

116

ANNUAL REPORT

1960-61



**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)

New Jersey State Library

**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

TO THE

Legislature of the State of New Jersey

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

School Year 1960-61

STATE BOARD OF EDUCATION

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FREDERICK M. RAUBINGER

Commissioner of Education

Clerk of State Board, Mrs. Olga M. Thines

FOREWORD

The year 1960-61 has been a year of expansion for the New Jersey Department of Education — expansion in enrollments, in the number of teachers, in the number of classrooms, in the number of new buildings, in courses, in dollar expenditures, in library books, in textbooks, in buses, services . . . indeed, in all significant measurable and numerable categories.

But we feel that even more important than increasing numbers and increasing expenditures is the continued improvement in the quality of the education that has been offered to the boys and girls of New Jersey during the past year. As teachers' rosters have risen, so have requirements for New Jersey public school teachers. At the same time the percentage of teachers lacking proper certification is steadily being diminished. Our goal — providing qualified teachers in sufficient numbers and with adequate facilities to enable every child to develop to his full capacity — has drawn closer during 1960-61.

It continues to be our belief that what is best for individual children will in the long run be what is best for our community, our State and our nation. This calls for wise determinations to be made at the local levels, with the schools responsive to local conditions and needs. This responsiveness of the schools to the needs of individual pupils at the local level is one of the great bulwarks of freedom in our country.

New problems arise as fast as old problems are solved, but there are solutions to all problems, and new solutions will be discovered and implemented as new problems appear. We must not always seek for solutions outside ourselves, however. We must continue to look within ourselves — as parents, pupils, teachers, administrators, boards of education and State and county education staff members — to find new strength, new resources, new solutions with which to meet new problems as they arise.

This has been our purpose throughout 1960-61, and this will continue to be our purpose in the years that lie ahead.

We are grateful to the Governor, the Legislature, the State Board of Education, the thousands of dedicated, skillful teachers, the local staffs, the county workers and especially the Department of Education staff members whose diligence and faithfulness are making possible our continued progress toward the attainment of our objectives.

FREDERICK M. RAUBINGER
Commissioner of Education

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

JUNE 30, 1961

OFFICE OF THE COMMISSIONER

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Joseph E. Clayton, *Deputy Commissioner*

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

Edward J. Vogelsong, *Chief Personnel Officer*

Hugh W. McLaughlin, *Education Editor*

DIVISION OF BUSINESS AND FINANCE

Kenneth W. Woodbury, *Assistant Commissioner*

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

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

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

DIVISION ON CIVIL RIGHTS

J. Harry Adams, *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 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 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 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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SECRET

1. The purpose of this document is to provide a comprehensive overview of the current state of the project and to outline the key objectives and milestones for the next phase of development.

2. The project has been initiated in response to the strategic requirements identified in the previous report, and it is expected that the completion of this phase will significantly advance our understanding of the underlying mechanisms.

3. The primary objectives of this phase include the development of a robust theoretical framework, the implementation of a series of controlled experiments, and the analysis of the resulting data to identify key trends and patterns.

4. The project is being managed in accordance with the principles of transparency and accountability, and all activities will be documented and reported on a regular basis to the relevant stakeholders.

5. The timeline for the completion of this phase is currently estimated to be approximately 18 months, with key milestones being reached at the end of each quarter.

6. The success of this project will depend on the effective collaboration and coordination of all team members, and it is essential that we maintain a high level of communication and transparency throughout the process.

7. The project is subject to the same security protocols and access controls as all other classified information, and it is strictly prohibited to disclose any details of the project to unauthorized personnel.

8. The project is being funded by the Department of Defense, and it is expected that the results of this research will have significant implications for our national security and defense capabilities.

9. The project is being managed by the Office of Naval Research, and it is expected that the results of this research will be disseminated to the relevant scientific and technical communities.

10. The project is being conducted in accordance with the ethical standards and guidelines established by the Department of Defense, and it is essential that we maintain the highest level of integrity and ethical conduct throughout the process.

DIVISIONAL ACTIVITIES

1960-1961

Division of Administration

The Division of Administration consists of the Office of the Deputy Commissioner of Education, the Personnel Office, the Office of the Education Editor, and the Bureau of Research and Publications. The Deputy Commissioner is responsible for the internal administration of the Department, as well as the liaison with the Governor's Office, the Legislature, other State agencies, and the general public. In addition, he supervises the activities of the above-mentioned offices.

Some of the major accomplishments of the Division from July 1, 1960 to June 30, 1961, were as follows:

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. Assisted in the preparation of various reports including the report of the study of the Hammonton School District, the Commissioner's Opening Bulletin to school districts, and other notices to boards of education.
7. 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.
8. Prepared and distributed the list of the Department staff assignments.
9. Prepared and distributed the Department's General Master Calendar.

10. Collected information from various divisions concerning out-of-State travel, and compiled the list of the approved trips.
11. Collected information from the various divisions concerning the allocation of monies from the Travel Advisory Committee Fund, and prepared lists of approved requests.
12. Operated mimeographing service for the centrally-located divisions and bureaus of the Department.
13. Provided division personnel as speakers for professional and community groups throughout the State.
14. Developed policies and instructions in all areas of personnel administration for management approval and promulgated them in usable form.
15. Assisted supervisors in developing facts about new or changed positions; evaluated positions in accordance with class standards; contributed to analysis of organization problems.
16. Ascertained staff needs and organized procedures for recruitment; worked with the Department of Civil Service in establishing qualifications for existing titles and new titles; maintained Standards of employees according to required qualifications; checked with other State agencies for candidates when necessary; referred candidates as vacancies occurred; processed appointments, promotions, and other actions, checked for adherence to law and regulations; interviewed and corresponded with all applicants and all employees interested in placement.
17. Where discretion was authorized, made wage and salary studies to establish a basis for setting up pay scales.
18. Advised management on all administrative matters that affected human relations and morale; counselled with employees and supervisors on human relations problems; administered the Suggestion Awards Program and elicited employees' participation; established machinery for adjustment of grievances and for umpiring its use; interpreted leave policy.
19. Conducted exit interviews, advised on and processed retirements; advised administrators on disciplinary suspensions and removals.
20. Kept employees informed of various rights and obligations pertaining to their public employment status.

21. Maintained comprehensive personnel records and statistical records on employee population, turnover, and movement.
22. Prepared and distributed 35 news releases.
23. Prepared 12 monthly reports of Department activities for the Governor's Office.
24. Edited the annual report of the Department.
25. Assisted in recruitment of personnel and preparation of materials for seven television programs ("Governor Meyner's Report").
26. Edited and issued six Department Newsletters.
27. Edited and coordinated the publication of several issues of **Toward Higher Education, The Compass, The Exchange, The Secondary School Bulletin**, and other Department publications.
28. Prepared articles and speeches for various sources and purposes.
29. Cooperated in planning research, I.B.M. and printing areas in new building.
30. Undertook depth studies in areas of administrative expedients in effect in local school districts.
31. Began study of pupil mobility and dropouts in New Jersey public school districts.
32. Made study of attrition among students accepted for admission to a New Jersey State college.
33. Experimented with the use of acetate overlays as a means of presenting statistical research data to groups.
34. Cooperated with various divisions in planning studies and developing questionnaire forms. (Physical Education Survey, Junior College Survey, Foreign Language Survey, etc.)
35. Provided services to other divisions in planning and drawing charts and graphs.
36. Provided special research reports to county and local school personnel on request.
37. Extended automatic data processing services in conjunction with **Administrative Problems in New Jersey Public School Districts**.

38. Cooperated with Division of Higher Education in providing for I. B. M. processing of Junior College Survey data.
39. Visited local school districts that have installed I. B. M. or Remington Rand data processing equipment to observe methods used and to note the relative merits of the two systems.
40. Completed analysis of pupil and staffing items collected by the Department and met with Intra-departmental committee to plan in developing an improved statistical system.
41. Sent one staff member to Varsity School for one week of intensive instruction.
42. Revised the format of the Department Directory and arranged to have items placed on individual cards for simplified updating and high speed printing.
43. Requisitioned the following equipment to initiate a limited-operation Department print shop: offset press, saddle stitcher, drill press and folding machine.
44. Sent one staff member to State Government Workshop for Supervisors.
45. Built up library of automation and printing aids in order to provide background for undertaking full scale operations in these areas.
46. Attended meetings of Northeastern States Council on Educational Research and Statistics to confer on problems related to educational research and the extension and liberalization of Title X of the National Defense Education Act of 1958.

Division of Business and Finance

Bureau of School Building Services

Consultant Service

1. Worked with Rutgers, The State University in the planning of two workshop programs.
2. Lectured to graduate education classes at three universities.
3. Initiated a greater degree of coordination with the Division of Curriculum and Instruction culminating in a conference on June 7th to determine implication of new teaching techniques for future school construction.

4. Worked with regional planning groups to achieve a higher degree of educational planning in community studies under the Federal 701 program.
5. Stimulated the use of **Schoolhouse Planning and Construction: A Guide** and specialists' bulletins at the initial planning stages. Increased demand indicates a greater awareness of seeking counsel from the Bureau.
6. Initiated an educational review of plans at the preliminary stage; prior to this only one educational review was given at the schematic stage.
7. Initiated review of proposed bid awards to ascertain that sufficient funds are available for the proposal; bids are reviewed and approved before the local districts may make award to contractors.

Architectural Supervisory Service

1. Increased the staff by adding one assistant to the architectural supervisor.
2. Prepared a manual for fire safety, to be used by all public schools in New Jersey, which emphasized the importance of cooperation with local fire officials insofar as inspection of school buildings is concerned.
3. Received, reviewed and recommended for approval 130 preliminary and 213 final plans for school construction.
4. Assisted in developing new safety requirements for public schools which have been incorporated in the Guide for Schoolhouse Planning and Construction.

College Construction

1. Coordinated the planning of 32 State College buildings to be built under the 1959 Bond Issue.
2. Effected an agreement with Houdaille Construction Materials, Inc. to remove the mountain on the Montclair State College campus in exchange for the rock, thus providing the College with 24 additional acres suitable for construction purposes and making it possible to greatly expand the College.
3. Negotiated an agreement for a lease of tide land at Jersey City, which area is to be filled to provide space for an athletic field for Jersey City State College.

4. Worked out the details of the grant of land made by Mr. R. A. Mills of Wayne for a second access road through his property to Paterson State College.
5. A new science building at Glassboro State College, a new science building at Newark State College, a new science building and a new food service building at Paterson State College were completed and occupied. Additional work included the remodeling and expansion of the library at Trenton State College, the completion of the interior of a part of the gymnasium at Montclair State College and the rehabilitation of the Keane Library at Newark State College.

State Department of Education Building Program

1. Coordinated the plans and specifications for the Department of Education Building.
2. Initiated the planning of the proposed State Library and State Museum.

Bureau of Business Services

Bookkeeping and Accounting

1. Prepared 20 annual budgets requesting the appropriation of \$151 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 \$96,203.25 for the Central Office to June 1st.

State Aid

1. Completed the audit of some 37,000 school registers submitted by local districts to establish basic enrollment data used in the determination of State Aid.
2. Computed estimates of \$83,872,042.00 in State Aid payable under the provisions of Chapter 85, P.L. 1954, for 1961-62 for State and school district budget purposes. Notices of the amounts available were mailed to each of the districts.

3. Recomputed 1960-61 State Aid apportionments and directed payments of \$80,322,549.00 to some 588 school districts in three installments.
4. Withheld apportionments of Veterans' Liability for the Teachers' Pension and Annuity Fund and notified each district of the amount withheld.
5. Computed estimates of State Building Aid under the provisions of Chapters 8 and 9, P.L. 1956, and prepared schedule of available funds of \$15,713,422.00 for each school district for 1961-62.
6. Reviewed proposed capital budget of each school district to determine the amount and allocation of School Building Aid funds.
7. Directed payments of \$14,896,842.00 to the school districts and transferred \$290,634.76 to the Capital Reserve Fund.
8. Maintained the Capital Reserve Fund accounts of \$1,440,020.18 for 111 school districts and prepared notifications of the balances available and interest earned (\$86,506.79) during the year.
9. Reviewed matching funds of the school districts and directed payments of State Aid for Evening Vocational Schools of \$281,563.86 and State Aid for Evening Schools for Foreign-Born Residents of \$47,085.49.
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.
11. Verified the computation of State Library Aid and directed payments of pro rata basis to 186 districts and 12 counties.

Federal Aid

1. Supervised all financial transactions involving National School Lunch funds. There were 827 schools participating located in 327 school districts. Claims paid to June 1, 1961 total \$1,234,545.66.
2. Supervised all financial transactions involving National School Milk funds. There were 1,627 schools participating located in 474 school districts. Claims paid to June 1961 total \$1,623,794.08.

3. Pursuant to an agreement with the United States Department of Agriculture, our auditors have conducted 31 complete lunch or milk audits to date, and at least 14 more will be completed prior to July 1, 1961.
4. In the areas where there has been an impact of population due to Federal activities, Federal assistance applications under P.L. 874 and P.L. 815 were processed as follows:
 - a. P.L. 874

RSF-3 - 1958-59 -	127
RSF-1 - 1959-60 -	143
Agreements -	1
 - b. P.L. 815

RSF-2 - PART I -	5
RSF-2 - PART II -	5
5. During the 1960-61 fiscal year, funds amounting to \$1,305,-808.63 were distributed under the National Defense Education Act. These funds were distributed as follows:

TITLE III - 318 claims amounting to	\$920,144.20
TITLE V - 186 claims amounting to	\$385,664.43

 Pursuant to our State contract, auditors have conducted 504 complete audits to date.

