

**The Normal College of the
City of New York Collection
1870-1914
Finding Aid**



Image: *The New York Times Illustrated Magazine*, June 13, 1897

Archives and Special Collections



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DESCRIPTIVE SUMMARY

Accession Number: 2017-03

Creator: Normal College and Hunter College

Title: The Normal College of the City of New York Collection

Date span: 1870-1914 (bulk dates)

Physical description: Approximately 22 cubic feet (36 archival boxes) of paper documents, photographs, and objects (pins, scrapbooks, and printing plates, among others).

Language: English

ADMINISTRATIVE INFORMATION

Restrictions on access: Access to all materials is unrestricted.

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Acquisition information: Alumni Association of Hunter College, Normal College, various alumnae, and salvaged material

Archivists: Lauren Stark

Date of finding aid: November 21, 2017

BIOGRAPHICAL NOTE

In 1847, the New York State Legislature created the Free Academy to provide post-grade school education for boys, but no such school for girls yet existed. On November 17, 1869, a newly established Board of Education passed a resolution creating the Female Normal and High School, which would train women to become teachers and provide high school and college level courses. In 1870, the school's name changed to "The Normal College of the City of New York." The goal of this institution was to provide free higher education to women. Thomas Hunter, a former principal, became the school's first president; he insisted on admitting students of all racial and ethnic backgrounds and teaching a combined curriculum of liberal arts, science, and education.

Initially, the College provided a three-year course of study, or the equivalent of a high school degree. An additional year of study was added in 1879 and again in 1888. Moreover, in 1888, the State Legislature empowered Normal College to grant degrees, making it the first tuition-free college to do so. It was not until 1902, however, that the degrees were registered by the State Board of Regents, making that year's graduating class the first to wear caps and gowns. Also as a result of this 1888 legislation, the Board of Education of the City of New York created a Board of Trustees of the Normal College, which was responsible for continuing to provide the benefit of free education to women. In addition to the Board of Trustees, an Executive Committee was established for the special care, government, and management of the College. The Board of Trustees operated from 1888 through 1938, whereas the Executive Committee ceased to function in 1915.

The first location of the school was 694 Broadway, at the corner of Fourth Street. In May 1870, the city provided a site for a permanent building on the block bounded by 68th and 69th Streets and Fourth and Lexington Avenues, and it formally opened in September 1873. In 1870, Hunter added a training department, also known as the Model Primary School, in order to provide students with teaching practice. Located on East 12th Street in School 47, this department was first headed by Lydia Fowler Wadleigh. On July 12, 1870, the first commencement was held in which ninety-seven women graduated after five months of professional training. When the permanent building opened in 1873, a covered passage connected the College with the training school. Kindergarten instruction began in the training department around 1871, and the first free kindergarten was founded in 1877.

President Hunter retired in 1906; he was succeeded by Joseph A. Gillet, who served as acting president for a year and a half. During Gillet's tenure, he prevented the merger of Normal College and City College. In 1908, George Samler Davis became the official second president. In terms of extracurricular activities and student-run organizations, the Student Council was created in 1912. In addition, a college literary annual, *Ye Pedlar's Pack*, began but lasted just two years. The college newspaper, *The Normal College Bulletin*, was first published in October 1913; it would change names over the years.

By the end of 1896, 2107 students were registered in the College and 1047 in the training department. In 1903, the institution was separated into a high school, the Normal College High

School, and college. The final name change, to Hunter College in honor of Thomas Hunter, the College's first president, was enacted on April 14, 1914.

SCOPE AND CONTENT NOTE

This collection consists of paper documents, objects, and photographs related to the founding and subsequent tenure of Normal College from 1870-1914; the collection ends in 1914, when the College's name changed to Hunter College. The majority of the items consists of paper documents associated with academics; admissions; alumnae; clubs and activities; correspondence; events; facilities and buildings; faculty and staff; governing bodies; publications; publicity; and students (series 1-9 and 12-15). These materials include exams; sheet music; entrance requirements; alumnae meeting notices; event programs; building specifications; faculty meeting minutes; Board of Trustees meeting minutes; news clippings; and student registers. Artifacts and memorabilia (series 10) cover such items as pins, scrapbooks, and medals. Photographs (series 11) include images of buildings, students, faculty, and classrooms, all in black and white.

School publications, such as *Catalogue of the Normal College of the City of New York*; *Normal College Bulletin of Information and Course of Study*; commencement programs and addresses; *Normal College Echo*; and *Normal College Manual* are located in the Hunter College Publications Collection. Additional volumes of *Normal College Echo* can be found in the Hunter College Student Clubs, Organizations and Publications Collection, along with printed materials from the Alpha Beta Gamma Society, Philomathean Society, Drama Club, English Club, Latin Club, and Science Club; minutes from the Student Council; and debate and dance programs. This collection also includes photographs of the Alpha Beta Gamma Society, Epsilon Zodiac, Mandolin Club, Tennis Club, and various dramatic and musical productions.

Additional materials on faculty and staff who began their careers at Normal College and continued their work during the name change to Hunter College can be found in the Selected History of Hunter College Collection.

ARRANGEMENT NOTE

The collection is arranged into fifteen series, mostly alphabetically: [1] Academics; [2] Admissions; [3] Alumnae; [4] Clubs and Activities; [5] Correspondence; [6] Events; [7] Facilities and Buildings; [8] Faculty and Staff; [9] Governing Bodies; [10] Artifacts and Memorabilia; [11] Photographs; [12] Publications; [13] Publicity; [14] Songs; and [15] Students.

SERIES DESCRIPTION AND CONTAINER LIST

SERIES 1: ACADEMICS, 1872-1913

Scope and Content note

This series consists of paper documents related to academics, teaching, and curriculum at Normal College. Subseries one, departmental, includes material related to specific departments, such as vocal scores and a catalogue of science classes. Subseries two (exams) contains blank exams for various courses and years (freshman, sophomore, etc.). Subseries three (general) includes a list of optional classes and an explanation of the grading system.

