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# **ANNUAL REPORT**

## **1959-60**



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

**(Pursuant to NJSA 18:2-10 and 18:3-11)**



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
175 WEST STATE STREET  
TRENTON 25

# ANNUAL REPORT

OF THE

State Board of Education

AND THE

Commissioner of Education

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Legislature of the State of New Jersey

**(Pursuant to NJSA 18:2-10 and 18:3-11)**

School Year 1959-60

## STATE BOARD OF EDUCATION

MRS. EDWARD L. KATZENBACH, <i>President</i> .....	Princeton
WILLIAM A. SUTHERLAND, <i>Vice President</i> .....	Liberty Corner
MRS. T. B. ARMSTRONG .....	Stewartsville
HARVEY DEMBE .....	Bayonne
PHILIP R. GEBHARDT* .....	Clinton
MRS. R. ADAM JOHNSTONE .....	Ho-Ho-Kus
JOHN F. LYNCH .....	Morristown
JAMES W. PARKER, SR. ....	Red Bank
JACK SLATER .....	Paterson
JOSEPH L. RICHMOND** .....	Woodstown
GEORGE F. SMITH .....	Metuchen
MRS. STANLEY C. YORTON .....	Nutley

\*Resigned in November, 1959

\*\*Appointed May 9, 1960

(One Board vacancy at this time)

*Secretary*  
FREDERICK M. RAUBINGER  
*Commissioner of Education*

Clerk of State Board, Mrs. Olga M. Thines

## FOREWORD

The year 1959-1960 was one of activity and progress not only in the Department of Education but also in the schools of the State. The Annual Report is intended to be a catalog of the work of the various divisions within the Department during the year. It does not go into detail nor is it an attempt to describe at length what has been accomplished. Most of the items listed could be expanded into a fairly lengthy report if space permitted.

It will be noted that the scope of the Department ranges from nursery schools through college and university and includes within the range enterprises that touch the lives, indirectly or directly, of most of the citizens of the State.

New Jersey has good reason to be proud of its educational system. It is a dynamic, growing, changing system. Yet its growth and change are responsibly conceived and carried out, and based upon thoughtful judgment concerning those things which seem most likely to have lasting benefit and purpose. It is orderly change.

Problems there are and problems there will remain. Sometimes we permit the size and nature of the problems to put our vision out of perspective and as a result we lose sight of the advances we are making.

Basic to the work the Department carries on is a belief about education in a free society. We believe that every person counts as an individual, and that by giving every opportunity for each to develop his talent, great or small, a free society will continue to flourish. We look with distrust upon educational proposals that attempt to classify and control, in an inflexible manner, the choices and educational goals of the immature. We believe that the possibility of changes in education and vocational plans should be kept open all along the line. If a school system pays proper attention to individual differences, mass education has no meaning. By releasing the infinite variety of individual possibilities, by free choice, by open opportunity will the national interest be best served.

I should like to pay my respects to the Governor, the members of the Legislature, and to the devoted the hard working members of the State Board of Education, all of whom have had a lively interest in the work of the Department of Education have given generous attention to the needs of the schools. These persons, along with the five thousand members of local boards of education and the more than 40,000 persons making up the staffs of the schools and colleges, have made education their business according to the long established American tradition of State and local control of the schools.

Finally, I call attention to the fine members of the staff of the Department of Education who have worked unceasingly and in a highly professional manner to increase the effectiveness of the schools of New Jersey.

FREDERICK M. RAUBINGER

*Commissioner of Education*

**DIVISION AND BUREAU HEADS**  
**CENTRAL OFFICE**  
**NEW JERSEY DEPARTMENT OF EDUCATION**  
**JUNE 30, 1960**

**OFFICE OF THE COMMISSIONER**

Frederick M. Raubinger, *Commissioner of Education*

**DIVISION OF ADMINISTRATION**

Joseph E. Clayton, *Deputy Commissioner*

S. David Winans, *Director, Bureau of Research and Publications*

Edward J. Vogel song, *Chief Personnel Officer*

Steele M. Kennedy, *Education Editor*

**DIVISION OF BUSINESS AND FINANCE**

Kenneth F. Woodbury, *Assistant Commissioner*

Cleve O. Westby, *Director, Bureau of Business Services*

Edward W. Kilpatrick, III, *Director, Bureau of Business Services*

Orville G. Parrish, *Coordinator, Bureau of Pupil Transportation*

**DIVISION ON CIVIL RIGHTS**

John P. Milligan, *Assistant Commissioner*

**DIVISION OF CONTROVERSIES AND DISPUTES**

Eric Groezinger, *Assistant Commissioner*

**DIVISION OF CURRICULUM AND INSTRUCTION**

Robert S. Fleming, *Assistant Commissioner*

William H. Warner, *Director, Office of Elementary Education*

Boyd E. Nelson, *Director, Office of Special Education*

Everett L. Hebel, *Director, Office of Health, Safety and Physical Education*

William H. King, *Coordinator, Office of Audio-Visual Education*

Julia Weber Gordon, *Director, Office of Child and Youth Study*

**DIVISION OF HIGHER EDUCATION**

Earl E. Mosier, *Assistant Commissioner*

Allan F. Rosebrock, *Director, Bureau of Teacher Education and Certification*

Clyde E. Weinhold, *Director, Bureau of Adult Education  
and Academic Credentials*

Elizabeth L. Ehart, *Director, Office of State Scholarships  
and Student Loan Program*

Guy V. Ferrell, *Director of Community and Two-Year College Education*

Edward J. Bambach, *Director of Finance Planning*

**DIVISION OF VOCATIONAL EDUCATION**

Albert E. Jochen, *Assistant Commissioner*

Neal B. Perkins, *Assistant Director of Vocational Education*

Robert P. Taylor, *Director, Vocational Teacher Training*

Benjamin Shapiro, *Director, Curriculum Laboratory*

**DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY**

Roger H. McDonough, *Director*

**DIVISION OF THE STATE MUSEUM**

Kathryn B. Greywacz, *Director*

**STATE AGENCY FOR SURPLUS PROPERTY**

George S. Allen, *Director*

**NEW JERSEY SCHOOL FOR THE DEAF**

Charles M. Jochem, *Superintendent*

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## DIVISIONAL ACTIVITIES

1959-60

### Division of Administration

1. Supervised internal and inter-divisional activities within the State Department of Education.
2. Served as liaison with State Legislature on matters dealing with education.
3. Prepared legislative memoranda and drafted bills as needed.
4. Worked with Governor's Counsel on the revision of Title 18, *New Jersey Statutes Annotated*.
5. Organized and distributed revisions, amendments, and additions to rules and regulations of the State Board of Education.
6. Implemented the State Scholarship Program enacted by the State Legislature and established the State Scholarship Office.
7. Implemented the legislation establishing a Higher Education Assistance Authority and made preparations for the inauguration of the program during the 1960-61 school year.
8. Assisted in the preparation of various reports including the report of the study of the Westwood Consolidated School District.
9. Noted that public school enrollment in New Jersey exceeded 1,000,000 pupils for the first time in history.
10. Arranged for and/or conducted Department staff meetings, the meeting of new superintendents of schools, the meeting of all superintendents in the State, monthly meetings of county superintendents of schools, and meetings of related agencies working with the Department.
11. Prepared and distributed 49 news releases.
12. Edited and issued seven Department *Newsletters*.
13. Prepared 12 monthly reports of Department activities for the Governor's Office.
14. Prepared and distributed the annual report of the Department.
15. Coordinated the editing and processing of publications issued by other divisions within the Department.
16. Prepared and distributed various research reports and studies, including the annual study of *Administrative Problems in New Jersey Public School Districts*.
17. Collected data for and compiled the *New Jersey School Directory* and arranged for its printing and distribution.
18. Completed the first year of the Personnel Office centralized program to coordinate all Department personnel activities.
19. Offered a 30-hour on-the-job training course in briefhand to enable Department employees to develop skills required for stenographic positions.
20. Worked closely with the staff of the Department of Civil Service on matters pertaining to personnel transactions, classification of positions, determination of salary ranges, and recruitment and selection of staff.

21. Performed liaison functions with the Departments of Civil Service and Treasury and the Division of Pensions, providing advice and assistance to employees on matters pertaining to pension and retirement.
22. Conducted numerous studies and surveys of positions and groups of positions and prepared recommendations for proposed new titles and revisions of salary ranges.
23. Conducted a large-scale study of data processing, which included the following activities:
  - a. Visitation to other state departments of education and related educational agencies to observe methods in use elsewhere.
  - b. Attendance by one Division member at a two-week course offered at the I.B.M. schools.
  - c. An experiment in processing one major study by I.B.M. equipment, with the result that the study was completed faster and the county offices were relieved of a heavy tabulation load.
  - d. Initiation of a basic survey of the statistical forms used by the Department.
  - e. Work with several State suppliers in surveying needs in data processing, printing, and related activities.
  - f. The acquisition of basic equipment needed for improved methods of processing, printing, and disseminating educational information.
  - g. An attempt to stimulate within the Department increased interest in the improvement of statistical services.
24. Provided divisional personnel as speakers for professional and community groups throughout the State.
25. Operated mimeographing service for the centrally-located divisions and bureaus of the Department.

### **Division of Business and Finance**

#### **Bureau of School Building Services**

1. Made careful analysis of the regulations needed to assure fire safety in schools; worked on revision of the "Guide for Schoolhouse Planning and Construction" with special attention to fire safety.
2. Initiated review of preliminary plans of buildings for educational effectiveness.
3. Participated in the organization of the Northeast Council on School Plant Planning.
4. Made progress in the preparation of a manual on the planning of elementary schools, in cooperation with the Division of Curriculum and Instruction.
5. Solved the problem of office shortage at Jersey City State College by initiating the purchase of three large trailers custombuilt for office purposes.
6. Prepared, in cooperation with the college committees, specifications for forty projects to be constructed from the College Bond Issue of November 1959.
7. Served as chairman of a nation-wide committee to produce a manual, "Planning Facilities for Higher Education," published by the National Council on Schoolhouse Construction.

8. Effected substantial savings for school districts through services performed by the plan review section and the consultants on school plant planning. (In one instance, a second elementary school was found to be unnecessary when the needs of the school district were analyzed, saving about \$1,000,000.)
9. Did much of the preliminary work in determining the space requirements for the new Department office building and served as planning coordinator for the Commissioner and the State Board of Education.

#### **Bureau of Business Services**

##### **Bookkeeping and Accounting**

1. Prepared 23 annual budgets requesting the appropriation of \$115 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 amount of \$92,424.02 for the Central Office to June 1.