Financial Accounting - Local School Districts

1. Published printed form of manual entitled "Supplies and Equipment."
2. Published printed budget guide.
3. Improved Form A-4 - Secretary's Annual Report, including revised statistics and more complete directions.
4. Printed new accounting form for use of local school districts.
5. Conducted three special investigations of the business practices of local school districts. Made the necessary reports covering findings and recommendations.
6. During the year 13 board secretaries made use of the staff, particularly the supervising auditor, for on-the-job instruction.
7. Members of the staff attended 12 group meetings of board secretaries to give group instruction on accounting problems relating particularly to the prescribed accounting system.

8. Reviewed and analyzed 588 audit reports of local school districts.
9. Members of the staff participated in the program of 24 State-wide conventions or meetings.

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 and reported same together with financial statistics to the U. S. Office of Education for the Biennial Survey.
3. Completed the audit of 259 high school cost reports and 413 special class reports.
4. Maintained bond record cards for each of the school bond issues approved by the Attorney General and acknowledged receipt of all cancelled bonds filed with the Commissioner.

Extension of Credit

1. Conducted 95 hearings for extension of credit involving proposed bond issues of \$88,744,500.00 to June 1, 1961. Eight additional hearings will be held during the month of June.
2. Maintained record of school bonding, elections, and of those that have been reported, 56 passed and 21 were defeated.

School Budgets

1. Reviewed four school budgets submitted to the Commissioner of Education after same had been rejected twice by the electorates.
2. Made recommendations to the Commissioner for fixing the tax levies.

Bureau of Pupil Transportation - 1960-61

1. Working cooperatively with the county superintendents of schools, the consultative service has been greatly expanded so that it now constitutes one of the major areas of this Bureau.

2. Close rapport with the Division of Motor Vehicles has resulted in our being able to create, and to have incorporated into the testing program for school bus driver applicants, a law and knowledge test concerning the operation of school buses. In addition, a new psycho-physical examination is being administered to school bus drivers to determine their proficiency in the following areas:
 - a. Reaction time
 - b. Spatial relations
 - c. Glare recovery
 - d. Eye-hand coordination
 - e. Peripheral vision
 - f. Night vision
3. A program of accident prevention has been established with the Motor Vehicle Division, Inspector Force, requiring retest procedures for bus drivers responsible for school bus accidents.
4. Carried on and expanded our workshops for school bus drivers. To date approximately 3,500 drivers have participated in a total of 56 in-service training sessions. Our staff in this program has been expanded and now includes:
 - a. New Jersey State Police
one lieutenant, three sergeants and six troopers
 - b. Division of Motor Vehicles
one inspector and one supervisor of traffic safety
 - c. National Red Cross
one State field representative
 - d. DuPont Company
one instructor of fire control
 - e. County Prosecutor
one traffic safety coordinator
 - f. Local Police and Fire Company
one representative each from the county where the workshop is being held
5. Created a new system of pre-warning lighting for school buses and conducted several test units throughout the State to demonstrate its effectiveness.
6. In cooperation with General Electric and Arrow Safety Company, designed a new type of school bus lamp that has increased side visibility of the red flashing light by 350 per cent.

7. Constructed a new type shading device to allow the approaching motorist to distinguish whether or not the identification lamps are flashing under conditions of bright sunlight.
8. The coordinator served on the National Planning Committee to plan conferences for State and local directors of pupil transportation and will represent New Jersey as the president of the National Directors of Pupil Transportation during the coming year.
9. Considerable progress has been experienced in expanding the service aspect of this Bureau to local school districts. As a result, increased requests are being made for field evaluations of existing transportation systems to determine their economy of operation.
10. No exact statistics of evaluation are available. However, the widespread use of the published statistics on the operational cost analysis of district-owned and contract school buses has contributed to a reduced cost factor submitted in bids to the local board by the contractor.
11. The Bureau has been successful in acquainting local boards of education with the advantages of district ownership of school buses.
12. Instruction on pupil transportation and safety has been conducted for local superintendents, principals and secretaries of local boards of education in workshops throughout the State.
13. Audited all school districts of the State for transportation reimbursement and rechecked allowable deductions on the total transportation cost of \$16,000,000.
14. Continued and expanded the program of public relations with the State Police, Division of Motor Vehicles, Board of Public Utility and the State and County Safety Councils. This program included the services of the coordinator for a great many speeches to the above agencies and affiliated groups.
15. Continued the service of supplying advice, counsel and statistical material for the use of the county superintendents of schools for their meetings with the local boards of education.
16. Revised and expanded the collection of factual material concerned with school bus accidents in order to study and recommend means of reducing school bus accidents.

Division of Civil Rights

1. The Commission on Civil Rights, under the chairmanship of Miss Margaret Warner, rendered invaluable advisory and policy-making services during four full-day sessions this year. Representatives of the Commission appeared at Senate hearings on the housing bill (Senate Bill #1), stating their conviction of the need for this legislation.
2. The Rules and Regulations of the Division were revised to strengthen investigatory and procedural matters of the Division, with the cooperation of the Civil Rights Commission and approval of the Commissioner of Education.
3. The Division carried forward its educational responsibilities through attendance by the Assistant Commissioner or representatives at workshops, educational conferences, human relations meetings and consultations with organizations, agencies, and informal groups. Relations with such organizations and groups have resulted in intensive cooperation in the field of human relations and intergroup education.
4. The name of the Division was changed from Division Against Discrimination to Division on Civil Rights by legislative amendment.
5. Hearing Commissioners were established by legislative amendment, to act for the Division in conducting formal hearings and to submit findings, conclusions, and recommendations to the Commissioner of Education.
6. The Commissioner of Education and the Commissioner of Labor and Industry may initiate complaints, by legislative amendment.
7. As a result of the Levittown decision, 10 Negro families have moved into Levittown, New Jersey. The Division is receiving an increased number of housing complaints from throughout the State of New Jersey.
8. The Division and the Department of Labor are continuing to confer on matters concerning employment and discrimination in the State of New Jersey. One of the results of these joint meetings is an apprenticeship survey being undertaken by the Division.
9. Two formal hearings were set and announced; one was held; the other was settled by Consent Order before the hearing date.

10. The Division participated in the workshop training program of the State Police.
11. A representative attended the Police Workshop Institute at Michigan State College, East Lansing, Michigan.
12. Relations were established between the Division and police - both local police chiefs and State Police - on a broader basis than heretofore.
13. A pamphlet entitled **Fair Housing Practice Laws in Action** was published for educational information purposes.

Division of Controversies and Disputes

The work of the Division of Controversies and Disputes in regard to the cases appealed to the Commissioner of Education for 1960-61 is as follows:

Active Cases July 1, 1960	40
Cases Received July 1, 1960 - June 30, 1961	40
Active Case Load June 30, 1961	80
Cases Decided — 1960-61	30
Cases Discontinued or Settled	14
Cases in Process	36
Hearings	37
Conferences of Parties	23

1. Prepared for publication copies of decisions for the 1959-60 pamphlet edition of **School Laws and School Law Decisions**.
2. Prepared page of questions and answers on school law each month for publication in "School Board Notes," the magazine 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 its Education Committee, which organized and directed the operation of the summer school program for the children of migrants.
4. Worked with the Deputy Attorney General on matters pertaining to school legal questions and Commissioner's decisions.
5. Served as speaker, consultant, or resource person at state college classes in school law, county board of education workshops, and county groups of school superintendents and principals.
6. Arranged conferences of attorneys, parents, citizens and others in attempts to resolve controversies and obviate resort to formal proceedings.

7. Prepared copies of decisions for release to newspapers and the public.
8. Prepared various legal forms for the Commissioner's signature authorizing procedures in school districts pursuant to statute.
9. Assisted county superintendents in performance of statutory duties in connection with the promulgation of the 1960 census.
10. Prepared a detailed list of the statutory duties and responsibilities of the Commissioner of Education.
11. Maintained a library of court decisions, legal information and resource materials pertinent to the functions of the Division.
12. Answered extensive inquiries by correspondence, telephone and interview on matters of school law.

Division of Curriculum and Instruction

1. Marked emphasis has been placed on the need for curriculum improvement and progress made in the communication of this need to educational leaders over the State.
2. The development of improved educational programs is both desired and encouraged by the Division of Curriculum and Instruction.
3. Extensive visits have been made to schools and professional groups over the State by the assistant commissioner. The response to many speeches, conferences and meetings has appeared to be good. The groups have been challenged to attack educational problems and to begin working on them extensively.
4. The development of numerous relationships with the county superintendents, helping teachers and local supervisors has tended to include them in the "working team" for over-all school improvement. These meetings have covered many topics and have attempted to keep local leaders informed concerning the urgent problems facing modern education.
5. Emphasis on leadership development has been given in many ways. A series of leadership conferences has been held. The pattern has varied from county to county. However, the central theme of **developing local leadership and encouraging leaders to share the leadership responsibility** has been in evidence.

6. A variety of different patterns of curriculum improvement has developed. These take many forms.

There has been a series of individual school projects based on local school problems. The topics include such items as uses of homework, the development of science experiences, helping teachers understand the new mathematics, developing new curriculum materials, developing a county-wide curriculum guide, working with principals of a given district and numerous others.

7. Relationships with the State Colleges have been of constant concern to staff members in the Division of Curriculum and Instruction. There have been several meetings with college presidents, and the Assistant Commissioner has visited several college campuses and worked with faculty groups. He has worked with individual committees on specific items of concern. There seems to be a growing readiness for more careful and productive work between the Division of Curriculum and Instruction and various college groups.
8. Members of the Division of Curriculum and Instruction have participated in a variety of national activities. These have included work with the Secondary School Principals, the National Council of Teachers of English, the NEA, the Association of Childhood Education in their research activities, the National Institute for Clothing and Textiles, ASCD, and with the State of Florida in their junior college planning.

Other activities illustrative of work with various groups over the country include cooperation with the Illinois State Education Association and with the Association of Health, Physical Education and Recreation.

9. A series of publications has been developed by several members of the Division. This includes publications for the State Department as well as a variety of items for various professional journals. It is our feeling that staff members should be encouraged to participate in a variety of speaking and writing activities.
10. Members of the Division have been active in participating in various meetings and conventions over the country. The Assistant Commissioner has spoken at the Illinois State Education meeting, at the Association of Childhood Education, at the International School Association of School Administra-

tors, and the National Conference on Clothing and Textiles, as well as at a variety of engagements in the State for local and State organizations and schools.

There are doubtless other areas of accomplishment for the past year. Perhaps the most important deals with the ongoing planning which members of the Division have been engaged in as a basis for Department activities for 1961-62. Extensive planning has been carried out and a number of new and important projects are emerging. The central theme of the work of this Division deals with leadership development, service to the schools and the development of new and frontier ideas which are worthy of study and analysis. It is felt that the Division of Curriculum and Instruction must express itself in a series of new publications. Many of these publications should deal with current issues and problems facing the nation's schools. At the present time plans are under way for the development of such materials for 1961-62.

11. An accumulation of a series of several hundred success stories from New Jersey schools was completed during 1960-61. These stories are accounts of activities described by teachers or local administrators and thought to be good. A publication is anticipated for the near future.

Office of Elementary Education

Our goals for the year, in brief, included (1) emphasis on evaluation as an essential step in school improvement and the search for more effective evaluative techniques, (2) emphasis on broadening and strengthening the curriculum, (3) promotion of more general and effective use of educational materials and the interpretation to teachers and parents of the importance in learning of teacher-pupil relationships, motivation, interest and self-confidence.

In working toward the realization of these goals, the Office has carried on these activities:

1. Worked with helping teachers and supervisors
 - a. Carried on the Atlantic City Workshop with about 100 persons attending, and studying, through firsthand experience, such concerns as creative approaches to teaching, the use of environmental materials, the integration of experiences in the arts into the total curriculum, and how to secure and use a wealth of children's books.

- b. Met four times with helping teachers and twice with elementary supervisors in order to develop through discussions, experiments and school visits, creative teaching and curriculum enrichment.
 - c. Recruited seven helping teachers to fill vacancies.
 - d. Worked with first- and second-year helping teachers in a continuing orientation program, including individual consultation, personal visits and group meetings.
 - e. Worked with individual helping teachers and supervisors on call.
2. Worked with teacher groups
- a. In ten counties, in cooperation with the county staffs, and with children, teachers and administrators, worked to develop concepts of creative approaches to physical education and its relationship to the total curriculum.
 - b. Met with a number of local and county groups of kindergarten teachers in further strengthening of the programs.
 - c. Gave many hours of consultant service in local in-service education programs.
3. Worked with administrators
- The Office staff was represented in all leadership conferences and projects, several of which continued through the year.
4. Worked with parents and lay groups
- a. Many evenings have been spent with PTA's and other lay groups in interpreting good education and raising questions about doubtful practices.
 - b. With, or at the invitation of, county staffs, worked with a number of lay committees and boards on specific concerns.
5. Worked with related organizations and groups
- a. Helped plan the Curriculum Work Conference — NJEA
 - b. Served on Executive Committee of New Jersey Department of Elementary School Principals, helped edit their statement, "This We Believe", spoke at meetings of county organizations.
 - c. Helped plan next fall's meeting of New Jersey Department of Superintendents.

- d. Served on board of New Jersey Association of Nursery Education.
 - e. Represented the Department on the Tercentenary Commission.
 - f. Collaborated with Vocational Division on a handbook for high school pupils, "Learning about Today's Children."
 - g. Assisted the Board of Examiners in their analysis of the FLES certification problem.
 - h. Consulted with the Extension Service on family relations projects.
 - i. Worked with national groups:
 Served on Early Childhood Board of UNESCO.
 Contributed to program of National Department of Elementary School Principals and to the National Council of State Consultants in Elementary Education.
 Helped with publication on early childhood by the National Council of Chief State School Officers.
 Attended the meeting of the National Association of Supervision and Curriculum Development, The Association for Childhood Education and the American Association of Health and Physical Education.
6. Worked with Approval Program — Child Care Centers and Kindergartens
- a. Carried on approval visits to the nursery schools and other child care centers. In process, helped teachers and administrators to evaluate and plan improvements.
 - b. Provided consultant services to nursery school boards, individuals and groups planning new centers, et al.
 - c. Worked intensively with colleges in providing courses for nursery school teachers and planned a two-year program to bring all nursery school teachers to a two-year minimum training.
 - d. Worked with the county superintendents in the annual kindergarten approval.
7. Participated in School Visitations
- a. For the Department's own growth in observing and evaluating K-12 (Florence, Ewing Township).
 - b. When requested by boards of education (Hammonton, Seaside Park, Alexandria Township).

