

# **ANNUAL REPORT**

## **1958-59**



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

(Pursuant to N.J.S.A. 18:2-10 and 18:3-11)

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DEPARTMENT OF EDUCATION  
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OF THE

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AND THE

## Commissioner of Education

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### School Year 1958-59



## STATE BOARD OF EDUCATION

MRS. EDWARD L. KATZENBACH, <i>President</i> .....	Princeton
MRS. T. B. ARMSTRONG .....	Stewartsville
HARVEY DEMBE .....	Bayonne
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WILLIAM A. SUTHERLAND .....	Liberty Corner
MRS. STANLEY C. YORTON .....	Nutley

(One board vacancy at this time).

Secretary

FREDERICK M. RAUBINGER

*Commissioner of Education*

Clerk of State Board, Mrs. Olga M. Thines

## FOREWORD

In a sense, the school year 1958-59 may be considered the beginning of a return to reason in the public schools. By contrast to the preceding year—when alarm seemed to dominate the public forum—the year covered by this report was characterized by somewhat more temperate, realistic discussion.

Fortunately, the public did not lose the interest in education which had been aroused by the clamor of the year before; if anything, that interest increased. As one member of our staff observed, what had previously been professional shop talk among educators became dinner-table talk in the home.

The net effect of this concern over education has been helpful. It has led the greater portion of American people—and certainly the overwhelming majority of New Jersey citizens—to endorse the fundamental premise of American education: that since our schools must serve the people of our democracy they must provide widely diversified educational opportunities for all children and youth of school age. It is significant to observe that while some of the most reactionary proposals for modification of the school program may at first sound superficially attractive when discussed in terms of impersonal generalizations, they lose their appeal when we realize that few parents want their own children to be limited to the narrow and rigid kind of schooling called for by such proposals.

It would be foolish to claim that all the threats to sound educational practice have been dealt with finally; but at least they have been met head-on. Some of them may possibly be with us for a long time. We still hear much about the imposition of large-scale testing, the use of test results as the primary basis for making decisions affecting children's entire lives, the delegation of a teacher's duties to everybody else, the use of television as the sole means of instruction for certain courses, the piling on of work for its own sake without proper regard to the values to be derived from it, the use of quantity as the principal criterion for judging quality, and the standardization and narrowing of the curriculum. Although these unwise procedures are still talked about, we can be reasonably sure that many of our citizens have at least been alerted to the dangers implicit in such practices.

As the 1958-59 school year ended, the two most serious problems facing us were the shortage of qualified teachers and the lack of adequate school facilities in many areas. While progress has been made in alleviating these shortages, much more must be done before proper education can be provided for every New Jersey child.

FREDERICK M. RAUBINGER

*Commissioner of Education*

**DIVISION AND BUREAU HEADS  
CENTRAL OFFICE  
NEW JERSEY STATE DEPARTMENT OF EDUCATION  
JUNE 30, 1959**

**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. Vogelsong, *Chief Personnel Officer*

**DIVISION AGAINST DISCRIMINATION**

John P. Milligan, *Assistant Commissioner*

**DIVISION OF ADULT EDUCATION AND ACADEMIC CREDENTIALS**

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**DIVISION OF BUSINESS AND FINANCE**

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Cleve O. Westby, *Director*, Bureau of School Building Services

Edward W. Kilpatrick, 3rd, *Director*, Bureau of School Finance

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

**DIVISION OF CONTROVERSIES AND DISPUTES**

Eric Groezinger, *Assistant Commissioner*

**DIVISION OF CURRICULUM AND INSTRUCTION**

Ablett H. Flury, *Assistant Commissioner*

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

Anne S. Hoppock, *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 & Certification

**DIVISION OF VOCATIONAL EDUCATION**

Albert E. Jochen, *Assistant Commissioner*

**DIVISION OF 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 1958-59

### Division of Administration

1. Worked with other divisions in establishing the position of industry-school-science coordinator.
2. Cooperated with other divisions in formulating a new policy concerning the use of the *General Educational Development Tests*.
3. Carried out certain public information functions of the Department:
  - (a) Preparation of news releases.
  - (b) Preparation and presentation of speeches.
  - (c) Participation in radio and television programs.
  - (d) Presentation of monthly report and other information required by the Governor's Office.
  - (e) Compilation of data required by the Commissioner.
4. Served on State Board of Examiners.
5. Coordinated inter-divisional activities of the Department.
6. Edited and issued 17 Department *Newsletters*.
7. Prepared annual report of the Department.
8. Arranged for and/or conducted Department staff meetings, meetings of new superintendents, meetings of all superintendents, and meetings of related agencies working with the Department.
9. Prepared and distributed 14 research reports or studies.
10. Collected data for *New Jersey School Directory* and arranged for its printing and distribution.
11. Operated mimeographing service, which completed 1,202 projects.
12. Collected information from the various divisions concerning out-of-state travel, and prepared lists of approved trips.
13. Brought about the transfer of the Personnel Office to this Division.
14. Developed basic educational data sheets for use with county study groups preparing for the White House Conference on Children and Youth.
15. Employed one research assistant to speed up and expand the activities of the Bureau of Research and Publications.

16. Developed, for approval by the State Board of Education and the United States Office of Education, a plan for improving statistical services in the Department.
17. Established the position of Education Editor to facilitate the preparation of written material required in the business of the Department.

### **Division of Adult Education and Academic Credentials**

1. Worked with local authorities to provide service for record adult school enrollment. Enrollments: 1945-46 — 13,303; 1950-51 — 41,987; 1957-58 — 78,199; 1958-59 — 90,700.
2. Assisted in organization of new adult schools in 14 communities. Assisted in planning of 15 additional adult schools to start during the coming year.
3. Assisted in processing State aid for approved naturalization and citizenship classes, which were conducted in 70 communities and enrolled an estimated 9,000 adults.
4. Conducted training institute for teachers and directors of naturalization and citizenship, held in Newark on October 25, 1958.
5. Helped local school officials in 28 communities to organize classes for candidates for High School Equivalent Certificates. Administered approximately 4,500 subject examinations.
6. Arranged for use of *General Educational Development Tests* as a means of qualifying for the High School Equivalent Certificate. Eleven testing centers were organized to serve annually an estimated 15,000 servicemen, veterans and other adults 20 years of age or over.
7. Served as clearing house for information and materials concerning various aspects of adult education.
8. Cooperated with the New Jersey Adult Education Association, New Jersey Citizenship Council, Institute of Labor-Management Relations of Rutgers University, and the Federation of District Boards of Education in conducting many conferences, including the annual Trenton visitation by representatives of naturalization and citizenship classes.
9. Assisted director of adult education of Bordentown Reformatory in conducting an academic program on elementary and high school levels for 600 inmates from 16 to 30 years of age.

10. Held monthly leadership training workshops for local directors of adult education from October through May in North, Central, and South Jersey. Made arrangements for college extension credit at Rutgers — The State University.
11. Visited 35 communities throughout the State to assist local directors of adult education, boards of education, and advisory committees in the organization and maintenance of adult education programs.
12. Provided research and study reports and bulletins to aid the directors of adult education and school administrators. Published articles in *School Board Notes* of the Federation of District Boards of Education, *NJEA Review*, and the *Immigration and Naturalization Reporter*.
13. Noted the opening of four new centers for the training of practical nurses. Cooperated with the centers in the issuance of practical nurse certificates based upon two years of high school training.
14. Worked with the State Tax Policy Commission in the development of a program of State aid for adult education classes.

## **Division of Business and Finance**

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

1. Published a new edition of the *Guide for Schoolhouse Planning and Construction*.
2. Established a mandatory regulation that boards of education shall not advertise for bids for the construction of a project until notified by the Department that plans are satisfactory and recommended for approval to the State Board of Education.
3. Worked with local boards of education to correct defects in older school buildings and to abandon buildings containing fire hazards that cannot be corrected.
4. Supervised the planning of the following projects at the six State Colleges: three science buildings or additions; one food service building; an addition to a food service building; two central heating plants; the master plans for two colleges; and minor construction projects.
5. Initiated and helped to carry on the basic planning for all new State College construction proposed by the State Board of Education.
6. Sponsored and planned a conference for school planning consultants who work in New Jersey.

