

# Pape School administrative records

## Descriptive Summary

<b>Repository:</b>	Georgia Historical Society
<b>Creator:</b>	Pape School (Savannah, Ga.)
<b>Title:</b>	Pape School administrative records
<b>Dates:</b>	1920-1969
<b>Extent:</b>	3.0 cubic feet (1 box, 19 volumes)
<b>Identification:</b>	MS 1353

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## Biographical/Historical Note

The Pape School opened by Nina Pape in October of 1900 with thirty-five pupils and seven teachers. After five years, the Pape School combined with the Haskell School (a successor to the Hartridge School), taking the name of Haskell-Pape. In 1908, Miss Haskell married, and the school again became the Pape School. It was the first school in Savannah, Georgia, to have a kindergarten in connection with its school (1908) and the first school in Georgia to have a Parent-Teacher Association (1909). The school consisted of kindergarten and twelve grades; it was originally a girls' school, but later became co-educational. After Nina Pape's death in 1945, the school was conducted by her niece, Florence Crane Novell Schwalbe, who served as principal and president. The school operated until 1956, when it ceased to exist.

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## Scope and Content Note

This collection consists of administrative records for the Pape School, including account books for the years 1935-1961, three roll books, a loose-leaf book of notes and memos which probably belongs to Florence Schwalbe, a loose-leaf notebook containing minutes of Trustee and Stockholder meetings (1935-1947), principal's reports, miscellaneous financial records, 1935-1947, bylaws, miscellaneous correspondence, and Pape School Bulletins, 1922-1930.

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## Index Terms

Account books.  
Administrative records.  
Attendance records.  
Bylaws (administrative records)  
Education--Georgia--Savannah.  
Financial records.  
Letters (correspondence)  
Newsletters.  
Notebooks.  
Pape School (Savannah, Ga.)  
Schools--Georgia--Savannah.

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## Administrative Information

### Custodial History

Material was acquired from niece of Nina Pape, creator of the Pape School.

### Preferred Citation

[item identification], Pape School administrative records, MS 1353, Georgia Historical Society, Savannah, Georgia.

## Acquisition Information

Gift of Florence Crane Norvell, through Nina Mastman, 1983.

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## Restrictions

### Access Restrictions

Collection is open for research.

### Publication Rights

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## Separated Material

Artifacts were separated and cataloged with the Georgia Historical Society Artifacts Collection. View digital images of artifacts at the end of this collection inventory or search the Digital Image Catalog for further information.

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## Sponsorship

Encoding funded by a 2012 Documenting Democracy grant from the National Historical Publications and Records Commission.

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## Container List

### Volume

- 1 Account book, 1941 September 1-1944 April 30  
Daily Expenditures, Accounts Receivable. Includes amounts for executive and teachers salaries, janitor service, utilities, postage, advertising, repairs, supplies, school plays and exercises, textbooks, lunches, and miscellaneous.

### Volume

- 2 Account book, 1944 May 1-1946 August 31  
Daily Expenditures, Accounts Receivable. Includes amounts for executive and teachers salaries, janitor service, utilities, postage, advertising, repairs, supplies, school plays and exercises, textbooks, lunches, and miscellaneous.

### Volume

- 3 Account book, 1946 September 1-1947 August 29  
Daily Expenditures, Accounts Receivable. Includes amounts for executive and teachers

salaries, janitor service, utilities, postage, advertising, repairs, supplies, school plays and exercises, textbooks, lunches, and miscellaneous.

**Volume**

- 4 Account book, 1935 September 27-1946 August 31  
Accounts Receivable. Mostly for tuition (lists parents), also includes some summary of expenses for salaries, janitor rent, utilities, insurance, office supplies, and repairs.

**Volume**

- 5 Account book, 1935 September 27-1946 September  
Monthly Summaries of expenditures and receipts for furniture and fixtures, organization expenses, common stock, supplies, lunches, salaries, janitor service, postage, office supplies, utilities, library supplies, school plays and exercises. Also cash in bank, cash in office, profit and loss, accounts receivable, tuition, registration, and activity fees.

