

Finding aid for the Ottawa Hills Elementary PTA records Collection 060

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Describing Archives: A Content Standard

Grand Rapids Public Library, Grand Rapids History and Special Collections Department
January 1988/January 1990
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Summary Information

Repository	Grand Rapids Public Library, Grand Rapids History and Special Collections Department
Title	Ottawa Hills Elementary PTA records
Date [inclusive]	1929-1980
Extent	2.8 Linear feet Seven boxes
Language	English
Abstract	<p>The Ottawa Hills Elementary (Grand Rapids, Mich.) Parent Teacher Association (PTA) was founded in 1929. This collection consists primarily of meeting minutes from the organization's founding until 1956 and a scrapbook compilation of the organization's 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.</p>

Biographical/Historical note

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 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.

Scope and Contents note

The collection documents the founding and development of the Ottawa Hills Elementary Parent Teacher Association (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 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.

Administrative Information

Publication Information

Grand Rapids Public Library, Grand Rapids History and Special Collections Department January 1988/
January 1990

Immediate Source of Acquisition note

Ottawa Hills Elementary PTA, accession number 00-000

Controlled Access Headings

Corporate Name(s)

- Ottawa Hills Elementary School. (Grand Rapids, Mich.)

Geographic Name(s)

- Grand Rapids (Mich.) -- History

Subject(s)

- Elementary schools -- Michigan -- Grand Rapids
- Parents' and teacher's associations -- Michigan -- Grand Rapids -- History

Series I. Documents

Collection Inventory

Series I. Documents 1929-1932

Scope and Contents note

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.

	Box	Folder
By-Laws and Officers, 1958-1968	1	1
Minutes, 1929-1933	1	2
Minutes, 1946-1950	1	3
Minutes, 1950-1956	1	4
Community Council, 1954-1966	1	5
Planning Committee, 1958	1	6

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

Scope and Contents note

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

Series III. Publications

	Box	Folder
Ledger, 1962-1970	1	10
Vol. 1. Account book, 1961-1964	1	12
	Box	Volume
Account book, 1967-1972. [unfolded]	2	2
	Box	Folder
Budgets, 1954-1974	2	1
Check stubs, 1960-1972	2	4

Series III. Publications 1960-1979**Scope and Contents note**

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

	Box	Folder
Bulletins, 1960-1962	2	2
Bulletins, 1970-1971, 1976, 1979	2	3
Ottawa Hills Elementary Family List, 1969-1970 [Directory]	1	7

Series IV. Ephemera

Series V. Photographs**Scope and Contents note**

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.

	Box	Folder
Guest Books, 1963-1967	1	8
Guest Books, ca. 1980	1	9
Miscellaneous, 1949-1969	1	11

Series V. Photographs 1956-1959, 1963-1965**Scope and Contents note**

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

Photographs (6, 5/9/2007)

	Box	Folder
Variety Show cast members. (2 8x10)	1	13
Robert O. Kinsman, Mrs. Jack Davis, and Mrs. David Hoggerhyde.	1	13

Sixth Grade Photographs (2 photos + student rosters)

Founders Day Picnic. Civil Auditorium? Bird's eye view. Robinson Studio Photo. Feb. 16, 1960. (1 8x10)	1	13
Board Meeting, 1961 (3 color snapshots)	1	13

Sixth Grade Photographs (2 photos + student rosters)

		Box
1955/1956 photo		7
1956/1957 roster only		7
1957/1958 Photo and roster		7
1958/1959 roster		7

Albums of Class Photos, Kindergarten thru 6th Grade

		Box
1963-1964		7
1964-1965 (2 duplicate copies)		7

Series VI. Scrapbooks

Scope and Contents note

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

Box

History Scrapbook, 1929-1950. [Mixed, mostly written text, few pictures, many pamphlets, booklets, sheets, etc.]

3

History Scrapbook, 1950-1957. [Clippings, pamphlets, few pictures]

4

History Scrapbook, 1957-1959.

5

History Scrapbook, 1962-1970.

6

Publicity Committee Scrapbook, 1936/1937 and 1937/1938 in one. Cover not found.

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