Arrangement note

Arranged into three subseries alphabetically: (1) Departmental; (2); Exams; and (3) General.

Subseries 1.1 – Departmental

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	1	“Studies in Rhythm, Phrasing, and Expression”, vocal scores for solos, duets, trios, and quartets compiled by Charlotte V. Winterburn, possibly 1874 (2 copies)
1	2	Invoice for music scores and receipt for payment from the Department of Finance, 1875
1	3	Reports from the International Commission on the Teaching of Mathematics, February 1909 and December 1912
1	4	Natural science (biology and geology) catalogue of classes, 1910
1	5	Sketch of façade of Greek temple, possibly done by student or instructor, possibly 1911

Subseries 1.2 – Exams

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	6	Exams, 1872 and 1876-1879
2	-	Exams, 1875-1884
1	7	Exams, 1880-1886
1	8	Exams, 1887-1890
1	9	Exams, 1891-1894
1	10	Exams, 1899-1903

1	11	Exams, 1905-1909 and 1913
1	12	State College Board entrance exam, January 1909

Subseries 1.3 – General

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	13	List of optional courses, February 1913
1	14	Explanation of grading and demerit system, undated

SERIES 2: ADMISSIONS, 1890-1907

Scope and Content note

This series consists of two items, admission requirement statistics and an explanation of entrance requirements.

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	15	Admission requirement statistics, 1890-1905
1	16	Entrance requirements, January 1907

SERIES 3: ALUMNAE, 1889-1908

Scope and Content note

This series contains an 1889 catalogue of the Normal College Alumnae Library, arranged by author and subject; some meeting and committee announcements; a donation form for the Alumnae Settlement, which was the predecessor of the Lenox Hill Neighborhood House; and a fellowship brochure, among others. For additional information on the Alumni Association, please see The Archives of the Alumni Association of Hunter College.

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	16a	“Catalogue of the Normal College Alumnae Library”, 1889

1	17	Associate Alumnae notice, May 1890
1	18	Wood Memorial Committee notice, 1894
1	18a	Certificate of appointment of Mollie Teschner as inspector of Common Schools in 5 th school district, 1896
1	19	Blank donation form for the Normal College Alumnae Settlement, early 1900s
1	20	Resolution declaring opposition to proposed merger with City College, Executive Committee, Associate Alumnae, probably 1906-1907 (3 copies)
1	21	Joseph A. Gillet Fellowship pamphlet, possibly 1908
1	21a	Associate Alumnae reasons for name change to Hunter College and blank letter of support for name change, 1911
1	22	Handwritten list of diplomas and certificates awarded, compiled by the Associate Alumnae of Hunter College, possibly in 1955

SERIES 4: CLUBS AND ACTIVITIES, 1902-1907

Scope and Content note

This series consists of drama club and basketball programs. For additional information on clubs, athletics, and student organizations, please see the Hunter College Student Clubs, Organizations and Publications Collection.

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	23	Dramatic Club programs for <i>She Stoops to Conquer</i> and <i>A Midsummer Night's Dream</i> , 1902-1903
1	24	Normal College vs. Heffley High School basketball program, February 1907

SERIES 5: CORRESPONDENCE, 1871 and 1911

Scope and Content note

This series contains four documents, a letter from 12th Street School (the first site of the Training Department) to a parent; a letter from Randolph Guggenheimer, President of the City Council, to Clara Habermann, winner of the prize he sponsored in the Department of English; a letter from the superintendent of schools to a student about her teaching license; and letters between the Mayor's office and Eva Wood, possibly a Normal College staff member, parent, or student.

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	25	Correspondence from 12 th Street School to a parent, September 1871
1	25a	Correspondence with students, 1900
1	26	Correspondence between the Mayor's Office and Eva Wood, February 1911

SERIES 6: EVENTS, 1872-1912

Scope and Content note

This series contains documents related to events held at or in honor of Normal College, its alumnae, or its affiliated schools, such as event programs, an exhibition catalogue, and a list of readings performed by an actress, among others.

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	27	"Catalogue of the Works of Art" benefitting Old Ladies' Home, Apollo Hall, November 1872
1	28	"Presentation of Colors" by John A. Dix Post to Normal College (program), November 25, 1889 (2 copies)
1	29	"Mrs. Erving Winslow's List of Readings", probably 1890s
1	29a	Speech, possibly given at Commencement on the subject of the "new woman", unknown speaker, possibly 1895 (incomplete)
1	29b	Invitation to presentation of memorial bust of William Wood, ca. 1895
1	30	Program from the hundredth anniversary of the birth of Horace Mann celebration, May 4, 1896
1	31	Program for PS 2B's 135 th anniversary of the American flag celebration, June 14, 1912

SERIES 7: FACILITIES AND BUILDINGS, 1870-1911

Scope and Content note

Series seven mostly concerns documents related to the building and property located between 4th Avenue and Lexington Avenue and 68th and 69th Streets. These documents include building specifications; programs for the dedication and laying of the cornerstone; and a bid request for the construction of Thomas Hunter Hall, among others.

