



# Smithsonian Institution Archives

## Records, 1981-1994

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Records
<b>Identifier:</b>	Record Unit 7443
<b>Date:</b>	1981-1994
<b>Extent:</b>	7.5 cu. ft. (13 document boxes) (2 oversize folders)
<b>Creator::</b>	Smithsonian Early Enrichment Center
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 7443, Smithsonian Early Enrichment Center, Records

### Access Restriction

Box 13 contains materials restricted indefinitely; see finding aid; Contact reference staff for details.

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## Historical Note

When the Smithsonian Institution Women's Council (SIWC) was formed in 1972, it immediately adopted as a primary goal the establishment of a child care center at the Institution. This council of Smithsonian employees, established for the purpose of conveying to the Smithsonian administration the concerns and needs of all employees but especially women, continued to work on that goal for the next fifteen years. The SIWC intensified their efforts in 1986: conducted surveys to determine the need for and support of an on-site child care center, conducted feasibility studies for the various sites proposed, and obtained the professional advice of child care consultants. In January of 1987, as a result of these efforts, John Jameson, Assistant Secretary for Administration, appointed a Smithsonian Child Care Advisory Board (CCAB). The mission of the CCAB was to investigate and report to SI management the prospective budget, policy, operations, facilities, and curriculum of a child care center at the Smithsonian. The Board originally formed three subcommittees: policy, budget, and facilities. Each subcommittee undertook an in-depth analysis of their area of responsibility and formulated a comprehensive overview of the necessary steps toward implementation. When the Advisory Board presented its business plan to the SI Management Committee in May of 1987, the Committee gave its approval to proceed in setting up a center.

Although the Smithsonian generously offered to provide start-up funds and continual rent-free space and utilities, as well as other "in-kind" services, the Board and the Smithsonian agreed that the child care center would be independently incorporated. From the beginning, the CCAB anticipated that more than

one center would ultimately be formed: the first child care center would hold fifty toddlers from ages two to five, and subsequent centers would be formed as need required and means allowed. In November of 1987, the CCAB was ready to incorporate formally as the Board of Directors for the Smithsonian Child Care Center, and to look forward to the opening of the first center in the National Museum of American History, which opened on October 3, 1988. As was stipulated in the Board By-Laws and Articles of Incorporation, the founding Board of Directors was replaced shortly thereafter by an elected, parent-majority board, and a Parents Association was established as a means of providing parent input and support for the Center and its Board. On January 1, 1989, the newly formed Board changed the name of the child care center to the Smithsonian Early Enrichment Center, to more accurately reflect the unique character of the Center and its museum-based curriculum.

The Board officers at the time of incorporation were: Gretchen Gayle Ellsworth, President; Betty B. Derbyshire, Vice-President; Kathleen T. Baxter, Secretary; Katherine Sprague, Treasurer; Lauryn G. Grant, Counsel. The Board officers during the first year of operation (Fall 1988-Fall 1989) were: Kathleen T. Baxter, President; John Daniel Reaves, Vice-President and Counsel; Frances T. Jones, Secretary; Diane Homiak, Treasurer.

Since 1989, the Board of Directors has devoted itself to oversight of the operations of the center, to further development of curriculum, and to expansion into other buildings. The Board began a project in 1989 with IBM to translate, produce, and market the "Museum Magic" curriculum for computer, which was never completed. The Board has also investigated publishing the curriculum. In January 1991, the Infant Care Center opened in the Arts & Industries Building. This branch of SEEC served 25 children from three months to two years old. The planning was undertaken by an Infant Task Force, made up of members of the Board of Directors. The two branches of SEEC are governed centrally, under the same Director, Board of Directors, and Parents Association.

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## Introduction

These records of the Smithsonian Early Enrichment Center (SEEC), 1984-1994, Record Unit 7443, were created in its establishment and operation from 1984 to 1994. They were transferred to the Smithsonian Archives by Kathleen T. Baxter, Co-Chair of the Smithsonian Institution Women's Council Child Care Committee, Secretary of the Smithsonian Child Care Advisory Board, and President of the SEEC Board of Directors; Gretchen Gayle Ellsworth, President of the Child Care Advisory Board; Katherine Sprague (TKAC), Co-Chair of the Smithsonian Institution Women's Council Child Care Committee, Treasurer of the Child Care Advisory Board, and member of the Infant Care Task Force; and Sharon Shaffer, Director of SEEC.

