**Kingswood School**

Records, 1930-1985  
21.5 linear ft.

**Acquisition Number:** 1980-01

**Acquisition:** The collection was received through many smaller accessions over several years.

**Access:** Access to the collection is unrestricted.

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**Preferred Citation:** Kingswood School Records, Cranbrook Archives, Bloomfield Hills, MI

**Photographs:** Removed to the Archives’ Photograph files under Kingswood School. Oversized photographs are in Box 34. Additional photographs can be found in the scrapbooks in the Oversized Materials series.

**Index:** See end of finding aid.

**Processing:** Amy Neuville, August 2001
History

Kingswood School Cranbrook was a day and boarding school for girls beginning with the seventh grade and continuing through the twelfth grade. Kingswood School was established through a deed of Trust executed on July 24, 1930 between the Cranbrook Foundation and a Board of Trustees consisting of William T. Barbour, Ralph Stone, Luman W. Goodenough, Alvan Macauley, Clarence H. Booth, James Inglis, and Sidney D. Waldon. The Board selected Gladys Turnbach, of Miss Hall’s School in Pittsfield, Massachusetts, as the first Headmistress. After serving just a few months, Miss Turnbach resigned in December 1930. Her successor, Katharine Rogers Adams, was chosen in 1931.

An early and ongoing supporter of this school for girls was Ellen Scripps Booth, who, according to legend, admonished her husband to “remember the girls” when planning what would eventually become the Cranbrook Educational Community. Mrs. Booth provided much of the initial monetary support during the planning and construction of Kingswood School, named after George G. Booth’s paternal grandmother, Elizabeth Kingswood.

Eliel Saarinen was chosen as the chief architect for Kingswood School. Saarinen involved his entire family, as well as other designers and craftsmen, in the creation of a harmonious integration of art, design, and architecture. The school opened to great acclaim in 1931, and is known today as one of Saarinen’s best works.

Kingswood operated for three years, from 1927-1930, in quarters provided at Brookside School. The school formally opened on September 21, 1931 with an enrollment of eighty-one students and seven faculty, namely: Alice Belding, Grace Fry, Luella Houser, Marthe LeLoupp, Ruth McClelland, Marion Reid, and Josephine Waldo. Miss Waldo and Miss Fry taught for several years at Brookside School prior to the establishment of Kingswood.

In 1973, the Cranbrook administration reorganized, establishing an educational community with three divisions: Academy of Art, Institute of Science, and Schools. Although each school retained a Headmistress or Headmaster, common administrative services governed them. In 1985, Cranbrook School and Kingswood School merged to become the co-educational Cranbrook Kingswood Upper School. The Kingswood campus now hosts all Upper School English, history, and visual arts classes. Foreign languages, science, math, religion, and performing arts are taught at the Cranbrook campus. The Middle Schools remain single sex, with the Girls Middle School occupying the lower level of the Kingswood School building, and the Boys Middle School at the Vaughan Campus.
Scope and Content of Collection

The records in this collection cover Kingswood School from its beginnings in 1930 through 1985, when the school merged with Cranbrook School to become Cranbrook Kingswood School. Post-merger schools materials can be found in the Cranbrook Schools collection.

There are four series in the Kingswood School collection: Administrative, Topical Files, Oversized Materials, and Realia/Memorabilia.

Kingswood Board of Directors and Board of Trustees materials, Headmistress/master office files, and faculty correspondence files can be found in the Administrative series, boxes 1-20. Materials in this series are arranged alphabetically by subject or person, then chronologically within the subject.

The Topical Files series, boxes 21-31, is arranged alphabetically by subject, then chronologically. This series provides the best look at student life at Kingswood, although there are many gaps in the holdings.

A highlight of the Oversized Materials series, boxes 32-34, is a handwritten book created by the Class of 1941 documenting the history of Kingswood School to that point. A similar book was later written by the Class of 1964. Also in this series are four scrapbooks containing programs, brochures, and news clippings describing student activities from 1931-1970s.

The Realia/Memorabilia series, boxes 35-36, contain such diverse materials as a field hockey uniform, a mathematic textbook used by Grace Fry, and the mold for the Kingswood School letter opener.

Headmistress/masters of Kingswood School

Gladys Turnbach 1930
Katharine Rogers Adams 1931-1934
Margaret Avery Auger 1934-1950
Marion E. Goodale 1950-1967
John R.O. McKean 1967-1968
Frances P. Donohue Hanson 1968-1971
Wilfred J. Hemmer 1971-1976
William C. Prescott, Jr. 1976-1980
Mary Bramson 1980-1985

Related Collections
• Brookside School collection
• Cranbrook School collection
• Cranbrook Schools collection
• Cranbrook Publications collection for Kingswood-related publications
• Cranbrook Educational Community, Board of Trustees meetings, Acc. #1990-03
• George G. Booth and Ellen Scripps Booth collection, Acc. # 1981-01
• Saarinen Family Papers, Acc. # 1990-08
• Henry Scripps Booth and Carolyn Farr Booth collection, Acc. # 1982-05
• Jeanne Graham papers, Acc. # 1996-32
Box Number--Description

Series I  ADMINISTRATIVE

Box 1
2. Board of Directors—Meeting Minutes, 1930
3. Board of Directors—Meeting Minutes, 1931
4. Board of Directors—Meeting Minutes, 1932
5. Board of Directors—Meeting Minutes and Schedule of Salaries and Wages, 1933
6. Board of Directors—Meeting Minutes, 1934
7. Board of Directors—Meeting Minutes, 1935
8. Board of Directors—Meeting Minutes, 1936
9. Board of Directors—Meeting Minutes, 1937
10. Board of Directors—Meeting Minutes, 1938
11. Board of Directors—Meeting Minutes, 1939
12. Board of Directors—Meeting Minutes, 1940
13. Board of Directors—Meeting Minutes, 1941
14. Board of Directors—Meeting Minutes, 1942
15. Board of Directors—Meeting Minutes, 1943
16. Board of Directors—Meeting Minutes, 1944
17. Board of Directors—Meeting Minutes, 1945
18. Board of Directors—Meeting Minutes, 1946