8. Explored in Depth Some Ways to Effect Instructional Improvement

- a. Planned intensively with nursery school directors and boards, before the centers opened, in order to establish good programs. Focused on a few poor programs to try to discover how to use evaluation as a motivation for change.
- b. Worked over the year with a principal and a school staff to develop techniques of identifying, analyzing, working through a problem and evaluating progress toward its solution.
- c. Met several times with one county staff over the year, at their request, to learn with them how to improve county staff planning and evaluating.
- d. Kept in close touch with one county staff which is making encouraging progress in improving teaching and curriculum K-12.
- e. Kept in close touch with the developing program in outdoor education in various localities.
- f. Began work with a state-wide K-12 committee to explore ways of improving teaching of the social studies.

**Office of Secondary Education
School Visits and Conferences**

1. Visitations were made to 27 secondary schools for the purpose of State Board approval. Included in the list were 19 new schools.
2. Four informal visits were made to new schools to review their progress toward completion of a full secondary program and subsequent State Board approval.
3. Members of the Secondary Office held a total of 280 field and office conferences involving approximately 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.

Professional Organizations

The Office has worked closely with the following professional groups in planning state-wide programs, serving on executive committees, participating in standing and **ad hoc** committees, and in writing publications:

- State: N. J. Secondary School Principals' Association
- N. J. Secondary School Teachers Association
- N. J. Association of Student Councils
- NJEA Curriculum Work Conference
- N. J. Association of Teachers of English
- N. J. Association of Teachers of Mathematics
- N. J. Association of Teachers of Science
- N. J. Association of Teachers of Foreign Languages
- N. J. Personnel and Guidance Association
- N. J. Chapter of the American Cancer Society Education Committee
- N. J. Health Careers
- N. J. Governor's Coordinating Council on Traffic Safety

- Regional: Middle States Association of Colleges and Secondary Schools
- Nine States Coordinating Council (Tufts Civic Education Center)
- Philadelphia Suburban Principals' Association
- National Association of Secondary School Principals
- Middle States Advisory Committee

- National: National Association of Secondary School Principals
- Modern Language Association
- National Council of Teachers of English
- National Association of State Directors of Secondary Education

Professional Meetings Organized and Led

1. Total meetings organized and led numbered 75.
2. Nine area leadership conferences were organized in cooperation with other staff members of the Division.
3. The staff 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. Fifty-four principals and superintendents participated.

4. Members of the staff coordinated the arrangements for the New Jersey Junior High School Principals' Conference held at Ewing Township.
5. The office assisted with the organization and planning of the Secondary School Teachers' Conference held at Rutgers, The State University.
6. Members assisted with the Cancer Society meeting at Atlantic City.
7. Assistance in the organization of meetings, conferences and publications of the New Jersey Secondary School Principals' Association: Administrative Clinic, the Library and the Modern Secondary School, and a Statement of Beliefs about Secondary Education

Professional Meetings

1. Members of the Secondary Office staff participated in 125 meetings of professional organizations and groups throughout the State. These meetings included work with several teacher, principal, and curriculum associations.
2. Members of the staff participated in the Drexel Lodge Conference for Suburban Philadelphia Secondary School Principals.
3. The director participated in the National Association of Secondary School Principals' Conference at Detroit; he served as President of the National Association of State Directors of Secondary Education.
4. Members served as the Commissioner's representatives to the Governor's Coordinating Council on Safety and made reports on safety education in the schools.
5. Members served as consultants for the New Jersey Association of Student Councils and attended leadership training conferences at Rutgers and Blairstown.
6. Members of the staff participated in the Atlantic City Curriculum Workshop.
7. Staff members participated in the following national conferences:

National Council of Teachers of English, Chicago
 Modern Language Association, Philadelphia
 Association for Supervision and Curriculum Development,
 Chicago

National Science Teachers Association, Chicago
 American Personnel and Guidance Association, Denver

Speeches

A total of 47 speeches were made by members of the staff during the past year to P. T. A. groups, school dedications, school board or other public meetings, school assemblies, and meetings of professional organizations and associations.

Publications

1. The annual directory of approved secondary schools was prepared and published.
2. Two regular issues of the Secondary Bulletin were published.
3. A new directory of guidance personnel in secondary schools was prepared and published.
4. A special Secondary Bulletin on Language Laboratories was completed and published.
5. A facilities guide for use in planning science laboratories was revised.
6. A list of outstanding practices in secondary school administration and curriculum (as reported by the principals) was compiled.
7. The National Defense Education Act annual report was prepared by the staff.
8. The Office prepared a summary of the 1960 Occupations of Graduates Report.
9. A bibliography of materials on modern foreign language instruction was published.
10. In cooperation with the Thomas Alva Edison Foundation, the Office published a pamphlet entitled **School-Industry Cooperation for Better Science Education in New Jersey.**

Curricula and Courses of Study Reviewed

1. The Office revised the procedure for approval of courses of study by the State Board of Education.
2. Courses of study from approximately 90 districts were reviewed for presentation to the State Board for approval. The number of separate courses reviewed totaled 341.
3. Applications have been reviewed and approval granted for 34 public and 15 private summer schools in the State for the summer of 1961.

4. Eighteen programs of study were reviewed for comment and suggestion in conjunction with the construction of new schools and the revision of current programs.

National Defense Education Act

Title III - Science, Mathematics, and Modern Foreign Languages

1. Three hundred seventy-five districts submitted a total of 770 projects in science, mathematics, and modern foreign languages. The total approved amount of these projects is \$2,483,055.06. These participating districts enroll 850,045 pupils, or about 84 per cent of the public school pupils in New Jersey.
2. The staff has worked with members of the State College staff and professional organizations to arrange in-service conferences for teachers. Three conferences for mathematics teachers were held, three for science teachers, and three for modern foreign languages.
3. A survey of the teaching of foreign language in the elementary schools was conducted.
4. A pilot project in the in-service training of mathematics teachers in the constituent districts of a regional high school district was developed.
5. Numerous conferences on the planning of building facilities and the selection of instructional materials and equipment were held with administrative and staff members of local districts.
6. Forms, manuals, and a list of eligible materials for 1961-62 project applications were prepared.
7. Twenty-one county meetings were conducted to acquaint superintendents and board secretaries with application and claims procedures.
8. Two members of the staff participated in a three-day regional conference on the evaluation of Title III activities.
9. The activities of the State in Title III have been reviewed by representatives of the U. S. Office of Education.
10. Annual narrative, statistical, and financial reports for 1959-60 Title III activities were prepared.

11. The procedures for the review of project applications and processing of reimbursement claims were revised in order to free the professional consultants from routine activities and to enable them to function more fully in consultative and educational leadership activities.

Title V-A - Guidance and Testing

1. One hundred eighty-eight secondary school districts submitted programs in guidance and testing. The total approved amount of these programs is \$1,493,905.67. These districts enroll 270,995 secondary school pupils, or about 83 per cent of the public secondary school pupils in New Jersey.
2. Eight regional guidance conferences, designed to strengthen guidance services at the local school level, were conducted under State auspices. The groups represented in the conferences were Morris-Sussex-Warren, Burlington-Camden, Middlesex-Somerset, Monmouth-Ocean, Bergen-Passaic, Atlantic-Cape May-Cumberland, Hudson, and Salem-Gloucester.
3. The consultant has participated in the design of a study of school dropouts and a study of pupil mobility.
4. The activities of the State in Title V have been reviewed by a representative of the U. S. Office of Education.
5. The consultant has prepared an approved draft of a guidance pamphlet entitled "Remember the Individual in New Jersey Secondary School Guidance."

Office of Special Education

1. The staff of the Office of Special Education contributed to the over-all leadership effort of the Division of Curriculum and Instruction. This included participation in planning and conducting of leadership conferences throughout New Jersey.
2. The 1959 Emotional Health Education Act was implemented by the development of three County Teams and a Team in the Office of Special Education Services. Each Team consisted of education specialists in the disciplines of education of handicapped, school psychology, school social work, remedial instruction and child psychiatry. Eighty-seven programs operated by local boards of education in 1960-61 were approved for purposes of reimbursement from State funds. Conferences

with various school boards, professional disciplines, and interested lay and professional organizations regarding the development of these programs comprised the single major activity of the Office of Special Education Services.

3. The continuing development of programs for mentally retarded and physically handicapped children was the second major effort of the Office of Special Education Services. A state-wide survey of services revealed that the increase in numbers of handicapped children receiving special education exceeded the overall increase in pupil enrollment. It also revealed serious inadequacies, especially in services for physically handicapped children. Many children in need of special services remained unserved because of lack of trained personnel, inability of local boards to form joint services, and inadequate supervisory help. The following statistical information was recorded for the 1960-61 school year (October 1, 1960):

Special classes for retarded children	958
Special classes for physically handicapped	146
Number of children in special classes	13,718
Number of children receiving supplemental instruction under State reimbursement program other than speech correction	319
Number receiving home instruction	2,247
Number getting help of speech correction teachers	9,374
Total	26,762 children
Number of school psychologists	193
Number of school social workers	67
Number of special class teachers	1,104
Number of remedial teachers in approved programs	152
Number of speech correctionists	155

4. The coordination and support of the work of 13 county supervisors of child study in developing and approving services for handicapped children in the 21 counties was a major effort of the Office of Special Education Services. Special emphasis has been placed upon developing secondary school

programs for educable children during the 1960-61 school year. Efforts to effect inter-district cooperation among boards of education has shown results in a number of instances.

5. The Office of Special Education Services has provided special guide lines for local boards of education through four issues of the Office Newsletter (The Exchange), Conferences, Consultation Services and mimeographed materials.

Office of Health, Safety, and Physical Education

Physical Education

1. Worked with National, State, County and local groups and associations.
 - a. Facility planning for physical education and athletics.
 - b. Conferences on programs in physical education.
 - c. Workshops and Clinics
 - (1) State Directors
 - (2) City Directors
 - (3) Athletic Clinics
 - (4) Outdoor Education
 - d. District conferences in physical education with N.J.H.-P.E.R. Association.
 - e. Participation in Secondary School Approval Visitations.
2. Studies, Surveys and Bulletins
 - a. Study and writing of **Report on School Athletics in New Jersey**.
 - b. Study and survey of **Needs for Women in Physical Education in New Jersey**.
 - c. Study of status of junior high school athletic programs in New Jersey.
 - d. New State Board regulation on **Coaching** and its interpretation.
3. Consultative Services
 - a. County and local institutes.
 - b. Educational organization workshops.
 - c. New Jersey city directors conferences. Assisted in statement of beliefs for physical education.
 - d. New Jersey Health, Physical Education Association Council, Executive Committee and other standing committees (constitution, program, resolutions, etc.)

- e. New Jersey Health, Physical Education Association district meetings and demonstrations. Attended five of these throughout state as a participant and speaker.
 - f. New Jersey State Interscholastic Athletic Association. Attended all executive meetings as representative of Department. Chairman of Basketball Committee and member of football, finance and special interpretations committees. New Jersey representative on National Alliance Football Rules Committee.
 - g. New Jersey Secondary Principals Association. Worked closely with Junior High School Principals Athletic Committee on junior high school athletic programs.
4. General
Participated as member of division staff in staff meetings, conferences and other duties assigned by division head.

Health Education and Health Services

- 1. Worked with national, state, county and local groups and organizations.
- 2. Participated in conferences with state and local groups.
 - a. Improvement and new approaches to health education teaching.
 - b. Planning health service areas.
 - c. Scheduling of health education as a part of the total curriculum.
- 3. Bulletins and Studies
 - a. Completed Pupil Medical Examination Report - approved by Commissioner.
 - b. Interpretation of Tuberculosis Screening Recommendations. A great deal of time was devoted to answering requests on Mantoux testing from superintendents, school physicians and school nurses.
 - c. Interpretation about tuberculosis screening of athletes for fall sports.
 - d. Preliminary study started on duties and responsibilities of the school physician.
- 4. Provided consultative services to institutes and workshops.
- 5. Developed close communication with New Jersey Medical Society, New Jersey Department of Health, New Jersey Tuberculosis Association and other agencies concerned with health.

School Lunch Programs

1. Administrative and supervisory responsibilities, in accordance with the Federal-State agreements of the National School Lunch program and Special Milk program, were performed. Emphasis was given to good management practices, sanitary observances, proper nutrition, and the educational implications of the program. A total of about 25 million Type A Lunches and about 62 million half-pint containers of milk (through the special milk program) were served to about three quarters of the school population.
2. School lunch and school milk contracts for 2,398 schools were verified for 1960-61 school year. School lunch application forms for 1960-61 were revised.
3. Field consultant service was given to 269 school lunch programs. This involved complete evaluation of each program. Reports were filed for federal review. Letters of recommendations for improvement were sent to many of these schools.
4. Conducted a training session for new school lunch managers and supervisors.
5. School lunch conferences were conducted in three counties attended by about 150 school lunch personnel.
6. Two school lunch workshops were conducted at Glassboro State College, attended by 65 school lunch personnel. One school lunch workshop was conducted in Atlantic City, attended by 35 school lunch personnel.
7. Provided consultant service to three school lunch workshops conducted at Douglass College, attended by 50 school lunch personnel.
8. 16th Annual State School Lunch Conference was conducted, attended by about 700 school lunch personnel.
9. Developed, with a State committee, Basic Quantity Cookery Course No. 2 and a course in Financing the School Lunch Program.
10. Worked with a Curriculum and Instruction team in evaluating secondary schools.
11. Conducted a study on school lunch pupil participation.
12. Prepared 10 School Lunch and Nutrition Newsletters.
13. Supported the work of the State Nutrition Council. This organization will be a co-sponsor with the Education Department of a State Nutrition Conference.