##### **State Aid**

1. Completed the audit of some 40,000 school registers submitted by local school districts to establish basic enrollment data used in the determination of State Aid.
2. Computed estimates of \$81 million in State Aid payable under the provisions of Chapter 85, P.L. 1954 for 1960-61 for State and school district budget purposes.
3. Recomputed 1959-60 State Aid apportionments and directed payments of \$76 million to some 588 school districts.
4. Withheld apportionments of Veterans' Liability for the Teachers' Pension and Annuity Fund.
5. Computed estimates of State Building Aid under provisions of Chapters 8 and 9, P.L. 1956, and prepared schedule of available funds of \$15.2 million for each school district for 1960-61.
6. Reviewed capital budget of each school district to determine amount and allocation of such funds.
7. Directed payment of \$13.9 million to the districts and transferred \$450,000 to the Capital Reserve Fund.
8. Maintained the Capital Reserve Fund accounts of \$1.5 million for 94 school districts and prepared notifications of balances available and interest earned during the year.
9. Reviewed matching funds of the school districts and directed payments of State Aid for Evening Vocational Schools of \$260,000 and State Aid for Evening Schools for Foreign-Born Residents of \$57,000.
10. Prepared verifications of direct aid paid to each school district for the use of the public school accountants for the conduct of the annual audit.

### **Federal Aid**

1. Supervised all financial transactions involving National School Lunch funds: 799 schools participating located in 335 school districts. Claims paid totalled \$1,590,007.
2. Supervised all financial transactions involving National School Milk funds: 1,521 schools participating located in 447 school districts. Claims paid totalled \$2,133,727.
3. Conducted 45 complete lunch or milk audits.
4. Processed Federal assistance applications under P.L. 874 and 815 in the areas where there has been an impact of population due to Federal activities.
5. Distributed funds amounting to \$1,582,237 under the National Defense Education Act as follows:

TITLE III — 350 claims amounting to \$1,160,778

TITLE V — 168 claims amounting to \$ 421,459

Conducted 50 complete audits of the above pursuant to our State contract.

### **Financial Accounting—Local School Districts**

1. Administered the conversion of accounts in all school districts to the new chart of accounts approved by the State Board of Education.
2. Published (1) permanent form of audit program manual and sample audit; (2) new chart of accounts manual in permanent form; (3) mimeographed form of manual entitled "Supplies and Equipment"; (4) mimeographed budget manual.
3. Revised Form A-4—Secretary's Annual Report—combining same with the high school and elementary and special class reports.
4. Printed new accounting forms for use of local school districts to carry out prescribed accounting system.
5. Revised all forms to conform with the new chart of accounts.
6. Prepared bank certification forms for use of the public school accounts in conduct of the annual audit.
7. Prepared new Request for Tax forms for use of local school districts.
8. Reviewed and approved the conversion of 20 school districts from manual bookkeeping systems to machine accounting systems.
9. Conducted five special investigations of the business practices of local school districts. Made the necessary reports covering findings and recommendations.
10. Attended 25 group meetings of board secretaries to give group instruction on accounting problems relating particularly to the conversion of accounts.
11. Provided on-the-job instruction for 47 Board secretaries.
12. Participated in the program of 18 State-wide conventions or meetings.
13. Reviewed and analyzed 581 audit reports of local school districts.

### **Reports**

1. Prepared and published the Eighth Annual Report of the Commissioner of

Education on Comparative Financial Statistics of School Districts.

2. Prepared study of educational statistics extracted from the A-3 Reports.
3. Completed the audit of 251 high school reports and 388 special class reports.

#### **Extension of Credit**

1. Conducted 97 hearings for extension of credit involving proposed bond issues of more than \$94,000,000.
2. Maintained record of school bonding elections. Referendums are being approved at the ratio of about three to one.

#### **School Budgets**

1. Reviewed one school budget submitted to the Commissioner of Education after same had been rejected twice by the electorate.
2. Made recommendations to the Commissioner for fixing the tax levy.
3. Attended conferences of leading citizens of the community to work out Debt Service certification.

#### **Bureau of Pupil Transportation**

1. Expanded the State-wide program of workshops for school bus drivers and interested the following agencies to the extent that special instructions are provided for each workshop:
  - (a) National Red Cross
  - (b) Division of Motor Vehicles
  - (c) New Jersey State Police
  - (d) Division of Traffic Safety
  - (e) Prosecutor's office in each county
  - (f) General Motors and Ford Motor Company

The program has now been held in 15 counties and in some counties more than once. The total number of school bus drivers having received instruction is approaching 2,500.

2. Inaugurated a State Committee to review school transportation problems. Representatives attended from the following agencies:
  - (a) Inspector Force—Division of Motor Vehicles
  - (b) New Jersey State Safety Council
  - (c) New Jersey State Police
  - (d) Representative of the Private Schools
  - (e) Division of Traffic Safety
  - (f) County Superintendent of Schools
3. Held a series of meetings with members of the staff of the Division of Motor Vehicles to raise present unenforceable Motor Vehicle laws pertaining to operation and regulations of school buses.

4. Initiated and helped plan, with the cooperation of the staff of Vehicle Testing and New Jersey Accident Prevention Clinic, a proposed new method of licensing and testing school bus drivers.
5. Planned a great number of transportation systems for local school districts, including:
  - (a) Construction of transportation maps showing student population and proposed bus routes and stops.
  - (b) Recommendation of the type of system to be utilized, number of buses needed, projected costs and necessary estimates of monies needed for budget purposes.
6. Acted on the request of the County Superintendents, and reviewed individual districts within a county as to legality of contracts, type and method of pupil transportation, costs and bus routing.
7. Prepared and published a Comparative Financial Report on Pupil Transportation Costs in New Jersey.
8. Wrote several articles for N.J.E.A., *School Board Notes* and County Organizations concerning various phases of pupil transportation.
9. Compiled an 80 page pupil transportation survey of all school districts in New Jersey, and made the comparative data collected available to each county superintendent.
10. Completed the annual State-wide survey of school bus accidents for the 1958-59 school year.
11. Made considerable progress in having the services of this Bureau utilized by the local school district in the areas of consultation and route planning.
12. Participated in many State, county and community workshops and worked closely with the county superintendents in the planning of round-table conferences on the subject of Pupil Transportation. Participants in these conferences were: boards of education, parents, administrators, board secretaries, service clubs, and local safety councils. An in-service training program in the County Superintendent's office was continued and expanded over previous years.

#### **Division on Civil Rights**

(Name changed June 21, 1960 from Division Against Discrimination)

1. Held Fifteenth Anniversary Conference on Civil Rights at Stokes State Forest at Camp Wapalanne on May 13, 14 and 15.
2. Implemented and/or adopted every recommendation of the Konvitz Report which could be carried out except those things requiring budget appropriations.
3. Considered and adopted the report by Dr. Dan W. Dodson entitled, "Consultation Report on Community Relations Program of the Division Against Discrimination."
4. Continued emphasis on expeditious handling of complaints.
5. Reorganized Division with supervisors responsible for compliance and educational activities respectively.
6. Made surveys as follows: policies and practices of certain inland swimming

facilities; follow-up contacts of complaints closed as satisfactorily adjusted.

7. Met with the Governor's Cabinet at which time the work of the Division was interpreted and discussed.
8. Held specific liaison meetings between representatives of the Division Against Discrimination and the Department of Labor which have led to a specific agreement by which the Commissioner of Labor may, after investigation, file a complaint.

#### **Division of Controversies and Disputes**

1. Prepared for publication the annual pamphlet edition of School Laws and School Law Decisions for the year 1958-59.
2. Prepared monthly page of questions and answers for publication in *School Board Notes* of the State Federation of District Boards of Education.
3. Represented the Commissioner of Education on the Migrant Labor Board and acted as Chairman of the Education Committee which organized and directed the operation of the summer school program for the children of migrant laborers.

#### **Division of Curriculum and Instruction**

##### **Office of Elementary Education**

1. Added two new staff members: assistant director and assistant in elementary education. Recruited and appointed six new Helping Teachers.
2. Spent much of the staff time in hundreds of contacts with professional and lay people over the State, in trying to interpret the ill effects upon children of some doubtful proposals being made and in suggesting the difficult and much-needed improvements called for in many schools.
3. Conducted kindergarten workshops on district and county levels and at regional meeting of the State Congress of Parents and Teachers.
4. Revised and published the State Board standards for approval of nursery schools and other centers under the title, "Children Two to Five Years."
5. Prepared new packets of materials for use by parents and teachers of young children. Completed a bulletin, "Guidance of Young Children" in cooperation with a home economics supervisor in the Division of Vocational Education.
6. Conducted workshops and meetings for the State Association of Nursery School Education. Made approval visits to 500 child care centers in the State.
7. Cooperated with the Office of Secondary Education in holding two-day regional conferences in ten centers, with approximately 1,400 elementary and high school principals, to study ways to shape the curriculum to the needs of the individual children.
8. Conducted three-day annual workshop in Atlantic City for 150 leaders in education, including central and county staff members, state college representatives, superintendents, elementary supervisors, *et al.*
9. Worked closely with Helping Teachers through individual consultation, bi-monthly meetings, etc. Held four all-day meetings with new Helping Teachers.
10. Undertook preparation of "Jersey Journey—1960," a summary of the interesting ideas gathered on the annual visits to Helping Teacher counties.

11. Furnished the co-chairman of the annual Curriculum Work Conference during the NJEA convention.
12. Worked with the New Jersey Elementary School Principals' Association in further development of "This We Believe," and in planning annual conference.
13. Conferred with Executive Committee of Elementary Classroom Teachers' Association to explore ways of working together more closely.
14. Helped plan and conduct three meetings of elementary school supervisors: on child study, libraries, and resources of the Department available to supervisors.
15. Prepared and published three issues of the office newsletter, *The Compass*: "What Are Kindergartens For," "Foreign Language in the Elementary School," "The Place of Music in the Elementary School Curriculum."
16. Began cooperative revision with the Office of Secondary Education of the out-of-print bulletin, "The Language Arts from Kindergarten Thru High School."
17. Developed, in cooperation with the Business Division and the county superintendents, approval procedures for kindergartens in accordance with State Board amendments.
18. Cooperated actively with Rutgers Library School in a study to determine how to measure the effect of school libraries on learning.
19. Assumed the responsibility for planning, staffing, and conducting three centers for the children of agricultural migrant workers, with a Helping Teacher directing the program. Completed plans for operating the schools during the summer of 1960.
20. Attended the White House Conference on Children and Youth, served on the NEA Committee on Instructional Programs, and helped draft a projected statement on elementary education for the Educational Policies Commission.

