivering ^{fuel} coal are not detained at their school building over five minutes before being allowed to commence unloading. They shall trim away the coal from coal windows, so that the full amount ordered may be received. Under no circumstances, are they to refuse to receive a load of coal that has been ordered for their school building without permission from the Business Manager, except in the following instances, viz: They shall not be required to receive over twelve tons of coal in the coal room on any one day, and shall not be required to receive coal or slabs before eight o'clock A. M. or after five o'clock P. M. of each day, on Saturdays after 12 o'clock M. or on legal holidays. Under no circumstances, are they to telephone or correspond with the contractors supplying fuel to the Chicago Public Schools buildings, and they must not purchase fuel from said contractors for their own personal use.

Engineers and janitors shall be in attendance in term time and in all vacations and their respective school buildings every day except Sundays and legal holidays. The hours of such daily attendance shall be from eight o'clock A. M. to five o'clock P. M., except on Saturdays, when unless repair work is being done at their buildings, or they are otherwise directed, their hours shall be from eight o'clock A. M. to twelve o'clock M. They shall also be required, in addition to the above during the season of fires, to be in attendance at the respective school buildings sufficiently early in the morning, to have buildings properly heated in accordance with the rules, before eight o'clock, and shall remain at their buildings in the afternoon after five o'clock if necessary, to complete the cleaning of their buildings as required. They shall reside within a reasonable distance of the buildings under their charge in order that they may at all times have an oversight of the buildings and grounds.

They shall carefully observe the provisions of the Act now in force in the State of Illinois with reference to the displaying of flags on school premises, viz: "United States National Flags of not less than four by eight ft. in size shall be unfurled and kept floating on a suitable flag staff to be placed on all public school houses in the State of Illinois on each and every day when such schools are in session, from nine o'clock A. M. until four o'clock P. M. in each and every year,

provided that the flag shall not be hoisted thereon when a violent storm or inclement weather shall materially destroy or injure such flag".

In view of the above Act, they are instructed to see that the flag furnished each school building is displayed from nine o'clock A. M. until four o'clock P. M. on all National holidays and each day during the session of schools, providing however, that said flag is not to be displayed during stormy or inclement weather.

Janitors shall attend to the washing of the windows, the setting of all panes of broken glass, and the cleaning of stoves, stove pipes and furnaces, to the removal of dust from the walls and ceilings of their respective school buildings, shall keep all the rooms, shades and furniture contained in same in a neat condition, and shall remove snow and ice from the steps of the buildings, and from the sidewalks both outside and inside of the school premises, and shall also keep the school grounds in a neat condition. They shall properly clean in the basement all blackboard erasers and ink well glasses, and shall aid the teachers in caring ~~xxxxxx~~ for school furniture, apparatus and equipment. In all school buildings containing class rooms in which kindergarten classes are taught, it shall be the duty of the janitor to thoroughly scrub the floor of said kindergarten room at least once each month. They shall each day, after the hour of four o'clock P. M. thoroughly sweep the school building, under their charge including the basement and all outbuildings, shall see that all windows are closed and securely fastened; that all glass room doors have been locked and the keys placed on the key board. During such time as the building is being swept, they shall open the windows of all class rooms, and allow them to remain open until the work is completed, except at such times when the weather is so severe as to endanger the heating or plumbing apparatus. They shall also see that the furniture, window sills, chalk troughs, wainscoting, doors, etc. are thoroughly dusted each morning before eight o'clock during the session of schools. Janitors of high school buildings, or of buildings in which high school classes are held, will be given access to rooms occupied by such classes at 2:30 P. M. each day, at which time the work of cleaning can be commenced.

Janitors shall be provided with suitable window platforms on which to stand, or window jackets to attach to window frames, while setting glass, or washing windows on the outside, and are especially cautioned against attempting to do this class of work, or standing on the outside window sills or ledge without first adjusting the window platform or jacket. They shall also examine and satisfy themselves as to the condition and sufficiency of such window platform and jackets. They must also exercise the greatest care while working around the heating or ventilating apparatus, shafting, pulleys or belting, or while raising or lowering the flag at their respective buildings.

Engineers and janitors shall, during the first week of November and the first week of March of each year, thoroughly wash and scrub all floors and shall wash inside and out all windows in their respective buildings.