Box 2
1. Board of Directors—Meeting Minutes, 1947
2. Board of Directors—Meeting Minutes, 1948
3. Board of Directors—Meeting Minutes, 1949
4. Board of Directors—Meeting Minutes, 1950
5. Board of Directors—Meeting Minutes, 1951
6. Board of Directors—Meeting Minutes, 1952
7. Board of Directors—Meeting Minutes, 1953
8. Board of Directors—Meeting Minutes, 1954
9. Board of Directors—Meeting Minutes, 1955
10. Board of Directors—Meeting Minutes, 1956
11. Board of Directors—Meeting Minutes, 1957
12. Board of Directors—Meeting Minutes, 1958
13. Board of Directors—Meeting Minutes, 1959
14. Board of Directors—Meeting Minutes, 1960
15. Board of Directors—Meeting Minutes, 1961
16. Board of Directors—Meeting Minutes, 1962
17. Board of Directors—Meeting Minutes, 1963
18. Board of Directors—Meeting Minutes, 1964
20. Board of Directors—Meeting Minutes, 1966
22. Board of Directors—Meeting Minutes, 1968
23. Board of Directors—Meeting Minutes, 1969
24. Board of Directors—Meeting Minutes, 1970
25. Board of Directors—Meeting Minutes, 1971
26. Board of Directors—Meeting Minutes, 1972
27. Board of Directors—Meeting Minutes, 1973
28. Board of Directors—Meeting Minutes, 1974

Box 3
1. Board of Trustees—Articles of Incorporation, 1956
2. Board of Trustees—Bylaws and Amended Bylaws, 1930, 1941, 1965
3. Board of Trustees—Financial Reports, 1930-1934
4. Board of Trustees—Financial Reports, 1935-1938
5. Board of Trustees—Financial Reports, 1939-1955

Box 4
1. Board of Trustees—Meeting Minutes, 1930-1940
2. Board of Trustees—Meeting Minutes, 1941-1950
3. Board of Trustees—Meeting Minutes, 1951-1960
4. Board of Trustees—Meeting Minutes, 1961-1969
5. Faculty Contracts, 1935-1936
6. Faculty Contracts, 1936-1937
7. Faculty Contracts, 1937-1938
8. Faculty Contracts, 1938-1939
9. Faculty Contracts, 1939-1940
10. Faculty Contracts, 1940-1941
11. Faculty Contracts, 1941-1942
12. Faculty Contracts, 1942-1943
13. Faculty Contracts, 1943-1944
14. Faculty Contracts, 1944-1945
15. Faculty Contracts, 1945-1946
16. Faculty Contracts, 1946-1947

Box 5
1. Faculty Contracts, 1947-1948
2. Faculty Contracts, 1948-1949
3. Faculty Contracts, 1949-1950
4. Faculty Contracts, 1950-1951
5. Faculty Contracts, 1951-1952
6. Faculty Contracts, 1952-1953
7. Faculty Contracts, 1953-1954
8. Faculty Contracts—Summer Institute, 1943-1945
9. Faculty Files—Amling, Joyce
10. Faculty Files—Anderson, Mrs. Theodore
11. Faculty Files—Andrews, Helga
12. Faculty Files—Armstrong, Helen
13. Faculty Files—Bartz, Walter
14. Faculty Files—Bauer, Nancy
15. Faculty Files—Belding, Alice
16. Faculty Files—Bennett, Elizabeth
17. Faculty Files—Bernstein, Tama
18. Faculty Files—Bingham, Marjorie
19. Faculty Files—Blessing, Ruth
20. Faculty Files—Bolinder, Gurli
21. Faculty Files—Bolt, Donna
22. Faculty Files—Bond, Gladys
23. Faculty Files—Brockett, Grace
24. Faculty Files—Brozik, Mary
25. Faculty Files—Bryan, James
26. Faculty Files—Burbank, Christine
27. Faculty Files—Burns, Helen
28. Faculty Files—Callaghan, Thomas
29. Faculty Files—Campbell, Dorothy
30. Faculty Files—Campbell, Morag

Box 6

1. Faculty Files—Carberry, Harold
2. Faculty Files—Carpenter, Madge
3. Faculty Files—Carroll, Anne
4. Faculty Files—Case, Adelaide
5. Faculty Files—Case, Adelaide, Political Controversy and Charges, 1954
6. Faculty Files—Chalmers, Ann
7. Faculty Files—Chamberlain, Thelma (Penny)
8. Faculty Files—Chan, Pei Lei His
9. Faculty Files—Chao, Phebe
10. Faculty Files—Chapman, Elizabeth
11. Faculty Files—Chapman, Lois
12. Faculty Files—Chapman, Mary Jane
13. Faculty Files—Chenault, Nancy
14. Faculty Files—Clark, Elaine Chapman
15. Faculty Files—Clark, Lucille
16. Faculty Files—Clark, Winifred
17. Faculty Files—Clifford, Margaret
18. Faculty Files—Comstock, William
19. Faculty Files—Cook, Joyce
20. Faculty Files—Cormany, Esther
21. Faculty Files—Cormany, Mary Ellen Branniff
22. Faculty Files—Courtice, Irma Jean
23. Faculty Files—Crites, Cynthia
24. Faculty Files—Cross, Patricia Millson
25. Faculty Files—Crow, Marie
26. Faculty Files—Cryderman, Mary [staff]
27. Faculty Files—Cummings, Dorothy Ellen
28. Faculty Files—Daavettila, Donald
29. Faculty Files—Damerel, Janet
30. Faculty Files—Daskivich, Patricia
31. Faculty Files—Daunic, Elizabeth
32. Faculty Files—Davis, Harriett
33. Faculty Files—Dearing, Dorothy
34. Faculty Files—Delavan, Edith
35. Faculty Files—DeLong, Johanna
36. Faculty Files—Demery, Carol
37. Faculty Files—Dempsey, Helen
38. Faculty Files—Dennig, Mary
39. Faculty Files—Denning, Joyce
40. Faculty Files—Derouchie, Mayo
41. Faculty Files—Dimcheff, Marian
42. Faculty Files—Dika, John A.
43. Faculty Files—Dobyns, Barbara
44. Faculty Files—Dodge, Elaine
45. Faculty Files—Doerring, Paul