#### **Office of Secondary Education**

1. Visited 33 secondary schools for the purpose of State Board approval. Included in the list were 19 new schools.
2. Made 15 informal visits to new schools to review their progress toward completion of a full secondary program and subsequent State Board approval.
3. Held 225 field conferences and 215 office conferences involving more than 900 school officials and school board members for the purposes of assisting school districts in planning and revising curricula, determining building needs, planning for expansion and new buildings, assisting in regional high school organization, and arranging for sending-receiving relationships between school districts.
4. Continued liaison with professional groups of teachers in fields of mathematics, science, social studies, English, driver education, art, music, and journalism.
5. Established liaison with the New Jersey Personnel and Guidance Association.
6. Received, under Title V of the National Defense Education Act, approved projects from 172 secondary school districts totalling \$1,092,000. These districts enroll 257,000 secondary school students or about 83 per cent of the high school students of our State.
7. Held three guidance conferences: one each at Montclair State College, Morris

- Hills Regional High, and Union Junior College. These conferences were designed to strengthen the guidance services offered in the schools of the State.
8. Conducted Title III and Title V advisory Committee meetings periodically throughout the year.
  9. Completed review of Title III and Title V applications for 1960-61.
  10. Attended the 21 county meetings for district superintendents to explain the function and implementation of Titles III and V.
  11. Received under Title III, from 363 districts a total of 761 projects in science, mathematics, and modern foreign languages. The total approved amount of these projects is \$2,680,000. These participating districts enroll 898,000 pupils or about 88 per cent of the students enrolled in the public schools of New Jersey.
  12. Worked with members of the State Colleges and professional organizations to arrange in-service conferences for teachers. Two conferences for mathematics teachers were held at Millburn High School and Trenton State College and a foreign language meeting was conducted at Montclair State College.
  13. Organized and led the three Department Staff Workshops.
  14. Organized 10 area Principals' Conferences in cooperation with the Office of Elementary Education.
  15. Assisted in the organization of the State P.T.A. Conference.
  16. Organized and conducted the annual conference for secondary school principals who were new in their position, for the purpose of orientation and explanation of the services of the Department. Forty-eight principals and superintendents participated.
  17. Coordinated the arrangements for the New Jersey Junior High School Principals' Conference held at Plainfield.
  18. Assisted with the organization of the Secondary School Teacher Conferences held at Rutgers—The State University.
  19. Assisted with the Cancer Society meeting at Atlantic City.
  20. Took part in the organization of various meetings and conferences of the New Jersey Secondary School Principals' Association.
  21. Reviewed the educational planning for approximately 20 extension-of-credit hearings in connection with new building facilities.
  22. Participated in 95 meetings of professional organizations and groups throughout the State. These meetings included work with several teacher, principal, and curriculum associations.
  23. Participated in and served as consultants to study groups at the Drexel Lodge Conference for Suburban Philadelphia Secondary School Principals.
  24. Worked in a program of self-improvement with other members of the Department at the Stokes Workshop.
  25. The director participated in the National Association of Secondary School Principals Conference at Portland, Oregon, and is serving as President of the National Association of State Directors of Secondary Education.
  26. Worked cooperatively with the Middle States Association of Colleges and Secondary Schools.

27. Served as Commissioner's representative on the Governor's Coordinating Council on Safety.
28. Served as consultants for the New Jersey Association of Student Councils and attended leadership training conferences at Rutgers and Stokes Forest.
29. Worked closely with the Office of Civil Defense and Disaster Control for the purpose of keeping school districts informed of current developments and accepted practices in civil defense.
30. Participated in the Atlantic City Curriculum Workshop.
31. Took part in the School Boards' Workshop in Atlantic City.
32. Participated in the Resources Education Committee Activities.
33. Worked with Curriculum Directors' Association, in New Jersey Conference for Block-of-Time and Core Teachers, and Executive Committee of New Jersey Council for Social Studies.
34. Made a total of 36 speeches during the past year: seven at P.T.A. functions; seven for school dedications; five at school board or other public meetings; two for service clubs; three at school assemblies; 12 for meetings of professional organizations and associations.
35. Prepared and published a new directory of approved secondary schools.
36. Published four regular issues of the *Secondary Bulletin*.
37. Completed and published a special *Secondary Bulletin*, "Block-of-Time Programs in Junior and Six-Year High Schools in New Jersey."
38. Undertook editorial work for the Office of Health, Safety, and Physical Education on their Nutrition guide.
39. Revised and republished facilities Guides for use in planning classrooms for art, music, business education and guidance.
40. Wrote and published facilities Guides for use in planning classrooms for English, Social Studies, and Science.
41. Prepared the National Defense Education Act annual report.
42. Published the summary of the 1959 Occupation of Graduates Report State Summary in the *Secondary School Bulletin*.
43. Revised courses of study from 72 districts for presentation to the State Board of Education for approval. The number of separate courses reviewed totalled approximately 114.
44. Reviewed forms for the approval of 46 summer schools in the State for the summer of 1960.
45. Previewed several educational films at the request of the State Museum.
46. Reviewed 46 programs of study for comment and suggestion in conjunction with the opening of new schools and the revision of current programs.

#### **Office of Special Education**

1. Participated in the White House Conference on Children and Youth as a major activity. The Director represented the State Department in Conference activities: (1) planning, (2) State meetings, (3) consulting, (4) editing education reports, (5) the national conference.

2. Prepared a detailed report and charts to show the growth of special education services in the New Jersey public schools.
3. Explained to schools and to public agencies the 1959 act concerning special education services for emotionally and socially maladjusted pupils.
4. Held meetings with an advisory council pertaining to qualifications of mental health personnel and rules for implementing the law.
5. Recruited personnel for a central office team of a consultant in psychiatry, a school psychologist, a school social worker, a remedial educator, and an educator of mentally and physically handicapped children. Similar teams will serve in Burlington and Union counties.
6. Encouraged the use of Federal scholarship aid to train leaders in the field of the mentally retarded. Newark State College was approved by the Department of Health, Education and Welfare for this purpose. Two scholarships were awarded directly through the College and three through the State Department of Education.
7. Attended regional and State workshops and hearings conducted by a U.S. Legislative Sub-committee on special education in general; similar activity has concerned proposals for Federal aid to train teachers of the deaf and speech correctionists; considered amendments to laws to increase Federal aid to public school programs for blind children.
8. Received notice that the Federal program of providing captioned films for the deaf became effective.
9. Noted a revision of certification requirements which permits teachers of the mentally retarded, physically limited, blind or partially seeing, and deaf or hard of hearing to qualify to teach in their respective areas without first being certified to teach in regular elementary or secondary classes.
10. Strengthened special education programs in all State Colleges. Both Jersey City and Glassboro State College employed heads for special education departments.
11. Noted increase in enrollment in special education courses at the six State Colleges: from 1,000 in 1957 to 1,213 in 1959.
12. Participated in the work of several special education organizations: the New Jersey Chapter of the Council for Exceptional Children, the New Jersey Association of School Psychologists, the New Jersey Reading Teachers Association, the New Jersey Association of School Social Workers, the New Jersey Conference on the Handicapped, the New Jersey Speech Association.
13. Prepared and published two issues of the Office newsletter *The Exchange*, on "Behavioral Goals and the Education of the Mentally Retarded," and "New Program starts for Educational Aid to the Emotionally and Socially Maladjusted."

**Office of Health, Safety, and Physical Education**  
**Physical Education**

1. Participated in Secondary School Approval Visitations.
2. Worked with National, State, County and local groups and associations in:
  - a. Facility planning for physical education and athletics.
  - b. Programs in physical education for all levels.

- c. Workshops for (1) State Directors, (2) City Directors and (3) Athletic Clinics.
3. Completed guides and bulletins:
    - a. Revision of *Guide for Planning Facilities for Physical Education and Athletics*
    - b. Guide for development of *Philosophy and Standards for Inter-Scholastic Athletics*
    - c. Statement on *Showering and Costuming for Physical Education*
    - d. Revision of bulletin on *Scheduling in Physical Education for Secondary Schools*
    - e. Guide on *Duties and Responsibilities of Director of Athletics and Coach*
  4. Made studies and surveys:
    - a. Study and writing of *Report on School Athletics in New Jersey*
    - b. Survey on *Status of Junior High School Athletic Programs in New Jersey*
    - c. Survey of *Organization and Administration of Junior High School Athletics in the United States*
  5. Furnished consultative services to:
    - a. County and local institutes
    - b. Educational organizations workshops
    - c. New Jersey City Directors Association
    - d. New Jersey Health and Physical Education Association
    - e. New Jersey State Inter-scholastic Association

#### **Health Education and Health Services**

1. Worked with groups and associations on:
  - a. Certification
  - b. School Health Programs
    - (1) Pupil medical examinations (continuing)
    - (2) Tuberculosis Testing recommendations (completed)
    - (3) Salk vaccine survey (completed)
  - c. Teachers' workshops
    - (1) Alcohol Education
    - (2) Cancer Education
2. Furnished consultative services to institutes and workshops.
3. Completed guide for *Planning Health Services*.
4. Revised *Annual Statistical Report*.

5. Assisted in establishing certification course for School Nurse Supervisors.  
**School Lunch Programs**

1. Performed administrative and supervisory responsibilities, in accordance with the Federal-State agreements of the National School Lunch program and Special Milk program. A total of about 25 million Type A Lunches and 65 million half-pint containers of milk (through the special milk program) were served to about three quarters of the school population.
2. Verified School Lunch and School Milk contracts for 2,290 schools for 1959-60 school year. School Lunch application forms for 1960-61 were revised.
3. Furnished Field Consultant Service to about 300 School Lunch programs. This involved complete evaluation of each program. Reports were filed for Federal review.
4. Conducted a training session for new School Lunch managers and supervisors.
5. Conducted School Lunch Conferences in 21 counties and one district attended by about 800 School Lunch personnel.
6. Conducted two School Lunch Workshops at Glassboro State College attended by 85 School Lunch personnel.
7. Gave Consultant Service to three School Lunch Workshops conducted at Douglas College attended by 50 School Lunch personnel.
8. Conducted Fifteenth Annual State School Lunch Conference attended by about 700 School Lunch personnel.
9. Developed with a State Committee, Basic Quantity Cookery Course No. 1 and a Purchasing Course No. 1.
10. Helped Instructor develop course content for School Lunch Supervisors Workshop.
11. Revised bulletin "Lunchroom Courtesies in the Elementary Schools of New Jersey."
12. Expect certification for School Lunch Supervisors will be granted at June, 1960, Board of Examiners Meeting.
13. Prepared 10 School Lunch and Nutrition Newsletters.
14. Revised with a committee of the State Nutrition Council, the statement "Should Candy be Sold in the Schools of New Jersey," and supported the work of the council.
15. Prepared four School Lunch guides, namely: Menu Planning, Preparation Preparation and Serving of Turkey, Resume of School Lunch Laws, and Purchasing.
16. Completed, with a committee, nutrition unit for Secondary Health Education Bulletin.
17. Gave Consultant Service to such groups as School Administrators, Board Members, Food Service Consultants, Building Services, and State Commodity Distribution Agency.

