

Annual Report **1964 - 1965**



**The State Board of Education
and the
Commissioner of Education
to the
Legislature of the State of New Jersey**

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THE ANNUAL REPORT

of the

State Board of Education

and the

Commissioner of Education

for the

School Year of 1964-1965

Is Respectfully Submitted

to the

Legislature of the State of New Jersey

FREDERICK M. RAUBINGER

Commissioner of Education

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**DIVISION AND BUREAU HEADS
CENTRAL OFFICE
NEW JERSEY DEPARTMENT OF EDUCATION**

June 30, 1965

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Roger H. McDonough, *Director*

DIVISION OF THE STATE MUSEUM

Dr. Kenneth W. Prescott, *Director*

NEW JERSEY SCHOOL FOR THE DEAF

Charles M. Jochem, *Superintendent*

CONTENTS

	PAGE
STATE BOARD OF EDUCATION	2
DIVISION AND BUREAU HEADS	3
DIVISION ACTIVITIES	7
DIVISION OF ADMINISTRATION	7
DIVISION OF BUSINESS AND FINANCE	12
DIVISION OF CONTROVERSIES AND DISPUTES	18
DIVISION OF CURRICULUM AND INSTRUCTION	19
DIVISION OF HIGHER EDUCATION	31
DIVISION OF VOCATIONAL EDUCATION	39
DIVISION OF THE STATE LIBRARY	52
DIVISION OF THE STATE MUSEUM	56
MARIE H. KATZENBACH SCHOOL FOR THE DEAF	59
STATISTICAL SUMMARY	62

DIVISION OF ADMINISTRATION

The Division of Administration consists of the Office of the Deputy Commissioner of Education, the Personnel Office, the Office of the Education Editor, the Bureau of Research and Publications, the Office of the Coordinator of Elementary and Secondary Education Act, the Data Processing Unit (IBM), the State Agency for Surplus Property, and the Print Shop.

The Deputy Commissioner is responsible for the internal administration of the Department, as well as the liaison with the Governor's Office, the Legislature, other State agencies, the Federal Government, and the general public. In addition, he supervises the activities of the above-mentioned offices.

Highlights of the year's activities include the following:

1. Established the Office of the Coordinator of Elementary and Secondary Education Act. On April 11, 1965, the President of the United States signed the Elementary and Secondary Education Act of 1965. The purpose of the act was to strengthen and improve educational qualities and educational opportunities in the Nation's elementary and secondary schools. In order to implement the provisions of this act, the Office of the Coordinator of the Elementary and Secondary Education Act was established in this Division on April 19, 1965.
2. Assisted in the preparation and passage of major legislation pertaining to education. Examples are listed as follows:
 - a. Chapter 52, Laws of 1964, permits boards of education to pay election officials up to \$2.00 per hour but not less than \$10 for the day.
 - b. Chapter 127, Laws of 1964, provides that the determination of eligibility for a State competitive scholarship shall be based upon a satisfactory scholastic record together with a competitive examination.
 - c. Chapter 130, Laws of 1964, authorizes the Commissioner of Education to expend such funds as may be appropriated or allocated to the Department of Education to meet the State's share of the cost of aid to local school districts for vocational education.

- d. Chapter 136, Laws of 1964, prescribes the required lights that vehicles in the State must be equipped with, effective on the 181st day after enactment.
- e. Chapter 142, Laws of 1964, designated "Higher Education Construction Bond Act (1964)", authorizes the issuance of bonds of the State in the sum of \$40,100,000 for public higher education facilities; provides that interest shall not exceed \$27,060,000; requires a referendum at the November, 1964, election.
- f. Chapter 182, Laws of 1964, specifies steps that can be taken by teachers for self-defense, to protect persons and property, to guide or direct the movement of defiant pupils, to restrain unruly pupils, to restrain unruly conduct or to quell a disturbance, to obtain possession of weapons.
- g. Chapter 218, Laws of 1964, permits county vocational schools to receive matching aid in addition to the \$50 per pupil aid.
- h. Chapter 219, Laws of 1964, authorizes two or more boards of education to maintain joint adult education programs; provides State aid toward the payment of salaries for supervision of adult education, effective July 1, 1964.
- i. Chapter 223, Laws of 1964, appropriates \$40,100,000 from the 1964 Higher Education Construction Fund for buildings, construction, improvement and equipment at specified State institutions of higher education.
- j. Chapter 288, Laws of 1964, revises the procedure for obtaining special work permits for newspaper boys under the State child labor laws.
- k. Chapter 5, Laws of 1965, increases State competitive scholarships from \$400 to \$500 per year; includes schools of professional nursing within the category of accredited colleges.
- l. Chapter 24, Laws of 1965, changes the name of New Jersey School for the Deaf to the "Marie H. Katzenbach School for the Deaf."
- m. Chapter 66, Laws of 1965, permits the State Department of Education to employ for staff service such personnel as may be required to properly implement and carry out the State aid program of vocational education.

- n. Chapter 83, Laws of 1965, permits a State scholarship to cover five years when the holder is enrolled in a course of undergraduate study required by the institution to cover that period of time.
- o. Chapter 87, Laws of 1965, permits a county, by two-thirds vote of its governing body, to authorize a special emergency appropriation to provide for funds expected to be received as State or Federal aid for the establishment of a county college.
- p. Chapter 108, Laws of 1965, reduces the residential requirements to vote in a school election from one year to six months resident of the State, and from five months to 40 days residency in the county.
- q. Chapter 110, Laws of 1965, changes the standard for appointment of appropriations to be raised for regional school districts from that based on "average daily enrollment," to "the number of pupils enrolled on that last school day of September of the current school year."
- r. Chapter 119, Laws of 1965, requires a driver of any bus used to transport children to and from school to have a special driver's license.

Other major accomplishments of the Division are listed as follows:

1. Supervised internal and inter-divisional activities within the State Department of Education.
2. Provided a liaison officer for State Legislature on matters dealing with education.
3. Prepared legislative memoranda and drafted bills as needed.
4. Prepared for printing the school law bulletin for the 1964 legislative session, as well as a synopsis of pertinent school legislation.
5. Assisted in the preparation of various reports including the Commissioner's Opening Bulletin to school districts, and other notices to boards of education.
6. Arranged for and/or conducted Department staff meetings, the meeting of superintendents of schools new to their positions, the meeting of *all* superintendents in the State, monthly

meetings of county superintendents of schools, and meetings of related agencies working with the Department.

7. Prepared and distributed the list of the Department staff assignments.
8. Prepared and distributed the Department's General Master Calendar.
9. Provided division personnel as speakers and consultants for professional and community groups throughout the State.
10. Developed policies and instructions in all areas of personnel administration for Department approval and promulgated them in usable form.
11. Advised division and bureau heads of developments concerning new or changed positions; evaluated positions in accordance with class standards; contributed to analysis of organizational problems.
12. Ascertained and organized staff needs for recruitment purposes; worked with the Department of Civil Service in establishing qualifications for existing titles and new titles; maintained qualifications indicative of present employees; checked with other State agencies for candidates when necessary; referred candidates as vacancies occurred; processed appointments, promotions, and other actions; checked for adherence to law and regulations (a total of 2,491 CS-21 forms were processed in connection with the foregoing actions); developed and administered tests to determine qualifications of applicants for clerical positions; interviewed and corresponded with all applicants and all employees interested in placement.
13. Analyzed, appraised and administered a pay plan in accordance with applicable laws, regulations and policies; where discretion was authorized, made wage and salary studies as a basis for setting up pay scales.
14. Assisted division heads in the development of facts, duties and statements about new or changed positions; periodically evaluated positions in accordance with allocation standards and the position classification plan; interpreted the classification plan to Departmental personnel and studied the need for changes and recommended them.

15. Carried out a public information program, which consisted of the production of news releases and bulletins and the placement of articles in newspapers and magazines.
16. Prepared 12 monthly reports of Department activities for the Governor's Office.
17. Assisted in the preparation of the report concerning the State Board of Education's position on the report of the *Governor's Committee on New Jersey Higher Education*.
18. Provided writing and editing services to the State Board of Education and the Commissioner.
19. Collected data for the Department *Directory* and prepared them for printing and distribution.
20. Compiled data for such annual research reports as *Administrative Problems in New Jersey Public School Districts*, *The Report of Certificated Personnel*, *A Study of Dropouts in New Jersey Public School Districts*, *Enrollments in Institutions of Higher Education*, etc.
21. Worked increasingly with other divisions and offices in developing and/or revising questionnaires and reports for automatic data processing.
22. Continued developing plans for a unified statistical system aimed at reducing duplication of requests for information. Conducted pilot tests of some elements in public school districts.
23. Cooperated with the Bureau of Teacher Education and Certification in developing procedures and forms needed to prepare that Bureau's records for machine processing.
24. Revised and brought up to date all codes used in automatic data processing.
25. Developed pilot procedures and sample report for new study supplying information about major assignments, educational backgrounds, experiences, and salaries of certificated personnel in New Jersey public school districts.
26. Revised projections of public school enrollments to cover the period 1965 to 1985.
27. Conducted a survey of local school districts using automatic data processing equipment to determine the kinds of equipment used and the educational applications made.

28. Developed a proposal for expansion of statistical and research services under the Elementary and Secondary Education Act of 1965.
29. Processed registration and grade reports for 16,215 full-time and 8,847 part-time students in the State colleges.
30. Processed approximately 19,000 applications for State scholarships.
31. Processed 3,000 applications for student loans.
32. Prepared summary tables on school drop-outs.
33. Processed 16,000 applications for admission to the State colleges.
34. Developed a proposal for the installation of an electronic computer to serve the needs of the Department and State colleges.
35. Received over 300 requisitions for internal printing (recorded, composed and completed them.).
36. Processed over 150 requisitions for printing to be completed commercially.
37. Prepared over 150 detailed specifications and cost estimates for printing to be done commercially.
38. Carried out through the State Agency for Surplus Property a selective program of securing properties which would be economically repairable and usable in educational, health, and civil defense activities.
39. Submitted a total of 1,587 applications, and completed a total of 1,448 transactions in the final distribution to the activities involved above, with an acquisition cost of \$7,350,756.39.

DIVISION OF BUSINESS AND FINANCE

The Division of Business and Finance is responsible for the financial control of the Department of Education. It consists of a Bureau of Business Services, a Bureau of School Building Services and a Bureau of Pupil Transportation. Each Bureau is headed by a Director, who is directly responsible to the Assistant Commissioner and through him to the Commissioner of Education.

Its major areas of responsibility and service to the Department and to the local school districts are as follows:

1. The general control of business and financial matters of the department.
2. The apportionment and distribution of state aid.
3. The supervision and continued improvement of business and accounting practices in local school districts.
4. The planning, construction, financing and operation of school buildings and other educational facilities.
5. The coordination of the state-wide program of pupil transportation.

There follows a listing of the major accomplishments of the three Bureaus within the Division of Business and Finance for the year 1964-65.

BUREAU OF BUSINESS SERVICES

Bookkeeping and Accounting

1. Prepared 21 annual budgets requesting the appropriation of \$186 million for the Department and assisted in the presentation of these budgets to the Budget Director.
2. Maintained the appropriation ledgers for the Central Office and College Construction funds, including the preparation of detailed applications, processing of claims and the preparation of payrolls.
3. Maintained records and deposited miscellaneous revenues in the approximate amount of \$125,070.00 for the Central Office as of May 12, 1965.

