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Finding Aids, Record Groups

9-9-2015

RG 07 Education Apostolate Records

New England Jesuit Province Archives

New England Province of the Society of Jesus

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Digitized Record Information

New England Jesuit Province Archives and New England Province of the Society of Jesus, "RG 07 Education Apostolate Records" (2015). *Finding Aids, Record Groups*. 3.

https://crossworks.holycross.edu/findaid_nen_rg/3



Archives of the New England Province Society of Jesus

c/o Holy Cross College Archives & Special Collections

One College Street, Worcester, MA 01610-2395

Record Group: 7.0 Education Apostolate

Dates of Collection: 1914-2001

Size of Collection: 88 Boxes, 41 linear feet

Historical Background:

The Education Apostolate records contain material from the Province Prefect of Studies office. This office was later divided into different jobs and subsequently underwent several title changes. The Office of Province Prefect of Studies in the American Assistancy was established by Very Reverend Father General Wlodimir Ledochowski and his authority was delegated by his Provincial. These functions had formerly been carried out by the Socius to the Provincial from 1926 to 1939, but the position was made a separate office in 1939. The functions of this office were revised by Father General Janssens in 1948 after approval by Father Vicar-General de Boynes in 1946.

Father Arthur J. Sheehan, S.J. served as the first General Prefect of Studies for the New England Province from 1939 to 1951 overseeing Jesuit colleges, universities, and high schools. As the Jesuit school system grew, so did the Prefect of Studies duties. In 1951, the responsibilities were divided with Father James L. Burke, S.J. supervising colleges and universities and Father Sheehan in charge of special studies and high school students. Father Sheehan served as General Prefect of Studies responsible for Jesuit high schools from 1951 to 1958 as well as Director of Special Studies from 1947 to 1957. Father Burke, S.J. served as General Prefect of Studies for the Province from 1951 to 1964 responsible for Jesuit colleges and universities. From 1964 to 1969, he served as General Prefect of Studies for the Province in charge of high schools and from 1957 to 1968 he served as Director of Special Studies. In 1969, Father Joseph D. Devlin, S.J. became the Provincial Assistant for Secondary Education. He served until 1975 when Father James M. Bowler, S.J. assumed office. Father Bowler was followed in 1978 by Father Joseph P. Duffy, S.J. who remained until 1980. From 1980 until 1984, Father James C. O'Brien, S.J. was the Provincial Assistant for Secondary Education. From 1984 until 1992, Father Thomas J. Gibbons, S.J. served in this duty, followed by Father James F. Lafontaine, S.J., who left office in 1997. Father John P. Murray, S.J. assumed the duties of office in 1997 and served until 2004. In 2004, Ms. Margaret T. Florentine was the first layperson appointed to the office.



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The records document the history and the day-to-day operation of the administrative functions of the office and contain minutes, correspondence, committee material, reports, booklets, published material, photographs, and information on each Jesuit-run high school in the Province kept by each administrator. The documents provide information on the education apostolate activities and resources and each record group contains items of particular note.

- Record group 7.1 houses material about American Jesuit colleges responsibility to support the war effort during the 1940s, a certified copy of the Act of Congress of 1815 which founded Georgetown University and a brief history of the school, and material about the schools located in Baghdad, Iraq.
- Record group 7.2 contains material from Father Paul T. Lucey who served as Director of Special Studies from 1968 to 1972. The students he placed were Jesuits studying for Master or Doctoral level degrees and the records consists of some correspondence and the New England Province Special Studies Student report forms filled out by students requesting study programs for the summer of 1970.
- Record group 7.3 contains other items of interest such as the Archdiocese Educational Task Force material from the 1990s, the founding documents from Nativity Preparatory School in Boston, Cheverus High School correspondence with the Catherine McAuley School, and Fairfield College Preparatory School's disbanding of its Board of Regents. Other information includes material regarding schools located in Jamaica.

Note: The spelling of "Bagdad", without the "h" on the original labels was standardized to "Baghdad" in the box-folder lists to assist with electronic searches.



**Archives of the New England Province Society of Jesus
c/o Holy Cross College Archives & Special Collections
One College Street, Worcester, MA 01610-2395**

**Record Group: 7
Education Apostolate Records**

**Name of Collection: Prefect of Studies Records
Father Arthur Sheehan, S.J. and Father James. L. Burke, S.J. Records**

Record Group: 7.1

Dates of Collection: 1914-1968

Size of Collection: 26 boxes: 24-5" boxes + 2-2.5" boxes = 12.5 linear feet

Historical Background:

The Office of Province Prefect of Studies in the American Assistancy was established by Very Reverend Father General Wlodimir Ledochowski and the Prefect's authority was delegated by his Provincial. These functions had formerly been carried out by the Socius to the Provincial from 1926 to 1939, but the position was made a separate office in 1939. The functions of this office were revised by Father General Janssens in 1948 after approval by Father Vicar-General de Boynes in 1946.

The Province Prefect of Studies provided five different functions: educational assistant to the Provincial, general supervisor over high schools and/or colleges and universities of the province, Director of Special Studies of the Jesuits of the province, an ex-officio member of the Executive Committee of the Jesuit Educational Association, and an ex-officio member of the regional committee of Province Prefects which administered the regional unit of the J.E.A. Additions or modifications to this description were made over the years by the Provincials of the American Assistancy. This office was approved by the J.E.A. Board of Governors in 1953 where the description of duties was finalized.

As his role as Educational Assistant to the Provincial, the Province Prefect of Studies assisted the Provincial in all matters pertaining to the educational works of the Province and consulted the Provincial on all matters of education. As Supervisor of Schools he informed the local superiors and officials of all educational decisions made within the Province and oversaw all matters pertaining to Province education. He also visited each college, university and high school of the Province annually to review all areas and factors relating to academic life. As ex-officio member of both the Executive Committee of the Jesuit Educational Association and of the Regional Committee of the Jesuit Educational Association, he was expected to promote the objectives of Jesuit education, attend all meetings, discuss recommendations, and submit suggestions.

Father Arthur J. Sheehan, S.J. served as the first General Prefect of Studies for the New England Province from 1939 to 1951 overseeing Jesuit colleges, universities, and high schools. As the Jesuit school system grew, so did the Prefect of Studies duties. In 1951, the responsibilities were divided with Father James L. Burke, S.J. responsible for supervising colleges and universities and Father Sheehan in charge of special studies and the high schools. Father Sheehan served as General Prefect of Studies responsible for Jesuit high schools from 1951 to 1958 as well as Director of Special Studies from 1947 to 1957. Father Burke, S.J. served as General Prefect of Studies for the Province from 1951 to 1964 responsible for Jesuit colleges and universities. From 1964 to 1969, he served as General Prefect of Studies for the Province in charge of high schools and from 1957 to 1968 he served as Director of Special Studies.



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Scope and Content Note:

The collection chiefly contains minutes of meetings, reports of visits, and correspondence from students, staff, and colleagues. Workshop, conference, and committee material and some publications and booklets are also included as well as a few photographs, primarily of the Iraq schools. The records also consist of grades of those in special studies and personal comments based on school visits which are restricted.

The records retain the original filing method utilized by the Prefect of Studies Office staff, alphabetical by subject. Father Burke's records are found interspersed with Father Sheehan's so this original order was maintained. Father Burke kept some separate files from 1951 to 1968 while serving as General Prefect of Studies for the Province in charge of high schools and as Director of Special Studies. The file titles are the same ones used on the original Prefect of Studies office files and any bracketed information is added to clarify material contained within. When files contained many items, they were divided into separate folders. These files retain the original title and dates and are labeled A, B, C , following the file number to indicate their relationship.

A table of contents follows which reflects the major categories and lists the box and folder list for the collection.

PREFECT NAME:	PAGE:
7.1.1 Father Arthur J. Sheehan, S.J. / Father James L. Burke, S.J.	1 - 5
7.1.2 Father James L. Burke, S.J.	6 - 9

See: RG 12 Audiovisual: Photographs separated from Record Group Papers for photographs separated from folders in this collection.

Cite As: Prefect of Studies Records

Record Group 7, Education Records.

Archives of the New England Province of the Society of Jesus
College of the Holy Cross, Worcester, MA.

Record Group 7.1.1

Prefect of Studies Records: Father Sheehan & Father Burke
Office Files, arranged alphabetically

Folder Title	Dates	Box	Folder
A.B. Degree Arrangements & Proposed Curricula in N.E. Province	1956-1957	1	1
Academic Formation, Inter-Province Committee	1967-1968	1	2
Academic Freedom and Tenure	1952,53,55,63	1	3
Accreditation of Teacher Education	1953-1954	1	4
Accrediting, National Commission on	1959-1965	1	5
Commission on Accreditation of Service Experiences—Bulletins and Newsletters	1951-1968	1	6
Adult Education	1958-1959	1	7
American Chemical Society	1939-1949	1	8
American Council on Education Literature	1953-1956	2	1
Assistancy Statuses of Various Provinces	1968-1970	2	2
Assistancy Statuses, New Superiors, Summer	1968-1970	2	3
Athletics, College	1937,50, 52	2	4
Institute on Collegiate Education for BUSINESS Denver	1960	2	5
Catholic University	1932-1946	2	6
JEA Commission on CO-EDUCATION	1939-1942	2	7
College Curriculum Committee	1961-1964	2	8
<i>College Level Exams –CEEIS</i> [booklet]	1965	2	9
Corporation Gifts	1952-1966	2	10
Danforth Comm. On Church Colleges & Universities [booklet]	1965	3	1
Deans' Meetings, New England Province	1914-1926	3	2
Deans' Meetings, New England	1928-1950	3	3
Deans' Meetings, New England	1953-1964	3	4
Deans' Special N.E. Province Prefect Material	1922-1964	3	5
Deans' Meetings, Midwest	1935-1965	3	6 A
Deans' Meetings, Midwest	1935-1965	3	6 B
Deans' Meetings, Cal. Province	1942-1964	3	7
Deans' Meetings, N.Y., MD.	1944-1956	3	8
Deans' Meetings, Wisconsin	1962-1965	3	9
Deans' Meetings, Eastern Regional	1953-1956	4	1
Deans' Meetings, Atlantic Seaboard	1957-1961	4	2
Deans' Institute, Santa Clara	1955	4	3
Deans' Institute, Gonzaga	1961	4	4
Dental Schools, JEA	1944-1966	4	5
Department, Chairman of [regulations]	1940, 1950	4	6
Education, Schools & Departments of JEA	1961-1964	4	7
Education, [Maryland Province Publication]	1950	4	8
<i>Proceedings of the Workshop of College Teachers of Religion</i>			
Engineering, Schools of JEA	1952-1966	4	9
English, N.E. Province	1948-1949	5	1
English, N.E. Province	1951-1962	5	2
Evening Colleges, JEA	1960,62,65	5	3
Fairfield University: Miscellaneous	1951-1962	5	4
Future Development of Catholic Institutes of Higher Education, NCEA	1966	5	5

