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New Jersey State Department of Education

. . . its Organization and Functions .

New Jersey, Dept. of Education.

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NOVEMBER, 1971

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CARL L. MARBURGER

Commissioner of Education

State of New Jersey
 Department of Education
 225 West State Street
 Trenton, N.J. 08625

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LOCATION OF OFFICES

The central offices of the State Department of Education are located in the State Education Building at 225 West State Street in Trenton. The building is part of the New Jersey State Cultural Center which also includes the State Museum and State Library Divisions of the Education Department. The Cultural Center complex adjoins the State Capitol Buildings along the banks of the Delaware River.

Units of the Department located outside the Education Building include:

Bureau of Teacher Education and Certification, 111 Franklin Street, Trenton.

Bureau of Surplus Property, 111 Franklin Street, Trenton.

Office of Civil Defense Education, 1480 West State Street, Trenton.

Bureau of Food Program Administration, 107 West State Street, Trenton.

Bureau of High School Equivalency, 107 West State Street, Trenton.

Office of Migrant Education, 107 West State Street, Trenton.

Office of Program Development, 1000 Spruce Street, Trenton.

Newark Skills Center, 187 Broadway, Newark.

N.J. Residential Manpower Center, Edison.

N.J. Urban Education Corps Recruiting and Training Center, Edison.

Marie H. Katzenbach School for the Deaf, Sullivan Way, West Trenton.

Millburn Avenue School for the Deaf, Millburn.

Offices of the county superintendents of schools are located in each of the 21 counties.

DEPARTMENT ORGANIZATION AND FUNCTIONS

The New Jersey State Department of Education is a principal department of the executive branch of the State Government. It is composed of the State Board of Education and the Commissioner of Education, with such divisions, bureaus, branches, offices, and employees as are necessary.

The State Board has 12 members who are appointed by the Governor and who serve without pay for overlapping terms of six years. Not more than one member can be appointed from any one county and at least three members must be women. Regular meetings are held in Trenton on the first Wednesday in each month. The Commissioner of Education is secretary to the State Board and serves as its executive officer.

State law provides that "the general supervision and control of public education in this state, except higher education, and of the state department of education shall be vested in the state board, which shall formulate plans and make recommendations for the unified, continuous and efficient development of public education, other than higher education, of people of all ages within the State." Supervision of higher education was transferred from the State Department of Education to the newly-established State Department of Higher Education on July 1, 1967.

The State Board is a policy-making and regulatory body whose rules have the force of law. Examples of such regulations are rules for certification of teachers, school accounting procedures, school building guide requirements, approval of secondary schools, and establishment of standards for the education of handicapped children.

The State Department includes divisions of Administration and Finance; Controversies and Disputes; Curriculum and Instruction; Field Services; Research, Planning and Evaluation; Vocational Education; State Library, and State Museum.

The functions of the Department can be described in four separate areas, the primary one being that of service to school districts throughout the State. Services provided are many and varied, according to the work of the various divisions. Also, New Jersey's 21 County Superintendents, who are appointed by the Commissioner, are field agents for the Department to advise within the field of public education and to provide services to the school districts in their counties.

The second area of responsibility is that of **regulation**. The Department is charged, for example, with certification of teachers, approval of secondary and nursery schools, distribution of Federal funds, and pupil transportation.

Another function of the Department is **adjudication**. The Commissioner is the first court of appeal in any dispute arising under the school laws.

The Department also has an executive function in such matters as the dispensing of state aid and the administration of the State Library, the State Museum, and the State School for the Deaf.

OFFICE OF THE COMMISSIONER

The Commissioner of Education is the chief state school officer. He is appointed by the Governor, by and with the advice and consent of the senate, for a term of five years, commencing July 1, and until his successor is appointed.

The Commissioner is the chief executive and administrative officer of the Department of Education and is also its budget and fiscal officer. He makes all appointments of personnel, subject to the approval of the State Board and to Civil Service regulations, and assigns their duties. He supervises all schools of the State receiving any part of the State appropriations.

The Commissioner administers all divisions of the Department of Education. His key staff members include a deputy commissioner; five assistant commissioners in charge of the divisions of Administration and Finance, Controversies and Disputes, Curriculum and Instruction, Vocational Education, and Research, Planning and Evaluation, and three division directors in charge of the divisions of Field Services, State Library and State Museum.

The Commissioner has supervision over all the public schools, and the Legislature has endowed him with broad powers. He is empowered to decide legal controversies and disputes arising under school laws or board regulations and his decisions have the force of law. He apportions millions of dollars in state aid each year and issues teacher certificates. He approves vocational schools, programs and locations. He issues rules and regulations for the classification of retarded and handicapped children, and is responsible for programs of special education in the public schools. And, of course, he is responsible for the administration of all activities in his department including the State Museum and Library.

In addition to this, the Commissioner may conduct state-wide tests, prescribe minimum courses of study for elementary and high schools and withhold state aid from local school districts which fail to comply with school law or board regulations.