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## Descriptive Entry

The Records of the Smithsonian Early Enrichment Center (SEEC), Record Unit 7443, are mainly from 1987-1992, with some material from 1981-1982, 1984-1986, and 1993-1994. These records are of three women who were instrumental in the establishment of child care at the Smithsonian and of the SEEC Director's first few years. These records consist of meeting minutes, agenda, and correspondence of the Smithsonian Institution Women's Council (SIWC) Child Care Committee, the Child Care Advisory Board (CCAB), the Smithsonian Child Care Center Board of Directors, the Smithsonian Early Enrichment Center Board of Directors, the Smithsonian Early Enrichment Center Parents Association, and the Infant Task Force; proposals, architectural drawings, and correspondence dealing with the selection and preparation of sites for the National Museum of American History (NMAH) branch and the Arts & Industries Infant Care Center; personnel and financial records; records of the IBM/SEEC curriculum project; and photographs of events at the NMAH center.

For related records, consult Record Unit 310, Records of the Smithsonian Institution Women's Council, 1972-1983, and Record Unit 507, Records of the Smithsonian Institution Women's Council, 1973-1992.

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## Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

- Child care
- Day care centers
- Employer-supported day care

Types of Materials:

- Black-and-white photographs
- Clippings
- Manuscripts

Names:

- Arts and Industries Building (Washington, D.C.)
- Baxter, Kathleen T.
- Ellsworth, Gretchen Gayle
- International Business Machines Corporation
- National Museum of American History (U.S.)
- Smithsonian Early Enrichment Center. Board of Directors
- Smithsonian Early Enrichment Center. Parents Association
- Smithsonian Institution Women's Council
- Smithsonian Institution. Child Care Advisory Board
- Smithsonian Institution. Infant Task Force
- Tkac, Katherine M.

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## Container Listing

### Series 1: RECORDS OF KATHLEEN BAXTER, 1984-1989. Arranged by subject and chronologically.

These records are from the office of Kathleen Baxter, who was Co-Chair of the Smithsonian Institution Women's Council Child Care Committee, 1985-1987, Secretary of the Child Care Advisory Board, 1987-1988, and President of the SEEC Board of Directors, 1988-1990. This series was arranged and described by Kathleen Baxter in 1991.

#### Box 1

**Early Efforts, 1984-1987:** These are brief records directly preceding the formation of the Smithsonian Child Care Advisory Board. Includes a chronology, up to 1986, of efforts by the Smithsonian Institution Women's Council (SIWC) to establish a child care center, beginning with the establishment of the SIWC in 1972.

Box 1 of 13

Folder 1 Memos, notes, SIWC chronology: 1984-1987

**Meetings, 1987-1989:** Agenda, minutes, notes, reports and other records of the meetings of the child care board, in its various incarnations: i.e. the Smithsonian Child Care Advisory Board, the Smithsonian Child Care Center Board, and the Smithsonian Early Enrichment Center Board. Also includes draft and final application forms, policy committee notes and actions, and records and proposals generated by the consultants hired by the Board during its formation: the Center for Child Care Alternatives, Inc. (CCCA).

Box 1 of 13

Folder 2 Minutes, Reports, etc.: January 1987-August 1987

Box 1 of 13

Folder 3 Minutes, Reports, etc.: September 1987-April 1988

Box 1 of 13

Folder 4 Minutes, Reports, etc.: May 1988-December 1988

Box 1 of 13

Folder 5 Minutes, Reports, etc.: December 1988-October 1989

#### Box 2

**Committees, 1987-1989:** Records of the various committees established by the Board to accomplish the tasks necessary for the formation of a child care center. In this series are separate folders for the Fund-Raising Committee, the Publicity/Information Committee, and the Financial Committee. Records of the Advisory Board's Policy Committee, which evolved into the Executive Committee of the incorporated Board, the Budget Committee, and the Facilities Committee are interfiled with the Meetings records. Some of the records of the Curriculum Committee are interfiled with the "Curriculum

Specialist Search" folder in the Personnel series, and some are in the Meetings records.