Record Group 7.1.1

Prefect of Studies Records: Father Sheehan & Father Burke
Office Files, arranged alphabetically

Folder Title	Dates	Box	Folder
Georgetown University	1926	5	6
--Brief History of Georgetown Univ.			
--Certified Copies RE: Georgetown of:			
a) Act of Congress of 1815			
b) How Act was applied to Woodstock College & Granting of Degrees			
Graduate Record Exams	1953/54-1966/67	5	7
Graduate Schools, JEA Comm. On	1934-1967	6	1 A
Graduate Schools, JEA Comm. On	1934-1967	6	1 B
Historical Conference, JEA	1936-1967	6	2
Honorary Degrees [clarification of policy]	1963	6	3
Houses of Study, JEA Comm. On	1964-1967	6	4
InterAmerican Catholic Education Confederation	1944-1967	6	5
Holy Cross: Miscellaneous ('60s)	1953-1968	6	6 A
Holy Cross:	1965	6	6 B
RESTRICTED [test results]			RESTRICTED
International Association of Universities [booklet]	1956	6	7
International Association of Catholic Universities, JEA	1952	6	8
International Education Conference	1960	6	9
International Education-JEA Comm. On	1961-1967	7	1
Jesuit Alumni Administrators	1949-1965	7	2 A
Jesuit Alumni Administrators	1949-1965	7	2 B
Jesuit Alumni Federation-Inter-American	1953,56,60	7	3
Jesuit Education, Farrell-Fitzsimons Study	1956-1959	7	4
Jesuit Education Association Meetings	1946-1964	7	5
Jesuit Education Objectives & Procedures	1945, 1955	7	6
Jesuit Research Council	1964-1965	7	7
-Bylaws			
-Institutional Represents			
-Annual Reports			
-Meetings-Bd. Of Directors			
Jesuit Research Council	1967	7	8
Federal Support for Academic Science...In Jesuit Colleges & Universities: FY 1963-1964-1965-1966			
Jesuit Research Council: Bulletins	1965	8	1 A
Jesuit Research Council: Bulletins	1965	8	1 B
Jesuit Research Council: Memoranda	1964-1965	8	2 A
Jesuit Research Council: Memoranda	1964-1965	8	2 B
Jesuit Universities, JEA Comm. On	1960-1963	8	3
Juniorate Deans, Meetings	1947-1964	8	4
Juniorate & Philosophate Studies, Comm. On	1966	8	5
Juniorate Year Abroad	1953-1954	8	6
Juniorate, Ordination of	1962	8	7
Latin Requirement for A.B. in N.E. Province Study	1948-1949	8	8
Latin Requirement in A.B.	1955-1964	9	1 A
Latin Requirement in A.B.	1955-1964	9	1 B
Law Schools, JEA Comm. On	1947-1962	9	2
Lay Professors Insurance & Retirement Plan	1938-1961	9	3
Lay Professors & Lay Board Advisors	1945, 1962	9	4

Record Group 7.1.1

Prefect of Studies Records: Father Sheehan & Father Burke
Office Files, arranged alphabetically

Folder Title	Dates	Box	Folder
Liberal Arts, JEA Comm. On	1942-1963	9	5
Medical Aptitude Scores [by school]	1944-1956	9	6 A
Medical Aptitude Scores [by school]	1944-1956	9	6 B
Medical Schools, JEA Conference on	1948-1964	10	1
Misson, Baghdad Mission as a Whole	1957-1960	10	2
National Education Association	1947, 48, 53	10	3
NCEA [National Catholic Education Assoc], New England Unit [bylaws, meeting agendas]	1949-1963	10	4
Newspapers of Jesuit Colleges	1939/40, 1948	10	5
Nursing Schools	1948-1963	10	6
Philosophy & Science, Conference on	1960-1961	10	7
Philosophy & Science, Proposed Changes	1963-1964	10	8
Philosophy in Freshmen & Sophomore years	1956-1958	10	9
Philosophy Institute of 1954	1954-1955	10	10
Philosophy Institute of 1956	1955-1958	10	11
Philosophy, Theology, Religion Workshop of 1962, JEA	1960-1963	11	1 A
Philosophy, Theology, Religion Workshop of 1962, JEA	1960-1963	11	1 B
Philosophy Conventions	1923-1968	11	2
Play Festivals	1952-1953	11	3
Pontifical Universities, United States	1943, 1961	11	4
Prefect of Studies Functions	1941-1953	11	5 A
Prefect of Studies Doc.[<i>Map of Jesuit Education</i>]	1945	11	5 B
Professional Schools, JEA Comm. On	1957	11	6
Rector –President [position set-up and duties]	1944-1949	11	7
Regent, Office of, Data	1953-1956	12	1
Religion Institute, 1951	1944-1951	12	2 A
Religion Institute, 1951	1944-1951	12	2 B
Scholastic Summer School: Marks-Credits Inner file: Special Studies Summer 1958	1944-1957	12	3 A
Scholastic Summer School: Marks-Credits Inner file: Summer Schools 1951-1956 Holy Cross	1944-1957	12	3 B
Scholastic Summer School: Marks-Credits [loose papers inside file]	1944-1957	12	3 C
Scholastic Summer School: Marks-Credits RESTRICTED: GRADES, 1944-1957	1944-1957	12	3 D RESTRICTED
Summer Schools, 1959	1959	12	4
Summer Schools, 1960 GRADES RESTRICTED	1960	12	5 RESTRICTED
Schools, Summer	1960	13	1
Schools, Summer	1961	13	2
Schools, Summer	1962	13	3
Schools, Summer	1963	13	4
Seismology, JEA Conf. On	1955-1967	13	5
Shadowbrook, Novitiate Studies	1935-1955	13	6
Shadowbrook, Reports, Correspondence	1953-1967	13	7

Record Group 7.1.1

Prefect of Studies Records: Father Sheehan & Father Burke
Office Files, arranged alphabetically

Folder Title	Dates	Box	Folder
Shadowbrook, Reports, Correspondence RESTRICTED	1953-1967	13	8 RESTRICTED
Social Work: Boston College School Of	1948-1965	14	1
Social Work Schools, JEA Conf. on	1952-1962	14	2
Sophia University	1965-1966	14	3
Spiritual Review Comm.	1967-1968	14	4
Statutes-Jesuit Schools-Higher Education	1941-1953	14	5
Student Personnel Administration Institute	1964	14	6
Student Personnel Administration	1955-1966	14	7 A
Student Personnel Administration	1955-1966	14	7 B
Student Personnel Services, JEA Conf. on Newsletter	1962-1966	14	8
Student Personnel, Central (SJ) Regional Conf.	1961-1963	15	1
Student Personnel, Colorado & Oregon Conf.	1960-1962	15	2
Student Personnel Services [Publications]	1962-1964	15	3 A
Student Personnel Services	1962-1963	15	3 B
Student Personnel Services [Org. Chart]	1962	15	4 A
Student Personnel Services	1955-1961	15	4 B
Teacher Roster, National GTEA	1967	15	5
Theologates, Meetings of Delegates	1942-1964	15	6 A
Theologates, Meetings of Delegates	1942-1964	15	6 B
Theologates, Studies on Curriculum	1965-1967	15	7
Theology In Colleges	1963-1964	16	1
Theology Institute, Weston College	1955	16	2 A
Theology Institute, Weston College	1955	16	2 B
<i>University Studies for Scholastics: A Program</i>	1968	16	3
War, Military Use of Colleges	1943	16	4
Weston College, Student A.B. Records/Data	1923-1944	16	5
Weston Curriculum	1938-1954	16	6
Weston, Philosophy	1947-1968	16	7 A
Weston, Philosophy RESTRICTED [individual info]	1947-1968	16	7 B RESTRICTED
Weston, Philosophy-Self-Study Program	1964	17	1 A
Weston, Philosophy-Self-Study Program	1964	17	1 B
Weston, Philosophy, DS [grades] RESTRICTED	1956-1968	17	2 A RESTRICTED
Weston, Philosophy, DS [grades] RESTRICTED	1956-1968	17	2 B RESTRICTED
Weston, Self-Study Program [bound copy]	1966	17	3
Weston, Records, Registrar [manuals, models]	1957-1960	17	4
Weston-Statuta	1926-1941	17	5
Weston, Theologate, Miscellaneous	1957-1962	17	6
Weston, Theologates [grades, personal comments] RESTRICTED	1957-1968	17	7 RESTRICTED
Woodstock College, Natural Science [report]	1968	17	8
Foreign Theologate (Joint) Grades RESTRICTED	1955-1965	18	1 RESTRICTED

Record Group 7.1.1

Prefect of Studies Records: **Father Sheehan & Father Burke**
Office Files, arranged alphabetically

Folder Title	Dates	Box	Folder
Woodstock, Theology Grades [Woodstock, MD] RESTRICTED	1955, 1960	18	2 RESTRICTED
Bellarmino College-Plattsburg Special & Group RESTRICTED	1958	18	3 RESTRICTED
Poughkeepsie-St. Andrews-Special & Group RESTRICTED	1957-1959	18	4 RESTRICTED
Shrub Oak-Philosophy-Correspondence [Fordham University Commencement Program, 1958] RESTRICTED	1958-1965	18	5 A RESTRICTED
Shrub Oak-Philosophy-Grades [Loyola Seminary] RESTRICTED	1958-1965	18	5 B RESTRICTED
Spring Hill-Philosophy-[correspondence] [Jesuit House of Studies]	1958-1967	18	6 A
Spring Hill-Philosophy-Grades [Jesuit House of Studies] RESTRICTED	1958-1967	18	6 B RESTRICTED
Wernersville-Special Group Correspondence [Novitiate of St. Isaac Jogues]	1958, 1962	18	7
Weston Theology Grades RESTRICTED	1932-1966	18	8 RESTRICTED
Weston-Philosophy Grades, Degrees granted RESTRICTED	1932-1965	18	9 A RESTRICTED
Weston Scholastics Grades RESTRICTED	1955, 1968/69	18	9 B RESTRICTED
[Grades: Theology, Philosophy: Woodstock, Weston, Innsbruck] RESTRICTED	1958-1961, 1969	18	10 A RESTRICTED
[Grades: Theology, Philosophy: Woodstock, Weston, Innsbruck] RESTRICTED	1953-1957	18	10 B RESTRICTED
Weston-Philosophy, Degrees granted [Boston College Commencement programs, 1965-1968]	1936, 1958-1968	18	11A
Weston, Degrees Granted [lists]	1931-1941, 1950	18	11 B
Weston, Degrees Granted [lists]	1923-1930	18	11 C