18. Worked closely with Division of Business and Finance on matters relating to School Lunch Financing.
19. Maintained close relationship with U. S. Department of Agriculture Area Office in New York.
20. Gave Consultant Service to New Jersey School Food Service Association executive Board and Supervisors section of the association for upgrading School Lunch Personnel as well as New Jersey Cafeteria Association.
21. Worked with State Department of Health, Constructive Health Division on bringing School Lunch Health regulations up to date.

#### **Office of Child and Youth Study**

1. Conducted 71 child and youth study groups with 569 participants.
2. Participated in the Child and Youth Study Annual Leadership Conference.
3. Cooperated with the State Colleges in establishing credit courses in Child and Youth Study I, II, III, and IV at Glassboro, Newark, Paterson and Trenton.
4. Participated in Human Development project at the State School of Conservation.
5. Held exploratory conferences with members of the faculty in education and psychology at Glassboro, Jersey City, Newark, Paterson and Trenton.
6. Supported and contributed to the deliberations at the State Department Workshop at Stokes.
7. Assisted in each of 10 Principals' Conferences; furnished a consultant for five of the Conferences and a keynote speaker at one.
8. Assisted with the three-day Elementary Education Workshop at Atlantic City.
9. Served on the teams evaluating high schools.
10. Took part in reviewing certain County projects which are supported by State funds.
11. Engaged actively with the Office of Special Education in implementing Chapter 104 of the laws of 1959.
12. Prepared another proposal to the Grant Foundation for extension of the program of Child and Youth Study, and expansion to include additional personnel and/or activities.

NOTE: Details to supplement the above statements may be found in the *Third Annual Report of The Grant Foundation of the Child and Youth Study Program of the New Jersey State Department of Education, 1959-60.*

#### **Office of Audio-Visual Education**

1. Completed and distributed the revision of the Tape Catalogue.
2. Conducted Audio-Visual workshops for school administrators.
3. Conducted, in cooperation with the Office of Elementary Education, three all-day workshop sessions for elementary supervisors.
4. Made eight visits to provide consultative services to the State Colleges.

5. Encouraged members of the Department to use Audio-Visual materials and methods in their presentations throughout the State.
6. Assisted local districts to obtain Audio-Visual materials and equipment under NDEA through the County Audio-Visual Centers.
7. Received greatly increased requests for consultative services both in the field and in the Office.
8. Participated with the Secondary Office on high school visitations and with the Elementary Office during the Principals' Conferences.
9. Noted in 'Annual Report of the County Audio-Visual Centers increases in size of libraries of materials and in the uses of these materials. Based on 1958-59 figures, 413 school districts are now participating in this program.
10. Received requests for consultative services from such agencies as U. S. Steel, Jersey Central Power and Light, New Jersey School for the Deaf, Channel Master Corporation, New Jersey Bell Telephone, Konica Camera Company, Monmouth College, Educational Testing Service, U. S. Department of Agriculture, and New Jersey Education Association.
11. Completed surveys of the Audio-Visual programs of the public schools of West Orange and Verona.
12. Received appointment by the Commissioner to serve on Title III Advisory Committee:
13. Helped plan and participated in 14 county or regional workshops.

#### **Division of Higher Education**

1. Prepared and tested experimentally in three colleges an evaluative schedule for use by each college and university seeking approval. Each institution will apply the schedule to its own situation prior to the visit of a team of Department and college representatives.
2. Held by the Community College Administrative Council a series of conferences on improvement of the different aspects of the college program. Held meetings of the executive officers on different campuses for the purpose of observing developments within the institutions.
3. Visited business and career schools and appraised their programs in terms of the standards of the State Board of Education. Current reviews were the first evaluations within the past five years. Met also with administrative officers of schools of business approved for veterans' training to discuss means for upgrading business education in New Jersey.
5. Completed partially, in cooperation with a State-wide committee, the guide on student teaching, to be used for improving the laboratory experiences by college authorities and supervising teachers in local public schools. Different sections of the guide were appraised by review groups of the delegates at the annual spring conference of 16 New Jersey teacher education institutions.
6. Arranged for State College sophomores to use facilities of Stokes Forest for the School of Conservation Program in all its phases.
7. Developed a new plan in field extension and part-time study to make it possible for 5,000 teachers to pursue tailor-made curriculums leading to the bachelor's degree.

8. Noted proposed changes by major study groups and creation of new certificate programs. Requirements for upgrading issuance of emergency certificates have already been approved and revision of certification in special education been completed. Screening and counseling committees in special emergency fields have been organized to facilitate student planning for certification programs.
9. Noted that two laboratory schools of the State Colleges are studying the uses of closed TV circuits for facilitating observations in classrooms.
10. Reviewed current policies and practices of admission of the State Colleges with many joint conferences of local public school counselors and college officials.
11. Represented the Department at the trial of the operator of a correspondence school in Newark which was selling college degrees. The defendant was fined and the jail sentence suspended.
12. Engaged in a study to provide information for the Committee on Community Colleges and Technical Institutes in determining needs for community college and technical education in New Jersey.
13. Held a series of six workshops of Directors and members of advisory committees on adult education at Glassboro State College and Newark State College. Improvement of teaching, new programs of study, and counseling were considered.
14. Furnished counsel services to 10 different communities in the establishment of new schools in adult education.
15. Developed a plan whereby the New Jersey State Colleges, the State University, and Monmouth College are to serve as testing centers under Plans I and III of the high school equivalency program. The Director of Adult Education has worked closely with the State Colleges in planning programs and services in teacher education for adult programs.
16. Developed by the Bureau of Adult Education in cooperation with the U. S. Bureau of Immigration and Naturalization a home study program for the foreign born who cannot attend classes but need help in preparing to become citizens.
17. Developed a plan for New Jersey industrial installations to be used by out-of-state universities. A plan approved by the Commissioner of Education and the State Board of Education authorized Columbia University School of Engineering to use for instructional purposes the Nuclear Engineering Laboratory at the Industrial Reactor Laboratories at Plainsboro, and at the Electronic Research Laboratories at the Armstrong Field Laboratory, Alpine. The New York University Engineering School established a cooperative graduate program in engineering at the Bell Telephone Laboratories at Murray Hill. Two other out-of-state universities are currently negotiating with New Jersey corporations for use of their installations for instructional purposes.
18. Held a leadership conference of the State Colleges at the School of Conservation to examine the role and function of a chairman and a department of instruction.
19. Devoted a series of conferences to the study and revision of the Personnel Policies of the State Colleges.

20. Gave advice and counsel to a number of lay groups in local communities with regard to the establishment and organization of new collegiate institutions.
21. Visited several two- and four-year institutions in this State prior to the expiration of accreditation, to determine compliance with existing State standards. Provided consultation services to 28 colleges and universities desiring assistance with curriculum development and other activities.
22. Provided visits, consultations, and approvals, under the provisions of Public Law 550, for all institutions and agencies wishing to train veterans in the fields of law, management, real estate, insurance, and other professional type objectives who are required to have their training program and establishment approved by this Division.
23. Conducted numerous field visits to investigate the activities of certain educational institutions as the result of receiving various inquiries and complaints. Reports were prepared and follow-ups conducted when appropriate.

#### **Division of Vocational Education**

1. Operated continuously as a liaison agency between business, industry and education. This relationship compels an almost immediate sensitivity to socio-economic and technological progress and an ability to respond professionally in an effective manner.
2. Developed and published a guidance booklet on the job opportunities brought about by the application of electronics to business in the accounting areas.
3. Conducted a series of State-wide conferences in work opportunities in various business and industrial areas resulting in new courses of study, the upgrading of existing courses and the development of instructional materials.
4. Provided professional assistance for other departments and agencies in the State Government.

#### **Agriculture**

1. Laid groundwork for opening of four new departments of Vocational Agricultural Education in the fall of 1960 at the following schools:
  - Northern Burlington County Junior and Senior Regional High School
  - Southern Gloucester County Regional High School
  - South Hunterdon Regional High School
  - Greater Egg Harbor Regional High School
2. Organized and made operational the New Jersey State Vocational Agricultural Advisory Committee. Sub-committees are working on proposed legislation and guidance aids.
3. Noted representation of the New Jersey Vocational Agricultural Teachers Association for the first time as a group meeting during the N.J.E.A. Convention in November and later in the same capacity during the Farmers' Week conducted in January by the State Department of Agriculture.
4. Held two series of Regional Conferences for in-service teachers from North Jersey, Central Jersey and South Jersey.

5. Conducted a workshop in methods of teaching ornamental horticulture for in-service vocational-agricultural instructors and industrial arts instructors at the Camden County Vocational School.
6. Prepared and distributed a teaching guide in Rural Electrification for Vocational-Agriculture I to all vocational-agricultural instructors in sufficient quantity for classroom use.
7. Noted that the New Jersey State Association of Future Farmers of America received the following awards in various competitions:

a. National and Regional Awards:

REGIONAL EVENT	NO. OF STATES PARTIC- IPATING	FIRST			SECOND		THIRD	
Star American Farmer	11	Delaware	New York	Pennsylvania				
Star State Farmer	12	Pennsylvania	Maryland	New York				
Dairy Farming	8	New Jersey	W. Virginia	Pennsylvania				
Farm Electrification	3	Maine	New Jersey	Delaware				
Farm Safety	4	New Jersey	Delaware	W. Virginia				
Farm Mechanics	7	New York	Delaware	New Jersey				
Soil & Water Management	5	W. Virginia	New Jersey	Connecticut				

b. The Newton Chapter received the Regional Award for Farm Safety.

c. National Judging Contest—Waterloo and Kansas City

- Poultry and Eggs — North Hunterdon Team — Bronze Emblem
- Livestock Judging — Glassboro Team — Bronze Emblem
- Dairy Judging — Newton Team — Bronze Emblem

d. The Annual State Spring Judging Contest was conducted at the College of Agriculture, New Brunswick:

- (1) Dairy Judging — four classes — 20 schools
- (2) Identification of U. S. standards — poultry and egg grades — 17 schools.
- (3) Farm Mechanics — 19 schools
- (4) Identification of ornamental horticultural plant material — 11 schools

e. The New Future Farmer of America Chapter of Newton has been named to receive the coveted Certificate of Commendation from the National Conference for Farm Safety of the National Safety Council.

f. The Newton F.F.A. Chapter, recipient of many State and Regional safety awards, was cited by the National Safety Council for its "exceptional service to farm safety."

g. The Annual F.F.A. Convention was held at Camp Pahaquarra June 29, 30-July 1, 1960. Vocational-agricultural students from each of the F.F.A. chapters throughout the State met at this Convention, which is

devoted to leadership training, community and civic responsibility and personal development.