7. Improved efficiency by moving the Bureau from inadequate quarters at 162 West State Street to more satisfactory quarters at 172 West State Street.
8. Made progress on a plan to improve the service of the Bureau in the areas of consultation and plan review, in spite of a phenomenal increase in the number of projects underway as compared to any previous year.

**Bureau of Business Services**

1. Supervised the preparation of and/or prepared within the Department some 20 annual budgets calling for the appropriation of about 154 millions of dollars and assisted in the presentation of these budgets to the State Budget Director and the Appropriations Committee.
2. Prepared apportionment tables, and estimates of State aid payable and made the necessary State aid payments to some 585 school districts and county vocational schools, according to statutory requirements and deadlines. The computations, official notifications, and payments covered the distribution of some 175 millions of dollars of current expense aid and building aid over a two-year period.
3. Participated in the apportionment and payment of Emergency Aid funds, \$131,550.00; Evening Vocational funds, \$205,008.89; and Evening School Aid for the Foreign-Born, \$64,854.00.
4. Supervised all financial transactions involving Federal funds authorized by the National School Lunch Program. A total of 764 schools, located in 325 school districts, participated. Claims paid during the year totaled \$1,544,132.00.
5. Supervised all financial transactions involving Federal funds under the National School Milk Program. A total of 1,413 schools, located in 426 school districts, participated. Claims paid totaled \$1,653,465.00.
6. Conducted, pursuant to an agreement with the United States Department of Agriculture, 43 complete audits of School Lunch or School Milk accounts.
7. Processed applications and agreements for Federal Assistance under Public Laws 874 and 815 (which provide for Federal financial aid for current expenses and for school construction, respectively, in areas where there has been impact of population as a result of Federal activities) as follows:

(a) Public Law 874

RSF-3—Applications	107
RSF-1—Applications	115
Interim Reports	5
Agreements	8
	<hr/>
Total	235

(b) Public Law 815

RSF-2—Part I	11
RSF-2—Part II	11
Applications	1
Total	<hr/> 23

8. Provided on-the-job instruction for 21 secretaries of boards of education.
9. Prepared a manual of instructions dealing with the contractual order system of accounting. A training program outline for use in training non-instructional personnel working in the office of the secretary supplemented the manual.
10. Conducted five special investigations of the business practices of local school districts and made the necessary reports covering findings and recommendations.
11. Released the booklet *New Jersey Schools—Invest For Your Future Security*, prepared by the New Jersey School Bond Committee appointed by the Commissioner. This booklet, coupled with the enactment of an amendment to the *State Building Aid Act*, and the approval of a constitutional amendment dealing with the use of the State school funds to prevent defaults on school bond payments, are significant accomplishments in the area of school finance.
12. Prepared and published the *Seventh Annual Report of the Commissioner of Education: Comparative Financial Statistics of School Districts—1957-1958*, and distributed copies.
13. Reviewed seven local school budgets submitted to the Commissioner of Education after they had been rejected twice by the voters and made recommendations to the Commissioner for fixing the tax levy in each instance.
14. Reviewed and approved the conversion of five school districts from manual bookkeeping systems to machine accounting.
15. Completed the audit of some 38,000 local school registers in order to establish basic enrollment data for use in the determination of State financial aid to local school districts.
16. Completed the audit of 239 *High School Cost Reports* and 341 *Special Class Cost Reports* submitted by local school districts to establish a basis for determining maximum tuition rates as required by law.
17. Completed the revision of the *Financial Accounting Manual* with the help of a State-wide advisory committee. Conducted a pilot study involving eight selected school districts that successfully operated under the new

chart of accounts for the year. Carried out the following steps in anticipation of the use of the new chart of accounts in all districts beginning July 1, 1959: held 21 county workshops, sponsored legislation to eliminate the Repairs and Replacement Account, revised the State Board rule on accounting in local districts, revised and reprinted accounting forms for use by local school districts.

18. Conducted 89 hearings involving local boards of education seeking to exceed their authorized borrowing capacities in order to construct new school facilities. In addition, 96 hearings involving proposed bond issues totaling 99 millions of dollars were held.
19. Maintained a State-wide record of the outcome of elections held in connection with proposed bond issues during the year. Indications are that five out of six bond issues submitted for vote have been approved by the voters.
20. Participated in many county and community workshops and worked closely with the Division of Curriculum and Instruction in the planning and development of new regional high school districts in many parts of the State.
21. Handled Department bookkeeping and accounting, which include processing claims for the Central Office accounts, as well as preparing and approving all payrolls for some 1,400 Department employees.
22. Provided supervision for the overall administration of the fiscal affairs of the Department.

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

1. Inaugurated a State-wide program of workshops for bus drivers, and held one in each of eight counties. Some 700 bus drivers participated.
2. Revised the *Pupil-Transportation Handbook* and printed a new edition for distribution and use throughout the State.
3. Completed the following projects, working cooperatively with the officials of the Division of Motor Vehicles:
  - (a) Reached agreements concerning the proper use of "Out of Service" signs on school buses.
  - (b) Came to an understanding concerning the use of omnibus plates on small vehicles.
  - (c) Reached agreements whereby private school buses will be required to comply with all the regulations of the State Board of Education pertaining to public school buses.

4. Prepared a State-wide report of comparative financial and other statistical data concerning pupil transportation.
5. Completed a pupil transportation survey for each of the 21 counties and made the data available to county superintendents throughout the State.
6. Reviewed all pupil transportation contracts in several counties and made recommendations and suggestions for improvement. This review will continue each year until the entire State has been covered.
7. Participated in many conferences dealing with problems of pupil transportation in all parts of the State. Such conferences were arranged by the county superintendent of schools and involved members of boards of education, parents, service club members, members of local safety councils, and others interested in the problem at the local level.
8. Completed the annual State-wide survey of school bus accidents for the 1958-59 school year.

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

1. Assisted in the preparation of 19 decisions for the Commissioner of Education. These decisions included cases involving both major and minor controversies.
2. Provided assistance in the termination of sending-receiving relationships among school districts under the provisions of Chapter 18:14-7 of the *Revised Statutes*.
3. Cooperated in the legislative program by preparing memoranda as needed.
4. Prepared and distributed to local school districts the annual bulletin reporting newly enacted school laws and listing current legislation affecting schools.
5. Made continued progress in school law revision.
6. Arranged for monthly meetings of county superintendents.

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

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

1. Cooperated with the Office of Secondary Education in conducting 10 two-day regional conferences for elementary and secondary school principals. More than 1,200 principals worked intensively in small groups devoted to discussion of the conference theme, "Good teaching—the principal's first concern."

2. Conducted an annual workshop for leaders in elementary education. The workshop, held in Atlantic City, was attended by about 125 educators.
3. Began publication of the *Compass*, the first printed newsletter for the Office. The first issue, "What Are Kindergartens For?" gained national recognition and distribution.
4. Published in the *NJEA Review* an article which analyzed current unsound proposals in education. Written by Eric Groezinger, the article was entitled "Is More Better?"
5. Cooperated with the New Jersey elementary school principal's organization in the preparation of a statement, "This We Believe," which summarized the philosophy and objectives of elementary education.
6. Devoted major portion of the time of staff members to field work with local and county superintendents, boards of education, teachers, lay committees and other groups interested in the elementary schools of the State.
7. Conducted an experimental program of intensive work with child care centers which were considered to be far below minimum standards. Approximately 200 visits were made in conjunction with this experiment.
8. Prepared and distributed material on planning budgets, special art material, and selected references for nursery school.
9. Revised and sent to the printer the statement of standards entitled *The Child From 2 to 5*.
10. Participated in the activities of numerous State and national professional organizations.
11. Worked closely with Newark State College in placing practice teachers in nursery school.
12. Taught extension courses at the State colleges.
13. Received over 300 requests from people interested in opening nursery schools in New Jersey, and noted the opening of 29 new centers.

#### Office of Secondary Education

1. Visited 31 schools for the purpose of State Board approval. Of this number, 23 were new schools.
2. Made progress visits to 10 new schools in process of development.
3. Reviewed progress reports from 11 secondary schools with limited approval.