Record Group 7.1.2

Prefect of Studies Records: Father Burke Files

Folder Title	Dates	Box	Folder
Primi [Scholastic candidates list]	1968	19	1
Barber House [Yale]	1961-1965	19	2
Bread Loaf School of English [Middlebury, VT] [Correspondence]	1961-1965	19	3A
Bread Loaf School of English [Middlebury, VT] College Bulletins	1962-1967	19	3B
Bread Loaf School of English [Middlebury, VT] RESTRICTED: Correspondence RE: grades	1962-1967	19	3C RESTRICTED
Buffalo Province	1965	19	4
California Province	1965	19	5
Canadian Province, English	1961-1962	19	6
Canadian Province, French	1962	19	7
Carroll House [Catholic University]	1947-1965	19	8
Chicago Province	1959-1967	19	9
Detroit Province	1960-1965	19	10
Financial Customs & Regulations NE Province	1948-1968	19	11
Frederick Farmer House [Univ. of Pennsylvania]	1966	19	12
Georgetown	1967	19	13
Hartford Diocese	1965	19	14
Holy Cross Summer Arrangements	1960-1964	19	15
Japanese Mission Studies [Sophia University]	1959-1963	19	16
LaFarge house [near Harvard]	1964	19	17
Maryland Province	1958-1968	19	18
Middlebury College (for Languages) [booklets]	1967	19	19
New York Province	1961-1968	19	20
Nigeria, West Africa [reports, correspondence]	1955-1956	19A – 2.5"	1
Nigeria, West Africa [booklets]	1950-1955	19A	2
Providence Diocese	1949, 1961	20	1
Missouri Province (St. Louis University)	1958-1968	20	2
Spellman Hall [Fordham University] [Fordham University Commencement Program]	1958-1966 1961	20 20	3A 3B
Special Studies, Director Reports	1963-1965	20	4A
Special Studies, Director Reports	1960-1962	20	4B
Graduate Studies & Degrees, N.E. Province [lists of academic degrees awarded]	1954	20	5
Degrees—Lists of Jesuits [reports after 1954, list from 1907-1937, NE Province degrees awarded lists]	1940, 1955	20	6
Special Students: Regulations, "Vocation of..."	1941-1952, 1961	20	7
Special Students Folder, National Meeting	1958-1967	20	8
Springfield Diocese	1965	20	9
Summer Sessions	1968	20	10
Summer School	1967	20	11
Summer School	1966	21	1
Summer School	1965	21	2
NDEA Institutes Summer 1965 [National Defense Education Act, Inst. In English, Reading, History & Geography]	1965	21	3A
NSF [National Science Foundation]	1964	21	3B

Record Group 7.1.2

Prefect of Studies Records: Father Burke Files

Folder Title	Dates	Box	Folder
Summer School	1964	21	4A
Summer School	1964	21	4B
RESTRICTED: Grades			RESTRICTED
Trinity—Hartford [CT]—Summer Latin	1962-1967	21	5
Wesleyan University [summer school for teachers]	1965-1967	21	6
Wisconsin Province [Marquette University]	1961-1967	21	7
Woodrow Wilson Fellowship Program [Newsletters and publications]	1966-1968	21	8A
Woodrow Wilson Fellowship Program [Lists of Fellows]	1966-1968	21	8B
B.C.: A & S Miscellaneous [Boston College: Arts & Sciences]	1950-1960	22	1
B.C., C.B.A.: Varia, 1949-1963 [Boston College, College of Business Administration]	1954-1963	22	2A
B.C., C.B.A.: Varia, 1949-1963 [Boston College, College of Business Administration]	1949-1953	22	2B
B.C., Department of Theology	1958	22	2c
B.C. Honors Program, 1950s [Boston College]	1957-1959	22	3A
B.C. Honors Program, 1950s [Boston College]	1951-1952	22	3B
B.C., Law School Miscellaneous [Boston College]	1954-1965	22	4A
B.C., Law School Miscellaneous [Boston College]	1939-1955	22	4B
Catholic Education – Varia	1964-1967	22	5A
Catholic Education – Varia	1964-1967	22	5B
Catholic Scholarship [articles, pamphlets] [Father General Correspondence]	1947-1968	22	6
[Father General Correspondence]	1959-1968	22	7
[Memorandum to Fr. Provincial from Fr. Burke RE: Functions of a Prefect, 1951-1955] with response	1955	22	8
Baghdad Mission – As Whole 1958-1968 [reports, correspondence]	1962-1968	23	1A
Baghdad Mission – As Whole 1958-1968 [reports, correspondence]	1958-1961	23	1B
Baghdad Collateral [Fr. Burke passport photos, immunization record, letters, booklets]	1953-1962	23	2
Al-Hikma University of Baghdad Official Mail [reports, booklets about, campus center plans]	1963-1968	23	3
Al-Hikma University of Baghdad Official Mail 1953-1963 [statistics, reports, syllabi, pamphlets]	1962-1963	23	4A
Al-Hikma University of Baghdad Official Mail 1953-1963 [statistics, reports, syllabi, pamphlets]	1960-1961	23	4B
Al-Hikma University of Baghdad Official Mail 1953-1963 [statistics, reports, syllabi, pamphlets]	1958-1959	23	4C
Al-Hikma University of Baghdad Official Mail 1953-1963 [statistics, reports, syllabi, pamphlets]	1956-1957	23	4D

Record Group 7.1.2

Prefect of Studies Records: Father Burke Files

Folder Title	Dates	Box	Folder
Baghdad College, 1953-1956 [correspondence]	1956	23	5A
Baghdad College, 1953-1956 [correspondence]	1956	23	5B
Baghdad College, 1953-1956 [correspondence] [copy of agreement between U.S. and Iraq-American Education Association]	1956	23	5C
Baghdad College Secondary School	1935-1968	23	6
Baghdad College Statistics [Religion and Rite]	1955-1964	23	7A
Baghdad College Statistics [Iraq Government Exam Grades] RESTRICTED	1965-1968	23	7B RESTRICTED
Student Counselor Duties, 1923-28, 1940	1940	24	1
Aims/Importance of Jesuit High School	1963	24	2
Christian Formation of High School Students JEA Workshop	1966	24	3
Jesuit Secondary Schools & Colleges & Universities-American Assistency-Finances	1967-1968	24	4
Secondary Education -Finances	1963-1969	24	5
Jesuit Educational Assoc.-Survey of Tuition, Salaries, & Development in Jesuit High Schools Questionnaires-New England Province	1967	24	6
Jesuit Educational Assoc.-Survey of Tuition, Salaries, & Development in Jesuit High Schools Questionnaires-New England Province	1967	24	6
Jesuit Educational Assoc.-Survey of Tuition, Salaries, & Development in Jesuit High Schools Questionnaires-New England Province	1967	24	7
Jesuit Educational Assoc.-Survey of Tuition, Salaries, & Development in Jesuit High Schools Questionnaires-Other Provinces	1967	24	8
Jesuit Educational Assoc.-Survey of Tuition, Salaries, & Development in Jesuit High Schools Questionnaires-Other Provinces	1967	24	9
Jesuit Educational Assoc.-Survey of Tuition, Salaries, & Development in Jesuit High Schools Questionnaires-Other Provinces	1967	24	10
Jesuit Alumni Administrators-Annual Convention	1968	24	11

Record Group 7.1.2

Prefect of Studies Records: Father Burke Files

Folder Title	Dates	Box	Folder
Publications:			
<i>Santa Clara Conf.: Total Development of the SJ: Consensus Positions</i>	1967	25 – 2.5"	1
<i>Teaching in a Jesuit High School, An Introduction</i>	1965	25	2
<i>Profile of Jesuit Universities & Colleges of America, JEA Report</i>	1964	25	3
<i>The Jesuit Order & Higher Education in the United States: 1789-1966</i>	1967	25	4
<i>The Attitudes of Greater Portland [Maine] Catholics Toward Catholic Education</i>	1967	25	5
<i>A Directory of Jesuit Institutions International Center for Jesuit Education</i>	1960s	25	6



Archives of the New England Province Society of Jesus
c/o Holy Cross College Archives & Special Collections
One College Street, Worcester, MA 01610-2395

Record Group: 7
Education Apostolate

Name of Collection: Director of Special Studies Records

Record Group: 7.2

Dates of Collection: 1969-1970

Size of Collection: 1 box, 2.5 linear inches

Historical Background:

Father Paul T. Lucey, S.J. was named the Director of Special Studies students and served from 1968 to 1972. The students he placed into programs were Jesuits studying for Master or Doctoral level degrees.

Scope and Content Note:

The collection contains some correspondence and the New England Province Special Studies Student report forms filled out by students requesting study programs for the summer of 1970.

Cite As: Director of Special Studies Records
Record Group 7, Education Apostolate Records.
Archives of the New England Province of the Society of Jesus
College of the Holy Cross, Worcester, MA.

Also see: RG 7.1.2 Prefect of Studies Records: Fr. Burke Files, Box 20, Folders 4-8 for information on the 1940s to 1967.