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	32	Images and map (from the New York Historical Society), possibly of locations for Normal College before its address at 694 Broadway, pre-1870
1	33	Excerpt from <i>Manual of the Corporation of the City of New York</i> on the Old St. James's Church of Hamilton Square, future site of Normal College, 1870
1	34	Dedication program of the Female Normal and High School on 4 th Street and Broadway, March 24, 1870
1	35	Building specifications for Normal College for location between 4 th Avenue and Lexington Avenue and 68 th and 69 th Streets, 1871
1	36	Materials and work specifications for Normal College buildings for location between 4 th Avenue and Lexington Avenue and 68 th and 69 th Streets, 1871 and 1878
1	37	Invitation and program to the laying of the cornerstone ceremony for Normal College building at 68 th Street and 4 th Avenue, March 19, 1872
1	38	Invitation and program for the dedication ceremony of the new building between 4 th Avenue and Lexington Avenue and 68 th and 69 th Streets, October 1873
3	1	Hard-cover programs for the dedication ceremony of the new building between 4 th Avenue and Lexington Avenue and 68 th and 69 th Streets, October 1873 (2 copies) [1 of 2]
3	2	Hard-cover programs for the dedication ceremony of the new building between 4 th Avenue and Lexington Avenue and 68 th and 69 th Streets, October 1873 (2 copies) [2 of 2]
3	3	Board of Education annual reports with information on new buildings for PS 76 (located on Lexington and 68 th Street), 1883-1884 [photocopies from the Board of Education, The City of New York, Bureau of Libraries, Professional Library]
3	4	Bid request and partial blank contract for the construction of Thomas Hunter Hall, 1911

SERIES 8: FACULTY AND STAFF, 1876-1917

Scope and Content note

Series eight, faculty and staff, deals with administrative documents, such as time ledgers (which recorded teachers' start and end times and absences) and instructor lists; committee minutes and announcements; individual faculty and staff members' speeches, writing, recommendations, tributes, and memorials; and faculty meeting minutes. Additional information about faculty and staff who began their employment at Normal College and continued working during the time of the name change to Hunter College can be found in the Selected History of Hunter College Collection.

Arrangement note

Arranged into four subseries alphabetically: (1) Administrative; (2) Committees; (3) Individuals; and (4) Faculty Minutes.

Subseries 8.1 – Administrative**Arrangement note**

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
3	5	List of instructors, undated
7	-	Teacher's time ledgers, Training Department, October 1871-May 1875, February 1875-November 1887, and April 1879-June 1881 (3 books)
8	-	Instructor's time ledger, 1889-1897
9	-	Efficiency and punctuality record for administrative staff (clerks, janitor, elevator repair), mostly blank, 1910-1917
3	5a	Announcement of formation of Faculty Club from George Whicher, April 13, 1910

Subseries 8.2 – Committees**Arrangement note**

Arranged alphabetically by committee name.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
3	6	"Rule Regarding Promotion and Scholarship", adopted by faculty, March 1905 (2 copies)
3	7	Committee on Admissions meeting minutes, 1907-1914
3	8	Committee on Arrangements Faculty Club meeting announcement, undated
3	9	Committee on the Course of Study meeting minutes, 1907-1914
3	10	Minutes of the Committee on exams, cuts, etc., 1906-1914
3	11	Minutes of the Committee on Programs, 1907-1914
3	12	Promotion Committee meeting minutes, 1907-1914

Subseries 8.3 – Individuals**Arrangement note**

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
3	13	Handwritten recommendation letter from Professor Charles A. Schlegel for Laura Popper, June 28, 1876
3	14	Handwritten page, possibly fictional writing, which mentions Professor Dundon, unknown author but possibly a faculty member, undated but probably 1870s
3	15	Notes and two notebooks, probably of A. Caroline Covell, tutor in drawing, 1876-1878
3	16	“Language in Primary Schools” address by Isabella Parsels, principal of the Training Department, April 21, 1884 (2 copies)
3	17	Article by Thomas Hunter in <i>The Gentlewoman: A Journal for the Women of America</i> , vol. 13, #8, June 1899 (photocopy)
3	18	Memorial to Eliza Woods, superintendent, from the <i>Normal College Echo</i> , 1901 (photocopy)
3	19	Poem and seating arrangements for luncheon honoring Lavinia M. Holman, science tutor, December 19, 1902
6	-	“Book of Remembrance” scrapbook to Professor Eugene Aubert for his retirement, 1907 (includes photographs, poems, and newspaper clippings)
3	20	Outline for a talk or speech, possibly by Thomas Hunter for PS 35, undated

Subseries 8.4 – Faculty Minutes

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
4	-	Faculty minutes, September 25, 1888-June 20, 1906
5	-	Faculty minutes, September 12, 1906-October 14, 1914

SERIES 9: GOVERNING BODIES, 1867-1913

Scope and Content Note

This series contains the minutes of the Board of Trustees and the Executive Committee of Normal College from 1888-1914. The minutes contain information about employee appointments and promotions; leaves of absences and resignations; budgets; financial statements; curriculum changes; and general reports. The 1913 edition includes the names, start dates, and salaries of the president, professors, and clerical assistants of the College. In addition, this series consists of reports to the Board of Education and the State Assembly, and documents regarding the school’s accreditation to and from the State of New York and the United States Bureau of Education.

Arrangement note

Arranged into three subseries alphabetically: (1) Accreditation; (2) Board of Education; and (3) Board of Trustees.

Subseries 9.1 – Accreditation**Arrangement note**

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
3	21	Possible drafts for a brief establishing Normal College, probably after 1866 (2 copies and photocopies)
3	22	Report of the Special Committee of the Assembly on the (New York) State Normal Schools, 1879 (3 copies)
3	23	Act establishing Normal College as a separate organization and corporate body and establishing the Board of Trustees, from the State of New York, 1887 (2 copies)
3	24	Charter of Normal College and act enacting it as separate body, from the State of New York, June 9, 1888 [latter extracted from the minutes of the Board of Trustees, 1888; see also: box 11, folder 5]
3	25	Handwritten extract regarding the legislature of 1847 which allowed for the establishment of schools for boys and girls, from the “History of the Normal Schools in the United States” by the United States Bureau of Education, 1900
3	26	Case for Normal College’s preparation of high school teachers for employment and requirements for their licenses, undated
3	27	United States Bureau of Education explanatory statement on the classification of universities and colleges with reference to bachelor’s degrees, 1912

Subseries 9.2 – Board of Education**Arrangement note**

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
3	28	Excerpt from annual report of the Board of Education, 1869
11	1	Report from Thomas Hunter to the Board of Education for the term ending October 14, 1870, November 1870 (2 copies)
11	1a	Excerpt from report of the Committee on Normal Schools to the Board of Education, October 29, 1873