Equally important is the Commissioner's role as the educational leader of the State. He is expected to initiate legislative programs, provide leadership in such areas as school district consolidation and basic educational research, point the way toward change and innovation in basic curriculum, insure equal educational opportunity and approve Federal grants. Also, the Commissioner is the chief liaison between the local school districts and the Federal Government.

The Commissioner is a member of various important boards and commissions and is expected to contribute his leadership and advice. The Commissioner has a staff of special assistants with responsibility in the areas of planning, administration, and public information.

Two offices also fall within the administrative structure of the Office of the Commissioner: **The Office of Public Information** and the **Bureau of Grants Management**. The Office of Public Information, by means of news releases to the press, radio and television, brochures, pamphlets and publications, attempts to inform the public about the kinds of services the Department can render. The Office also prepares the Department's annual report to the Legislature and periodic reports to the Governor, and it provides information requested by the press, public or other State agencies. It also functions as a central clearing house and editorial service for all departmental publications. The Bureau of Grants Management coordinates the Department management effort as it relates to the various priorities and all programs funded at the State and local levels. The Bureau acts as liaison between the project managers within the Department to facilitate implementation of the Commissioner's goals and Department objectives. Included in the Bureau are the **Offices of Management Design, Monitoring and Assessment, and Legislation and Procedures**.

OFFICE OF THE DEPUTY COMMISSIONER

The Deputy Commissioner of Education has full power to act in the absence of the Commissioner of Education. One of the prime functions of the Deputy Commissioner is the responsibility for the internal administration of the Department of Education, coordinating the work of all divisions. He also relieves the Commissioner of many of his time-consuming projects. In addition, the Deputy Commissioner supervises the activities of the Office of Equal Educational Opportunity.

The Deputy Commissioner of Education serves as the liaison officer with the Legislature (drafts bills, prepares opinions on bills, and the like). He is also responsible for the County Superintendents of Schools. In addition, he serves as the liaison officer with the Governor's Office, other State agencies, the Federal Government, and the general public.

The **Office of Equal Educational Opportunity** aims to assure equal educational opportunities for all youth insofar as they are affected by school segregation, desegregation or integration in terms of racial backgrounds. It strives to develop the capacity of the State to provide assistance to local school districts and communities in their efforts to prepare, adopt and implement school desegregation plans; to plan programs to give teachers and other personnel in-service training in dealing with problems incident to the creation of a heterogeneous school setting; to provide technical assistance in proposal writing; to assist local school districts in preventing school desegregation; to disseminate information regarding effective methods of school integration to local school districts, colleges and universities, community agencies and organizations.

DIVISION OF CONTROVERSIES AND DISPUTES

The Division of Controversies and Disputes has two major functions:

1. To perform the statutorily imposed obligation upon the Commissioner "to hear and determine all controversies and disputes which arise under the school laws." Any aggrieved person may initiate an appeal to the Commissioner by filing a petition of appeal which sets forth the grounds of the complaint. The petition is made under oath and a copy is served upon the respondent. The respondent is then directed to file an answer after which a conference of the parties is held. Attempts to settle the matter are made at this conference. If that is not possible, the issues are clarified and further procedures such as discovery, stipulations, motion, hearing, briefs, argument, etc. as may be relevant or appropriate are agreed upon. Generally, the rules of the New Jersey courts, where applicable, are followed in the processing of appeals. After the procedures have been accomplished the decision of the Commissioner in written form is sent to the litigants, released publicly, and is published in an annual volume of decisions. The kinds of problems range from relatively simple business matters as, for instance, the award of a school bus bid to extremely complex socio-economic problems such as racial segregation in the schools and include such matters as admission of pupils, discipline, employment and dismissal of teachers and other personnel, salaries, tenure, school board business practices, school elections, transportation, tuition, budgets, leaves of absence, and many others.

2. To provide a resource center for information on school law and school administration. The Division provides this service to other divisions of the Department of Education, to other departments of state government, to the county offices, school district personnel, and the public at large. The Division makes no attempt to furnish legal counsel to school districts but provides helpful information to superintendents and their staffs on matters involving school law and problems of school administration generally.

DIVISION OF ADMINISTRATION AND FINANCE

The New Jersey Constitution charges the State Legislature with the responsibility of providing for an "efficient and thorough system of public schools." The Legislature has delegated the bulk of this responsibility to local school districts. However, the State each year provides the local districts with 28 percent of the cost of education by giving poorer districts a larger share of state aid than wealthier districts.

In fiscal 1971 state aid to local school districts totaled \$216 million under the foundation program for current expense. Other major categories of State support include pupil transportation, regular and emergency school building aids, special aid for handicapped children, school lunch, security guards and aids to help finance vocational education. Total State allocations of grants-in-aid exceeded \$430 million in fiscal 1971.

A major responsibility of the Division of Administration and Finance is to aid the local school districts in making sure that these funds are used wisely. This task is performed by the **Bureau of School Finance and Auditing**, which apportions state and federal aid and supervises school accounting and reporting. This Bureau also makes allocations from an emergency fund set up to help local districts deal with unforeseen expenses. The Bureau receives, reviews and makes recommendations to the State Board of Education concerning the apportionment of Emergency Building Aid.