Box 7

1. Faculty Files—Doll, Helen
2. Faculty Files—Doyle, Marylyn Harrett
3. Faculty Files—Edgar, Hazel
4. Faculty Files—Edwards, Birdie
5. Faculty Files—Eisenberg, Arnona
6. Faculty Files—Elkins, Laura
7. Faculty Files—Emery, Grace
8. Faculty Files—English, Frances
9. Faculty Files—Engman, Lois
10. Faculty Files—Evans, Diantha Doane
11. Faculty Files—Ewers, Daniel
12. Faculty Files—Eyres, Elizabeth
13. Faculty Files—Fakhouri, Shabib
14. Faculty Files—Fass, Eleanor
15. Faculty Files—Fast, Martha
16. Faculty Files—Faulkner, Ann
17. Faculty Files—Fausone, Mildred
18. Faculty Files—Ferrari, Albert
19. Faculty Files—Fiala, Mary Maury
20. Faculty Files—Firth, Mary
21. Faculty Files—Fisher, Helen (Nell)
22. Faculty Files—Fitzgerald, Ingrid
23. Faculty Files—Fitzsimons, Marion
24. Faculty Files—Fleming, Marcia
25. Faculty Files—Fleming, Phyllis
26. Faculty Files—Fleming, Ray
27. Faculty Files—Fossenkemper, Neva
28. Faculty Files—Fox, Virginia Beresford
29. Faculty Files—Frank, Genevieve
30. Faculty Files—Franklin, Judith
30a. Faulty Files—Fredericks, Marshall
31. Faculty Files—Freudigman, Eric
32. Faculty Files—Fry, Grace
33. Faculty Files—Furstenberg, Ruth
34. Faculty Files—Gallatly, Victoria [staff]
35. Faculty Files—Gamble, Marguerite
36. Faculty Files—Garabrant, Wesa
37. Faculty Files—Geller, Judith
38. Faculty Files—Gerkins, Muriel
39. Faculty Files—Geroux, Mary
40. Faculty Files—Gifford, Margaret
41. Faculty Files—Gilbert, James
42. Faculty Files—Gilfillan, Adele
43. Faculty Files—Gill, Ruth
44. Faculty Files—Gillespie, Ann
45. Faculty Files—Gillespie, Catherine [staff]
46. Faculty Files—Gold, Ruth Wood
47. Faculty Files—Goodenough, Hester
48. Faculty Files—Gorrill, Shadow
49. Faculty Files—Grabowsky, Lenore
50. Faculty Files—Grant, Charlene
51. Faculty Files—Graybill, Emmett
52. Faculty Files—Greenman, Elizabeth
53. Faculty Files—Gregory, Waylande de Santis
54. Faculty Files—Griffith, Thelma
55. Faculty Files—Griswold, Brendan
56. Faculty Files—Groben, Barbara
57. Faculty Files—Gross, Esther
58. Faculty Files—Grotell, Maija
Box 8

1. Faculty Files—Hall, Colin [staff]
2. Faculty Files—Hall, Gary
3. Faculty Files—Halladay, Adele
4. Faculty Files—Halstead, Clara
5. Faculty Files—Hamm, William
6. Faculty Files—Handerson, Dorothy [staff]
7. Faculty Files—Hanson, Frances Donohue
8. Faculty Files—Harrett, Marilyn
9. Faculty Files—Hart, Alva
10. Faculty Files—Hartman, Antonia [staff]
11. Faculty Files—Harvey, Dr. Campbell [staff]
12. Faculty Files—Hauer, DeLaurice
13. Faculty Files—Hayden, Margaret
14. Faculty Files—Hazard, Patricia
15. Faculty Files—Hendrickson, Audra
16. Faculty Files—Herron, Margaret
17. Faculty Files—Hicks, Vina
18. Faculty Files—Hill, E.W. (Bunker)
19. Faculty Files—Hill, Mary Ellen
20. Faculty Files—Hoff, Marsha
21. Faculty Files—Hoffman, Margaret
22. Faculty Files—Holm, Lillian
23. Faculty Files—Holmes, Alice
24. Faculty Files—Hopper, Patricia
25. Faculty Files—Hosp, Helen
26. Faculty Files—Houston, Margaret
27. Faculty Files—Howard, Isabell
28. Faculty Files—Hubbard, Susan
29. Faculty Files—Hudspeth, Michael
30. Faculty Files—Hunsicker, Mary Frances
31. Faculty Files—Hunt-Brown, Patricia [staff]
32. Faculty Files—Hunt, Winifred
33. Faculty Files—Hutchinson, Louise
34. Faculty Files—Hyde, Ada
35. Faculty Files—Hyde, Marion Meigs
36. Faculty Files—Hyslop, Beatrice
37. Faculty Files—Irani, Alice Davis
38. Faculty Files—Irmen, Anne
39. Faculty Files—Johns, Marjory
40. Faculty Files—Johnson, Jean Elaine
41. Faculty Files—Jolly, June Weller
42. Faculty Files—Jones, Pauline
43. Faculty Files—Jones, Peggy
44. Faculty Files—Jones, Thomas
45. Faculty Files—Kahn, Betty Valerie
46. Faculty Files—Karahuta, Mary
47. Faculty Files—Kelley, Robert
48. Faculty Files—Keon, Laura
49. Faculty Files—Kidd, Robert
50. Faculty Files—Kiessling, Julia
51. Faculty Files—Kincaide, Joan
52. Faculty Files—Kingins, Edward
53. Faculty Files—Kirshman, Elinor
54. Faculty Files—Koenig, Peter
55. Faculty Files—Koestering, Julia

Box 9

1. Faculty Files—Konopnicki, Gustaw
2. Faculty Files—Kottler, Mischa
3. Faculty Files—Krash, Ronald
4. Faculty Files—Kschinka, Elizabeth
5. Faculty Files—Kussrow, Nancy
6. Faculty Files—La Croix, Suzanne
7. Faculty Files—Lander, Vernita
8. Faculty Files—Larson, Grace
9. Faculty Files—Larsson, Marta
10. Faculty Files—Latteier, Dorothy [staff]
11. Faculty Files—Laulor, Margaret
12. Faculty Files—Lazer, LaVera
13. Faculty Files—LeClerc, M. Pierre
14. Faculty Files—LeLoupp, Marthe
15. Faculty Files—Lennihan, Therese
16. Faculty Files—Levitt, William
17. Faculty Files—Levring, Dorothy [staff]
18. Faculty Files—Levin, Patricia
19. Faculty Files—Lieberman, Douglas
20. Faculty Files—Loane, Helen
21. Faculty Files—Lovell, Margaret
22. Faculty Files—Luke, Margaret Anne
23. Faculty Files—MacDermott, Margaret
24. Faculty Files—Manchester, Elizabeth
25. Faculty Files—Marsh, Ruth
26. Faculty Files—Martin, Mary Susan
27. Faculty Files—Martinek, Mareta
28. Faculty Files—Mathews, Gladys Gene
29. Faculty Files—Matthews, Earl
30. Faculty Files—Mauch, Diane
31. Faculty Files—Mauders, Shirley Trump
32. Faculty Files—McAlister, Helen
33. Faculty Files—McBride, Joan
35. Faculty Files—McCormick, Marion Ruth
36. Faculty Files—McDowell, Aline
37. Faculty Files—McEldowney, Betty
38. Faculty Files—McGrath, Madeline
39. Faculty Files—McGuire, Hilda
40. Faculty Files—McLean, Mary
41. Faculty Files—McMechan, Jervis
42. Faculty Files—McQuillan, Letitia
43. Faculty Files—Meier, Susan
44. Faculty Files—Mellen, Audrey
45. Faculty Files—Merritt, Francis
46. Faculty Files—Messing, Anne
47. Faculty Files—Miller, Barbara Hamel
48. Faculty Files—Miller, Christine
49. Faculty Files—Miller, Ethel
50. Faculty Files—Millington, Irene [staff]
51. Faculty Files—Minster, Marjorie
52. Faculty Files—Mizer, Joan
53. Faculty Files—Montony, Dorothy
54. Faculty Files—Moody, Martha
55. Faculty Files—Morelle, Isabelle
56. Faculty Files—Morrill, Dorothea
57. Faculty Files—Morse, Barbara
58. Faculty Files—Moss, Charles
59. Faculty Files—Mullins, Dorcas
60. Faculty Files—Munt, Marilynn
61. Faculty Files—Murphy, Arlee [staff]

