

Annual Report **1962-1963**



**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)

THE ANNUAL REPORT

of the

State Board of Education

and the

Commissioner of Education

for the

School Year of 1962-1963

Is Respectfully Submitted

to the

Legislature of the State of New Jersey

FREDERICK M. RAUBINGER
Commissioner of Education

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

June 30, 1963

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Roger H. McDonough, *Director*

DIVISION OF THE STATE MUSEUM

Kathryn B. Greywacz, *Director*

NEW JERSEY SCHOOL FOR THE DEAF

Charles M. Jochem, *Superintendent*

CONTENTS

	Page
STATE BOARD OF EDUCATION	2
DIVISION AND BUREAU HEADS	3
DIVISION ACTIVITIES	7
DIVISION OF ADMINISTRATION	7
DIVISION OF BUSINESS AND FINANCE	11
DIVISION OF CONTROVERSIES AND DISPUTES	18
DIVISION OF CURRICULUM AND INSTRUCTION	19
DIVISION OF HIGHER EDUCATION	49
DIVISION OF VOCATIONAL EDUCATION	62
DIVISION OF THE STATE MUSEUM	80
DIVISION OF THE STATE LIBRARY	85
SCHOOL FOR THE DEAF	90
STATISTICAL SUMMARY	92

DIVISION OF ADMINISTRATION

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

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

Highlights of the year's activities include the following:

1. Distributed copies of the proposed revision of Title 18.
2. Assisted in the preparation and passage of major legislation pertaining to education. Examples are listed as follows:
 - a. Chapter 14, Laws of 1962, permits 35 per cent instead of 15 per cent of the State competitive college scholarships awarded each year to be used in out-of-State colleges which are approved by the Department of Education.
 - b. Chapter 41, Laws of 1962, authorizes the establishment of county colleges; provides for their operation and control by a board of trustees, and provides for the method of financing and raising the necessary funds.
 - c. Chapter 105, Laws of 1962, requires local boards of education to classify persons proposing to bid on any public work for the board; classification procedure to be handled by the State Board of Education.
 - d. Chapter 172, Laws of 1962, authorizes the State to grant financial assistance to county junior colleges.
 - e. Chapter 212, Laws of 1962, authorizes the appointment of school business administrators; grants tenure to school business administrators of any municipal board of education who have served full-time for three years.
 - f. Chapter 231, Laws of 1962, grants tenure to assistant principals, and all other supervisory, directoral, and administrative employees who are required to hold a certificate issued by the State Board of Examiners.
 - g. Chapter 232, Laws of 1962, permits a jointure commission to be established by two or more boards of education to educate physically handicapped and mentally retarded children.

Other major accomplishments of the Division are listed 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. Prepared for printing the school law bulletin for the 1962 legislative session, as well as a synopsis of pertinent school legislation.
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 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 superintendents of schools new to their positions, the meeting of *all* superintendents in the State, monthly meetings of county superintendents of schools, and meetings of related agencies working with the Department.
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 mimeograph service for the centrally-located divisions and bureaus of the Department.
13. Provided division personnel as speakers and consultants 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 and organized staff needs for recruitment purposes; worked with the Department of Civil Service in establishing qualifications for existing titles and new titles; maintained qualifications indicative of present employees; checked with other State agencies for candidates when necessary; referred candidates as vacancies occurred; processed appointments, promotions, and other actions, checked for adherence

to law and regulations (a total of 2,344 CS-21 forms were processed in connection with the foregoing actions); interviewed and corresponded with all applicants and all employees interested in placement.

17. Where discretion authorized, made wage and salary studies as 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 umpiring its use; interpreted leave policy.
19. Conducted exit interviews, advised on and processed retirements; advised administrators on disciplinary suspensions and removals. A total of 321 CS-22 forms were processed in connection with resignations, retirements, termination of temporary employment, etc.
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. The Department has adopted a new time-keeping system which has proven to be more efficient than the former method. A new record system has been set up for all employees within the central office, the six State colleges, the New Jersey School for the Deaf, and the New Jersey School of Conservation. A total of 131 major medical expense records were processed for employees within our central office, the six State colleges, and the New Jersey School for the Deaf.
22. Arranged for the Commissioner's annual tea and reception at Trenton State College in honor of those employees with 25 years of service or more and those who retired.
23. Prepared and distributed 75 news releases.
24. Edited the Annual Report of the Department for 1961-1962.
25. Edited 12 monthly reports to the Governor.
26. Wrote 2 and edited 6 Department *Newsletters*.
27. Edited 10 issues of the monthly School Lunch *Newsletter*.
28. Edited and coordinated the publication of 10 issues of other Department *Newsletters*, including *The Secondary Bulletin*, *Toward Higher Education*, *The Exchange*, and the Civil Defense Adult Education *Newsletter*.
29. Edited 10 articles for "The State Department Report" section of the *Review* (New Jersey Education Association).
30. Processed 353 requisitions for printing jobs.

31. Organized and established the National Association of State Education Department Information Officers (NASADIO).
32. Recruited personnel for presentation of radio panels discussing Department activities.
33. Organized and filed 1,268 newspaper clippings which were based on Department news releases or related to Department activities.
34. Completed routine research studies.
35. Worked closely with county offices and local districts in improving accuracy of data submitted.
36. Worked increasingly with other offices in improving questionnaires and reporting forms.
37. Participated in local and State-wide meetings in presenting and interpreting research findings.
38. Collected data for, and prepared *New Jersey School Directory* for distribution.
39. Scheduled and coordinated visits of foreign educators studying education in New Jersey.
40. Served as liaison agency, between various divisions and IBM Center, in preparing projects for automatic data processing.
41. Revised report of *Administrative Problems in New Jersey Public School Districts* to provide for more complete and detailed data retrieval.
42. Developed current list of schools by counties, district and grade levels.
43. Redesignated *Dropout* study for simplified reporting and processing.
44. Surveyed local districts using automatic data processing as to type of machines used and types of projects carried out.
45. Developed, collected and verified *A7b Report of Certificated Personnel*.
 - a. Designed for collecting in terms of basic unit (individual school).
 - b. Designed for future "exception reporting."
 - c. Designed for future combination with other reports to eliminate duplicated reporting.
46. Designed, printed and distributed card for local districts to use in collecting data for *A7b* report.
47. Cooperated with the Bureau of School Building Services and Federal Government in conducting the *Inventory of School Facilities for Civil Defense Survey*.
48. Cooperated with the Division of Curriculum and Instruction in questionnaire design, table development and report processing for *Elementary Education Survey* and *High Bridge Interest Inventory*.
49. Worked closely with the Division of the State Library, Archives and

History in developing codes, card layouts and tabular presentation for four major library surveys.

50. Continued to work with Bureau of Teacher Certification in laying groundwork for future machine processing of teachers' certificates.
51. Investigated the possibility of using modified automatic data processing methods in some small scale county and local applications.
52. Met with Department Committee for Improvement of Statistical Services to discuss problems involved in implementing plans.
53. Participated in two national meetings related to improved data processing services: The Association for Educational Data Systems and the Committee for Educational Data Systems as appointed by the Council of Chief State School Officers.
54. Printed approximately 3,500,000 impressions.
55. Increased the number of projects vari-typed and prepared for printing in our Department print shop.
56. Added large equipment by purchase as a part of normal shop expansion (collator, Ektalith, motor for paper cutter).
57. Prepared Grade Reports and computed averages for approximately 12,000 students enrolled in the six State colleges.
58. Processed registrations for the State colleges.
59. Prepared listings of students accepted for admission at two of the State colleges.
60. Key-punched and prepared reports in a study of dropouts.
61. Key-punched and prepared listings of all applicants for State scholarships.
62. Key-punched and prepared reports of Administrative Problems.
63. Prepared tables in a study of elementary practices.
64. Key-punched reports of Library Survey for Public and Private School Libraries.
65. Carried out selective program of securing properties (State Agency for Surplus Property) which would be economically repairable and usable in educational, health, and civil defense activities.
66. Submitted a total of 2,002 applications, and completed a total of 871 transactions in the final distribution to the activities involved above.

DIVISION OF BUSINESS AND FINANCE

The Division of Business and Finance consists of a Bureau of Business Services, a Bureau of School Building Services and a Bureau of Pupil

Transportation. Each bureau is headed by a Director who is directly responsible to the Division Head and through him to the Commissioner of Education. The principal accomplishments of the Division of Business and Finance are set forth by these Bureaus.

Bureau of Transportation

1. Reviewed the financial State aid reports from the 592 school districts and approved approximately \$14,000,000 of State aid monies.
2. The plan of evaluating selected local school districts' transportation systems has been expanded. Cost reductions varying from \$5,000 to \$30,000 a year have been effected in many districts. As New Jersey reimburses 75 percent of all transportation costs, these savings are passed directly to the State.
3. The mandated system of prewarning amber lights which were installed on all school buses September 1, 1962 has been very successful in accident prevention, cutting the accident rate at pupil bus stops by 72.2 percent from the previous year and 68.4 percent for the past five years.
4. Eighty-five school bus driver workshops were conducted in 11 counties for approximately 8,000 school bus drivers.
5. The Director has continued to participate in the National program for pupil transportation:
 - (a) Completed a term as president of the Transportation Directors of the United States.
 - (b) Reappointed as a member of the Interim Committee for school bus standards for the United States.
 - (c) Appointed to the Executive Board of the National Safety Council.
 - (d) Member of the National Subcommittee for Vehicle Lighting of the Society of Automotive Engineers.
 - (e) Reappointed to the Executive Committee of the National Education Association.
6. Completed reports for national and local distribution on financial and statistical data pertaining to pupil transportation and school bus accidents occurring in the State of New Jersey.
7. Acted in a consultant capacity for many boards of education to evaluate policies concerning district-owned vs. contract systems of school bus operation.
8. In cooperation with the county superintendents of schools, conducted in-service training programs for local administrators, board secretaries and school board members.