Each school district is required by law to employ a licensed accountant to audit its books. These audits are reviewed by the Bureau and published each year in "The Commissioner's Annual Financial Report." The Bureau assists the Commissioner to approve or disapprove requests by local districts to exceed their legal debt limitation through bonding for proposed building programs. This process, which helps keep New Jersey school districts within the bounds of sound fiscal policy, is reflected in the good credit rating of school districts and favorable rates at which their bonds are marketed. The Bureau also assists the Commissioner to determine the appropriations necessary to provide a thorough and efficient system of public schools in a district where the budget has been defeated and the municipality has failed to certify.

Under the direction of the Assistant Commissioner of Administration and Finance, the Director of the **Bureau of Administration and Budgeting** is responsible for the management of the administrative and internal fiscal affairs of the Department. The Director supervises the operation of three offices assigned to assist him in carrying out his responsibilities. These offices include Budget and Accounting, Personnel and Administrative Services and Printing and Central Services.

The staff of the **Office of Budget and Accounting** develops, organizes, prepares and manages the administrative budget of the Department including its satellite operations. The office is responsible for analysis of systems and leads in making cost reductions where possible. The office provides fiscal data to assist management in making decisions.

The **Office of Personnel and Administrative Services** organizes and administers the personnel programs and policies of the Department and decentralized Civil Service functions, including reclassification and promotional procedures. This office also provides payroll services for the Department and administrative services related to use of space and advises in organizational problems.

The **Office of Printing and Central Services** provides authorized printing services for the Department using available resources or contracting for commercial work. This office is also responsible for telephone services, mail, stock, supplies, parking and Education Building maintenance coordination.

DIVISION OF CURRICULUM AND INSTRUCTION

The Division of Curriculum and Instruction has two main branches. They are the Branch of Administration, Supervision and Curriculum Services, K-12, and the Branch of Special Education and Pupil Personnel Services. Also situated in the Division are the Office of Urban Education, the Office of Migrant Education, and supporting services in Audio-Visual Education and School Industry Cooperation.

The **Branch of Administration, Supervision and Curriculum Services, K-12**, directed by a Deputy Assistant Commissioner, has two bureaus: one for administration and supervision and the other for curriculum services. The Branch has a major responsibility for implementation of the Bateman State aid program. It coordinates the Department's work in regionalization of local districts. The **Bureau of Elementary and Secondary School Administration and Supervision** conducts the District-Wide School Improvement Program (Needs Assessment); evaluates secondary schools for State approval; assists districts in matters relating to school facilities and sending-receiving relationships; reviews secondary summer schools for purposes of State approval; reviews curriculum and organizational changes in public and non-public secondary schools; supervises the ESEA, Title III Guidance and Testing Program; reviews and monitors projects funded under Mini-Grants; collects appropriate information and issues publications. The **Bureau of Elementary and Secondary Curriculum Services** is specifically charged with the implementation of the basic curricular concerns of the schools K-12 throughout the State. A staff of specialists provides consultative services for elementary and secondary schools, both public and private, in the various subject areas; reviews and evaluates new and/or experimental curriculum practices and studies in the schools of the State; evaluates instructional materials for use in curricular offerings in the schools; organizes and directs curriculum improvement teams in the local school districts; organizes and conducts in-service programs, workshops and meetings for local districts.