State Aid

1. Completed the audit of some 37,000 school registers submitted by local districts to establish basic enrollment data used in the determination of State Aid.
2. Computed estimates of \$98,472,915.00 in State Aid payable under the provisions of Chapter 85, P.L. 1954, for 1965-66 for State and school district budget purposes.
3. Recomputed the 1964-65 State Aid apportionments, Chapter 85, P.L. 1954, and directed payments of \$95,588,938.00 to some 579 school districts in three installments.
4. Withheld apportionments of Veterans' Liability for the Teachers' Pension and Annuity Fund and notified each district of the amount withheld.

5. Computed estimates of State Building Aid under the provisions of Chapters 8 and 9, P.L. 1956 and prepared schedule of available funds of \$17,645,507.00 for each school district for 1965-66.
6. Reviewed proposed capital budget of each school district to determine the amount and allocation of School Building Aid funds. Directed payments of \$16,911,777.80 to the school districts and transferred \$243,901.22 to the Capital Reserve Fund.
7. Maintained the Capital Reserve Fund accounts of \$2,157,257.24 for 87 school districts. Interest earned amounted to \$86,083.94 during the year. Twelve school districts withdrew \$255,575.50 from the Capital Reserve Fund account.
8. Reviewed matching funds of the school districts and directed payments of State Aid for Evening Vocational Schools of \$365,602.00 and State Aid for Evening Schools for Foreign-Born Residents of \$57,371.00.
9. Verified the computation of State Library Aid and directed payments on pro-rata basis to 208 municipalities which includes 12 counties of \$789,801.59.
10. Received requests for Special State Aid, Chapter 85, P.L. 1961, from 26 school districts.
11. Directed payments of \$975,170.00 to local school districts for the Program of Emotionally and Socially Maladjusted Pupils.
12. Directed payments of \$27,600.00 to eight school districts for Special State Aid for Pupils Resident on State-Owned Property over 2% of average daily enrollment.

Federal Aid

1. Supervised all financial transactions involving National School Lunch funds. There were 939 schools participating located in 366 school districts. Claims paid to May 1, 1965, totaled \$1,425,478.62.
2. Supervised all financial transactions involving National School Milk funds. There were 1,873 schools participating located in 521 school districts. Claims paid to May 1, 1965, totaled \$2,550,127.25.
3. Pursuant to an agreement with the United States Department of Agriculture, our auditors have conducted 35 complete lunch or milk audits to date.

4. In the areas where there has been an impact of population due to Federal activities, Federal assistance applications, under P.L. 874 and P.L. 815, were processed as follows:

a. *P.L. 874*

RSF-3 (1963-64) 176

RSF-1 (1964-65) 176

Approved payments applicable to Entitlements (funds used for current expense purposes) for the 1964-65 fiscal year, as of June 10th, total \$5,361,766.00, representing 87% of the districts filing applications.

b. *P.L. 815*

As of June 10th, three districts have filed for building aid, during the 1964-65 fiscal year, for which entitlements have not been determined. Additional applications are anticipated prior to the cut-off date of June 28th.

5. During the 1964-65 fiscal year, funds paid to June 4, 1965, amounting to \$1,794,135.28 were distributed under the National Defense Education Act as follows:

Title III—564 claims amounting to \$1,181,364.82

Title V—219 claims amounting to \$ 612,770.46

Pursuant to our State contract, auditors have conducted 783 complete audits to date.

Financial Accounting — Local School Districts

1. Conducted one special investigation of the business practices of a local school district.
2. Made 57 visitations to local school districts to assist the Board of Education and its associates. Provided services in orientation, on-the-job instruction, conversion to machine accounting, and financial assistance for school building planning.
3. Attended 26 National, State and, County professional conventions and meetings.
4. Reviewed and analyzed 595 audit reports of local school Districts.

Reports

1. Prepared and published the Thirteenth Annual Report of the Commissioner of Education on Comparative Financial Statistics of School Districts.

2. Prepared a study of educational statistics extracted from the A-3 reports.
3. Completed the audit of 296 high school cost reports.
4. Maintained bond record cards for each of the school bond issues approved by the Attorney General and acknowledged receipt of all cancelled bonds filed with the Commissioner.

Extension of Credit

1. Conducted 22 hearings for extension of credit involving proposed bond issues of \$27,783,000.00 to June 10, 1965.
2. Maintained record of school bonding elections and of those that have been reported, 97 were passed and 32 were defeated.

School Budgets

Reviewed three school budgets submitted to the Commissioner of Education after they had been rejected twice by the electorate. Made recommendations to the Commissioner for fixing the tax levies.

BUREAU OF PUPIL TRANSPORTATION

1. Concluded research on pupil accidents occurring directly in front of the school bus caused by the driver's inability to see over the high hood of the bus. As a result of the findings, a new sonar device has been devised to sensitize the area concerned and report any movement electronically to the driver. New Jersey will install and test the new units during the school year 1965-66.
2. The first edition of *School Bus Driver Training and Selection* has been developed and should be ready for State-wide distribution by June of 1965.
3. The first in a series of in-service training programs for full-time transportation supervisors was held in the State Department of Education building May 26, 1965. This was the initial step in an overall program of extended training for administrative personnel in the field of pupil transportation.
4. Continued and expanded the in-service training programs for school bus drivers.
5. Audited and reviewed the transportation financial State Aid reports from all districts and approved approximately \$12,-

600,000 of State Aid moneys.

6. Transportation statistical data from 596 school districts were compiled, evaluated and transposed into charts and tables for use by the County Superintendents of Schools, local boards of education and school administrators.
7. Provided a member of the executive committee of the National Education Association for the establishment of specifications and regulations for school buses in the United States.
8. Provided the chairman of the National Safety Council Committee that inaugurated the National Safety Contest for School Bus Drivers.
9. Compiled data and published reports on all school bus accidents in New Jersey.
10. With the cooperation of the County Superintendents of Schools, inaugurated programs to evaluate the transportation expenditures in each school district where cost appeared in excess of a predetermined average. The district was analyzed as to its efficiency of operation.
11. Continued to supervise and maintain records on all State Department of Education motor vehicles.
12. Appointed as a representative from the State Department of Education to the Governor's Safety Council and the Interdepartmental Committee on State Planning.

BUREAU OF SCHOOL BUILDING SERVICES

1. Working with the Committee for the Review of *The Guide for Schoolhouse Planning and Construction*, the regulations of the State Board of Education applicable to school buildings were reviewed and revisions recommended to the State Board for approval. The revised edition of the "Guide" came off the press in February and in addition to 1,154 copies issued gratis to school authorities and architects, 675 copies have been sold at \$1.00 each.
2. A library in publications and research data in the school planning field has been started.
3. The educational specifications for fifteen new State College buildings were developed by the staff in cooperation with the

respective college representatives and submitted to the architects for their guidance in the preparation of plans.

4. Consultative service has been rendered to four County College boards in the selection of sites and preparation of plans for some twenty new buildings.
5. Prepared a historical account of the expansion of the six State Colleges from 1951 to 1965.
6. In cooperation with the Department of Conservation and Economic Development made a study of population trends in New Jersey in relationship to the need for expansion of the State College systems. A report of the study and recommendations for expanding the State College system was presented to the State Board of Education on June 2, 1965.

DIVISION OF CONTROVERSIES AND DISPUTES

The summary of accomplishments for the year 1964-65 of the Division of Controversies and Disputes in regard to cases appealed to the Commissioner of Education is as follows:

Actives Cases — July 1, 1964	48
Cases Received — July 1, 1964 to May 31, 1965	57
Total Cases — July 1, 1964 to May 31, 1965	105
Cases Decided	44
Cases Discontinued	10
Cases in Process (May 31, 1965)	51
Days of Hearings	51
Conferences of Parties	39
Election Recounts	10

This year showed a further increase in the number of cases handled, for the first time passing the one hundred mark. The backlog of cases is now 51, in comparison with 41 a year ago.

Other accomplishments include:

1. Prepared for publication copies of decisions for the 1963 pam-

phlet edition of School Laws and School Law Decisions.

2. Represented the Commissioner of Education on the Migrant Labor Board and advised the Director of Migrant Education on the operation of the program for migrant children.
3. Worked with Association of New Jersey School Board Attorneys, and compiled current list of all attorneys representing boards of education.
4. Enlarged and improved library of court decisions, legal information and resource materials pertinent to the functions of the Division.
5. Continued an extremely lengthy tenure case (Newark vs Marmo).
6. Disposed of all but one inactive case; this one remaining inactive at the will of the parties.

DIVISION OF CURRICULUM INSTRUCTION

This report of accomplishments for the Division of Curriculum and Instruction is presented in two parts.

Part I deals with Division-wide activities and is intended to highlight some of the major accomplishments of 1964-1965.

Part II describes in some detail the accomplishments of each of the Offices in the division.

PART I — DIVISION-WIDE ACTIVITIES

A. Major Projects

1. Continuing work on problems of disadvantaged children and youth in the inner cities.

- a. *Trenton*

This is the second year of our cooperative project with the City of Trenton and Trenton State College. A series of pilot projects in the Junior No. 5 School have proven successful and are providing valuable guidelines for the other schools of Trenton and the State.

The nursery school for four-year-olds has become a model for many of the "Head Start" programs as well as other pre-school programs in the public schools. Initiation of parent study groups promises to illustrate a home-school relationship that should continue through the high school years. One study in connection with this program shows that parents who have been part of the nursery school program continue their interest and involvement in the first grade as contrasted with parents whose children did not attend the nursery school. Other evidence about progress of the children in the nursery school has also been encouraging.

The in-service program for teachers has been broadened and promised to provide valuable guidelines for in-service education in other urban centers.

The health needs of the children are being identified and remedial steps are being taken through the increased productivity of the school nurse and the addition of a social worker.

Parent Education and Citizens Improvements programs have been continued and others initiated. The Adult Education project was again successful and has been extended.

b. *Newark*

Following the publicity given the Trenton Project, the Victoria Foundation indicated that they wished to assist a city in the State with the project similar to the State Department in the Junior No. 5 School. The City of Newark was selected and the Cleveland School of Newark has been working. The State Department of Education and Newark State College have also contributed to the Cleveland School Project in Newark.

2. *Pilot Projects in Health Education*

Our work in the area of health continues to focus on the psycho-social problems of youth. Venereal disease was selected as a major health problem for youth that required our attention.

As a result of our pilot efforts with 50 selected schools in the spring of 1964, a major publication, "A Teaching Reference Guide on Venereal Disease" was revised and made

ready for distribution in the fall of 1964. A significant part of the plan for distribution involved the six State Colleges. Two-day workshops were held at each of the six State Colleges on the venereal disease problem through the fall and winter of 1964-65. These programs were attended by 1,288 persons. Those in attendance represented most of the secondary schools of the State. Included in the groups were: 355 health and physical education teachers, 67 teachers of other subjects (science-home economics, etc.), 133 school nurses, 12 administrators, 22 individuals from religious groups, and 698 college students. Also, the workshops attracted 10 out-of-state visitors, including representatives of the federal government.

3. *Paperback Publication*

The study of paperback publication was initiated and carried out during the 1963-64 school year and involved 50 pilot schools. It has aroused national interest, and it is anticipated that the publication will be widely disseminated.

4. *Shadow Study Project*

This major study was designed and carried out during the 1963-64 school year. The purpose of the study was to determine what a typical day was like for our secondary youth. Over seven hundred class sessions were observed as part of this study. A working report was prepared and used with staff members of the Department of Education and a representative group of school administrators. The report has been instrumental in identifying certain limitations in teaching performance and in the variety and abundance of materials and equipment utilized in the learning environment. It has already proven helpful in sensitizing educational leaders to specific needs for in-service education and in helping our staff identify areas for focus in 1965-66.