Record Group 7.2

Director of Special Studies Records: Father Paul T. Lucey

Folder Title	Dates	Box	Folder
[Correspondence]	1969-1970	1	1
Degree Programs: Reports	1969-1970	1	2



Archives of the New England Province Society of Jesus
c/o Holy Cross College Archives & Special Collections
One College Street, Worcester, MA 01610-2395

Record Group: 7
Education Apostolate Records

Name of Collection: Provincial Assistant for Secondary Education Records

Record Group: 7.3

Dates of Collection: Inclusive: 1955-2001, Bulk: 1969-1997

Size of Collection: 28.25 linear feet: 52-5" boxes + 9-2.5" boxes

Historical Background:

[Commencing with Father Joseph D. Devlin's term as Prefect of Studies for the High Schools of the New England Province, so many changes in the title of the office were made that archives staff decided to use the current title of Provincial Assistant for Secondary Education for all who held this office.]

Father Arthur J. Sheehan, S.J. served as the first General Prefect of Studies for the New England Province from 1939 to 1951 overseeing Jesuit colleges, universities, and high schools. As the Jesuit school system grew, so did the Prefect of Studies duties. In 1951, the responsibilities were divided with Father James L. Burke, S.J. supervising colleges and universities and Father Sheehan in charge of special studies and high school students. Father Sheehan served as General Prefect of Studies responsible for Jesuit high schools from 1951 to 1958 as well as Director of Special Studies from 1947 to 1957. Father Burke, S.J. served as General Prefect of Studies for the Province from 1951 to 1964 responsible for Jesuit colleges and universities. From 1964 to 1969, he served as General Prefect of Studies for the Province in charge of high schools and from 1957 to 1968 he served as Director of Special Studies.

In 1969, Father Joseph D. Devlin, S.J. became the Provincial Assistant for Secondary Education. He served until 1975 when Father James M. Bowler, S.J. assumed office. Father Bowler was followed in 1978 by Father Joseph P. Duffy, S.J. who remained until 1980. From 1980 until 1984, Father James C. O'Brien, S.J. was the Provincial Assistant for Secondary Education. From 1984 until 1992, Father Thomas J., Gibbons, S.J. served in this duty, followed by Father James F. Lafontaine, S.J., who left office in 1997. Rev. John P. Murray, SJ assumed the duties of the office in 1997 and in January, 2004, Ms. Margaret T. Florentine was appointed.

The Provincial Assistant for Secondary Education assists the Provincial in all matters pertaining to the secondary educational works of the Province. As Supervisor of High Schools s/he informs the local superiors and officials of all educational decisions made within the Province and oversees all matters pertaining to Province secondary education. Further, s/he visits each high school of the Province annually and reviews all areas and factors related to academic life. S/he serves on educational committees which promote the objectives of Jesuit education.

Scope and Content Note:

The records consist of minutes, correspondence, committee material, reports, booklets, published material, and information on each Jesuit-run high school in the Province. The administrative material of each Provincial Assistant for Secondary Education is grouped under his



Archives of the New England Province Society of Jesus
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administration. All files kept by each Provincial Assistant for an individual high school have remained under the name of the school since these records were already inter-filed from one administration to the next. The office file titles are the same ones used on the original Prefect of Studies office files and any bracketed information is added to clarify material contained within.

Table of Contents:

Series 1, Assistant's Files

Province Assistant for Secondary Education:	Term	Page
Father Joseph D. Devlin, S.J.	1969-1975	1-2
Father James M. Bowler, S.J.	1975-1978	3
Father Joseph P. Duffy, S.J.	1978-1980	4
Father James C. O'Brien, S.J.	1980-1984	5
Father Thomas J., Gibbons, S.J.	1984-1992	6-8
Father James F. Lafontaine, S.J.	1992-1997	9
Father John P. Murray, S.J.	1997-2004	10
Ms. Margaret T. Florentine	2004-	no records at Archives

Series 2, Records Pertaining to Schools

Faculty Data Sheets, 1968 to 1970		11
High Schools:	Founding/Closure:	
<i>New England:</i>		
Bishop Connolly High School	1966-1995*	12-13
Boston College High School	1863-	14-17
Cheverus High School	1942-	18-21
Cranwell School	1939-1975	22
Fairfield College Preparatory School	1942-	23-24
Xavier High School	1962-1971	25
<i>Jamaica:</i>		
Campion College	1940-	26
St. George's College	1851-	27-28
Middle School:		
Nativity Prep, Boston	1990	29-31

* Jesuits withdrew in 1995, school still operating

Series 3, Publications/Manuals, 1957 to 1991 32

See: RG 12 Audiovisual: Photographs separated from Record Group Papers for photographs separated from folders in this collection.

Cite As: Provincial Assistant for Secondary Education Records

Record Group 7, Education Apostolate Records.
 Archives of the New England Province of the Society of Jesus
 College of the Holy Cross, Worcester, MA

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 1, Assistant's Files**

Father Joseph D. Devlin, S.J., 1969-1975

Folder Title	Dates	Box	Folder
Administrators, High School: 1967 Institute for	1964	1	1
Alumni, Survey of	1969	1	2
AJCU, Association of Jesuit Colleges/Universities	1972, 1973	1	3
AJCU, Jan. Meeting, Board of Directors	1971	1	4
Arrupe, Father General, Letter on High School Apostolate	1965	1	5
Father General Correspondence	1965-1972	1	6
Degrees, Doctoral: Rec'd and Sought	1969/70	1	7
Diocesan Relationships, JEA Statement on	1964	1	8
Director: Province Director & Jesuit High Schools	1969	1	9
Director, Secondary Education-Varia	1955, 1969	1	10
Faculty Needs	1970-1971	1	11
International Educational Opportunities	1971-1973	1	12
International Educational Opportunities	1970-1971	1	13
Principals Meeting	1969	1	14
Principle of Choice of Ministries	1969-1971	1	15
Program Budgeting	1970, 1975	1	16
Project Urban (NEA) [national education assoc.]	1970	1	17
Regents-Spiritual Director	1970	1	18
Shreveport Plan (Jesuit High School in Louisiana) [copies of articles of incorporation copies]	1970	1	19
Statistics, Comparative, for Schools of Province, 1933-1969		1	19a
Status, Secondary Schools	1969	1	20
Summer Programs Abroad, Varia	1966-1971	1	21
Jesuit Assistants for Personnel Education (JAPE)	1971	1	22
Jesuit Assistants for Personnel Education (JAPE)	1970-1971	1	23
JEA-Executive Secretary-Varia [Jesuit Education Association]	1970-1971	1	24
JEA-Executive Secretary-Varia	1969-1970	2	1
JEA-Comm. On Colleges & Universities Oct. Meeting	1970	2	2
JEA-Comm. On Colleges & Universities Easter Meeting	1970	2	3
JEA-Comm. On Colleges & Universities January Meeting	1970	2	4
JEA Comm. On Secondary Schools	1970	2	5
JEA Comm. On Secondary Schools	1969	2	6
JEA Comm. On Secondary Schools	1967-1968	2	7
JEA Comm. Of Province Directors of Education	1970	2	8
JEA Comm. Of Province Directors of Education	1969	2	9
JEA Constitution	1964, 1966	2	10
JEA Coordinating Committee	1970	2	11
JEA Coordinating Committee	1969	2	12
JEA-JAA [Jesuit Alumni Administrators]	1970-1973	2	13
JEA-JAA	1969-1970	2	14
JEA-Fichter Survey: Phase II	1967-1969	2	15
JEA-Fichter Survey: Marginal Tables, 47 Schools	1969	2	16

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 1, Assistant's Files**

Father Joseph D. Devlin, S.J., 1969-1975

Folder Title	Dates	Box	Folder
JEA: Fichter Data: Workshop & Surveys	1965-1969	3	1
JEA: Fichter Data: Workshop & Surveys	1966	3	2
JEA-FSL Summer Program[Foreign Study League]	1970	3	3
JEA-Survey on Tuition, Salaries, Development	1966-1969	3	4
JERICO [Jesuit Eastern Region Inter-Province Commission] Comm. For Secondary Education Cooperation (N.E., N.Y., MD Provinces)	1969-1970	3	5
JSEA [Jesuit Secondary Education Association] Board of Directors Minutes	1970-1972	3	6
JSEA-Bulletin	1973-1974	3	7
JSEA-Bulletin	1971-1972	3	8
JSEA-Bulletin	1969-1970	3	9
JSEA-Bulletin	1968	3	10
JSEA-COPAD [comm., planning & development]	1972	3	11
Secondary School Planning Program [Province Planning]	1970	3	12
Secondary School Planning Program	1971	4	1
Secondary School Planning Program	1970	4	2
Secondary School Planning Program	1970	4	3
Secondary School Planning Program- Committee of 19	1970-1971	4	4
Secondary School Planning Program Design Group	1970	4	5
Secondary School Planning Program Executive Committee	1971	4	6
Secondary School Planning Program Financial Data	1970	4	7
Secondary School Planning Program Kickoff Day	1970	4	8
Secondary School Planning Program Planning Booklet	1970	5	1
Secondary School Planning Program Secondary Education Apostolate Working Congress	1970	5	2
Secondary Schools – Principals	1970	5	3
Secondary School Discernment Process Faculty Placement	1970	5	4

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 1, Assistant's Files**

Father James M. Bowler, S.J., 1975-1978

Folder Title	Dates	Box	Folder
Advisory Group Meetings [agendas]	1976	6	1
Correspondence	1976-1977	6	2
Correspondence	1975, 1976	6	3
Memos RE: meetings	1976	6	4
Fundraising	1971-1974	6	5
High Schools-Proposed Trustee Guidelines	1975-1976	6	6
High Schools-Trustee Guidelines	1976	6	7
High Schools- Administrators' & Supervisors Mtg.	1977-1978	6	8
High Schools- Administrators' & Supervisors Mtg.	1975	6	9
High Schools-Administrators' Meeting	1976	6	10
High Schools-Administrators' Meeting	1975	6	11
High Schools-Treasurers' Meeting	1976	6	12
High Schools-Principals' Meeting	1978	6	13
High Schools-Principals' Meeting	1977	6	14
High Schools-Principals' Meeting	1977	6	15
Jesuit Conference-Project I: Education Apostolate American Assistency Province Responses	1974-1977	6	16
Jesuit Conference-Project I: Education Apostolate New England Task Force	1974	7	1
Province Finances	1974-1977	7	2
Provincial's Advisory Council on Secondary Education	1976-1978	7	3
Secondary Education – General	1974	7	4
Secondary Education Apostolate Meeting	1976	7	5
Secondary Education – Possible Programs	1975	7	6
Secondary Education – Maryland	1974-1975	7	7
Secondary School Advisory Council	1978-1980	7	8
Secondary School Planning	1974	7	9
Religious Education Task Force	1975-1976	7	10
Religious Education Task Force	1974-1975	7	11
"We Agree" Educational Workshop	1976	7	12
Evaluation Report-Introduction to Part III	1974	8	1A
Evaluation Report-Part IV	1974	8	1B
Evaluation Report – Parts V and VI	1974	8	1C
[Loose papers inside Evaluation Report binder]	1974	8	2
[Miscellaneous Correspondence re: Schools]	1974	8	3