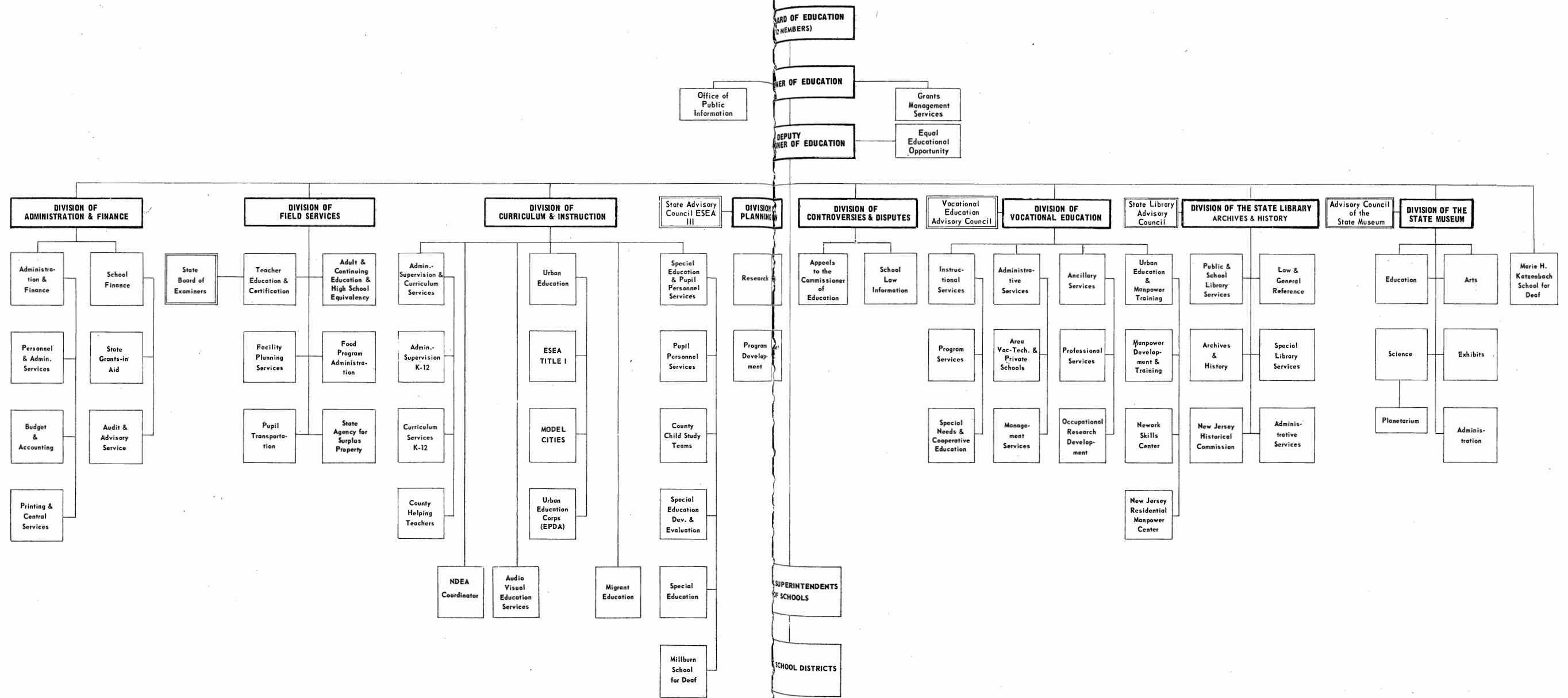
The **Branch of Special Education and Pupil Personnel Services** is charged with the administration, supervision and approval of special education programs and services in New Jersey public schools. Headed by a Deputy Assistant Commissioner, the Branch responsibilities are carried out through the functions and operations of three Bureaus. The **Bureau of Special Education Services** provides consultative and technical assistance to local school districts for implementation of programs for handicapped pupils. The Bureau's responsibilities include approval of programs in public and approved non-public schools. There are 21 Child Study Supervisors, one assigned to each county office, to augment Bureau supervision. The **Bureau of Pupil Personnel Services** is responsible for the development and approval of local district Child Study Teams consisting of school psychologists, school social workers and learning disabilities specialists, and ancillary services required to properly accommodate the educational needs of handicapped pupils. The **Bureau of Program Development and Evaluation** is responsible for the administration management and evaluation of all Federal and special projects assigned to the Branch. The Bureau is concerned with pre-school programs and educational programs for children residing in state-operated schools.

The **Office of Urban Education** coordinates the Department's various urban programs, both State and Federally funded, and carries out the Department's commitment to the improvement of urban education. A major goal is to provide help to local districts in the form of technical assistance, program monitoring, program development, research and evaluation. Among the units in the Office are the N.J. Urban Education Corps, a program designed to recruit and train people who lack traditional requirements for urban teaching positions; Model Cities education assistance; Education Professions Development Act administration, and the administration of programs under the Elementary and Secondary Education Act, including Title I (compensatory education), Title VII (bilingual education) and Title VIII (dropout prevention).

The **Office of Migrant Education** assists the educational improvement of approximately 5,000 migrant children in the State. The migrant education staff establishes schools and supporting programs in areas of high migrant population. Responsibilities include hiring specialists who can perform diagnostic, remedial, or supplemental information; providing complete health services; assisting vocational education for migrant workers, and equipping mobile units with new programs.

ORGANIZATIONAL CHART

New Jersey Department of Education



DIVISION OF FIELD SERVICES

The Division of Field Services contains the Bureau of Adult and Continuing Education, the Bureau of Facility Planning Services, the Bureau of Food Program Administration, the Bureau of High School Equivalency, the Bureau of Pupil Transportation, the Bureau of Surplus Property and the Bureau of Teacher Education and Certification.

The **Bureau of Adult and Continuing Education** is responsible for the administration and supervision of State and Federal adult programs operated by local school districts. Literacy programs are administered and supervised by the **Office of Adult Basic Education**, **Office of Work Incentive Programs (WIN)** and **Office of English and Citizenship for the Foreign Born**. The **Office of General Adult Education** supervises general adult education programs operating in local school districts. The **Office of Civil Defense Education** provides the leadership and training in that area. The **Office of Academic Credentials** evaluates the transcripts of pre-professional candidates prior to final examination by the professional boards.