14. Prepared two school lunch guides, namely: Food Purchasing for School Lunch Programs and Financing the School Lunch Program.
15. Gave consultant service to such groups as school administrators, school lunch supervisors, school lunch managers, board members, food service consultants, building services, and State Commodity Distribution Agency.
16. Worked closely with the Division of Business and Finance on matters relating to school lunch financing.
17. Maintained close relationship with the U. S. Department of Agriculture area office in New York.
18. Gave consultant service to the New Jersey Cafeteria Association and to the New Jersey School Food Service Association executive board and supervisors section for upgrading school lunch personnel.

Office of Child and Youth Study

1. Unifying the program of the Division of Curriculum and Instruction. Approximately one-fifth of our time was spent with Division staff members in the most important effort to strengthen the total work of the Division.
 - a. We began to clarify certain major issues.
 - b. We prepared a working paper on the nature of leadership, for use by the Division staff,
 - c. We participated in the common project of the Division in the study of one school system, K-12, to deal with the question, "What makes a good school?"
 - d. We participated in several high school evaluations.
 - e. One member of the staff worked with a group of helping teachers on the preparation of a bulletin of suggestions for meaningful homework.
 - f. One member of our staff worked with one member of the Elementary Office in Springfield, helping a faculty with its Language Arts program.
 - g. Our entire staff has begun to work with a group of helping teachers and representatives of the Offices of Elementary, Secondary, and Special Education on the meaning of human creativity.

- h. The staff is working with the county superintendent and the four helping teachers in Warren County, and with the faculty, parents, and children of Washington Township, and with the officers of the County Council of Parents and Teachers in a survey of the out-of-school activities of all the elementary (K-8) children in the community.
- 2. Implementing Chapter 104, Laws of 1959.
 - a. One staff member spent almost full time (except for Division activities) with the Burlington County team.
 - b. The director spent one-fifth of her time with the Union County team.
 - c. The entire staff were consultants at a conference for administrators in Morris County on this subject.
 - d. In Morris County the director gave a lecture and conducted a seminar on the topic, "Roles of the Various School Personnel in the Educational Setting for the Socially and Emotionally Maladjusted." This was one of a series of lecture-seminars sponsored jointly by the Education Committee of the New Jersey Association for Mental Health and the Department of Post Graduate Medical Education of Seton Hall University.
 - e. Three of our staff and seven members of the Burlington and Union teams conducted jointly a workshop for administrators in Monmouth County. The participants had the experience of studying a single, representative child and then attempting to translate her developmental needs into an educational program that would facilitate her best development.
 - 3. Helping teachers to become scientists of human behavior and learning. Teachers and administrators have been at work on the following projects during the current year:
 - a. A study with community representative of "The Gifted Child." (Little Silver)
 - b. A study by high school teachers of academic failure of freshmen in the Keyport High School. (Keyport)
 - c. A kindergarten study of the relationship between the mothers' perceptions of the behavior of their children from birth onward and the subsequent behavior of these children in kindergarten. (Wall Township)

- d. A study made by high school teachers to determine attitudes of secondary school students with regard to teacher prepared tests. (Hackensack)
 - e. A study made by elementary school teachers of the effectiveness of homework as a means of increasing the skill of students in arithmetic computation and spelling. (Hackensack)
 - f. Three studies made by elementary and high school teachers to learn what is the self-concept of retarded children in relation to their present environment. (Hackensack)
 - g. Two studies in the area of study skills of children. (Hackensack)
 - h. One study of the self-concept of physically handicapped children. (Burlington)
 - i. One study on the parents' perception of homework and how these perceptions either create or lessen pressures on children. (Hackensack)
 - j. One study on identifying talents of children. (Hackensack)
 - k. One study by elementary teachers on how they know they have made a change in their approach to science. (Hackensack)
 - l. One study of the developmental tasks of junior high school students. (Hackensack)
 - m. One study on the way parents evaluate the school program. (New Brunswick)
 - n. One study on the maturation of trainable mentally retarded children in a school for trainable children. (Burlington)
 - o. One study on the meaning of human creativity. (Plainfield)
4. Evaluating Child and Youth Study. On the basis of empirical evidence changes were made in the basic program. It is now a two-year program instead of a three-year one, and participants meet every week instead of every other week. New descriptions of the program were written and presented to the six State Colleges. For the first time, all six colleges offer academic credit for the work.

There were 52 Child and Youth Study groups in 33 school systems during the past year. Each was served by five or six consultant visits. Three staff members were involved in this service.

5. Development of leadership.
 - a. The school board and the professional leadership of a school system look at their in-service program. (River Edge)
 - b. Administrators and supervisors study their relationships with the teachers. (Cranford)
 - c. A curriculum coordinator and special services personnel study their roles and the helping relationships with the classroom teachers. (Fairlawn)
6. Fourth Annual Conference on Human Development. This is a conference for leaders of study groups and other interested people on leadership in the area of human development. One hundred fifty people attended.
7. Project with High School Seniors. A staff member worked for a semester with a group of high school seniors in Long Branch on problems of concern to them.
8. Professional Activities. The director gave the keynote address at the National Council of State Consultants for Elementary Education. Two staff members were consultants in the small groups.
9. Writing. **The Instructor**, a magazine for teachers, carried a full-page monthly feature called "Children's Problems," by the director.

Office of Audio-Visual Education
County Audio-Visual Aids Centers

1. Twenty counties now have a center in operation, with 417 school districts participating in the program.
2. During the 1960-61 year, the audio-visual coordinator attended 16 county commission meetings in 10 of the 20 counties having centers.

Workshops and Institutes

The State Coordinator participated both in the planning and conducting of the workshops and institutes listed below:

- a. A workshop for the superintendents of Mercer County.
- b. A county-wide workshop for the administrators and teachers of Monmouth County.
- c. An audio-visual workshop for the elementary supervisors of the State.

- d. An all-day workshop for the faculties of the South Orange public schools.
- e. An audio-visual workshop for school districts located in the Pascack Valley Region.
- f. Two workshops for Trenton principals.
- g. A workshop for a graduate class from Trenton State College.
- h. An afternoon workshop for the faculty of the Arthur L. Johnson Regional High School.
- i. The Bergen County librarians came to the office for an all-day workshop.
- j. The A-V Commission members and the helping teachers from Sussex County came to the office for a workshop.
- k. A workshop for the faculties of the Verona public schools.
- l. One section of the Atlantic City meeting of the State Federated Boards of Education was devoted to A-V Education, and the State coordinator conducted this section.
- m. Two workshops were held for Burlington County. Superintendents came for the first, while principals and building coordinators attended the second.
- n. The state coordinator and the county superintendent of Mercer County worked together to plan the seventh consecutive Mercer County A-V Workshop.
- o. A workshop was held in Ridgewood for the Ridgewood teachers.
- p. A group of 19 Mercer County principals came to the office for an all-day workshop.
- q. An A-V workshop was held for the faculty of Pennington High School.
- r. Two workshops were held for Union County. The first was for a group of Union County superintendents, the second for principals and A-V directors.
- s. A workshop devoted to the making of slides was held for teachers of the Union Street School in Ridgewood.
- t. A meeting devoted entirely to the production of transparencies was held for teachers of the George Washington Junior High School and the Benjamin Franklin Junior High School in Ridgewood.
- u. The A-V Coordinator participated in a skit devoted to audio-visual education at one of the general sessions of the NEA Convention in Atlantic City.

Visits to State Colleges

The state audio-visual coordinator made 14 visits to state colleges in 1961. In some cases he met with faculty groups; in others, with the presidents; in others, with the director of audio-visual education.

A-V Associations

The state audio-visual coordinator serves on the executive committee of The New Jersey Audio-Visual Association and the Audio-Visual Leadership Council. Last year he attended two meetings of the former and six meetings of the latter.

High School Visitations

The audio-visual coordinator participated with the Office of Secondary Education in six high school visitations during the school year.

Speaking Engagements

The engagements mentioned below give a cross-section of the meetings at which the State Director spoke during 1960-61.

- a. With college A-V classes at Glassboro, Newark, Paterson, Montclair, and Jersey City.
- b. To the faculty of two of the colleges.
- c. At the annual dinner meeting of the Salem County Associated Boards of Education.
- d. To the Verona Board of Education.
- e. To an Extension Course that the Assistant Commissioner from the Division of Controversies and Disputes was teaching at Trenton State College.
- f. To a Trenton State College library science class.
- g. To five meetings attended by college presidents, school administrators, and curriculum directors in the state of Georgia.
- h. To the Mercer County Federated Boards of Education.
- i. To the faculties of the schools in Kearny.
- j. To the Ocean County principals.
- k. To the Southeast Regional Planning Conference held in Washington under the direction of the NEA and the U. S. Office of Education. In addition to giving three major presentations, the State A-V Director also served as a consultant for smaller group meetings.

- l. To representatives from each school in Cumberland County to discuss with them ways of improving the services offered by the Cumberland County A-V Aids Center.
- m. To the Caldwell Township faculties.
- n. To the superintendents and members of boards of education of Somerset County.
- o. To a meeting on teaching machines, attended by 500 educators and laymen from Ridgewood, Glen Rock, Hohokus, and Midland Park.
- p. To one of the group sessions of the Secondary School Teachers' Association held at Douglass College.
- q. To a meeting of superintendents, architects, and school librarians at the Library School at Rutgers, The State University.
- r. To a major session of the South Carolina Education Association at the University of South Carolina.

City Audio-Visual Surveys

1. The survey of the Glen Ridge Public Schools was made by the A-V Office. Started the previous year, the bulk of the work and the writing of the report was completed during 1960-61.
2. The Ridgewood survey was also completed during the 1960-61 school year. This survey, started at the request of the Curriculum Council, was a comprehensive survey of the A-V program of the Ridgewood Schools. Opportunity was provided to meet with the Ridgewood Board of Education to discuss the survey.

Miscellaneous Meetings

1. A meeting with the Director and Adult Education Committee members to plan cooperation between the A-V Office and the Adult Education Office.
2. A meeting with a large power company to preview some new films and to consider the possible use of these films by schools in Ocean County.
3. Two meetings with the Plainfield Superintendents of Schools to discuss the A-V program of the Plainfield Schools and some research which Plainfield is contemplating.

4. Nine days were spent in Ridgewood meeting with members of the supervisory staff and the school administrators to determine ways of improving the A-V services offered by the Education Center of the Ridgewood Schools. One direct result of these meetings and of the survey is the participation of the Ridgewood Public Schools in the Bergen County Audio-Visual Aids Center.
5. A meeting with the State P. T. A. President and members of her executive committee to discuss the possibility of cooperation between the State A-V Office and the State Parent Teacher group in distributing tape recordings to local chapters of the State P. T. A.
6. A meeting on student teaching at Fairleigh-Dickinson University in cooperation with the Division of Higher Education to discuss the role of A-V Education in teacher education.
7. A meeting with the South River administrators to plot a course of action in A-V for the coming year.
8. Two meetings of the planning committee responsible for the Northeastern Regional DAVI meeting.
9. On three occasions, upon request, the State A-V Coordinator looked over the A-V sections of plans for new high school buildings.
10. Seven meetings were held with the Ocean County superintendent of schools and his helping teachers to explore ways of improving the use of A-V materials in the Ocean County schools and to determine ways of improving the services offered by the Ocean County A-V Commission.
11. Attended the South Jersey Schoolmen's Club meetings during the past year.
12. Served as consultant at two meetings held as a part of the N.J.E.A. Convention in Atlantic City.
13. Represented the Department of A-V Instruction at the Conference on Federal Legislation held in Washington, sponsored jointly by the NEA and the U. S. Office of Education.
14. As one of the consultants at the "Consultants' Corner", represented the Department of A-V Instruction of the NEA at the Convention of the National Elementary Principals held at Atlantic City.

15. Four meetings were held with the Cumberland County superintendent and two meetings were held with the helping teachers and with representatives from each of the schools in the county.
16. Attended two of the principals' conferences held during 1960-61.
17. Attended and participated in the AASA Convention in Philadelphia, the DAVI Northeast Regional Conference held in Concord, New Hampshire, and the National Convention of the Department of Audio-Visual Instruction held in Miami Beach.
18. Worked closely with two New Jersey companies which produce lettering devices useful in the graphic arts program.
19. Two meetings were held with the editor-in-chief and the associate editors of two publishers to determine what steps these companies were going to take in the teaching machine movement.

Services

1. Photographs were taken of the Adult Education Conference held at a Trenton hotel and a special PTA project in Plainfield. These photographs were used by the Office of Secondary Education in a bulletin on language laboratories, and in an article by the director of the Office of Child and Youth Study.
2. Tape recordings and tape duplications were made for the N. J. Elementary Supervisors' Group, the N. J. Council on Education, the State PTA, and the Office of Child and Youth Study. Tape service was also provided for the Office of Secondary Education and for Trenton State College.
3. A public address system was set up and operated for the Department of Education staff meeting.
4. Graphic arts materials were prepared for the Department exhibit at the New Jersey Superintendents' meeting in Atlantic City, and other graphic materials were prepared as a part of the "Story of Higher Education" presented on the Governor's TV program.
5. The State A-V Office, at the request of the Governor's Office, has been working throughout the year re-duplicating the Governor's tapes.