9. Continued to maintain a close advisory relationship to the 21 county superintendents concerning all phases of the pupil transportation program.
10. Instituted, with the cooperation of the Division of Motor Vehicles, a violation control checking system to screen school bus driver applicants as to their previous records.
11. Continued to maintain a very close relationship with the New Jersey State Police. Accident reporting has been expanded to allow us to receive immediate information from the State Police concerning all school bus accidents as they occur.
12. Personal auditing and control checking on all transportation financial reports have maintained an economical cost ratio for pupil transportation to the local school district.
13. Published a new Transportation Handbook.
14. Edited a booklet on parent responsibility for accident prevention on school buses.
15. Established, with the cooperation of the Public Utility Commission, periodic inspections of all school buses categorized as the "omnibus" or "common carrier." Inspection of these vehicles was not previously included in our safety program.
16. The Bureau has accepted scores of speaking engagements to keep the program of safety for pupil transportation before the public.
17. Established the central motor car pool for the State Department of Education. In the process, set up complete record files for all vehicles showing mileage traveled, individual destination logs, gas and oil consumption, cost per mile, repair costs and garage locations.

Bureau of School Building Services

General

1. Coordinated the completion and equipping of the new Department of Education building.
2. Coordinated the development of final plans for the new Cultural Center, consisting of facilities for the State Library and the State Museum.
3. Acted as host for the Fall Session of the Northeast Council on Schoolhouse Construction, held in Asbury Park. Resource persons from within the state were utilized to explore trends in school planning and construction.
4. Bureau staff members were elected president and secretary-treasurer of the Northeast Council on Schoolhouse Construction.

5. The director of the Bureau was elected to a three-year term as a member of the Executive Committee of the National Council on Schoolhouse Construction.
6. Coordinated the completion and equipping of 21 major buildings at the six State Colleges.

Consultant Services

1. To prevent school districts from over-expending funds available for construction purposes, this Bureau now reviews bids before the district makes these awards. This procedure provides a more rigid scrutiny of expenditures with better protection and direction for both the local district and our State Department.
2. For the first time since educational consultative services were provided by the Department for planning plant facilities, a detailed study was made for a local district by this Bureau. A complete plan for expanding secondary facilities was developed by our consultants for submission to the voters after three previous referenda had been defeated. Our Bureau's plan was approved by a majority of nearly eight to one. As a result, three other districts have requested similar services.
3. Upon our recommendation legislation was introduced to increase the amount of acreage which a school district could acquire outside of its district lines. Amended legislation now permits the acquisition of up to 45 acres in an adjoining district.
4. The Bureau served as coordinator with the U. S. Office of Education to provide an itinerary and make other arrangements for 80 visiting German architects. Two New Jersey schools were visited, with two members of the Bureau serving as escorts.
5. Two Bureau consultants participated in a school and community public relations conference held in New York City. The purpose: to explore and develop better means of community support for educational programs and needs.

Contractor Classification

Under the provisions of Chapter 105 of the Laws of 1962 the Bureau organized the program for the classification of contractors bidding on public school construction. Included were the regulations adopted by the State Board of Education, the development of the forms to be used and the procedures to be followed. To date approximately 1,100 contractors have been classified, of whom 400 are on a tentative basis.

Architectural Services

1. The number of final plans for school construction received was about 20 percent greater than for 1961-62. The time required for review and approval was shortened.
2. The Committee for the Review of the Guide for Schoolhouse Planning and Construction has made a comprehensive study of safety requirements and the problem of providing space in schools suitable for disaster shelters which may serve satisfactorily for other purposes. Recommendations pertaining to these matters have been presented to the Commissioner and State Board of Education.

Bureau of Business Services

Bookkeeping and Accounting

1. Prepared 28 annual budgets requesting the appropriation of \$234 million for the Department and assisted in the presentation of these budgets to the Budget Director.
2. Maintained the appropriation ledgers for the Central Office and college construction funds including the preparation of detailed applications, processing of claims and the preparation of payrolls.
3. Maintained records and deposited miscellaneous revenues in the approximate amount of \$112,995.00 for the Central Office to June 1.

State Aid

1. Completed the audit of some 39,000 school registers submitted by local districts to establish basic enrollment data used in the determination of State Aid.
2. Computed estimates of \$92,169,788.00 in State Aid payable under the provisions of Chapter 85, P. L. 1954, for 1963-64 for State and school district budget purposes. Notices of the amounts available were mailed to each of the districts.
3. Recomputed 1962-63 State Aid apportionments, Chapter 85, P. L. 1954, and directed payments of \$86,860,094.00 to some 578 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 \$16,616,895.00 for each school district for 1963-64.
6. Reviewed proposed capital budget of each school district to determine the amount and allocation of School Building Aid funds. Directed

payments of \$15,468,683.76 to the school districts and transferred \$478,548.99 to the Capital Reserve fund.

7. Maintained the Capital Reserve fund accounts of \$2,086,308.35 for 91 school districts and prepared notifications of the balances available and interest earned (\$39,646.34) during the year. Fourteen school districts withdrew \$243,318.55 from the Capital Reserve fund account.
8. Reviewed matching funds of the school districts and directed payments of State Aid for Evening Vocational Schools of \$319,830.00 and State Aid for Evening Schools for Foreign Born Residents of \$60,864.61.
9. Prepared verification of direct aid paid to each school district for the use of the public school accountants for the conduct of the annual audit.
10. Verified the computation of State Library Aid and directed payments on pro rata basis to 211 local governments, which include 12 counties.
11. Received requests for Special State Aid, Chapter 85, P. L. 1961, from 28 school districts.
12. Directed payments of \$698,040.00 to local school districts for the Program of Emotionally and Socially Maladjusted Pupils.

Federal Aid

1. Supervised all financial transactions involving National School Lunch funds. There were 892 participating schools located in 350 school districts. Claims paid to June 1, 1963, total \$1,510,479.55.
2. Supervised all financial transactions involving National School Milk funds. There were 1,772 participating schools located in 507 school districts. Claims paid to June 1, 1963 total \$1,886,387.06.
3. Pursuant to an agreement with the United States Department of Agriculture, our auditors have conducted 50 complete lunch or milk audits to date.
4. In the areas where there has been an impact of population due to Federal activities, Federal assistance applications under P. L. 874 and P. L. 815 were processed as follows:

a. *P. L. 874*

RSF-3 (1961-62) 154

RSF-1 (1962-63) 176

Approved Entitlements (funds used for current expense purposes) for the 1962-63 fiscal year, as of June 10th, total \$4,561,000.00, representing 77 percent of the districts filing applications.

b. *P. L. 815*

RSF-2 Parts I & II (1962-63) 15

As of June 10th, the sum of \$475,000.00 has been reserved, for building aid, during the 1962-63 fiscal year.

5. During the 1962-63 fiscal year, funds amounting to \$1,693,752.00 were distributed under the National Defense Education Act as follows:
Title III—416 claims amounting to \$1,249,363.00
Title V —209 claims amounting to \$444,389.00
Pursuant to our State contract, auditors have conducted 625 complete audits to date.

Financial Accounting—Local School Districts

1. Conducted 8 special investigations of the business practices of local school districts. Made the necessary reports covering findings and recommendations.
2. During the year 45 board secretaries made use of the staff, particularly the supervising auditors, for on-the-job instruction.
3. Members of the staff attended 12 meetings of board secretaries to give group instruction on accounting problems relating particularly to the prescribed accounting system.
4. Reviewed and analyzed 589 audit reports of local school districts.
5. Members of the staff participated in the program of four state-wide conventions or meetings.
6. Staff members attended nine local school district board meetings to assist them with problems concerning business practices.
7. Met with school business officials at two meetings of the accounting committee.
8. Attended six meetings sponsored by the U.S. Office of Education.
9. Members of the staff participated in 21 county group meetings regarding NDEA financing and requirements.
10. Reviewed 24 machine accounting conversions on general accounting of local school districts.

Reports

1. Prepared and published the Eleventh Annual Report of the Commissioner of Education on Comparative Financial Statistics of School Districts.
2. Prepared a study of educational statistics extracted from the A-3 reports.
3. Completed the audit of 237 high school cost reports.
4. Maintained bond record cards for each of the school bond issues approved by the Attorney General and acknowledged receipt of all cancelled bonds filed with the Commissioner.
5. Worked cooperatively with the Tax Policy Commission on a study of the need for additional State Aid funds.

Extension of Credit

1. Conducted 98 hearings for extension of credit involving proposed bond issues of \$106,765,272.00 to June 13, 1963. Eight additional hearings will be held during the month of June.
2. Maintained record of school bonding elections; of those that have been reported, 82 were passed and 29 were defeated.

School Budgets

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

School Business Practices—Local School District

1. Assisted in the study for upgrading the position of school business official and board secretary through adoption of legislation which permits the establishment of the position of School Business Administrator.
2. Assisted in preparing the certification requirements for this position and in the formulation of the State Board Rules to implement the legislation.

DIVISION OF CONTROVERSIES AND DISPUTES

The summary of accomplishments in regard to cases appealed to the Commissioner of Education is as follows:

Active Cases July 1, 1962	26
Cases Received July 1, 1962-May 31, 1963	59
Total Cases July 1, 1962-May 31, 1963	85
Cases Decided	37
Cases Discontinued	15
Cases in Process (May 31, 1963)	33
Days of Hearings	58
Conferences of Parties	32
Election Recounts	12

Although we began this year with the smallest backlog of cases in many years (26), we have been unable to maintain this level because of the unprecedented volume of new cases received this year (59). Despite this influx, our backlog increased only by 7 cases because we were able to decide 37 matters and settle 15 others without decision. We now have 33 active cases, 27 of which were received during this year.

The number of days spent in hearing appeals is also unprecedented—58 days this year compared to 33 for the previous year.