The **Bureau of High School Equivalency** services the high school dropout population of the State through its instruction, testing and certification activities. These activities are conducted in both English and Spanish. Persons who have not completed a traditional secondary education may prepare to qualify for a State High School Equivalency Certificate through preparatory instruction in State funded programs in local school districts, community colleges, drug rehabilitation centers, community action programs, prisons and institutions. The Bureau operates a mobile testing unit and 23 testing sites.

The **Bureau of Facility Planning Services** reviews all plans for public school construction before they are sent to the State Board of Education for approval. During the fiscal year 1970-71, citizens of New Jersey authorized approximately \$173,106,600 in school construction funds. The Bureau participated fully in the planning and construction of the school work contracted for by these funds. This process involves the review of architectural plans, on-the-job inspection of construction, classification of contractors on their ability to perform well. The Bureau staff assists districts on the proper planning of facilities.

The **Bureau of Food Program Administration** supervises the operation of the school lunch, school breakfast, special milk, and day-care center food programs. Major priorities include installation of food programs in schools with substantial numbers of low-income children; expansion of free and reduced-price meal participation; and training of food service personnel in school districts and day-care centers.

Twice a day, a fleet of 9,000 vehicles transports 580,000 public and private school children in New Jersey for a total of 90 million miles a year exclusive of extracurricular activities. This involves 21,000 licensed school bus drivers. The **Bureau of Pupil Transportation** has the responsibility of helping school districts accomplish this vast daily migration in the safest and most efficient way possible. It disseminates transportation information, instructs school administration in State aid procedures, and, with the cooperation of police and safety officials, conducts training for school bus drivers.

The **Bureau of Surplus Property** (State agency) was established in 1945. Under the provisions of Section 203 (j) of the Federal Property and Administrative Services Act of 1949, as amended, the Secretary of Health, Education and Welfare may allocate Federal surplus property for distribution to tax-supported or nonprofit, tax-exempt medical institutions, hospitals, clinics, health centers, schools, school systems, schools for the mentally retarded, schools for the physically handicapped, colleges, universities, public libraries, museums, noncommercial educational radio and television stations, and to civil defense organizations.

The **Bureau of Teacher Education and Certification** provides for the certification of professional educational personnel through approved teacher education programs. The Bureau reviews these teacher education programs and conducts periodic on-site evaluations by teams of professional educators. The second thrust of the Bureau is the continuing revision of certification regulations in the teaching, educational services and administrative fields. One emphasis in this continuing revision is that of negotiated reciprocity with other states. The Bureau provides services to school districts and all teacher education institutions within the State. The director of the Bureau serves as Secretary to the State Board of Examiners, which by law is charged with the preparation of regulations relating to the certification of professional employees of school districts.

DIVISION OF RESEARCH, PLANNING AND EVALUATION

The Division of Research, Planning and Evaluation consists of four offices: Office of Research, Office of Planning, Office of Program Development and Office of Management Information.

The **Office of Research** has the mission of providing all involved in educational change in New Jersey with information and support for testing old and new programs, modifying existing programs and implementing new ones. It works to coordinate and interpret all research in education, initiated, sponsored, supported or conducted by the Department. The Office develops technical support and maintains collegial relations with agencies involved in educational research, such as colleges, universities, regional research and demonstration centers and other educational research agencies on federal, state and local levels. Special attention is given to educational data standardization, collection, storage and dissemination. Special departmental learning centers created to field test new concepts and approaches in public education are coordinated in this office.

The **Office of Planning** coordinates educational planning activities for the Department. This office works with other department units in the development of internally consistent, comprehensive plans to meet specific educational goals, objectives and priority areas. Both short-term and long-range plans are involved with special attention to the identification of educational problems and needs in the state and the designation of priorities among these. This office is also concerned with inter-agency efforts of the Department (Higher Education, Community Affairs, etc.). In the design of plans by various units or groups, this office directs and assists in the integration of innovative practices and promising programs identified through research and development or by other activities of the schools within the state and across the country. The Office is also responsible for such special projects as the development of the Department's PPB system, planning projects with other State Education Departments and inter-agency level planning efforts by federal, regional, state and local units.

The **Office of Program Development** concentrates on the statewide development of program designs and models to meet defined needs; it guides the scheduling of sequential steps to be taken in program installation; it provides consultation to individuals and groups regarding the design and conduct of specific programs in relation to total educational programs and to priority needs of the district and the state; it furnishes information and data concerning innovative practice undertaken by public schools of the state. A major activity of this office is the administration of Title III, ESEA for the Department. Other activities include the Center for Educational Technology and the New Careers in Education program. The Office is responsible for the design and implementation of Intermediate Regional Units, including Southern New Jersey's Educational Improvement Center.

The **Office of Management Information** consists of four branches: Evaluation, Statistics, Special Projects, and Data Processing. The Evaluation Branch provides information to management about State and Federal programs, and renders consultant service in formulating statements of program objectives and in suggesting designs to measure these objectives. In general, it monitors the intent, actions, and results of programs in the area of evaluation. The Statistics Branch gathers, processes, analyzes and disseminates statistics of pupils, teachers and schools. What regular statistical gathering and evaluation monitoring cannot provide, the Branch of Special Projects ferrets out by means of unique surveys. The Branch of Data Processing serves the functions of the other branches part of the time, but most of its efforts are directed to the service of other divisions of the Department of Education and other departments of the New Jersey State Government. All the branches combine their efforts to achieve a common purpose; to supply management with pertinent, timely, and accurate information upon which to base decisions.