5. *Counseling Minority Group Children*

During the school year of 1964-65, two workshops were conducted on the topic of "Counseling the Disadvantaged." While these county-level sessions were designed primarily as in-service training for counselors, other school personnel such as principals, superintendents, nurses and special education team members were also in attendance. The initial workshop was held in Gloucester County in February 1965, while the second was conducted for Warren County person-

nel in May of that year. For the latter case, personnel from Sussex and Hunterdon Counties were extended invitations.

B. *Major Workshops and Conferences*

1. Mental Health Project Conferences in Camden
2. Tri-County Workshop held in Ocean City
3. Cumberland County Outdoor Education Project
4. Emphasis on Seventh and Eighth Grade Students
5. Conferences for Directors of Day Care Centers
6. Leadership Activities in City and National Groups
7. Work with the State ASCD
8. Work with State College Staffs

PART II

Separate reports from each Office of the Division of Curriculum and Instruction follow. These reports reflect the unique contribution of each Office to the realization of the Division's broad goals as well as the many legal responsibilities needing implementation each year.

- A. Elementary
- B. Secondary
- C. Audio-Visual
- D. Child and Youth Study
- E. Health, Safety, and Physical Education
- F. School-Industry Cooperation
- G. Special Education Services

OFFICE OF ELEMENTARY EDUCATION

EDUCATIONAL PROGRAMS FOR CHILDREN OF MIGRANT WORKERS

Set up procedures to operate four centers for children of migrant workers located in Cedarville, Cranbury, Deerfield Township and Woodstown.

Planned and conducted these summer programs for six weeks for 426 children including four day care centers for children under five years of age.

Continued to work with county and local staffs on the problem of attendance of migrant children during the regular school term.

Worked with the United States Office of Education on plans for a school transfer record system for the east coast migrant stream.

Set up procedures and operated an educational program for teenage migrants in cooperation with Glassboro State College.

STATE COLLEGE COOPERATION

Worked cooperatively with Newark State College and Division of Higher Education and teachers to arrange for extension courses in Early Childhood Education to be given at six centers throughout the state.

PUBLICATIONS

Learning About New Jersey

Fifteen thousand copies of LEARNING ABOUT NEW JERSEY were distributed. A second printing has been made.

Shall We Teach Formal Reading In The Kindergarten

The Association for Childhood Education International reprinted Dr. Nila Banton Smith's article published in the February, 1964 issue of The Compass. Several thousand copies of this article have been distributed throughout the United States and in several foreign countries.

Bicycle Safety Manual

Nicholas Maldari, Mercer County Helping Teacher, worked with the State Coordinating Council on Traffic Safety to develop the manual for use in the elementary school.

Publications Ready For Printing

Issues of the Compass:

Organization of the Elementary School

Elementary Physical Education Today

Reporting Child Progress Through Parent Teacher Conferences

Mathematics in the Elementary School

OFFICE OF SECONDARY EDUCATION

ADMINISTRATION

Continued the pilot project for school approval through self-study. Ninety-two public secondary schools prepared self-studies which were reviewed during visits by the county superintendents and representatives of the Office of Secondary Education.

Twenty-two private and parochial schools were visited for approval purposes.

Ninety summer school approvals were processed.

The Annual Form A and Form B Reports were completed by all 546 schools on the Approved List of Secondary Schools.

The Annual Occupations of Graduates Report for the class of 1964 was secured from all public secondary schools and summarized by the office. A total of 68,305 pupils graduated in June, 1964. Of this number, 52.9% went on to advanced schooling, 2.5% to further secondary schooling, 36.5% directly into employment, 5.3% to national service, 0.1% were not in school or employed and 2.7% unaccounted for. This report has been made annually since 1928 by our office.

Reviewed applications for 161 private and public schools for the following curriculum changes:

- Art — 24
- Behind-the-Wheel — 18
- Block-of-time — 1
- Business — 79
- English — 35
- Health — 4
- Home Economics — 24
- Languages — 42
- Mathematics — 34
- Music — 14
- Part-Time Co-Op Trade and Industrial Program — 34
- Physical Education — 5
- Reading Improvement — 1
- Science — 42
- Social Studies — 56
- Vocational — 75

Prepared report for the legislature on college admissions.

Developed data processed form for all annual reports. Thirty schools served as tryout centers.

Legislation: Directed efforts for the passage of a bill in Congress to proclaim the last week of October as National Student Council Week. This bill is being co-sponsored by Senators Case, Morris and Alcott.

PUBLICATIONS

- Eight issues of the *Secondary School Bulletin*
- Paperbound Books in New Jersey Schools
- Assisted with V.D. Manual for Teachers
- Secondary Bulletin article — Economic Opportunity Act Data Processing Pilot Project
- Designed cover for Science Facilities Guide
- Administrator's Guide for Art in the Secondary School
- Secondary Bulletin — Bibliography on Secondary Education
- The Visual Arts in New Jersey Secondary Schools
- Manuscript for Secondary Bulletin — "In-Service Program in Secondary Schools"
- Printed and distributed the *Science Facilities Guide*
- "A Summary of Two Aspects of Physics Education in New Jersey Public High School Using Information received in a questionnaire to physics teachers, 1964-65"
- "Not Invented Here" An Article in the council of state science supervisors' capsule
- "A summary of the survey of the status of Science Education in the Junior High School of New Jersey, 1964-65."
- Wrote two articles concerning the use of overhead transparencies and instruction for *Scholastic Teacher and Educational Materials and Equipment*
- Developed and had published the New Jersey Association of High School Councils' *Handbook*.
- Prepared an annotated bibliography titled *Guidance for the Young Adolescent*
- Directory of Guidance Personnel of Approved New Jersey Public Secondary Schools, 1964-65
- Summer (1965) and Academic Year (1965-66) Guidance Institutes, NDEA, Title V-B Bulletins

RESEARCH AND SURVEYS

- Survey of college admissions

Occupations of graduate class of 1964
Survey of Secondary School In-Service Practices
Secondary School Shadow Study — planning and evaluation
Updated Art Status Study — New Jersey Secondary Schools
Conducted Secondary School Pilot Project for data processing
Annual A and B Reports
Failure Study
Guidance Study
Survey of number and type of "Middle Schools"
Survey of the Status of Physics Courses and the Qualifications of Teachers of Physics in the Secondary Schools of N. J., 1964-65.
Survey of the Status of Science Education in the Junior High School of New Jersey, 1964-65
Survey of Junior High School Mathematics Program
Evaluation of Secondary School Guidance Programs through self-study
Surveying the status of elementary school guidance and group guidance via the NDEA, Title V-A applications

OFFICE OF CHILD AND YOUTH STUDY

1. *Continuing to develop sound leadership in school systems.* The staff of the Office of Child and Youth Study worked with 1,000 superintendents and other status leaders in every one of the 21 counties.
2. *Continuing to help teachers develop sound ways of working with culturally deprived children and youth.* (Figures for the number involved in this type of help are included in 4 and 5 below.)
3. *Continuing efforts to strengthen the relationship between the home and school.*
4. *Continuing to strengthen teachers and administrators as scientists of human behavior and learning.* The staff of the Office of Child and Youth Study worked with over 4,500 teachers and other school personnel in every county in a variety of ways to increase their understanding of children.
5. *Continuing cooperation with State Colleges.* Four members

of the staff worked with individuals and participated in programs at all the State Colleges, and at Rutgers, Douglass, and Monmouth Colleges, involving about 400 people.

Summary

All told, the staff members of the Office of Child and Youth Study have worked in a variety of ways with over 10,000 teachers and other school personnel in the current school year, 300 of them on a regular and intensive basis. One tangible evidence of the effectiveness of the work of the Office is the number of requests for continued consultant help and for the development of new programs. Requests have been made for 112 Child and Youth Study groups for 1965-1966.

OFFICE OF HEALTH, SAFETY AND PHYSICAL EDUCATION.

The Office of Health, Safety and Physical Education involves the supervision, assistance and services of the health education instructional program, the health service program, the physical education program, the school athletic program, the recreational program and the school lunch program for the public schools of New Jersey.

A. *General Accomplishments*

1. Worked with large city in areas of physical education and swimming (Trenton Project).
2. Participation by all staff members in Secondary School Approvals.
3. Improvement of Teenage Nutrition on a state-wide basis.
4. Improvement of School Health Services and development of manual for use by schools.

B. *Physical Education and Athletics*

- a. Participated in 24 Secondary School Visitation Approvals in 11 counties of the state.
 - b. Worked with local school groups on improvement of physical education programs to provide up-to-date activity programs as well as meeting present day needs of children in health, physical fitness and physical activity for carry-over into adult life.
1. *Studies-Surveys-Bulletins*
 - a. Athletic Report is being completed.
 - b. Conducted a survey of Outdoor Education programs in

New Jersey.

2. *Consultative Services*

- a. Extensive consultative services have been given to the development of beliefs in health, physical education, recreation and athletics.
- b. Continued service to administrators, architects and Boards of Education in planning facilities in physical education and athletics.
- c. Acted as consultant and wrote materials for the development of a Handbook for Athletic Directors.

C. *Health Education and Health Services*

1. Two Venereal Disease Workshops were held in each state college for the purpose of acquainting school personnel-administrators, teachers and nurses — with the new Guide on Venereal Disease which was published through joint efforts of the Interdepartmental Committee.
2. Assisted in planning and getting resource people for the Sixth Annual Teachers' Cancer Institute held in Atlantic City in November.
3. Assistance in planning for Narcotics Education Program to be developed in a method similar to the smoking and venereal disease.

D. *School Lunch Program*

Administrative reviews were performed in accordance with Federal-State agreement requirements for the National School Lunch Program and Special Milk Program. Emphasis was given to good management practices, sanitation, nutrition, and the educational aspects of school lunch. More than 39 million Type A lunches were served in 1059 schools. Approximately 100,500,000 half pints of milk were served in 2269 schools.

OFFICE OF SCHOOL-INDUSTRY COOPERATION

The major portion of the Coordinator's time during 1964-65 was spent in obtaining information about the Economic Opportunity Act of 1964 and in informing school administrators at all levels of state and local government about opportunities for the economically and culturally deprived.

Economic Opportunity Act of 1964, P.L. 88-452

Information imparted to school administrators and community leaders throughout the State included:

How to determine eligibility;

Where to apply for aid;

Specific information about the:

Neighborhood Youth Corps,

College Work Study,

Head Start,

Adult Basic Education,

Education of Migrant Adults and their Children.

Most of the initial efforts under the Economic Opportunity Act by communities and schools were concerned with pre-school and pre-employment programs. The Coordinator attempted to stimulate school and government administrators to be concerned about programs to expand the horizons of children in kindergarten through ninth grades.

Teaching-Learning Aids for Teachers and/or Students

1. Science teachers and school administrators were informed about two new aids, Conductors and Semiconductors and Crystallography, through a general mailing and through a series of six regional meetings. The aids include books, demonstration devices, student experiments and films. The aids were prepared by the scientists of the Bell Telephone Laboratories and made available by the New Jersey Bell Telephone Company. They provide teachers and students with up-to-date information about two important areas at the frontier of scientific development.
2. At the request of the Coordinator, the New Jersey Bell Telephone Company presented a Conductivity Demonstration device and a Crystal Growing apparatus to the science department of each of the Six State Colleges.
3. The Science of Semiconductors, a traveling lecture-demonstration, was presented 123 times for an estimated 13,700 chemistry and physics students in the State through the cooperation of the New Jersey Bell Telephone Company.