In addition, the Division completed the following activities:

1. Prepared for publication copies of decisions for the 1961-62 pamphlet edition of School Laws and School Law Decisions.
2. Prepared 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 advised the Director of Migrant Education on the operation of the program for migrant children.
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 and local groups of school superintendents, principals and teachers.
6. Worked with the newly-organized State-wide association of New Jersey School Board Attorneys.
7. Arranged conferences of attorneys, parents, citizens and others in attempts to resolve controversies and obviate resort to formal proceedings.
8. Prepared copies of decisions for release to newspapers and the public.
9. Prepared various legal forms for the Commissioner's signature authorizing procedures in school districts pursuant to statute.
10. Maintained a library of court decisions, legal information and resource materials pertinent to the functions of the Division.
11. Answered extensive inquiries by correspondence, telephone and interview on matters of school law.

DIVISION OF CURRICULUM AND INSTRUCTION

Administrative Summary

The Division of Curriculum and Instruction has had a productive year during 1962-63. Plans made during the Spring of 1962 have been followed. Although our planning seemed comprehensive for the past year, the variety of emerging problems was recognized and dealt with during the year.

Work with Local School Groups in Improvement of Instruction

Reports from the various offices of the Division of Curriculum and Instruction contain many examples of work with local school groups,

including activities in every county and work with groups of teachers from one system or from several school systems. In some cases teachers of a given county have met as a unit. Some variations in this work are illustrated as follows:

- a. In Atlantic County a series of county-wide institutes were held for teachers in grades 1, 2 and 3.
- b. In Burlington County a continuing group has met to work on problems of articulation between elementary schools and Lenape Regional High School.
- c. In both Bordentown and Parsippany-Troy Hills the assistant commissioner met with all teachers on problems of instructional importance. Other staff members of the Division have served as consultants.
- d. In Highland Park the assistant commissioner met with all administrators and supervisors working on broad problems of evaluation.
- e. In Cape May County the assistant commissioner met with the supervisory staff working on problems of up-grading instruction in the elementary schools.
- f. In Fort Lee the assistant commissioner worked with the teachers and administrators on the uses of educational television.

In many cases work with local school groups included work with principals and local superintendents on problems facing the schools or important issues recognized by the groups. In many cases such conferences were preceded by intensive planning sessions in which local problems were identified.

In several cases special projects were carried on which seemed to be uniquely different from past experiences. For example, in Hackensack an all-day conference was held with all elementary principals and teachers, in which physical education problems were explored and teachers learned new procedures to use in their classrooms. In South Plainfield the assistant commissioner met with all teachers K-12 working on approaches to creative teaching, in which color, sound and movement are employed.

Numerous activities were carried out during the year with P.T.A. groups, to whom the assistant commissioner made numerous speeches on current curriculum activities and problems.

Assistance to County and Professional Groups in New Jersey

Members of the Staff of the Division of Curriculum and Instruction were exceedingly active in working with county staffs. This will be reflected in individual reports from the various offices. Special attention should be given to the work of the Special Education group in working with the four

Beadleston teams. Also special emphasis should be given to the elementary staff for their careful and continuing work with helping teachers in various counties. On numerous occasions the assistant commissioner had an opportunity to meet with counties which are working on their problems. This occurred in better than one-half of the counties of the State. Some of the topics considered were methods of making teaching more meaningful, uses of community resources, blocks to learning, uses of new technology and organization, ways of releasing creativity, new approaches to evaluation, and ways of helping teachers with special problems. In many cases groups from individual schools came to the Department of Education for specific help.

Extensive work was carried on with various professional groups in the State. The assistant commissioner has assisted the New Jersey Reading Teachers, the New Jersey Medical Women's Association, The Glassboro State College Curriculum Council, The American Cancer Society, The New Jersey Elementary Principals and the Conference on Core. In many cases representatives from many NJEA groups came to the State Department of Education for assistance in planning their State conferences.

Continuation of Pilot Projects

For the past several years the Division of Curriculum and Instruction has given a great deal of attention to carrying out a semi-research approach to the solution of educational problems. This has been referred to as pilot projects. Many of the studies described in the 1961-62 Accomplishments have been continued and extended during the past year. These are—

- Language Laboratory Survey
- Self-Study in School Evaluation
- High School Science
- McCarter Theatre Project
- Safety in Science Laboratory
- Recent Developments in Math
- Suicide Study
- Elementary School Library
- Outdoor Education
- Elementary Physical Education
- Improving Nursery Schools
- Physical Fitness
- Pressures of Children
- Anxiety in Kindergarten Children
- Survey of Special Education
- Drop-out Study

Educational Program for Multiple Handicapped
Articulation of Elementary and Secondary Schools
Community Resources
Working with Special Elementary Schools Having Survey

Additional projects under way have dealt with what schools should do about the teaching of communism. Commissioner Raubinger formed a State Committee which has worked diligently during the past year. Three members of the Division of Curriculum and Instruction have worked actively in this project during the year. Included in their activity was the development of a survey of activities under way in the State in teaching about communism.

From time to time findings from these studies are reported to groups of administrators and teachers in the State. Increasingly curriculum leaders in the State are calling upon the State Department to assist them in setting up pilot studies.

State-wide Institute for Curriculum Improvement

One of the most vigorous State-wide activities of the past year was the participation of the Division of Curriculum and Instruction in designing, arranging and carrying out a meeting of curriculum leaders co-sponsored with the New Jersey Association for Supervision and Curriculum Development. This conference was planned as a work experience for 200 curriculum leaders to analyze dimensions of teaching. This conference was based on the speech, given by the assistant commissioner, on *Dimensions of Teaching*, which was repeated as a key-note in Atlantic City and used as a basis for the organization of this conference. The conference was a work conference in which teachers became involved in the exploration of the dimensions of teaching.

Other Activities

a. Integration Studies

Perhaps one of the most vital aspects of the work of the Division of Curriculum and Instruction during the 1962-63 school year had to do with studies of racial imbalance. Extensive work was carried out in Englewood and South Orange. These studies consumed approximately two months of staff time for ten people. Growing out of concerns in the area of integration the Commissioner of Education set up two committees to study this problem. Actually the problems investigated were:

1. Was there segregation by design in Englewood and South Orange?
2. Was there a difference in the quality of education programs in the

schools having large percentages of Negro children as compared with schools in which this was not the case?

3. What proposals for reducing racial imbalance in these two communities seem most reasonable?

These studies were specific fact-finding studies requiring careful examination of existing records; observation in schools; conferences with teachers, administrators and community leaders; and extensive seminars by our professional staff on the meanings of the information collected. These studies are *A Study of Racial Distribution in the Englewood Public Schools* and *A Study Concerning Alleged Segregation and Discrimination in the Orange Public Schools*.

b. The Study of Elementary School Practices in New Jersey.

A highly significant activity of the past year has been the development of an instrument to survey current practices in elementary education in every elementary school in the State. Returns have been analyzed and a publication will be available in June, 1963 summarizing the data secured from this survey. The important feature of this project is that it will give an accurate and complete account of educational practices in New Jersey elementary schools. It will also make it possible for one to study relationships of various aspects of the program, facilities, community and organizational plans.

c. Projects in Elementary Education.

A significant part of the work of the current year has been a series of studies carried out by groups of helping teachers, members of the staff of the Division of Curriculum and Instruction and some administrators. A complete account of this will be found in the Elementary Report but it should be noted that this work demonstrates a new departure in the work of the helping teacher's group. Significant contributions were made by other offices in the Division of Curriculum and Instruction. Among the projects carried on were:

1. The development of a bulletin on improving parent-teacher conferences.
2. Preparing a statement concerning the use of educational television.
3. Development of a series of slides which portray a good elementary school.
4. Development of a statement concerning program learning and its uses in our schools.
5. Developing materials describing fresh approaches to evaluation.
6. Development of plans for improving elementary school libraries.

This series of materials will add significantly to the material available for elementary school leaders in New Jersey and should demonstrate effective ways of preparing curriculum materials.

d. Cooperative work with the New Jersey State Department of Health.

During the current year a variety of projects have been sponsored by the joint committee of the Department of Health and the Department of Education. Materials on smoking and lung cancer have been completed and published and are now being distributed to the schools. This material takes the form of a resource unit. The significant thing about this publication is the fact that it was prepared by individuals in one of our State Colleges, tried out in 50 schools of the State, revised and modified in response to the uses made of the material, and finally printed and made available to all schools in the State. This bulletin demonstrates a way of making current research available to teachers in a meaningful and accurate way in a complicated field—lung cancer.

During the 1962-63 school year a similar project was initiated in the area of venereal disease education. Members of the staff of Curriculum and Instruction, together with several individuals from the Department of Health, visited a selected group of schools in the State for the purpose of determining the status of teaching about venereal diseases. Marked variations were found. At the present time a major project is being developed to prepare materials during the summer of 1963, and to conduct a trial run in the fall of 1963. Special financial resources have been secured from the United States Public Health Service. An approach similar to the approach used in the smoking and lung cancer project will be employed.

e. Other work in the health field has been spearheaded by Division members.

A conference with the New Jersey Medical Women's Association to consider problems of health instruction in New Jersey Schools produced a marked interest on the part of the medical profession in working with the schools in dealing with current health problems. A bulletin is now being prepared describing ways of upgrading health instruction in New Jersey schools.

f. Work with the New Jersey Parent-Teacher Association Leadership Group in the cultural arts.

During the early spring the assistant commissioner spent three days with the New Jersey Congress of Parents and Teachers, holding institutes on the status of curriculum planning in the cultural arts. Meetings were held in Atlantic City, Trenton and Newark.

These conferences covered all P.T.A. units in the State and solicited the P.T.A.'s cooperation in improving curriculum programs in the arts.