DIVISION OF VOCATIONAL EDUCATION

The Division of Vocational Education is responsible for maintaining, extending, and improving occupational education and training for persons of all ages and in all communities. In order to meet this comprehensive goal, the Division, through its various bureaus, coordinates and administers numerous programs and services dealing with occupational education.

The **Bureau of Special Needs and Cooperative Education** is responsible for programs and personnel engaged in training of the handicapped and disadvantaged, cooperative education programs and work study. It is also responsible for employment orientation efforts which provide business and industry with information and methods to involve students in active employment participation. It coordinates the use of innovative training programs such as the Division's vocational mobile units which provide educational settings for migrant and special needs groups.

The **Bureau of Program Services** administers programs and personnel in basic vocational education, including: Agriculture Education; Business Education; Consumer Education; Distributive Education; Health Occupations Education; Home Economics Education; Industrial Arts Education; Technical Education, and Vocational Industrial Education. In addition, the Bureau is involved in Youth Leadership Development for each of the basic vocational education programs.

The **Bureau of Area Vocational-Technical and Private Schools** has responsibilities in administration, coordination, and supervision for the following areas: Area Vocational-Technical Schools; County Coordinators of Occupational Education; Vocational-Technical School Facility Planning; Apprenticeship Training; Private Trade and Technical Schools; Veterans Training Programs; and Private Business and Correspondence Schools.

The **Bureau of Management Services** is responsible for the administration and operation of: Management Information, which includes funding for program and facilities, making Federal reports, and office management and supervision; and Special Projects, which include special grant funding, pilot project funding, and Manpower Development Training Act funding.

The **Bureau of Professional Services** is responsible for the administration and supervision of: Career Development; Introduction to Vocations; Vocational Guidance, including placement and follow-up; Vocational Teacher Education, and Leadership Training.

The **Bureau of Occupational Research Development** coordinates data collection, dissemination and storage and retrieval of research information. It is also responsible for: Exemplary Programs; Program Planning and Development; Occupational Curriculum and Media Development; the Technology for Children Project and the Occupational Research Resource Center.

The **Bureau of Urban Occupational Education and Manpower Training** is responsible for administration and supervision of: Projects funded under the Manpower Development Training Act; Project COED, a special federally funded project to assist hard core unemployed; Newark Skills Center; New Jersey Residential Manpower Center; and the Urban Youth Leadership Project, designed to stimulate and assist hard core unemployed and disadvantaged youth assume leadership roles which are occupationally oriented.

The Division operates within the guidelines of an approved, comprehensive State Plan for Vocational Education which was established pursuant to the Vocational Education Amendments of 1968 Public Law 90-576.

STATE LIBRARY

The State Library provides library service to the Legislative, Executive, and Judicial branches of the State Government and, as a libraries' library, to all the people of New Jersey. Its resources include the State Archives, a book collection in excess of a half a million volumes, periodical holdings of more than 2,500 titles, and many early New Jersey maps and newspapers. Through its Reference Referral Center, it acts as a clearing-house for locating books.

The **Bureau of Law and Reference** consists of three sections. The Law Library maintains a comprehensive collection of Anglo-American legal literature designed primarily to serve the State Government, members of the Bar, academic community, and the general public by providing legal and legislative reference service. Through its general Reference services, the Bureau serves State officials and the public as a central source of information and materials pertaining to the State and to public issues in general. Reference and lending services to all the libraries of the State are available from a section of the Bureau devoted to Interlibrary Reference and Loan, which includes the Reference Referral Center.

The **Library Development Bureau** is the Library Extension Agency for the State and provides professional, advisory and consultative services to boards of library trustees, boards of education, state and local officials, citizens, librarians and teachers. It conducts workshops, institutes and in-service training programs. It prepares surveys, studies and guides to assist in the development of library services throughout the State. It administers extensive programs of State and Federal aid for local public libraries, designated Area and Research libraries, and for the public and private school libraries of New Jersey.

The **Archives and History Bureau** maintains the permanent records of the State of New Jersey - those papers of State agencies which are deemed to be of permanent administrative or historical significance. Through its records management program, it supervises the retention and disposal of State, county and municipal records and maintains storage centers for semicurrent State records. It carries on an extensive program of microfilming State records and supervises permanent microfilm projects in various State departments. The New Jersey Historical Commission works closely with the Bureau of Archives and History in the development of historical resources and programs.

In the Archives Exhibit Area on the main floor are exhibited the three constitutions of New Jersey, the New Jersey copy of the Federal Bill of Rights, and other important documents in the State's history.