Box 2 of 13 Folder 1 Fund-Raising: Ruth Osterweis Selig: June 1987-October 1988

Box 2 of 13 Folder 2 Publicity: Information packets, Network, etc: 1987

Box 2 of 13 Folder 3 Financial Aid Committee: 1988-1989

**Child Care Center Facilities, 1986-1989:** In establishing a child care center at the Smithsonian, the Board researched other area federal child care centers and their operations, and prepared feasibility studies/proposals for each of the possible sites of a child care center at the Smithsonian: National Air and Space Museum, Arts & Industries, National Museum of American History, and National Museum of Natural History. Some of these proposals were put together by the consulting firm of Center for Child Care Alternatives. In addition, even before the original child care center opened at the National Museum of American History (SEEC), the Board was planning for the opening of a second center which would be for infants only (under two years of age); records relevant to that center are in the final folder.

Box 2 of 13 Folder 4 Area Centers & General Accounting Office Report: 1986-1989

Box 2 of 13 Folder 5 National Air and Space Museum Proposal: 1986

Box 2 of 13 Folder 6 Arts & Industries Proposal: 1986

Box 2 of 13 Folder 7 National Museum of American History Proposal: 1986-1987

Box 2 of 13 Folder 8 National Museum of Natural History Proposal: 1986-1989

Box 2 of 13 Folder 9 Infant Center Planning; Board President's Files: November 1988-July 1989

Box 3

**Official Proposal By Board, 1987-1988:** On May 27, 1987, the Smithsonian Child Care Advisory Board made its official presentation to the Smithsonian Institution Management Committee in proposal of establishing a child care center at the Smithsonian. The proposal consisted of a business plan, an oral presentation, and a video.

Box 3 of 13 Folder 1 Business Plan: May 1987 Proposal to SI

Box 3 of 13 Folder 2 Videotapes: Presentation to SI Management Committee, May 27 1987 (videotape); Video for public relations use, April 1988 (two U-matic tapes)

**Personnel, 1988-1989:** Even before the child care center opened, the Board needed to select a director, who would in turn hire the center staff, and the Board selected a curriculum specialist who would develop a unique museum-based curriculum for the children in the center. Records relating to those two searches are in this series, in addition to the director's first performance appraisal and records in regard to an employee whose resignation was requested. Because of their personnel nature, access to these records is restricted to the current Chairman of the SEEC Board. [Restricted folders have been removed to Box 13.]

Box 3 of 13 Folder 3 Director's Search - Top 4 Candidates: 1988 (See Box 13) [RESTRICTED]

Box 4

Box 4 of 13 Folder 1 Curriculum Specialist Position Search: 1988 (See Box 13) [RESTRICTED]

Box 4 of 13 Folder 2 Director's Performance Evaluation: July 1989 (See Box 13) [RESTRICTED]

Box 4 of 13 Folder 3 Resignations: 1989 (See Box 13) [RESTRICTED]

**Legal Records, 1987-1990:** These records include legal documents, often in draft and final form, relating to the incorporation of the Board on November 19, 1987; the adoption of the by-laws and resolutions; indemnification insurance for Board members; etc. In the fall of 1989, Board President Kathleen Baxter completely revised the corporation's by-laws. Only the final form is included here, not the intermediate drafts with changes suggested by the Board. Legal counsel during the original Board's formation was Lauryn Grant, Smithsonian Office of the General Counsel; after the Center's opening and the installation of the first elected board of the SEEC, legal counsel was Board Vice-President John Daniel Reaves of Baker & Hostetler, Attorneys at Law, Washington, DC.