11	2	Remarks by William Wood on assuming the presidency of the Board of Education, 1876 and 1878
11	3	Farewell address of William Wood to the Board of Education, December 1879
11	4	“Manual Training in the Common Schools”, report of the Committee on Course of Study and School Books, Board of Education, 1887
11	5	“Educational Chapter of the Revised Charter of the City of New York”, Department of Education, July 1901 (2 photocopies)
11	6	Transcription of the hearing to unite City College and Normal College, Hall of the Board of Education, April 25, 1907

Subseries 9.3 – Board of Trustees

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
10	-	Minutes of the Board of Trustees for 15 th Ward (includes the 12 th Street School, PS 47, the location of the Training Department), 1867-1880
11	7	Minutes of the Board of Trustees, 1888-1889 (2 copies of each year)
11	8	Minutes of the Board of Trustees, 1890-1891 (2 copies of each year)
11	9	Minutes of the Board of Trustees, 1892-1893 (2 copies of each year)
11	10	Minutes of the Board of Trustees, 1894 (2 copies)
12	1	Minutes of the Board of Trustees, 1895-1896 (2 copies of each year)
12	2	Minutes of the Board of Trustees, 1897-1898 (2 copies of each year)
12	3	Minutes of the Board of Trustees, 1899-1900 (2 copies of each year)
12	4	Minutes of the Board of Trustees, 1901 (2 copies)
12	5	Minutes of the Board of Trustees, 1902 (2 copies)
13	1	Minutes of the Board of Trustees, 1903-1904 (2 copies of each year)
13	2	Minutes of the Board of Trustees, 1905 (2 copies)
13	3	Minutes of the Board of Trustees, 1906-1907 (2 copies of each year)
13	4	Minutes of the Executive Committee, 1907
14	1	Letter from Elmer Ellsworth Brown, United States Commissioner of Education, to William N. Wilmer, chairman of the Executive Committee, on proposition to unite City College and Normal College, January 1907 (3 copies)
14	2	Reports and recommendations to the Executive Committee of the Associate Alumni of the College of the City of New York and of the City Club of New York on the merger proposition with Normal College, 1907 (2 reports)
14	3	Minutes of the Board of Trustees, 1908 (3 copies)
14	4	Minutes of the Board of Trustees, 1909 (3 copies)
14	5	Minutes of the Board of Trustees, 1910 (3 copies)

14	6	Minutes of the Board of Trustees, 1911 (3 copies)
15	1	Minutes of the Board of Trustees, 1912 (3 copies)
15	2	Minutes of the Board of Trustees, 1913 (3 copies)

SERIES 10: ARTIFACTS AND MEMORABILIA, 1876-1916

Scope and Content note

This series mostly contains three-dimensional objects, such as lapel pins, medals, ribbons, souvenir spoons, and printing plates, among others. There are a few two-dimensional objects, such as postcards and book plate. In addition, there are two scrapbooks, one possibly compiled by the Alumni Association, and the other either compiled by or for William Wood. The former scrapbook only consists of newspaper clippings; the latter includes items about Normal College, Thomas Hunter, playwrights and plays, poets and poems, writers, and critics.

Arrangement note

Generally arranged in chronological order, although many dates are unknown. The William Wood scrapbook seems as if it was compiled from many different scrapbooks, but the pages here have been arranged in chronological order.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
15	3	Thomas Hunter's signature for ink stamp with address to Samuel H. Moss Inc. and instructions, undated
15	4	Book plate with image of original building on 4 th Avenue, <i>mihi cura futuri</i> on the border, and 1870 on the bottom (2 copies)
16	-	Metal printing plate on wood base with a photographic image of Arthur H. Dundon, Vice President and professor of English (2 ½ x 2 ¾"), 1870
18	-	Normal College scrapbook (all newspaper clippings), possibly compiled by the Alumni Association, 1870-1914
16	-	Circular medal in blue Tiffany case awarded to Regina Cross for language award for German (box: 4" x 4"; medal about 3" diameter), 1871
16	-	Blue ribbon with 1776-1876 on front and "Nil Desperandum" ("Do not despair") on the back (possibly refers to the name of a racing horse who competed during that time), probably 1876
16	-	Two Alumnae Library Fair Committee ribbons, compliments of Marquerite Merington, class of 1876
19	-	William Wood scrapbook, 1878-1916
16	-	GFWC (General Federation of Women's Clubs) circular pin with "unity and diversity" (motto of GFWC) written on the border, possibly 1894
16	-	Embroidered piece of fabric with yellow triangle in the center; "Anim et fide" ("of the soul and faith") and "NC" on the edges; '99 in the middle; signatures surround the triangle; 18 ½" x 20", probably 1899
16	-	Circular pin with "alta petamus" ("deep, inviting") written on blue border, "99" at the bottom, and "NC" in the center, probably 1899

- 16 - Triangular lapel pin, class of 1999
- 16 - Green wisteria leaf lapel pin, undated
- 16 - White banner embroidered with “veritas”, the initials “NC”, and “00”, presumably for or from the class of 1900
- 15 5 Normal College postcard with painting by Charles E. Flower on the front, undated but possibly 1902
- 15 5a Eliza Woods book plates, 1902
- 17 - “Ring out Wild Bells” printing plates (cover, 9 ½ x 12 ½”; two pages of sheet music, 8 x 11”), 1904 [see also series 14: Songs]
- 16 - Two arrowhead shaped medals with “35” (possibly for PS 35) on one side and a profile portrait, possibly of Thomas Hunter (1” diameter), 1912-1913
- 16 - Two lapel pins (“Normal” written on purple and white triangular flags), undated
- 16 - Square pin with “M.A. on the sq cm” written on it; undated
- 16 - New York Federation of Women’s Clubs circular pin with crest and seven white roses; written on the bottom: “Formers”, undated
- 16 - Light blue pin with black umbrella, which has “RDC” on it. At bottom, *esperientia docet* (“experience teaches”) written on white ribbon, undated
- 16 - Circular red pin with “Priors” written inside circle and garland at the bottom, undated
- 16 - Pin with “NY” written over a red and white horizontal band, undated
- 16 - Metal printing plate on wood base with a photographic image of a group of women in costume, probably a theater group, 2 ¾ x 5 ¼”, undated
- 16 - Seven pieces of stained glass from the Normal School building, undated
- 16 - Souvenir spoon with the words “New York Normal College” and building image, possibly of the original building on 4th Avenue, 4 ½” long, undated
- 16 - Table setting or place card with “Normal” in a triangle on the front and Professor Hunter’s and Professor Gillet’s signatures on the back; on the inside: menu and list of class officers (M. Muriel Rochester was president) and other signatures including those of Professors E. Aubert and E. S. Burgess; 3 ½” wide by 2 ½” long, undated
- 16 - Two ink stamps with Thomas Hunter’s signature, undated (one with handle and one without)