4. Reviewed procedures for the approval of 45 summer schools for the summer of 1959.
5. Assisted in the development of three new regional high schools and in five regional districts.
6. Published five issues of the *Secondary School Bulletin*.
7. Prepared manuscript for bulletin on tests and testing.
8. Revised building facilities guide for guidance.
9. Developed building facilities guides in the areas of social studies and language arts.
10. Completed a new directory of regional high schools.
11. Prepared complete directory of all public and private secondary schools.
12. Prepared summary of subject enrollments for 1957-58.
13. Prepared summary of occupations of 1958 high school graduates.
14. Prepared new form for curriculum planning in new schools.
15. Assumed all responsibility for administration of Titles III and V under the National Defense Education Act:
  - a. Prepared and published State plans for Titles III and V.
  - b. Prepared and published manual and application forms for Title III.
  - c. Prepared application forms for Title V.
  - d. Processed approvals of all applications for federal funds under Title V.
  - e. Organized advisory committees for Titles III and V.
  - f. Participated in three conferences in Washington, D. C., relative to the State plan.
  - g. Conducted a State conference for guidance personnel to plan State guidance activities under the Act.
16. Reviewed 135 courses of study from 75 districts for State Board of Education approval.
17. Conducted curriculum conferences with school officials in 15 new high school districts.
18. Discussed curriculum problems with more than 50 existing secondary school districts.
19. Initiated revision of driver education certification.

20. Initiated a pilot language laboratory project in Pascack Valley Regional High School.
21. Conducted tryout of *Junior High School Descriptive Analysis* in seven schools.
22. Served as educational consultants to county institutes, local school faculties, and local school boards. Approximately 150 requests for such service were answered.
23. Arranged and attended, with office of Elementary Education, 10 area principals' conferences for elementary and secondary principals. Attendance by secondary principals was approximately 90%.
24. Organized Department junior high school workshop at Stokes Forest.
25. Delivered paper on high school guidance at National Association Secondary School Principals Convention in Philadelphia.
26. Organized and conducted conference for secondary school principals new in their positions. Approximately 50 principals and superintendents attended.
27. Arranged Middle States regional planning meeting for National Association of Secondary School Principals junior high school conference to be held in 1961.
28. Planned and directed State principals' association conference on high school music programs.
29. Participated in the Drexel Lodge Conference for Suburban Philadelphia Secondary School Principals.
30. Organized and conducted conference for summer school principals. Approximately 50 principals and superintendents attended.
31. Attended 11 extension of credit hearings for building construction.
32. Prepared releases for schools in cooperation with Office of Civil Defense and Disaster Control. Participated actively in the operation of the State Control Center.
33. Worked closely with Bureau of Traffic Safety on driver education activities.
34. Reviewed building plans in cooperation with the Bureau of School Building Services.
35. Served on executive committees of six State professional organizations and actively cooperated with at least seven others.

## Office of Special Education

1. Worked with the State colleges in the extension of college programs in special education, with the result that Trenton State College instituted a masters degree program for teachers of the mentally retarded; Jersey City State College employed a director of special education for the A. Harry Moore Teacher Training Center; Newark State College established a Child Study Clinic; Paterson State College began a remedial reading program; and Trenton, Montclair, Newark and Paterson completed plans for extension of programs in training of speech correctionists.
2. Worked with local school principals for the establishment of new programs of special education. Approved new classes as follows: 60 for educables, 16 for trainables, three for orthopedics. School districts in Morris County employed three itinerant teachers for hard-of-hearing children.
3. Conducted a study of speech correction teachers and their certification. The study showed that only 74 of the 117 persons employed as speech correctionists held full certification for such work.
4. Made a study of school psychologists, showing that 121 properly certified school psychologists—16 more than the previous year—were serving school districts on a full time basis.
5. Conducted a study of certification of special education teachers, which revealed that the percentage of teachers holding emergency certificates has increased and that approximately 1/3 of those currently teaching hold emergency certificates.
6. Worked with members of the State legislature on the preparation of Assembly Bill 125, "An act concerning education, providing special education services for emotionally and socially maladjusted pupils," which was introduced into the Assembly.
7. Noted that Assembly Bill 461, "An act to authorize school district boards to establish children's boards to combine special services of schools and municipal or county departments," became Chapter 166, laws of 1958.
8. Assisted in planning and conducting the International Convention of the Council of Exceptional Children, which was held in Atlantic City and attended by 1,900 persons.
9. Published four issues of the *Exchange*, which contained statements of policies of the Department of Education. The issues outline (1) policies involved in the education of cerebral palsied children, (2) rules and policies pertaining to supplemental instruction, (3) rules and policies per-

taining to high school programs for retarded children, and (4) the responsibility of County Supervisors of Child Study.

10. Published *The Classroom Teacher Can Help the Handicapped Child and A Social Studies Curriculum Guide for Educable Children*.
11. Provided a booth for the New Jersey State Fair.
12. Represented the Department of Education on the steering committee of the 1960 White House Conference and the preparation of the guide for county committees.
13. Established policies pertaining to supplemental instruction.

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

1. Revised *Guide for School Health Services*.
2. Participated in in-service education for teachers and nurses.
3. Started revising physical examination recommendations and the form for reporting school nurse educational preparation.
4. Continued working with the Department of Health on matters of mutual interest.
5. Helped with the establishment of two county nurse organizations and the re-activation of a third organization.
6. Visited 21 school districts to discuss school programs with school nurses.
7. Developed recommendations for tuberculosis testing screening.
8. Developed recommendations for polio immunization.
9. Developed recommendations for dental health education.
10. Established better coordination of health and physical education programs in schools through county institutes and workshops.
11. Worked with Newark State College on a major curriculum in recreation.
12. Worked on revision of certification for supervisors of health and physical education.
13. Completed surveys of athletic programs in Junior High Schools and surveys of athletics for ninth grade level in four- and six-year high schools.
14. Worked on recruitment of qualified women to enter physical education and established contacts with professional schools for interesting women in physical education to locate in New Jersey schools.

15. Stimulated the use of the *Physical Fitness Test Battery*.
16. Addressed groups interested in outdoor education programs.
17. Developed articles on athletic education, philosophy of athletics for secondary schools, and duties and responsibilities of directors of health and physical education, supervisors of health and physical education, heads of department of physical education, directors of athletics and coaches.
18. Developed outline guide for school athletic report.
19. Maintained close relationship with local school districts developing new buildings or renovations in physical education and athletic facilities.
20. Continued consultation services to architects, boards of education, and administrators on facilities and building plans for physical education and athletics.
21. Maintained close relationship with professional organizations in fields of health and education.
22. Observed unique programs in dental health education.
23. Developed statement on responsibilities of classroom teacher of physical education.
24. Continued work with the certification committee for school lunch supervisors. Report was made to a committee of the Board of Examiners.
25. Conducted two school lunch workshops (one week each), which were attended by about 100 persons.
26. Issued 10 *School Lunch and Nutrition Newsletters* carrying educational and food service information totaling 75 pages to a monthly mailing of about 1,500 persons.
27. Conducted the 14th Annual State School Lunch Conference for an audience of about 600.
28. Prepared articles including "School Lunch Management" for the State Federated Boards of Education.
29. Gave consultation field service to 270 National School Lunch Program schools and 10 other programs. Detailed reports on each were completed and filed for Federal review. Two programs operated by management companies were included and efforts were made for boards of education to assume responsibility for school lunch programs so that it can be made educational.

30. Conducted three school lunch county meetings involving an audience of about 250 persons.
31. Provided consultation service to local school administrators, board members, Bureau of School Building Services, executive board of New Jersey School Food Service Association, Garden State Milk Council, State Nutrition Council, New Jersey Cafeteria Association, School Lunch Managers, Supervisors new to School Lunch Programs, and others.
32. Continued to work with Office of Secondary Education on junior and senior high school evaluations.
33. Continued to work with school administrators, teachers, and board members in developing school lunch into an educational program.