### **Business and Distributive Education**

1. Held four Regional Workshops on Business Education in Secondary Schools and two Business Education Workshops were held on the State College campuses at Trenton and Montclair.
2. Held a State-wide "Business Education Week" during the week of April 30-May 7.
3. Established three new Distributive Education programs in Secondary schools.
4. Planned and conducted two workshop conferences for teacher-coordinators.
5. Noted that the State Supervisor was elected as a member of the Advisory Committee for Distributive Education of the National Retail Merchants' Association, and is also a member of the Policy and Planning Committee for Distributive Education of the American Vocational Association.

### **Curriculum Laboratory**

1. Noted the formation of the National Professional Curriculum Materials Committee sponsored by the United States Office of Education. It consists of eight members, two each from four sections of the country. New Jersey is represented through the Curriculum Specialist. This committee is working with the Atomic Energy Commission in the development of instructional materials for fire and disaster fighters involved with radiation hazards.
2. Welcomed to the Curriculum Workshop Salem County Technical Institute and New Jersey School for the Deaf.
3. Noted release by the American Technical Society of the book written in the Curriculum Laboratory by Joseph Umowski, "Experiments in Ferrous Metallurgy."
4. Completed the following items:
  - Homemaking Education in New Jersey
  - Agriculture - Rural Electrification I
  - Biology for Agriculture
  - You and Your World
  - Industrial Chemistry - Areas I and II
  - Shop Theory for Draftsmen I
  - General Mathematics - 10
  - Background for Citizenship
  - Sketching and Design for Upholsterers - III
  - Laboratory Experiments in Electronics - I
  - Layout and Design for Printers - I
5. Made constant re-runs on previously published materials, such as, Vocational Briefs, Apprentice Agreements, County Surveys, etc.
6. Received many requests for our materials from colleges and schools throughout the country and even from some foreign lands.

### **Finance and Statistics**

1. Began the program of office equipment replacement as approved by the Budget Bureau.

2. Completed distribution of Federal funds for Vocational Education Programs in New Jersey for expenditures made by the local districts during fiscal year 1959. A total of \$852,914.17 was disbursed in connection with the George-Barden and Smith-Hughes Vocational Education Acts. Included in the George-Barden Program were disbursements for the Practical Nurse Training Program (P.L. 911) and the Area Technical-Vocational Education Programs (P.L. 864 - NDEA). Detailed reports were furnished to all districts concerned.
3. Distributed forms needed by the local districts for requesting Federal Reimbursement for fiscal year 1960 under the Smith - Hughes and George-Barden Programs of Vocational Education.

#### **Guidance**

1. Completed an intensive survey of small industrial and business establishments in Union County at the request of the Union County Vocational School Board, supplementing the broad coverage survey previously presented to the Board of Education.
2. Completed and distributed a follow-up study of vocational programs for the class of 1959.
3. Nearly completed a follow-up study of outstanding graduates of trade and industrial courses for past years.
4. Conducted at Newark State College a 15-session course in Vocational Guidance for school administrators and counselors in general high schools.
5. Assisted members of the Office of Secondary Education with approval of high schools.
6. Participated in several "career days" in various secondary schools.
7. Visited vocational and technical high schools to consult with directors, principals and counselors regarding Guidance and Placement programs.
8. Participated in conferences and workshops sponsored by the New Jersey Personnel and Guidance Association.

#### **Home Economics**

1. Participated in the 1959 Fall Conference for Teachers of Vocational Home-making held in Asbury Park in September.
2. Distributed the State Guide to all home economics teachers in the State through county institutes or meetings called by county superintendents of schools.
3. Mailed copies of the new Homemaking Guide to home economics supervisors in all State Departments of Education in the country.
4. Profited from New Jersey visit of Dr. Margaret Alexander, Program Specialist for the North Atlantic Region, Bureau of Home Economics, United States Office of Health, Education and Welfare, Department of Education. The Home Economics section of the State Plan for Vocational Education in New Jersey was thoroughly reviewed and revisions discussed in preparation for the rewriting of the entire Plan in the near future. Miss Alexander also met with Dr. Raubinger and Dr. Jochen during her visit, and with Dr. Katharine Hall of Montclair State College and Mrs. Merna Samples of Douglass College.

5. As a part of a county-wide curriculum development project in Gloucester County, home economics teachers from 12 districts met twice monthly with the State Supervisor for vocational home economics education serving as consultant to the group.
6. Meetings held by State Supervisor with six home economics education students at Montclair and Douglass Colleges and with Principles and Practices in Vocational Education classes to interpret and discuss homemaking programs in the public schools of the State.
7. Held a planning meeting of the advisory council for teachers of Federally-aided homemaking programs at Douglass College during April. The theme chosen for the 1960 Fall Conference is "Teaching for Individual Differences." The conference was held in Asbury Park, September 30 and October 1, 1960.
8. Three high schools — Wall Township, West Morris Regional and Williamstown — initiated Federally-aided home economics programs in the fall of 1959.
9. Noted that Madison, Bergenfield and Bridgeton are enjoying new departments in new high schools.
10. Published in the *NJEA Review* in March an article, "The Census — What it Means to Home Economists" written by the State Supervisor of vocational home economics.
11. Prepared and published a *Department Newsletter*, "New Directions for Home Economics," by the Supervisor of vocational home economics.
12. Noted that a full curriculum in home economics leading to a degree for part-time students will be introduced by the University College, Rutgers, New Jersey State University in September. The new program is a cooperative undertaking by University College and Douglass College to enable employed persons to qualify for professional careers in home economics.

Another successful series of meetings, "Better Living in New Brunswick," was held during 1959-60. The adult education classes at Douglass cooperated with the city schools and public welfare agencies in presenting topics of interest to adult homemakers in the city.

13. Presented certificates of attendance as the Monmouth County Home Economics Association completed its third year of professional in-service meetings. In the field of general home economics, an advisory committee formed to plan in-service professional improvement programs and conferences.
14. Noted that New Jersey's representatives of the Future Homemakers of America, a National homemaking club, attended the N.E.A. Public Relations program and were commended by the U. S. Office of Education.

#### **Industrial Arts**

1. Assisted new teachers in keeping up to date: special courses are provided, leaders in industry are invited to talk to teacher group, and industry in turn invites these groups to tour their factories.
2. Arranged six professional in-service courses for the 1959-60 school year.
3. Developed a Teachers' Guide for Basic Electricity and a Teachers' Guide

in Plastics at the Vocational Curriculum Laboratory during the summer.

4. Promoted live student demonstrations of elementary and junior high school Industrial Arts activities by this Office and the New Jersey Industrial Arts Association at the New Jersey Education Association Convention.
5. Noted that at the annual New Jersey Vocational Arts Association Convention in March at Asbury Park, approximately 1,650 student projects were exhibited covering all Industrial Arts areas.
6. Planned and held two Industrial Arts Supervisors' meetings: one in October at Metuchen and the other in March at the New Jersey Vocational Arts Association Convention.
7. Noted that the regional Student Craftsman's Fair was held in Newark at the Public Service Auditorium. Nine hundred and seven student projects were displayed to the public during the week of May 9 - 13, representing the work of 91 schools, an increase of 103 student projects over last year's display.
8. Rendered service to Boards of Education, Superintendents of Schools and Architects in developing and reviewing shop laboratory plans for 69 new programs: Elementary - 14, Junior High School - 4, and High School - 51. A total of 208 new industrial arts teachers will be required to staff this growth.

#### Private Trade Schools

1. Approved four new trade schools:
  - Sun Central Training Center, Passaic
  - Vogue Modeling and Charm School, Trenton
  - Electronics Training Center, Pennsauken
  - East Orange School of Millinery, East Orange
2. Approved the American School of Cosmetology, Newark, for veteran training under Public Law 550.
3. Approved the following new courses for the established schools:
  - Jet Engine Mechanics,
  - Medical Assistant—Medical Laboratory Technician,
  - Auto Mechanics,
  - Small Engine and Power Equipment Repair,
  - General Electric Oil Burner Servicing,
  - Industrial Electronics - (Basic electronics, closed circuit T.V., T.V. servicing, Industrial applications.)
  - Electronic Technician,
  - Electronics - Radio - Television,
  - Electronic Specialist,
  - Musical Instrument Repairman's Helper
4. Approved additional courses for veterans training for several schools previously approved for purposes of P.L. 550:
  - Domestic Oil Heating,
  - Electrical Drafting,
  - Electronic Drafting,
  - Auto Mechanics,
  - Jet Engine Mechanics.
5. Assisted and advised a number of the established schools which found it desirable to revise certain of their courses. One school discontinued operation during the year.

6. Visited all of the approved private trade schools and the flight training and beauty schools approved by this Department for purposes of P.L. 550, and interviewed 36 people in the State office regarding approval of new schools and changes in the established schools.

### Research

1. Prepared 22 separate survey reports in connection with the State-wide survey of needs in vocational and technical education: one for each of the counties and a State-wide report. Published 10 of these and completed manuscripts of the other county reports. The State-wide report was nearly completed, and ready for publication. The survey spotlighted the need for many new and expanded programs of vocational and technical education.
2. Noted activity in these areas during recent years: appointment of county boards, establishment of new programs, appointment of full-time directors of vocational education, etc.
3. Made a special study in technical education, covering various operational phases of programs organized under the N.D.E.A. of 1958. Reported on this study at the April meeting of the North Atlantic Region, Trade and Industrial Education.

### Teacher Training

1. Offered a 12-hour orientation program to the teachers of the Salem County Technical Institute prior to its opening in September, 1959.
2. Offered to vocational and technical high school teachers during 1959-60—to satisfy vocational certification requirements—the following in-service courses:

First Term Course		Center	Enrollment
Introduction to Sociology	2 sections	Union	51
Industrial History	2 sections	Union	60
Techniques in Report Writing		Merchantville	29
Shop Organization and Management		Trenton	32
Supervised Teaching of Vocational Subjects		Vocational and Technical High Schools of New Jersey	13
Second Term Course		Center	Enrollment
Oral Communications		Merchantville	25
Industrial Hygiene and Shop Safety	2 sections	Union	56
Fundamentals of Job Analysis	2 sections	Union	57
Administration and Supervision of Vocational and Practical Arts Education		New Brunswick	18
Supervised Teaching of Vocational Subjects		Vocational and Technical High Schools of New Jersey	11

3. Offered a course in Principles, Practices and Philosophies of Vocational Education at the Bridgeton Junior High School for administrative and supervisory personnel in the field of general education.
4. Offered at the Newark State College in Union, a course in Vocational Guidance for counselors serving in the field of general education.