Box 10

1. Faculty Files—Murphy, Marion
2. Faculty Files—Murray, Marjorie
3. Faculty Files—Myers, Kathryn
4. Faculty Files—Neal, Julia
5. Faculty Files—Nelson, Frances [staff]
6. Faculty Files—Nelson, Margaret
7. Faculty Files—Neumann, Gretchen
8. Faculty Files—Newell, James
9. Faculty Files—Nicoloff, Christine
10. Faculty Files—Nicholson, Phyllis
11. Faculty Files—Noeske, Mariann
12. Faculty Files—Nowacki, George
13. Faculty Files—Oberts, Faith
14. Faculty Files—O’Connor, Katherine
15. Faculty Files—O’Hara, Joan
16. Faculty Files—Okie, Priscilla
17. Faculty Files—O’Leary, Christine
18. Faculty Files—Olson, Laurel [staff]
19. Faculty Files—Ortega, Ginka
20. Faculty Files—Page, Joan
21. Faculty Files—Pankotan, Eugenia Stepkowska
22. Faculty Files—Paus, Denise
23. Faculty Files—Pearce, John
24. Faculty Files—Pearsall, Marjorie White
25. Faculty Files—Pearson, Larry
26. Faculty Files—Pedersen, Leona [staff]
27. Faculty Files—Pedersen, Rebecca
28. Faculty Files—Peine, Virginia
29. Faculty Files—Pequignot, Jessie
30. Faculty Files—Peters, Ellen McAfee
31. No folder
32. Faculty Files—Phillips, Helen
33. Faculty Files—Pickering, Ann [staff]
34. Faculty Files—Pina, Petra [staff]
35. Faculty Files—Pincomb, Arlene [staff]
36. Faculty Files—Pinter, Velma
37. Faculty Files—Player, Marjorie McKeown
38. Faculty Files—Pope, Myrtle [staff]
39. Faculty Files—Porter, Nancy
40. Faculty Files—Powell, Alma [staff]
41. Faculty Files—Power, Sayde
42. Faculty Files—Price, Martha
43. Faculty Files—Purcell, Ira
44. Faculty Files—Randolph, Ruth
44b. Faculty Files — Raseman, Rachel DeWolfe
45. Faculty Files—Reed, Esther Berky
46. Faculty Files—Reese, Frances
47. Faculty Files—Reeside, Larry
48. Faculty Files—Reid, Marion
49. Faculty Files—Reid, Ute Cornelia
50. Faculty Files—Reynolds, Margaret [staff]
51. Faculty Files—Rhodes, Mary
52. Faculty Files—Rice, Edward
53. Faculty Files—Rice, Margaret
54. Faculty Files—Richardson, Elizabeth
55. Faculty Files—Riechers, Winnifred
56. Faculty Files—Rismann, Jane Frances
57. Faculty Files—Ritz, Marthe
58. Faculty Files—Robb, Virginia
59. Faculty Files—Roberts, Virginia
60. Faculty Files—Rose, June
61. Faculty Files—Rosen, Joan Goldsmith
62. Faculty Files—Rosenberg, Harriet
63. Faculty Files—Rowan, Constance
64. Faculty Files—Ruben, Ulle Mai Sinka
65. Faculty Files—Rupp, Bonnie
66. Faculty Files—Rutland, Virginia
67. Faculty Files—Rutzen, Virginia
68. Faculty Files—Ryder, Maud [staff]

Box 11

1. Faculty Files—Schirmer, Alice [staff]
2. Faculty Files—Seamans, Helen
3. Faculty Files—Seifert, Bertha
4. Faculty Files—Simmons, Coline Elizabeth
5. Faculty Files—Sousanis, Constantine
6. Faculty Files—Stefani, Marilyn
7. Faculty Files—Stepek, Jacqueline
8. Faculty Files—Sweeny, Sharon
9. Faculty Files—Trese, Maureen
10. Faculty Files—Unger, Helen
11. Faculty Files—Urban, Richard
12. Faculty Files—Vanacker, Suzanne
13. Faculty Files—VanDusen, Barbara Congdon
14. Faculty Files—Vanmeter, Kezia
15. Faculty Files—Van Oene, Germaine
16. Faculty Files—Vaughan, J. Walter
17. Faculty Files—Vereen, Betty
18. Faculty Files—Vliek, Adelle
19. Faculty Files—Wagner, Jeanne
20. Faculty Files—Waite, Jonathan
21. Faculty Files—Waldie, Isabella
22. Faculty Files—Waldo, Josephine
23. Faculty Files—Waltenberger, Jean [staff]
24. Faculty Files—Walther, Brigitta
25. Faculty Files—Ward, Betty
26. Faculty Files—Wei, William
27. Faculty Files—Weld, Frances
28. Faculty Files—Wellerreserved, Molly [staff]
29. Faculty Files—Welling, Patricia
30. Faculty Files—West, Clifford
31. Faculty Files—Whitcomb, Anne
32. Faculty Files—White, Gertrude
33. Faculty Files—White, Orma [staff]
34. Faculty Files—Whitehorn, Catharine
35. Faculty Files—Williams, Caroline
36. Faculty Files—Williams, Mary Frances
37. Faculty Files—Williams, Mona
38. Faculty Files—Williams, Roseann [staff]
39. Faculty Files—Wilson, Paule
40. Faculty Files—Wingardh, Anita
41. Faculty Files—Winter, Catherine
42. Faculty Files—Woodrofe, Robert
43. Faculty Files—Wright, Shirley [staff]
44. Faculty Files—Wyckoff, Monte
45. Faculty Files—Yandell, Barbara
46. Faculty Files—Yarbrough, Cleo [staff]
47. Faculty Files—Zeller, Julia
48. Faculty Files—Zombeck, Josephine [staff]
49. Faculty Files—Zwirbulis, Emilia [staff]