Participation in National and Regional Activities

Members of the staff of the Division of Curriculum and Instruction have

been active in many professional activities outside of New Jersey, including meetings of The Association for Supervision and Curriculum Development, The Association for Childhood Education International, The American Association of School Administrators, The National Council of Teachers of English, The Nine States Youth Citizenship Project, The National Association of Secondary School Principals, The National Reading Conference, Council for Exceptional Children and others. Major addresses were presented to The New York State Education Association, The Pennsylvania Association of Supervision and Curriculum Development, The New Jersey Association for Supervision and Curriculum Development, The New York State Conference on Health, Physical Education and Recreation, The Philadelphia Schoolmen's Association, and The State Supervisors and Teacher-Administrators for the State of Alabama. A series of articles have been prepared for national publication by members of the staff of the Division of Curriculum and Instruction; and the assistant commissioner has published a curriculum text, "Curriculum for Today's Boys and Girls," 1963, Charles Merrill Company.

Work with New Jersey State Colleges

Members of the staff of the Division of Curriculum and Instruction have worked with the six State Colleges on curriculum projects and ways of improving their offerings.

DIVISION OF CURRICULUM AND INSTRUCTION

Office of Secondary Education

Administration

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

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

Information on the Annual Occupation of Graduates for the class of 1962 was secured from all schools and summarized by the office.

Six regional high school proposals were reviewed.

Reviewed twelve requests for change of high school designation and for termination of sending-receiving relations.

Participation on the Commissioner's committee investigating alleged segregation in the Orange and Englewood schools.

Conducted a comprehensive study of conditions in the Southern Ocean Regional High School.

Prepared Annual Federal Narrative and Statistical Reports for NDEA, Title III and V-A.

Held five regional NDEA Orientation Conferences for School Administrators and Board Secretaries.

Reviewed and approved 214 Title V-A and 410 Title III NDEA district applications for 1962-63; 70 Title V-A and 150 Title III for 1963-64. Audited and approved 410 Title III 1962-63 NDEA claims for payment to districts.

Prepared 1963-64 NDEA Title III and V-A manuals and applications, and distributed to all local districts.

Processed foreign credentials.

Made progress visits to newly formed schools.

Planned conferences with districts in the process of creating new schools.

Processed educational planning for new building construction.

Worked with Business Division and Building Office on new schools.

Processed summer school approvals.

Maintained liaison with Nine States Youth Citizenship Project.

Reviewed applications for approval of course changes.

Attended regional meetings on NDEA procedures, science and mathematics, 1962-63.

Planned regional workshops in science, mathematics and English.

Participated in executive committee meetings of NJSTA, AMTNJ, N. J. Modern Language Teachers Association, N. J. Joint Council on Economic Education, N. J. Council of Social Studies, N. J. Association of Teachers of English, NJASCD, N. J. Health Careers Service, N. J. Personnel and Guidance Association.

Participated on Commissioner's Citizenship Education Committee, Commissioner's Committee on Teaching about Communism and Governor's Safety Council.

Represented Department at meetings regarding ETV Channel 13.

Improvement of Curriculum and Instruction

Assisted in the planning of professional meetings of the New Jersey Secondary Principals' Association and the New Jersey Secondary Teachers' Association. Served on the editorial board of the yearbook committee of the N.J.S.T.A. ("Critical Thinking")

Made progress visits to new schools that opened this year.

Developed suggestions for scheduling health classes (developed coopera-

tively with Office of Health, Physical Education and Safety).

Served on the National Secondary School Principals' Curriculum Committee in planning the annual convention's program on "International Understanding."

Prepared article for N.J.E.A. *Review* on "A New Approach to School Approval."

Provided consultation for in-service, curriculum planning and evaluation. Provided varied services to many local school districts in workshops and on in-service or professional days. These included all subject areas and N.D.E.A. programs.

Served as consultants to Y.M.C.A. Youth Conference, Nine States Youth Citizenship Conference, N. J. Civil War Centennial Commission, and to State College staffs on social studies, English, science and mathematics.

Designed exhibits for Natural Science Hall of new New Jersey State Museum.

Prepared bibliographies for distribution to science and mathematics teachers.

Planned and conducted workshop on computer programming: on elementary school science, elementary school mathematics, secondary school science, secondary school mathematics, and antibiotics.

Served on planning committees for annual Conference of the Core Teachers, the N.J.A.S.C.D. Conference (exhibit chairman) and the Junior High School Conference.

Participated in national and/or regional meetings: NSTA, NCTM, NCTE, MLA, Northeast Conference on Teaching of Foreign Language, Conference of State Supervisors of Foreign Language, ASCD, National Conference of Mathematics Supervisors, five workshops—Audio-Lingual Classroom Techniques and two workshops—Language Laboratory Techniques.

Served as Department coordinator for McCarter Theatre student matinees (47,000 students attended) and N. J. High School Performing Arts Festival (16 schools participated).

Served on Inter-departmental Committee working on Cigarette Smoking and Lung Cancer.

Prepared and delivered speeches to student groups, teacher and administrative association, regional meetings and national conventions.

Carried out school visitations in all Counties of New Jersey.

Publications

McCarter Theatre

Directory of Approved N. J. Secondary Schools, 1962-63

Directory of Guidance Personnel of Approved N. J. Public Secondary Schools, 1962-63

Toward Creativity in Secondary Education

Occupations of Last Year's Graduates

Reaching Out—A Study of Curriculum and the Community

Revised Art Facilities Guides

Monmouth County Pilot Drop-out Study

Status of New Jersey Guidance Personnel—1962-63

"A New Approach to High School Approval," *NJEA Review*, June, 1963

"Literature and the Humanities Ideal," *Educational Leadership*, January, 1963

"The Teaching of English: Problems and Proposals," *NJEA Review*, February, 1963

"The McCarter, the Humanities and the Schools," *McCarter Bulletin*, January, 1963

"Earth Science in New Jersey Secondary Schools," *Geological Times*, October, 1962

"Science in the Elementary School: An Operational Approach,"

"Mathematics in the Elementary School,"

New Jersey Elementary School Principals' Bulletin, January, 1963

Research and Surveys

Monmouth County Pilot Drop-out Study

Status of Guidance Personnel in New Jersey, 1962-63

Drop-out Study in Englewood Public Schools

Drop-out Study in Middlesex County

Status of Student Councils and Advisors in New Jersey

Art Status Study—New Jersey Public Secondary Schools

Office of Special Education Services

Participated in the planning and developing of Department and Division Conferences, evaluations and studies.

- a. Chaired committees to study segregation problems in Englewood and Orange.
- b. Participated in a Department study and report of Bayonne Schools.
- c. Chaired the committee on Department Workshops—Fall and Spring, and gave a presentation on drop-outs at the Spring meeting.
- d. Addressed the Department meeting of new Superintendents on

"County Mental Health Teams" and the Department meeting of Superintendents of Schools on "Developments in Special Education Services."

- e. Directed a 3 year study for our Department on suicides (35) and attempted suicides (207) among public school children, and participated in the "study of evaluation of teaching machines as curriculum devices."
- f. Dr. Boone was a planning committee representative of the Department of Education for New Jersey Association for Childhood Education.
- g. Worked with State Colleges and Rutgers along with the Office of Teacher Training in developing and extending training program for special education services personnel.

Approved, for purposes of State reimbursement, programs of special education services under the 1954 and 1959 Beadleston Acts.

- a. 1231 special classes for mentally retarded and physically handicapped children.
- b. Supplemental instruction programs and speech correction for approximately 10,000 children.
- c. Individual instruction at home or at school for approximately 3,000 children.
- d. 138 emotional health education (child study teams) programs.

Approved 350 psychological examiners of mentally retarded children, also examiners of physically handicapped children.

Made visitations along with county staffs to approximately 300 schools with special programs under the two Beadleston Acts.

Provided supportive services for county staffs, including 14 county supervisors and four county emotional health education teams.

- 1. Included: employment and orientation of new personnel—2 county supervisors, 1 psychiatrist, 1 school social worker, 1 remedial instructor.
- 2. Monthly meetings on special problems were held with county staff. Also, Dr. Rowen served as liaison with Morris County Team; Dr. Jan-Tausch with Monmouth County Team; Dr. Seaton with Union County Team and Dr. Boone with Burlington County Team.
- 3. Conferences and Workshops for special education services personnel were held in most counties. In some counties conferences in a number of special areas were held. The assistance of the Central Office Staff was involved in most of these. Examples are: In Essex County a monthly roundtable of Administrators of Special Services was conducted. The Warren County Annual Teachers' Meeting was devoted to Special

Education Services. Several County Administrators roundtables have been devoted to special education services. In Bergen County, 7 regions have been organized to facilitate administration problems.

A number of significant studies have been made with direction and assistance of the central office personnel.

- a. A survey of hearing handicapped children in North New Jersey counties revealed a tremendous need for services for multiple hearing handicapped children.
- b. A study of all classes for neurologically impaired in New Jersey Schools was made. Visitations were made to each class.
- c. A drop-out study in depth involving all four County Teams is being conducted.
- d. A study of educational needs of physically disabled children in the Seashore House resulted in Atlantic City initiating a comprehensive educational program. A similar study has been completed for the Betty Bacharach Home in Longport.
- e. Made a survey study of services for mentally retarded and physically handicapped children in New Jersey.
- f. Retention studies have been made in Burlington, Morris and Monmouth Counties showing little advantage to retention.
- g. Made a comprehensive survey and report of school social work services in New Jersey Schools.
- h. Surveyed the amount of speech correction services in New Jersey Schools.
- i. Made a study and mimeographed report on "Growth of Adjustment Services in New Jersey Schools."
- j. Have been involved in the following studies: Teaneck—"A Pilot Study of the Intellectual Drop-Out"; Jamesburg—"Group Counseling"; Monmouth County—"A Study of Causal Factors in Early Learning-to-read disability"; Cliffside Park—"Psychological Services in Relation to Maladjustment"; Fort Lee—"Subject Failure"; Ho-Ho-Kus—"Team Services"; Madison Township—"Team Services."

Members of the Office have addressed State, regional and national groups.

