

Haverford College Library
Special Collections

Finding Aid for FRIENDS SCHOOL HAVERFORD Records,

Collection No. 1142

Accession #

36 document boxes and 15 volumes (22 linear feet)

©April, 2006

Acc. #s & 7077, & 2006

INFORMATION FOR USERS

All dates are standardized rather than transcribed, viz: yr mo/day.

Though not all letters are listed individually, those that are highlighted are done so on the basis of content of the letter or historical importance of the letter writer.

This addition to the x papers is in boxes.

The symbol + is for Haverford College use only.¹

RESTRICTIONS

Correspondence in boxes 4-7 is restricted to the extent that it refers to students, IQ scores, behavior, etc.

RELATED MATERIALS

¹ + suggests potential for History 361

ABSTRACT

BIOGRAPHICAL NOTE

(Information from internal evidence, the Dictionary of Quaker Biography, obituary notices and GV VIII)

SUBJECT HEADINGS

ORGANIZATION OF THE COLLECTION

Series List:

- Series I. Minutes
- Series II. Correspondence
- Series III. Curriculum
- Series IV Records
- Series V. Photographs

BOX CONTENTS LIST

Box : p.

- I. Minutes, etc., 1894-1961 (3 boxes)
- II. Correspondence, 1925-1980 (4 boxes)
- III. Policy - Friends education and admissions policy papers, etc., 19-19 (1 box)
- IV. Lists, 1894-1985 (1 box)
- V. Curriculum, 1927-1947 (5 boxes)
- VI. Teachers' Meetings, 1928-1948 (2 boxes)
- VII. P.T.A., 1931-1971 (1 box)
- VIII. Miriam Brown's papers, ca. 1950-1985 (1 box)
- IX. Elizabeth B. Jones's papers, ca. 1925-1952 (1 box)
- X. Financial papers, 1902-1965 (4 boxes)
- XI. Miscellaneous events, 1915-1985 (1 box)
- XII. Miscellaneous items, 1895-1961 (1 box)
- XIII. Printed material, ca. 1888-1985 (2 boxes)
- XIV. Mirian Brown's history of Friends School Haverford (2 boxes)
- XV. Photographs, ca. 1887-1970 (7 boxes)

SCOPE AND CONTENTS OF THE COLLECTION

Minutes, reports, newsletters, correspondence, photographs, lists, financial records, curriculum records, notes, printed material, school publications, book manuscript and drafts, clippings and other papers of Friends School, Haverford. Most of the papers originated during the tenure of Miriam Brown as principal, 1950-1981, and include her notes, drafts, etc. for "Friends School Haverford, 1885-1985," a centennial history of the school.

DETAILED DESCRIPTION OF THE COLLECTION

Boxes 1-3:

Minutes, etc., 1894-1961 (3 boxes)

Boxes primarily contain Haverford Friends School committee minutes and Principal's reports to the committee, also treasurer's reports, committee reports and school newsletters.

Box 1 - Minutes, etc., 1894-1940 (June)

17 folders as follows, arranged by school year:

1. 1894-1922 (Oct.)
2. 1923 (Jan.)
3. 1923 (Oct.) - 1924 (May)
4. 1924 (Oct.) - 1925 (May)
5. 1925 (Oct.) - 1926 (May)
6. 1926 (Nov.) - 1927 (June)
7. 1927 (Oct.) - 1928 (June)
8. 1928 (Oct.) - 1929 (March)
9. 1931 (Jan. - June)
10. 1931 (Oct. - Dec.)
11. 1932 (Nov.) - 1933 (June)
12. 1933 (Oct.) - 1934 (June)
13. 1934 (Oct.) - 1935 (June)
14. 1935 (Oct.) - 1936 (June)
15. 1936 (Oct.) - 1937 (June)
16. 1938 (Nov.)
17. 1939 (Oct.) - 1940 (June)

Box 2 - Minutes, etc., 1940 (Oct.) - 1948 (June)

8 folders, as follows, arranged by school year:

1. 1940 (Oct.) - 1941 (June)
2. 1941 (Oct.) - 1942 (June)
3. 1942 (Oct.) - 1943 (July)

4. 1943 (Sept.) - 1944 (June)

5. 1944 (Oct.) - 1945 (June)
6. 1945 (Oct.) - 1946 (June)
7. 1946 (Sept.) - 1947 (July)
8. 1947 (Sept.) - 1948 (June)

Box 3 - Minutes, etc., 1948 (Sept.) - 1961 (May)
13 folders, as follows, arranged by school year:

1. 1948 (Sept.) - 1949 (June)
2. 1949 (Sept.) - 1950 (June)
3. 1950 (Sept.) - 1951 (June)
4. 1951 (Oct.) - 1952 (June)
5. 1952 (Sept.) - 1953 (June)
6. 1953 (Sept.) - 1954 (June)
7. 1954 (Sept.) - 1955 (June)
8. 1955 (Sept.) - 1956 (June)
9. 1956 (Sept.) - 1957 (June)
10. 1957 (Sept.) - 1958 (June)
11. 1958 (Sept.) - 1959 (June)
12. 1959 (Sept.) - 1960 (June)
13. 1960 (Sept.) - 1961 (May)

Volumes 1-15

These volumes contain school committee minutes, principal's reports, other committee minutes, treasurer's reports.

1. 1894-1922
- missing 1923-1924 -
2. 1925-1934
3. 1934-1940
4. 1941-1945
5. 1945-1949
6. 1946-1947
- at least some records here are copies from vol. 5
7. 1949-1957
8. 1957-1964
- missing 1964-1969 -
9. 1969-1978
10. 1978-1986
11. 1986-1989
12. 1989-1991
13. 1991-1994
14. 1994-1996
15. 1996-1999

Boxes 4-7:

Correspondence, 1925-1980 (4 boxes)

Boxes contain letters, primarily correspondence of Miriam Brown as Principal (1950-1980). Later years are predominately thank you notes to Miriam, with little official correspondence (except 1977-1980 folder).

[SOME SENSITIVE MATERIAL THROUGHOUT CORRESPONDENCE - REFERENCES TO STUDENTS IQ SCORES, BEHAVIOR, ETC.]

Box 4 - Correspondence, 1925-1955 and not dated
9 folders, as follows, arranged chronologically:

1. not dated re: identities in old school photographs
2. 1925-1939
3. 1940-1949
4. 1950
5. 1951
6. 1952
7. 1953
8. 1954
9. 1955

Box 5 - Correspondence, 1956-1959 and re: foreign visitors, 1958-1963
5 folders, as follows, arranged chronologically:

1. 1956
2. 1957
3. 1958
4. 1959
5. 1958-1963 re: foreign visitors to the school

Box 6 - Correspondence, 1960-1965
5 folders, as follows, arranged chronologically

1. 1960
2. 1961
3. 1962
4. 1963
5. 1965

Box 7 - Correspondence, 1966-1980

5 folders, as follows, arranged chronologically

1. 1966
2. 1967
3. 1968
4. 1969-1976
5. 1977-1980

Box 8:

Policy - Friends education and admissions policy, etc. (1 box)

Box contains

folders as follows:

Box 9:

Lists, 1894-1985 (1 box)

Box contains lists of students, parents, committee and staff.

4 folders, as follows:

1. Class lists, 1894-1895, 1947-1980 (incomplete)
2. Committee lists, 1942-1971
3. Staff and faculty lists, 1944-1985, some with salary information
4. Lists of parents of students, w/ addresses and phone numbers, 1951-1971

Boxes 10-14:

Curriculum, 1927-1946 (5 boxes)

Boxes contain

Box 10 - Curriculum, 1927-1931 and undated folders

7 folders as follows:

1. [not dated] Geography, Thorne School
2. [not dated] Reference books list
3. English, 1927
4. 1927-1928
5. 1928-1929 ("Course of study")
6. 1929-1930 ("Course of study")
7. 1930-1931 ("Course of study")

Box 11 - Curriculum, 1931-1936

6 folders as follows:

1. 1931-1932 ("Course of study")
2. 1932-1933 ("Course of study")
3. Notes, ca. 1932-1936 ("Curriculum study units" and "Units in other schools")
4. "Books" ca. 1933-19??
5. 1933-1934 ("Course of study")
6. 1933-1934 ("Units")

Box 12 - Curriculum, 1933-1937

6 folders as follows:

1. "Arithmetic" 1933-1937
2. 1934-1935 ("Course of study")
3. 1935 ("incomplete set")
4. 1935-1936 ("Course of study")
5. 1935-1936 ("Units for 1935-1936")
6. 1936-1937 ("Course of study")

Box 13 - Curriculum, 1936-1942

8 folders as follows:

1. 1936-1937 ("Units, 1936-1937")
2. 1937-1938
3. 1937-1938 ("Units 1937-1938")
4. "Reading lists prepared 1937-1938"
5. 1938-1939
6. 1939-1940
7. 1940-1941
8. 1941-1942

Box 14 - Curriculum, 1942-1947

7 folders as follows:

1. ca. 1942, Reading
2. 1942-1943
3. 1943-1944 [following folder also labeled 1943-1944]
4. 1943-1944
5. 1944-1945
6. 1945-1946

7. 1946-1947 [handwritten report of Edith Heffelfinger]

Boxes 15-16:

Teachers' Meetings, 1928-1948 (2 boxes)

Boxes contain notes, minutes, "handouts" and questionnaires, many undated papers

Box 15 - Teachers' meetings, 1928-1939

Box 16 - Teachers' meetings, 1940-1948

Box 17:

P.T.A. [Parent - Teacher's Association], 1931-1971

Box includes 2 folders as follows:

1. minutes and other papers, 1943-1950 (originally put together in 3-ring notebook) also Friends School newsletters, treasurer's reports, notes, activity calendars
2. correspondence and other papers, 1931-1971 also notices of meetings, agendas, news bulletins, notes, lists, some minutes

Box 18:

Miriam Brown's papers (as Principal), ca. 1950-1985 (1 box)

Box contains folders of papers filed under various headings.

8 folders, as follows:

1. "General" - correspondence (mostly personal), some legal documents re: to the school, printed school letters to parents, "handouts," M. Brown's retirement announcement [school related items, ca. 1966-1980]
2. "Notices" and "Grade 5" [ca. 1950-1981] - printed poems by students, partial test booklet, list of 1950 staff, reprints of articles, etc.
3. "P.T.A." ca. 1975-1981 - notices of P.T.A. related events, such as booksales and fairs
4. [not labeled] ca. 1977-1980 - chiefly notices of events, fairs, etc., newsletters
5. "Science" 1977-1980 - several items
6. "Assistant" "Kindergarten" "Nursery" ca. 1976-1981 - chiefly printed items (dittoes), map, some correspondence
7. Valentines, 1985
8. Poem from Haverford library staff, ca. 1985

Box 19:

Elizabeth B. Jones's papers, ca. 1925-1952 (1 box)

Box contains her set of school records, including correspondence, minutes, treasurer's reports, newsletters, principal's reports, and other papers, (probably some duplication in here of material in "Minutes, etc." boxes)

11 folders as follows, arranged chronologically:

1. [not dated]
2. Minutes, reports, etc., ca. 1925-1939
3. "Europe in Retrospect" 1934 essay
4. Minutes, reports, etc., ca. 1941-1943
5. Minutes, reports, etc., 1944-1945
6. Minutes, reports, etc., 1946
7. Minutes, reports, etc., 1947
8. Minutes, reports, etc., 1948
9. Minutes, reports, etc., 1949
10. Minutes, reports, etc., 1950
11. Minutes, reports, etc., 1951-1952

Boxes 20-23:

Financial papers, ca. 1902-1965 (4 boxes)

Boxes contain budgets, treasurer's accounts and reports, account books, minutes, correspondence and other papers. Many of the papers date from Elizabeth B. Jones's and John Forsythe's time as treasurers.

Box 20 - Financial papers, 1902-1948 (Elizabeth B. Jones's papers)

7 folders as follows:

1. 1902-1936 - Bankbooks (1918-1936), checkbooks (1929-1933) and account book (1902-1934) [5 vols.]
2. ca. 1921-1931 [salary information, correspondence related to insurance, budgets, salaries and scholarships]
3. "1929 minutes" [correspondence, minutes, list, agenda, budget, scholarship information, etc.]
4. "1930 minutes" [correspondence, and minutes chiefly related to scholarships]
5. 1930 bank statements
6. 1931 bank statements
7. ca. 1946-1948 [newsletters, agendas, budgets, etc.]

Box 21 - Financial papers - Teachers' and staff salaries, etc. ca. 1916-1965

5 folders as follows:

1. Salaries and related papers, ca. 1926-1965 (this folder is disorganized)

2. Typed compilation of teacher and staff salaries for 1928-1945
3. Contracts with Frances C. Ferris (Principal), 1931-1942
4. Teacher's Retirement Fund material, 1916- ca. 1965
5. "Tuition Plan" material, ca. 1942-1944 [printed]

Box 22 - Financial papers - Budgets, treasurer's reports, scholarships, ca. 1929-1962
7 folders as follows:

1. Budgets, and related papers, 1931-1941
2. Budgets, and related papers, 1945-1953
3. Budgets, and related papers, ca. 1951-1959 (chiefly operating expense statements)
4. Treasurer's reports, and related papers, 1940-1962
5. Treasurer's reports, and related papers, 1953-1955
6. Scholarship related correspondence, ca. 1929-1946
7. "Scholarship applications" ca. 1940-1945

Box 23 - Financial records, ca. 1946-1959 (John E. Forsythe, treasurer of Friends School Haverford Committee)

4 folders and 2 checkbooks, as follows:

- Checkbooks, 1947-1957 and 1958

1. Bank statements, 1946-1956
2. "Misc. materials" ca. 1946-1955
3. "Annual giving fund - Friends School" 1951-1957, chiefly correspondence with John E. Forsythe
4. "Old correspondence" ca. 1952-1959, chiefly correspondence with John E. Forsythe

Box 24:

Miscellaneous events, 1915-1985 (1 box)

Box contains papers related to events at the school or connected with the school, such as text of plays, anniversary related items and other events.