Box 4 of 13 Folder 4 Original Incorporation & By-laws: November 1987-December 1988

Box 4 of 13 Folder 5 By-laws, Resolutions, Legal Paper: December 1988-October 1989, January 1990

Box 4 of 13 Folder 6 Insurance: 1989



**Manuals, 1988, 1989:** To standardize policies and procedures for staff of the child care center (SEEC) and SEEC Board members, manuals were drawn up. The staff manual was written by the Center Director, Sharon Shaffer, and SEEC President Kathleen Baxter, and the original Board manual was written by Kathleen Baxter, in both cases with Board input and approval.

Box 4 of 13 Folder 7 Staff Manuals: 1988, 1989

Box 4 of 13 Folder 8 Board Manual: September 1989 (Draft)

**Financial Records, 1989, 1990:** These records include the 1989 audit and Fiscal Year 1990 budget, mainly from the files of Board Treasurer Diane Homiak. Additional records, proposed budgets, etc., are filed with the Meeting Records.

Box 4 of 13 Folder 9 Annual Audit 1989

Box 4 of 13 Folder 10 Fiscal Year 1990 Budget

**General Board Records, 1987-1989:** Records covering various activities and operations of the Board, primarily after its incorporation in November 1987.

Box 4 of 13 Folder 11 Washington Child Development Council (WCDC) Membership: 1987-1988

Box 4 of 13 Folder 12 Name Contest: 1988

Box 4 of 13 Folder 13 Memos and Correspondence Outside of the Board: 1988

Box 4 of 13 Folder 14 Application and Parents Handbook: 1988-1989

Box 4 of 13 Folder 15 Parents Association: Meeting Minutes, Memos, Correspondence, etc.: 1988-1989

Box 4 of 13 Folder 16 Logo: 1989

Box 4 of 13 Folder 17 Product Development: Curriculum: 1988-1989

Box 4 of 13 Folder 18 Board Training: Carol Ann Rudolph: 1989

Box 4 of 13 Folder 19 Photos: October 27, 1988 (Plaque Dedication & Halloween Party)

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## Series 2: RECORDS OF GRETCHEN GAYLE ELLSWORTH, 1987-1988, with related records from 1985-1986. Arranged chronologically then alphabetically.

These records are from the office of Gretchen Gayle Ellsworth, the President of the Child Care Advisory Board from its formation in 1987 until the opening of the Center in 1988. They include all administrative correspondence, minutes and agendas of meetings, financial records, personnel records, and materials from the design and construction of the National Museum of American History Branch of the SEEC. The folder titles include abbreviations as used by Gretchen Gayle Ellsworth (GGE). CC stands for Child Care and CCAB stands for Child Care Advisory Board. [Some folders are restricted and have been removed to Box 13.]

### Box 4

- Box 4 of 13                      Folder 20 Secretary Adams and CCAB, 1987
- Box 4 of 13                      Folder 21 CCAB Announcements, 1987
- Box 4 of 13                      Folder 22 CCAB Budget, 1987
- Box 4 of 13                      Folder 23 Business plan, 1987
- Box 4 of 13                      Folder 24 Center for Child Care Alternatives, Inc., 1987
- Box 4 of 13                      Folder 25 Child Care Clips, 1987
- Box 4 of 13                      Folder 26 CCAB Outgoing Correspondence, 1987
- Box 4 of 13                      Folder 27 CCAB Incoming Correspondence, 1987

### Box 5

- Box 5 of 13                      Folder 1 Correspondence - CCAB Thank You letters, December 1987
- Box 5 of 13                      Folder 2 Interboard Correspondence, 1987
- Box 5 of 13                      Folder 3 Curriculum Committee, 1987
- Box 5 of 13                      Folder 4 Curriculum Consultants, 1987
- Box 5 of 13                      Folder 5 Director Applicants, 1987 (See Box 13) [RESTRICTED]
- Box 5 of 13                      Folder 6 Director Applicants, continued, 1987 (See Box 13) [RESTRICTED]
- Box 5 of 13                      Folder 7 CCAB Facilities, 1987

