



St. Marys School Board Fond

Fond Description

Title:	St. Marys School Board Fond
Creator(s):	St. Marys Museum
Dates of Materials:	1880-1936
Physical Description:	39 cm Textual Records
Administrative History/ Biographical Sketch:	This fond contains early records concerning the building of schools in St. Marys. It deals mainly with the expenses for materials and services necessary to build a school and also contains letters of applications from prospective teachers and principals. The material in the collection consists of records collected and compiled by The St. Marys Museum.
Scope and Content:	<p>This series contains a large amount of materials and information on the St. Marys School Board.</p> <p>Series titles include:</p> <p>Series 1: Balance Sheets Series 2: Letters of Appreciation Series 3: Receipts for Building, Damaged Letters of Appreciation Series 4: Receipts Series 5: Receipts for Building, Letters, etc. Series 6: Public School Grant – Contract Gymnasium and Water Closet Series 7: Roofing & Coal Tenders, Letter, Teachers, Salaries, Applications Series 8: Receipts – School Board Building Series 9: Receipts for Building Series 10: Reports, Letters Re Building, Teacher, Applications for Principal Series 11: Proceedings of School Board Series 12: Proceedings of Collegiate Board – Receipts, Financial, Letters Series 13: Hardware, Heating, Gravel, Stone, Coal, Architects Letters & Drawings Series 14: Hardware, Roofing, Heating, Plumbing Series 15: Public School Board Cards Series 16: Receipts, School Trustee Meeting, Applications, Letters, Proceedings Series 17: Reports, Letters, Finance, Tenders, Motions, Proceedings Series 18: Proceedings, Reports, Receipts, Applications, Inspector's Reports</p>

	Series 19: Invoice Re Construction of St. Marys High School Series 20: Addition Central School Series 21: School Board Expenses
Custodial History:	This collection cannot be attributed to one donor, as it was compiled by the St. Marys Museum with material which came from a variety of sources and donors. Some of the material was donated by Margaret Glove on behalf of Harold Gregory.
Restrictions on Access:	None.
Notes:	Materials once housed in acidic paper folders and/or envelopes have been removed from them and are now stored in acid free file folders.
Finding Aids:	Available Online and at the front of the fonds.
Access Points:	Addition, Agent, Application, Apportionment, Architect, Balance sheets, Board, Building, Card, Certificate, Chairman, Clerk, Coal, Collegiate, Construction, Contract, Contractor, Doctor, Doctor's note, Drawings, Education, Electrical, Engineering, Expenses, Financial, Grant, Gravel, Gymnasium, Hardware, Heating, High school, Inspector, Invoice, Land, Legislation, Letter, Meeting, Motion, Plumbing, Principal, Proceedings, Public relations, Public School, Quote, Railway, Receipt, Report, Roofing, Salaries, Science teacher, Stone, Supplies, Teacher, Tenders, Trustees, Water closet, Water service
"Artifacts" within fonds	None.

Series Descriptions

Series 1:

Title:	Balance Sheets
Dates of Materials:	1880-1881
Physical Description:	Textual Records <1 cm
Scope and Content:	This series includes several balance sheets. Also included is an envelope that the sheets were in originally, at the top of the envelope there is a label "From the Office of James Coleman – Clerk Division Court, Land and General Agent".

Series 2:

Title:	Letters of Appreciation
Dates of Materials:	1884

Physical Description:	Textual Records <1 cm
Scope and Content:	This series includes two letters of appreciation, both letters have been signed.

Series 3:

Title:	Receipts for Building, Damaged Letters of Appreciation
Dates of Materials:	1886
Physical Description:	Textual Records 3.5 cm
Scope and Content:	This series includes a number of receipts for building; mostly all addressed to E. Long Esq. Also included are damaged letters of appreciation, and an envelope with a public school document of unknown nature.

Series 4:

Title:	Receipts
Dates of Materials:	1888
Physical Description:	Textual Records <1 cm
Scope and Content:	This series includes several receipts all related to the public school board from 1888.

Series 5:

Title:	Receipts for Building, Letters, etc.
Dates of Materials:	1889
Physical Description:	Textual Records 2 cm
Scope and Content:	This series includes miscellaneous receipts and letters. Many of the receipts are addressed to E. Long Esq.

Series 6:

Title:	School Grant – Contract Gymnasium and Water Closet
Dates of Materials:	1892
Physical Description:	Textual Records <1 cm
Scope and Content:	This series includes a contract between the Tracey Brothers and The Collegiate Insitute Trustees for a gymnasium and water closet. Also

	included is an Apportionment of Legislation Public School Grant for 1892.
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Series 7:

Title:	Roofing & Coal Tenders, Letter, Teachers, Salaries, Applications
Dates of Materials:	1894
Physical Description:	Textual Records <1 cm
Scope and Content:	This series includes Public School Board tenders, letters, and textual materials relating to teachers, salaries and applications.

Series 8:

Title:	Receipts – School Board Building
Dates of Materials:	1897
Physical Description:	Textual Records 4.5 cm
Scope and Content:	This series includes miscellaneous receipts related to school board building. All of the receipts are dated and signed, and many are addressed to Edward Long Esq.

Series 9:

Title:	Receipts for Building
Dates of Materials:	1898
Physical Description:	Textual Records 1 cm
Scope and Content:	This series includes envelopes filled with receipts for building. The receipts are for the Collegiate Institute and the Public School Board. All the receipts have been signed and dated.