Student-Teacher Use of Out-of-School Resources

1. Arrangements were made for seven different groups of school personnel to observe the work of research scientists in the Bell Telephone Laboratories at Murray Hill. Included in the groups were five school administrators, six teachers and 24 high school

students from eleven different communities within the State.

2. The Engineering Research Center of Western Electric at Princeton provided a day of observations and conferences for 12 teachers and 24 students from the Princeton area.
3. In connection with the visit of twelve foreign teachers, arrangements were made for the visitors, their teacher hosts from local communities and six staff members of the Division of Curriculum and Instruction to visit the Bell Telephone Laboratories.

Inter-culture Resources

Accommodations were obtained for twelve visiting foreign teachers for a six-weeks' stay in different communities in New Jersey.

County Colleges

Informations relating to science aspects of the program and to science facilities was prepared for inclusion in the reports of the Department of Education Committee for the Study of the Proposals to Establish and Operate Colleges in Essex, Mercer and Morris Counties.

State Employees Adult Education Civil Defense Instruction

The Coordinator provided instruction in Block "A" of the Civil Defense Adult Education for approximately 220 state employees in ten classes. In addition, Block "A" instruction was provided for two other adult groups, one in Trenton and one in Glassboro.

OFFICE OF SPECIAL EDUCATION SERVICES

1. *Approved 1,434 special classes.* This is an increase of over 60 classes from the previous year. This involved an unusual amount of consultation with local boards of education, local school authorities and county offices due to the fact that the majority of the new classes were for retarded children at secondary level or for neurologically impaired children.
2. *Approved individual or supplemental instruction programs for approximately 10,000 children.* Included in new supplemental instruction programs were two programs for physical restoration of children with miscellaneous but minor physical disabilities such as spine curvature, obesity, minimum brain damage, malnutrition, etc. Also, there was an unusual growth in the number of local boards providing services for children with speech handicaps.

3. *Approved over 175 programs for emotionally and socially mal-adjusted children.*
4. *Administered Public Law 87-924 passed September 22, 1961, making "The Chief State School Officer (or his designee) of each state and possession of the United States Ex-officio Trustees of the American Printing House for the Blind" and charging him with responsibility for administering the act "To Promote the Education of the Blind."*
5. *Administered Title III of Public Law 88-164.*

DIVISION OF HIGHER EDUCATION

1. *Office of Finance Planning*

- A. The Division has been responsible for a continuing program of individual and group conferences for the Business Managers of the six New Jersey State Colleges to assist them in developing an awareness of the importance of the roll of the business manager in the overall function of the college.
- B. Budget work in the Division of Higher Education involves the analysis of the budgets of the six State Colleges, Newark College of Engineering, Trenton Junior College, and Rutgers, the State University. These analyses were made in accordance with the policy of the State Board of Education. This Office is responsible for over 30 different budgets that involve separate fund accounting.
- C. The Office of Finance Planning has been delegated the responsibility for staff work for the New Jersey State Commission for The Higher Education Facilities Act. In 1965-66 this involved the processing of 17 different applications from New Jersey Colleges and Universities for construction grants under the provisions of Public Law 88-204. Subsequent recommendations to the Commission provided for the disbursement of \$1,330,211 to Public Community Colleges and \$4,563,064 to other colleges and universities.
- D. The continuing studies that have been carried out in this Office are as follows:
 - a. Annual review of utilization of space devoted to instructional purposes.

- b. Annual review of the instructional and service load of faculty members in the New Jersey State Colleges to determine the total responsibility assignment to faculty members.
- c. Annual review of instructional class-size in the several State Colleges.
- d. Monthly review of the financial statements of the contract food service program in the six State Colleges, as well as continued liaison between the Colleges and the contractor.
- e. Review of the proposed projects for capital construction and outlay for construction operations of the proposed two-year community colleges to be established in the State.

2. *Office of State Scholarship Commission*

- A. On April 22, 1965, the Scholarship Commission announced 4,104 new awards. This is the largest group of students to be granted awards since the program began in 1959 — nearly 20 percent more than the 3,237 granted last Spring. In making this announcement the Scholarship Office considered nearly 20,000 applicants. The number of active files kept current is now nearly 12,000.
- B. Statistics on the number of high school graduates in the State of New Jersey and current college costs have been maintained.
- C. During the year, the Legislature passed four amendments to the Scholarship Program, each of which extended and complicated the operation. The addition of the High School Report to qualifying test scores as a measure of scholastic potentiality introduced an additional step into the selection procedure. Extension of the award into the fifth year for some students added volume and addition of hospital schools of nursing nearly doubled the number of institutions in the State which will have to be added to the mailing list.

3. *Office of Higher Education Assistance Authority*

- A. During the past year, 6,739 applications for student loans were received. Of these, 5,884 were approved totaling \$4,935,736. As of June 30, there were 11,537 loans outstanding totaling \$9,177,660. The number of loans approved repre-

sents a 50% increase over the previous fiscal year.

- B. On March 30, 1964, Governor Hughes signed an amendment to the governing legislation permitting savings and loan associations to participate in the program. Since that time, 108 savings and loan associations have signed agreements with the Authority. In addition, there are currently 148 commercial banks and 8 savings banks who have indicated their willingness to assist students in this program.
- C. The Authority has further clarified the legislative requirements of demonstrated financial need and academic standing. Guidelines for expected parental contribution toward a student's education have been established and distributed to all lending institutions.
- D. In order to provide better understanding between the Authority and the lending institutions, monthly memorandums have been prepared and distributed. This has resulted in efficient and expeditious processing of applications.
- E. A new brochure of information and a new application form were approved by the Authority and distributed to high schools, colleges and lending institutions in the State. This new form provides more complete data on the applicant and should result in fewer defaulted loans and more effective collection by the lending institutions. It will also enable the Authority and the lending institutions to make a fairer estimate of the student's financial need and his potential academic achievement.

4. *Office of Field Services*

- A. Baccalaureate Degree Nursing Program, Trenton State College

The Baccalaureate Degree Nursing Program at Trenton State College was approved by the State Board of Education and will be operative September, 1966.

- B. Year-Round Operation of Colleges

Continuing study of this topic was made during the year through correspondence with other college officials and personal visits from representatives where year-round programs are in operation. Numerous meetings, including one with the Education Committee of the State Assembly, resulted in the agreement to propose eight-week summer ses-

sions at New Jersey State Colleges, planned for undergraduate students.

C. Experimental Project for Admissions

The Experimental Project for Admissions was instituted with the entering Freshman Class, Fall, 1964. The Project has selected for admission promising high school graduates, based upon recommendations of the high school principal, irrespective of conventional admissions criteria. Follow-up studies of candidates submitted will be made with the Directors of Admission during the coming year.

D. Approved Certification Programs for Industrial Arts Teachers

Montclair, Trenton and Newark State Colleges have prepared approved programs to meet the several Industrial Arts certificate requirements for teachers-in-service.

5. *Office of Two-Year Colleges and Terminal Education*

A. New County Colleges

B. Evaluations

- a. Four-year colleges (renewal of State approval) — 3 evaluations
- b. Two-year colleges (renewal of State approval) — 6 evaluations
- c. New operations
Proposed two-year colleges — 2 colleges

C. Hospitals

- a. Number of hospitals offering approved nursing or other programs under Public Laws 550 and 634 — 35

D. Business Machine Schools

- a. Number of business machine schools approved by the State Board — 20

E. Business and Secretarial Schools

- a. Number of business schools approved by the State Board — 21

F. Out-of-State Correspondence Schools

- a. Number of new schools permitted to maintain field representatives in New Jersey — 6
- b. Number of newly licensed field representatives — 117

c. Number of representatives' licenses renewed — 60

G. In-State Correspondence Schools

a. Renewal of licenses — 4

b. Licensing of field representatives — 5

6. *Office of Teacher Education and Certification*

A. Program Revision and Improvement

a. New and Revised Teacher Education Curriculums

During the year 1964-65, fifty-three teacher education curriculums were submitted for study and approval. Of these, twenty-eight were graduate programs and twenty-five were undergraduate. The establishment of the following curriculums have been approved:

<i>College</i>	<i>Graduate</i>	<i>Undergraduate</i>
Glassboro	Art Music	
Jersey City	Speech Correction and Deaf or Hard of Hearing Blind or Partially Sighted M.A.T. Elementary, Secondary and K-12 Reading, elementary Reading, secondary	Speech Correction and Deaf or Hard of Hearing
Montclair	Distributive Education Fine Arts M.A.T. Elementary, Secondary and K-12	Distributive Education
Newark	M.A.T. Elementary, Secondary Guidance and Counseling Socially and Emotionally Maladjusted	Health and Physical Education
Paterson	M.A.T. Elementary, Secondary and K-12 Art Social Studies	
Rutgers	Reading, K-12	Science Vocational- Technical Agriculture
Seton Hall	Reading, K-12	

b. Approval of Courses in the State Colleges

Due to the extensive revisions of the total college curriculums, there is less need for approval of individual courses; therefore, only thirty courses from the six State Colleges were submitted for approval.

c. General Education Study

Faculty committees in the six State Colleges have continued study of various general education sequences. A number of interdepartmental and interdisciplinary courses have been developed.

B. State Board of Examiners

a. Supervisory Personnel

Conducted studies of the certification requirements for supervisory personnel, which resulted in the establishment of a new supervisor's certificate and the elimination of four separate certificates previously issued.

b. Pupil Personnel Services

Inaugurated a study of the certificates issued in the area of pupil personnel services designed to explore the possibility of creating one new certificate to replace six or eight separate certificates now issued.

c. Foreign Languages in Elementary School

Conducted a study of the requirements that should be established for teaching foreign languages in the elementary school.

d. Teacher "Aides"

Conducted a study of the desirability of permitting the employment of non-certified personnel for non-instructional duties.

e. Simplification of Certification

Certification procedures have been simplified by reducing the number of certificates issued, eliminating the issuance of "limited" certificates, and discontinuing issuance of Statements of Eligibility.

f. Renewal of Emergency and Provisional Certificates

A system has been inaugurated under which these certificates are renewed by the County Offices without the necessity of forwarding the materials to the State Office.

g. Certificates Issued

The total number of certificates issued for the school year 1964-65 was 21,000 compared to 18,096 last year, an increase of 13%.

The number of certificates issued on the basis of completion of approved programs in all eighteen of the teacher preparing institutions in New Jersey was 3,775. This is an increase of 14% over the number of certificates issued on the basis of approved programs last year.

h. Fifty State Reciprocity

The Northeastern States Reciprocity Compact was extended to all states permitting experienced teachers with college degrees and a valid certificate in the sending state to qualify for a regular certificate in New Jersey.

C. Leadership Activities

Activities of the Director of Teacher Education and Certification:

a. Circular 351 Revision

Continued to serve as a member of a national advisory committee which is revising standards for approval of teacher education programs.

b. National Association of State Directors of Teacher Education and Certification

Has been serving as President for the current year.

c. Fulbright-Hays Scholarship Committee

Served as chairman of the New Jersey State Fulbright-Hays Scholarship Committee, which screened applicants from New Jersey and recommended the State nominees to the Institute of International Education.