- Box 5 of 13                      Folder 8 Friday Reports, 1987
- Box 5 of 13                      Folder 9 Fundraising Committee, 1987
- Box 5 of 13                      Folder 10 Fundraising and Contributions, 1987
- Box 5 of 13                      Folder 11 Board and Committee Membership Lists, 1987
- Box 5 of 13                      Folder 12 CCAB Meeting, Agendum and Minutes, 1987
- Box 5 of 13                      Folder 13 Miscellaneous GGE, 1987
- Box 5 of 13                      Folder 14 CCAB News and General Research Articles, 1985-1987
- Box 5 of 13                      Folder 15 Office of Design and Construction, 1986-1987
- Box 5 of 13                      Folder 16 Phase One Evaluations. Evaluations of Center for Child Care  
Alternatives, Inc. Phase One, 1987
- Box 5 of 13                      Folder 17 CCAB Volunteer List (Picnic), 1987
- Box 5 of 13                      Folder 18 Policy Committee, 1987
- Box 5 of 13                      Folder 19 Publicity and Special Events [Committee], 1987
- Box 6
- Box 6 of 13                      Folder 1 Publicity Network, 1987
- Box 6 of 13                      Folder 2 Scope of Work. Details of Facility construction, 1987
- Box 6 of 13                      Folder 3 Sites and Space. Comparisons of possible child care sites, 1987
- Box 6 of 13                      Folder 4 Teaching Staff & Survey info, 1987
- Box 6 of 13                      Folder 5 Timelines for CCAB projects, 1987
- Box 6 of 13                      Folder 6 Miscellaneous - GGE. Remarks by GGE, D.C. Government form  
BRA-25, brochures, 1988
- Box 6 of 13                      Folder 7 Child Care Advisory Board. Committee lists, Random notes, 1988
- Box 6 of 13                      Folder 8 CC: Accounting, 1988

Box 6 of 13	Folder 9 Applicants for Admission, 1988
Box 6 of 13	Folder 10 CC: Architect - Engineer, 1988
Box 6 of 13	Folder 11 CC: Articles, 1988
Box 6 of 13	Folder 12 Benefit Plan Proposal, 1988
Box 6 of 13	Folder 13 Budget, 1988
Box 6 of 13	Folder 14 Curriculum Committee, 1988
Box 6 of 13	Folder 15 Design & Construction, 1988
Box 6 of 13	Folder 16 CC: Director Search - Information/GGE Letter/Position Description, 1988 [Unrestricted]
Box 6 of 13	Folder 17 CC: Director Search - Information/GGE Letter/Position Description, 1988 (See Box 13) [RESTRICTED]
Box 6 of 13	Folder 18 Director Search, 1988 (See Box 13) [RESTRICTED]
Box 6 of 13	Folder 19 Director Search - Applicant Correspondence, 1988 (See Box 13) [RESTRICTED]
Box 6 of 13	Folder 20 CC: Fundraising Committee, 1988
Box 6 of 13	Folder 21 CC: Furnishings, 1988
Box 6 of 13	Folder 22 CC: Inventory, 1988
Box 6 of 13	Folder 23 CC: Letterhead, 1988
Box 6 of 13	Folder 24 CC: Lighting, 1988
Box 6 of 13	Folder 25 CC: Meetings - Minutes/Agendas/Notes, 1988
Box 6 of 13	Folder 26 Mission Statement/Fact Sheet/Letter to SI Employees, 1988
Box 6 of 13	Folder 27 CC: Newsletter, 1988
Box 6 of 13	Folder 28 CC: Name contest, 1988

- Box 6 of 13                      Folder 29 Center for Child Care Alternatives - Smithsonian Information  
Packet, 1988
- Box 6 of 13                      Folder 30 Parent's Manual, 1988
- Box 6 of 13                      Folder 31 Reference Checks, 1988 (See Box 13) [RESTRICTED]

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## Series 3: RECORDS OF KATHERINE SPRAGUE (TKAC), 1981-1982, 1985-1990. Arranged chronologically and by subject.