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 1, Assistant's Files**

Father Joseph P. Duffy, S.J., 1978-1980

Folder Title	Dates	Box	Folder
President-Rector-Principal Meeting	1979	9	1
President-Rector-Principal Meeting	1978	9	2
Principal-SSAC-CORD Meeting [secondary school administrator program]	1978	9	3
Principal-SSAC-Province	1980	9	4
Principal-SSAC-Province	1979	9	5

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 1, Assistant's Files**

Father James C. O'Brien, S.J., 1980-1984

Folder Title	Dates	Box	Folder
[Father O'Brien Correspondence]	1981-1982	9	6

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 1, Assistant's Files**

Father Thomas Gibbons, S.J., 1984-1992

Folder Title	Dates	Box	Folder
AIDS Information, Curriculum, Etc.	1988-1991	10	1
AIDS Information, Curriculum, Etc.	1985-1987	10	2
Alum Service	1992	10	3
Provincial AWARDS to Faculty	1985-1987	10	4
Co-Education	1978-1990	10	5
Co-Education – Fr. Gibbons File	1973-1986	10	6
Collaboration [Jesuits & non-Jesuits]	1986-1989	10	7
Collaboration Symposium [JSEA]	1988	10	8
Commission on Ministries [COM], see RG 2.2, 1984-1996 Series. These folders contain information about individual education facilities in the New England Province.			
Evaluation Instruments for Administrators	1984, 1988	10	9
Education-Characteristics of Jesuit Education	1986, 1987	11	1
Education Systems Countries with Jesuit Schools	1983	11	2
Forms (personal budget, regency), Blank	undated	11	3
Gray-Shared Minutes of Education [speech] Given by Howard J. Gray, S.J. at a JSEA Workshop]	1984	11	4
Institute-Province Institute	1983-1985	11	5
Interviewing/Hiring Teachers: Guidelines	1983	11	6
Jesuit U. Today-Kolvenbeck	1985	11	7
<i>Jesuit Educational Enterprise in Historical Perspective</i> by John O'Malley	undated	11	8
Labor Relations	1980, 1982	11	9
Padberg [John W.] on History of Jesuit Education	1980	11	10
Regency	1985-1990	11	11
SSAC [Secondary School Advisory Council] Bylaw	undated	11	12
SSAC	1986-1988	11	13
SSAC	1986-1988	11	14
SSAC	1985-1986	11	15
SSAC	1984-1985	11	16
SSAC	1984-1985	11	17
SSAC	1982-1983	12	1
SSAC/HSLT [High School Leadership Teams]	1985	12	2
SSAC/HSLT [High School Leadership Teams]	1985	12	3
Service Programs [information]	1983-1982	12	4
Service Programs re: Catholic Education	1987	12	5
Task Force: Archdiocese Educational: Central Office	1991	12	6
Task Force: Archdiocese Educational: Central Office Final Report	1991	12	7
Task Force: Archdiocese Educational: Central Office	1990-1991	12	8
<i>Planning for the Future: A Manual for Schools in The Archdiocese of Boston</i>	1990	12	9
<i>Policy Book for Catholic Schools</i>	1990	12	10
Task Force: Archdiocese Educational: Central Office: Self-Study	1990	12	11

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 1, Assistant's Files**

Father Thomas Gibbons, S.J., 1984-1992

Folder Title	Dates	Box	Folder
Task Force: Archdiocese Educational: Central Office	1990	12	12
<i>Agreement Between Boston Teachers Association and the Archdiocesan of Boston</i>	1990	12	13
Task Force: Archdiocese Educational: Central Office [background data]	1991	12	14
Task Force: Archdiocese Educational: Central Office [material inside 2-pocket folder]	1991	12	15
Task Force: Archdiocese Educational: Pre-Planning Committee- Jan. 12th	1989	13	1
Task Force: Archdiocese Educational: Pre-Planning Committee	1988	13	2
Task Force: Archdiocese Educational: Pre-Planning Committee—Dec. 12 th	1988	13	3
Task Force: Archdiocese Educational: Pre-Planning Committee [material from right side of 2-pocket folder]	1988	13	4
Task Force: Archdiocese Educational: Pre-Planning Committee [material from left side of 2-pocket folder]	1988	13	5
<i>Workshop: Companions in the Ministry of Teaching</i>	1986	13	6
<i>Workshop: Companions in the Ministry of Teaching</i>	1986	13	7
<i>Workshop: Companions in the Ministry of Teaching</i>	1986	13	8
Youth Ministry—Thomas Zanzig	undated	13	9

**CAPE & JSEA FILES: CAPE [Commission of Assistants to Provincials for Education]
JSEA [Jesuit Secondary Education Association]**

[CAPE & JSEA Meeting Material]	[October]	1991	14	1
[CAPE & JSEA Meeting Material]	[March]	1991	14	2
[CAPE & JSEA Meeting Material]	[October]	1990	14	3
[CAPE & JSEA Meeting Material]	[April]	1990	14	4
[CAPE & JSEA Meeting Material]	[October]	1989	14	5
[CAPE & JSEA Meeting Material]	[April]	1989	14	6
[CAPE & JSEA Meeting Material]	[October]	1988	14	7
[CAPE & JSEA Meeting Material]	[April]	1988	14	8
[CAPE & JSEA Meeting Material]	[October]	1987	15	1
[CAPE & JSEA Meeting Material]	[April]	1987	15	2
[CAPE & JSEA Meeting Material]	[October]	1986	15	3
[CAPE & JSEA Meeting Material]	[April]	1986	15	4
[CAPE & JSEA Meeting Material]	[October]	1985	15	5
[CAPE & JSEA Meeting Material]	[March]	1985	15	6
CAPE-General Material [bylaws, goals]		1979-1980s	15	7
CAPE Evaluation		1989-1990	15	8
JSEA Minutes, Bd. Of Directors		1988-1992	15	9
JSEA Minutes, Bd. Of Directors		1984-1987	15	10
JSEA Minutes, Bd. Of Directors		1980-1983	15	11
COPAD/Whelan, [Charles M., S.J.] [Commission on Planning and Development]		1975, 1977	16	1
COPAD- Boston College,	[June]	1986	16	2

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 1, Assistant's Files**

Father Thomas Gibbons, S.J., 1984-1992

Folder Title	Dates	Box	Folder
COPAD Workshop	1993	16	3
Evaluation, President/Principal Leadership Instrument	1990-1993	16	4
Grad at Grad [Profile of typical student]	1984	16	5
Profile of Bd [of Trustees in a Jesuit High School]	1989-1992	16	6
Reflections on the Preamble of JSEA Fourteen Years Later	1984	16	7
Student Profile Survey [JSEA]	1988-1991	16	8

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 1, Assistant's Files**

Father James F. Lafontaine, S.J., 1992-1997

Folder Title	Dates	Box	Folder
Adult Education	1994-1995	17	1
Co-Vicars for Religious Consultation	1991-1995	17	2
Deshais [Richard, S.J.]	1997	17	3
Lay Administrators in Jesuit Schools [thesis, Michael Carey]	1987	17	4
Legal Cases/Matters [case studies]	1989	17	5
PPR Meeting [Presidents, Principals, Rectors]	1993	17	6
PPR Meeting [Presidents, Principals, Rectors]	1993	17	7
Planning	1991	17	8
Provinces & Boards	1987-1991	17	9
Secondary Schools-Miscellaneous	1992, 1997	17	10
Secondary Education Assembly	1996	17	11
Secondary Education Assembly	1996	17	12
Secondary School Gathering	1996	17	13
Trustee, Boards, General Information	1980, 1986-1988	17	14
Workshop: Ignatian Leadership in Jesuit Schools	1995	18	1
Workshop: Foundations for the Future JSEA Colloquium on Ignatian Education [June]	1995	18	2
Workshop: Foundations for the Future JSEA Colloquium on Ignatian Education [June]	1995	18	3
Workshop: Foundations for the Future JSEA Colloquium on Ignatian Education [June]	1995	18	4
CAPE Meeting – Spring	1997	18	5
CAPE Meeting – Spring	1997	18	6
CAPE Meeting – Spring	1997	18	7
CAPE Meeting – Fall	1996	18	8
CAPE Meeting – Fall	1996	18	9
CAPE Meeting – Spring	1996	19	1
CAPE Meeting – Spring	1996	19	2
CAPE Meeting – Fall	1996	19	3
CAPE Meeting – Fall	1996	19	4
CAPE Meeting – Fall	1996	19	5
CAPE Meeting – Spring	1995	19	6
CAPE Meeting – Fall	1994	19	7
CAPE Meeting – Fall	1994	19	8
CAPE Meeting – Fall	1994	19	9
CAPE Meeting – Spring	1994	19	10
CAPE Evaluation Notebook [contents of left side]	1984	20	1
CAPE Evaluation Notebook [tabs 1 through 5]	1984	20	2
CAPE Evaluation Notebook [tabs 6 through 12]	1984	20	3
CAPE Meeting – Fall	1993	20	4
CAPE Meeting – Fall	1993	20	5
CAPE Meeting – Spring	1993	20	6
CAPE Meeting – Spring	1992	20	7
CAPE Meeting – Spring	1992	20	8

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 1, Assistant's Files**

Father John P. Murray, S.J., 1997-2004

Folder Title	Dates	Box	Folder
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4-5" boxes of material from Fr. Murray's term have been received at the Archives. All of these records have been added to Series 2, Records Pertaining to Schools.