- a. Dr. Nelson addressed the State Administrators of Special Education in Washington, D. C., Office of Education; The International Congress on the Deaf in Washington, D. C.; the Council for Exceptional Children in Philadelphia and was invited to address the State Directors of Special Education in Springfield, Illinois. At the State level he participated in N.J.E.A. meetings in Atlantic City; N.J.E.A. future teachers conference in Blairstown; the New Jersey School

Administrators Conference in Atlantic City; the New Jersey Conference on the Handicapped in Trenton and at Sea Isle; the New Jersey Rehabilitation Association in Asbury Park, and gave the keynote address at the Convocation for Jersey City State College and A. Harry Moore School, and the New Jersey C.E.C. in Haddonfield.

- b. Dr. Jan-Tausch addressed the International Reading Association at Miami, Florida; the Eastern States Congress of Optometrists in New York City; The New Jersey Reading Teachers Association in Atlantic City and at New Brunswick; The New Jersey Conference on the Handicapped at Trenton; State Remedial Instructors at New Brunswick, West Long Branch and Atlantic City.
- c. Dr. Boone made presentations to Council for Exceptional Children in Philadelphia; the Conference on the Handicapped at Sea Isle; the Newark New Jersey Superintendents' Association in Atlantic City; the New Jersey School Social Work Section of National Association of School Social Workers in Passaic; Tri-State Conference on Family Relations, Princeton; New Jersey Association Health, Safety, Physical Education and Recreation, Atlantic City, the New Jersey Parents and Teachers Assoc. in Atlantic City.
- d. Dr. Seaton made presentations to the State Directors of Special Education in Springfield, Illinois; the State A.S.C.D. in Atlantic City; the Institute for School Psychology in St. Louis and the State Invitational Institute on School Psychology in New Brunswick.
- e. Dr. Rowen made presentations to Child Welfare League of America in Atlantic City; National Conference of Social Welfare in New York; The New Jersey Association of School Social Workers, East Orange; The New Jersey School Social Work Section of National Association of School Social Workers, Bloomfield and Passaic; New Jersey Welfare Conference, Asbury Park; New Jersey Program—Summer Experience in Social Work, New Brunswick.

Served as a resource of information.

- a. Prepared budgets, reports, correspondence, mimeographed directives and speeches.
- b. Prepared bulletins: (1) Work Orientation Programs for High School Educables, (2) An Arithmetic Guide for Educable Retarded Children, (3) Growth of Adjustment Services in New Jersey Schools since 1959.
- c. Mimeographed information to schools included: (1) Policy on neurologically impaired classes, (2) Policy on speech correction services, (3) Purposes of advance approval visitation for socially

and emotionally maladjusted programs, (4) Home instruction policy in sending-receiving districts, (5) School Social Work Services in New Jersey Schools, (6) Compendium of Minutes of Advisory Council for program for emotionally, socially maladjusted, (7) Policy on inoculations for retarded children, (8) Policy on athletic competition for educable retarded children, (9) Jointure Commission Law, (10) Philosophy of special education, (11) List of psychological examiners, (12) List of approved classes.

- d. Carried on communications involving approval for State aid and responding to requests for information concerning legal and practical operation of various types of programs.
- e. Responded to requests of local boards seeking information about qualifications of prospective personnel, i.e., child psychiatrists, school psychologists, special teachers, remedial instructors, speech correctionists, school social workers, teacher of the home-bound and special supervisory personnel.

Investigated and assisted in resolving a large number of appeals regarding educational programs for individual children. A number of these involved visitations to parents, boards of education, and school administrators. Many involved evaluations of psychological and medical diagnosis.

Administered and assisted in the implementing of Federally supported programs for handicapped children.

- a. Pupil accounting, ordering and distribution of materials for local programs, etc.
- b. Participation in the selection of scholarships in area of mentally retarded.
- c. Assisted in planning programs for fellowships for teachers of the deaf.

Cooperated with other agencies, institutions and groups concerned with programs for handicapped children, involving many conferences, referrals and cooperative efforts.

- a. Crippled Children's Bureau, Department of Health; Commission for the Blind, Institutions and Agencies; Division on Mental Retardation, Institutions and Agencies; Division of Chronic Illness Control, Department of Health; Division of Mental Health and Hospitals, Institutions and Agencies; Division of Correction and Parole, Institutions and Agencies; Division of Child Welfare, Institutions and Agencies; Division of Rehabilitation, Department of Labor; Community Guidance and Mental Health Centers; Institutions for Correction, Mental Retardation, Mental Illness, etc.
- b. New Jersey Welfare Council, New Jersey Mental Health Association,

New Jersey Association for Retarded Children, New Jersey Society for Crippled Children and Adults, United Cerebral Palsy; Council for Exceptional Children, New Jersey Conference on the Handicapped; New Jersey Clinical Association, New Jersey Neuro-Psychiatric Association, New Jersey Psychological Association, New Jersey Association of Social Workers; and the various school associations for school psychologists, school social workers, etc.

- c. Of special significance in cooperating with other State Departments:
1. participation with Dr. Culp of the Department of Health in planning programs for speech and hearing services (Dr. Jan-Tausch and Dr. Nelson);
 2. planning with Dr. Zindwer of the Department of Health concerning P.K.U. screening for retarded children (Dr. Boone and Dr. Nelson);
 3. participation in department of health program on needs of diabetic children (Dr. Boone);
 4. Dept. of Institutions and Agencies on schooling for children returning from correctional institutions (Dr. Rowen);
 5. planning with Division of Mental Health on education for seriously disturbed children in mental hospitals (Dr. Boone and Dr. Nelson);
 6. Dr. Jan-Tausch, in cooperation with Middlesex County Mental Health Clinic, is making a study of counselling of emotionally and socially maladjusted in Jamesburg;
 7. Dr. Seaton served on planning committee for New Jersey Welfare Ass'n. Annual Conference;
 8. The Advisory Council for the 1959 Beadleston Act consists of persons representative of interests in agencies and organizations. Four meetings were held.
 9. Dr. Boone and Dr. Nelson met with in planning sessions and addressed various chapters of the Council for Exceptional Children on several occasions;
 10. Dr. Nelson served on the Board of Directors of the N. J. Society for Crippled Children and Adults; the Consultation Service for Convulsive Disorders; and on the Advisory Council of the New Jersey Ass'n. for Retarded Children.
 11. Dr. Rowen served on Executive Committee and as consultant on school social work services of School Social Work Section, National Association Social Workers; Delegate to Delegate Assembly (Constitution Revision) National Association Social Workers; Representative School Social Work Section of National Association Social Workers Commission on Careers; Member publications committee National Association of Social Work; Chairman, Program for Summer Experience in Social Work ;
 12. Dr. Seaton is on Executive Committee of School Psychologists Association; member of Board of Examiners of New Jersey Psychological Association and member of Steering Committee, New Jersey Conference on Handicapped;
 13. Dr. Jan-Tausch is President of the New Jersey Reading Teachers Association.

The following publications have been contributed by members of the Office:

An article in the *N.J.E.A. Review*, "The Neurologically Impaired"—"Reading in the Secondary Schools of New Jersey"—Editor and Columnist, *The Reading Instructor Journal*.

An article in the *N.J.E.A. Review* on "County Emotional Health Teams"—U.S. Office of Education release to State Directors of Special Education "Programs for Emotionally and Socially Maladjusted Children"; Jersey City State College Report of Convocation "Keynote Address—Developments in Special Education."

An "Exchange"—"Adjustment (Team) Service Records."

Crime and Delinquency—"How a Community Meets the Problems of Juvenile Delinquency."

Growth of Special Education Services in New Jersey Public Schools

County Supervisors of Child Study (As of January 1, 1963)

<u>1953</u>	<u>1954</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>
1	2	4	6	8	8	10	13	14	14

Approved Classes for Trainable Retarded Children (from approved list, Office of Special Education Services)

<u>1953-54</u>	<u>1954</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1961-62</u>
5	5	27	96	122	138	155	164	185	203

Approved Classes for Educable Retarded Children (from approved list, Office of Special Education Services)

<u>1953</u>	<u>1954</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1961-62</u>
276	282	368	481	565	625	686	753	806	864

Approved Classes for Physically Handicapped Children (from approved list, Office of Special Education Services)

<u>1953</u>	<u>1954</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1961-62</u>
88	115	133	146	147	153	160	160	160	164

Local School Boards Employing School Psychologists (full or part time)

	<u>1953</u>	<u>1954</u>	<u>1957</u>		<u>1958 (Oct.)</u>	<u>1959</u>
Approx.	35	70	104	(full time only)	186	190 (est.)
					(full or part time)	

<u>1961</u>	<u>1962-63</u>
225	231 (No. of School Psychologists 277)

Speech Correction Teachers Employed by Public Schools (full or part time)

19 (U.S. Office of 1952-53	64 (Arnold 1954	103 1957	117 1958 (Oct.)	1959 125 (est.)
Education Statistics)		Survey)		

<u>1960-61</u>	<u>1962-63</u>
155	224

School Social Workers

<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
62	85	124

Remedial Instructors in Emotional Health Education Programs

<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>
85 (est.)	155	205

*Number of Local Boards of Education Employing Services of
Child Psychiatrists*

<u>1959-60</u>	<u>1961-62</u>	<u>1962-63</u>
16	25	39

*Children on Individual Instruction Program (*From Annual Financial Re-
port of State Department of Education)*

<u>*1954-55</u>	<u>*1955-56</u>	<u>*1957-58</u>	<u>1958-59</u>	<u>1959-60</u>	<u>1960-61</u>
1700	1902	2104	2500	2694	2982

*Children Enrolled in Special Classes—(Bureau of Research Reports)
(*Annual Financial Report)*

<u>1953-54*</u>	<u>1954-55*</u>	<u>1955-56</u>	<u>1956-57</u>	<u>1957-58</u>	<u>1958-59</u>	<u>1959-60</u>
7,099	7,972	8,334	9,527	10,607	11,793	12,647
	<u>1960-61</u>	<u>1961-62</u>				
	13,229	14,209				

*Teachers of Classes for Handicapped in Public Schools (Bureau of Research
Report)*

<u>1955 (Sept. 30)</u>	<u>1956 (Sept. 30)</u>	<u>1957 (Sept. 30)</u>	<u>1958 (Sept. 30)</u>
726	898	944	1101

<u>1959</u> (Sept. 30)	<u>1960</u> (Sept.30)	<u>1961</u> (Sept. 30)
1133	1168	1312

Approved Programs for Maladjusted Pupils

<u>1959-60</u>	<u>1960-61</u>	<u>1961-62</u>	<u>1962-63</u>
81	106	133	138

Statistics Not Available For:

- a. Number of local district administrators, supervisors and principals with full time responsibilities in Special Education Services.
- b. Number of teachers providing home instruction or supplemental instruction.