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

1. Conducted 86 child and youth study groups, which included 679 participants.
2. Cooperated with State colleges in the development of programs in child study and human development.
3. Noted the participation by administrators in the child and youth study program in 28 of the 44 participating school systems.
4. Conducted an all-day conference of leaders and superintendents in participating districts for the purpose of evaluating the first year of the program.
5. Conducted leadership training sessions for local leaders of child and youth study groups.
6. Cooperated with the Division of Curriculum and Instruction by participating in principals' conferences.

Note: Details to supplement these brief statements may be found in the second annual report to the Grant Foundation of the child and youth study program of the New Jersey State Department of Education, 1958-1959.

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

1. Conducted audio-visual workshops for school administrators. Approximately 125 administrators from seven counties visited the Office to discuss the role of the administrator in the audio-visual program.
2. Revised the list of the audio-visual specialists in New Jersey.
3. Conducted an audio-visual survey of the West Orange Public Schools.
4. Began the revision of the tape catalog.

5. Provided service to other State agencies, including the duplication of tapes for the Governor's Office.
6. Placed increased emphasis on the utilization of audio-visual materials and equipment.
7. Provided audio-visual services to an increased number of members in the Department of Education staff.
8. Organized, with the cooperation of the Division of Higher Education, an organization of college audio-visual directors, which began work on compiling a list of competencies in audio-visual techniques that all graduates of the State Colleges should possess.
9. Served as official host for the Northeastern Regional States Conference of the Department of Audio-Visual Instruction, held at Trenton State College.
10. Served as president of the New Jersey Audio-Visual Leadership Council.

#### **Office of the Co-operative School-Industry Science-Program**

1. Established the program, with financial support from the Thomas Alva Edison Foundation, Inc., in New York.
2. Officially opened the office of the program on December 22, 1958.
3. Compiled a mailing list of 2,000 science teachers in 444 private and public secondary schools.
4. Conducted a survey of summer employment of science teachers and summarized the results in a publication entitled *Summer Employment Opportunities for High School Science Teachers in Industry Research Laboratories in New Jersey*.
5. Established personal contact between key personnel in New Jersey industry and public and private school teachers and administrators.
6. Distributed reports of co-operative relationships between schools and industry.

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

1. Worked with several commissions and committees as follows:
  - a. The State Committee to Study Community Colleges and Technical Institutes, which conducted a study of the general needs, program organization, and financing of the community college and the technical

- institute. Initial projects were concerned with formulation of basic principles of organization and with programs of different types of post-secondary school institutions.
- b. The New Jersey State College Committee on Graduate Study, which is preparing a general policy statement based upon a year's study of goals, admission, counseling, staffing, teaching load, curriculum, and organization of graduate study in teacher education.
  - c. The State Committee on Definition of Terms in Higher Education, which is preparing a guide to college administrators for reporting data concerning students, faculty, and other personnel.
  - d. The State Committee on the Role of the Laboratory School, which has completed its assignment to develop a policy statement on the function and services of the campus laboratory school. This guide to policy will be used as a statement of criteria for future planning and evaluation of programs and services of these schools.
  - e. The State Committee on Educational Clinics, which is to define the educational policies that should be considered by a college in the organization, administration and staffing of an educational clinic designed to service a college or public school system.
2. Initiated, with financial support from the Camille and Henry Dreyfus Foundation, a program of in-service education for teachers of the sciences in the elementary and secondary schools and graduate programs in the physical sciences and mathematics at Montclair State College and Trenton State College.
  3. Conducted an experimental sophomore program in outdoor education at the State School of Conservation, Branchville, to utilize the outdoor laboratory of the School of Conservation for instructional purposes. The first groups of State College students spent one week at the School during the spring semester.
  4. Organized the New Jersey Junior College Administrative Council, which includes the chief administrative officers of the two-year colleges in the State. The major interest of the Council is to study programs and problems of the two-year college. Consultants are invited to work with the Council in whatever manner the program may require.
  5. Conducted through the New Jersey State College President's Council a series of studies relating to the function, the program, and the services of the colleges. The most recent council project was the review of the code regulating the general administration of the institutions.

6. Furnished consultation to colleges and universities in the State upon the specific topics of:
  - a. Development of instructional programs within eight different two-year institutions.
  - b. Policies regulating off-campus laboratory experience in four colleges.
  - c. Organizing and utilizing the counsel of advisory committees within seven colleges and universities.
  - d. Personnel policies in three colleges and universities.
  - e. Inter-institutional relationships within 10 colleges and universities.
  - f. Planning self-study programs in two institutions.
  - g. Evaluating instruction in three colleges.
  - h. Organizing and conducting studies on admission in two colleges.
  - i. Auxiliary services in three colleges.
  - j. Business management in eight colleges.
7. Participated in accreditation and approval of programs, colleges, and universities by the State Board of Education as follows:
  - a. Approval of programs for the Veterans Administration:
 

Art Schools	2
Business Schools	19
Correspondence Schools	5
Bible Institutes	5
Hospitals	31
Professional on-the-job training	120
  - b. Conferences on establishment of new colleges:
 

Twelve different groups sought counsel on the organization of colleges in New Jersey. Examination of resources for faculty, library, laboratory, finances and building facilities resulted either in further planning and study or modification of goals of the proposed institution.
  - c. Approvals of curriculums and programs:
 

Twenty-three different programs or curriculums were reviewed, evaluated, and approved for colleges and universities.
8. Appeared on eight different radio programs and two television programs.
9. Provided speakers on higher education for 28 meetings of professional and civic groups.
10. Participated in convocations and conferences in 21 colleges and universities in the State.
11. Participated in programs of the New Jersey Junior College Association, the New Jersey Association of Colleges and Universities, and other professional organizations.

12. Studied six two-year colleges in a neighboring state to obtain information needed by State Committee to Study Community Colleges and Technical Institutes.
13. Organized and directed three-day consultant's workshop for the advisory council for a proposed community college in the Atlantic City area.
14. Served as chairman of the National Conference of State Directors of Teacher Education and Certification in Kansas.
15. Served as advisory member of the Chicago Conference of the Committee on State-wide Planning for Higher Education.
16. Served as chairman of group session of the workshop of the Junior College Council of the Middle Atlantic States.
17. Served as resource person for self-study programs within colleges and universities, Washington Conference, Washington, D. C.
18. Published the following material:
  - a. *Guides of Excellence in the Organization and Management of the Instructional Program in Collegiate Institutions.*
  - b. *Some Suggested Publications for the Libraries of Junior Colleges Offering Teaching Preparation Programs.*
  - c. Paper on preparation of college teachers.
  - d. *Role of Laboratory School.*

### **Division of Vocational Education**

#### **Agriculture**

1. Developed the first State Vocational Agriculture Advisory Committee.
2. Served on New Jersey State Grange Committee on Education and attended meetings during the 86th Annual Session.
3. Noted with pride that Richard Van Auken, a graduate of Newton High School and a member of the Newton Chapter of Future Farmers of America, was elected a National Vice President of the F. F. A.
4. Helped to establish a new department of vocational agriculture at Lenape Regional High School, in Medford.
5. Worked with local officials to plan new departments of vocational agriculture for Southern Gloucester Regional High School, Clearview Regional High School, Egg Harbor Regional High School, Northern Burlington County Regional High School, and South Hunterdon Regional High School.

6. Developed, with the assistance of the New Jersey Farm Electrification Council and members of the New Jersey Power Companies, teaching units on farm electrification.
7. Completed material for a course of study for Agriculture I, Grade 9.
8. Offered an in-service graduate course in Supervision in Vocational Education for seven employed vocational agriculture teachers.
9. Assisted the New Jersey Field Crop Improvement Association and the New Jersey Certified Seed Grower's Association in the distribution to vocational agriculture students, through their local high school departments,  $3\frac{1}{4}$  tons of certified New Jersey Hybrid Seed Corn of several varieties valued at \$1,334. This seed will be used to plant fields as part of supervised farming programs and chapter crop demonstrations.