SERIES 11: PHOTOGRAPHS, 1870-1914

Scope and Content note

This series contains black and white photographs of the Board of Education; the buildings and entrances of Normal College; students and staff in various classrooms; group and individual portraits of faculty and staff; graduation classes of students; and students performing in plays. The images are of various sizes, although most are 8 ½ x 11” or larger. Many of the images are mounted on board, wood, or a cardboard mat or frame, and the measurements listed include these

mounts, unless otherwise noted. Additionally, a significant number of images were photographed by the Pach Brothers of New York while a few others were taken by Underwood and Underwood, also of New York. The individual faculty portraits were photographed by various individuals and companies. For additional images of student athletes, clubs, and organizations, please see the Hunter College Student Clubs, Organizations and Publications Collection. For additional images of faculty and staff who worked during the time of the name change to Hunter College, please see the Selected History of Hunter College Collection.

Arrangement note

Arranged into six subseries alphabetically: (1) Administration; (2) Buildings; (3) Classrooms; (4) Faculty and Staff; (5) Slides; and (6) Students.

Subseries 11.1 – Administration

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
15	6	Board of Education group portraits (various sizes), 1870
15	7	Portraits of William Wood (various sizes), 1870
21	-	Two Board of Education group portraits, 10 ¼ x 14 ½”, 1870

Subseries 11.2 – Buildings

Scope and Content note

This subseries also includes drawings and one painting since they were originally found with the building photographs.

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
15	8	Old St. James’s Church of Hamilton Square, future site of Normal College (drawing or print), probably 1870
15	9	Normal College building on East 4 th Street from the <i>Manual of the Corporation of the City of New York</i> (drawing), 1870
15	9a	Construction of building at Lexington Avenue and 68 th Street, donated by E. C. Hunt, 5 x 6 ¾”, 1872
15	10	Park Avenue entrance, possibly drawing, 1873
15	10a	Architectural plan of Normal College on wood, 6 ½ x 12 ½”, 1873
21	-	Park Avenue entrance on wood, 13 x 16”, circa 1875

15	11	Training Department and the Park Avenue entrance (probably newspaper clippings mounted on cardboard), 1892
15	12	Park Avenue entrance, 6" x 7 ½" (multiple copies), 1893
15	13	Park Avenue entrance, various sizes and multiple copies, circa 1900
15	14	Training School looking north and west from Lexington Avenue and 68 th Street, various sizes and multiple copies, circa 1900
15	15	Park Avenue entrance, various sizes and multiple copies, circa 1903
21	-	Park Avenue entrance, four oversized images, probably 1903
15	16	Park Avenue entrance, various sizes and multiple copies, circa 1908
15	17	Training Department looking southwest from Lexington Avenue and 69 th Street, various sizes and multiple copies, circa 1908
15	18	Proposed designs for new building (probably drawings), 1911
15	19	Close-up of an entrance, possibly on 68 th Street, 1913
15	20	Watercolor painting of view from 68 th Street, possibly looking east, January 1914
15	21	Negatives and one photograph of unknown buildings (one negative possibly shows Stanford White building), undated

Subseries 11.3 – Classrooms

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
20	1	Empty chapel, mostly 8 x 10" and multiple copies, possibly 1875
20	2	Physics lab with Professor Gillet, 5 ¾ x 7 ¾", 1878
20	3	Home economics classes, 7 ¼ x 9 ½" and 7 ½ x 10 ½", 1880 and 1892
20	4	Chapel with students and faculty, various sizes and multiple copies, possibly 1893
20	5	Drawing classes, 6 ½ x 8 ¾" and 8 x 10", 1897 [see also: box 24, folder 22]
20	6	Latin class, 6 ¼ x 8 ½", 1897
FF8		<i>The New York Times Illustrated Magazine</i> photograph of morning assembly in the chapel, on board, June 13, 1897
20	7	Physics class, 6 ¼ x 8 ¾", 1897
20	8	Three images of student teachers from the Training Department teaching in classrooms, 6 ¼ x 8 ½" and 5 x 6 ¼", 1897 [see also: box 24, folder 22]
20	9	Roman life class with Professor Helen Tanzen, 8 x 10", probably 1910s
20	10	Math classes, 7 ½ x 9 ¾", possibly 1910s
20	11	Biology class, 7 x 9 ¼", 1912
20	12	German class, 7 x 10", possibly 1914
20	13	Music class with Professor Fleck, 7 ½ x 9 ¼", 1914
20	14	Drawing room, 2 ¾ x 4 ¾", undated

21 - Two images of the library, one with students and the other of publishers' exhibit, 11 x 12 ¾", undated