Division of Higher Education

1. Newsletter - "Toward Higher Education". Three issues of a Divisional Newsletter have been prepared for distribution to New Jersey's colleges, universities, interested agencies and individuals in 1960-61.
2. Business and career schools. The director of community and two-year college education and the coordinator of terminal programs have been visiting the business and career schools and appraising their programs according to the standards of the State Board of Education. As a result of their activities, three private schools of business and one newly organized correspondence school have been officially approved by the State Board of Education to conduct their activities in New Jersey. In addition, seven out-of-state correspondence schools have obtained permission to maintain field representatives in New Jersey for soliciting student enrollments.
3. Community College Administrative Council. The Council has held a series of conferences on improvement of the different aspects of the college program. The meetings of the executive officers have been held on the different campuses for the purpose of observing developments within the institutions. Considerable attention was devoted to the suggested revisions of the standards for accrediting colleges (Administrative Bulletin #1).
4. Investigation and regulatory activities. As a result of receiving various inquiries and complaints as to the scope and nature of the activities engaged in by certain educational institutions for which this Department is responsible, the director of community and two-year college education and the coordinator of terminal programs conducted numerous field visits to investigate the activities of these schools. The reports of these visits were prepared and follow-ups were conducted when appropriate. Ten educational institutions were investigated and were found to be either operating illegally or misinterpreting state statutes or State Board of Education standards. Their officers were subsequently counseled and necessary corrective action was undertaken by the institutions concerned.
5. Community College Study. The Two-Year Community College Study was completed, published, and presented to the State Board of Education, which endorsed it and submitted it to the Governor and Legislature.

6. Periodic college and university field visits. Prior to the expiration of accreditation of several two- and four-year institutions in this State, representatives from this Division and other colleges visited these institutions to determine the compliance with existing state standards. In addition, consultation services were provided to colleges and universities desiring assistance with curriculum development and other activities.
7. Professional on-the-job training for veterans. Under the provisions of Federal Public Law 550, all institutions and agencies wishing to train veterans in the fields of law, management, real estate, insurance and other professional curricula are required to have their training programs and establishments approved by this Division. Visits, consultations and approvals in connection with the applications of established regulations were continuously undertaken and accomplished by the Coordinator of Terminal Programs.
8. Conferences to explain Community College Study. Two conferences were planned and conducted for the purpose of explaining the State Board of Education report on the need for two-year community colleges — April 25, 1961, conference for New Jersey college and university officials; May 9, 1961, conference for civic, social and educational organizations in the State.
9. Revision of College Approval Standards. A rough draft of the suggested regulations governing the granting of state approval to collegiate institutions has been prepared and certain interested educational groups have reviewed it.
10. Adoption of new standards for business machine schools. After intensive research and thorough investigation, standards for the management and operation of schools of business machine training were prepared and presented to the State Board of Education and were officially adopted.
11. Development of adult schools. The Bureau of Adult Education and Academic Credentials assisted in the development of four new adult schools.
12. State-wide adult education conferences. The Bureau of Adult Education and Academic Credentials cooperated with the New Jersey Association for Adult Education in presenting two state-wide conferences.

13. High school equivalency program. The subjects offered in the high school equivalency program were revised in order to bring them more in line with the current program of secondary education.
14. Testing program for the high school equivalency certificate. The testing program for the high school equivalency certificate was brought under the supervision of the Directors of Field Service in our state colleges.
15. Annual Americanization Conference. Assistance was given in the promotion of the annual Americanization Conference sponsored by the New Jersey Citizenship Council.
16. School of Conservation program. The facilities of the Stokes Forest School continue to be used by sophomore classes of the state colleges to engage in a week's program at the school during the academic year. Usually, at least one group of pupils of a local public high school is scheduled at the same time in a related program of school camping. College students have an opportunity to work closely with a local school group as one aspect of their program at Stokes Forest. Participation of teachers in summer workshops at the School has been increasing.
17. Leadership Conference of State Colleges. The annual Leadership Conference of the state colleges was held at the School of Conservation in September, 1960.
18. Field advisory meetings. Advice and counsel were given to a number of lay groups in local communities with regard to the establishment and organization of new collegiate institutions. The Atlantic City group, one of many interested in organizing a two-year community college, received special help in this regard.
19. New Jersey State Scholarships. In May, 1961, the New Jersey State Scholarship Commission awarded 3,289 scholarships to New Jersey students who planned to enter college the following September. This is the third group to be granted scholarships under the program which went into effect July 27, 1959. A total of 6,554 students, attending over 210 different colleges, have been offered scholarships to date.
20. The Student Loan Program of New Jersey Higher Education Assistance Authority. The Student Loan Program of New Jersey Higher Education Assistance Authority approved 239 loans with a dollar value of \$136,109.50.

21. Office of Teacher Education and Certification. Guidance has been provided to eight colleges and universities in New Jersey in the establishment of 16 new curriculums.
22. Revision of requirements for various certificates. The Director of the Office of Teacher Education and Certification, as secretary of the State Board of Examiners, has provided leadership for the studies carried on by a number of sub-committees of the State Board of Examiners looking toward revision of the requirements for various certificates.
23. Annual meeting on teacher education and certification. The Office of Teacher Education and Certification conducted the Twentieth Annual Meeting on Teacher Education and Certification, held at Montclair State College, on the theme "Preparation of Teachers — Science and Mathematics." Representatives attended from all New Jersey Colleges with Teacher Education programs, and from the New Jersey Mathematics and Science Teachers Associations.
24. New certification regulations. Leadership was provided by the Office of Teacher Education and Certification in studies of certification which led to the adoption of many new regulations by the State Board of Examiners and the State Board of Education.

Division of Vocational Education

Agriculture

1. The Bergen County Vocational Board appropriated \$100,000 for a new building and greenhouse range to improve instruction in agriculture and ornamental horticulture. Bergen County, which has a greater population than three or four of the western states, leads the State in this enterprise and rates among the first ten counties in the United States in ornamental production.
2. Teachers have been employed, and the work of new departments at Northern Burlington, Southern Gloucester, South Hunterdon, and Oakcrest Regional High Schools is progressing. Assistance to these new departments has been rendered by members of the Staff.
3. The program at Camden County Vocational School has been broadened to include nursery practice and landscape construction and maintenance, as well as floriculture. Other states are showing an interest in the educational offerings of this department.

4. The New Jersey Vocational Agricultural Teachers Association continues to work to improve the program and participated as an organization during the New Jersey Education Association Convention.
5. The New Jersey Association of Future Farmers of America continues as an active and strong organization of high school youth. The 1960 F.F.A. Livestock show at the State Fair was the largest to date; 170 animals were exhibited by students. a delegation of 50 members attended the National Convention at Kansas City. The New Jersey Secretary of Agriculture was a featured speaker. Other F.F.A. delegations attended and participated in the National Dairy Congress at Waterloo, Iowa; the Eastern States Exposition at Springfield, Massachusetts; and the National Safety Congress at Chicago, Illinois.
6. Two series of teachers conferences were conducted in North, Central, and South Jersey in the interest of program improvement.
7. Materials of instruction in rural electrification for Agriculture II were prepared by a committee of the New Jersey Farm Electrification Council working with the state staff.
8. An in-service summer credit course in agricultural communications has been arranged with the administration and staff of the Agricultural College of Rutgers, The State University.
9. Courses are being revised and physical facilities evaluated in the light of socio-economic and technological progress.

Business Education

1. Four regional workshops on business education were planned and conducted during this school year.
2. A committee on business education certification, consisting of six high school and six college representatives, has been set up at the request of the director of teacher education and certification.
3. Through the cooperative efforts of the Vocational Division and the Division of Curriculum and Instruction, business education work programs are being encouraged and set up under the approval of the State supervisor.

Curriculum Laboratory

1. This year the following instructional manuals were completed:

Vocational Division

Homemaking Education for Migratory Farm Children
Industrial Arts - Teachers Guide for Art Metal
Industrial Arts - Resource Book on Ceramic Materials
Industrial Arts - Basic Electricity
Industrial Arts - Plastics

Paterson

Better Communications

Camden County

Industrial Chemistry
Area 3 - Incomplete Reactions
Area 4 - Complete Reactions
Area 5 - Computation Methods

Freehold

Shop Mathematics (General — non-college prep)

Bergen County

Mathematics I - Masons

Middlesex County

Applied Geometry
Mathematics I - Needle Trades

Trenton

Basic Electricity - Tools and Theory
Mathematics I - Auto Body

Bayonne

Basic Metallurgy

2. Re-runs of previously published materials constitute a large part of the work as do other items, such as "Vocational Briefs," County Surveys, etc.
3. Currently the Division is exploring the possibilities of Technamation, a method of adding motion to static visual aids. This is a highly sophisticated use of polarized light, which can turn a static picture projected on a screen into an animated presentation where desired movement can be seen. One

can readily see the impact in areas such as electronics, electricity, plumbing, refrigeration, automotive mechanics, related science, air conditioning, aircraft engines, and others. It is hoped that in the summer of 1962 the Division can offer an animated visual aids service as well as its instructional manual service. This will provide for teaching a teacher how to develop art work and lesson presentation for the visual aids required in a course of study. The animation of such visual aids will be accomplished in the curriculum laboratory. This should assist materially in the improvement of instruction at the local level.

Distributive Education

1. This year saw the establishment of four new high school cooperative programs and the affiliation of the distributive education youth in New Jersey with the National Distributive Education Clubs of America program.
2. The annual graduate follow-up (School Year 1959-60) on graduates was conducted and the data published in a State report edited by the state supervisor of occupational information and guidance.
3. The State supervisor has worked closely with the Division of Curriculum and Instruction as a member of the State visitation team. He has given many presentations regarding the program to lay, advisory and educational groups.

Finance and Statistics

1. Completed distribution of federal funds for vocational education programs in New Jersey for expenditures made by local districts during fiscal year 1960. A total of \$907,704.56 was disbursed in connection with the George-Barden and Smith-Hughes Vocational Education Acts. Disbursements for the Practical Nurse Training Program (P.L. 911) and Area Technical-Vocational Education Program (P.L. 864 NDEA) are included in the George-Barden Program.
2. Seventy-five local districts and three public colleges received reimbursement of federal funds for their expenditures during fiscal year 1960. In addition, the State of New Jersey received its proper share of these federal funds in reimbursement for State-level expenditures. Below is a summary of the distribution by programs:

Smith-Hughes

Agriculture	\$ 35,847.00
Trades and Industry	131,229.00
Teacher Training	32,230.00

George-Barden

Agriculture	\$ 50,073.52
Distributive Education	80,481.04
Home Economics	93,073.00
Trades and Industry	292,379.00
Practical Nurse Training	68,972.00
Area Technical-Vocational Education	123,420.00

A detailed report showing the completed distribution by programs and districts was furnished to all local districts concerned.

3. The forms required by local districts for requesting Federal reimbursement for fiscal year 1961 under the applicable Federal Vocational Education Programs were distributed. In addition, a preliminary survey report form was initiated during fiscal 1961 and distributed to all the local districts concerned. Information furnished to the Vocational Division through this report should aid materially in the proper and timely distribution of federal funds.

Guidance

1. Prepared and distributed to secondary schools, New Jersey State Employment Service offices, New Jersey Rehabilitation Commission, public libraries and similar agencies a revised **DIRECTORY OF PUBLIC AND PRIVATE VOCATIONAL-TECHNICAL SCHOOLS.**
2. The annual **FOLLOW-UP STUDY OF GRADUATES OF VOCATIONAL PROGRAMS** in trade and Industrial education, distributive education and vocational agriculture for the Class of 1960 was prepared and distributed to U. S. Offices of Education, state supervisors in the North Atlantic region, local directors of vocational education and guidance counselors.
3. Conducted two fifteen-session classes in cooperation with Rutgers, The State University. One, "Vocational Guidance for Vocational Teachers", was held in the first term on the campus of the Newark State College in Union. The second

term course, "Vocational Guidance", was offered for counselors in general high schools and met on the campus of Montclair State College.

4. Distributed a booklet entitled, "Electronics in the Business World" to most of the secondary schools in the State. This booklet was prepared by the Prudential Insurance Company in cooperation with the Vocational Division of the State Department of Education.
5. Served as a consultant to local boards of education and superintendents of schools in discussing problems associated with the local guidance programs.
6. Participated in several conferences and workshops sponsored by State and County Guidance Associations.
7. Participated in several "Career Day" conferences in various secondary schools.
8. Represented the Assistant Commissioner in Charge of Vocational Education at all meetings of the New Jersey Rehabilitation Commission.
9. Visited all of the vocational and technical high schools for the purpose of discussing ways and means of improving and expanding the guidance and placement service.

Home Economics

1. The 1960 Fall Conference for Teachers of Vocational Home-making, held in Asbury Park in September, was attended by 70 home economics teachers and supervisors, college and State office staff, and guests.
2. Dr. Margaret Alexander, program specialist for North Atlantic Region, Bureau of Home Economics, United States Office of Health, Education and Welfare, visited in New Jersey during April. Dr. Alexander attended a meeting of city supervisors of home economics and visited Douglass and Montclair Colleges. She was a guest at the New Jersey School for the Deaf where the nursery school and new home economics facilities were visited. Discussions of state office activities were held with the two home economics supervisors, the director and the assistant director.
3. An article, "Education for Everyday Living Through Home Economics," was prepared for the regular publication of the State Federation of District Boards of Education.