#### Curriculum Laboratory

1. Distributed instructional materials and course outlines throughout New Jersey and to 15 other states.
2. Noted that since the inception of the Curriculum Laboratory, six volumes produced in the Laboratory have been accepted for publication. The most recent is *Experiments in Ferrous Metallurgy*, written by Joseph Umowski, of Bloomfield Vocational and Technical High School.
3. Completed the following works:
  - Guide For Teaching the Lapidary Arts*
  - Vocational Briefs*
  - Highlights of the Union County Survey*
  - How-To-Do-It Bakery Book*
  - English For Printers*
  - Science for Upholsterers*
  - Sketching and Design for Upholsterers II*
  - Related Science for Electronics II*
  - Industrial Chemistry—Basic Techniques—Units 1-3*
  - Refrigeration I*
  - General Mathematics 9 (general education—non-college prep)*
  - Experiments in Ferrous Metallurgy*

4. Made progress on  
*Industrial Chemistry—Basic Techniques—Unit 4*  
*Your Work and Your World*  
*Background for Citizenship*  
*Biology for Vocational Agriculture*  
*Sketching and Design for Upholsterers III and IV*  
*Mathematics for Needle Trades*  
*Art Metal—Industrial Arts*  
*Ceramics—Industrial Arts*  
*Shop Theory for Machine Drafting*  
*Layout for Printers*

#### Finance and Statistics

1. Simplified the procedure for posting expenditures of vocational educational funds and reduced the number of bookkeeping entries in the ledger by more than 50%.
2. Established accounting procedures for implementing the National Defense Education Act as it applied to area vocational programs under Title VIII.

#### Guidance

1. Prepared and distributed a revised directory of vocational and technical training opportunities in New Jersey.
2. Conducted the annual follow-up study of graduates, including not only the trade and industrial students, but also, for the first time, the agricultural and distributive education graduates as well. The study showed that more than 80% of the graduates are working in occupations for which training was completed. This is the highest placement record in the North Atlantic Region.
3. Assisted in the State-wide survey to determine the need for vocational-technical education.
4. Instituted a follow-up study of outstanding graduates of the vocational-technical high schools.
5. Conducted two workshops for counselors in several South Jersey counties, in cooperation with the officers of the New Jersey Personnel and Guidance Association.
6. Taught two 15-session courses in cooperation with Rutgers-The State University. One of these courses was offered for teachers in the vocational and technical high schools, the other for school administrators and counselors in general high schools.

## Home Economics

1. Added five districts to those operating homemaking programs reimbursed from Federal funds: Lenape Regional High School, Edgewood Regional High School, Freehold Regional High School, Monroe Township High School, and Red Bank High School.
2. Revised the statistical form for reporting Federally reimbursed day programs in homemaking to provide clarification and simplification.
3. Issued the bulletin *Suggested Activities for Non-Laboratory Homemaking Classes*.
4. Served as a member of the Home Appliance Committee of the Farm Electrification Council, which has recently distributed to all public school home economics departments copies of its revised and expanded handbook, *Electrical Equipment for the Home*.
5. Sponsored fall conference for teachers of vocational homemaking in Asbury Park on September 26 and 27. The theme of the conference was "Effective Communication in Home Economics". A report of the conference was distributed, and additional copies of *Communication Tips*, a mimeographed bulletin used at the conference, are available on request.
6. Assisted in the adult homemaking program "Better Living in New Brunswick" which ran for two series of ten-meeting sessions. The program was developed cooperatively by the homemaking departments of Douglass College and the New Brunswick Public Schools, the State Department of Education Division of Vocational Education, and the New Brunswick Welfare Council.
7. Participated in a one-week curriculum workshop at Douglass College during the summer of 1958, to prepare materials for the first State guide for home economics education in New Jersey.
8. Cooperated with the Home Economics Education Department at Montclair State College in planning a new student residence. The house is modern in design and is decorated in the functional, contemporary style.
9. Invited Dr. Margaret Alexander, Home Economics Program Specialist for the North Atlantic Region, U. S. Office of Education, to spend three days in the State reviewing the State office, the college home economics education programs, and the home economics guide material.
10. Served on an evaluation committee following the national state supervisors' meeting and reported at the North Atlantic Regional Conference on a follow-up study of data submitted by city supervisors of home economics in the region.

11. Worked on an interdepartmental committee to revise the *Handbook for Child Care and Guidance*.
12. Developed an organizational plan for a cooperative project with industry, agriculture, and education to provide a scholarship for home economics education.
13. Developed plans for a child development laboratory to be used in home economics education.

### Industrial Arts

1. Offered the following in-service professional courses, in which 91 industrial arts teachers participated:

<i>Area Served</i>	<i>Course</i>
Bergen County	<i>Welding</i>
Morris County	<i>Copper Enameling</i>
Hudson County	<i>Industrial Arts, Safety and Law</i>
Shore Area	<i>Desmoschoenology</i>
South Jersey Area	<i>Photography</i>

2. Developed the following instructional materials at the Vocational Curriculum Laboratory during the summer of 1958:

*Teacher Guide for Ceramics*  
*Teacher Guide for Art Metal and Jewelry*

3. Planned and conducted an industrial arts supervisors' meeting in conjunction with the New Jersey Vocational and Arts Education Association Convention.
4. Completed arrangements for a new course for industrial arts teachers, *Procedures in Teaching Ornamental Horticulture*, offered by the Rutgers University College of Agriculture at Camden County Vocational School.
5. Cooperated with 51 districts which displayed approximately 1,800 industrial arts projects at the annual New Jersey Vocational and Arts Education Association Convention.
6. Assisted in the second Student Craftsman's Fair, held May 11-15 at the Public Service Auditorium in Newark, at which 804 projects were displayed.
7. Reviewed and approved plans for 75 new industrial arts laboratories and mechanical drawing rooms.

### Private Trade Schools

1. Approved five new schools: Allied School of Charm & Self Improvement, Atlantic City; George-Ann's School of Self-Improvement & Modeling, Camden; Occupational Training Center, Vineland; General Heavy Equipment Operator's School, Thorofare; Monmouth Radio Electronics Institute, Asbury Park.

2. Approved and certified Paterson Institute, Paterson, for veteran training under P.L. 550.
3. Approved the following new courses for established schools: Radar Technician, Medical Technologist, Industrial Electronics, Comfort Cooling, Oil Burner Servicing and Installation.
4. Approved revisions of the following courses: Hydra-matic and Automatic Transmissions.
5. Visited all approved schools at least once.
6. Interviewed 29 people interested in approvals and changes in private trade schools.

### Teacher Training

1. Conducted a survey to determine the number of vocational and technical teachers needed during the next five years to guide the development of a pre-service program of training to set up in conjunction with a recruitment program.
2. Noted that the cooperative agreement with Rutgers-The State University to matriculate skilled shop and technical teachers with an advanced standing of from five to thirty college credits for their skilled or technical experience has resulted in the enrollment of 25 vocational teachers in a program leading to a Bachelor of Science degree in education.

3. Cooperated with Rutgers in providing the following:

Course	Center	Enrollments
For in-service teachers:		
Educational Psychology (2 sections)	Newark	50
Techniques in Writing Vocational Lesson Materials (2 sections)	Newark	50
Development of Instructional Materials	Trenton	25
Methods of Teaching Shop & Related Subjects	Trenton	22
Problems in Secondary Education (2 sections)	Newark	63
Problems in Secondary Education	Merchantville	28
Shop Organization & Management (2 sections)	Newark	55
Supervised Teaching of Vocation Subjects	All the Vocational & Technical High Schools	16
For administrators, supervisors, guidance counselors:		
Principles and Practices of Vocational Education	Union	28
Vocational Guidance	New Brunswick	33

4. Helped to arrange planned visitation by vocational and technical high school teachers to industry. This year visitations were made to Reaction Motors, Denville, and the *Newark News*, Newark.

5. Offered, in cooperation with Rutgers and General Motors Corporation, a 40-hour workshop for the auto mechanics teachers in the vocational and technical high schools to acquaint the teachers with the new technological developments in the automotive industry.