Box 12

1. Headmistress/master Annual Report, 1930
2. Headmistress/master Annual Report, 1931-32
3. Headmistress/master Annual Report, 1932-33
4. Headmistress/master Annual Report, 1933-34
10. Headmistress/master Annual Report, 1940-41
11. Headmistress/master Annual Report, 1941-42
12. Headmistress/master Annual Report, 1942-43
13. Headmistress/master Annual Report, 1943-44
15. Headmistress/master Annual Report, 1945-46
23. Headmistress/master Annual Report, 1953-54
25. Headmistress/master Annual Report, 1956-57
32. Headmistress/master Annual Report, 1963-64
33. Headmistress/master Annual Report, 1964-65
34. Headmistress/master Annual Report, 1965-66
35. Headmistress/master Annual Report, 1966-67
36. Headmistress/master Annual Report, 1975-76
37. Headmistress/master Annual Report, 1977-78

Box 13

1. Headmistress/master Office Files—“A”, 1946, 1951-1961
2. Headmistress/master Office Files—Academic Policies, c.1984
3. Headmistress/master Office Files—Academy of Art, 1933-1934
7. Headmistress/master Office Files—Alumnae, Reports to, 1945-1955
11. Headmistress/master Office Files—Augur, Margaret
12. Headmistress/master Office Files—Automobiles [Cranbrook-owned], 1932, 1972
14. Headmistress/master Office Files—Board of Directors Corresp., 1930-1963

Box 14

1. Headmistress/master Office Files—Board of Trustees Corresp., 1956-1967
3. Headmistress/master Office Files—Building, Grounds and Equipment, 1949-1976
5. Headmistress/master Office Files—Certification [faculty], 1951-1962
6. Headmistress/master Office Files—Christ Church Cranbrook, 1948-1960
8. Headmistress/master Office Files—Class Trip, 10th Grade, 1980

Box 15

1. Headmistress/master Office Files—Cranbrook Central Committee, 1945-1954
2. Headmistress/master Office Files—Cranbrook Foundation, 1933-1969
3. Headmistress/master Office Files—Cranbrook Institute of Science, 1951-1977
4. Headmistress/master Office Files—Cranbrook School, 1947-1963
6. Headmistress/master Office Files—Cum Laude Society, 1940-1955
14. Headmistress/master Office Files—Departments, All, 1974-1976
15. Headmistress/master Office Files—Departments, Art, 1971-1976

Box 16

3. Headmistress/master Office Files—Departments, Mathematics, 1974-1976
10. Headmistress/master Office Files—Detroit Public Schools, 1976
12. Headmistress/master Office Files—“E”, 1940-1960
14. Headmistress/master Office Files—“F”, 1933-1965
15. Headmistress/master Office Files—Faculty Awards, 1982-1985
16. Headmistress/master Office Files—Faculty Children Tuition Grants, 1965-1978
17. Headmistress/master Office Files—Faculty Council, 1967-1982
   not complete

Box 17

1. Headmistress/master Office Files—Faculty Meeting Agendas and Minutes, 1979-1982
3. Headmistress/master Office Files—Fine Arts Week, 1980
5. Headmistress/master Office Files—Founders Day Report, 1960
7. Headmistress/master Office Files—“G”, 1952-1963
10. Headmistress/master Office Files—Grading System, 1953
13. Headmistress/master Office Files—Headmistresses Assoc. of the Middle West, 1935, 1951
15. Headmistress/master Office Files—Independent Schools Assoc. of the Central States (ISACS), ISACS Evaluation, 1979

Box 18

1. Headmistress/master Office Files—ISACS Evaluation, three year Follow up, 1981
7. Headmistress/master Office Files—January Term, 1974-1976
13. Headmistress/master Office Files—Kingswood Mothers Council, 1984-1985

Box 19

9. Headmistress/master Office Files—Michigan State University, 1972-1977
10. Headmistress/master Office Files—Middle School [formerly Lower School], 1971-1984
12. Headmistress/master Office Files—National Association of Episcopal Schools, 1977
15. Headmistress/master Office Files—Opening Days, 1972-1974

Box 20

1. Headmistress/master Office Files—Outside Programs, 1972-1976
3. Headmistress/master Office Files—Parents, mailings to, 1943-1983
5. Headmistress/master Office Files—Phi Beta Kappa, 1965-1975
7. Headmistress/master Office Files—Projects: Responsibilities of a
School for Girls, 1981-1984
11. Headmistress/master Office Files—Scholarships [not complete listing], 1961-1975
12. Headmistress/master Office Files—Senior Class Corresp., n.d.
13. Headmistress/master Office Files—Senior Class “May Project”, 1982-1984
15. Headmistress/master Office Files—Senior Class Name Plaques, 1983
16. Headmistress/master Office Files—Special and Summer Programs, 1966, 1974-1975

Series II TOPOICAL FILES

Box 21
1. 50th Anniversary Celebration, 1981-1982
2. 50th Anniversary Celebration—Committee Meeting Minutes, 1981-1982
3. 50th Anniversary Celebration—Kingswood Statement of Philosophy, c.1980
5. 50th Anniversary Celebration—Symposium, February 1982
6. 50th Anniversary Celebration—Time Capsule, 1982
7. Alumnae Association—Bylaws & Constitution, c.1940-1971
8. Alumnae Association—Committees & Officers [not complete], 1938-1985
10. Alumnae Association—Meeting Agendas & Minutes, 1936-1946
17. Assemblies, 1979
19. Awards—Examples of, n.d.
21. Awards—Recipients, 1980s [not complete]