Series 10:

Title:	Reports, Letters Re Building, Teacher, Applications for Principal
Dates of Materials:	1901, 1907
Physical Description:	Textual Records 2 cm
Scope and Content:	This series includes a letter of application for the position of principal for the St. Marys School Board. The letter was written by William Sharp and is addressed to Mr A. Carman. Another application for

	principal is included. The letter is addressed to Mr. A. Carman and is signed by Frank Lyon. Reference letters giving proof of William Sharp's experience are also included in the series. Other materials included in the series are reports on teachers' performances, attendance records, and other miscellaneous textual records.
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Series 11:

Title:	Proceedings of School Board
Dates of Materials:	1904
Physical Description:	Textual Records 5 cm
Scope and Content:	This series includes an unopened pack of proceedings for the Collegiate Institute School Board.

Series 12:

Title:	Proceedings of Collegiate Board – Receipts, Financial, Letters
Dates of Materials:	1910-1912
Physical Description:	Textual Records 3.5 cm
Scope and Content:	This series includes proceedings of the Collegiate Institute Board and the Public School Board. Included in the proceedings are receipts, financial records, and letters.

Series 13:

Title:	Hardware, Heating, Gravel, Stone, Coal, Architects Letters & Drawings
Dates of Materials:	1914-1915
Physical Description:	Textual Records 4 cm
Scope and Content:	This series includes textual material related to hardware, heating, gravel, stone, coal, and architects. Included in the series is correspondence from architects, including a letter from William Cochrane, correspondence from The Purdom Hardware Company, Dunseith & Thompson, The Geo. E.B. Grinyer Co. Limited, J.A. Brownlee, St. Marys Hardware Limited, The Commercial Electric Co., Watt & Blackwell Architects, The Canadian Art Stone Co. Limited, J.D. Martin, J.M Adam, Cowan Hardware Co., O'Brien Bros., Noble & Rich, P.H. Secord & Sons Limited, James J. Martindale, The Electrical Construction Co., and Nagle & Mills. Also included are architects drawings and quotes.

Series 14:

Title:	Hardware, Roofing, Heating, Plumbing
Dates of Materials:	1914-1915
Physical Description:	Textual Records 3 cm
Scope and Content:	This series includes textual material related to hardware, roofing, heating, and plumbing. Included is correspondence from St. Marys Hardware Limited, The Geo. E.B. Grinyer Co. Limited, The Builder's Exchange, Watt & Blackwell Architects, Department of Mechanical Engineering, The White & May Company, Frank Willard, The John Hayman & Sons Co., William Buchanan Builder's Supplies, The Purdom Hardware Company, The Shultz Brothers Company, W.M. Bennington Electrical Contractor, The Brown Jarvis Roofing Co., and W.J. Leslie Contractor. Also included are some financial statements.

Series 15:

Title:	Public School Board Cards
Dates of Materials:	1916
Physical Description:	Textual Records 1.5 cm
Scope and Content:	This series includes Public School Board cards for the Town of St. Marys from 1916.

Series 16:

Title:	Receipts, School Trustee Meeting, Applications, Letters, Proceedings
Dates of Materials:	1914, 1917
Physical Description:	Textual Records <1 cm
Scope and Content:	This series includes miscellaneous textual material from the Collegiate Institute, and the school board. Included in the first envelope in the series is a principal's report, a number of invoices from W.M. Andrews, C. Wright, and John Willard. Also included is an application letter for a science teacher position. In the second envelope is a water service invoice, a letter from the Renfrew Board of Education, an invoice from the Geo. M. Hendry Co. for Canadian school supplies, and other miscellaneous correspondence and records.

Series 17:

Title:	Reports, Letters, Finance, Tenders, Motions, Proceedings
Dates of Materials:	1918-1919
Physical Description:	Textual Records 4 cm
Scope and Content:	This series includes a number of invoices including St. Marys Hardware Limited, Wilson Bros. & Co., F.W. Hutton, and J.D. Martin. Also included is a doctor's note for an ill student, school proceedings, Mary White's application for a public relations position, and a certificate of appointment of Trustees.

Series 18:

Title:	Proceedings, Reports, Receipts, Applications, Inspector's Reports
Dates of Materials:	1920
Physical Description:	Textual Records 2 cm
Scope and Content:	This series includes proceedings from the Public School Board, invoices from Geo M. Hendry Co. Limited, a Grand Trunk Railway receipt, applications, and inspector's reports.

Series 19:

Title:	Invoice Re Construction of St. Marys High School
Dates of Materials:	1922
Physical Description:	Textual Records 1.5 cm
Scope and Content:	This series includes invoices related to the construction of St. Marys High School. The invoices included in this series are from The London Engine Supplies Co. Ltd., Crane Limited, Grand Trunk Railway System, and E. Leonard & Sons Ltd.

Series 20:

Title:	Addition Central School
Dates of Materials:	1923
Physical Description:	Textual Records 1 cm
Scope and Content:	This series includes tenders for construction of addition to Central School. The material in this series was donated by Margaret Glover on behalf of Harold Gregory. Invoices included in the series are from

	Parsons' Fair Syndicate, and Wm. Willard. Also included are tenders and correspondence from Wilson Bros. & Co., Duro Construction Co. Limited, L.B. Kerr General Contractor, Watt & Blackwell, and E.C. DePotie Heating and Plumbing Engineer.
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Series 21:

Title:	School Board Expenses
Dates of Materials:	1936
Physical Description:	Textual Records <1 cm
Scope and Content:	This series includes a list of expenses for the Public School Board in the year 1936. It is signed by the Chairman of the Public School Board.