#### **Trades and Industries**

1. Assisted in establishing county boards for vocational education in Salem, Ocean, and Monmouth Counties.
2. Assisted in initiating practical nurse preparatory and extension courses in Salem County and courses for apprentices and employed workers. Completed plans for technical preparatory courses in scientific glass blowing and machine drafting and design.
3. Worked with the newly formed Ocean County and Monmouth County Boards for Vocational Education on plans to introduce practical nurse training programs. Made tentative arrangements to introduce apprentice training and extension courses later.
4. Noted that as a direct result of the State-wide survey activity, the Board of Freeholders of Union County has authorized the formation of a county board of education for vocational education and a board of school estimates.
5. Worked with Point Pleasant Beach High School in establishing an approved vocational course in carpentry, with West Morris Regional High School in developing vocational programs in auto mechanics and carpentry, and with Union County Regional in developing some vocational programs.
6. Developed a State-wide refresher course program for practical nurses for those persons who were licensed by waiver under the recent amendment to the Nurse Practices Act. Several hundred waiver nurses have entered evening school classes offering the training outlined for this special course and provisions for further training years have been planned.
7. Provided consultant service for representatives of the Department of Institutions and Agencies. As a result of these consultations, tentative plans for the preparation of a state and national training program for cottage attendants in institutions housing mentally deficient children have been initiated. Consultation with another division of the Department of Institutions and Agencies has resulted in a tentative plan to have the practical nursing phase of the training of psychiatric technicians conducted in the vocational schools, with further specialized training being offered in the mental institutions.

8. Provided consultant service for the United States Department of Labor in the preparation of survey devices that will be used nationally to determine the nature and extent of training for workers by industry, vocational education and other training agencies. Trenton was chosen as the location for the pilot study of this nation-wide program.
9. Worked on related instruction outlines for 50 apprenticeable trades in cooperation with apprentice coordinators throughout the State.
10. Cooperated with a State-wide committee in preparing standards for the establishment of part-time cooperative trade and industrial education programs in New Jersey.
11. Assisted in the expansion of public service training programs for firemen, policemen, and school custodians in several parts of the State.
12. Arranged for a seven-week course in auto mechanics to be offered at the General Motors Training Center for 14 selected seniors from seven vocational schools.
13. Conducted seven meetings on policy and procedures for apprentice coordinators employed in local and county vocational schools.
14. Held five meetings of local directors of vocational education, with primary attention being given to technical education programs.
15. Prepared and gained approval on a State plan for the use of funds provided under Title VIII of the National Defense Education Act for the promotion and operation of courses for technicians in fields essential to the national defense. Forms for reporting technician training have been developed and numerous conferences with local vocational educators have been held for the purpose of activating this program on a sound and productive basis.

#### **Veteran and Apprentice Training**

1. Developed an application form which will permit joint approval of an Apprentice Training Program by the State Department of Education and the Federal Bureau of Apprenticeship at the same time.
2. Developed a *statement of working relationships* between representatives of the New Jersey State Apprenticeship Training Program and representatives of the Bureau of Apprenticeship and Training, U. S. Department of Labor, in connection with implementing the joint approval plan.
3. Completed the annual *New Jersey Coverage Study* to determine the extent of coverage of *bona fide* employed apprentices in appropriate related in-

struction classes. More than 3,600 apprentices were employed as of January 1, 1959, in 81 different trades; more than 99% of these apprentices were in related instruction classes throughout the State.

4. Accomplished the following in connection with apprenticeship training responsibilities:
  - a. 166 establishments approved for Apprentice Training.
  - b. 703 apprenticeship agreements registered.
  - c. 18 establishments approved for on-job training.
  - d. 80 on-the-job training agreements processed.
  - e. 277 certificates of completion of apprenticeship issued.
5. Simplified further the registration procedure for non-veterans in the New Jersey State Apprenticeship Training Program.
6. Met periodically with local apprentice coordinators to review problems and policies involved in the New Jersey State Apprenticeship Training Program.
7. Started work on the preparation and review of comprehensive related subject outlines to be used in connection with the recently published manual entitled *Major Apprenticable Trades in New Jersey*.

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

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

1. Worked with members of the Legislature on a successful bill to provide State financial aid to municipal and county libraries. An initial appropriation of \$400,000 was provided to establish the program.
2. Noted that circulation from the bookmobile serving Cumberland, Gloucester, and Salem counties exceeded a cumulative total of 100,000. The Tri-County Library Services Center, in Bridgeton, furnishes a demonstration of regional library service.
3. Cooperated with the New Jersey Library Association in sponsoring the first State-wide Trustees Institute on April 11-12, 1959.
4. Sponsored five regional institutes on "Reference Service in the Small Library" and, in cooperation with the N. J. L. A., a series of institutes on "Cooperative Action for Libraries: Practical Applications."
5. Conducted field work with school officials and volunteer library groups to stimulate development of elementary school library services in New Jersey.

#### Law and Legislative Reference Bureau

1. Completed subject classification of the Law Library's legal treatise collection—a two year project involving approximately 15,000 titles and more than 60,000 catalog entries.
2. Inaugurated a complete and cumulative New Jersey legislative bill index service covering the past five years and filed according to uniform library subject headings.
3. Began acquiring current Congressional bills and resolutions, in response to requests for Federal-State legislative information.
4. Answered an increasing number of requests for research and analysis of legislative proposals from individual legislators, and provided secretarial and research assistance for several investigatory commissions.
5. Created the position of Chief Legislative Research Analyst to improve the administration of the legislative research services.

#### Bureau of Archives and History

1. Approved 110 requests for authorizations to dispose of records, with a resultant release of 12,507 cubic feet of space.
2. Promulgated records retention schedules for all divisions of the State Highway Department, following a Department-wide survey.
3. Improved security methods to protect valuable State records against theft or damage.
4. Assisted in planning for the establishment of a gubernatorial-legislative commission to plan for New Jersey's Tercentenary in 1964.

#### Division of the State Museum

1. Provided service for more than 111,500 visitors, including a record number of 1,130 school classes and community groups, who were given guided tours, gallery talks, and pre-arranged unit programs.
2. Presented nine special exhibitions on cultural and other timely subjects. Some of these were:
  - a. *Puerto Rico—The Land and Its People*, prepared with assistance from the Division Against Discrimination and a State-wide committee.
  - b. *Space Age*, in observance of the International Geophysical Year and with the cooperation of electronics firms, science teachers from Mercer County, and the U. S. Army, Navy, and Marine Corps.

- c. *Island Beach*, with help from the Department of Conservation and Economic Development.
  - d. *Special Education for the Handicapped Child*, for use at the New Jersey State Fair, in cooperation with the Division of Special Education.
  - e. *Paintings and Sculpture by High School Finalists in the Mary G. Roebling Art Scholarship*.
  - f. *Contemporary Printmakers of New Jersey, New York, and Pennsylvania*.
3. Scheduled and filled, through the Visual Aids Extension Service, more than 83,000 requests for instructional films, slides and exhibits. Requests came from 1,335 different schools and adult groups in more than 345 communities.
  4. Scheduled 43 public programs for adults and children. Lectures, concerts, and film presentations dealt chiefly with nature study, art, history, and music.
  5. Made surveys and testings of six Indian sites in Round Valley, in Cumberland and Camden Counties, and along the upper Delaware River.
  6. Compiled for the National Park Service a listing of 60 sites which may prove worthy of excavation if salvage becomes imminent.
  7. Checked and reorganized, with the cooperation of the New Jersey Bureau of Geology and Topography, more than half of the State's geological collections.
  8. Added the following acquisitions to Museum collections:
    - a. *Early Arts and Crafts*—150 examples of early glass and pottery, wood and metal tools and utensils, by gift from the Charles Evans collection; 28 early New Jersey pottery pieces from the George McKearin collection, by purchase, by gift of Mary G. Roebling, and by gift of Archibald Maddock; early wooden decoys and metal lighting devices, by purchase and gift.
    - b. *Indian Artifacts*—Several thousand, by gift from the Andre Mountenot collection; 65 stone, clay, and copper artifacts, by purchase from the Arthur C. King collection.
    - c. *Victorian Furnishings*—By gift from the Prentice collection.
    - d. *Modern Art*—Bird paintings, prints and wood sculpture, by purchase.
  9. Assisted in a survey of the Hopewell Museum and in recommendations for its reorganization.
  10. Organized ceremonies for the 200th anniversary of Brotherton Reservation at Indian Mills.

