

Grand Rapids History & Special Collections

Archives

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Finding aid for the

Ottawa Hills Elementary PTA. Records

Collection # 60

September 2009 version

Abstract

The Ottawa Hills Elementary PTA Records, Grand Rapids, Michigan, consist primarily of meeting minutes from the organization's founding, in 1929, until 1956, and a scrapbook compilation of the organizations history from 1929 to 1970. The scrapbook contains extensive information on fund-raising, school administration, the school physical plant, parent-teacher relations, civil defense procedures, room mother programs and names of the various people involved in the organization.

Collection #: 60

Accession #: 00-000

Donor: Ottawa Hills Elementary PTA

Span dates: 1929-1980

Processor: Richard H. Harms, January 1988, January 1990; inventory, Jason Shoup, R. Mayne, Aug. 24, 2000. Box Summary, Marcella Beck, August 31, 2000

Size: 2.8 linear ft. (34 inches)

Box Summary

Box No.	Description of Contents	Box Description
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Box Inventory 9/2009		
1	Ottawa Hills Elementary PTA Records	standard
2	Ottawa Hills Elementary PTA Records	Standard legal
3	history scrapbook	Old print boxes 3x10x13
4	history scrapbook	same
5	history scrapbook	same
6	history scrapbook	same
7	6th grade photos/yearbooks	same

History

The Ottawa Hills Elementary School was opened in 1925, but did not provide instruction for grades K-4. Children in these grades had to attend other schools in the school district's system. In 1929 parents from the school's neighborhood petitioned the school board to add K-4 instruction to the school. The school board agreed, so that in the fall of 1929 the school also had classes for K-4. As a result, the parents who had led the petition drive met on 20 October 1929 and founded the Parent-Teacher Association. The first officers were Mrs. Hilton Adams, Mrs. Roger Verseput, Mrs. A.D. Rathbone, IV, and Mrs. William H. North. The group continues to be active.

Scope and Content

The collection documents the founding and development of the PTA. The PTA was involved in providing room mother service to assist teachers, raising funds for school equipment and supplies, fostering a close rapport between parents and teachers, and during the 1950s were very active in establishing a civil defense procedures for the school. The minutes and scrapbooks provide the names of the officers over the years as well as committee and subcommittee reports which provide an insight into the parents' concerns at various time periods.

Series Descriptions

Series I. Documents, 1929-1932.

Document the official transactions of the group as well as the officers and various committees; includes news bulletins, budgets, committee reports and financial records. 0.67 cu.ft.

Series II. Account Books and Financial, 1961-1964, 1967-1972

Single entry bookkeeping ledgers of the groups finances. 2 volumes.

Series III. Publications, 1960-1979.

Included here are including holdings for the Bulletin from 1960s and 1970s. Also found is a school directory from 1969/1970.

Series IV. Ephemera

Included here are two disbound guide books, 1963-67, c.1980. Autographs of individual who visited the school, and of alumni who attend a reunion. 2 folders. Another folder contains certificate cards, flyers, and other miscellaneous materials, 1949-1969.

Series V. Photographs, 1956-1959, 1963-1965.

6 Loose photos document the Clubs activities early 1960's. The remaining images are class or school photographs. Two loose items document the 6th grade classes in the later 1950's. Photos albums from 1963/1964 and 1964/1965 provide the official images taken of all classes and some organizations for the school that year.

Series VI. Scrapbooks

Several history scrapbooks are included. Two of these cover the 1950's. One scrapbooks dates activities of the earlier years, 1929-1950, and the four scrapbook dates from 1962 to 1970. Included are programs, committee reports and membership information.

Another Publicity Committee Scrapbooks dates from the late 1930's

Contents

<u>Box</u>	<u>Folder</u>	<u>Description</u>
Series I. Documents		
1	1	By-Laws & Officers, 1958-1968.
1	2	Minutes, 1929-1933.
1	3	Minutes, 1946-1950
1	4	Minutes, 1950-1956
1	5	Community Council, 1954-1966.
1	6	Planning Committee, 1958.
Series II. Account Books & Financial		
1	10	Ledger, 1962-1970.
1	12	vol. 1. Account book, 1961-1964.
2	vol. 2	Account book, 1967-1972. [unfolded]
2	1	Budgets, 1954-1974.
2	4	Check stubs, 1960-1972.
Series III. Publications		
2	2	Bulletins, 1960-1962
2	3	Bulletins, 1970-1971, 1976, 1979.
1	7	Ottawa Hills Elementary Family List, 1969-1970. [Directory]
Series IV. Ephemera.		
1	8	Guest Books, 1963-1967.
1	9	Guest Books, ca. 1980.
1	11	Miscellaneous, 1949-1969.

		Series V. Photographs.
1	13	Photographs (6, 5/9/2007) <ul style="list-style-type: none">• Variety Show cast members. (2 8x10) Robert O. Kinsman, Mrs. Jack Davis, and Mrs. David Hoggerhyde.• Founders Day Picnic. Civil Auditorium? Bird's eye view. Robinson Studio Photo. Feb. 16, 1960. (1 8x10)• Board Meeting, 1961 (3 color snapshots)
7	x	Sixth Grade Photographs,(2 photos + student rosters) 1955/1956 photo 1956/1957 roster only 1957/1958 Photo & roster 1958/1959 roster
		Albums of Class Photos, Kindergarten thru 6th Grade
7	x	1963-1964
7	x	1964-1965 (2 duplicate copies)
		Series VI. Scrapbooks
3	x	History Scrapbook, 1929-1950. [Mixed, mostly written text, few pictures, many pamphlets, booklets, sheets, etc.]
4	x	History Scrapbook, 1950-1957. [Clippings, pamphlets, few pictures]
5	x	History Scrapbook, 1957-1959.
6	x	History Scrapbook, 1962-1970.
7	x	Publicity Committee Scrapbook, 1936/1937 and 1937/1938 in one. Cover not found.