Subseries 11.4 – Faculty and Staff

Arrangement note

Arranged first by group portraits chronologically, then by individual portraits arranged alphabetically by last name.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
20	15	Senior faculty, various sizes and multiple copies, 1893
21	-	All faculty (senior, junior, tutors, high school department heads, and high school teachers), 9 7/8 x 13 ¼", 1893
21	-	Senior faculty, 10 x 12", 1893
20	16	Senior faculty, 4 ¾" x 6", probably 1895
21	-	Senior faculty, 9 ¾ x 11", 1895
20	17	Senior faculty, various sizes and multiple copies, 1905
21	-	Senior faculty, 11 x 13 ½", 1905
22	1	Senior faculty, 7 ¼ x 9 ½", 1910
22	2	Eugene Aubert, 4 x 2" and 6 x 4 ¼", 1876 and 1902
22	3	Edward Day (professor of natural science), 4 x 2 ½" and 6 ½ x 4 ¼", 1870
22	4	Arthur H. Dundon, 5 x 7 ¼", undated
22	5	Henry T. Fleck (professor of music), 10 x 7", undated
22	6	Joseph A. Gillet, 4 ¼ x 2 ½" and 8 ½ x 6 ¼", possibly 1906
22	7	E. C. Hunt (secretary to President Hunter), 8 x 5", undated
22	8	Thomas Hunter, multiple copies of the same image mounted on paper, 5 x 3 ½" (size of photograph), undated
21	-	Thomas Hunter, 14 ¼ x 12", undated
22	9	Laura E. Leal, 6 x 4", undated
22	10	George Mangold (professor of music), 4 x 2 ½", undated
22	11	Philip M. W. Redfield, 4 x 2 ½", undated
22	12	Charles A. Schlegel, 4 x 2 ¼" and 4 ¼ x 2 ½", multiple images, undated
22	13	Lydia F. Wadleigh (superintendent), 6 x 4 ½", undated
22	14	Blanche Cotton Williams (instructor in 1913), 6 ½ x 4 ¼", undated
22	15	Eliza Woods (superintendent), 6 ¼ x 3 ¾", probably 1895

Subseries 11.5 – Slides

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
22	16	Four lantern slides (three of song lyrics and one labeled, "A. C. C. in French 16 th -Century costume), undated

Subseries 11.6 – Students

Scope and Content note

Within each grade level, students were divided into different “classes” (noted below as “groups”); their instruction mostly like occurred in the same classroom, with teachers moving between the classes.

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
22	17	Kindergarten students at the Training School, 3 ½ x 4 3/8” and 8 x 10”, possibly 1871
22	18	Students on the steps of the Chapel (one labeled, “Daily dismissal”), various sizes, probably 1870s-1880s
23	-	Class of 1880, 10 x 14”
22	19	Group portrait of nine women, 9 ½ x 13”, undated but probably 1880s-1890s
22	20	Class of 1884 (three different groups), 7 x 8 ¾” and 8 x 9 ¾”
23	-	Class of 1884 (four different groups), 10 ¾ x 13 ½”
22	21	Class of 1885 (three different groups), 8 ¼ x 10”
22	22	Class of 1886, 7 7/8 x 9 7/8” (2 copies)
22	23	Class of 1887 (four different groups), various sizes
22	24	Class of 1888 (four different groups), various sizes
23	-	Class of 1888, 11 ½ x 14”
22	25	Class of 1889, 8 ½ x 12 ½”
22	26	Class of 1890 (three different groups), about 9 x 11”
23	-	Class of 1890, 10 x 12 ½”
22	27	Class of 1891, 8 x 10”
23	-	Class of 1891, 9 ¾ x 14”
22	28	Class of 1892 (three different groups), 8 x 10”
24	1	First public school kindergarten in New York at PS 10, taken for the World’s Fair in Paris, March 1893
24	2	Class of 1893 (three different groups), various sizes
23	-	Class of 1893 (two different groups), 10 x 12” and 10 ¼ x 13 ¾”
24	3	Class of 1894, 8 x 10” and 9 x 11”
23	-	Class of 1894 (two different groups), 9 ½ x 12”
24	4	Class of 1895, 9 ½ x 11 ¾”
23	-	Class of 1895 (two different groups), 11 x 13 ¼” and 12 ¼ x 16 ½”
24	5	Class of 1896 (two different groups), 9 ¾” x 11 ½”
23	-	Class of 1896, 10 x 12”
23	-	Class of 1897 (April), 10 x 13 ½”

24	6	Class of 1899, about 9 x 11" (2 copies)
23	-	Students performing in unknown play (two different images; 11 x 13 ½"), circa 1900
24	7	Class of 1901, 8 ¾ x 12 ¾"
24	8	Class of 1902, first graduating class to wear caps and gowns, 8 ¾ x 10 ¾"
24	9	Class of 1903 and color photograph (3 ½ x 5") from 1975 of President Wexler, possibly with an alumna from 1903
23	-	Class of 1903, 11 x 14"
24	10	Class of 1904 (four different groups; various sizes) and Jubilee Luncheon program from 1929 for this class
24	11	Class of 1907, 8 x 10" (2 copies)
23	-	Class of 1907, 10 ½ x 12 ½"
24	12	Class of 1912 (6 ½ x 8 ½") and a 1912 yearbook page signed by some alumnae
23	-	Class of 1912 (2 copies), 11 x 13 ½" and 12 x 14"
23	-	Students performing in "Shakespearean Masque", play by Helen Gray Cone, alumna and future head of the English Department, three different images, 10 ¾ x 13 ½", 1913-1914

SERIES 12: PUBLICATIONS, 1892-1912

Scope and Content note

This series consists of a few items, including illustrations and a list of the editorial staff for the *Normal College Echo*; a calendar page; and text for the college section of the *Evening Post*. The majority of Normal College publications can be found in the Hunter College Publications Collection and the Hunter College Student Clubs, Organizations and Publications Collection,

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
24	13	Page from 1892 commencement program with list of scholarship recipients
24	14	Covers or illustrations for <i>Normal College Echo</i> , December 1901 and January 1903
24	15	December calendar page with image of Normal College building, 1902
24	16	<i>Normal College Echo</i> front matter, probably December 1909
24	17	Copy for "News of the Colleges" section for the <i>Evening Post</i> , March 20, 1912
24	18	Normal College history (pages missing), unknown author, 1920 [possibly copy for an article]

SERIES 13: PUBLICITY, 1870-1910

Scope and Content note

This series contains newspaper clippings and one journal clipping about Normal College, mostly about the dedication and opening of its new building, and Thomas Hunter. The majority of the clippings are photocopies.