D. New Jersey School of Conservation

a. The Public School Program

A recent program development, made possible by the year-round operation of the School, is the assistance provided to public schools in their efforts to establish outdoor educational programs as a regular part of the school curriculum. Week-end conference and regular college courses are offered for the training of teachers in this aspect of teaching. In addition, arrangements are made for public schools to send their elementary classes to the School for the first year or two so that the

principals and teachers may have help and guidance in inaugurating their own programs. Each system is then assisted in obtaining its own resident outdoor education facilities. This program brings one or two classes (30-60) of public school youngsters to the School each week during the Fall and Spring to use the facilities and dining hall on the West side of the lake while the College Sophomores use the East side. This program has also served to enrich the Sophomore experience by providing opportunities for the teachers-in-training to observe and work with the public school groups. Twenty-five school districts with one thousand three hundred students and their teachers participated in this program.

b. Program for State College Students

During 1964-65, four thousand sophomore students from the six State Colleges spent a week at the New Jersey State School of Conservation engaged in outdoor education and conservation activities. Staff members from the Department of Conservation and Economic Development conducted field trips, demonstrations, and lectures for the college students.

c. The Summer Program

The program at Camp Wapalanne has been greatly revised, and now offers a broader experience in outdoor living and outdoor education for both campers and teachers. Two new outpost units have been added providing more primitive living experience in the out-of-doors.

d. College Courses

Six College courses for graduates and undergraduates are offered at the School featuring field science, field biology, natural history interpretation, outdoor recreation, and other fields in which the outdoor setting is particularly appropriate for instruction.

7. *Office of Adult Education and Academic Credentials*

- A. The major accomplishment for the Bureau of Adult Education was the passage of Assembly Bill 497. This Bill provides State money for either half-time or full-time directors of adult education at the local level. Approximately twenty

school districts are considering the appointment of these positions.

- B. The approval of the New Jersey State Plan for Title II-B of the Economic Opportunity Act and the funding of the money for this program was a major accomplishment for this fiscal year. The State Plan along with supporting material was distributed to all school districts in the State. Local districts are currently preparing their programs for approval by the Bureau of Adult Education.
- C. The High School Equivalency Program has continued to increase in volume over the past year. We have by State Board action waived the residence requirement for enrollees at the Job Corps Center in Camp Kilmer. This action will provide the opportunity for the Job Corps Center to include the equivalency material in their educational program.
- D. Civil Defense
 - a. Over 8,875 adult citizens completed a Civil Defense Course.
 - b. About 3,600 state employees have participated in this program.
 - c. Thirty-two high schools, both public and parochial, have conducted this program.

DIVISION OF VOCATIONAL EDUCATION

The Vocational Division, New Jersey State Department of Education, is responsible for the education and training of youth and adults, either employed, under-employed, or unemployed.

The Division serves as a leader and as a coordinator of vocational educators.

Agriculture

Agricultural students earned \$367,000.00 from their supervised and directed occupational experiences. This was accomplished after school hours and does not pertain to time released from school.

The follow-up study of 1964 graduates again shows no unemployed. The new undergraduate agricultural education program in ornamental horticulture and floriculture at Rutgers University will be opened to freshman enrollment this fall.

This offering has been approved for teacher certification by the

State Department of Education.

In-service teacher training programs at the present time have ten teachers pursuing work for teacher certification or toward their masters degrees in education.

Business Education

In the year 1964-1965 much of the activity in business education has been directed toward securing and disseminating information to upgrade and update programs in local school districts.

The school year was marked by an increase in the interest of school administrators in the establishment of cooperative work experience programs in business education. At least twelve schools have instituted the program this year.

Distributive Education

There are presently forty-three Distributive Education programs offered at the high school level and one at the post-high school level. Fourteen new Distributive Education high school programs are now being planned for the 1965-66 school year. They will be located at Oakcrest Regional, Atlantic City, Bordentown, Deptford (2nd program), Fort Lee, Hamilton Township (2), Morris Knolls (2nd program), North Bergen, Ocean City Technical, Pennsville, Raritan, Rutherford and Lyndhurst, Salem and Washington Township (Sewell). Trenton State College is in the process of setting up a teacher training program in the field of Distributive Education in the undergraduate and graduate areas.

FINANCE AND STATISTICS

Exercised supervision over the following moneys during fiscal year 1965 (as of May, 1965) :

I. State Funds

1. Vocational Division Central Office	\$ 264,906.00
2. Voc-Tech. Dept. of Rutgers — The State University	192,000.00
Total Vocational Division Budget	456,906.00
3. State Aid for Federal Matching	1,000,000.00
4. State Aid for Technical Education	100,000.00
Total State Funds Supervised by the Vocational Division	1,556,906.00

II. Federal Funds

1. Manpower Development and Training Act (MDTA)		
(a) State Supervision	\$ 86,459.00	
(b) Special Local Supervision	120,000.00	
(c) Local Projects	557,995.00	
	<hr/>	
Total MDTA Funds		\$ 764,454.00
2. Area Redevelopment Act (ARA)		
(a) State Supervision	\$ 11,000.00	
(b) Local Projects	74,992.00	
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Total ARA Funds		85,992.00
3. George-Barden Funds		
(a) Title I	\$ 510,917.00	
(b) Title II, Pra. Nursing	87,634.00	
(c) Title III, Tech. Education	262,901.00	
	<hr/>	
Total George-Barden Funds		\$ 861,452.00
4. Smith-Hughes Funds		
(a) Teacher Training	\$ 33,976.00	
(b) All Other	167,927.00	
	<hr/>	
Total Smith-Hughes Funds		201,903.00
5. Vocational Education Act of 1963 Funds		
(a) Basic Allotment	\$2,783,561.00	
(b) Work-Study Program	159,518.00	
	<hr/>	
Total 1963 Act Funds		2,943,079.00
		<hr/>
Total Federal Funds (as of May, 1965)		4,856,880.00

III. Recapitulation

1. Total State Funds	1,556,906.00
2. Total Federal Funds	4,856,880.00
	<hr/>
	\$6,413,786.00

Other Activities — Finance and Statistics:

1. Served as Executive Secretary-Treasurer of the New Jersey Section, American Vocational Association.
2. Participated in the re-survey of Warren County to determine the current need for vocational education on the secondary level.
3. Participated in the implementation of the Vocational Education Act of 1963.

Industrial Arts

Professional Improvement

The following professional improvement courses have been conducted throughout the year. The purpose of these programs is to enrich the background of many industrial arts teachers throughout the State by furnishing them up-to-date information on the use of new material processes and greater depth in subject areas.

<i>Area Served</i>	<i>Course</i>	<i>Location</i>
Hudson County Ind. Arts Association	Basic Electronics	Jersey City Technical Institute
Morris County Ind. Arts Association	Repair and maintenance of small engines	Hanover High School
So. Jersey Ind. Arts Association	Bookbinding	South Jersey Bookbinding Studio, Thorofare
Union Co. Ind. Arts Association	Basic Radio	Union County Technical Institute

This Division is continuing to screen and recommend for approval those teachers applying for emergency industrial arts certificates. To date there are approximately 10 percent of the total industrial arts teaching staff holding emergency certificates.

Workshops have been set up at the General Motors Training Centers at both Moorestown and Union, the Chrysler Training Center at Cedar Grove and the Dumont Laboratories in Clifton. The purpose of these workshops is to reinforce industrial arts teaching skills in the field of electronics, car air conditioning, power mechanics, auto body repair, and spray painting techniques.

MANPOWER DEVELOPMENT AND TRAINING

Vocational-Technical, Comprehensive High Schools and Private Trade Schools have been engaged in the training and retraining of unemployed persons under the provisions of the Amended Manpower Development and Training Act. From the period of July 1, 1964 to June 30, 1965, 69 manpower training projects were approved. The projects, which were developed to train 5279 unemployed New Jersey residents involves Vocational Education costs of \$5,891,855. This investment will ultimately be reflected in our nation's economy.

Training projects approved under the Manpower Development and Training Act provided training skills in the following occupational fields.

Automotive	Machine Trades
Baker	Nurse Aides/Ward Attendants
Beautician	Oil Burner Installation
Business (Stenographic-Typing)	and Service
Cabinetmaker	Pipefitting
Chemist Assistant	Radiological Technician
Culinary (Baker)	Sheet Metal
Dental Technician	Surveying
Electrical Appliance Repair	Upholsterer
Electronics	Waiter/Waitress
Graphic Arts	Welding
Grocery Checker	Woodworking

A significant development in 1965 was the establishment of the Newark Skills Training Center in Essex County for an estimated number of 1280 trainees costing \$2,802,842, the Tri-County Multi-Project in Salem County for 400 trainees costing \$1,072,002, and the Camden County Various Special Youth project for 300 trainees costing \$582,851, and the Statewide Registered Nurse Refresher course for 1080 registered nurses at a cost of \$308,920.

Training under the Area Redevelopment Act continued during 1964-65. Nineteen programs in all were initiated for 694 trainees at a total Vocational Education cost of \$199,429. Occupational Training was offered in the following fields:

Nurse Aides	Presser Machine
Waiter/Waitress	Short Order Cook
Stenographer (Refresher)	Millman
Welder Combination	Clerk-Typist
Machine Operator General	Automatic Screw Machine Operator

A grand total of \$11,042,904 which includes the Training and Allowance costs, covers the 89 programs and 5991 trainees.

The placement of trainees from the educational institutions has continued at a high level. It was reliably reported by representatives from the U.S. Department of Labor that New Jersey's placement record continued to be above the national average. It is of interest to note that many of the trainees became employable before full completion of their scheduled training. The newly acquired job skills in the training and retraining programs made them eligible for full time employment.

PRIVATE TRADE SCHOOLS

Two new schools have been approved:

<i>School</i>	<i>Course</i>
Charm Studio of Modeling & Self-Improvement Atlantic City, New Jersey	Modeling
National Institute of Food Services, Inc. Trenton, New Jersey	Meat Cutting

One school was re-approved following changes to comply with State requirements.

Two schools merged forming one institution.

The following new courses have been approved for the established schools:

- Dental Assistant
- Automotive Master-Mechanic
- Automotive Air Conditioning
- Basic Machine Design
- Electronics — Radio — Television Servicing
- Electronics — Communications — Computers

The following courses were revised and approved as such:

- Electric Arc Welding
- Accelerated Radio-Television
- Automotive Mechanic
- Refrigeration & Air Conditioning
- Combined Licensed Electronics — Radio — Television
- Mechanical Drafting
- Architectural Drafting
- Automatic Transmissions

A conference with the Veterans Administration was held to discuss termination of P.L. 550 (Chapter 33, Title 38, U.S. Code) and proper notification and follow through with the schools concerned.

The State Supervisor assisted with the establishment of approvals of the following public school programs for purposes of Chapter 35, Title 38 U.S. Code:

- Salem County Vocational-Technical Institute
- Ocean County Vocational-Technical School
- Cape May County Vocational-Technical Institute

PUBLIC INFORMATION

During the current year, a Division Public Information Committee was organized and a Statewide Public Information Advisory Committee was established. The combined groups consist of five Vocational Division members, ten public relations personnel of major, New Jersey business and industries, and the Education Editor, State Department of Education.

THE PART-TIME COOPERATIVE TRADE AND INDUSTRIAL PROGRAM

The 1964-1965 school year saw a continuation of the accelerating growth of the Part-Time Cooperative Trade and Industrial Education.

This program provides opportunities for high school students, mostly boys, to gain trade preparation training through alternative periods of time devoted to in-school and on-the-job instruction in the regular school day. Students are paid for working 15 to 20 hours in one of 350 approved industrial establishments under the close supervision and instruction of qualified personnel.