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Faculty Data Sheets/High Schools, 1969

Folder Title	Dates	Box	Folder
Bishop Connolly High School	1969	1	1
Boston College High School	1969	1	2
Cheverus High School	1969	1	3
Cranwell School	1969	1	4
Fairfield College Preparatory School	1969	1	5
Xavier High School	1969	1	6
<i>Jamaica Schools:</i>			
Campion College	1969	1	7
St. George's College	1969	1	8
Plaque from Cheverus High School to Father Lafontaine, S.J.	1997	1	9

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Bishop Connolly High School, 1969-1994

Folder Title	Dates	Box	Folder
History of, written by Fr. Gibbons	1985	2	1
1970 Commencement Material [1 st class]	1970	2	2
General Information	1987-1988	2	3
General Information	1972-1974	2	4
General Information	1970-1971	2	5
General Information	1969	2	6
General Information [<i>The Beacon</i> newsletter]	1970-1973	2	7
Governance Agreement Review	1979-1980	2	8
Correspondence-Diocese of Fall River	1969, 1982-1990	2	9
Correspondence	1985, 1987	2	10
Correspondence	1975-1977	2	11
Correspondence	1970, 1974	2	12
Budget Material	1994/95	3	1
Budget Material	1993/94	3	2
Budget Material	1990/91	3	3
Budget Material	1990/91	3	4
Budget Material	1989/90	3	5
Budget Material	1988/89	3	6
Budget Material	1987/88	3	7
Capital Drive	1987	3	8
Budget Material	1986/87	3	9
Budget Material	1985/86	3	10
Budget Material	1984/85	3	11
Budget Material	1983/84	3	12
Budget Material	1982/83	3	13
Budget Material	1981/82	3	14
Budget Material	1976/77	3	15
Budget Material	1975/76	3	16
Budget Material	1974/75	3	17
Budget Material	1973/74	3	18
Budget Material	1971/72	3	19
Board of Regents – Minutes	1986-1989	4	1
Board of Regents-Members	1988/89	4	2
Board of Regents-Speech to & Faculty	1987	4	3
Board of Regents-Constitution	1985, 1987	4	4
Board of Regents Meeting-September	1992	4	5
Board of Regents Meeting-May	1990	4	6
Board of Regents Meeting-March	1990	4	7
Board of Regents Meeting-Spring & Summer	1989	4	8
Board of Regents Meeting	1989	4	9
Faculty: Bimmer, Kevin re: termination of	1993	4	10
Faculty: Contract Material	1990/91	4	11
Faculty: Contract Material	1990/91	4	12
Faculty: Job Descriptions of Administrators	1987	4	13
Faculty: Teacher Contract Material	1986/87	4	14
Faculty	1969-1974	4	15
Faculty : Principal: Search for new	1977-1980	4	16
Faculty : Principal: Leadership Profile, J. Murray	1994	4	17

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Bishop Connolly High School, 1969-1994

Folder Title	Dates	Box	Folder
Faculty : Principal Material	1981-1991	4	18
Faculty : Principal	1969-1972	5	1
Faculty : Rector	1980-1990	5	2
Faculty Rector	1969-1970	5	3
Statistics: Parents' Survey	1988	5	4
Admission Statistics	1989		
Enrollment figures	1986/87		
Statistics: College Board Report	1983/84-1986/87	5	5
Statistics: College Board Report	1987, 1991	5	6
RESTRICTED: Scores			RESTRICTED
Visitation: Fr. Murray Correspondence regarding	1993	5	7
Visitation Report	1993	5	8
Visitation Report [Memoriale to Rome]	1981-1991	5	9
Visitation Report	1987	5	10
Visitation Report	1985	5	11
Visitation Report	1983	5	12
Visitation Report: New England Association of Schools and Colleges [NEASC]	1982	5	13
Visitation Report	1982	5	14
Visitation Report	1981	5	15
Visitation Report	1980	5	16
Visitation Report	1974	5	17
Visitation Report	1972	5	18
Visitation Report	1969	5	19
Visitation Report: Jesuit Association Report	1968-1970	5	20

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Boston College High School, 1968-1997

Folder Title	Dates	Box	Folder
<i>[Many of the Visitation Reports are included as part of the Board of Trustee packets, usually found in the September Annual Meeting]</i>			
General Material	1997	1	1
General Material: Superior Gen. Kolvenbach	1987-1991	1	2
General Material	1988-1989	1	3
General Material	1971	1	4
Correspondence	1992-1996	1	5
Correspondence	1989	1	6
Correspondence: Province	1985-1987	1	7
Correspondence: Province, Sustaining Agreement	1986	1	8
Correspondence	1969, 1977-1979	1	9
Budget Material	1996/97	1	10
Budget Material	1995/96	1	11
Budget Material	1994/95	1	12
Budget Material	1993/94	1	13
Budget Material	1992/93	1	14
Budget Material	1991/92	1	15
Budget Material	1991/92	1	16
Budget Material	1989/90	2	1
Budget Material	1988/89	2	2
Budget Material	1987/88	2	3
By-laws, see Board of Trustees: By-laws folder in Box 4A			
Capital Campaign-Update	1995	2	4
Capital Campaign-Needs Evaluation	1995	2	5
Capital Campaign-Feasibility Study	1995	2	6
Capital Campaign-Feasibility Study [copy2]	1995	2	7
Jesuit Community Financial Statement	1992-1993	2	8
Jesuit Community Financial Statement	1991-1992	2	9
Jesuit Community Financial Statement	1989-1990	2	10
Jesuit Community Financial Statement	1988-1989	2	11
Jesuit Community Financial Statement	1987-1988	2	12
Jesuit Community Financial Statement	1986-1987	2	13
Jesuit Community Financial Statement	1985-1986	2	14
Jesuit Community Financial Statement	1984-1985	2	15
Jesuit Community Financial Statement	1983-1984	2	16
Ad Hoc Subcommittee on Budget/Finance	1991	2	17
Ad Hoc Subcommittee on Budget/Finance	1990	2	17
Committee on Educational Policies	1989	2	18
Board Meeting: May	1997	3	1
Board Meeting: April	1997	3	2
Board Meeting: March	1997	3	3
Board Meeting: December	1996	3	4
Board Meeting: September	1996	3	5
Board Meeting: May	1996	3	6
Board Meeting: March	1996	3	7
Board Meeting: December	1995	3	8
Board Meeting: September	1995	3	9

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Boston College High School, 1968-1997

Folder Title	Dates	Box	Folder
Board Meeting: May	1995	3	10
Board Meeting: March	1995	3	11
Board Meeting: December	1994	3	12
Board Meeting: September	1994	3	13
Board Meeting: May	1994	3	14
Board Meeting: March	1994	3	15
Board Meeting: December	1993	3	16
Board Meeting: September	1993	3	17
Board Meeting: May	1993	3	18
Board Meeting: March	1993	3	19
Board Meeting: December	1992	3	20
Board Meeting: September	1992	3	21
Board Meeting: September	1992	3	22
RESTRICTED: SCORES			RESTRICTED
Board of Trustees: By-Laws	1992	4	1
Board Meeting: May	1992	4	2
Board Meeting: Finance Committee: April	1992	4	3
Board Meeting: March	1992	4	4
Board Meeting: December	1991	4	5
Board Meeting: September	1991	4	6
Board Meeting: May	1991	4	7
Board Meeting: March	1991	4	8
Board Meeting: December	1990	4	9
Board Meeting: September	1990	4	10
Board Meeting: May	1990	4	11
Board Meeting: March	1990	4	12
Board Meeting: December	1989	4	13
Board Meeting: September	1989	4	14
Board Meeting: May	1989	4	15
Board Meeting: March	1989	4	16
Board Meeting: December	1988	4	17
Board Meeting: September	1988	4	18
Board Meeting: May	1988	4	19
Board Meeting: March	1988	4	20
Board Meeting: March*	1982	4A	1
Board Meeting: September*	1981	4A	2
Board of Trustees: By-laws	1980-1995	4A	3
Alumni Association	1973	4A	4
Planning Group	1971	4A	5
Faculty :President: Leadership Profile, J. Fahey	1993	5	1
Faculty :President: Joseph Fahey	1991-1993	5	2
Faculty :Principal: Search for new	1996	10	3
RESTRICTED			RESTRICTED
Faculty :Principal: Material sent to Fr. Devlin	1971-1972	5	4
Faculty: Teachers' Savings Plan	1990-1991	5	5

* Inserted in collection by the Archives, originally in the personal papers of Rev. Raymond J. Callahan, S.J., President of Boston College High School.

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Boston College High School, 1968-1997

Folder Title	Dates	Box	Folder
Faculty: Trust Agreement for Savings Plan	1990	5	6
Faculty Handbook	1991	5	7
Faculty: Teacher Profile	1979	5	8
Faculty: Estimates	1968-1971	5	9
Faculty: Meeting, June	1971	5	10
Statistics: Enrollment/College Admission	1997	5	11
Statistics: Class Scores	1995		12
RESTRICTED			RESTRICTED
Statistics: STS High School Placement Test	1995	5	13
Statistics: Enrollment	1990/91	5	14
Statistics: Enrollment & College Board Material	1990	5	15
Statistics: Private School Report	1988	5	16
Statistics: College Board Report	1987/88	5	17
Statistics: College Board Report	1987/88	5	18
RESTRICTED			RESTRICTED
Statistics: Enrollment	1987	5	19
Reports: Diversity	1990	5	20
Visitation Report: New England Association Of Schools and Colleges [NEASC]	1994	5	21
Visitation Report: to Rome	1987, 1990-1994	5	22
Visitation Report	1987, 1993	5	23
Visitation Report	1979	5	24
Visitation Report: agenda for visiting principals	1971	5	25
Visitation Report: Jesuit Association	1969/70	5	26

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Boston College High School, 1997-2001

Folder Title	Dates	Box	Folder
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Note: In the fall of 1997, the filing style changed. All materials were filed chronologically, usually in folders that correspond to Board of Trustee meetings. The Provincial Assistant for Secondary Education was a Trustee of the school. Board of Trustee meetings were usually held in September, December, March and May. All Board of Trustee meetings for the 1997-2001 time period are not included in these records. The folders contain agendas, minutes, meeting material, financial reports, correspondence and flyers and brochures about the school and its programs.