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
24	19	Newspaper clipping on the dedication of the Female Normal and High School on 4 th Street and Broadway, March 25, 1870
24	20	Clipping from <i>The New York Times</i> on the opening of the new building on Park Avenue, September 2, 1873 (photocopy)
24	21	Various newspaper clippings on Normal College and Thomas Hunter, 1872-1910 (mostly photocopies)
24	22	Article on Normal College from <i>Harper's New Monthly Magazine</i> , 1873
25	-	Page from <i>Harper's Bazaar</i> with images of President Hunter, William Wood, Lydia F. Wadleigh, and others; and a drawing of morning classes in the Chapel, January 23, 1892
24	23	<i>The New York Times Illustrated Magazine</i> , article on Normal College, June 13, 1897 [see also: box 20, folders 5 and 8]
25	-	<i>New-York Tribune</i> Illustrated Supplement with article, drawings, and photographs of Normal College and the class of 1897, June 20, 1897
FF8		<i>New-York Tribune</i> Illustrated Supplement front page and images on board, June 20, 1897
24	24	Page from <i>The New Metropolis</i> (possibly a book) with a photograph of the building on Park Avenue, possibly 1899

SERIES 14: SONGS, 1876-1913

Scope and Content note

This series includes song lyrics and sheet music for the commencement song, a Christmas song, and various class songs. It seems as if each class, or possibly just the senior classes, wrote songs upon graduation or the end of the school year. Some of the songs were written by Helen G. Cone, an alumna and future head of the English Department, and George Mangold, professor of music.

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
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- | | | |
|----|----|---|
| 25 | - | “The Good Ship Alma Mater”, Normal College Commencement song, words by Nellie (Helen) G. Cone and music by George Mangold, 1876 (includes original manuscript and early copy) |
| 25 | - | Later versions of “The Good Ship Alma Mater”, Normal College Commencement song, words by Helen G. Cone and music by George Mangold, undated (multiple copies) |
| 24 | 25 | Senior song lyrics to the tune of “Grandfather’s Clock”, 1879 |
| 25 | - | Class songs (includes music and lyrics for most), 1879-1901 and undated |
| 25 | - | “Ring out Wild Bells”, Normal College Christmas song, words by Alfred Tennyson and music by George Mangold, 1904 (includes 1 st edition and additional copies) [see also series 10: objects] |
| 24 | 26 | Song lyrics, including those for “America the Beautiful”, 1904 and 1913 |
| 25 | - | “Road to Yesterday”, song for the class of 1912, words and music by Pauline Levy (multiple copies) |
| 25 | - | “Our Flag that Floats in Panama”, words by Honora McDonough (class of 1872) and music by Henry Lincoln Case, 1913 (multiple copies) |

SERIES 15: STUDENTS, 1870-1913

Scope and Content note

This series mostly contains ledgers and diplomas. The ledgers consist of handwritten records of students; these records include grades and notes on whether the students graduated to the next level. In addition, there is a similar ledger for “pupil-teachers”, or the students in the Training Department, which includes remarks on the student’s performance; a handwritten list of Normal College graduates from 1870; and writing and artwork from students or alumnae. The register of students contains administrative information, such as the student’s address, parents’ names, age, and date of admission, among others. Diplomas and certificates are listed by the graduates’ names; a few of them are framed. The certificates include attendance awards and honor roll lists.

Arrangement note

Arranged into two subseries: (1) Records and (2) Diplomas.

Subseries 15.1 – Records

Arrangement note

Arranged chronologically.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
24	27	Handwritten list of Normal College graduates, 1870
26	-	Record of students, February 1870-February 1878
27	-	Register of students/pupils, February, 1870-1888

24	28	“Names of ‘Colored’ Students at the Normal College”, 1873-1880 (but compiled later)
28	-	Record of students, January 30, 1878-February 1, 1883
29	-	Record of pupil-teachers, 1879-1889
30	-	Record of students, June 1883-January 1889
31	-	Record of students, June 1889-June 1894
24	29	Essay, postcard, poem, and drawing by students or alumnae, 1893-1894, 1910, and 1913
32	-	Record of students, January 1895-June 1899
33	-	Record of students, June 1899-June 1900

Subseries 15.2 – Diplomas and certificates

Scope and content note

This subseries mostly contains Normal College diplomas. Additionally, there are some teaching licenses from the Department of Education and certificates from Normal College High School, Normal Elementary School, and in some instances, other grammar schools. In the list below, no note is indicated if the item is a Normal College diploma.

Arrangement note

Arranged chronologically and then alphabetically by last name.

Location note

“C” stands for closet. “C1 is closet 1”, “C2” is closet 2, etc. “FF10” stands for flat file, drawer 10, etc.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
FF15		Emma L. Thompson, 1857 (Normal School diploma)
FF15		Emily Cole, 1865-1866 (attendance certificate)
FF15		Constance E. Roome, 1866 (grammar school)
FF10		Emily Cole, 1867 (promotion to upper level grade)
FF13		Hattie Rutter, 1868 (promotion to upper level grade)
C3		Mary K. Bryan, 1870 (framed)
FF15		Kate M. Murphy, 1870 (license to teach)
On loan to CUNY Central Administration		Emma M. Requa, 1870 (framed)
FF13		Emma M. Requa, 1870 (license to teach)
C3		Sarah Wanzer, 1870 (framed)
34		Emily Cole, 1871
FF10		Emily Cole, 1871 (license to teach)
34		Eleanor Davis, 1871
34		Lizzie H. Ellsworth, 1871
FF13		Lizzie H. Ellsworth, 1871 (license to teach)
34		Clara L. Griffen, 1871