In the period between June 1964 and June 1965, the number of schools operating this program under State approval has grown

from five to twenty-one. Schools with approval but not yet operating will bring the total to over thirty by the fall of 1965. The cooperation of private employers has been excellent and there has been no shortage of job openings for high school juniors and seniors in part-time employment.

The greatest majority of participants have been terminal students but a few have gone on to college, establishing that this is not a narrow program. It is hoped that further broadening will include slow learners and special education students who, although lacking the potential for the highly skilled job, may be helped to their proper rung on the industrial ladder.

Both Rutgers University and Trenton State College have offered courses of instruction to enable qualified people to become coordinators in cooperative education — thus an attempt is being made to meet the demand in this new education field.

RUTGERS UNIVERSITY

The Department of Vocational-Technical Education of Rutgers University officially completed its first year of operation on July 1, 1964. During its second year of operation, progress has been made in several directions. Master degree programs have been approved in the areas of technical education and distributive education. This brings to six the total master level programs offered by the department. Included are programs in vocational home economics, agriculture, trade and industrial, technical, coordination and supervision, and distributive education. It is anticipated that a business education curriculum will be approved next year. A liaison person has been appointed to the department to coordinate activities between the department and the Job Corps Program being conducted at the former Kilmer army base. The position carries the title of Job Corps Coordinator for Vocational-Technical Education.

Enrollments in these curriculums are as follows:

Agricultural Education	8
Coordination and Supervision	8
(Special — Certification)	10
Home Economics Education	61
Trade and Industrial Education	9
Distributive Education	2
Technical Education	2
total	100

This represents an eighty-eight percent increase in enrollment during the 1964-65 academic year.

A majority of the goals the department set forth to accomplish during 1964-65 were achieved. These include the transfer of the undergraduate trade-technical offerings to the roles of University College; the approval of the programs in technical education and distributive education; substantial progress in the organization and development of a doctoral program in vocational-technical education; the acquisition of a staff for those programs approved; and, substantial contribution by the staff to the field of vocational-technical education.

The Department has made the following contributions to the field of vocational-technical education:

1. The development of six (6) curriculum guides that will be used nationally in the retraining of the unemployed and underemployed under the aegis of the Manpower Development and Training Act. A grant of \$7800 was received from the U.S. office of Education to carry out this developmental project.
2. The approval of grants under the provisions of Section 4(c) of the Vocational Education Act of 1963 for:
 - a. An Institute in Advanced Instrumentation for In-Service Technical Instructors.
 - b. A Vocational-Technical Teacher Technology Center — The Development of a Model.
3. The approval of a grant under the provisions of Cooperative Research Branch of the U.S. Office of Education.
 - a. The Preparation of Youth for Effective Occupational Utilization.
4. The organization and implementation of advisory committees for the technical and distributive education curriculums.
5. A total of nineteen texts and instructional manuals were developed and published in subjects ranging from social studies for the slow learner to electron tube basic circuits for the technical student.

The following projects are in a stage of development but will not be completed until the next academic year — “English at Work” (a text) and “A Realistic Approach to English.”

1. English at Work (a text)
2. A Realistic Approach to English
3. Curriculum Development for Homemaking Education at the Early Adolescent Level — Based on Generalizations and Concepts.
4. Wage Earning Opportunities for Graduates of Vocational Home Economics Programs in New Jersey.

The department has become integrated in University functions. Staff members are serving on the Library Committee, the Courses of Study Committee, the Graduate and In-Service Committee, The Scholastic Standing Committee, and the Conference Exhibits and Display Committee.

TEACHER TRAINING

To satisfy Vocational Certification requirements, the following in-service teacher training courses were offered to vocational and technical high school teachers through the new department of Vocational-Technical Education at Rutgers during the school year 1964-65:

<i>Course</i>	<i>Center</i>	<i>Enrollment</i>
Vocational Guidance (two sections)	Union	86
Methods of Teaching Shop and Related Subjects (three sections)	Union	61
Introduction to Sociology (two sections)	Union	55
Labor Problems	Union	39
Job Analysis (two sections)	Union	37
Shop Organization and Management (two sections)	New Brunswick	32
Methods of Teaching Shop and Related Subjects	New Brunswick	15
Job Analysis (two sections)	New Brunswick	50
Principles and Practices of Vocational Education	New Brunswick	40

<i>Course</i>	<i>Center</i>	<i>Enrollment</i>
Organization and Teaching of Part-time Cooperative Programs	New Brunswick	24
Industrial and Labor Relations	New Brunswick	13
Administration and Supervision of Vocational Practical Arts Education	New Brunswick	11
Supervised Teaching of Vocational Subjects	New Brunswick	42
Development of Instructional Materials and Devices (two sections)	Merchantville	37
Educational Psychology	Merchantville	35
Oral Communications	Merchantville	30
Techniques of Report Writing	Merchantville	42
Methods of Teaching Shop and Related Subjects (two sections)	Merchantville	38
Shop Organization and Management	Paterson	21
Total Enrolled		<hr/> 708

An additional section of Organization and Teaching of Part-time Cooperative Programs was offered at Trenton State College with an enrollment of forty-five.

A twelve hour course in Methods of Teaching was offered to thirty evening school instructors in Warren and Sussex Counties during the Christmas holidays.

The Paterson pre-service center has been combined with the Newark center in order to allow for greater flexibility in scheduling. In order to familiarize administrators and supervisors in the area of general education with vocational-technical education, a course in Principles and Practices of Vocational Education was offered in New Brunswick. This course enrolled thirty persons.

The new Bachelor of Science degree program offered under University College is much more challenging than that offered under

the Graduate School and should result in an upgrading in the quality of our teacher training program.

A sixteen hour Orientation Program for beginning teachers was offered at Rutgers, the State University, during the last week in August, prior to the opening of school in 1964.

TECHNICAL EDUCATION

Major accomplishments are indicated by the following activities :

1. The formulation of a State Plan for Vocational Education resulted in a three-stage effort in view of intermittent revisions in regulatory requirements made at U.S.O.E. level. Needed assistance was furnished in preparing and finalizing this key document. Permission to activate the State's allotment of funds and to implement the provisions of the several Vocational Acts is dependent upon approval of the State Plan by the U.S. Commissioner of Education.
2. Continued and accelerating expansion in the field of technical education has been experienced this year with sixteen counties participating by offering additional programs at the post-secondary and/or secondary levels or in actually providing new physical facilities which will house the anticipated new technical curricula.

Increased efforts have materialized at Union County Technical Institute, Salem County Technical Institute, Burlington County Vocational and Technical School, Camden County Vocational and Technical High School, Monmouth County Technical Center, Warren County Technical Institute, Somerset County Technical Institute and others.

3. An important forward step was taken when the State Department of Education's Vocational Division and the Department of Vocational-Technical Teacher Education at Rutgers, jointly sponsored a Summer Institute Series which we entitled "Recent Developments in Technical Education". Instrumentation Technology, a horizon educational field which cuts across all technologies, was chosen as the first in a planned series designed to upgrade selected in-service teachers and potential candidates for the post-secondary and secondary technical education programs in New Jersey.
4. Further assistance was provided the Division of Higher Education by making a comprehensive evaluation of all technical

institute type curricula being planned at the Trenton Junior College. The college had made formal application for State approval of six new programs.

5. Designed the "Guidelines for the Preparation of Applications to Qualify for Approval and Financial Assistance"; and the set of forms which call for the preliminary data essential to the implementation of certain provisions of the Vocational Acts. This material has been disseminated to school administrators at the local district level.
6. Formulated CRITERIA to be used in the evaluation of TECHNICAL CURRICULA when State Department approval is sought.
7. Serving as an active member of the Advisory Committee for the "Master's Program in Technical Education" initiated at the Rutgers Teacher Training Department.

TRADE AND INDUSTRIAL EDUCATION

Heading the list of accomplishments in the area of trade and industrial education is that of program expansion. The greatest growth occurred in the number of programs established for high school youth. Many of New Jersey's high schools are moving forward to initiate part-time cooperative educational programs. The developments in that particular area are described in a separate report dealing specifically with cooperative programs.

The 1964-1965 school year was New Jersey's first in which to experience vocational course offerings made available through the medium of area vocational service centers. Four separate pilot centers were established by county boards of education. In each case the county board of education rented instructional space, installed the necessary equipment, and provided vocational instruction for students enrolled in regular high schools throughout the county. Under the area vocational service center program the students devoted one-half of their instructional time at the area center and the remaining one-half of the time to their "home" high schools.

New Jersey has long been noted for its outstanding system of area vocational schools organized on a county basis. One of the really outstanding accomplishments of the year has been getting new construction started. Each of fifteen different counties is either planning or building new vocational education facilities.

Large area vocational school constructional projects involving a capital outlay of over 7 million dollars are now moving toward completion in Bergen, Essex, Camden, and Monmouth Counties.

The Vocational Division completed a revision of the Apprentice Coordinator's Manual. This manual has proven to be of outstanding value to those persons responsible for the administration and supervision of apprentice training programs. In addition, the annual coverage study was conducted and the findings published, so as to provide a continuing record of the trades in which New Jersey's apprentices are employed and the extent to which they received related instruction.

THE WORK-STUDY PROGRAM

The Work-Study program of the Vocational Act of 1963 is designed to provide financial aid through part-time work for *vocational* students outside of school hours. These students must be needy and between the ages of 15 and 20 inclusive.

Some students began this work in March of this year and many schools have indicated an interest. While the primary objective of this program is that of financial aid to needy students, there is every possibility that under capable supervision Work-Study can have great educational value.

The committee action which recommended opening this program to students of office occupation has helped make possible participation by a large number of secondary schools within the state. Although it is too early for meaningful conclusions, indications are that this program will meet wide acceptance and will be a valuable tool in enabling schools and students to reach educational goals.

DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY

GENERAL

1. The new State Library building was occupied in March and for the first time since 1953, all four bureaus of the division were again located under one roof.
2. An immediate gain resulting from the move was the consolidation of the library's collections, catalogues, and technical services. The new combined catalogue in the reading room now reflects the entire adult collection of the library, thus

enlarging the resources available to the library's growing clientele. It represents New Jersey's largest non-academic library collection south of Newark.

PUBLIC AND SCHOOL LIBRARY SERVICES

1. With the publication of *Libraries for the People of New Jersey or Knowledge for All* in September, 1964, the statewide plan for library services was completed. This study was made by the Library Development Committee of the New Jersey Library Association in close cooperation with the staff of the State Library. It is one of the most intensive and far-reaching studies of its kind ever made in any state. The plan embraces three levels of service: (a) local public and school libraries; (b) fifteen to twenty-two area reference libraries; and (c) large research libraries, including the State Library.
2. The amount of state aid to libraries was increased from \$800,000 to approximately \$1,400,000, the full amount authorized by law.
3. The Federal Library Services and Construction Act brought \$1,878,733 to New Jersey of which \$766,877 was for services and \$1,111,866 for construction of public libraries.
4. Approximately \$550,000, over two-thirds of the services' funds, was granted to fifteen libraries designated in the state plan as area reference libraries. This included a special grant of \$100,000 to the Newark Public Library for serving as the metropolitan reference center for northern New Jersey.
5. Additional services funds were used to establish a reference referral center in the State Library, to provide for a scholarship program administered by the Graduate School of Library Service at Rutgers and to help underwrite a statewide recruitment effort.
6. Under Title II, Construction, twenty-three grants totaling \$1,112,000 were approved for public library construction.
7. To assist local communities interested in constructing public libraries, two building institutes were held in Trenton and Newark. They were attended by representatives of sixty-seven libraries located in eighteen counties.
8. In cooperation with the Division of Higher Education, the School Library Section assisted in the preparation of standards and criteria for county college libraries.