Office of Health, Safety and Physical Education

Physical Education (Including Athletics)

Physical education and athletics continued to develop and improve throughout the state. More schools were expanding both the indoor and outdoor facilities for physical education instruction and athletics.

1. *Working Relationships* were maintained with National, State, County and local groups and associations.
 - a. Facility planning for new schools and new construction for physical education and athletics continued with architects, administrators and teaching staffs. Approximately 30-35 conferences were held for this type of service.
 - b. Conferences with local school districts on program revision in health and physical education K thru 12th grade. Some of these were in planning sessions; others were in regular work groups. Meetings of this type involved from 5 to 25 people.
 - c. Attended and participated in conferences, workshops and clinics. These groups were generally, administrative or supervisory, although several were teacher groups. Problems relating to program improvement, teacher relationships, staffing, facilities, new trends in physical education and athletics were discussed.
 - d. Worked closely with N.J.H.P.E.R. in planning and participating in four district conferences in Physical Education, attended by approximately 1500 people.
 - e. Assisted in planning and participated in N.J.H.P.E.R. Annual Meeting and Conference as part of N.J.E.A. Convention.
 - f. Attended National Conferences of A.A.H.P.E.R., Society of State Directors and President's Council on Youth Fitness. The Society

of State Directors Workshop is a week in duration and mainly problems relative to State work are discussed. The National convention and physical fitness meetings were devoted to ways to organize and meet fitness needs. These meetings were 2 to 3 days in duration.

- g. Attended and spoke at meetings and dinners more often this year because of requests for information on physical fitness. Requests became so great that a speakers bureau was formulated; thereby people throughout state filled many requests the staff could not fill. Dinners, meetings and addresses given to groups on physical fitness, physical education, athletics, youth, health, etc., totaling about 30, with another 10 as speaker at testimonials.
- h. Participated in several Secondary School Approval Visitations.
- i. Visited schools upon request for program improvement or to review facilities both old and new. Such visitations totaled about 25.

2. *Studies, Surveys, Bulletins*

- a. Completed review of Elementary and Junior High School chapters of School Athletic Report for New Jersey. This review was done by about 10 elementary and 10 junior high schools. Work is continuing on Senior High School chapters and completion date has been set for January 1, 1964.
- b. Revised Concept on Physical Fitness for New Jersey Youth, to be disseminated to the schools when the new President's Council on Youth Fitness publication Curriculum Guidelines in Health, Physical Education, Safety and Recreation is published.
- c. Developed articles and material for N.J.H.P.E.R. publication "The Reporter" which has a circulation of 1200.
- d. Assisted in preliminary planning of unit on V.D. for teacher guidance in teaching.
- e. Worked with Office of Elementary Education on development of Elementary Physical Education Newsletter for use in Elementary Schools of New Jersey. This work entailed many meetings and hours of preparation by both offices and helping teachers. This should be ready for review by selected schools by September 1963.
- f. Completed survey of Status of Certain Outdoor Education Activities in New Jersey Schools. This survey points up what is being done in N.J. Schools in area of boating, fishing, hiking, hunting etc. Lack of personnel prevents tabulation of results at this time.

3. *Consultative Services*

- a. Continued consultative services to county and local groups for work-

- shops or institutes. These involved both general education areas as well as physical education, health and athletics.
- b. Close relationship maintained with New Jersey City Directors' Association for Health and Physical Education. Three big meetings were planned and conducted by this group; Atlantic City, Clifton, School for the Deaf.
 - c. Participated as consultant to New Jersey Association for Health, Physical Education and Recreation on Council and Executive Committees. Also as consultant to the Physical Fitness and Legislative Committees of this organization. Meetings of these groups were about 25 this year.
 - d. New Jersey Health, Physical Education Association District Meetings and Demonstrations. Attended five of these throughout state as a participant and speaker.
 - e. Participated as a panelist or speaker at many athletic clinics and coaches meetings throughout state.
 - f. Continued relationships as consultant to many committees in areas of health, physical education and athletics. Presently involved as member of 30 committees in these fields ranging from one meeting a year to as many as 20 meetings for a committee a year.
 - g. Attended all New Jersey State Interscholastic Athletic Association Executive Committee Meetings. Have been delegated Chairman of Basketball, Chairman Junior High School Athletics, Special Football Officials, Special Track, Insurance and Building committees. Act as New Jersey Representative on National Alliance Football Rules Committee.

4. *General*

- a. Office work has continued to increase because of requests from local school districts interested in physical fitness and improvement of health and physical education programs. Requests for materials, aids and assistance continue to increase each year. More time had to be devoted to routine office work because of involvement with other related offices, agencies and groups interested in children and youth.
- b. Participated as member of division staff in staff and department meetings, conferences and other assigned duties by Division Head, Deputy Commissioner and Commissioner of Education.

Health Services

1. Interdepartmental Committee Participation—Smoking and Lung Cancer Project.

2. Visitation to selected schools on Venereal Disease Instruction project.
3. Cooperative pilot project workshop for guidance counselors and nurses in Gloucester County.
4. Planning for Eye Symposium at Paterson State College.
5. Health Education Workshops and in-service education programs for teachers.
6. Assisted in preparation of bulletin for scheduling Health in secondary schools.
7. Publication of School Nurses Bulletin.
8. Development of Bibliography of Resource Materials in Health for elementary and secondary schools.
9. Cooperation with Department of Health personnel in planning programs on:
 - a. Venereal Disease Instruction
 - b. Hearing Conservation for School Nurses
 - c. Phenolketanuria project in special education classes
 - d. Governor's Conference on Nursing Services
10. Planning for Future Nurse's Club Workshop at Trenton State College.
11. Preparation and Publication of School Health Record—Revision.
12. Committee Meetings—Attendance and Participation:
 - a. New Jersey Tuberculosis and Health Association
 - b. New Jersey Cancer Society
 - c. New Jersey Conference for the Handicapped
 - d. New Jersey Advisory Council for Chronic Illness
 - e. New Jersey Department of Health Consultation Services
 - f. New Jersey Department of Health District Offices
 - g. New Jersey Association—Health and Physical Education
 - h. County Superintendent's Staff—Helping Teachers
 - i. New Jersey State Department of Education—Office of Teacher Certification
 - j. New Jersey State Nurses' Association
 - k. New Jersey State School Nurses' Association
 - l. New Jersey State School Nurse Supervisor's Association
 - m. New Jersey League for Nursing
 - n. New Jersey School Nurse County Organizations
13. Attended professional conferences:
 - a. A.S.C.D.—Atlantic City
 - b. American School Health—Miami, Florida
 - c. Child Study
 - d. Conference for College Health Educators—New York University

- e. American Cancer Society—New Jersey Chapter
- f. New Jersey Education Association

School Lunch

In accordance with Federal regulations, approximately 285 National School Lunch Program and Special Milk Program reviews were performed. During the course of the review, sanitary standards, good management procedures, good nutrition practices, and the educational aspects of the lunch programs were observed. Approximately 31,663,051 Type A lunches and 58,532,107 half pint containers of milk were served. School lunch and school milk contracts were verified for 892 lunch program schools and 903 special milk program schools for the 1962-63 school year.

A training and orientation session was held for new School Lunch managers and supervisors at the start of the school year. Ten monthly School Lunch Newsletters were prepared and distributed.

Reviews were conducted on a county-wide basis. On completion of reviews, a School Lunch Workshop was planned and conducted in cooperation with the county office. Eight of these workshops were held during 1962-63 with approximately 1,200 school lunch personnel in attendance.

Six one-week, 35-hour School Lunch Workshops were conducted in cooperation with Glassboro State College and Douglass College. These workshops were attended by approximately 150 school lunch personnel.

Supervisor spoke at State Nutrition Conference co-sponsored with State Department of Health and State Nutrition Council. Participated in session on training at American School Food Service Association National Convention for 1962.

Ten School Lunch and Nutrition Newsletters are prepared annually and mailed to 1,800 administrators, health and nursing staff, and school lunch personnel. *Sanitary Practices in School Lunchrooms of New Jersey* has been revised and will be reprinted.

A course in Quantity Cookery was developed and offered in Adult School at the West Deptford High School.

Two courses in Quantity Baking for school food service personnel were planned and offered at Bergen County Technical and Vocational High School and Middlesex County Technical and Vocational High School. Two hundred school lunch personnel enrolled for these courses.

In addition to the field consulting service given as part of the 285 regular reviews, additional consultant service was done with school administrators, school lunch supervisors, boards of education, architects, Building Services, and State Commodity Distribution agency. School lunch financing matters were handled in cooperation with the Business Division. Administra-

tive details were carried out in cooperation with the United States Department of Agriculture area office in New York City.

Office of Elementary Education

The Office of Elementary Education, acting as a cooperating unit of the Division of Curriculum and Instruction, worked toward its goals, with the individuals and the groups, and through the activities, listed below:

County and Local School Groups

With Helping Teachers

Conducted two orientation meetings with six beginning helping teachers assigned to the counties of Bergen, Burlington, Cape May, Passaic, Sussex, and Warren.

