



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

DAKOTA COUNTY
Independent School District No. 197, West St. Paul
An Inventory of Its Records

OVERVIEW OF THE RECORDS

Agency:	Minnesota. Independent School District No. 197, West St. Paul
Series Title:	Records,
Dates:	1889-1990.
Abstract:	Minutes, administrative and financial records, reports, bulletins, and miscellany.
Quantity:	7.75 cu. ft. (7 boxes and 3 partial boxes).
Location:	See Box contents list for box locations.

ADMINISTRATIVE HISTORY OF ISD NO. 197

Originally Dakota County Consolidated School District No. 2; became Independent School District No. 197 in 1957.

SCOPE AND CONTENTS OF THE RECORDS

School board minutes (1911-1967); censuses (1911-1967); attendance registers (1954-1956) and statistics (1899-1960, incomplete); class record books (1928-1930); clerk's reports and correspondence (1889-1945); student surveys (1931-1937) and promotion lists (1940-1945); various superintendent's, principal's, and teachers' reports (1899-1960); teacher's contracts (1906); Newscaster newsletter (1967-1969); photographs of faculty and students at various West St. Paul schools, including McGrath, Dodd, Sibley, Oakdale, and Emerson (1929, 1932-1937); weekly calendars and bulletins (1958-1985); receipts and disbursements registers (1916-1931); school funds journal (1911-1916); scrapbook (1930-1942); city council proceedings and extracts involving school matters (1889-1900); various reports and plans (1960-1990); and administrative miscellany.

The reports and plans cover such topics as development trends, community outreach, site plans, long range building needs, access studies, enrollment projections, climate control, school closings, communication planning, finances, and facility evaluation.

RELATED MATERIALS

Additional school fund journals are found in the West Saint Paul (Minn.) financial records.

INDEX TERMS

This collection is indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Topics:

Community and school--Minnesota--Dakota County.
Dodd School (West Saint Paul, Minn.)--Photographs.
Emerson School (West Saint Paul, Minn.)--Photographs.
McGrath School (West Saint Paul, Minn.)--Photographs.
Oakdale School (West Saint Paul, Minn.)--Photographs.
Schedules, school--Minnesota--Dakota County.
School attendance--Minnesota--Dakota County--Statistics.
School boards--Minnesota--Dakota County.
School buildings--Minnesota--Dakota County.
School closings--Minnesota--Dakota County.
School facilities--Minnesota--Dakota County--Planning.
Schools--Centralization--Minnesota--Dakota County.
Schools--Minnesota--Dakota County--Finance.
Schools--Minnesota--Dakota County.
Sibley School (West Saint Paul, Minn.)--Photographs.
Student newspapers and periodicals--Minnesota--Dakota County.
Student records--Minnesota--Dakota County.
Students--Minnesota--Dakota County--Photographs.
Students--Minnesota--Dakota County--Registers.
Teachers--Minnesota--Dakota County--Photographs.
Teachers--Salaries, etc.--Minnesota--Dakota County.

Places:

West Saint Paul (Minn.).

Organizations:

Dakota County (Minn.). Consolidated School District No. 2 (West Saint Paul).

Types of Documents:

Photographs.
School census--Minnesota--Dakota County.

Titles:

Newscaster.

ADMINISTRATIVE INFORMATION

Preferred Citation:

[Indicate the cited volume and page or item and folder title here]. Minnesota Independent School District No. 197, West St. Paul. Records. Minnesota Historical Society. State Archives.

See the Chicago Manual of Style for additional examples.

Accession Information:

Accession number(s): 991-204 992-92

Processing Information:

PALS ID No.: 0900036936 (records)

RLIN ID No.: MNHV94-A57 (records)

DETAILED DESCRIPTION OF THE COLLECTION

Note to Researchers: To request materials, please note both the location and box numbers shown below.