5. Arranged two visitations during the year. During the Christmas recess, 50 teachers and supervisors visited Kearfott Company, Inc., in Little Falls, and during Easter recess, 70 teachers and supervisors visited the National Biscuit Company in Fair Lawn.
6. Noted that a five-day automotive workshop was offered by General Motors to 25 auto mechanics teachers during the last week in June.
7. Received notice that 15 senior auto mechanics students from five vocational and technical high schools completed an eight-week training program sponsored by the Buick, Oldsmobile and Pontiac Divisions at the General Motors Training Center in Union.

### **Technical Education**

1. Noted approval of the amendment to the New Jersey Plan for Vocational Education which permitted participation in N.D.E.A.
2. Reviewed, upgraded and approved for reimbursement programs existing prior to March 12, 1959.
3. Noted that many new programs began in September, 1959.
4. Welcomed increase in county vocational-technical activities: Salem began operations with 220 students; Monmouth instituted a Technical Drafting program, with 60 students; Middlesex completed a survey of its needs; Union appointed a director of the vocational-technical schools; Warren also appointed a new director.
5. Reproduced and made available to all school systems a course outline resulting from the State-wide survey of needs for electronic technicians. The same procedure was followed in the technical drafting areas, including equipment and supplies lists, and references and text bibliographies.
6. Visited all vocational facilities in the State and held various conferences for local school districts planning additional offerings in technical education.....

### **Trade and Industrial Education**

1. Devoted much of the first year time of the Director of Trade and Industrial Education to becoming acquainted with personnel and programs in New Jersey, now experiencing tremendous growth in vocational and technical education.
2. Assisted newly appointed County Boards for Vocational-Technical Education in planning for and establishing county-wide educational programs in the following counties: Salem, Ocean, Monmouth, Union, Warren, Somerset, (and Morris County on a limited basis without a County Board).
3. Engaged in a cooperative project with the Office of Special Education in developing an employment orientation program in East Windsor Township, a pilot program including work experience in-school and out-of-school.
4. Developing in Union County Regional High School another program involving work experiences; not designed for employment in skilled occupations as are vocational courses, it is centered around job preparations.
5. Conducted, at the request of the E. R. Johnstone Training and Research Center, a series of Job Instructor Training Classes for the Center's supervisory staff. A total of 40 supervisors enrolled. Plans are being made for the Department of Institutions and Agencies to continue this program at the Bordentown location.

## **Veteran and Apprentice Training**

1. Completed the annual study to determine the number of apprentices employed in New Jersey and the number of these apprentices enrolled in approved related instruction classes. The study revealed that more than 3,500 apprentices were engaged in more than 71 different trades in New Jersey as of January 1, 1960. More than 98 per cent of those employed were found to be in an approved related instruction program.
2. During the year the Vocational Division accomplished the following in connection with their apprentice training responsibilities:
  - a. 62 Establishments approved for Apprentice training
  - b. 428 Apprenticeship agreements registered
  - c. 8 Establishments approved for On-the-Job training
  - d. 17 On-the-Job training agreements processed
  - e. 265 Certificates of Completion of Apprenticeship issued
  - f. 46 Establishments approved for Apprentice training under the Joint Approval Plan
  - g. 30 Apprenticeship agreements registered under the Joint Approval Plan.
3. Noted that the Joint Approval Plan, involving cooperative relations between local Apprentice Coordinators representing the State Department of Education, and the Field Representatives of the Bureau of Apprenticeship and Training, U. S. Department of Labor, became effective during November, 1959. The program is proceeding under a "Statement of Working Relationships" developed between representatives of both agencies.
4. Held meetings on six occasions during the year between the local apprentice coordinators and personnel of the Vocational Division to review problems and policies involved in the New Jersey State Apprenticeship Training. Three meetings included personnel from the U. S. Department of Labor, and problems and procedures involved in the Joint Approval Plan were reviewed and discussed
5. Continued work on the preparation and review of comprehensive related subject outlines to be used in connection with the New Jersey State Apprenticeship Program. The local apprentice coordinators assisted in the review of the proposed outlines.
6. Continued to work with the Veterans Administration in connection with veterans enrolled in apprentice and on-the-job programs under provisions of P.L. 550. Ninety-six agreements registered pertaining to veterans in training under P.L. 550.

## **Division of the State Library, Archives and History**

### **Public and School Library Services Bureau**

1. Noted that Governor Meyner signed library aid measures into law on December 1, 1959, and the Appropriations Act for 1960-61 includes an initial allotment of \$400,000 to be distributed on October 1, 1960. It is anticipated that this legislation will spark significant improvements in public libraries by encouraging greater local effort and cooperative methods.
2. Assisted many secondary and elementary schools in inaugurating new school

libraries and improving existing facilities in other districts that are expanding rapidly.

3. Cooperated with the Curriculum Division in serving as members of evaluation teams visiting secondary schools and in participating in elementary supervisors' meetings where the school library was the subject under consideration.
4. Observed National Library Week and distributed, with the assistance of Library Services Act funds, 62 teenage shelves (25 books each) to public libraries in communities under 10,000 population during National Library Week and for a loan period thereafter.
5. Conducted five regional "clinics" during May and June, 1960, to discuss the new State aid program with libraries and trustees.
6. Provided through the adult services section 25 exhibits to State-wide groups, including the Parent-Teachers Association, the State Grange and the Adult Education Association of New Jersey. These carefully-selected collections were geared to the special interests of the groups involved and all exhibits emphasized the use of the local library.
7. Noted that the Tri-County Library Services Center continued its impressive record of service to Cumberland, Gloucester and Salem Counties. Use of the Bookmobile increased by almost 18 per cent and the regional librarian and her staff gave consultative and advisory services in depth to local libraries within the three-county area.

#### **Legislative Research Section**

1. Provided reference and research assistance to practically all the 81 members of the Senate and General Assembly. This service included memoranda on many legislative problems, including various aspects of reapportionment, broad-based taxation and the rapid transit problem.
2. Served as research assistants to several legislative commissions, including the Commission on Out-of-State Taxation of New Jersey Residents, the Commission to Investigate Unfair Mortgage Practices, and the Commission to Study Blue Cross and Blue Shield. They assisted in the preparation of the final reports of the Mortgage Commission and in the writing of an interim report of the Out-of-State Tax Commission.
3. Worked a great deal of time in connection with the State aid to public libraries act. This involved preparing estimates of the amount of State aid accruing to each municipality as well as the drafting of regulations promulgated by the State Board.

#### **Law and Legislative Reference Bureau**

1. Processed by the Reference Desk 3,365 requests as against 1,840 in the same period the year before. During the same period, the Law Desk processed 4,658 requests as compared with 3,804 in 1959.
2. Improved the physical condition of the books and documents with the addition of a library maintenance worker this past spring. For the first time, these valuable collections are being maintained in proper order and kept free from dust and other harmful materials. The improved appearance and condition of the volumes has been marked with appreciation by both patrons and staff.
3. Made concentrated and increasingly successful efforts to obtain sufficient copies of all official New Jersey publications as soon as published.

4. Inaugurated, as a safety measure, a project to microfilm old official reports which exist in single copies only. In addition, the file of administrative rules and regulations has been reorganized for more effective use.
5. Reclassified the collection of New Jersey laws and other legal materials and a new collection of municipal charters and ordinances begun.

#### **Bureau of Archives and History**

1. Authorized more than 60,000 cubic feet of records for disposal by State, county and municipal offices during the period ending April 30, 1960. This is less than the 75,000 cubic feet destroyed in 1959, a record occasioned by the fact that many agencies had accumulated vast amounts of records up to that point without any plan of orderly disposal.
2. Established new Records Retention and Disposal Schedules for many State agencies and other units of government. One of the most inclusive schedules covered the business records of State institutions and agencies. This schedule, comprising 256 items, represented the work of many months of effort.
3. Developed a tentative Records Retention Schedule for the Garden State Authority. This schedule, when approved, will be used as a basis for a similar one for the Turnpike.
4. Received assignment in the Archives Bureau of custody of all State-owned portraits, many of which have been stored for many years under stairways located in the stacks of the State Library. All have been cleaned, catalogued and removed to the Bureau's vault in the State House. Arrangements are now being made to restore some of the more important paintings that hang on the walls of the State House.
5. Turned over, in keeping with the Bureau's policy of retaining only materials needed in its work and which relate directly to New Jersey, hundreds of WPA publications of no reference value to New Jersey to the National Archives.
6. Noted that among the most important archival accessions was the Royal Land Grant to William Franklin, Esq., Governor and Commander-in-Chief over the Province of New Jersey, 1773.
7. Began preparing materials to exhibit during the next four years, with three important celebrations coming up—the New Jersey Tercentenary in 1964, the Civil War Centennial 1961-65, and the New York World's Fair in 1964.
8. Noted that, in connection with the above-mentioned celebrations, the Director of the Division, in addition to his other duties, is serving as Secretary to the New Jersey Tercentenary Commission and as a member of the Historic Sites Evaluation Committee, which was appointed by the Commissioner of Conservation and Economic Development.

#### **Division of the State Museum**

1. Provided services for 129,183 visitors during the year, 9,000 more than the year before.
2. Provided guided tours for 1,243 school groups from 21 counties of New Jersey and from Pennsylvania. These visits represent about 30 per cent of the total attendance, and an increase of 113 groups over the previous year.
3. Noted that with the aid of the National Park Service (Flood Control Salvage Program), the Archeological Society and the State, the New Jersey Delaware River shore in the Tocks Island Reservoir Area was surveyed and test-pitted by a professional archeologist from Columbia University; 36 sites were sur-

veyed and all but one produced Indian artifacts or showed other signs of aboriginal occupation; 8 sites in the State Fish Hatchery area were also investigated.