Recruited four new helping teachers.

Assisted 30 individual helping teachers through planning for inservice meetings with teachers and principals, planning ways to work with children, teachers and lay people, and through visits to schools.

Planned and held five meetings of total helping teacher group to promote in-service growth and to work on state-wide projects.

Assisted helping teacher project committees who are preparing materials for publication on:

Organization of the Elementary School

Uses of Television

Parent-Teacher Conferences (Revision of the bulletin)

Uses of Programed Materials

Elementary School Libraries

The Characteristics of a Good School (with Audio-Visual Office, shown through kodachrome slides)

Evaluation

Elementary Physical Education (with Office of Health, Safety, and Physical Education)

Mathematics in the Elementary School

Planned seven regional meetings of helping teachers and bookmen to see new materials. Examined materials and equipment exhibited during State and national conventions, and materials sent or brought to the Office.

WITH COUNTY STAFFS

Attended staff meetings in six counties to help with plans and to evaluate and study particular concerns.

Helped with 16 professional workshops at the request of the county staffs, including those for teachers, principals, superintendents and county federa-

tions of school boards. A total of 17 counties were assisted in this manner.

Worked with the county staffs in the annual, required approval of kindergartens.

WITH ELEMENTARY SUPERVISORS

Planned with a program committee of supervisors for an orientation meeting which included first year supervisors, including beginners and those new to their present positions. One hundred new supervisors attended this meeting. The consultants included 10 experienced supervisors. This was the first time special assistance was offered to first year supervisors.

Planned with the program committee of supervisors for fall and spring meetings, which were attended by approximately 125 supervisors and curriculum coordinators.

WITH LOCAL DISTRICTS

Served as consultants for 48 in-service programs with teachers and administrators.

Visited 42 schools on call to help with local problems and projects, including work in schools to improve the quality of physical education and related activities.

Consulted with 21 local curriculum committees.

Spoke at 28 meetings of lay groups including parent teacher associations and boards of education.

Acted as consultants for four schools involved in self evaluation.

Studied, on special assignment, problems of racial concentration in the cities of Orange, Englewood and New Brunswick.

WITH REGIONAL DISTRICTS

Acted as consultant on call to five regional districts working on problems of curriculum and articulation.

Served as consultant to 13 administrators in regional districts.

Education Workshop—Atlantic City

Planned and carried on a three-day workshop for 120 leaders from all parts of New Jersey; the theme, "Zest for Learning."

Approval Program for 359 Child Care Centers

Approved 18 new schools. Closed 10 schools operating far below standards. Made a total of 281 visits to child care centers:

217 visits for approval purpose

- 36 visits to aid new centers
- 28 visits to "problem" centers

Educational Program for Children of Migrant Workers

Set up procedures to operate three centers for children of migrant workers for the first time under the Department of Education.

Planned and conducted these summer programs for five weeks for 334 children, including children under five years of age, accommodated in day care centers.

Began work with county staffs to get children still in the State in September, 1962, into the public schools.

Instituted an adult education class for migrants.

Made all necessary arrangements for the 1963 summer program.

Work with State Colleges

Worked with State Colleges at Newark, Glassboro and Trenton and the Division of Higher Education to set up a plan for in-service courses for teachers in early childhood education.

Spoke or consulted on request at Jersey City, Trenton and Glassboro, including meeting undergraduate groups, seminars, extension courses, and cooperating teachers.

Special Projects

Child Care Meetings

Organized and conducted three area group meetings for the purpose of helping interpret standards for child care centers to people anticipating opening centers and those whose centers were ready for renewal visits for approval.

Douglass College Child Care Center

Assisted in planning a Nursery School Demonstration Center to be opened during the fall of 1963 on the Douglass College Campus.

Survey of 1962-63 Practices in New Jersey Elementary Schools K-8

Elementary principals of 1,738 schools responded in September to a questionnaire concerning particular practices in the classrooms of each school. Staff members supervised the careful verification of these responses, and tabulation tables and graphs of the findings were prepared from the information received through data processing procedures. A 17-member committee of central staff members and helping teachers studied and wrote

an interpretation of the findings, which were printed and distributed to administrators and others in June, 1963. County superintendents received summaries of each question, making it possible for each county to study local and county practices.

New Jersey Publication

Worked with helping teacher in Camden County in the preparation of a guide to teaching about New Jersey, to be published during the period of New Jersey's Tercentenary celebration.

Foreign Visitors

Staff members planned for 11 visitors from foreign countries to visit New Jersey schools during this year. Helping teachers in five counties served as hostesses and arranged visits to schools, colleges and community groups. We entertained eight foreign visitors, who participated in the Education Workshop at Atlantic City.

Professional Organizations and Official Groups

One or more staff members acted in these capacities:

Served on NJEA Professional Improvement Committee.

Served as Executive Committee member and Department Advisor to New Jersey Department of Elementary School Principals. Helped plan and conduct annual conference. Spoke at three county principal meetings.

Helped plan New Jersey Curriculum Work Conference and gave consultant service at the conference.

Acted as consultant at State ASCD Conference.

Served on New Jersey Tercentenary Commission.

Attended six-week summer math institute to study proposals for changes in program.

Helped with meeting of New Jersey Teachers of Mathematics.

Consulted through the year with the New Jersey Civil War Commission.

Helped with local, state, and national meetings of the Association for Childhood Education.

Served as Board Member of World Organization for Early Childhood Education of UNESCO; helped assemble materials for member countries.

Helped plan and carry on meetings of the New Jersey Nursery Association, served as public relations chairman, advisory editor; contributed to association bulletin.

Acted as advisor to the Educational Council for Cooperative Nursery Schools of New Jersey.

Answered requests from 12 states for help with nursery school development.

Contributed to National Newsletter, "The Parent Cooperative."

Helped prepare a bulletin on elementary school principles for the National Department of Elementary Kindergarten and Nursery School Teachers.

Served as member of interdepartmental committee on resource conservation.

Served on Department Committee on Teaching About Communism.

Outstanding among other activities is dealing with a vast number of requests for information and advice in the form of letters and telephone calls from professional people, parents and others.

Office of Child and Youth Study

1. Conducted:

- a. Twenty-three Child Study groups (224 participants in 11 counties).
- b. Parent groups in Closter, Colts Neck and Holmdel (15 meetings).
- c. Monthly meetings on human creativity.
- d. Monthly meetings on flexible grouping.

2. Assisted with:

- a. Elementary Education Workshop in Atlantic City (3 days).
- b. New Jersey Association for Supervision and Curriculum Development Conference in Atlantic City (3 days).

3. Cooperated with:

- a. Glassboro State College
 1. to arrange the Sixth Annual Conference on Human Development (3 planning sessions).
 2. meeting with several classes in human development.
- b. Paterson State College, meeting with two classes in human development.
- c. Newark State College, meeting with an elementary guidance class.
- d. Jersey City State College, in Convocation Day Program.

4. Consultant to:

- a. Four groups meeting to discuss problems in special education.
 1. Central Jersey Conference of Remedial Instructors.
 2. South Jersey Conference of Remedial Instructors.
 3. Principals and special education staff in Springfield.
 4. Burlington County team and the principal of Medford Lakes.
- b. Several school systems concerned with educational policy.
 1. Elementary school staff meetings at Tenafly, Ridgewood and Princeton.

2. Milnes School (Fair Lawn) project on first grade reading problems.
 3. Assistant to principal of Lyncrest School, Fair Lawn, investigating relationship of dropouts to kindergarten and first grade adjustment and reading readiness.
 4. Englewood project on a survey of reading readiness problems at Lincoln School.
- c. Other professional activities.
1. Flexible grouping programs in Middlesex Boro, Hanover Township, Clifton School #2, and in Warren Glen, Shimer and White Township Schools in Warren County.
 2. Primary teachers of Atlantic County.
 3. Warren County Teacher Institute.
5. *Participated in:*
- a. Several local teacher institutes in Hackensack, Tenafly, Emerson, Northern Valley Regional, Woodbridge, Eatontown, Long Branch, Jackson Township, Deal, Keansburg, and Parsippany-Troy Hills.
 - b. Executive meeting of New Jersey Association for Childhood Education.
 - c. Annual Tri-State Conference on Family Relationships in New York City.
 - d. Region I Conference of Association for Supervision and Curriculum Development.
 - e. New Jersey Curriculum Work Conference.
6. *Main program speaker:*
- a. Institute of Salem County Teachers.
 - b. Warren County Council of Parent-Teacher Associations.
 - c. Parent-Teacher Associations at West End School, Deal Elementary School, Keyport Elementary School, Gregory School in Long Branch, Switlik School in Jackson Township, Matawan Elementary School and Freehold Boro Elementary School.
 - d. State Association of Kindergarten Teachers.
 - e. Princeton Association for Childhood Education.
 - f. Raritan Valley Council for Social Planning.
7. *Professional advancement:*
- a. Marjorie Parlett received the Doctor of Education degree in June, 1962.
 - b. Marion Coulson is working on a proposal for her dissertation.
 - c. Rose Primack is exploring the possibility of studying the effect that involvement of teachers in a Child Study Program has on the creativity of children.

8. *Writing:*

- a. Julia Gordon wrote an article for the November, 1962 issue of *The National Elementary Principal*, "Values in the Classroom."
- b. Marjorie Parlett wrote an article for the May issue of the *New Jersey Education Association Review* for the section, The State Department Reports, "A Study of Anxiety at the Kindergarten Level."
- c. Marjorie Parlett also wrote an article entitled, "The Kindergarten in Today's World" to be published at a later date.

Office of School-Industry Cooperation

1. Liaison was maintained with school and industry personnel at both State and local levels by working closely with the New Jersey Education Committee for Civil Defense and Disaster Control, New Jersey Engineers' Committee for Student Guidance, New Jersey Science Teachers Association, Rocket Advisory Committee to the New Jersey Department of Labor & Industry, Committee for Improvement of Statistical Services, Princeton Area Science Education Committee, and the Trenton Area Science Education Committee.