**Volume**

- 6 Account book, 1946 September 1-1947 August 31  
Monthly Summaries of accounts receivable, tuition and fees, supplies, lunches, textbooks, salaries, janitor service, utilities, office supplies, insurance, advertising, repairs, school plays, exercises, library and magazines, kindergarten supplies, taxes, Hospital Service Association, and athletic fund.

**Volume**

- 7 Account book, 1946 September 10-1947 August 31  
Accounts Receivable, mostly for tuition and activity fees, pages 2-18 only.

**Volume**

- 8 Account book, 1947 September 3-1948 August 31  
Cash Receipts and Disbursements, includes tuition, textbooks, lunches, supplies, utilities, salaries, maintenance, Coca-colas, and school plays and exercises.

**Volume**

- 9 Account book, 1948 September 1-1949 August 31  
Cash Receipts and Disbursements, includes tuition, textbooks, lunches, supplies, utilities, salaries, maintenance, Coca-colas, and school plays and exercises.

## **Volume**

- 10 Account book, 1949 September 1-1950 August 31  
Cash Receipts and Disbursements, includes tuition, textbooks, lunches, supplies, utilities, salaries, maintenance, Coca-colas, and school plays and exercises.

## **Volume**

- 11 Account book, 1950 September 20-1951 August 31  
Cash Receipts and Disbursements, includes tuition, textbooks, lunches, supplies, utilities, salaries, maintenance, Coca-colas, and school plays and exercises.

## **Volume**

- 12 Account book, 1951 September 1-1952 August 30  
Cash Receipts and Disbursements, includes tuition, textbooks, lunches, supplies, utilities, salaries, maintenance, Coca-colas, and school plays and exercises.

## **Volume**

- 13 Account book, 1951 September 1-1953 August 31  
Cash Receipts and Disbursements, includes tuition, textbooks, lunches, supplies, utilities, salaries, maintenance, Coca-colas, and school plays and exercises.

## **Volume**

- 14 Account book, 1953 September 1-1961 August 31  
Cash Receipts and Disbursements, includes tuition, textbooks, lunches, supplies, utilities, salaries, maintenance, Coca-colas, and school plays and exercises.

## **Volume**

- 15 Lunch Room Account Book, 1945 November 19-1947 April 30  
Receipts of student lunch payments (lists students by name) and other lunchroom expenses.

## **Volume**

- 16 Day book, 1952 September 2-1969 February 5  
Receipts and Disbursements. Notes on the dissolution of Pape School, Inc. (August 1968) on the last page.

## **Volume**

17 Day book, 1955 July 12-1957 February 18  
Receipts and Disbursements, possibly belonged to Florence Schwalbe.

**Volume**

18 Day book, 1968 December, 1969 January, and 1943  
Notation of stock payments for 1968-1969 on page 83, summary of expenses for 1943 on page 295, remainder of book is blank.

**Volume**

19 Account book, 1955 January 31-1956 July 16  
assets, liabilities, investments, income, and expenses for Florence Crane Norvell, Nina Pape Norvell Mastman, Wendell Mastman, and Kim Blanchard Mastman.

**Volume**

20 Roll book. "Emily W. Charlton, The Pape School" inside front cover, undated  
Attendance and grades for students in Latin and history. Also several pages of history questions in back of book.

**Volume**

21 Roll book. "Emily W. Charlton, 116 East Gaston" on inside cover, undated  
Attendance and grades.

**Volume**

22 Roll book, undated  
Attendance and grades.

**Volume**

23 Notebook, 1952-1954  
loose-leaf binder of memos, notes, PTA information, bylaws and standing rules, notes for teachers, possibly belonged to Florence Schwalbe.