11. Compiled the Museum section of the Handbook for the 1960 White House Conference.
12. Participated in the activities of The New Jersey History Conference, Batsto Citizens Committee, Historical Sites Evaluation Committee, Marine Archeology Advisory Council, New Jersey Museums Council, Conservation Council of New Jersey, New Jersey Art Education Council, Geological Society of New Jersey, Archeological Society of New Jersey, Eastern States Archeological Federation, Greater Trenton Science Fair, New Jersey Audubon Society Regional Nature Course, Mary G. Roebling Scholarship Award, Audio-Visual Leadership Council of New Jersey.
13. Prepared 112 stories for release to newspapers, magazines, and radio and television stations.
14. Answered hundreds of inquiries on all subjects and made hundreds of natural history and archeological identifications.
15. Published and distributed a catalogue of 16mm. films; the catalogue included descriptions of films and a subject index.
16. Organized *Annotated Catalogue for Slides and Exhibits*.
17. Published and distributed *New Jersey's Place in Cultural History*, an exhibit catalogue by Robert W. Ehrich.
18. Prepared *Bulletin 6: A New Jersey Mastodon*, by Glenn L. Jepsen.
19. Prepared *Bulletin 7: The Lampreys and Sharks of New Jersey*, by Henry W. Fowler.

### **School for the Deaf**

1. Established a full-time business training program.
2. Completed the second teacher-training program for the faculty.
3. Raised academic level of the graduating class one full grade. College Preparatory group rated at twelfth grade level.
4. Helped five seniors gain admission to Gallaudet College.
5. Built and equipped a new auto body shop for the Boy's Vocational Department.
6. Began construction of the first unit of the new Upper School. This residence building, scheduled for occupancy in the fall of 1959, has been designed to accommodate 36 teen-age girls.

7. Began a second teen-age residence for 48 students, with occupancy target date of February 1960.
8. Drew up plans for new business training room and foods laboratory for the Girl's Vocational Department, with completion set for September 1959.
9. Started special classes for brain-damaged deaf children.
10. Established related subjects classes for full time Vocational students.
11. Opened fund drive to raise \$70,000 to build an all-faith chapel, the first on any campus of a school for the deaf.
12. Expanded the in-service training program for house-parents.
13. Made application to Conference of Executives of American Schools for the Deaf for accreditation of the teacher training program.
14. Provided for participation by five members of the staff in programs of national meetings.
15. Sponsored a series of four evening lectures concerning the brain-damaged deaf child, given to entire staff by members of Presbyterian Medical Center staff.

### **State Agency for Surplus Property**

1. Cooperated with Federal and State agencies in obtaining surplus property for use in public and private schools, colleges, hospitals, and civil defense activities.
2. Requested allocation to New Jersey of surplus property valued at \$29,675,455.68.
3. Reviewed 1,335 new applications for property valued at \$7,338,270.52.
4. Completed 1,742 transfers of property with an original acquisition value of \$5,004,040.84.



**STATE OF NEW JERSEY**  
**STATE EXPENDITURES FOR EDUCATION**  
**1958-59**

Administration—State Department of Education			
Commissioner's Office .....		\$ 757,264.48	
Division of the State Library, Archives & History .....		334,327.74	
Division of the State Museum .....		109,127.69	
Division Against Discrimination .....		121,150.55	
			\$ 1,321,870.46
State Colleges and Schools			
Teachers Colleges			
Glassboro .....	\$ 1,181,025.61		
Jersey City .....	811,447.83		
Newark .....	1,108,493.08		
Paterson .....	991,659.33		
Montclair .....	1,876,545.45		
Trenton .....	1,846,923.37		
		\$ 7,816,094.67	
School for the Deaf—Trenton .....		1,002,904.70	
School of Conservation—Lake Wapalanne .....		69,142.28	
Other Education Agencies			
State University of New Jersey .....		12,437,291.03	
Newark College of Engineering and Newark Technical School .....		990,884.00	
Debt Service (State Teachers College Construction)		1,249,687.50	
			23,566,004.18
State Aid			
County Superintendent (Salaries) .....		233,536.99	
Other Officers and Employees (Salaries and Expenses) .....		481,668.32	
Materials, Supplies, Travel and other Grants-in-Aid .....		164,387.78	
Evening Vocational Schools .....	208,008.89		
Industrial Schools .....	70,000.00		
Chapter 85, Laws of 1954			
Formula .....	63,578,980.50		
Transportation .....	6,696,487.00		
Emergency Fund .....	131,550.00		
Atypical Pupils .....	2,280,911.00		
Evening School for Foreign Born .....	64,854.00		
School Building Aid Act Chapters 8 and 9 P. L. 1956 .....	13,865,571.50		
		86,896,362.89	
Teachers' Pension and Annuity Fund .....		29,725,572.24	
			117,501,528.22
State Capital Expenditures			
State Teachers Colleges .....		240,580.57	
New Jersey School for the Deaf .....		400,000.00	
The State University of New Jersey .....		353,149.19	
Newark Technical School and Newark College of Engineering .....		500,000.00	
			1,493,729.76
Special Funds			
Vocational Schools: Smith-Hughes			
State Share .....	68,120.11		
Federal Share .....	164,294.09		
		232,414.20	
Vocational Schools: George-Barden			
State Share .....	135,776.54		
Federal Share .....	456,192.57		
		591,969.11	
National Defense Education Act			
State Share .....	22,640.00		
Federal Share .....	312,775.69		
		335,415.69	
Practical Nurse Training Program			
Vocational (Federal) .....		82,557.29	
Library (Federal) .....		82,501.78	
Lunch Room Program (Federal) .....		1,544,132.00	
Special Milk Program (Federal) .....		1,703,465.00	
Agricultural College (Federal) .....		117,479.80	
State Teachers College Construction Fund— Bond Issue .....		427,410.26	
Research Project—Mentally Retarded .....		23,465.71	
Child Youth Study Program .....		23,714.13	
Camille and Henry Dreyfus Foundation .....		120,627.00	
National Science Foundation .....		65,534.47	
		4,190,887.44	
			\$149,233,819.06

## STATE SUMMARY — LOCAL SCHOOL DISTRICTS

Day School Average Enrollment 965,924.0

Resident Average Daily Enrollment 965,663.8      Special Classes 1,007      Home Instruction Pupils 2,428

Plan      Buildings Owned 2,202      Classrooms Used 37,462      Special Rooms 3,817

ENROLLMENT			PERSONNEL				FINANCIAL DATA				
K.....	96,488	7	80,087	Superintendent .....	297.4	Full	Part	Net Valuation Taxable:			
1.....	99,617	8	66,010	Ass't. Sup'l. ....	72.5	Time	Time	1958 .....	\$.....		
2.....	89,872	9	71,700	Principals .....	1,543.4	254	321	1959 .....	\$.....		
3.....	84,844	10	66,963	Supervisors .....	472.3	30	6	Av. Assessed Valuation			
4.....	84,932	11	58,659	Teachers .....		17		on Real Property:			
5.....	84,864	12	43,955	(Day) .....		201	386	1958-57-58 .....	\$.....		
6.....	88,472	Special	13,482	Regular .....	40,895.8	75	758	** School Debt .....	\$681,371,689.89		
Ungraded				Part-Time .....	1,679.1	31	280	Tax Rate:	1958	1959	
Vocational	407			Special .....	1,141.8	803	266	School .....	\$.....	\$.....	
Total Day School	1,030,542			Junior College .....	137.6	5,436	904	Ch VI Debt Serv. ....	\$.....	\$.....	
Junior College	703			Teachers .....		327	345	Regional .....	\$.....	\$.....	
Evening School:				(Evening) .....		705	62	Total .....	\$.....	\$.....	
Vocational	4,528			Vocational .....	182	42	1	Day Sch. Cost Per Pupil			
Regular	6,588			Regular .....	146.5	61	102	in Av. Enroll. ....		\$394.32	
Accredited	4,679			Accredited .....	117	3,060	319	Equalized Valuation			
Foreign Born	4,569			Foreign Born .....	150	1,882	1,277	Per Pupil in			
Summer School	19,548			Teachers: Summer .....	745.5	252	258	Resident A.D.E. ....		\$28,966.67	