A library for blind and handicapped readers was inaugurated on January 1, 1967, with headquarters at 1700 Calhoun Street, Trenton. It forms a major section of the **Special Services Bureau** which is also charged with supplemental library services to State correctional, health and welfare institutions.

The central point for ordering, classifying, cataloging, marking and binding library materials for the State Library is the Technical Services Section. The central catalog of the Library is available on microfilm and is being placed at certain libraries throughout the State on an experimental basis for rapid identification and retrieval of items held in Trenton.

STATE MUSEUM

The New Jersey State Museum is the focal point for the State's rich cultural tradition, past and present. The Museum complex consists of three buildings -- the marble-sheathed main building overlooking the Delaware River, the Museum Auditorium and the Planetarium. Since the complex was dedicated in 1965, more than two million visitors have passed through its doors to view works of art, historical artifacts, and natural science displays, and to attend Planetarium programs, films, concerts, operas, plays and poetry readings; annual attendance exceeds 550,000.

When it is not possible for people to come to the Museum, the Museum goes to them by way of films and circulating exhibits. Important also is the Museum's field work in archeology, ornithology and paleontology.

The Bureau of Arts collects in the areas of fine and decorative arts, does research, organizes exhibitions using collection material supplemented with borrowed objects and publishes related materials. Cultural History, part of the Bureau of Arts, collects, researches and exhibits archeological, ethnological, and historical materials and is involved in planning the Hall of Cultural History.

The Bureau of Science conducts field research in ornithology and paleontology and, in addition, maintains collections in geology and zoology. The Bureau does research, publishes materials for both general and scientific audiences and is involved in planning the Hall of Natural Science. Planetarium programs are prepared and presented to school groups during the week and to the general public on week-ends and holidays.

The Bureau of Education brings the Museum and its facilities to the public through programs, school lecture-demonstrations and gallery talks. More than 180,000 students visit the Museum each year. The Bureau schedules week-end Auditorium programs which include films, children's theatre, performing arts and lectures.

The Bureau of Exhibits provides the technical skills necessary to create and maintain temporary, permanent and traveling exhibitions. The Bureau operates its own cabinet, paint, electrical and graphics shops.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF

The Marie H. Katzenbach School for the Deaf is an educational institution under the management of the State Department of Education. It is part of the public school system of the State - a day and boarding school for deaf residents between the ages of 4 and 21. The campus on Sullivan Way in West Trenton covers 116 acres and contains 32 buildings.

The oral method is used for classroom instruction. Speech reading, speech and the use of residual hearing are developed in the early years at school and are used in combination with reading as skills for learning. The school operates on a five-day basis with all students returning to their homes every weekend.

The Child Study Department tests and evaluates all students, including those applying for admission to the school. A counseling service is provided for families having deaf children. A part-time pre-school program on a day basis is offered to children as young as two years of age. These children must be accompanied by a parent since guidance is the basis of this program.

Each unit of the school has its own physical facilities and staff. They are the Nursery School, for four year old children; the Prep Unit (Kindergarten) for the five year olds; the Lower School; the Middle School, and the Upper School, which is a junior-senior high school.

The Vocational Departments offer courses in General Shop, Arts and Crafts, Fine Art, Driver Education, Home Economics, Introduction to Vocations, and in 30 trades and occupations.

Students who are capable of higher academic education are given a program preparing them to enter Gallaudet College in Washington, D.C., the only college for the deaf in the world.

There were 602 children from 215 school districts enrolled for the 1971-72 school year.

COUNTY SUPERINTENDENTS OF SCHOOLS

One of the most significant posts in the Department is that of County Superintendent of Schools, unique in the 50 states in its professional qualities and relationships. These 21 educators, appointed by the Commissioner and confirmed by the State Board of Education, are charged with the enforcement of regulations pertaining to transportation of pupils, certification of teachers, and accurate transmission of financial reports and data on pupil accounting. They are field representatives of the Commissioner and the Department, performing a variety of liaison functions for local districts, providing services to all their constituents, and exerting broad leadership for better education in their respective counties. Working out of the offices of the county superintendents are helping teachers, and child study supervisors, who assist districts in the operation of programs for the handicapped.