4. Miss Edna Amidon, Chief of Home Economics Bureau, United States Office of Health, Education and Welfare, Department of Education, attended the annual meeting of the conference on the "Handicapped", held in March.
5. The home economics teacher at the New Jersey School for the Deaf attended the Vocational Division Curriculum Workshop last summer and completed the first of a series of manuals to be used in food preparation classes of deaf students.
6. The State supervisor for vocational home economics has met with senior home economics students and several "Principles and Practices of Vocational Education" classes.
7. Two State supervisors attended the North Atlantic Regional Conference for Home Economics held in New York City during March. The supervisor of vocational homemaking was elected to represent the region for home economics on the Policy and Planning Committee of the American Vocational Association. Both supervisors served as members of evaluating and nominating committees.
8. Plans for evaluating, revising and expanding the State Guide for Home Economics Education in New Jersey are being made.
9. The State supervisor of vocational homemaking is serving a second term as a member of the Executive Committee of the New Jersey Adult Education Association. She is also a member of the Family Life Education Committee of the Association which has several projects in progress that will contribute to Adult Homemaking Education in New Jersey.
10. A tape was recorded by the supervisor of vocational homemaking for use by New Jersey Education Association on its radio program produced in cooperation with the New Jersey Parent Teacher Association. The interview dealt with such questions as "What is Home Economics?", "Are all girls required to enroll?", "Why should home economics be taught in schools?" and "Why can't this training be given in the home?"
11. A teachers' institute for all teachers of general home economics was held on October 8, 1960, at the College of Agriculture in New Brunswick. A talk on "The Implications of the White House Conference on Children and Youth" was presented by Dr. Katherine Hall of Montclair State College, who

- had attended the White House Conference. Another talk on "Teaching Techniques to Achieve these Goals" was presented by Dorothy Emerson of College Park, Maryland. Six project development groups were led by subject matter specialists.
12. Two workshops were held for city supervisors. The assistant commissioner in charge of the Division of Curriculum and Instruction and the assistant director of secondary education gave the keynote speeches. At the second meeting Dr. Margaret Alexander, program specialist from the United States Office of Education, served as the resource person.
 13. For the fourth year the State supervisor worked with the home economics teachers of Monmouth County to plan a series of nine meetings. The theme this year was "School and Community."
 14. Area workshops were held in Clothing and Family Life and Nutrition. As a member for National Committee, the State supervisor had the opportunity of evaluating home economics projects from the entire country and presenting national viewpoints.
 15. The State Future Homemakers of America conducted a two-day program in Asbury Park, April 21 and April 22. The theme was "New Jersey Future Homemakers - Measure Your Growth." The ten delegates who attended the national meeting presented a dramatic sketch on "Citizenship", which they had written. Dr. Charles Smythe, Headmaster of Pennington School, spoke on "Personal Growth." Norman Riley of Keyport led group discussions following a playlet on teen-age problems.

Industrial Arts Education

Early in the school year 1960-61 the Vocational Division received and approved requests for the following professional in-service courses in the field of industrial arts:

Area Served	Course	Instructor	Place Held
Bergen County Ind. Arts Association	Design	Carl W. Swanson	Glen Rock H. S. Glen Rock, N. J.
Hudson County Ind. Arts Association	Special Wood Finishing Procedures	Domenick Yelpe	Hudson Furniture Store, W. New York N. J.
Morris County Ind. Arts Association	Basic Electricity & Radio	Stephen Vitkovits, Jr.	Main St. School Denville, N. J.
Passaic County Ind. Arts Association	Welding - Gas and Electric	William Fitzpatrick	Bergen County Voc. & Tech. H. S. Hackensack, N. J.
Shore Shop Teachers Asso.	Silk Screen	Frederick J. Tanis	Brick Twp. H. S. Laurelton, N. J.

Eighty-five industrial arts teachers participated in these courses and were awarded certificates by the Vocational Division, State Department of Education.

The New Jersey Industrial Arts Association sponsored live demonstrations of elementary and junior high school activities at the New Jersey Education Association Convention held in November in Atlantic City. Ten schools demonstrated different industrial arts activities such as engraving, metal enameling, plastic forming and radio communication.

Fall and spring industrial arts supervisors' meetings were held, one in October at Metuchen and the other in March at Asbury Park in conjunction with the New Jersey Vocational Arts Association Convention.

The State supervisor of industrial arts education for the School Year 1960-61 assisted in screening 47 new applicants for emergency industrial arts certification. In this field 91 renewals have been issued making a total of 138 teachers working on below-standard certification.

Service to architects, boards of education and superintendents of schools has been rendered by the Vocational Division in reviewing programs and plans for 150 shop laboratories.

The New Jersey Student Craftsman's Fair Exhibit was held in Newark from May 23 to 29. Approximately 683 vocational and industrial arts projects were displayed. The judges chose 72 first place winners, 62 second place winners and 84 honorable mentions. From these 39 winners (41 projects) were selected to be sent to Albany, New York, for judging at the regional exhibit on June 16.

Private Trade Schools

1. Four new schools have been approved:

School	Course
Institute of Practical Drafting Rahway, New Jersey	Mechanical Drafting Architectural Drafting
Electronics Institute of Eatontown Eatontown, New Jersey	Electronics
North Jersey Industrial Drafting School Newark, New Jersey	Mechanical Drafting Architectural Drafting
R. C. A. Service Company Cherry Hill, Camden, New Jersey	Fundamentals of Electronic Computer Systems

2. The following new courses were approved for the established schools:

Advanced Electronics
Electronic Technician
Electrical-Electronic Drafting
Related Mathematics
Color Television
Transistors
Mathematics for Electronics

3. Several schools previously approved for purposes of Public Law 550 had additional courses approved for veteran training, such as:

Medical Laboratory Technology
Airframe and Powerplant Mechanic
Electronic Technician

4. Several of the established schools found it desirable to revise certain of their courses and were assisted by the State supervisor in arranging the revisions. The following courses were revised and approved as such:

Automatic Transmissions
Airframe and Powerplant Mechanic
Electrolysis
Millinery
Dressmaking

5. Three flight training schools approved for purposes of Public Law 550 had their approval withdrawn.
6. Two schools changed ownership and the State supervisor assisted in the details as they pertained to the State office and the Veterans Administration.
7. The State supervisor assisted several schools with revisions of forms and school publications.
8. In addition to visiting all of the approved private trade schools and the flight training and beauty culture schools approved by this Department for purposes of Public Law 550, the State supervisor interviewed 47 people at the State office regarding approval of new schools and changes in the established schools.

Research

1. Vocational-technical education survey reports were published for Ocean, Hunterdon and Bergen Counties. Increased interest in vocational and technical education throughout the State — in part attributable to the State-wide survey activity — is manifest by the appointment during 1960 and 1961 of five county-wide directors of vocational and technical education to newly created positions, as follows:

County	Effective Date of Appointment of Director
Ocean	June 1, 1960
Somerset	September 1, 1960
Sussex	November 1, 1960
Cape May	April 10, 1961
Monmouth	July 1, 1961

We now have in New Jersey 13 counties with county-wide boards for vocational education, all but one of which employ county-wide directors of vocational and technical education.

2. Special reports were prepared for the Passaic County Citizens Committee on Vocational and Technical Education. These reports involved intensive research in terms of the projected financial obligation of each municipality of the county, on the basis of several possible methods of financing a proposed county-wide program of vocational and technical education.
3. Participated in the in-service training program for New Jersey motor vehicle examiners which was developed and taught by the staff of the Vocational Division.
4. Upon request of the International Cooperation Administration, prepared an itinerary and program for guest educators from Ecuador and, along with cooperating schools and personnel throughout the State, served as host during their two-week study of vocational and technical education in New Jersey.
5. Served as speaker at one session of a graduate program in "Research in Industrial Education" at Trenton State College. Accepted the invitation to provide this service annually.
6. Served as consultant on the 1961 Career Day program at Hightstown High School.

Trade and Technical Education

1. Until recently, the growth and development of trade and technical education in New Jersey was centered around the heavily populated cities. During the past few years, however, much has been accomplished in the development of vocational-technical education programs to serve residents of the more sparsely populated areas of the State. This has been accomplished by establishing administrative units large enough to serve sufficient numbers of youth and adults and to support a broad program of trade and technical education under efficient and economical operating conditions. Thirteen of New Jersey's 21 counties are now conducting county-wide programs of vocational and technical education. Although some of the programs are new and provide only limited course offerings, much has been accomplished during the year.

2. The Atlantic County Board for Vocational Education has taken action which will result in the appointment of a county vocational administrator and an extension of its program from agriculture alone to trade and technical course offerings on a county-wide basis.
3. A building expansion program is now under way at the Bergen County Vocational-Technical High School. New physical facilities for agriculture are almost completed.
4. Camden County has gained recognition for having the first high school in this area to initiate a program in nuclear science. Newly installed equipment is being used in teaching students the nature of radioactivity, radiation detection, uses of nuclear energy, and techniques for the safe handling and disposal of radioactive materials. Another accomplishment at Camden County Vocational-Technical High School has been the starting of a building expansion program as a result of the Vocational Division's county-wide survey.
5. Cape May County now has the professional services of a recently appointed county vocational administrator. Action is now being taken which will result in the establishment of a limited post-high school technical program to begin in September 1961.
6. The Board of Education in Monmouth County is looking forward to providing an expanded program of vocational and technical education course offerings for the coming year. It is also looking forward to having an administrator to provide leadership for the Monmouth County program starting July 1, 1961.
7. The Ocean County program is now in its second year of operation. Plans are now being developed for enlarging the program so as to provide instruction at both the high school and technical institute levels.
8. The outstanding success of the Technical Institute in Salem County has gained a great amount of attention locally as well as in other states. The acquisition of a new site and facilities for the institute through the generosity of the DuPont De-Nemours Chemical Corporation has provided an opportunity for program expansion which will become effective in September 1961.
9. Post-high school and adult programs in trade and technical education were offered for the first time in Somerset, Sussex, Union, and Warren Counties beginning in September 1960.

Teacher Training

1. During the school year 1960-61 483 teachers were in attendance in one or more courses conducted under the supervision of the Vocational Division. The following data will assist in giving an understanding of the nature and scope of the courses.
2. Orientation programs were offered in Woodbridge and Phillipsburg for people who started teaching for the first time in a vocational and technical high school.
3. The following in-service teacher training courses to satisfy vocational certification were offered for vocational and technical high school teachers in cooperation with Rutgers, The State University, Graduate School of Education:

First Term

Course		Center
American History	2 sections	Newark State College
Vocational Guidance	2 sections	Newark State College
Principles, Practices and Philosophies of Vocational Education		Trenton
Supervised Teaching of Vocational Subjects		Vocational and Technical High Schools

Second Term

Course		Center
Labor Problems	2 sections	Newark State College
Methods of Teaching Shop and Related Subjects	3 sections	Newark State College
English Composition		Merchantville
Educational Psychology		Merchantville
Supervised Teaching of Vocational Subjects		Vocational and Technical High Schools

4. In addition to the courses that were offered for vocational teacher certification, a course in Principles, Practices and Philosophies of Vocational Education was offered at Rutgers University in New Brunswick for administrative and supervisory personnel in the field of general education. The purpose of this course was to familiarize the students with the objectives and practices in each area of vocational education.
5. Assistance was given in setting up and conducting pre-service training in Somerset and Sussex Counties.
6. Supervisory visits were made to all the Vocational Schools in the State and special assistance rendered to new or beginning teachers.

7. A three-day in-service training program was planned and conducted for the 600 motor vehicle examiners in the State. This program dealt with the subject of human relations and was developed and instituted at the request of the Motor Vehicle Department.
8. A course in Vocational Guidance was offered at the Montclair State College for counselors serving in the field of general education. This course was designed to provide background information and appreciation of vocational education programs.
9. Pre-service teacher training courses entitled Fundamentals of Job Analysis were offered in New Brunswick and Paterson to prospective candidates who were interested in teaching in a vocational and technical high school.
10. The teaching personnel in the vocational and technical high schools were given an opportunity to participate in visiting selected industries in order to keep abreast of technological and industrial developments. Visitations were made to Fort Monmouth, Picatinny Arsenal and the Western Electric Company.
11. A five-day automotive workshop was offered by General Motors to auto mechanics teachers during the summer. The objective of this workshop was to learn the skills and technical knowledge necessary for servicing present day automobiles.
12. Senior auto mechanics students from five vocational and technical high schools completed a six-week training program sponsored by the Buick, Oldsmobile and Pontiac divisions at the General Motors Training Center in Union.

Veterans and Apprentice Training

1. The Annual Coverage Study prepared by the Vocational Division, showing the number of apprentices employed in New Jersey and the number of those apprentices enrolled in approved related instruction classes, was completed and distributed. The study disclosed that approximately 3,500 apprentices were employed in approved establishments in New Jersey. These apprentices were engaged in 75 different trades as of January 1, 1961. More than 95 per cent of those em-

ployed were found to be in an approved related instruction program. Numerically, 3,314 apprentices were enrolled in approved related instruction classes. During the year the Vocational Division accomplished the following in connection with its apprentice training responsibilities:

- 176 Establishments approved for apprentice training
- 564 Apprenticeship agreements registered
 - 6 Establishments approved for On-the-Job Training
 - 8 On-the-Job training agreements processed
- 468 Certificates of Completion of Apprenticeship issued
- 167 Establishments approved for apprentice training under the Joint Approval Plan
- 253 Apprenticeship agreements registered under the Joint Approval Plan

2. During 1960 approval of programs and registration of apprentices under the Joint Approval Plan continued. This plan permits the acceptance or registration by either the Vocational Division, New Jersey State Department of Education, or the Bureau of Apprenticeship and Training, U. S. Department of Labor, of programs and agreements initiated by the other agency.
3. The local apprentice coordinators met on seven occasions during the year with personnel of the Vocational Division and reviewed policies and problems pertaining to the operation of the New Jersey State Apprenticeship Training Program. On three occasions these meetings included personnel from the U. S. Department of Labor, at which times problems and procedures involved in the Joint Approval Plan were reviewed and discussed. New agreement forms were designed and put into use. In addition, a cover for the employer's copy of the approved application was prepared and printed.
4. Work is continuing on the preparation and review of comprehensive related subject outlines that will be used in the New Jersey State Apprenticeship Program. The local apprentice coordinators continued to assist in the review of the proposed outlines.
5. The Vocational Division continued to register agreements for apprentices and on-the-job trainees under provisions of P.L. 550 (Veterans Administration Program). Agreements for 42 veterans were registered during 1960.