Box 22

1. Christmas Cards, n.d.
4. Class Officers, various years
5. Commencement—Baccalaureate Address, 1985
6. Commencement—Baccalaureate Program, 1940s-1950s [not all]
7. Commencement—Baccalaureate Program, 1960s [not all]
9. Commencement Address, 1932
10. Commencement Address, 1943
11. Commencement Address, 1945
12. Commencement Address, 1947
13. Commencement Address, 1948
14. Commencement Address, 1955
15. Commencement Address, 1972
16. Commencement Address, 1974
17. Commencement Address, 1980
18. Commencement Address, 1983
19. Commencement Address, 1984
20. Commencement Address, 1992
21. Commencement Address, 1994
22. Commencement Address, 1995
23. Commencement Address, 1996
24. Commencement Address, 1997
25. Commencement Address, 1998
27. Commencement Program, 1933

Box 23

1. Commencement Program, 1939
2. Commencement Program, 1940
3. Commencement Program, 1941
4. Commencement Program, 1943
5. Commencement Program, 1944
6. Commencement Program, 1950
7. Commencement Program, 1952
8. Commencement Program, 1953
9. Commencement Program, 1954
10. Commencement Program, 1955
11. Commencement Program, 1958
12. Commencement Program, 1967
13. Commencement Program, 1968
14. Commencement Program, 1970
15. Commencement Program, 1972
16. Commencement Program, 1973
17. Commencement Program, 1975
18. Commencement Program, 1976
19. Commencement Program, 1977
20. Commencement Program, 1978
21. Commencement Program, 1979
22. Commencement Program, 1980
23. Commencement Program, 1981
24. Commencement Program, 1982
25. Commencement Program, 1983
26. Commencement Program, 1984
27. Commencement Program, 1985
27a. Commencement Program, 1986-89
27b. Commencement Program, 1990-96
28. Commencement Program, 1997
29. Commencement Program, 1998-99
31. Elizabeth Kingswood Ceremony, 1976
32. Events, various dates [not complete]
33. Floor Plan, n.d.
34. Founders Plaque Dedication, 1950
35. Honor Roll, 1932-1965 [not complete]
36. Letter Opener (original drawings, gift to KS retirees), c.1959

Box 24
1. Middle School Curriculum, 1983-1984
3. Performing Arts, various programs, various dates
4. Postcards, c.1930s, 1960s
8. Publications—Catalog, Announcement of Kingswood School, 1931
10. Publications—Catalog, 1932
11. Publications—Catalog, 1933
12. Publications—Catalog, 1934
15. Publications—Catalog, 1937-1938
16. Publications—Catalog, 1938-1939

Box 25

1. Publications—Catalog, 1939-1940
2. Publications—Catalog, 1940-1941
3. Publications—Catalog, 1941-1942
4. Publications—Catalog, 1942-1943
5. Publications—Catalog, 1943-1944
6. Publications—Catalog, 1944-1945
7. Publications—Catalog, 1945-1946

Box 26

1. Publications—Catalog, 1950-1951
2. Publications—Catalog, 1951-1952
3. Publications—Catalog, 1952-1953

Box 27

1. Publications—Catalog, 1965-1966
8. Publications—Catalog [course offerings], 1979-1980

23
11. Publications—Catalog [course offerings], 1982-1983
13. Publications—Catalog [course offerings], 1984-1985

Box 28

Box 29
7. Publications—Faculty Handbook, 1974-1975
11. Publications—Spring 1979

Box 30

**Box 31**

12. Publications—Summer Reading List, 1940-1941, 1953
14a. Publications—Kingswood Annual, 1932 (signed)
15. Seminars, 1974, 1982
17a. Studying, how to (memo from Headmistress to students), 1932
19. Summer Institute, 1944, 1947-1950
20. Tennis Championships, 1954-1956
21. Tuesday Evening Classes, 1957-1960

**Series III**

**OVERSIZED MATERIALS**

**Box 32**

1. Scrapbook—contains brochures, programs, invitations, etc., 1931-1940
2. Scrapbook—contains brochures, programs, invitations, etc., 1941-1950
3. Scrapbook—contains brochures, programs, invitations, etc., 1950-1959
4. Appraisal, Manufacturers’ Appraisal Company, 1952 (folder 1)
5. Appraisal, Manufacturers’ Appraisal Company, 1952 (folder 2)
6. Appraisal, Stalker and Boos, Inc., 1977

Box 33
1. Scrapbook—contains brochures, programs, invitations, etc., 1959-1970
2. Scrapbook—The History of Kingswood School Cranbrook, compiled by the Class of 1941.
4. Photo Album, 1932-1936
5. Guest Book from unknown occasion [binder covered with woven cloth, possibly from Kingswood looms], n.d.
6. Guest Book, 1932-1933

Box 34
1. Scrapbook—contains news clippings of Kingswood and Cranbrook School activities, etc., 1935-1936
2. Scrapbook—contains news clippings, brochures, programs, invitations, etc. from Kingswood and Cranbook School activities, 1935-1936
4. Photographs, various events and dates, mostly undated.

Series IV REALIA/MEMORABIA

Box 35
1. Margaret Augur Award pin and Kingswood School class ring, n.d.
2. Kingswood School pennant, n.d.
3. Field hockey uniform, tunic and shorts, n.d.

Box 36
1. Letter opener, mold and wax models. Opener was used for a retirement gift c.1950s and 1960s
2. Mathematics textbook used and signed by Grace Fry, teacher of Mathematics and assistant headmistress at Kingswood, 1930-1967
4. Binder, green stamped with Kingswood seal
Index

50th Anniversary celebration 21:1-6
- Committee meeting minutes 21:2
- Kingswood “Statement of Philosophy” 21:3
- *Kingswood: A Study in Design* 21:4
- Marion Goodale Marsh address 21:1
- Symposium 21:5
- Time capsule 21:6

Academic policies 13:2
- Publication of 24:5

Academy of Art 13:3, 13:14
- Art instruction 13:3, 15:2

Accreditation 13:4

Adams, Katharine Rogers
- Appointment as Headmistress 1:3
- Commencement address 22:9

Adams, Randolph G. 22:11

Administrative Committee 13:5

Administrative Council 13:6

Admissions
- Use of Rorschach test 13:1

Alumnae
- Lecture series 13:8
- Reports to from Headmistress/master 13:7
- Survey, 1972 13:8

Alumnae Association 13:8
- Awards 20:25
- Bylaws and constitution 21:7
- Committees and officers 21:8
- Events 21:9
- Meeting minutes and agendas 21:10-16

American Association of University Women 13:1
- Fashion Show 13:9

American Bureau of Public Relations 13:1

Appraisals 32:4-6

Assemblies 13:10, 21:17

Athletics
- Athletic Banquet 20:24, 21:18

Augur, Margaret 13:11

Automobiles, Kingswood-owned 13:12

Awards
- Examples of 21:19
- Honor roll 23:35
- Kitty Kingswood Citizenship Trophy 20:25
- Recipients 21:20-21