34 Jenny B. Merrill, 1871
 34 Hattie L. Rutter, 1871
 34 Clara Robinson, 1872
 34 Eugenia J. Bowne, 1873
 34 Rachel Rosenthal, 1873
 FF10 Harriet (Hattie) L. Rutter, 1874 (license to teach)
 34 Libbie M. Wells, 1874
 FF10 Lizzie Knight, 1875 (license to teach for six months)
 34 Mary B. Osborn, 1875
 34 Henrietta Honigman, 1876
 FF10 Lizzie Knight, 1876 (license to teach)
 34 Laura Popper, 1876
 34 Ella J. Wilson, 1876
 FF10 Laura Popper, 1877 (license to teach)
 C4 Isabel G. Roome, 1877 (framed)
 FF10 Isabel G. Roome, 1877 (license to teach for six months)
 FF10 Honor roll lists, 1878 (January and June)
 34 Rose Myers, 1879
 35 Mary A., Flood, 1880
 C3 Rosalie Irene Meyer, 1880 (framed)
 35 Lucy R. Osborn, 1880
 FF10 Alice Stead, 1880 (grammar school)
 35 Etta J. Tibbits, 1880
 FF10 Maggie Wilson, 1880 (grammar school)
 C4 Christabel Flood, 1881 (framed)
 FF15 Hattie Rothschild, 1881 (grammar school)
 35 Nettie W. Sexton, 1881
 FF10 Nettie W. Sexton, 1881 (license to teach for one year)
 FF13 Elizabeth G. Knight, 1882 (license to teach)
 FF13 Fanny Rothkopf, 1882 (license to teach for one year)
 35 Jessie J. Rosenfeld, 1884
 35 Alice Stead, 1884
 FF13 Alice Stead, 1884 (license to teach for one year)
 FF13 Margaret B. Wilson, 1884 (license to teach for one year)
 FF15 Angela Cosgrove, 1885
 FF15 Mary E. Cosgrove, 1885
 FF15 Mary E. Cosgrove, 1885 (license to teach for one year)
 35 Hattie Rothschild, 1885
 FF13 Hattie Rothschild, 1885 (license to teach for one year)
 FF13 Margaret B. Wilson, 1885 (permanent license to teach)
 35 Hattie Wolf, 1885
 FF13 Hattie Wolf, 1885 (license to teach for one year)
 35 Sarah Baerlein, 1886
 C2 Millie I. Berg, 1886 (framed)
 35 Elizabeth S. Ferres, 1886

FF13	Hattie Rothschild, 1886 (permanent license to teach)
35	Emilie Fries, 1887
FF10	Emilie Fries, 1887 (license to teach for one year)
35	Laura Lowinson, 1887
FF10	Emily Stead, 1887-1889 (attendance certificates)
FF15	Angela Cosgrove, 1888 (license to teach)
C2	Lilly Liebman, 1888 (framed)
35	Jessie J. Rosenfeld, 1888
35	Helen Lewi, 1889
C4	Carrie K. Rothschild, 1890 (framed)
FF10	Carrie K. Rothschild, 1890 (license to teach for one year)
35	Louisa Bruckman, 1891
35	Fannie L. Clark, 1891
35	Grace P. Call, 1892
35	Elise W. Kornmann, 1892
35	Alice E. Leonard, 1892
35	Florence Lowenstein, 1892
35	Martha A. C. Boldt, 1894
FF13	Jessica R. Eagleson, 1894 (grammar school)
On loan to Alumni Office	Rose Jacobs, 1894 (framed)
35	Louisa Bruckman, 1895
FF10	Flora Manfred, 1895 (permanent license to teach)
35	Mabel L. Nichols, 1895
35	Rebecca E. Norton, 1895
35	Helen Rheinauer, 1895
FF13	Edith Patterson, 1895 (probationary license to teach)
35	Nellie D. Pickard, 1895
35	Maria H. Kuentler, 1896
35	May M. Goldberg, 1897
35	Elizabeth V. King, 1897
FF13	Helen Rheinauer, 1897 (permanent license to teach)
35	Emma M. Requa, 1898
35	Jessica R. Eagleson, 1899
36	Cora M. Spiegelberg, 1900
36	Hettie Berkowitz, 1901
36	Margaret Barclay Wilson, 1901
36	Ray Rosenlicht, 1903
36	Marella W. Kramer, 1903
36	Lillian Sanrenj, 1903
36	Grace E. Currie, 1904
C2	Millie A. De Vries, 1904 (framed)
C3	Gertrude King, 1904 (framed)
36	Marella W. Kramer, 1904
C3	Hannah W. Kutner, 1904 (framed)
24	30 Helen Althea Messenger, 1904 (professional certificate)

24	30	Ruth Ellis Messenger, 1904-1906 (professional certificate and teaching licenses)
36		Lillian D. Randles, 1904
36		Hattie Gluck, 1905
FF14		Florence Adelaide Goldman, 1906
24	30	Mary Katzman (professional certificate)
C2		Maude Fraun, 1907 (framed)
36		Theresa C. Brower, 1908
36		Sophie Reibetanz, 1908
36		Sample diploma, 1909
36		Josephine Goldberg, 1909
36		Marguerite E. Jones, 1909
36		Lillian A. Maloney, 1909
36		Anna Newman, 1909
36		Three sample diplomas, 1910
36		Catherine C. Clark, 1910
36		Rose Rosenbaum, 1910
FF10		Mariadina Cohen, 1911
36		Sample diploma, 1911
36		Elsie Seckel, 1911
36		Sample diploma, 1912
C3		Regina A. Chandler, 1912 (framed)
36		Augusta W. Neidhardt, 1912
FF11		Gertrude Elizabeth Bruggeln, 1913 (high school)
36		Two sample diplomas, 1913
36		Sample diploma, 1914