During the winter, spring and summer vacation, the engineers and janitors of school buildings, shall thoroughly wash and scrub the floors, seats, desks, bookcases, model cases and other furniture, also the wainscoting and painted woodwork of their buildings and shall see that their building, grounds, heating apparatus, and heat regulating apparatus are placed in a first class condition, and shall receive no extra compensation therefor. They shall remove and replace all broken, patched or badly cracked glass, remove all stones, brick, pieces of wood and rubbish of all kinds from the roof and attic of their school building, and from the roof of boiler houses, outhouses, etc.

They shall wash all windows thoroughly inside and out, shall see that all dust is removed from the walls, ceilings, and from window shades, x Venetian blinds, etc. They shall have every room in basement and all outbuildings properly cleaned and scrubbed, and the grounds surrounding the buildings neatly raked and all rubbish destroyed. They shall see that the inner side of cylinders are cleaned and thoroughly oiled with cylinder oil, after which the cylinder heads are to be replaced. They shall remove all belts from pulleys and allow them to remain on shafts. They shall also paint all exposed pipes in basement, as well as return pipes in trenches, also boiler fronts, etc., with Nubian iron enamel and maroon Japan supplied for this purpose. Maroon Japan to be used on boiler fronts in pipes, and thoroughly clean and paint same, remove side linings from furnaces, and also all ashes and soot from flues, smoke pipes, and boiler breechings; remove cylinder heads of engines; air compressors and steam pumps, and thoroughly oil cylinders and rods. All water supply to closet ranges, urininals, drinking fountain, lavatories, etc., must be turned off each day during vacation after regular working hours.

The attention of engineers is especially called to the necessity of removing hand hole and man hole plates of boilers and receiving tanks for the purpose of cleaning the inside surfaces of same of incrustations/oil, etc. The boiler tubes and upper portion of boiler shells are also to be cleaned. The above practice is to be strictly adhered to once each month from October to April inclusive.

Engineers and janitors will be held strictly responsible for all damage to plumbing and gas fixtures by workmen employed in their respective buildings. All water and refuse used in calcimining, etc. must be emptied in the alley; in no case shall such substance be emptied in wash bowls or slop sinks.

Engineers and janitors shall also perform any other service in and around their respective buildings during the session of schools or in vacation as may be required of them by the Business Manager or Chief Engineer.

Engineers and Janitors shall not allow repair work to be done at their respective school buildings, with the exception of such work as may be done by the carpenters and laborers in the employ of the Board, without an order signed by either the Business Manager, Chief Engineer, Architect, and they shall not allow any work done outside of that specified in said order. They shall keep an accurate account of the time and material used at their respective buildings on all work not done by contract, and send duplicate statements of the same to the office of the Business Manager, Chief Engineer, Architect, immediately upon the completion of such work. Any ~~false~~ false return made by any engineer or janitor or any neglect in keeping the account, will be considered sufficient ground for immediate dismissal.

Engineers and janitors in the employ of the Board shall qualify as special policemen immediately after their appointment, and upon qualifying they shall be furnished by the Business Manager with special policeman's stars. They shall exclude from the buildings and grounds under their charge all persons who are not ~~there~~ there on legitimate business, and shall apprehend and convey to the nearest police station and enter complaint against all persons found prowling around the school, under suspicious circumstances. They shall not receive the visit of friends or acquaintances in, or permit persons to loiter in or around the school buildings or premises at any time.

Engineers and janitors shall be employed throughout the entire year unless removed for cause, with the exception of janitors of rented buildings containing less than eight rooms, who shall not be employed by the Board of Education during the month of July and first half of the month of August of each year.

Engineers and janitors shall be allowed a vacation of not to exceed two weeks without loss of pay during the summer vacation, subject to the approval of the Business Manager and Chief Engineer. They shall however be required to place some competent person in charge of their school building during their absence.

Salaries of engineers and janitors shall be fixed at the last regular ~~meeting~~ meeting in the month of December of each year, upon the basis of the number of square feet of surface contained in their school buildings, and also the ^{number of} square feet of sidewalks ^{space} based which they are obliged to clean, and the number of boilers, engines, pumps, blowers, furnaces, stoves, etc. in use.

The regular engineers and janitors in the employ of the Board shall serve respectively as engineers and janitors for evening schools where same are held in the buildings under their charge, and shall receive such additional compensation therefor as the Board shall provide. ~~The president of the~~

The president of the Board may relieve from duty any engineer or janitor pending investigation, when the interest of the schools, or any schools, may ~~seem~~ seem to require such action. The principal of any ~~xx~~ school in which the engineer or janitor may be found intoxicated, or in any wise incompetent for the discharge of his duties, shall immediately notify in writing the Business Manager and Chief Engineer of such incompetency.

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