Location	Box	
102.K.9.5B	[A]	School Board Minutes: June 27, 1898 - May 9, 1902; September 29, 1905. 1 folder. August 1907 - September 1917. 1 volume. Contains notes of minutes (Feb. 1913-Feb. 1917), payrolls, bills, etc.
106.G.19.4F-2	none	July 31, 1912 - January 27, 1928.
102.K.9.5B	[A]	March 7, 1928 - December 28, 1934. January 8, 1935 - December 29, 1939. January 4, 1940 - December 22, 1942. January 8, 1943 - October 19, 1949. November 16, 1949 - December 13, 1954. January 10, 1955 - July 15, 1957. July 15, 1957 - June 29, 1959. July 6, 1959 - June 27, 1961.
102.K.9.5B	[B]	July 11, 1961 - June 25, 1963.x July 16, 1963 - June 22, 1965. July 13, 1965 - June 27, 1967. July 11, 1967 - June 19, 1969. July 8, 1969 - June 24, 1971. July 13, 1971 - June 25, 1974. July 9, 1974 - June 28, 1977. (box 1/4 empty)
102.K.9.7B	1	Order of Reorganization of School Districts, 1949. 1 folder. School censuses, 1911-1967 (1954-1967 statistics only). 11 folders. Student Surveys, 1931-1937. 1 folder. Student Promotion Lists, undated and 1940-1945 (incomplete). 1 folder. Superintendent's Annual Reports to State, 1929-1936. 1 folder. Principals' Reports to County Superintendent, 1930-1937 (incomplete). 1 folder. Teachers' Annual Reports to Principal, 1932-1935. 4 folders. Superintendent's Annual Reports, 1899-1901, 1907. 1 folder.

Location	Box	
102.K.9.8F	2	Teacher's Annual Reports to Superintendent, 1901-1903, 1952-1960. 10 folders. Teacher's Contracts, 1906. Attendance Registers, 1954-1956. 2 folders. 1954-1955, Grades 7-12. 1955-1956, Grades 7-9. Attendance Statistics, 1899-1901, 1916-1947, 1957-1958, 1960. 4 folders. 1899-1901. 1916-1922. 1923-1929. 1930-1947, 1957-1958, 1960.
106.G.19.5B-1	none	Class Record Books, 1928-1930. 2 volumes. 1928-1929, elementary grades. 1929-1930, elementary grades.
102.K.9.8F	2	Clerk's Reports and Correspondence, 1889-1945. 1 folder. Development Trends in I.S.D. 197, 1965-1974. 9 volumes in 4 folders. 1965-1968. 1968-1970. 1970-1972. 1972-1974. Know Your District and its Schools--A Report to the Community, 1960-1977. 16 pamphlets in 4 folders. 1960-1964. 1964-1968. 1968-1972. 1972-1977 (no 1975-1976).
102.K.10.1B	3	Know Your Elementary Schools (pamphlet), ca. 1960. Newscaster Newsletter, May 1967-May 1969. 1 folder. (vol. 1 no. 1 - vol. 3 no. 4) Photographs, undated and 1929, 1932-1937. 1 folder. Black and white photographs of safety police (1932, 1936-1937) and individual classes at McGrath, Dodd, Sibley, Oakdale, and Emerson schools (1932). Also photographs of the West St. Paul Commercial Club Minstrals (1935), the first staff at Sibley School (1936), the 1932 school board, and miscellaneous snapshots of faculty, playgrounds, classrooms, and student activities. Rules of the Board of Education, undated. 1 folder. Sibley High School Alumni Guest Registration, Oct. 1960.

Location	Box	
102.K.10.1B	3	Reports & Plans, 1966-1990. 16 folders: August 1966: Comprehensive School Site Plan. October 1967: Re-evaluation of Comprehensive Site Plan. August 1968: Long Range Building Needs--Special Report. October 1968: Access Study, Mendota Elementary School Site. September 1970: Analysis of Enrollment Projections and Building Capacities. January 1971: School Site Analysis. February 1974: Utilization of Elementary Facilities. April 1975: Henry Sibley Senior High-Warner Drive--An Analysis of its Proposed Completion. March 1978: Sibley High--Climate Control Study. October 1978: Educational Planning Committee--School Closing Recommendations. November 1978: Local Educational Planning Task Force Plan. 1979-1980: Addendum Updates to Local Educational Planning Task Force Plan. June 1980: Report on Communication Plan, Procedures, & Process. 1981-1982: Planning, Evaluating, and Reporting Activities. June 30, 1989: Annual Financial & Auditor's Report. January 1990: School Facility Evaluation. City Council Proceedings and Extracts (involving school matters), March 9, 1889 - June 13, 1900. 1 folder. Miscellaneous Papers, undated and 1893-1953. 1 folder. Weekly Calendars and Bulletins, September 1958-July 1985. 27 folders. (Includes Administration, Senior High, Junior High, Elementary Bulletins, weekly calendar. At various times entitled the Inside Word (1958-1982) and Keeping in Touch (1982-1985). September 1958 - June 1965. 7 folders.
102.K.10.2F	4	September 1965 - July 1985. 20 folders.
106.G.19.3B-1	5	Clerk's Receipts and Disbursements Registers, 1916-1931. 4 volumes. 1916-1922. 1921-1925. 1925-1929. 1928-1931.
106.G.19.4F-2	none	School Funds Journal, August 1911-July 1916. 1 volume.
106.G.19.5B-1	none	Scrapbook, 1930-1942. 1 volume.