Baccalaureate services 14:6, 21:5-8
Banking crisis, 1933 15:2, 16:14
Barbara Jackson Wilson symposium 21:9
Barton, Carl 13:14, 15:2
Bauder, Lillian (as Director of Schools) 16:18
Birmingham Tennis Club 13:13
Blanding, Sarah Gibson 22:13
Board of Directors
  - Bylaws 1:1
  - Correspondence with Headmistress/master 13:14
  - Long Range Planning Committee 19:5-6
  - Meeting minutes 1:2-18, 2:1-28
Board of Trustees
  - Articles of Incorporation 3:1
  - Building and Grounds Committee 14:3
  - Bylaws 3:2, 4:1
  - Correspondence with Headmistress/master 14:1
  - Financial reports 3:3-10
  - Meeting minutes 4:1-4
Booth, Ellen S., memorial fund 15:4
Booth, Henry Scripps 14:2, 15:2
  - History of Kingswood School project (HSB’s thoughts) 14:2
  - Kasimir etching, gift of HSB and CFB 14:2
Booth family graduates of Kingswood 31:17
Bowling alley 14:1
Buckberrough, John 15:2
Buildings, Grounds, & Equipment 14:3 see also Repairs and Restoration
  - Floor plan 23:33
Bulletin of General Information 24:6
Bulletin of Kingswood School Cranbrook 24:7

Capital Campaign 13:8 see also Fundraising
Case, Adelaide 6:4-5
Case, Senator Clifford 14:4
Centralization proposals 15:2
Certification, faculty 14:5
Chardon, Yves 14:4
Children’s Hospital of Michigan 14:4
Chiquita Banana scholarship 20:23
Christ Church Cranbrook
  -Baccalaureate services 14:6
  -Church services 15:4
  -DeWitt, Rev. Robert 14:6
  -Founders Day 14:6
Christmas cards 22:1
Citizens Committee for Determining Community Goals for Education 14:4
Civil defense (Kingswood as fallout shelter) 13:14
Class advisors 14:7
Class ledgers 22:2-3
Class officers 22:4
Class trip, 10th grade 14:8
Clark, Elizabeth (Betsy) 20:16
Co-education 14:13
Collins, Ernest 14:4
Commencement
  -Addresses 22:9-25
  -Baccalaureate addresses 22:5
  -Baccalaureate program 22:6-8
  -Planning 14:9-11
  -Programs 22:27, 23:1-29
  -Speakers 14:9-11
    -list of commencement speakers from 1935-1985 22:26
Community Day 14:12
Connolly, Paul 14:4
Consolidation 14:13-14, 19:6
Consumers Power Company 14:4
Convocation 23:30
Corkery, Christopher 14:14
Council of Heads 14:15
Cranbrook Architecture Office 14:4
Cranbrook Central Commission 13:14, 15:2
Cranbrook Central Committee 15:1
Cranbrook Challenge 14:15
Cranbrook Foundation 15:2
Cranbrook Gardens 15:2
Cranbrook House (possible use of by Kingswood) 14:1
  -Library 14:2
Cranbrook Housing Committee 13:14
Cranbrook Institute of Science 15:3
Cranbrook Music Guild 14:4
Cranbrook Revisited 14:1
Cranbrook Road, widening 15:2
Cranbrook School
  -Amateur Night 15:4
-Boarding students 15:5
-Dating rules 15:5
-First minority students 15:4
-Gymnasium use 15:4
-Performing arts 15:4
-Social gatherings 15:4
-Summer trips 15:5
Cum Laude Society 15:6-8
Curriculum 15:9-12
-Computers 15:11
-Graduation requirements 15:12
Curriculum Committee 14:14

Daffodil Hill 15:2
Debate program 15:13
Department Head meeting minutes 15:14
Departments 15:14
-Art 15:15
-English 16:1
-Language 16:2
-Mathematics 16:3
-Performing Arts 16:4 see also 24:3 for programs
-Physical Education 16:5
-Religion and Human Development 16:6
-Science 16:7
-Social Science and History 16:8
Dennis, Arbon 15:13
Detroit Field Hockey Association 15:13, 16:9
Detroit News 15:13
Detroit Public Library 15:13
Detroit Public Schools 16:10
Detroit Symphony Orchestra 15:13
DeWitt, Rev. Robert 14:6
Dining room
- chairs 13:8
- lamps 19:2
Donohue, Frances 17:2
Dormitories 13:14, 15:13
Dormitory Council Handbook 27:14-16
Dormitory Guide 27:17, 28:1-4
Drivers training 15:13, 16:11
Drug use 15:13
-Inter-School Drug Committee 16:17
Educational objectives 16:13
Employee benefits 13:14
Enrollment stats 31:17
Episcopal Church 16:12
Events 23:32, Box 32, 33, 34

Faculty
-Awards 16:15
-Certification 14:5
-Children tuition grants 16:16
-Contracts 4:5-16, 5:1-7
  Summer Institute faculty contracts 5:8
-Council 16:13, 16:17-18
-Handbooks 28:5-13, 29:1-10
-Housing 13:14, 15:2
-Lists 16:19
-Meeting agendas and minutes 17:1
-Memos to from Headmistress/master 17:2
-Retirement plan 20:10
-Workload/compensation 16:18

Feiss, Carl 13:3
Field hockey fields 14:3
Fine Arts Week 17:3
Finnish Gymnastics Team 17:9
Fisher, Emily 22:16
Floor plan 23:33
FM radio station proposal 17:4
Foreign Exchange Committee 16:14
Foreign Student Exchange Program 20:16
Founders Day 14:6, 17:5
Founders Plaque dedication 23:34
Frayer, William 15:2
Fredericks, Marshall 13:3
  -Founders Plaque 23:34
  -Torso of a Dancer sculpture 19:3
  -Two Sisters sculpture 17:9
French, Valerie 22:21
Fundraising 17:6 see also Capital Campaigns
Gage, Hilda 22:18
Gender studies 20:7
German Consul 17:7
Giftorama 13:8, 21:9
Gifts and contributions, includes memorial, senior class, and general 17:8-9, 20:9
Goodale, Marion
-Commencement address, 1972 22:15
-Resignation 14:1
Grading system 17:10
Graham, Martha dance recital 24:3
Gray, Janet 17:7
Grosse Pointe University School 17:7
Guest Books 33:5-6
Guidance program 17:7
Gymnasium, 1945 proposal 13:14