4. Made plans for the 1960 field season and excavations were started at the Hartwick Site, Dingman's Ferry.
5. Gave advice and assistance in excavating at request of local officials, in connection with two early Caucasoid burials unearthed under churches, during reconstruction, in Perth Amboy and Succasunna.
6. Assembled and typed field journals of summer surveys, and a duplicate set of maps of the 36 surveyed sites was made.
7. Cataloged 5,507 artifacts of the Moutenot collection; 962 cards and ledger sheets were prepared; 1,225 index cards for the archeological library were completed; print and clipping collections were reorganized.
8. Selected and prepared materials for the new Chronological Cultural Exhibits and the Recent Archeological Acquisition exhibits at Museum; skeletal materials were treated and repaired.
9. Drew up plans for 24-drawer educational exhibits of New Jersey archeology, and materials were cleaned and repaired for installation.
10. Compiled and issued two *Bulletins* and four *Newsletters* of the Archeological Society.
11. Checked 1,285 birds and mammals specimens of the Museum's study collections against catalog records and cleaned them in preparation for reorganization and recataloging according to recent nomenclature, to be undertaken in summer of 1960.
12. Acquired the following specimens and objects or made provision for future acquisition, by gift and purchase:
  - a. 31 examples of early arts and crafts such as tools used by coopers and tinsmiths, and a farrier's set; an 18th century New Jersey spinning wheel and yarn winder; early pottery and glass.
  - b. 18 natural history specimens including fossil mastodon and dinosaur leg bones which were acquired from American Museum of Natural History for visitors to touch.
  - c. Herbarium of pressed flowers—almost every wildflower that grows in New Jersey is represented. Gift of Mrs. Byron Wollaston of Lambertville.
  - d. Recent works by leading New Jersey artists: New Jersey Goldfinches (oil painting); five watercolors of natural history subjects; six graphic art prints.
  - e. 11 early publications with engravings, drawings and prints of pottery, Indian life and artifacts, early decorative arts and historical New Jersey scenes.
13. Made provision for future acquisition of the large cataloged collection of Indian artifacts from New Jersey and the midwest assembled by Dr. Lancelot Ely of Toms River.
14. Reconstructed in the Indian Hall the walls and three cases with mahogany plywood and four new cases were built of matching material.
15. Organized and installed a series of five new exhibits in the Indian Hall based

on the CHRONOLOGY OF INDIAN OCCUPATION IN NEW JERSEY to show the five culture periods, from c.7,000 B.C. to A.D. c.1625.

16. Began work to remodel a large case to house INDIAN SUBSISTENCE exhibits and to build two cases to house the reconstructed INDIAN CEREMONIAL DIORAMA and an INDIAN BURIAL.
17. Installed fluorescent lighting in the two Special Exhibit Galleries which required 20 new fixtures and special wiring; the Main Hall ceiling was painted and the Zenitherm walls were cleaned.
18. Reorganized general correspondence and exhibit files from 1929.
19. Presented a total of nine special exhibitions on industry, history, archeology, art and education with the aid of State-wide committees, State agencies, other organizations and individuals. Featured were:
  - a. OIL'S FIRST CENTURY, presented in cooperation with the New Jersey Petroleum Industries Committee as part of nation-wide observance of the first successful oil well in America, and in recognition of New Jersey's importance in petroleum refining and research.
  - b. CONTEMPORARY INDIAN PAINTINGS showed work of some of the best American Indian artists of today, done in the traditional style. Paintings lent by Philbrook Art Center, Tulsa, Oklahoma, and Museum of American Indian, Heye Foundation, New York City.
  - c. CHRISTMAS 1776, eight miniature dioramas depicting events in the Battle of Trenton; presented in cooperation with Miniature Figure Collectors of America; extended through February in observance of American History Month.
  - d. EARLY AMERICAN ARTS AND CRAFTS - WOOD WORK AND TIN WARE c.1650-1900. This is the fifth in a series of early American arts and crafts stressing New Jersey's contribution in an endeavor to locate work of early New Jersey folk artists and craftsmen.
  - e. Art exhibits included: CONTEMPORARY PRINTMAKERS (continued); ARCHEOLOGICAL AND ETHNOLOGICAL MATERIALS - selections from 10 gift collections of over 10,350 items; NEWSPAPER PHOTOGRAPHIC AWARDS; PAINTINGS AND SCULPTURE BY SENIOR HIGH SCHOOL DISTRICT WINNERS IN ROEBLING-BOEHM SCHOLARSHIP AWARDS; AMERICAN INDEX OF DESIGN.
  - f. An exhibit, EDUCATION GEARED TO OUR TECHNICAL NEEDS, was prepared and installed, in cooperation with Division of Vocational Education, at the New Jersey State Fair for the Department of Education.
20. Presented 31 public programs, lectures, concerts and film programs, dealing with natural history, archeology, art, Indian affairs, music and museum techniques and services.
21. Filled 91,918 requests for visual aids, reaching over three and one-half million people through use by 761 schools, 425 adult community groups and 78 youth groups.
22. Placed in press a revision of the Film Catalog.
23. Received requests for advisory services and assistance in various fields in an increasing number from individuals, organizations and State and other agencies. Active participation had to be limited as follows:

- a. Museum served as headquarters and staff held offices in Geological Society of New Jersey, Archeological Society of New Jersey, and the Eastern States Archeological Federation.
  - b. Cooperation in educational projects: Greater Trenton Science Fair; Roebling-Boehm Scholarships.
  - c. Cooperation with other organizations: New Jersey Historical Society, Museums Council of New Jersey, Batsto Citizens Committee, Historic Sites Evaluation Committee, New Jersey Art Education Council, New Jersey Federation of Women's Clubs, New Jersey Conservation Council.
24. Prepared 72 stories for release to newspapers, magazines, and radio-TV stations.
  25. Published feature article "Salvaging New Jersey's Prehistoric Sites" by Dr. Dorothy Cross in April issue of *NJEA Review*.
  26. Broadcast two taped interviews on "American Indian Paintings" and "New Jersey Archeology."
  27. Answered approximately 350 letters of inquiry, and 484 specimens—chiefly rocks, fossils and artifacts—were identified.
  28. Received for distribution popular bulletins #6 *A New Jersey Mastodon* and #7 *The Lampreys and Sharks of New Jersey* and reprint of Bulletin #6 was published.
  29. Prepared and sent to press the exhibit catalog *American Indian Paintings*.

#### School for the Deaf

1. Made considerable progress in most phases and areas of our operations.
2. Sought more and better answers to some of our problems.
3. Received approval of the teacher training program by the Conference of Executives of American Schools for the Deaf.
4. Completed by eight teachers their second year of training.
5. Completed by five teachers their first year of training.
6. Noted that all Vocational teachers completed two extension courses.
7. Upgraded cottage and dormitory personnel as a result of our In-Service Training Program.
8. Found that professionally trained staff is still a critical problem.
9. Placed all vocational graduates in positions.
10. Instituted Offset-Printing as a full-time major trade.
11. Built two new shop units.
12. Inaugurated a vocational program for multiple handicapped students.
13. Put into use the first residence of our Upper School.
14. Expanded the guidance program with the help of State Employment and Rehabilitation.
15. Expanded our program for parents.

16. Cooperated with other schools and colleges helpful in our program.

**State Agency for Surplus Property**

1. Cooperated with Federal and State Agencies in obtaining surplus property for use by public and private schools, colleges, hospitals, and Civil Defense activities.
2. Requested allocation to New Jersey of surplus property valued at \$19,337,129.53.
3. Reviewed 1,337 applications for property valued at \$7,010,546.56.
4. Completed 1,334 transfers to eligible institutions of property with an acquisition value of \$6,738,537.18.

**STATE OF NEW JERSEY**  
**STATE EXPENDITURES FOR EDUCATION**  
**1959-60**

<b>Administration—State Department of Education .....</b>			
Commissioner's Office .....		\$ 906,730.68	
Division of the State Library, Archives and History .....		336,056.97	
Division of the State Museum .....		117,860.19	
Division on Civil Rights .....		128,006.07	
State Competitive Scholarships and Student Loans .....		368,230.91	\$ 1,856,884.82
<b>State Colleges and Schools</b>			
Colleges			
Glassboro .....	\$ 1,369,206.02		
Jersey City .....	1,042,757.49		
Newark .....	1,312,184.20		
Paterson .....	1,211,423.68		
Montclair .....	2,086,161.48		
Trenton .....	2,139,755.15	9,161,488.02	
Debt Service (State College Construction) .....		2,390,582.50	
School for the Deaf—Trenton .....		1,064,771.28	
School of Conservation—Lake Wapalanne .....		75,012.43	
<b>Other Educational Agencies</b>			
State University of New Jersey .....		13,172,172.16	
Newark College of Engineering and Newark Technical School .....		1,113,659.00	26,977,685.39
<b>State Aid</b>			
County Superintendents (Salaries) .....		246,730.00	
Other Officers and Employees (Salaries) .....		510,187.00	
Materials, Supplies, Travel and Other .....		164,152.64	
<b>Grants in Aid</b>			
Evening Vocational Schools .....	260,350.51		
Industrial Schools .....	70,000.00		
<b>Chapter 85, Laws of 1954</b>			
Formula .....	65,787,473.00		
Transportation .....	7,438,461.00		
Emergency Fund .....	172,850.00		
Atypical Pupils .....	2,561,698.50		
Evening School for Foreign Born .....	57,714.44		
School Bldg. Aid Chapters 8 & 9, L. 1956 .....	14,431,985.50	90,780,532.95	
Teachers' Pension and Annuity Fund .....		34,552,973.23	126,254,575.82
<b>State Capital Expenditures</b>			
State Colleges .....		5,278,357.13	
New Jersey School for the Deaf .....		64,038.44	
The State University of New Jersey .....		3,191,621.26	
Newark College of Engineering and Newark Technical School .....		499,564.00	
State College Construction Fund (Bond Issue 1952) .....		73,082.20	
State College Construction Fund (Bond Issue 1959) .....		592,597.51	9,699,260.54
<b>Special Funds</b>			
<b>Vocational Schools: Smith-Hughes</b>			
State Share .....	73,664.00		
Federal Share .....	160,493.49	234,157.49	
<b>Vocational Schools: George-Barden</b>			
State Share .....	249,687.38		
Federal Share .....	642,152.47	891,839.85	
<b>National Defense Education Act 1958</b>			
Titles III, V & X			
State Share .....	76,041.00		
Federal Share .....	1,801,035.02		
Student Loan Funds State Colleges .....	204,049.85	2,081,125.87	
<b>Other Federal Grants</b>			
Extension of Library Services Rural Areas .....	95,554.37		
School Lunch Program .....	1,589,534.00		
School Milk Program .....	2,173,772.24		
Agricultural College .....	117,479.80		
<b>Graduate Fellowship Program</b>			
Mentally Retarded .....	11,513.70		
National Science Foundation .....	95,830.03		
Archeological Research Project .....	952.03	4,084,636.17	
<b>Other Grants</b>			
<b>Child and Youth Study Program</b>			
W. T. Grant Foundation .....	12,585.69		
Camille and Henry Dreyfus Foundation .....	\$ 102,071.50	\$ 114,657.19	\$ 7,406,416.57
			<u>\$172,194,823.14</u>

## STATE SUMMARY—LOCAL SCHOOL DISTRICTS

Area in Square Miles 7,506.90

Average Enrollment: District Schools 1,014,870.4      Total \_\_\_\_\_      Resident Daily 1,014,350.1  
 No. of Special Classes 1,077.5      Home Instruction Pupils 2,694  
 Plan \_\_\_\_\_      Buildings Owned 2,221      Classrooms Used 39,226      Special Rooms 4,047