6. The local apprentice coordinators worked on revising the Apprenticeship Manual, and the material is now being processed for printing.

Division of the State Library, Archives and History

General

1. Approval was obtained for the construction of a new State Library building adjacent to the State House Annex. Together with the new proposed State Museum and the new Administration Building, which will be located west of the new State Library, it will be part of a "State education center". The new library will constitute an appropriate memorial of New Jersey's Tercentenary in 1964 and will permit, for the first time in many years, the integration of all the Division's activities in one building.
2. Working in co-operation with School Building Services, the State Bureau of Architecture and with the architects, the Division assisted in formulating preliminary plans and specifications for the new library building. The Division was fortunate in having the assistance of an advisory committee consisting of the librarians of the Princeton and Rutgers Libraries, the dean of the Rutgers Library School and the director of the Newark Public Library.
3. The staffs of the various bureaus of the Division conducted detailed surveys of their functions and have inaugurated a study of a program of integrating their activities and procedures to be fully effective after moving into the new building.
4. The first money under the State Library Aid Act was distributed late in 1960. While the \$400,000 appropriated for this purpose was less than 30 per cent of the amount authorized by the Act, this assistance should encourage increased municipal and county effort in many areas of our State to improve local library services.
5. The Division, together with the New Jersey Library Association, recommended and submitted for introduction a draft of legislation to permit the establishment of regional - multi-county - libraries. While this proposed new organization will be applicable to other areas of the State, it is intended for possible use in the Cumberland-Salem-Gloucester area, now temporarily served by the Tri-County Library Center with federal funds.

6. Two new library organizations were established under recent legislation sponsored by this Division. The first joint library was established by Princeton Borough and Princeton Township pursuant to Chapter 155 of the Laws of 1959 (R. S. 40:54-29. 3 et seq.). The first federation of libraries was established in Bergen County by Paramus, River Edge and Maywood pursuant to Chapter 108, Laws of 1956 (R. S. 40:9A-1 et seq.).
7. The Division participated actively in planning for New Jersey's tercentenary in 1964 and for New Jersey's exhibit at the New York World's Fair in that year.
8. The Division prepared a special exhibit for the Civil War Centennial Commission on Lincoln's visit to New Jersey.

Public and School Library Services Bureau

1. In co-operation with the Library Trustees Association, the Bureau conducted a series of five two-hour seminars for the public library trustees of Bergen, Hudson and Passaic counties. Over 60 per cent of the libraries in this area were represented. The trustees gained a great deal of information concerning the organization and effective management of libraries and the importance of trustees in public library service.
2. The school library section, together with the New Jersey Library Association, conducted four regional institutes on the related functions and responsibilities of public and school libraries. The attendance was larger than at any previous series of fall institutes.
3. The school library section visited many secondary and elementary schools and four colleges and, in co-operation with the Curriculum Division, assisted in inaugurating new libraries and improving existing facilities.
4. The Bureau staff joined the New Jersey Library Association in its study and proposed revision of the sections of Title 40 of the Revised Statutes pertaining to public libraries.
5. The Tri-County Library Services Center continued to provide direct bookmobile and supplemental library service in the Cumberland-Salem-Gloucester area. The Bureau staff worked on plans to encourage and facilitate the local support of library services in this area when federal funds are withdrawn.

Law and Legislative Reference Bureau

1. The project of microfilming the law library's unique file of all legislative bills is well advanced; 100 of the 280 or so volumes have been completed. The Rutgers Library expressed keen interest in this project and plans to acquire a copy of the microfilm.
2. The subject file of legislative bills (1954 to date) was made more useful and up-to-date by inserting temporary cards for bills the day following their introduction.
3. A 15-year supplement to the Bibliography of New Jersey Official Reports, originally published in 1945, was brought to near completion and will be ready for printing at the start of the 1961-62 year.
4. A large portion of the old United States documents was removed from the reference stack to the storage center at the School for the Deaf, thereby alleviating a serious space problem and providing room for the reorganization of more recent United States documents.

Legislative Research Section

1. The legislative research unit continued to provide direct research assistance as requested by the legislators and the various legislative committees and commissions. Almost all of the senators and assemblymen asked for assistance during the year.
2. The legislative research analysts served as research assistants to the following commissions: Hospital and Medical Legislative Study Commission, Delaware Bay Area Development Commission, Commission to Study Obscenity in Literature, Eminent Domain Study Commission and Commission to Study Unfair Advertising .
3. The chief legislative research analyst calculated the amounts of State aid paid in 1960 and estimated the amounts payable in 1961 to the qualifying counties and municipalities under the State Library Aid Act.

Bureau of Archives and History

1. During the year the Bureau acquired several important historical documents, including President Lincoln's letter accepting Governor Olden's invitation to visit New Jersey in 1861.

2. In order to provide room for additional infrequently-used documents, the Bureau opened a second records center at the New Jersey School for the Deaf.
3. The Bureau approved the disposal of more than 50,000 cubic feet of records, microfilmed over 2 million pages, arranged and indexed over 2,000 WPA data sheets on New Jersey historic sites, and completed an inventory of all its important historical documents.
4. New records retention schedules were completed for five State agencies: Department of Institutions and Agencies, Department of Agriculture, Division of Employment Security, Commission for the Blind and the Board of Nursing.

Division of the State Museum

Before presenting the Museum accomplishments for 1960-1961, it is gratifying to observe that the principal goals set for the year have been realized. Paramount in importance is the provision for the new Museum Building as part of the Education-Culture Center to be completed for the New Jersey Tercentenary celebration in 1964. The Museum wishes to record its appreciation to the Governor, the Legislature, the State Board of Education, the Commissioner of Education and all the officials and friends who gave their support to the State Cultural Center program.

Research and Collections

Archeology

1. Excavations of the Hartwick and Beisler sites in Sussex County were carried on in the summer of 1960, one segment of a continuing cooperative State-Federal Project begun in 1959. A report entitled "Test Excavation of Two Sites in the Tocks Island Reservoir Area" was prepared by a field archeologist. Sites on Minisink Island were surveyed and work on the Beisler site was resumed in June 1961. Excavations provided valuable data when series of fire pits, post molds and artifacts in several strata indicated a pattern of circular house structures.
2. Dr. Lancelot Ely of Toms River presented to the Museum his private collection of over 2550 archeological, ethnological, paleontological and geological specimens. Cataloguing was begun.

3. The remaining 500 items in the Moutenot Collection were catalogued and the preparation for cataloguing of materials in the Ely Collection was begun.

Geology

4. The bones of *BOTTOSAURUS HARLANI* (Meyer), an ancient alligator of c. 70 million years ago, were removed from the Inversand Company marl pits, Sewell, Gloucester County, and were treated for preservation.
5. *MOSASAURUS MAXIMUS* (Cope), an ancient lizard of c. 75 million years ago, was discovered at the Inversand Pits. The teeth and bones were removed and treated. This is an exceptional find because of the size of the animal (one of the largest ever found), and the fact that some of these bones are rarely if ever found. It is of sufficient importance that endeavors are under way to make restoration of the skeleton.

Acquisitions

6. Seven scale models of Indian pueblos and cliff dwellings of Arizona and New Mexico were transferred to the Museum on indefinite loan by Princeton University. These are an important addition to the synoptic collection of American Indian materials.
7. An oil painting of the Mastodon by Charles Knight was purchased and four black and white prints of prehistoric animals by Charles Knight were turned over to the Museum by the State Library.
8. Items purchased for the decorative arts collection included: 13 early lighting implements, an early New Jersey hand-blown blue-green glass pitcher with lily-pad decoration, an "Ellsworth" granite ware pitcher marked and made by Millington, Astbury and Poulson, Trenton, N. J. (1859-1870), and a rare American Eagle emblem painting which was located in South Jersey. An early tinsmith's charcoal stove was donated by William J. Troyer.
9. A series of Dickinson Birth Models of "Fertilization and Pregnancy" and "Delivery", for use in the new Museum, were donated by the New Jersey State Department of Health.
10. New additions and replacements were made to the natural history collections of fish, birds, frogs and mushrooms.

Exhibitions and Public Programs

It was necessary to restrict the number of special exhibits and public programs during the year because of the time required to prepare data for the State Museum Building Program. Exhibits were simplified and continued for longer periods of time.

Special Exhibits

11. EARLY ARTS AND CRAFTS - WOOD AND TIN c. 1650-1900 was continued from the previous year until early November because of its importance and popularity with Museum visitors.
12. 15th ANNIVERSARY OF THE UNITED NATIONS, which was on display from October until March, was presented in cooperation with world-wide observances of the UN's anniversary. The exhibit was continued to permit scheduling of special related programs for students from Delaware Valley schools.
13. NEW JERSEY ART IN RETROSPECT was a major exhibition covering three centuries of painting and sculpture created by artists who lived or worked in New Jersey and their contribution to the development of American art. It was open from February until the middle of June.
14. HIGH SCHOOL ART EXHIBIT. A total of 33 paintings and 14 pieces of sculpture, submitted by New Jersey high school seniors in competition for the 1961 Mary G. Roebling-Helen F. Boehm Art Scholarship Awards, were exhibited for two weeks in April.
15. RECENT ACQUISITIONS EXHIBIT. A selection of paintings and Indian ethnological materials, added to the Museum's collections through purchase and gift, was exhibited for the first time.
16. Special archeological displays were installed at the Archeological Laboratory in the Switlik Building, including the Museum's ethnological materials of the New Jersey Indians now residing in Oklahoma, and items from the Martin and Moutenot Collections.

Cooperative Exhibits

The Museum also cooperated in the presentation of other outside exhibitions.

17. DEPARTMENT OF EDUCATION EXHIBIT FOR 1960 NEW JERSEY STATE FAIR. An exhibit emphasizing current and future needs for Higher Education in New Jersey was installed by the Museum in the State Building.
18. CIVIL WAR CENTENNIAL EXHIBIT. The Museum cooperated with the State Library, Bureau of Archives and History, in its exhibit of Civil War documents in the State House rotunda for the special ceremonies to commemorate the 100th anniversary of Abraham Lincoln's appearance before the State Legislature.
19. SOMERSET COUNTY TEACHERS INSTITUTE. An exhibit describing Museum services and activities was prepared and manned at the Institute.
20. FLAME OF LIFE. The Museum cooperated with the Department of the Treasury in the exhibition of the safety award which was presented to the State of New Jersey.

Modernization

Considerable progress was made in improving current museum exhibits and exhibit facilities.

21. NEW JERSEY INDIAN HALL. Modernization of cases extending the area of the Indian Hall was continued. Final installation of the restored Indian Ceremonial Diorama and the North Jersey Indian Burial were made in a specially built case. A ten-foot double upright case was reconstructed and a special display describing means of Indian Subsistence in the Historic Period was installed. New lighting was provided and lighting in the Bevans Rockshelter Group was also improved.
22. FUNGI. The models of New Jersey fungi and mushrooms, made by Henri Marchand, were reinstalled in a specially prepared case.

Public Programs

23. Twenty-nine public programs, lectures, concerts and film programs were presented dealing with American art, archeology, natural history, geology and painting on tin, with the assistance of the Arts Committee of the State Museum and the American Federation of Musicians.

Visual Aids Extension Service

24. A total of 100,111 orders for educational films, slides and exhibits were filled, reflecting an increase of over 8,193 requests handled compared with 1959-1960. Also, films from three other State Departments were turned over to the Museum this year for circulation: Department of Health, 260 films; Bureau of Mental Health, Department of Institutions and Agencies, 125 films; and Department of Civil Defense, 82 films. Through circulation of these materials, 4,397,791 people were reached.

Publications

25. **ACTIVITIES AND EXHIBITIONS** of the New Jersey State Museum 1952-1960, a summary.
16mm **FILM CATALOGUE** 1960-1961, State Museum Extension Service.
EXHIBITS, SLIDES, PRINTS CATALOGUE 1960-1961, State Museum Extension Service.
CONTEMPORARY AMERICAN INDIAN PAINTINGS, introduction by Frederick J. Dockstader, Museum of the American Indian, an exhibition catalogue.
NEW JERSEY ART IN RETROSPECT, introduction and compilation by Roberta Paine, Metropolitan Museum of Art, an exhibition catalogue.
NEWSLETTERS and BULLETINS on New Jersey archeology and geology.

Honors

26. The Museum advisor (Archeologist) was elected a fellow of the New York Academy of Sciences.
27. A technical assistant (Visual Aids) was elected to the Board of Directors of the Educational Film Library Association to represent adult and other educational groups.

Public Relations

28. Ninety-seven stories were prepared for release to newspapers, magazines, and radio-TV stations.
29. Feature articles were prepared for the *NJEA Review*, *New Jersey Music and Arts Magazine* and the *Messenger* of the New Jersey Historical Society.

30. Special articles about the Museum appeared in the Newark **Evening News**, the Trenton **Sunday Times-Advertiser**, The New York **Times**, the Philadelphia **Inquirer** and many other newspapers and magazines. The Mosasaur article received world-wide coverage.
31. The Museum Director appeared with two members of her advisory council on the WNTA television program, "Governor Meyner Reports to the People" which was entitled "The New Jersey State Museum"; radio interviews were taped and broadcast.
32. Approximately 600 letters of inquiry were answered and 338 specimens - chiefly rocks, fossils and Indian artifacts - were identified.

Museum Cooperation and Participation

There was a considerable increase in the number of requests for advisory services and assistance received by the Museum from other organizations. Participation had to be limited to the following:

33. State of New Jersey Portrait Restoration Project, Batsto Restoration Advisory Committee, Civil War Centennial Commission, Historic Sites Evaluation Committee, Governor's Portrait Committee, Museums Council of New Jersey, New Jersey Art Education Council, New Jersey Federation of Women's Clubs, New Jersey Conservation Council and New Jersey Historymobile, Advisory Committee for the New Jersey Tercentenary and World's Fair Committee.
34. Cooperation in the administration of the Greater Trenton Science Fair and the Roebling-Boehm Art Scholarships.
35. The Museum served as headquarters for the Geological Society of New Jersey, Archeological Society of New Jersey, and the Eastern States Archeological Federation. Staff members served on the executive boards of these organizations.