## REVENUES AND EXPENDITURES 1958-59

REVENUES			EXPENDITURES (Cont.)		
Free Balance July 1, 1958			Operation (Cont.)	Light-Water-Power .....	\$ 4,955,872.88
Current Operating .....	\$ 37,866,947.69			Tel. & Tel. ....	1,007,189.17
* Improvement Authorizations .....	75,438,589.67		Co-Ordinate Activities	Other .....	333,138.45
Capital Reserve Fund .....	782,973.05	\$114,088,510.41	Auxiliary Agencies	Salaries .....	7,946,334.03
State Aid				Other .....	575,608.52
Formula .....	63,391,782.00			Cafeterias .....	2,462,138.83
Atypical Pupils .....	2,280,911.00			Playgrounds .....	1,457,116.71
Transportation .....	6,698,162.00			Athletics .....	2,399,062.46
Evening Vocational .....	75,721.69			Transportation .....	12,837,560.63
Evening School for Foreign Born Residents	64,854.00			Library .....	1,763,232.56
Emergency .....	130,550.00		Fixed Charges	Other .....	699,980.89
Building Aid .....	9,199,069.33			Tuition .....	21,163,072.53
Federal Aid				Pensions .....	5,603,919.86
Vocational .....	337,731.43			Insurance .....	3,427,429.08
P.L. 815 (Building) .....	824,325.00		Repairs & Replacements	Other .....	552,251.02
P.L. 874 (Current Expense) .....	2,057,811.63			Buildings & Grounds .....	11,839,441.16
Other .....	57,333.35			Equipment .....	3,821,114.13
Local Aid				Other .....	163,732.29
District Tax			DAY SCHOOL EXPENDITURES (Sub-Total) .....		\$402,052,584.86
Current .....	305,840,518.23		Evening:		
Capital .....	5,402,520.70		Vocational .....	\$ 265,821.28	
Debt Service .....	25,800,442.31		Regular .....	714,819.38	
Municipal Surplus .....	914,380.25		Foreign Born Residents .....	105,935.50	
Tuition .....	21,497,391.64		Summer School .....	305,170.38	
Bonds and Notes .....	101,024,953.68		Junior College .....	196,790.35	
Miscellaneous .....	4,032,056.67		Debt Service	Principal .....	22,276,914.47
Adjustments .....	151,839.13			Interest .....	12,934,639.85
<b>TOTAL FUNDS AVAILABLE</b> .....	<b>\$663,866,864.65</b>			Sinking Fund .....	672.97
EXPENDITURES			Capital Outlay (Budget)	Land .....	1,499,367.22
Administration				Buildings .....	1,534,426.34
Salaries .....	\$ 11,424,285.87		Improvement Authorizations	Equipment .....	2,961,652.46
Other .....	3,766,113.27			Land .....	4,532,388.33
Supervision				Buildings .....	63,052,010.74
Salaries .....	22,861,920.83			Equipment .....	12,800,781.29
Other .....	645,990.48		<b>TOTAL EXPENDITURES</b> .....		<b>\$525,635,976.42</b>
Instruction			Free Balance June 30, 1959		
Salaries .....	234,690,861.20		Current Operating .....	\$ 38,515,451.27	
Textbooks .....	5,216,156.42		Improvement Authorizations .....	98,453,538.02	
Supplies .....	7,694,056.26		Capital Reserve Fund .....	1,263,896.94	
Other .....	1,285,973.31		<b>TOTAL</b> .....		<b>\$663,866,864.65</b>
Operation					
Salaries .....	24,785,288.07				
Supplies .....	2,053,481.43				
Fuel .....	5,181,972.12				

\* \$2,375,176.03 Net Increase—Adjustments to Improvement Authorizations.      \*\* \$2,783,902.36 Net Increase—Adjustment to Debt.

### REVENUES AND EXPENDITURES IN MUNICIPAL BUDGETS FOR SCHOOL PURPOSES IN 1958-59 SCHOOL YEAR

State Building Aid .....	\$ 4,664,896.67	Debt Service	Principal .....	\$ 9,274,126.80
Local Tax Levy .....	9,101,806.17		Interest .....	4,478,858.87
Other Revenue .....	8,754.25		Sinking Fund .....	22,471.42

#### CAFETERIA FUND

Balance 7/1/58 .....	\$ 1,075,588.21
Income .....	14,664,507.80
	<u>\$ 15,740,076.03</u>
Expenses .....	\$ 14,549,540.31
Balance 6/30/59 .....	1,190,535.72
	<u>\$ 15,740,076.03</u>

#### GENERAL ORGANIZATION FUNDS

	Athletics	Other
** Balance 7/1/58 .....	\$ 176,603.87	\$ 2,377,104.91
Receipts .....	1,623,242.53	9,805,575.62
	<u>\$ 1,799,846.40</u>	<u>\$ 12,182,680.53</u>
Disbursements .....	\$ 1,590,087.57	\$ 9,571,940.81
Balance 6/30/59 .....	209,758.83	2,610,839.72
** \$4,343.49 Represents Transfer to Other Funds.	\$ 1,799,846.40	\$ 12,182,680.53

## COST OF EDUCATION

(Based on Expense of Maintaining Public Day Schools in Local Districts)

		<u>1958-1959</u>		<u>1957-1958</u>		<u>1956-1957</u>
Administration .....	\$	\$ 15,212,399.14		\$ 13,784,180.24		\$ 12,597,207.93
Instruction:						
Supervision .....		23,507,191.11		21,450,888.65		18,322,279.27
Instruction Proper .....		248,887,047.19		220,030,335.35		193,521,724.83
		272,394,238.30		241,481,224.00		211,844,034.10
Operation of School Plant .....		38,316,942.12		35,141,769.47		31,275,008.46
Maintenance of School Plant .....		15,824,287.58		17,062,828.05		15,747,303.76
Attendance and Health .....		7,921,942.55		7,304,191.87		6,485,610.72
Auxiliary Agencies:						
Library .....		1,760,262.56		2,260,145.88		1,903,865.87
Transportation .....		12,857,560.63		11,715,406.88		10,600,755.55
Other .....		7,018,298.89		6,881,604.92		5,747,770.74
		21,636,122.08		20,357,157.68		18,252,392.16
Fixed Charges						
Pensions .....		5,603,919.86		5,208,199.05		2,734,594.61
Insurance .....		3,427,429.08		3,238,097.63		2,599,647.56
Other .....		552,231.62		561,297.12		451,720.16
		<u>9,583,580.56</u>		<u>9,007,593.80</u>		<u>5,785,962.33</u>
		<u>\$380,889,512.33</u>		<u>\$344,138,945.11</u>		<u>\$301,987,519.46</u>
Average yearly cost based on average enrollment in day schools .....		<u>394.32</u>		<u>375.21</u>		<u>345.59</u>
Day School Average Enrollment .....		965,924.0		920,567		873,811.6

## STATE SUMMARY—COUNTY VOCATIONAL SCHOOLS

### REVENUES & EXPENDITURES 1958-59

REVENUES			EXPENDITURES	
Free Balance July 1, 1958			Total Vocational Expenditures (exclusive of Capital Outlay) .....	3,698,299.32
Current Operating .....	\$701,048.39		Debt Service .....	33,976.00
Improvement Authorization .....	<u>187,800.43</u>	888,848.82	Capital Outlay—Budget .....	88,486.44
State Aid .....		344,472.00	Improvement Authorizations .....	<u>159,802.74</u>
Federal Aid .....		318,186.82		3,975,564.50
*County Taxes .....		2,615,985.00	Free Balance June 30, 1959	
Tuition .....		330,373.10	Current Operating .....	645,733.48
Bonds & Notes .....		7,303.78	Improvement Authorizations .....	<u>6,845.64</u>
Miscellaneous .....		120,865.82		652,579.12
Adjustments .....		2,108.28		<u>\$4,628,143.62</u>
		<u>\$4,628,143.62</u>		

\*Does not include levy and expenditures by County Governments for the following school costs:  
 Debt Service—Vocational School Bonds—Principal ..... \$347,832.32  
 Interest ..... 124,059.28