ENROLLMENT		PERSONNEL		FINANCIAL DATA	
K 100,635	7 — 90,283	Superintendent	308.1	Full Part	Net Valuation Taxable:
1 — 100,763	8 — 79,263	Asst. Supt.	85.4	Time	1959 _____ \$ _____
2 — 93,298	9 — 73,956	Principals	1,645.7	271	1960 _____ \$ _____
3 — 90,317	10 — 66,007	Secretaries	492.3	37	Av. Assessed Valuation on
4 — 85,166	11 — 60,638	Assistant Secretary	17	10	Real Property:
5 — 85,063	12 — 54,505	Business Manager	17	3	1957-58-59 _____ \$ _____
6 — 84,818	Special 13,904	Attendance Officers	198	355	Ratio: Assessed to
Ungraded Vocational 2,599	Regular 43,405.2	Medical Inspectors	73	778	True Value _____ %
Total Day School 1,081,215	Part-Time 1,875.0	Dental Inspectors	28	277	School Debt* _____ \$744,175,026.57
Junior College _____	Special 1,197.2	Nurses	849	261	Tax Rate _____ 1959 _____ 1960 _____
Evening School:	Junior College _____	Janitors & Engineers	5,935	1,085	CHVI Debt Serv. _____ \$ _____
Vocational _____ 18,204	Teachers (Eve.) _____	Bus Drivers	403	396	Regional _____ \$ _____
Regular _____ 10,097	Vocational _____ 576.0	Maintenance	729	103	Total _____ \$ _____
Accredited _____ 4,788	Regular _____ 298.0	Bus Attendants	38	9	Day School Cost Per Pupil in
Foreign Born _____ 3,834	Accredited _____ 111.0	Recreation	17	75	Average Enrollment: _____
Summer School _____ 25,538	Foreign Born _____ 124.0	Clerks & Secretaries	3,353	574	Excluding Transportation \$391.37
	Teachers: Sum'r 699.5	Cafeteria Employees	2,041	1,402	Including Transportation \$404.60
		Others	186	341	Equalized Valuation Per Pupil in
					Resident A.D.E. _____ \$29,292.00

### REVENUES AND EXPENDITURES 1959-1960

REVENUES		EXPENDITURES (Cont.)		EXPENDITURES (Cont.)	
Free Balance 7/1/59 _____		Textbooks _____	\$ 5,439,474.48	Sundry Accounts _____	
***Current Operating ————	\$ 39,161,184.75	Schl. Lib. & Audio _____	2,072,150.34	Food Services _____	
**Improv. Authorizations ————	98,460,383.68	Teaching Supplies _____	8,680,092.87	Salaries _____	\$ 1,544,926.65
Capital Reserve Fund ————	1,263,898.94	Other Expenses _____	1,780,760.35	Other Expenses _____	882,395.51
Total _____	\$138,885,467.35	Attendance & Health Services _____		Exp. to Cover Deficits _____	345,016.32
State Aid _____		Salaries—Attendance ————	1,445,448.31	Student Body Activities _____	
Formula _____ 65,786,973.00		Attendance _____	65,420.02	Salaries _____	1,251,904.67
Transportation _____ 7,438,461.00		Health Services _____	6,479,964.44	Other Expenses _____	1,521,153.82
Atypical Pupils _____ 2,561,689.50		Other Expenses _____	463,992.92	Exp. to Cover Deficits _____	359,048.35
Buildings Aid _____ 9,697,661.67		Transportation _____		Community Services _____	
Emergency _____ 172,850.00		Salaries _____ 1,854,153.89		Salaries _____	1,279,130.60
Evening Vocational _____ 260,350.51		Vis. Mat _____ 10,514,146.18		Other Expenses _____	143,219.64
Evs. School For. Born _____ 58,314.44		Replacement—Vehicles _____	219,634.87	Special Projects _____	
Federal Aid _____		Insurance _____		Salaries _____	61,481.29
Vocational _____ 742,704.84		Pupil Trans. _____	95,271.22	Other Expenses _____	45,635.72
P. L. 815 _____ 1,718,245.03		Other Oper. and _____	740,169.26	Capital Outlay (Budget) _____	
P. L. 874 _____ 3,059,901.96		Operation _____		Sites _____	1,699,514.02
National Defense _____ 1,901,461.19		Salaries _____ 26,640,683.22		Buildings _____	2,021,964.65
All Other _____ 305,513.09		Contracted Services ————	247,014.38	Equipment _____	4,880,295.40
Local Aid: District Tax _____		Heat _____	5,085,454.38	Improv. Authorizations _____	
Current _____ 342,272,344.85		Utilities _____	6,565,060.87	Buildings _____	6,146,778.50
Capital _____ 6,369,549.68		Supplies _____	2,377,841.69	Equipment _____	91,700,334.32
Debt Service _____ 29,327,994.73		Other Expenses _____	260,920.75	Interest _____	10,331,181.49
Municipal Schools _____ 158,947.39		Maintenance _____		Debt Service _____	
Municipal Surplus _____ 1,783,499.33		Salaries for _____		Principal _____	25,278,608.01
Tuition _____ 23,586,655.45		Maintenance _____	4,432,007.16	Interest _____	14,736,145.29
Bonds and Notes _____ 99,117,253.47		Contracted Services ————	6,937,792.28	Special Schools _____	
Miscellaneous _____ 5,733,318.35		Replacement of _____	3,287,324.19	Evening Schools _____	
Adjustments _____ 2,196,510.85		Equipment _____	2,485,876.25	Regular _____	273,585.97
Total Revenues ————	\$604,710,206.88	Other Expenses _____		Accredited _____	401,534.55
TOTAL FUNDS _____		Fixed Charges _____		Adult Education _____	200,934.23
AVAILABLE _____	\$748,595,674.23	Empl. Retire. _____		Summer School _____	456,067.07
EXPENDITURES _____		Contributions _____	6,318,644.16	Junior College _____	25,629.00
Administration _____		Insurance & Judgments _____	4,068,376.79	Evening Vocational _____	599,942.73
Salaries _____ \$ 13,105,078.71		Rental of Land _____	411,970.28	Evening School _____	109,275.00
Contracted Services _____ 853,388.81		& Buildings _____	2,932.02	Foreign Born _____	
Other _____ 2,037,387.50		Int. on Current Loans _____	87,681.27	TOTAL EXPENDITURES \$599,949,084.68	
Instruction _____		Other Fixed Charges _____		Free Balance 6/30/60 _____	
Salaries _____		Day School Expenditures \$410,616,265.50		Current Operating _____	\$ 47,086,493.62
Principals _____ \$ 14,702,736.40		Exp. to Other Districts _____		Improv. Authorizations _____	95,263,831.22
Supv. of Instruction _____ 3,754,494.73		Tuition _____	\$ 22,808,490.25	Capital Reserve Fund _____	1,308,264.81
Teachers _____ 251,461,375.19		Transportation _____	212,933.75	Total Balance _____	\$143,646,589.65
Other Instr. Staff _____ 7,587,761.35		Miscellaneous _____	5,672.27	TOTAL EXPENDITURES _____	
Sec. & Cler. _____ 7,465,498.78		Sub-Total _____	\$433,643,361.78	AND BALANCE _____	\$748,595,674.23
Assistants _____ 289,091.94					
Other Salaries _____					

\*Net debit Adjustment as per individual Districts—\$1,336,640.88\*\*Net credit Adjustment as per individual Districts—\$5,854,488.40  
 \*\*\*Teachers' Pension and Annuity Fund Overpaid \$500.00; Corrected 1950-51 School Year.

	CAFETERIA FUND	ATHLETIC FUND	OTHER FUNDS
Bal. 7/1/59 _____	\$ 1,205,095.83	\$ 212,442.12	\$ 2,632,667.38
Income _____	16,820,210.38	1,729,756.55	10,820,174.39
	\$17,725,306.21	\$1,942,198.67	\$13,452,841.77
Expenses _____	\$16,302,139.25	\$1,709,783.88	\$10,655,426.06
Bal. 6/30/60 _____	1,423,166.96	232,414.79	2,797,416.71
	\$17,725,306.21	\$1,942,198.67	\$13,452,841.77

REVENUES AND EXPENDITURES IN MUNICIPAL BUDGETS FOR SCHOOL PURPOSES SCHOOL YEAR 1959-60	
Debt Service	
State Bldg. Aid — \$4,744,323.83	Principal — \$9,685,984.12
Local Tax Levy — 9,383,261.82	Interest — 4,577,891.94
Other Revenue — 148,974.73	Sink Fund* — 12,664.32
*Plainfield Sinking Fund Payment \$768.88 not included in Debt Reduction.	

## COST OF EDUCATION

(Based on the New Uniform Chart of Accounts)

	<u>1959-1960</u>
Administration .....	\$ 15,995,855.02
Instruction:	
Supervision .....	\$ 18,467,232.18
Instruction Proper .....	284,773,195.30
	303,240,427.48
Attendance Services .....	1,510,868.33
Health Services .....	6,943,957.36
Transportation .....	13,423,375.52
Operation .....	41,467,975.39
Maintenance .....	17,143,999.88
Fixed Charges .....	10,889,806.52
Total Day School Expenditures .....	<u>\$410,616,265.50</u>
Day School Average Enrollment .....	<u>1,014,870.4</u>
Average Yearly Cost Based on Average Enrollment:	
Excluding Transportation .....	<u>\$391.37</u>
Including Transportation .....	<u>\$404.60</u>

## COST OF EDUCATION

(Prior to Adoption of New Chart of Accounts)

	<u>1958-1959</u>	<u>1957-1958</u>
Administration .....	\$ 15,212,399.14	\$ 13,784,180.24
Instruction:		
Supervision .....	\$ 23,507,191.11	\$ 21,450,888.65
Instruction Proper .....	248,887,047.19	220,030,335.35
	272,394,238.30	241,481,224.00
Operation of School Plant .....	38,316,942.12	35,141,769.47
Maintenance of School Plant .....	15,824,287.58	17,062,828.05
Attendance and Health .....	7,921,942.55	7,304,191.87
Auxiliary Agencies:		
Library .....	1,760,262.56	2,260,145.88
Transportation .....	12,857,560.63	11,715,406.88
Other .....	7,018,298.89	6,381,604.92
	21,636,122.08	20,357,157.68
Fixed Charges:		
Pensions .....	5,603,919.86	5,208,199.05
Insurance .....	3,427,429.08	3,238,097.63
Other .....	552,231.62	561,297.12
	9,583,580.56	9,007,593.80
	<u>\$380,889,512.33</u>	<u>\$344,138,945.11</u>
Average Yearly Cost Based on Average Enrollment in Day Schools .....	<u>\$394.32</u>	<u>\$373.83</u>
Day School Average Enrollment .....	965,924.0	920,567.0