OFFICE DIRECTORY, N.J. STATE DEPARTMENT OF EDUCATION

- Commissioner of Education
Special Assistant
Special Assistant
Public Information Office
- Deputy Commissioner
Assistant Deputy Commissioner
Equal Educational Opportunity
- Assistant Commissioner, Administration and Finance
School Finance and Auditing
School Finance
Auditing
Administration and Budgeting
Personnel and Administrative Services
Budgeting and Accounting
Printing
- Director, Field Services
School Planning Services
Surplus Property
Pupil Transportation
Teacher Education and Certification
Adult and Continuing Education
High School Equivalency
Food Program Administration
- Assistant Commissioner, Controversies and Disputes
Director
Assistant Director
Assistant Director
Assistant Director
- Assistant Commissioner, Curriculum and Instruction
Deputy Assistant Commissioner, Administration and Supervision, and Curriculum Services
Administration and Supervision
Curriculum Services
Urban Education
Migrant Education
Deputy Assistant Commissioner, Special Education and Pupil Personnel Services
Pupil Personnel Services
Special Education Services
Special Education Development and Evaluation
- Assistant Commissioner, Research, Planning and Evaluation
Planning
Research
Program Development
Management Information
- Assistant Commissioner, Vocational Education
Associate Director, Instructional Services
Special Needs and Cooperative Education
Program Services
- Carl L. Marburger
-- Clyde E. Leib
-- Anne T. Henderson
-- Robert F. Palmer
-- Victor J. Podesta
-- John R. Flynn
-- Nida E. Thomas
-- Edward W. Kilpatrick
-- Harold Y. Bills
-- Peter A. Kucker
-- James Oszfolk
-- Edward J. Vogelsong
-- Joseph W. DiLascio
-- William M. Rogers
-- George C. Henger
-- John Rosser
-- Edward A. Spare
-- Walter J. Macak
-- Orville G. Parrish
-- Ward Sinclair
-- Rocco Gambacorta (Acting)
-- Catherine Havrilesky
-- Lewis Straus
-- William A. Shine
-- Joseph F. Zach
-- Fred H. Combs, Jr.
-- Lawrence C. Anderson
-- August E. Thomas
--
-- William Brooks
-- Robert A. Withey
-- Kenneth B. Fetter
-- Ronald H. Lewis
-- Emmett Spurlock
-- Daniel Ringelheim
-- James Jan-Tausch
-- Paul Porado
-- Stanley J. Salett
-- Bernard Kaplan
-- Robert W. Ward
-- William H. Lucow
-- Stephen Poliacik (Acting)
-- John H. Koenig
-- John R. Wyllie
-- Ellis R. Thomas

- Associate Director, Administrative Services
Area Voc-Tech and Private Schools, and Veterans' Training
Management Services
- Associate Director, Ancillary Services
Professional Services
Occupational Research Development
- Associate Director, Urban Education and Manpower Training
Manpower Development Training
Newark Skills Center
N.J. Residential Manpower Center
- Director, State Library
Assistant Director
Library Development
Archives and History
Law and General Reference
Special Library Services
N.J. Historical Commission
- Director, State Museum
Arts
Education
Exhibits
Science
Administration
- Superintendent, Marie H. Katzenbach School for the Deaf
Assistant Superintendent
- William Wenzel (Acting)
-- Louis V. Galloni (Acting)
-- James E. Segear
-- Morton Margules
-- Calvin Ingling
-- Harold R. Seltzer
-- John E. Radvany
-- Arthur C. Wenzel
-- Richard Phillips
-- Thomas E. Highsmith
-- Roger H. McDonough
-- David C. Palmer
-- Henry J. Michniewski
-- Kenneth W. Richards
-- Herta Prager
-- Steven Herman
-- Bernard Bush
-- Leah Phyfer Slosberg
-- Zoltan Buki
-- Raymond Howe
-- Wallace Conway
-- Raymond Stein
-- John Moore
-- Charles M. Jochem
-- Hollis W. Wyks

COUNTY SUPERINTENDENTS OF SCHOOLS

- | | | |
|------------|---------------------------|---|
| Atlantic | Lawrence R. Winchell, Jr. | 1200 Harding Hgwy., Mays Landing |
| Bergen | Archie F. Hay, Jr. | 304 Valley Blvd., Wood-Ridge |
| Burlington | W. George Batezel | County Office Bldg., 3 Union St., Mount Holly |
| Camden | Ernest Schreiber | County Annex Bldg., 2276 N. 43rd St., Pennsauken |
| Cape May | Malcolm B. MacEwan | County Library Bldg., Cape May Court House |
| Cumberland | William D. Fenton | Court House, Broad & Fayette Sts., Bridgeton |
| Essex | Simeon F. Moss | 90 Washington St., East Orange |
| Gloucester | Gustav H. Ruh | County Office Bldg., North Delsea Dr., Clayton |
| Hudson | John E. Mongon | County Adm. Bldg., 595 Newark Ave., Jersey City |
| Hunterdon | Norman A. Gathany | Court House, 59 Main St., Flemington |
| Mercer | Edward A. Callahan | 640 S. Broad St., Trenton |
| Middlesex | James J. Clancy | Adm. Building, John F. Kennedy Sq., New Brunswick |
| Monmouth | Earl B. Garrison | Court House, Freehold |
| Morris | Leslie V. Rear | Court House, Morristown |
| Ocean | William F. White | 212 Washington St., Toms River |
| Passaic | J. Harold Straub | Room 204, 317 Pennsylvania Ave., Paterson |
| Salem | Howard Morris, Jr. | County Office Bldg., 90 Market St., Salem |
| Somerset | Ernest L. Gilliland | 32 Grove St., Somerville |
| Sussex | Robert A. Flood | County Service Bldg., 18 Church St., Newton |
| Union | William H. West | 300 North Ave. East, Westfield |
| Warren | Allan Tomlinson | County Court House, 413 Second St., Belvidere |