14 folders as follows, arranged chronologically:

1. 1915 - "Robin Hood and his Merry Meiny," 1915 [text of play], with photographs of school's production on May 20, 1915 pasted in, also loose photos [see additional photographs of this in photographs box]
2. 1916 - "The Lady of the Lake," [text of play], with photographs of school's production pasted in, also loose photos [see additional photographs of this in photographs box]
3. 1935-1936 - 50th anniversary material - notes, drafts and other material used for 1935 "Catalog" celebrating 50th anniversary of the school (note on original folder "Material of 'Catalog' - more properly and more recently called Curriculum published in 1935 in celebration of the school's Fiftieth anniversary")
4. 1939 - M. Frances Barrett eulogy and clippings

5. 1941 - "The Little Mermaid" program
6. 1943 - speech of Frances Ferris to first graduating 8th grade class
7. 1944 - "Announcement of Spring Recital ..."
8. 1946 - 60th anniversary material
9. 1950-1951 - "Carnival 1950-1951"
10. ca. 1952-1971 - "Young Audiences"
11. 1957 - "Notes MEJ [Miriam Brown] used in Grad. 1957"
12. 1970 - "Friends School Day Oct. 1970"
13. 1971 - "Memorial Service for Frederic C. Sharpless"
14. 1985 - Centennial

Box 25:

Miscellaneous, 1895-1961 (1 box)

7 folders as follows, arranged chronologically:

1. 1895-1921 - "Friends School Old Papers, 1895 -" contains
2. 1897 - "List of essays" Class of 1897 of Friends Select School [program with tassels]
3. 1905-1911 - Haverford Primary School student record books [yearly report cards] (10 vol. for four students - Edward L. Forstall, Gwendolyn McIntire, Margaret W. Taylor and Helen A. Babbitt)
4. ca. 1942 - notebook containing notes on area schools
5. ca. 1944? - "Caen Rue St. Julien, a ses amis d' Amer'rique, avec ses sincereres remerciements" [in French, handmade scrapbook from a French school to Haverford Friends School, also essays in English laid in]
6. 1946 - issue of "Spider Web" [for Frances C. Ferris on her retirement]
7. 1961 - "Your favorite recipes, Haverford Friends School, 1961" [3 copies of "A collection of favorite recipes by the mothers of the Haverford Friends School. Compiled in November, 1961"]

Boxes 26-17:

Printed material, ca. 1888-1985 (2 boxes)

Boxes contain Friends School Haverford publications including calendars for the academic year, also education related publications (reprints of articles, handbooks, newsletters, bulletins, etc.), many of them published by Friends. Also clippings.

Box 26 - Printed - School calendars and publications, ca. 1888-1985

5 folders as follows:

1. School calendars, ca. 1888-1916

2. School calendars, 1929-1977
3. School calendars, 1984-1985
4. School publications, ca. 19-1985
5. Illustrations (removed from photograph folders)

Box 27 - Printed - Educational publications and clippings, ca. 1916-1984
4 folders as follows:

1. Friends educational publications, ca. 1916-1954
2. Friends educational bulletins and newsletters, ca. 1951-1978
3. Educational publications, ca. 1933-1984
4. Clippings

Boxes 28-29

M. Brown's "Friends School Haverford, 1885-1985" (2 boxes)

Boxes contain notes, drafts, letters, photocopies, and other papers related to her centennial history of the school.

Box 28 -

Box 29 -

Boxes 30-36

Photographs, 1887-1970 (7 boxes)

Boxes chiefly contain photographs of students illustrating school activities (classroom and playground scenes, etc.) and in theatrical productions. Also a box of 1969-1970 class photographs.

Box 30 - Photographs, 1887-1919

Box 31 - Photographs, 1920-1929/30

Box 32 - Photographs, 1930-1936

Box 33 - Photographs, 1937-1939

Box 34 - Photographs, 1940-1948

Box 35 - Photographs, 1950-1964

Box 36 - Photographs, 1969-1970