Board Meeting: September 1998	1998	6	1
Board Meeting: December 1998	1998	6	2
Board Meeting: March 1999	1999	6	3
Board Meeting: May 1999	1999	6	4
Board Meeting: September 1999, [includes Campus Ministry Program report]	1999	6	5
Board Meeting: December 1999, [includes Faculty Handbook]	1999	6	6
Supplementum: December 1999, [includes Course Catalog]	1999	6	7
Board Meeting: September 2000	2000	6	8
Board Meeting: December 2000	2000	6	9
Board Meeting: March 2001	2001	7-2.5"	1
Special Board Meeting: March 2001, [agenda only]	2001	7	2
Board Meeting: May 2001, [includes Honor Code Committee Report]	2001	7	3

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Cheverus High School, 1968-1997

Folder Title	Dates	Box	Folder
General Information	1986, 1991-1992	1	1
General Information: Curriculum	1969-1971	1	2
General Information	1968-1971	1	3
Articles of Incorporation, By-laws	1970-1995	1	4
By-laws, Charter	1994-1999	1	5
[Separate Incorporation]	1990	1	6
Correspondence	1993-1996	1	7
Correspondence: Co-Education	1996	1	8
Correspondence:with Catherine McAuley School	1989-1994	1	9
Correspondence	1977-1979	1A	1
Correspondence	1975, 1977	1A	2
Correspondence	1974	1A	3
Budget Material	1995/96	1A	4
Budget Material	1994/95	1A	5
Budget Material	1993/94	1A	6
Budget Material	1992/93	2	1
Budget Material	1991/92	2	2
Budget Material	1974/75	2	3
Budget Material	1973/74	2	4
Budget Material: "Break-Even" Plan-Capital Campaign	1994/95	2	5
Budget Material: Plan-Capital Campaign	1992	2	6
Budget Material: Plan-Capital Campaign	1990	2	7
Budget Material: Plan-Capital Campaign	1989	2	8
Budget Material: Investments	1992	2	9
Budget Material: Investments	1991	2	10
Budget Material: Investments	1989-1990	2	11
Budget Material: Finance Committee- July	1997	3	1
Budget Material: Finance Committee-June	1997	3	2
Budget Material: Finance Committee-May	1997	3	3
Budget Material: Finance Committee-March	1997	3	4
Budget Material: Finance Committee-February	1997	3	5
Budget Material: Finance Committee-January	1997	3	6
Budget Material: Finance Committee-December	1996	3	7
Budget Material: Finance Committee-October	1996	3	8
Budget Material: Finance Committee-September	1996	3	9
Budget Material: Finance Committee-June	1996	3	10
Budget Material: Finance Committee-May	1996	3	11
Budget Material: Finance Committee-April	1996	3	12
Budget Material: Finance Committee-March	1996	3	13
Budget Material: Finance Committee-February	1996	3	14
Budget Material: Finance Committee-January	1996	3	15
Budget Material: Finance Committee-December	1995	3	16
Budget Material: Finance Committee-November	1995	3	17
Budget Material: Finance Committee-September	1995	3	18
Budget Material: Finance Committee-Summer	1995	3	19
Budget Material: Finance Committee-May	1995	3	20

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Cheverus High School, 1968-1997

Folder Title	Dates	Box	Folder
Budget Material: Finance Committee-April	1995	4	1
Budget Material: Finance Committee-March	1995	4	2
Budget Material: Finance Committee-Jan./Feb	1995	4	3
Budget Material: Finance Committee-December	1994	4	4
Budget Material: Finance Committee-November	1994	4	5
Budget Material: Finance Committee-October	1994	4	6
Budget Material: Finance Committee-September	1994	4	7
Budget Material: Finance Committee-April	1994	4	8
Budget Material: Finance Committee-March	1994	4	9
Budget Material: Finance Committee-February	1994	4	10
Budget Material: Finance Committee-January	1994	4	11
Budget Material: Finance Committee	1993	4	12
Board of Trustees-June	1997	4	13
Board of Trustees-April/May	1997	4	14
Board of Trustees-February	1997	4	15
Board of Trustees-December	1996	4	16
Board of Trustees-September	1996	4	17
Board of Trustees-June	1996	4	18
Board of Trustees-May	1996	4	19
Board of Trustees-April	1996	4	20
Board of Trustees-February	1996	4	21
Board of Trustees-December	1995	5	1
Board of Trustees-September	1995	5	2
Board of Trustees-June	1995	5	3
Board of Trustees-April	1995	5	4
Board of Trustees-February	1995	5	5
Board of Trustees-December	1994	5	6
Board of Trustees-September	1994	5	7
Board of Trustees-June	1994	5	8
Board of Trustees-May	1994	5	9
Board of Trustees-April/March	1994	5	10
Board of Trustees-February	1994	5	11
Board of Trustees-December	1993	5	12
Board of Trustees-October	1993	5	13
Board of Trustees-July/September	1993	5	14
Board of Trustees-May	1993	5	15
Board of Trustees-March	1993	5	16
Board of Trustees-October-December	1992	5	17
Board of Trustees-September	1992	5	18
Board of Trustees-March	1992	5	19
Faculty: President	1990-1994	6	1
RESTRICTED			RESTRICTED
Faculty: Rector	1969-1973	6	2
Faculty: Principal Recommendations	1994	6	3
RESTRICTED			RESTRICTED
Faculty: Principal	1969	6	4
Faculty: Handbook	1986/87, 1990/91	6	5
Faculty: Contract Material	1989-1991	6	6

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Cheverus High School, 1968-1997

Folder Title	Dates	Box	Folder
Faculty	1969	6	7
Visitation Report: NEASC	1993	6	8
Visitation Report: Diocesan	1992/93	6	9
Visitation Report	1991	6	10
Visitation Report	1974	6	11
Visitation Report: NEASC	1972/73	6	12
Visitation Report: JEA	1969-1970	6	13

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Cheverus High School, 1997-2001

Folder Title	Dates	Box	Folder
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Note: In the fall of 1997, the filing style changed. All materials were filed chronologically, usually in folders that correspond to Board of Trustee meetings. The Provincial Assistant for Secondary Education was a Trustee of the school. The folders contain agendas, minutes, meeting material, financial reports and correspondence. Recurring topics were finances, esp. The Miller Estate/Trust, co-education and sexual abuse.

[September 1997, Board of Trustee, Meeting Minutes]	1997	7	1
December 1997	1997	7	2
February 1998	1998	7	3
March 1998	1998	7	4
April 1998	1998	7	5
June 1998	1998	7	6
July 1998	1998	7	7
August 1998	1998	7	8
September 1998	1998	8	1
September-October 1998	1998	8	2
November 1998	1998	8	3
December 1998	1998	8	4
January 1999	1999	8	5
February 1999	1999	8	6
April 1999	1999	8	7
May 1999	1999	8	8
June 1999	1999	8	9
August 1999	1999	8	10
September 1999	1999	8	11
October 1999	1999	9	1
December 1999	1999	9	2
[January-March 2000]	2000	9	3
[April-June 2000]	2000	9	4
[September-December 2000]	2000	9	5
[January-March 2001]	2001	10-2.5"box	1
[April-June 2001]	2001	10	2

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Cranwell School, 1968-1974

Folder Title	Dates	Box	Folder
General Information: Publications	1969-1973	1	1
General Information: Curriculum	1969-1972	1	2
General Information	1968-1970	1	3
Correspondence	1968-1969	1	4
Budget: Finances and Closing	1974	1	5
Budget: Finances	April 1972	1	6
Budget: Finances	April 1972	1	7
Faculty: Rector	1969-1972	1	8
Faculty: Headmaster	1971	1	9
Faculty: Headmaster	1970	1	10
Faculty: Headmaster	1969	1	11
Faculty	1969-1973	1	12
Visitation Report	1974	1	13
Visitation Report: JEA	1968-1970	1	14
Visitation Report	1969	1	15

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Fairfield College Preparatory School, 1968-1998

Folder Title	Dates	Box	Folder
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[Most of the budget information is located in the Board of Regents files generally in the October and May meeting material]

Folder Title	Dates	Box	Folder
General Information: Minority Recruiting	1993/94	1	1
General Information	1986	1	2
General Information: Profile of a Graduate	1984	1	3
General Information: Service Program	1978-1980	1	4
General Information: Curriculum	1975	1	5
General Information: Co-Education	1975	1	6
General Information: Curriculum	1970-1971	1	7
General Information: Extention School/Paulo Frere School of Human Liberation	1970-1971	1	8
General Information: Publications/Newsletters	1970-1971	1	9
Correspondence	1995-1998	1	10
Correspondence	1984	1	11
Correspondence	1982-1983	1	12
Correspondence: Faculty & Alum Mailings	1968-1970	1	13
Correspondence	1968, 1974	1	14
Budget Material	1995	1	15
Budget Material	1988/89	1	16
Budget Material	1987/88	2	1
Budget Material	1985-1987	2	2
Budget Material	1980-1983	2	3
Budget Material	1974-1975	2	4
Board of Regents: December [includes statement about disbanding the board]	1989	2	5
Board of Regents: March	1989	2	6
Board of Regents: January	1989	2	7
Board of Regents: October	1988	2	8
Board of Regents: March	1988	2	9
Board of Regents: January	1988	2	10
Board of Regents: November	1987	2	11
Board of Regents: November	1987	2	12
Board of Regents: October	1987	2	13
Board of Regents: June	1987	2	14
Board of Regents: March	1987	2	15
Board of Regents: January	1987	3	1
Board of Regents: October	1986	3	2
Board of Regents: March	1986	3	3
Board of Regents: October	1985	3	4
Board of Regents: May	1985	3	5
Board of Regents: January	1985	3	6
Board of Regents: November	1984	3	7
Board of Regents: September	1984	3	8
Board of Regents: January	1984	3	9
Board of Regents: November	1983	3	10

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Fairfield College Preparatory School, 1968-1998

Folder Title	Dates	Box	Folder
Board of Regents: October	1983	3	11
Board of Regents: May	1983	3	12
Board of Regents: March	1983	3	13
Board of Regents: December	1982	3	14
Board of Regents: October	1982	3	15
Board of Regents: Long Range Plan	1988	3	16
Board of Regents: Long Range Plan	1986	3	17
Board of Regents: Long Range Plan	1980	3	18
Board of Regents: Long Range Plan	1978/79	3	19
Board of Regents: Long Range Plan	1976	3	20
Faculty: President	1982-1984	3	21
Faculty: President	1969-1972	3	22
Faculty: Rector	1981-1987	3	23
Faculty: Principal	1982-1990	4	1
Faculty: Principal: Fr. Starratt	1970-1972	4	2
Faculty: Principal: Fr. Starratt	1969-1970	4	3
Faculty: Rowe, Edward	1994	4	4
Faculty: Listing	1985/86	4	5
Faculty: Department Reports	1982	4	6
Faculty	1974-1978	4	7
Faculty	1969-1971	4	8
Faculty: Handbook	1968	4	9
Visitation Report	1993, 1994	4	10
Visitation Report	1992	4	11
Visitation Report	1987	4	12
Visitation Report	1985	4	13
Visitation Report	1984	4	14
Visitation Report	1982	4	15
Visitation Report	1981	4	16
Visitation Report	1969, 1972, 1974	4	17
Report: College Board	1985-1986	4	18
Report: NEASC [New England Assoc. of Schools And Colleges	1977	4	19
Report: Self-Study	1977-1978	4	20
Report: JEA High School Report	1968-1970	4	21