9. The School Library Section also assisted in the publication of *New Jersey in the Classroom*, an elementary school bibliography compiled by a committee of the New Jersey School Library Association.
10. Tentative proposals for the use of Federal funds under *Title II* of the *Elementary and Secondary Education Act for 1965* were submitted to the Commissioner of Education. Under this title New Jersey will receive approximately three million dollars for the improvement of school library services in both public and non-public schools.
11. A new Matching Book Plan for the Department of Institutions and Agencies was adopted under which three institutions — Annandale, Johnstone Research Center, and Trenton State Hospital — received grants of \$500 each for developing their book collections.
12. Eighteen state-level organizations were served by special exhibits and participation of Bureau staff at meetings.
13. In cooperation with the State Office of Economic Opportunity, projects were developed involving library services in both urban and rural areas.

LAW, LEGISLATIVE REFERENCE AND GENERAL REFERENCE

1. In order to accommodate state officials and employees as well as the general public, the reading room is now open Monday through Saturday from 9 a.m. to 5 p.m. throughout the year.
2. A 914 Xerox Copier has been installed. This, together with the self-service Docustat machine in the reading room, provides quick and inexpensive photoduplication service to the Library's public.
3. In anticipation of the new state reference referral network, plans for the expansion of the reference collection were drawn up and a substantial number of new reference works acquired. The periodical collection was expanded also.
4. The Law Library staff assisted in the preparation of *Library Laws* and *List of Recommended Law Books for New Jersey Libraries*. They prepared numerous indexes and bibliographies including the *Index to the Governor's Vetoes for 1962*.
5. The Library has begun to gather information about research in progress in New Jersey state agencies and will publish the results on a regular basis.

ARCHIVES AND HISTORY

1. More than 50,000 cubic feet of records were approved for destruction and more than 700,000 pages were microfilmed. Over 1,200 reference requests were serviced at the records storage centers.
2. New records retention schedules covering over 400 separate items were completed and approved during the year.
3. New records retention schedules were formulated for local boards of health and county sheriff's offices.
4. In December, 1964, the Bureau took over the files of the New Jersey Tercentenary Commission which amounted to more than 100 cubic feet of records.
5. In the transfer to the new library building, more than 10,000 cubic feet of records were moved from various state offices to the new archives stack area.
6. Legislation was enacted authorizing the creation of a permanent New Jersey Historical Commission to assist the Archives and History Bureau in an advisory capacity.
7. The Bureau assumed additional functions after the move to the new building. The early newspapers, New Jersey history books, and genealogical materials, which were formerly part of the Reference Bureau, are now in the Archives Search Room and stacks.
8. Completion of the Archives Exhibit Area is scheduled for August, 1965. For the first time, the State will be able to display its important historical documents in an appropriate setting.

PUBLICATIONS

1. *New Jersey Library Laws*, new edition, 1965
2. *New Jersey Public Libraries, Statistics-Directory*, 1964
3. *School Library Directory*, 1964
4. *New Jersey State Summary of Survey of College and University Libraries 1963-1964 made by Department of Health, Education and Welfare conducted in collaboration with State Library Agencies*. January, 1965.

DIVISION OF THE STATE MUSEUM

A. BUILDING PROGRAM

The State Museum of New Jersey closed its doors to the public 1 December 1964 bringing to a close 35 years of school and general public programing at the State House Annex quarters. Exhibits were dismantled and prepared for the move to new quarters in the State Cultural Center, which took place 9 April 1965. The entire Museum staff moved offices, collections, exhibitions, etc., in addition to the below:

. . . The extensive decorative art collections have been worked over, accessioned and repairs have been made to those pieces damaged by age; collection moved from Petry's old warehouse to Building at 120 Capitol Street.

. . . Researching fine arts' sources, assembling data and photographs for catalogue preparation, making trips to establish liaison and good will with lending institutions, etc., were among the many efforts directed. The opening exhibition, NEW JERSEY AND THE ARTIST, took place during the weekend of 16-17 October 1965.

B. RESEARCH AND COLLECTIONS

Paleontology

Fossil bones of a reptile, which once floundered in the mud that covered New Jersey 50 to 70 million years ago, were unearthed at the Inversand Company marl pits in Gloucester County. The partial skeleton, believed to have belonged to a crocodile about ten feet long that lived some ten million years after the dinosaurs became extinct, was given to the Museum by Churchill Hungerford, owner of the Inversand Company.

Archeology

Additional funds provided by the National Park Service, the Archeological Society of New Jersey, and the State made it possible to continue archeological field research of Indian sites along the Delaware River during 1964. Total of 1,211 artifacts and 2,007 potsherds from the Boehme and Pahaquarra Sites were cleaned, sorted, and listed. Excavations at the Boehme Site were closed 24 August 1964, and work on the lower terrace of the Pahaquarra Site was resumed. Five-foot steps on the side of the deep trench were dug, and a trench 80' x 2½' with

a five-foot extreme depth was excavated by hand along the north wall of the major trench to ascertain the sub-surface stratigraphy. A hearth was found in the area uncovered by mechanization.

Acquisitions

Through gifts and purchases, the following items were added to the art collections of the Museum:

PAINTINGS

"Philosopher" by Jean Schonwalter; "Night Walker" by Jacob Landau; "Dream of Eros" and "Accusers" by Michael Lenson; "Bacchus" by Manuel Ayaso, all purchases from Cober Gallery.

"Landscape" by Victor Higgins and two paintings, "Racing Scene", by L. Ungart, gifts of Mrs. Xaver von Erdberg of Princeton.

Eight original oil paintings, "Stockton," "Scene in Trenton", "Twin Lights", "Pea Patch Island", "Environs of Stockton", "Abandoned Station at Chatsworth", "Old Mine Road", and "Scene in Cape May", by Harvey Schmidt, depicting points of historical interest in New Jersey, presented to Governor Hughes by the Standard Oil Company (New Jersey) for placement in the State Museum collections.

GRAPHIC ARTS

One woodcut, "Starlit Night", by Joseph Domjan, purchased from Kennedy Galleries, New York.

One drawing, "Excelsior", by Jean Schonwalter, and two woodcuts, "Happening" and "Bulls", by Jacob Landau, purchased from Cober Gallery.

Two woodcuts, "Chicory" and "Mullein", by Joseph Domjan, purchased from artist.

Six posters, two hand-printed and four machine-printed, by Joseph Domjan, gifts of artist.

One print, "Street Scene", by Joseph Pennell, and one drawing, "Lady with a Waiter", by Jean Forain, gifts of Mrs. Xaver von Erdberg of Princeton.

One print, "Head of Woman", by Erik Krause, purchased from the artist.

One lithograph, "Ne-o-mon-ne", by I. T. Bowen, lithographer, gift of Mrs. Leigh M. Pearsall of Melrose, Florida. One etching, "Disenchanted Man", by Leonard Baskin, and one lithograph, "Reverberation", by Michael Ponce de Leon, purchased from The Print Club of Philadelphia.

One drawing, "Portrait of a Farm Worker", by Alexander James, gift from the Estate of Frederick Adams.

The following were purchased from the New Jersey Historical Society in Newark: "The Beach at Long Branch", print, by Karst; "The Beach at Long Branch", print from sketch by W.S.L. Jervett; "View of the Monmouth Battle Ground", print, by S. C. Schenck; "View of the Battle Ground at Red Bank", print; "Washington's Rock, Somerset County", print, artist unidentified; "Riverside, New Jersey — The Residence of Bishop", print; Five views of Rahway and three views of Rahway, prints by Tarbell; "Village of Aquakanonk, New Jersey", print, by C. T. Bogert; "View of the Village of Anderson Town", print, artist unidentified.

One serigraph portfolio with two finished prints, purchased from the artist, Morris Blackburn.

Seven posters, all gifts from the American Federation of Art.

SCULPTURE

"Suzanna" by Dorothy Greenbaum, purchased by the Museum with funds provided by a generous and anonymous donor.

"Bear" by Frederick G. R. Roth, gift of Mrs. Dudley T. Humphrey.

DECORATIVE ARTS

A sixty-six piece ceramic bird collection (\$250,000) by Dorothy Doughty, gift of Mrs. Delphine A. Roschen.

One gift collection of eleven early New Jersey ceramics from Mrs. William F. Sheehan.

MANUSCRIPTS

"History of the Indian Tribes" by M'Kenney and Hall and "North American Indians" by George Catlin, purchased from Mrs. Leigh M. Pearsall of Florida.

PUBLIC PROGRAMS

... Sixteen special showings of natural history summer film programs were held during July and August. Attendance, 2,341.

... Federated Art Day was observed at the Museum on 17 November, 1964.

C. VISUAL AIDS EXTENSION SERVICE

Over 4,300 reels of educational films make up the State Museum Circulating Collections which are in continuous demand. Over 60,000 requests for visual aids were filled.

D. PUBLICATIONS

The Bulletins, a popular reference series, begun in 1949, will be continued and expanded for use in the field.

A new scientific publication devoted to the natural sciences and humanities entitled INVESTIGATIONS, was instituted.

Reports for New Jersey Research will be issued as research projects are completed.

<i>Author</i>	<i>Date</i>
Dr. Louis Meier Shoemaker	June 1964 (released in August)
Dr. Donald Baird	December 1964
Dr. Dorothy Cross	June 1965
Dr. Kenneth W. Prescott	June 1965

E. ATTENDANCE

The Museum itself was closed officially to the public on 1 December 1964 in preparation for moving to the State Cultural Center. However, public interest prior to that time was manifested by an estimated attendance in excess of 44,000 visitors for the year ended 30 June 1965. This total includes over 300 school classes and community groups who came from every county of New Jersey and nearby Pennsylvania for special tours, gallery talks, etc., in connection with Natural Science Unit Programs.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF

1. The new Upper School Main Unit was opened to provide good facilities and conditions for:
 - a. An enlarged and enriched secondary academic program which was accredited by our State Department of Educa-

tion. (There are only four Schools for the Deaf in the United States which have accredited secondary programs. New Jersey was the first.)

- b. A library with excellent potential.
 - c. Homogenous grouping according to ability in subject areas.
 - d. Developing a good Science program.
 - e. An expanded Physical Education program.
 - f. A strong visual aid program.
2. Developed a pre-school unit for five-year-old children to provide a better transition from Nursery to the Lower School.
 3. Secured an increased percentage of trained teachers.
 4. Opening the Upper School Boys' Residence provided facilities for a broader out-of-class program and good living.
 5. Developed several "Imaginative Play" areas.
 6. Five textbooks were written and published under the Curriculum Laboratory at Rutgers.
 7. Five graduate students completed their training as teachers of the deaf.
 8. Participated in three Federal Research Projects pertaining to the education of the deaf.
 9. During the year there were an unusually large number of foreign visitors.
 10. Four of five academic graduates have been accepted by Gallaudet College.
 11. All twenty-nine Vocational graduates were placed in positions before Graduation Day.