**Volume**

24 Notebook of Pape School papers, 1935-1947  
divided as follows: Section 1, Minutes of Meetings of the Board of Trustees, 1935-1941 and

Minutes of Special Meetings of Pape School, Inc., 1943-1947; Section 2, Minutes of Annual Stockholders Meetings, 1936, 1937, 1938, 1941, 1946, and 1947; Section 3, Principal's Reports and Correspondence with Trustees, 1935-1938; Section 4, Miscellaneous Financial Records, 1935-1947; Section 5, Miscellaneous Correspondence, Savannah Electric and Power Company, George C. Heyward, President of Pape School, Walter S. Blanton, re fire inspection, also form letter blanks.

## Volume

- 25 *Columbus; or, The Discovery of America as Related by a Father to his Children and Designed for the Instruction of Youth.* Translated from the German of J.H. Campe.  
Dublin: William Porter, 1800

## Box Fldr Item

- 1 1 26 Order of Incorporation of the Parents School Company, 1920 March 9  
Superior Court, Chatham County.
- 127 Minutes of the First Meeting of the Subscribers to the Capital Stock Company of Parents  
School Company, 1920 March 24
- 128- Bylaws of the Parents School Company, undated  
29
- 130 Agreement for Subscription to Capital Stock of the Parents School Company, Subscriber:  
Craig Barrow, 1920 March 8
- 131 Agreement for Subscription to Capital Stock of the Parents School Company, Subscriber:  
Mrs. F. Bullard, 1921 January 1
- 132 Contract, 1920 March 30  
the Artley Company and the Parents School Company for the construction of a school building.
- 133 Geo. W. Hunt to Wallace L. Durant, 1920 August 6  
Concerning Certificates of Deposit in the name of the Parents School Company.
- 134 Katharine Cotheal Budd (architect, New York) to Messrs. Durant and Karow, 1920 August  
10  
Concerning architectural drawings for Pape School building.
- 135 Petition Granting the Incorporation of the Pape School, Inc. Superior Court, Chatham  
County, 1935 June term

- 136 Bill of sale, 1935 September 27  
Nina Pape to the Pape School, Inc., all furniture, fixtures, appliances, books, pictures, maps, office equipment, and other personal property used by the old Pape School.
- 137 List of Officers, Advisory Board, and Order of Business for a meeting, 1940 May 20
- 138- Bylaws, the Pape School, undated  
40
- 241 Patricia Messex to Daisy Hynson Stubbs, 1967 March 16  
Concerning a note payment.
- 242 Playbill, Savannah Theatre, *As You Like It and Merchant of Venice*, undated  
autographed by Mr. R. mantel, actor who played Shylock.
- 243 Newspaper clipping, "Lays Racial Strife to White Attitude", undated  
Concerning New York meeting of the Interracial Conference of Church Women.
- 244 Index cards with student and parent names and addresses, undated  
Four cards for Guthrie, Therm; Boyce, Allen F.; Day, Erwing, W.J.; Delegal, Mary Elizabeth.
- 245 Enrollment for 1st term, 1948-1949  
parents' names, amount of tuition, fees, books, milk, and lunch.
- 246 Enrollment for 1st and 2nd term, 1949-1950  
parents' names, amount of tuition, fees, books, milk, and lunch.
- 247 Miscellaneous receipts, 1947  
Chatham Paper Company.
- 248 Cancelled Checks, 1946  
endorsed by Eleanor M. Hutton, Treasurer of the Pape School Mrs. B.R. Bradford, and Margaret F. Stephens. Also, a bank statement, September 1946.
- 349- Pape School Bulletins, 1922-1930 **View online.**  
65  
Two copies of each except December 1927.  
**Online Inventory Contains Digitized Items**

### **Artifacts**

A-1353-001 "PAID" stamp from the Pape School in Savannah, Georgia **View online.**

A-1353-002 Address stamp from the Pape School in Savannah, Georgia **View online.**

A-1353-003 Stamp from the Pape School in Savannah, Georgia **View online.**

A-1353-004 Metal stamp of the corporate seal from the Pape School in Savannah, Georgia **View online.**

A-1353-005 Corporate seal from the Pape School in Savannah, Georgia **View online.**