These records are from the office of Katherine Sprague (TKAC), who was the Co-Chair of the Smithsonian Institution Women's Council Child Care Committee, 1985-1987, the Treasurer of the Child Care Advisory Board, 1987-1988, and a member of the Infant Task Force, 1988-1990. These records are almost all about the site search, design, and construction of the two centers, but they also include minutes of meetings and correspondence.

### Box 6

#### **Efforts Before Child Care Advisory Board Creation, 1981-1982, 1985-1987**

- Box 6 of 13                      Folder 32 Facilities Materials, 1981-1982
- Box 6 of 13                      Folder 33 Site Search - National Air and Space Museum and National  
Museum of Natural History, 1985-1987

### Box 7

- Box 7 of 13                      Folder 1 Site Search and Proposal - National Museum of American History,  
1985-1986
- Box 7 of 13                      Folder 2 Site Search and Proposal - Arts & Industries Building, 1986
- #### **Child Care Advisory Board, 1986-1988**
- Box 7 of 13                      Folder 3 Miscellaneous CCAB Materials, 1987-1988
- Box 7 of 13                      Folder 4 Playground, 1987-1988
- Box 7 of 13                      Folder 5 Security Checks, 1988
- Box 7 of 13                      Folder 6 Curtains, 1988
- Box 7 of 13                      Folder 7 Construction Phase, 1988
- Box 7 of 13                      Folder 8 CCAB Budget Committee, 1987-1988
- Box 7 of 13                      Folder 9 CCAB Facilities Committee, 1986-1987
- Box 7 of 13                      Folder 10 National Museum of American History Child Care Center - Design -  
Correspondence and Memoranda, March-September, 1987

Box 7 of 13 Folder 11 National Museum of American History Child Care Center - Design - Correspondence and Memoranda, October, 1987-February, 1988

Box 7 of 13 Folder 12 National Museum of American History Child Care Facility Specifications, January 29, 1988

Box 8

Box 8 of 13 Folder 1 National Museum of American History Child Care Facility Blueprints - Floor Plan Schemes, 1987

Box 8 of 13 Folder 2 National Museum of American History Child Care Facility Blueprints - Playground, 1987

Box 8 of 13 Folder 3 National Museum of American History Child Care Facility Blueprints - Completed Design, 1987

**Infant Task Force, 1988-1990**

Box 8 of 13 Folder 4 Infant Task Force, October, 1988-June, 1989

Box 8 of 13 Folder 5 Infant Task Force, June, 1989-1990

Box 9

Box 9 of 13 Folder 1 Infant Care Center Specifications - 65% Submission, 1989

Box 9 of 13 Folder 2 Infant Care Center Specifications - 95% Submission, 1989

Box 9 of 13 Folder 3 Infant Care Center Environmental Health and H.V.A.C. Study Report - 95% Submission, 1989

Box 9 of 13 Folder 4 Infant Care Center Specifications - Final Submission, 1990

Box 9 of 13 Folder 5 Infant Care Center Blueprints 1. Includes untitled, Concept Submission, H.V.A.C. Study #1, Schematics, 1989

Oversize

Oversize Infant Care Center and Miscellaneous Improvements - Final, February 23, 1990; Infant Care Center and Miscellaneous Improvements - 65% Submission, March 23, 1989

Oversize Infant Care Center and Miscellaneous Improvements - 95% Pre-Final Resubmission

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**Series 4: RECORDS OF THE DIRECTOR, SMITHSONIAN EARLY ENRICHMENT CENTER, 1987-1992, with some records from 1993-1994.**  
Arranged by subject.

These are the records of the office of Sharon Shaffer, Director of the Smithsonian Early Enrichment Center from 1987 to 1992, with records of the IBM/SEEC curriculum project from 1993 to 1994. The records include material from before and after the opening of both branches of the SEEC. They include meeting minutes and agenda, correspondence, financial records, personnel attendance, child injury records, and records of the IBM/SEEC curriculum project.

Box 10

**Meetings, 1987-1992:** Materials include meeting minutes, agenda, correspondence, and announcements regarding the SEEC Board of Directors and the SEEC Parents Association.