Headmistress/master
-Annual Reports 12:1-37
-Residence (Robin Hill) 14:3
Headmistresses Association of the Middle West 17:13
Heaven, conversion to apartments 15:2
Hemmer, Wilfred 14:14, 17:14
Hendrickson, Audra 17:4
Hentz, Kathryn Iaccoca 22:24
Hoey, Harry 15:4
Hoglund, Beverly S. 22:18
Honor roll 23:35
Huntley, Frank Livingstone 22:12

Independent Schools Association of the Central States (ISACS) 17:15, 18:1-5
Infirmary 18:6
Interim 18:7

January term 18:7
Joint Committee on Educational Cooperation of Brookside, Cranbrook and Kingswood Schools 15:2
Junior class meetings 18:8

Kasimir etching, gift of HSB and CFB 14:2
Kausch, Jack 15:15
Kingswood, Elizabeth 14:2, 23:31
“Kingswood Abroad” 20:21
Kingswood Challenge 14:15
Kingswood Dads Club 18:9
Kingswood Day Camp 18:10
Kingswood Mothers Council 18:11-13
Kingswood School Spring 1979 [publication] 29:11
Kingswood: A Study in Design 21:4
Kitty Kingswood 20:25
Kropp, Wendy J., legal action 19:1

Lamps, dining room 19:2
Leadership Seminar, 1982 14:7
Legal 19:1
Letter opener, Kingswood design 23:36, Box 36
Library
   -Annual reports 19:3
   -Centralization 15:2
   -Collection policies 19:3
   -Collection stats 19:3
   -Science collection 13:14
License, boarding school 19:8
Literary Symposium 19:4
Lloyd, Alice Crocker 13:14, 22:10
Long range planning 19:5-6 see also Board of Directors
Lower School 19:10
   -Lower School Task Force 19:10

Matthaei, Julie 22:23
McCleary, Johanna 22:25
Memorabilia Box 35,36
Michigan Department of Education, boarding school license 19:8
Michigan State University, regional center at Kingswood 19:9
Milbank, Helen K. 22:14
Middle School
   -Curriculum 19:10, 24:1
   -Expansion 14:14
   -Formation of 19:10
   -Newsletters 19:10
   -Student handbook 24:2
Mission Statement 16:13, 19:6
National Association of Episcopal Schools 19:12
National Association of Independent Schools (NAIS) 19:11
New York University survey 19:13
Ninth grade 19:14
- Class meeting minutes 19:14
- CD program 19:14
Nordby, Virginia 22:19

Opening Days, 19:15
Opening Reception (news clipping), 23:32
Orange Juice Courtyard—repair of drains and fountain base 14:3
Oriental Garden, 14:3
Outside programs at Kingswood, 20:1
Outward Bound (Community Day project), 14:12

Parent Representative Council 20:2
Parents, mailings to from Headmistress/master 20:3
Parents League of Independent Schools 20:4
Performing arts, various programs 24:3, Box 32,33,34
Phi Beta Kappa 20:5
Photographs Box 33,34
Plagiarism Committee 17:2
Policy, misc 20:6
- includes student records, plagiarism, medical history records, records retention
Polk, Nancy Knorr 22:20
Postcards 24:4
Prescott, William C. 21:17
Projects
- Responsibilities of a School for Girls 20:7
- Tone, Atmosphere, Morale and Spirit [of Kingswood] 20:8

“Quiz ‘Em on the Air”, radio quiz show 15:13

Radio station proposal 17:4
[Marjorie] Rapaport Fund for Cultural Enrichment 20:9
Renwick Gallery, dining room lamp loan to 19:2
Reorganization see Consolidation
Repairs and restoration, building and grounds 14:3
“Responsibilities of a School for Girls” 20:7
Retirement plan, faculty 20:10
Reunion Weekend 21:9
Roof repair, fundraising campaign 1985 17:6
Rorschach test, use of in admissions 13:1
Rug reproduction (Products of Asia, Inc.) 13:1

Saarinen, Eliel 19:7
    -lamps, dining room, loan to Smithsonian 19:2
School bus ordinance 13:14
Scholarship funds 15:1, 15:4
Scholarships 20:11 see also Gifts
Scrapbooks Box 32,33,34
Sculpture
    -Torso of a Dancer 19:3
    -Two Sisters 17:9
Security 15:1
    -Entrance gates 15:2
Seifert, Bertha 13:14
Seminars 31:15
Senior cabin 14:4
Senior Class
    -Correspondence 20:12
    -“May Project” 20:13
    -Meetings 20:14
    -Name plaques 20:15
Sepeshy, Zoltan 13:3
Sex education 20:18
Sinclair, Jessie 20:21
Snyder, Ben 19:9, 20:16
Songbook, informal 31:16
Special and Summer Programs 20:16
Standardized testing 20:20
Statement of Philosophy 16:13, 21:3
Student Council Handbook 29:12
Student Leadership Seminar 20:17
Student Services 20:18
Studying, how to 31:17a
Summer Day Camp 15:13, 31:18
Summer Institute 5:8, 31:19
Summer reading lists 31:10-13
Swartout, Chris 20:18
Tennis courts 13:13
    -repair of 20:19
Tennis state meets 31:20
Testing program 20:20
Thomas, Helen 22:17
Time capsule 21:6
TMP Associates 19:7
“Tone, Atmosphere, Morale, and Spirit [of Kingswood]” 20:8
Transportation 13:12
Travel budget for Headmistress 13:14
Trips, school-sponsored 20:21
Tuesday Evening Classes 31:21
Tuition grants 15:2
    -Faculty children 16:16
Turnbach, Gladys 1:2

An Understanding Between the Students and the Faculty of Kingswood School 31:14
Union contracts 20:22
United Fruit scholarships 20:23

Varsity Club Banquet 20:24

Wallace, Ellen, Memorial Scholarship 13:8
Walsh, Pamela Stump 20:25
Wenger, Henry 17:11
Wenger Gymnasium 14:1, 15:2, 17:11-12 also see Gymnasium
White, Lee A. 13:14, 15:2, 23:34
Wilson, C.E. 14:9
Wittliff, Arthur 15:2
Wonnberger, Carl 15:4, 15:6
Woods, Emily 22:22
World Affairs Seminar 20:26
World War II
    -British children refugees 16:12
    -“A Statement of Policy for Kingswood School” 13:14

Yntema, Theodore O. 14:1