Attendance

36. Despite two months when general attendance averaged about 3,000 less than usual because of the severe winter weather, the attendance for the year was 130,930, the highest recorded attendance since 1931 after the Museum moved to new quarters in the State House Annex.

37. A total of 1,446 school and community groups from all 21 counties, neighboring states and other countries received guided tours of Museum exhibits. These contributed an attendance of 44,876, which was 34.2 per cent of the total attendance. It was necessary to call in Junior League of Trenton volunteers and special assistants to help with guided tours during peak periods in the spring.

New Jersey School for the Deaf

1. A campus-wide speech program under the direction of a speech supervisor was established. This program includes teacher training, classroom demonstration and supervision in all academic and vocational classes.
2. A language outline was developed for the Middle School.
3. A handwriting outline was developed for the Lower School.
4. The library program in the Lower School was improved.
5. Considerable study was made of our various multiple handicapped children toward improving our program to meet their special needs.
6. A science program was introduced into the Middle School.
7. A three-hour academic, three-hour vocational program for 26 vocational students with academic potential was successfully carried out.
8. For the first time, four students from Gallaudet College teacher training department did ten weeks of practice teaching on our campus.
9. Three faculty members attended the Curriculum Workshop at Rutgers during the month of July.
10. Completed, staffed, and activated:
 - a. New Upper School boys' residence.
 - b. New foods lab - Girls' Vocational Department.
 - c. New business training classroom.
 - d. New student center for Upper School.
11. Continued and improved our in-service program for various staff groups.
12. Published an 80-page brochure describing and illustrating our vocational program.

State Agency for Surplus Property

1. Cooperated with federal agencies in obtaining federal surplus personal property for use in public and private schools, colleges, hospitals, and civil defense activities.
2. Requested allocation to New Jersey of surplus personal property valued at \$15,436,957.45.
3. Reviewed and screened approximately 3,370 lists and filed 1,137 applications for property valued at \$7,943,324.16.
4. Completed 1,334 transfers of property with an original acquisition cost of \$4,978,775.74.

STATE OF NEW JERSEY
STATE EXPENDITURES FOR EDUCATION — 1960-61

Administration—State Department of Education			
Commissioner's Office		\$ 1,009,283	
Division of the State Library, Archives and History		350,474	
Division of the State Museum		121,422	
Division on Civil Rights		129,371	
State Competitive Scholarships and Student Loans		1,115,447	\$ 2,725,997
State Colleges and Schools			
Colleges			
Glassboro	\$ 1,611,737		
Jersey City	1,211,392		
Newark	1,593,550		
Paterson	1,512,407		
Montclair	2,319,571		
Trenton	2,429,831	10,678,588	
Debt Service (State College Construction)		2,456,688	
School for the Deaf—Trenton		1,114,298	
School of Conservation—Lake Wapalanne		106,196	
Other Educational Agencies			
State University of New Jersey		14,478,339	
Newark College of Engineering and Newark Technical School		1,326,697	30,160,806
State Aid			
County Superintendents (Salaries)		257,717	
Other Officers and Employees (Salaries)		596,885	
Materials, Supplies, Travel and Other		137,318	
Grants in Aid			
Evening Vocational Schools	283,161		
Industrial Schools	70,000		
Chapter 85, Laws of 1954			
Formula	69,178,982		
Transportation	8,199,135		
Emergency Fund	144,039		
Atypical Pupils	2,941,987		
Evening School for Foreign Born	48,672		
School Bldg. Aid Chapters 8 & 9, L. 1956	15,189,019		
Library Aid	385,422		
County Audio Visual Aid Center	50,000		
Technical Education	63,000	96,553,417	
Teachers' Pension and Annuity Fund		35,269,496	132,814,833
State Capital Expenditures			
State Colleges		1,436,743	
State University of New Jersey		529,184	
State College Construction Fund (Bond Issue 1952)		42,368	
State College Construction Fund (Bond Issue 1959)		9,134,747	11,143,042
Special Funds			
Vocational Schools: Smith-Hughes			
State Share	86,055		
Federal Share	167,802	253,657	
Vocational Schools: George-Barden			
State Share	152,719		
Federal Share	621,901	774,620	
National Defense Education Act 1958			
Titles III, V & X			
State Share	65,415		
Federal Share	1,584,722		
Student Loan Funds State Colleges	244,047	1,894,184	
Other Federal Grants			
Extension of Library Services Rural Areas	109,418		
School Lunch Program	1,653,087		
School Milk Program	2,206,534		
Agricultural College	117,480		
Graduate Fellowship Program			
Mentally Retarded	17,457		
National Science Foundation	123,520		
Archeological Research Project	1,033		
Atomic Energy Commission	6,000		
Carbon Dioxide Fixation in Invertebrates Research Project	2,557	4,237,086	
Other Grants			
Child and Youth Study Program	28,618		
Camille and Henry Dreyfus Foundation	21,376	49,994	7,209,541
			<u>\$184,054,219</u>

STATE SUMMARY — LOCAL SCHOOL DISTRICTS

Area in Square Miles 7.509.14

AV. ENROLLMENT: District Schools 1,055,591.3

Resident Daily 1,055,085.2 Spec. Classes 1,363 Home Instr. Pupils 2,982

ENROLLMENT			PERSONNEL			ADDITIONAL DATA		
K	104,933	6	85,269	Administration	Full	Part	Buildings Owned	2,302
Pre First	4,536	7	86,823	Superintendent	325.5		Classrooms Used	41,479
1	100,868	8	89,163	Asst. Superintendent	89.1		Special Rooms	4,254
2	94,536	9	88,626	Secretary	295	293	Net Valuation Taxable:	
3	93,557	10	67,419	Business Manager	3		1961	\$10,259,190,867.
4	90,642	11	58,566	Sec'l. & Cler. Assists.	1,177.1	370	School Debt	\$ 804,872,537.95 *
5	85,233	12	56,200	Other	150	577	Day School Cost Per Pupil:	
Special			14,618	Instruction			Excluding Transportation	\$ 410.01
Ungraded Vocational			2,575	Principals	1,719.6	7	Including Transportation	\$ 423.60
Total Day School			1,122,564	Supervisors	471.8	5	Equalized Valuation Per	
Evening School:				Teachers	45,143.6	3,100	Pupil in Resident A.D.E.	\$ 30,112.00
Regular			5,982	Other Instr. Staff	2,020.1	22		
Accredited			4,355	Sec'l. & Cler. Assists.	2,286.9	247		
Vocational			18,184	Attendance & Health Services	1,438.4	1,378		
Foreign Born			5,013	Transportation	539.9	481		
Adult Education			13,547	Operation	6,263.7	988		
Summer School			30,011	Maintenance	909.4	319		
Junior College				Sundry Accounts	1,114.8	2,758		
				Evening & Summer Schools	1.0	12,876		

REVENUES & EXPENDITURES 1960-1961

Free Balance 7/1/60		Instruction		Sundry Accounts	
Current Operating	\$ 47,086,493.62	Salaries		Food Service	
Improv. Authorizations	95,038,831.22	Principals	\$ 15,730,401.48	Salaries	\$ 1,420,602.60
Capital Reserve Fund	1,521,264.81	Supv. of Instruction	3,742,411.39	Other Expenses	896,395.57
Total	\$143,646,589.65	Teachers	272,675,914.03	Exp. to Cover Def.	553,797.45
		Other Instr. Staff	10,730,443.65	Student Body Activities	
State Aid		Sec. & Cler. Assists.	8,418,497.01	Salaries	1,314,232.99
Formula	69,181,427.00	Other Sal. for Inst.	225,437.04	Other Expenses	1,728,262.57
Transportation	8,199,135.00	Textbooks	5,478,005.89	Exp. to Cover Def.	604,016.25
Atypical Pupils	2,941,987.00	Schl. Lib. & Audio-Via	2,501,654.88	Community Services	
Building Aid	10,370,720.40	Teaching Supplies	9,524,341.56	Salaries	1,349,057.51
Emergency	144,039.00	Other Expenses	2,130,092.18	Other Expenses	189,824.64
Evening Vocational	280,960.86	Attendance & Health Services		Special Projects	
Evg. School Forgn. Born	50,871.49	Salaries-Attendance	1,469,326.87	Salaries	35,452.51
Federal Aid		Other Expenses-Attend.	62,341.65	Other Expenses	41,794.88
Vocational	934,600.33	Salaries-Health Serv.	7,131,179.58	Capital Outlay (Budget)	
P.L. 815 (Bldg. Aid)	199,287.60	Other Exp.-Health Ser.	506,177.47	Sites	1,705,916.37
P.L. 874 (Current Exp.)	3,574,440.96	Transportation		Buildings	2,263,541.20
N.D.E.A.	1,533,622.44	Salaries	2,134,422.73	Equipment	5,329,091.10
All Other	281,523.88	Contracted Services	11,054,610.01	Improvement Authorizations	
Local Aid: District Tax		Replacement-Vehicles	227,455.31	Sites	5,307,525.54
Current	372,960,518.39	Insurance-Pupil Trans.	113,746.71	Buildings	78,449,052.74
Capital	6,724,691.42	Other-Oper. & Maint.	813,715.54	Equipment	7,054,301.91
Debt Service	33,517,176.84	Operation		Debt Service	
Evening Schools:		Salaries	28,873,845.09	Principal	26,938,648.68
Vocational	311,340.34	Contracted Services	270,472.72	Interest	16,993,155.17
Foreign Born	81,949.49	Heat	5,582,762.94	Sinking Fund	
Municipal Surplus	1,736,287.86	Utilities	7,751,177.71	Special Schools	
Tuition	24,338,600.55	Supplies	2,666,667.53	Evening Schools:	
Bonds and Notes	99,107,903.22	Other Expenses	318,721.62	Regular	260,830.86
Miscellaneous	6,342,283.04	Maintenance		Accredited	377,033.27
Total Revenues	\$642,813,367.11	Salaries for Maint.	4,762,757.71	Vocational	816,975.50
Adjustments	(97,397.55)	Contracted Services	7,509,231.52	Foreign Born	146,761.16
TOTAL FUNDS AVAILABLE	\$786,362,559.21	Replacement of Equip.	3,305,613.59	Adult Education	248,751.12
		Other Expenses	2,584,301.27	Summer School	612,221.03
		Fixed Charges		Junior College	
		Empl. Retire. Contr.	6,566,091.18	TOTAL EXPENDITURES	\$ 625,365,648.36
		Insur. & Judgments	4,289,732.69	Free Balance 6/30/61	
		Rental of Land & Bldg.	510,057.16	Current Operating	\$ 53,841,832.72
		Interest/Current Loans	2,892.20	Improv. Authorizations	105,815,533.57 **
		Other Fixed Charges	21,632.57	Capital Reserve Fund	1,339,544.56
		Day School Expenditures	\$ 447,151,391.45	Total Balance	\$ 160,996,910.85
		Exp. to Other Districts		TOTAL EXPENDITURES & BALANCE	\$ 786,362,559.21
		Tuition	23,345,600.75		
		Transportation	2,470,341.84		
		Miscellaneous	13,072.60		
		Sub Total	\$ 470,728,405.74		
		EXPENDITURES			
Administration		Salaries	\$ 14,204,896.14		
Contracted Services			1,128,338.54		
Other			2,131,724.09		

	CAFETERIA FUND	ATHLETIC FUNDS	OTHER FUNDS
Bal. 7/1/60	\$ 1,420,166.96	\$ 226,414.79	\$ 2,797,415.71
Income	18,100,150.49	2,193,556.18	11,989,947.43
Expenses	\$19,520,317.45	\$ 2,419,970.97	\$14,787,363.14
Bal. 6/30/61	\$18,146,513.70	\$ 2,140,931.95	\$11,696,602.66
	1,373,803.75	279,039.02	3,090,760.48
	\$19,520,317.45	\$ 2,419,970.97	\$14,787,363.14

REVENUES AND EXPENDITURES IN MUNICIPAL BUDGETS FOR SCHOOL PURPOSES SCHOOL YEAR 1960-61

Debt Service			
State Bldg. Aid	\$ 4,819,794.60	Principal	\$ 9,651,089.80
Local Tax Levy	10,024,442.77	Interest	5,169,039.60
Other Revenue	(11,224.23)	Sink. Fund	12,883.74

* Net Debt Adjustment as per Districts - \$1,820,653.36 (decrease).

** Net Improvement Authorization Adjustments as per Districts - \$2,479,679.32 (increase).

COST OF EDUCATION

	1960-1961	1959-1960
Administration _____	\$ 17,464,958.77	\$ 15,995,855.02
Instruction:		
Supervision _____	\$ 19,472,812.87	\$ 18,467,232.18
Instruction Proper _____	311,684,686.24	284,773,195.30
	331,157,499.11	303,240,427.48
Attendance Services _____	1,531,668.52	1,510,868.33
Health Services _____	7,637,357.05	6,943,957.36
Transportation _____	14,343,950.30	13,423,375.52
Operation _____	45,463,847.61	41,467,975.39
Maintenance _____	18,161,904.09	17,143,909.88
Fixed Charges _____	<u>11,390,406.00</u>	<u>10,889,806.52</u>
Total Day School Expenditures _____	<u>\$447,151,391.45</u>	<u>\$410,616,265.50</u>
Day School Average Enrollment _____	<u>1,055,591.3</u>	<u>1,014,876.4</u>
Average Yearly Cost Based on Average Enrollment:		
Excluding Transportation _____	<u>\$410.01</u>	<u>\$391.37</u>
Including Transportation _____	<u>\$423.60</u>	<u>\$404.60</u>