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Xavier High School, 1970-1971

Folder Title	Dates	Box	Folder
Jesuits, Withdrawn From	1970-1971	1	1

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Campion College, Jamaica, 1965-1972

Folder Title	Dates	Box	Folder
General Information	1965-1972	1	2
Faculty: Rector	1969	1	3
Faculty: Headmaster	1969-1971	1	4
Faculty	1971	1	5

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

St. George's College, Jamaica, 1970-1990

Folder Title	Dates	Box	Folder
General Information: Auditorium	1985-1986	1	1
General Material	1971-1973	1	2
General Material: Design Group	1971	1	3
Correspondence	1990-1996	1	4
Correspondence	1986	1	5
Budget Material: Financial Statement	1988	1	6
Budget Material: Financial Statement	1987	1	7
Budget Material: Financial Statement	1986	1	8
Budget Material: Financial Statement	1985	1	9
Budget Material: Financial Statement	1984	1	10
Faculty : Headmaster	1969-1971	1	11
Faculty : Rector	1969-1971	1	12
Faculty	1970-1971	1	13
Report: Principal's	1988	1	14
Report: Principal's	1987	1	15
Report: Principal's	1986	1	16
Report: Principal's	1985	1	17
Visitation Report—Fr. Bowler report-Curriculum	1970	1	18
ASHA [American Schools & Hospitals Abroad] Guidelines for	1986	1	19
ASHA: Blank Forms	1987	1	20
ASHA: Amendment to Second Application [includes blueprints of planned extention]	1987	1	21
ASHA Fund: Application for second grant	1987	1	22
ASHA Fund: Application for second grant	1987	1	23
ASHA Fund: Second Application	1985	2	1
ASHA Fund: Initial Grant Application	1983-1984	2	2
ASHA Fund: Bank Statements	1986-1990	2	3
ASHA Fund: Correspondence: Lobbying Efforts	1984-1988	2	4
ASHA Fund: Correspondence	1987-1988	2	5
ASHA Fund: Correspondence	1986	2	6
ASHA Fund: Correspondence	1986	2	7
ASHA Fund: Correspondence	1985	2	8
ASHA Fund: Correspondence	1985	2	9
ASHA Fund: Correspondence	1985	2	10
ASHA Fund: Correspondence	1984	2	11
ASHA Fund: Correspondence re: Carribean Producers, FSC, Inc. [building the auditorium]	1985-1988	2	12
ASHA Fund: Fund Raising Campaign	1987	2	13
ASHA Fund: Financial Statement	1987	2	14
ASHA Fund: Financial Statement	1986	2	15
ASHA Fund: Quarterly Report June	1988	2	16
ASHA Fund: Quarterly Report March	1988	2	17
ASHA Fund: Quarterly Report January	1988	2	18
ASHA Fund: Quarterly Report September	1987	3	1
ASHA Fund: Quarterly Report June	1987	3	2
ASHA Fund: Quarterly Report April	1987	3	3
ASHA Fund: Quarterly Report January	1987	3	4

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

St. George's College, Jamaica, 1970-1990

Folder Title	Dates	Box	Folder
ASHA Fund: Quarterly Report	December 1986	3	5
ASHA Fund: Quarterly Report	October 1986	3	6
ASHA Fund: Quarterly Report	September 1986	3	7
ASHA Fund: Quarterly Report	July 1986	3	8
ASHA Fund: Quarterly Report	March 1986	3	9
ASHA Fund: Quarterly Report	January 1986	3	10
ASHA Fund: Quarterly Report	October 1985	3	11
Extension School, History of	1983	3	12
Extension School, Annual Report	1988	3	13
Extension School, Annual Report	1986-1987	3	14
Extension School, Annual Report	1986	3	15
Extension School, Annual Report	1985	3	16

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Nativity Preparatory School, Boston, 1989-1999

Folder Title	Dates	Box	Folder
General Information: Automobiles	1990-1991	1	1
General Information: Curriculum	1990-1991	1	2
General Information: Breakfast/Dinners at school	1991-1997	1	3
General Information: Dedication Ceremony	1991	1	4
General Information: Insurance Information	1991	1	5
General Information: Publications & Articles	1991-1999	1	6
Articles of Organization	1992	1	7
Agreements & By-Laws: May	1992	1	8
Agreements & By-Laws: April	1992	1	9
Agreements & By-Laws: March	1992	1	10
Agreements & By-Laws: Jan/Feb.	1992	1	11
Agreements & By-Laws/Insurance Review	1991	1	12
Agreements & By-Laws: Sept/Oct	1991	1	13
Agreements & By-Laws: February	1991	1	14
Approvals: Boston Public School & Archdiocese of Boston	1991	1	15
IRS Form 1023: Application for Exemption	1990	1	16
Articles of Incorporation/By-Laws	1990	1	17
Origins & History of School	1990	1	18
Correspondence	1991-1996	1	19
Budget Material:	1997	1	20
Budget Material:	1996	2	1
Budget Material:	1995	2	2
Budget Material:	1994	2	3
Budget Material:	1993	2	4
Budget Material:	1992	2	5
Budget Material:	1990-1991	2	6
Bank Account	1997	2	7
Bank Account	1996	2	8
Bank Account	1995	2	9
Faculty: Executive Director, Search for	1994-1995	2	10
Board of Trustees: Development Comm. – Feb.	1997	2	11
Board of Trustees: May	1997	2	12
Board of Trustees: March	1997	2	13
Board of Trustees: December	1996	2	14
Board of Trustees: September	1996	2	15
Board of Trustees: Handbook	1996/97	2	16
Board of Trustees: May	1996	2	17
Board of Trustees: March	1996	2	18
Board of Trustees: November	1995	2	19
Board of Trustees: September	1995	2	20
Board of Trustees: Retreat, June	1995	2	21
Board of Trustees: May	1995	2	22
Board of Trustees: March	1995	2	23
Board of Trustees: December	1994	2	24
Board of Trustees: September	1994	2	25
Board of Trustees: May	1994	2	26
Board of Trustees: March	1994	2	27

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Nativity Preparatory School, Boston, 1989-1999

Folder Title	Dates	Box	Folder
Board of Trustees: December	1993	2	28
Board of Trustees: October	1993	2	29
Board of Trustees: March	1993	2	30
Board of Trustees: September	1992	2	31
Board of Trustees: By-Laws & Guidelines	1992	2	32
Board of Trustees: NEASC Accreditation	1997	2	33
[New England Association of Schools and Colleges] Material			
Visitation Report	1990-1991	2	34

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 2, Records Pertaining to Schools**

Nativity Preparatory School, Boston, 1997-2001

Folder Title	Dates	Box	Folder
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Note: In the fall of 1997, the filing style changed. All materials were filed chronologically, usually in folders that correspond to Board of Trustee meetings. The folders contain agendas, minutes, meeting material, financial reports and correspondence. Folder contents are inconsistent. This is not a complete set of Board of Trustees Meetings.

September 1997, [includes Board of Trustees]	1997	3	1
November 1997	1997	3	2
December 1997, [includes NEASC]	1997	3	3
March 1998, [includes Board of Trustees]	1998	3	4
May 1998, [includes Board of Trustees]	1998	3	5
September 1998, [includes Board of Trustees]	1998	3	6
December 1998, [includes Board of Trustees]	1998	3	7
March 1999, [includes Board of Trustees]	1999	3	8
May 1999, [includes Board of Trustees]	1999	3	9
June 1999	1999	3	10
September 1999, [includes Board of Trustees]	1999	3	11
December 1999, [includes Board of Trustees]	1999	3	12
September 2000, [includes Board of Trustees]	2000	3	13
October 2000	2000	3	14
March 2001, [includes Board of Trustees]	2001	3	15
May 2001, [includes Board of Trustees]	2001	3	16

List of Board of Trustees Meetings, Sept. 1997-2001

1997, September 11
1997, December 4
1998, March 12
1998, May 21
1998, September 10, minutes only
1998, December 3
1999, March 11
1999, May 20
1999, September 9
1999, December 2
2000, March 9, no folder
2000, May 18, no folder
2000, September 14
2000, December 7, no folder
2001, March 8
2001, May 10

**Record Group 7.3 Provincial Assistant for Secondary Education Records:
Series 3, Publications/Manuals, 1957-1991**

Folder Title	Dates	Box	Folder
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Also see: publications in RG 7.1.2 Fr. Burke's Files

<i>Manual for Jesuit High School Administrators</i>	1957	21	1
<i>Teaching in Jesuit High Schools</i>	1957	21	2
<i>Workshop on Christian Formation: Background Papers, JEA Conference on</i>	1966	21	3
<i>Workshop on Christian Formation: Reports From the Schools, JEA Conference on</i>	1966	21	4
<i>Send Us a Boy...Get Back a Man [Joseph Fichter]</i>	1966	21	5
<i>Jesuit Schools: Survey & Directory</i>	1969	21	6
<i>Jesuit Ratio Studiorum of 1599</i> [trans. Allan Farrell, S.J.]	1970	22	1
<i>Faculty Tenure & Contract Systems: 1972 & 1974</i>	1974	22	2
<i>The State of the Art of College Trusteeship: A Situational Review</i>	1974	22	3
<i>Final Report on Meeting of Jesuit Academic Directors of Institutions of Higher Education</i>	1975	22	4
<i>Self Study Guidelines & Criteria for Governing Boards of Colleges and Universities</i>	1976	22	5
<i>Context of Our Ministries: Working Papers</i>	1981	22	6
<i>The Catholic School Principal: An Outline for Action</i>	1981	22	7
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