**STATE OF NEW JERSEY
STATE EXPENDITURES FOR EDUCATION 1964-65**

Administration — State Department of Education			
Commissioner's Office		\$ 1,448,532	
Division of the State Library, Archives and History		457,262	
Division of the State Museum		258,825	
State Competitive Scholarships and Student Loans		<u>4,905,311</u>	\$ 7,069,930
State Colleges and Schools			
Colleges			
Glassboro	\$ 3,729,661		
Jersey City	2,498,317		
A. Harry Moore Laboratory School	488,147		
Newark	3,315,528		
Paterson	2,609,624		
Montclair	3,954,234		
Trenton	<u>4,557,579</u>	\$ 21,153,090	
Debt Service (State College)		2,189,500	
School for the Deaf — Trenton		1,467,117	
School of Conservation — Lake Wapalanne		199,546	
Other Educational Agencies			
State University of New Jersey		21,634,057	
Newark College of Engineering and Newark Technical School		2,327,713	
Trenton Junior College and School of Industrial Arts		176,800	
New Jersey College of Medicine and Dentistry		<u>4,300,000</u>	53,447,823
State Aid			
County Superintendents (Salaries)		321,671	
Other Officers and Employees (Salaries)		779,198	
Materials, Supplies, Travel and Other		154,472	
Grants in Aid			
Evening Vocational Schools	365,602		
Industrial Schools	80,000		
Technical Education	100,000		
Chapter 85, Laws of 1954			
Formula	79,436,042		
Transportation	11,545,097		
Emergency Fund	174,300		
Atypical	4,606,163		
Evening School for Foreign Born	57,371		
School Building Aid, Chapters 8 & 9, L. 1956	17,129,024		
Emotionally and Socially Maladjusted	1,001,992		
Library Aid	790,802		
County Audio Visual Aid Center	50,000		
Vocational Education	163,343		
Children Resident on State Owned Property	27,600		
Children Resident in Institutions	123,517		
County Colleges	<u>73,471</u>	115,724,324	
Teachers' Pension and Annuity Fund		59,742,136	
State Capital Expenditures			
State Colleges			
State University of New Jersey		405,683	
State College Construction Fund (Bond Issues)		526,262	
State School for the Deaf		10,933,125*	
Division of State Museum		128,778	
Division of State Library, Archives and History		237,438	
		<u>121,308</u>	189,074,395
Special Funds (State Share)			
Vocational Schools: Smith-Hughes and George-Barden	430,059		
National Defense Education Act 1958			
Titles III, V and X	<u>97,317</u>	527,376	
Federal and Other Grants			
School Lunch Program	1,724,457		
School Milk Program	3,174,144		
Civil Defense Adult Education	74,400		
Area Retraining Program	2,278		
Manpower Development and Training	1,087,524		
Administration of Industrial Education, Smith-Hughes, George Barden Programs	3,991,203		
National Defense Education Act 1958			
Titles III, V and X	2,053,213		
Child and Youth Study Program (W. T. Grant Foundation)	2,205		
New World Foundation Study	3,491		
Junior Number 5 Project (Turrell Fund)	1,609		
Public Library Services	913,263		
Archeological Research Project	8,530		
Glassboro State College	314,130		
Jersey City State College	199,639		
Newark State College	290,768		
Paterson State College	179,775		
Montclair State College	479,800		
Trenton State College	308,561		
Teacher Training — Spec. Ed. Graduate Program	80,700		
Adult Basic Education	95,439		
Higher Education Facilities Commission	4,859		
State Teacher College Construction Fund	7,196		
Higher Education Construction Fund	<u>1,052,768</u>	<u>16,049,952</u>	<u>16,577,328</u>
			\$266,169,476

*Federal Funds

STATE SUMMARY - LOCAL SCHOOL DISTRICTS

AREA IN SQUARE MILES 7,509.14

CHAPTER PLAN
 AV. ENROLLMENT: District Schools 1,249,031.0 Total Resident Daily 1,249,326.2 Spec. Classes 1,451 Home Instr. Pupils 4,203

ENROLLMENT			PERSONNEL			ADDITIONAL DATA		
K	122,306	6	95,618	Administration	Full Time	Buildings Owned	2,519	
Pre 1st	2,330	7	96,302	Superintendent	365.4	Classrooms Used	49,038	
1	116,706	8	91,381	Assist. Superintendent	137.1	Special Rooms	5,075	
2	112,395	9	97,358	Secretary	328	265	Apportioned Valuation 1965	\$39,515,464,670
3	106,106	10	90,512	Business Manager	22	1	Avg. Equalized Valuation on	
4	101,924	11	83,821	Sec'l. & Cler. Assists	1,488.5	199	Real Property 1962-63-64	\$
5	99,966	12	81,346	Other	89.7	625	Ratio: Assessed To True Value	%
Special			18,740	Instruction			School Debt	\$1,096,388,792 (a)
Ungraded Vocational			4,719	Principals	2,094.4		Tax Rate: 1965	
Total Day School			1,321,530	Supervisors	531.3		School	\$
Evening School				Teachers	56,033.3	4,154	Ch. VI Debt Service	
Regular			4,698	Other Instr. Staff	2,176	95	Regional	
Accredited			4,659	Sec'l. & Cler. Assists	3,215.1	336	Total	\$
Vocational			23,924	Other	48	85	Day School Cost Per Pupil:	
Foreign Born			5,029	Attendance & Health Serv's	1,623.1	1,443	Excluding Transportation	\$ 486.09
Adult Education			27,546	Transportation	494.8	1,094	Including Transportation	\$ 502.24
Summer School			54,369	Operation	7,648	1,130	Equalized Valuation Per	
Junior College				Maintenance	948	481	Pupil in Resident A.D.E.	\$ 31,998.00
				Sundry Accounts	568	5,207		
				Evening & Summer Schools	11	4,423		

Free Balance 7/1/64		Supv. of Instruction	5,024,071	Student Body Activities	
Current Operating	\$ 66,091,436	Teachers	382,566,244	Salaries	2,289,950
Improv. Authorizations	137,421,301	Other Instr. Staff	17,718,120	Other Expenses	2,680,362
Capital Reserve Fund	1,972,194	Sec. & Cler. Assists.	13,139,624	Exp. to Cover Def.	833,162
Total	\$ 205,484,931	Other Sal. for Inst.	230,387	Community Services	
State Aid		Textbooks	7,473,705	Salaries	1,673,717
Formula	\$ 79,435,592	Schl. Lib. & Audio-Vis.	4,684,418	Other Expenses	258,005
Transportation	11,545,097	Teaching Supplies	12,739,442	Special Projects	
Atypical Pupils	4,556,163	Other Expenses	3,401,531	Salaries	70,743
Maladjusted	1,001,992	Attendance & Health Services		Other Expenses	142,213
Building Aid	12,192,236	Salaries-Attendance	1,672,940	Special Schools	
Emergency	174,750	Other Expenses Attend.	128,935	Evening Schools	
Evening Vocational	365,602	Maintenance	9,711,331	Regular	268,462
Evg. School Formg. Borm	57,371	Other Exp.-Health Serv.	685,151	Accredited	482,263
Area Technical Aid	111,800	Transportation		Adult Education	520,093
Other	487,571	Salaries	4,013,984	Summer School	1,229,840
Federal Aid		Contracted Services	14,201,813	Junior College	
Vocational	1,278,676	Replacement-Vehicles	560,709	Sub Total Current Expense	\$ 666,966,168
P.L. 815 (Bldg. Aid)	179,808	Insurance-Pupil Trans.	182,108	Capital Outlay (Budget)	
P.L. 874 (Current Exp)	7,990,850	Other-Oper. & Maint.	1,202,943	Sites	1,889,411
N.D.E.A.	1,860,564	Operation		Buildings	2,133,400
Area Redevelopment	156,416	Salaries	38,783,064	Equipment	7,602,133
Manpower Development	960,623	Contracted Services	409,253	Debt Service	
All Other	402,318	Heat	6,672,217	Principal	37,435,825
Local Aid: District Tax		Utilities	11,207,335	Interest	24,219,797
Current	536,795,349	Supplies	3,562,512	Sinking Fund	232,875
Capital	8,455,863	Other Expenses	426,733	Vocational Evening	1,476,260
Debt Service	48,580,373	Maintenance		Area Redevelopment	39,926
Evening Schools:		Salaries for Maint.	6,312,870	Manpower Development	1,061,153
Vocational	764,420	Contracted Services	9,647,963	Foreign Born	167,625
Foreign Born	93,842	Replacement of Equip.	3,864,709	Improvement Authorizations	
Municipal Surplus	2,211,006	Other Expenses	3,340,734	Sites	4,985,933
Tuition	27,891,865	Fixed Charges.		Buildings	109,746,851
Bonds and Notes	117,368,753	Empl. Retire. Contr.	8,882,200	Equipment	7,619,655
Miscellaneous	7,923,150	Insur. & Judgments	6,870,718	TOTAL EXPENDITURES	\$ 865,577,012
Total Revenues	\$ 872,642,050	Rental of Land & Bldg.	727,758	Free Balance 6/30/65	
Adjustments	\$ (1,579,349)	Interest/Current Loans	8,903	Current Operating	\$ 73,635,860
TOTAL FUNDS AVAILABLE	\$ 1,076,547,632	Other Fixed Charges	116,820	Improv. Authorizations	(b) 135,594,555
EXPENDITURES		Day School Expenditures	\$ 627,308,884	Capital Reserve Fund	1,740,205
Administration		Exp. to Other Districts		Total Balance	\$ 210,970,620
Salaries	\$ 19,363,593	Tuition	26,959,550	TOTAL EXPENDITURES & BALANCE	\$ 1,076,547,632
Contracted Services	1,379,588	Transportation	148,605		
Other	3,045,599	Miscellaneous	61,791		
Instruction		Sub Total	\$ 654,478,830		
Salaries		Sundry Accounts			
Principals	\$ 23,258,859	Food Services			
		Salaries	\$ 1,010,788		
		Other Expenses	226,307		
		Exp. to Cover Def.	801,433		

CAFETERIA FUND	ATHLETIC FUND	OTHER FUNDS	REVENUES AND EXPENDITURES IN MUNICIPAL BUDGETS FOR SCHOOL PURPOSES SCHOOL YEAR 1964-1965		
Bal. 7/1/64	\$ 2,251,568	\$ 347,135	\$ 4,194,881		
Income	26,696,736	2,658,797	16,549,077		
Adjustments	1,737	(34,751)	(56,516)		
	\$28,950,041	\$2,971,181	\$20,687,442		
Expenses	26,417,403	2,643,972	16,029,453		
Bal. 6/30/65	2,532,638	327,209	4,657,989		
	\$28,950,041	\$2,971,181	\$20,687,442		
			DEBT SERVICE		
			State Bldg. Aid	\$ 4,936,788	Principal \$12,090,248
			Local Tax Levy	14,037,241	Interest 6,968,611
			Other Revenue	11,191	Sink. Fund (73,639)

(a) \$1,423,492 Net Debt Adjustment - Decrease.

(b) \$3,156,940 Improvement Authorization - Net Adjustment - Increase

COST OF EDUCATION

	1964 - 1965		1963 - 1964
Administration	\$	\$ 23,788,780	\$ 21,998,623
Instruction			
Supervision	28,282,930		26,275,844
Instruction Proper	442,043,471	470,326,401	406,502,723
Attendance Services		1,801,875	1,688,715
Health Services		10,396,482	9,568,570
Transportation		20,161,557	18,547,048
Operation		61,061,114	56,582,372
Maintenance		23,166,276	21,706,857
Fixed Charges		16,606,399	15,021,541
Total Day School Expend.		\$627,308,884	\$577,892,293
Day School Avg. Enroll.		1,249,031.0	1,211,354.5
Average Yearly Cost Based on Avg. Enrollment			
Excluding Transportation	\$	486.09	\$ 461.75
Including Transportation	\$	502.24	\$ 477.06