- Box 10 of 13 Folder 1 Board of Directors, undated, November 1987-September, 1988. Includes original of Parent's Manual and Resolutions/By-laws.
- Box 10 of 13 Folder 2 Board of Directors, October 1988-December 1989
- Box 10 of 13 Folder 3 Board of Directors, 1990
- Box 10 of 13 Folder 4 Board of Directors, 1991
- Box 10 of 13 Folder 5 Board of Directors, January-July 1992, and undated
- Box 10 of 13 Folder 6 Parents Association, undated, February 1989-March 1992

Box 11

**Financial Statements, 1987-1991. Arranged in chronological order:** Materials include budgets; expenditures; tax forms, including tax exemption applications; and Census Bureau forms.

- Box 11 of 13 Folder 1 Treasurer's Report, 1987-1988
- Box 11 of 13 Folder 2 Insurance Records, 1988-1990
- Box 11 of 13 Folder 3 State of Maryland Employers ID Number, 1988
- Box 11 of 13 Folder 4 State of Virginia Employers ID Number, 1988
- Box 11 of 13 Folder 5 District of Columbia Employers ID Number, 1988

- Box 11 of 13 Folder 6 District of Columbia Unemployment Tax, 1988
- Box 11 of 13 Folder 7 Automatic Data Processing, 1988
- Box 11 of 13 Folder 8 Response to Census Bureau, 1988
- Box 11 of 13 Folder 9 Treasurer's Correspondence, 1988
- Box 11 of 13 Folder 10 Tax Deduction Booklet, 1988
- Box 11 of 13 Folder 11 Tax Exemption, 1988
- Box 11 of 13 Folder 12 Tax Filing Records - employee, 1988-1989
- Box 11 of 13 Folder 13 Financial Statements, FY 1989
- Box 11 of 13 Folder 14 Statements as of August 31, 1990
- Box 11 of 13 Folder 15 Subsidiaries and other information, 1990
- Box 11 of 13 Folder 16 Tax Filing Records, January-October 1990

Box 12

- Box 12 of 13 Folder 1 Financial Statements, FY 1990
- Box 12 of 13 Folder 2 Transfer of Funds, FY 1990, FY 1991
- Box 12 of 13 Folder 3 Insurance Records, 1991-1992
- Box 12 of 13 Folder 4 Financial Statements, FY 1991

**SEEC Operations and Projects, 1988-1994:** Materials include records of day to day non-financial operations, including the attendance of the staff and the children's injury reports. [Some folders are restricted and have been removed to Box 13.]

- Box 12 of 13 Folder 5 Personnel Salary and Attendance Records, 1988-1989, 1992 (See Box 13) [RESTRICTED]
- Box 12 of 13 Folder 6 Child Accident Reports, 1989-1992
- Box 12 of 13 Folder 7 IBM/SEEC Curriculum Project, 1989-1994

Series 4: RECORDS OF THE DIRECTOR, SMITHSONIAN EARLY  
ENRICHMENT CENTER, 1987-1992, with some records from  
1993-1994. Arranged by subject.

Records  
[https://siarchives.si.edu/collections/siris\\_arc\\_217598](https://siarchives.si.edu/collections/siris_arc_217598)

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## Series 5: RESTRICTED FILES

### Box 13

Box 13 of 13	Folder 1 Director's Search - Top 4 Candidates: 1988
Box 13 of 13	Folder 2 Curriculum Specialist Position Search: 1988
Box 13 of 13	Folder 3 Director's Performance Evaluation: July 1989
Box 13 of 13	Folder 4 Resignations: 1989
Box 13 of 13	Folder 5 Director Applicants, 1987
Box 13 of 13	Folder 6 Director Applicants, cont., 1987
Box 13 of 13	Folder 7 CC: Director Search - Information/GGE Letter/Position Description, 1988
Box 13 of 13	Folder 8 Director Search, 1988
Box 13 of 13	Folder 9 Director Search - Applicant Correspondence, 1988
Box 13 of 13	Folder 10 Reference Checks, 1988
Box 13 of 13	Folder 11 Personnel Salary and Attendance Records, 1988-1989, 1992

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