2. Teaching Aids—Printed Materials—Visits

Chemistry and physics teachers previewed teaching aids for Solar Energy and Ferromagnetic Domains at four regional meetings in the State. These meetings were planned and conducted in close cooperation with the New Jersey Science Teachers Association and the New Jersey Bell Telephone Company.

Several meetings were held with biology teachers and representatives of the Pharmaceutical Manufacturers Association for the purpose of planning and procuring supplemental materials for teaching children the principles of antibiotics.

Two copies of the book *Telstar, Communication Break-Through by Satellite* were donated to each public and private school library and one copy to each public library in the State by the New Jersey Bell Telephone Company acting upon the request of the coordinator.

Fifteen hundred copies of the booklet, *New Jersey, Land of Amazing Industrial Opportunity*, were donated by the Public Service Electric and Gas Company of Newark for distribution to school and public libraries in the State.

One hundred copies of *Man's Creative Mind*, the Special Issue of *Think Magazine*, were obtained from IBM for use by the assistant commissioner in charge of the Division of Curriculum and Instruction.

Financial support for the New Jersey Doctoral and Research Program in the amount of \$1100 was obtained from three industrial firms in the State.

The scheduling of the traveling lecture-demonstration, *The Science of Semi-Conductors*, was coordinated for the 394 high schools in the State in cooperation with the New Jersey Bell Telephone Company.

Six visits to the Bell Telephone Laboratories at Murray Hill for students and one visit for school administrators were coordinated during the year at the request of the New Jersey Bell Telephone Company.

Three visits were arranged to large research laboratories in the State for the two State consultants in science and mathematics.

3. The Coordinator worked with panels, provided consulting services, made speeches and conducted planning sessions for the following groups:

The Faculty of the Rutgers College of Engineering,
Fairleigh-Dickinson University,
Council of Chemical Education,
Bell Telephone Laboratories at Holmdel,
Jr. Science Symposium co-sponsored by Fort Monmouth and Monmouth College,
New Jersey Bell Telephone Company,
New Jersey Science Teachers Association,
Sussex County Scientific Society,
Teaneck's Elementary Teachers Workshop,
National Science Teachers Association,
National Recreation Congress,
Scientific Manpower Commission.

Office of Audio-Visual Education

1. Organized and conducted an A-V Day, attended by more than 1,000 PTA members, as part of the Annual Convention of the New Jersey Congress of Parents and Teachers.
2. Assisted various divisions within the Department through providing audio-visual materials and equipment.
3. Worked with committee of helping teachers in taking 800 pictures of children and school activities showing good elementary teaching procedures and principles. Of these approximately 100 will be made into slides to illustrate a lecture script to be prepared by the committee.
4. Worked with several state colleges, especially those at Glassboro and Montclair, to further develop programs of local production and to encourage use of A-V materials by faculty members. An all-day clinic

was held on the topic of A-V education for the entire faculty of Glassboro State College.

5. Assisted a State committee in revising and sending out for printing the A-V Handbook.
6. Participated in 28 A-V institutes and workshops, including meetings of the Mercer County teachers and administrators, the Monmouth County teachers and administrators, the teachers of Bergenfield as a part of their Professional Improvement Day, the teachers of Madison Township Public Schools, the teachers and administrators of Englewood Cliffs Public Schools and the Warren County teachers and administrators.

DIVISION OF HIGHER EDUCATION

Graduate and Professional Education

1. *Advisory Council on Higher Education:* To develop more unity of purpose at the collegiate level within the State system of higher education, the Division participated in organizing the Advisory Council on Higher Education. The first task of the Advisory Council was to review and to recommend revisions in the Department's Administrative Bulletin No. 1, entitled *Standards for Appraising New Jersey Colleges, Junior Colleges, and Professional Schools of Collegiate Grade*. This administrative bulletin has been completely rewritten and submitted to the Commissioner of Education.
2. *General Education Study:* The Office staff carried out, in cooperation with the Office of Teacher Education and Certification, a special state-wide study of General Education. The study officially opened with the Leadership Conference on General Education in the Fall of 1962. Following the Leadership Conference came intensive faculty examination of the General Education programs in the State Colleges during the year. Faculty committees on General Education re-examined programs across the country and developed new approaches to General Education. In connection with the General Education study, a conference on the "Experimental College" in American higher education was attended at Goddard College, Plainfield, Vermont, February 6-9. Conferences on General Education were held with Mr. Rex Arragon of the Woodrow Wilson Associates at Princeton; Mr. Arthur Benson of the Educational Testing Service at Princeton; and with members of the Department of Education at Hunter College in New York City.
3. *Visits to Business and Industry:* The Office visited New Jersey's largest industrial enterprises, again in cooperation with the Office of Teacher Education and Certification, to open a dialogue between industry and the Division of Higher Education and to discuss the educational programs sponsored by these companies, to assess the high school students they

employ and the college graduates they recruit, and to find ways in which industry and collegiate institutions may more felicitously exchange resources. The industries visited included the following:

- a. New Jersey Bell Telephone Company—Newark
 - b. Radio Corporation of America—Camden
 - c. Ford Motor Company—Mahwah
 - d. Johnson & Johnson—New Brunswick
 - e. Westinghouse Electric Corporation—Newark
 - f. John A. Roebling's & Sons Division of CF&I
 - g. De Laval Turbine Company
 - h. Public Service Electric & Gas Company—Newark
 - i. Prudential Life Insurance Company—Newark
 - j. International Telephone & Telegraph Company—Newark
 - k. Humble Oil Company Division of Standard Oil Company of New Jersey
 - l. General Motors Corporation
4. *"The Needs of New Jersey in Higher Education, 1962-1970"*: The Office has been actively engaged in reporting the findings and recommendations of the State Board's study, *The Needs of New Jersey in Higher Education, 1962-1970*, to New Jersey's leaders. Formal presentations have been made before 42 Rotary Clubs; 15 chapters of the American Association of University Women; 13 branches of the League of Women Voters; 7 chapters of Zonta Clubs; 14 county and local PTA Associations; 2 Kiwanis Clubs; to 20 different educational organizations, and four chapters of the National Council of Jewish Women. New Jersey's needs in higher education have also been presented in three radio broadcasts and one television appearance on Channel 13's *Profile: New Jersey*. There were prepared and distributed 25,000 copies of two Divisional Newsletters, "Toward Higher Education," which delineated the current status of higher education in New Jersey, and a brochure entitled *Can We Go To College in New Jersey?* Also, presentation of the findings and recommendations of the Strayer Report was made before the Governor's \$750 Million Dollar Bond Issue Luncheon held at the Stacy Trent Hotel.
5. *Regional Conferences on Higher Education*. The Office planned and conducted two Regional Conferences on Higher Education held at the State Department of Education in Trenton with representatives from the Divisions of Higher Education of the State Departments of Education of Connecticut, New York, Pennsylvania, Maryland; administrative officers from the University of Massachusetts, University of Delaware, Long Island University, and the Council of State Governments. The Fall Conference focused on the recent Maryland study, *Public Higher Education in Maryland, 1961-1965*. The Spring conference focused on special

studies in higher education being conducted in the States of New York and Pennsylvania.

6. *Evaluations*: The staff participated in the Middle States Association of Colleges and Secondary Schools' evaluation of Caldwell College for Women on February 17-20 and the evaluation of the Graduate School program being conducted by New York University at the Bell Laboratories at Murray Hill.
7. *State Task Force*: The Office has cooperated with Dr. Frederick L. Hipp and Mr. Lewis Applegate of the New Jersey Education Association; President E. DeAlton Partridge of Montclair State College and Mr. Wallace Moreland of the Public Relations office at Rutgers, The State University in blueprinting action by a "State Task Force" to promote the Governor's proposed \$750 Million Dollar Bond Issue.

Two-Year Colleges and Terminal Education

8. *County College Legislation*: On May 14, 1962, Governor Richard J. Hughes signed the bill (A-17) authorizing the establishment of county colleges; providing for their operation and control by a board of trustees, and providing for the method of financing and raising the necessary funds. (Chapter 41, Laws of 1962)
On May 14, 1962, the bill (A-437) was also enacted authorizing the board of chosen freeholders of any county having a population in excess of 300,000 to make appropriations for junior colleges. (Chapter 42, Laws of 1962)
On December 3, 1962, Governor Hughes signed the bill (A-16) authorizing the State to grant financial assistance to counties making appropriations for junior colleges. (Chapter 172, Laws of 1962)
9. *Local County College Studies*: Gave counsel and assistance, through numerous meetings, to the county superintendents, boards of chosen freeholders, and study committees in the nine counties currently conducting studies of need for county colleges.
10. *Junior College Administrative Council*: Under the leadership of the Office of Two-Year Colleges and Terminal Education, the Council held several conferences on the improvement of two-year college education. The meetings of the executive officers were held on the different campuses and at the State Department of Education.
11. *Periodic College and University Field Visits*: The Office visited nine institutions prior to the expiration of their accreditation to determine compliance with existing State standards. In addition, consultation services were provided to colleges and universities desiring assistance with curriculum development and other activities.
12. *Revision of Collegiate Standards for Approval*: A final draft of the

suggested regulations governing State accreditation of collegiate institutions was prepared and presented to the State Board of Education for approval.

13. *Business and Career Schools*: The Office visited business and career schools and appraised their programs according to the standards of the State Board of Education. As a result of this activity, 14 private schools of business, one school of music, one school of art, and three newly organized correspondence school programs have been officially approved. In addition, six out-of-state correspondence schools have obtained permission to maintain field representatives in New Jersey for soliciting student enrollments.
14. *Veterans and War Orphans Training*: Under the provisions of Federal Public Laws 550 and 634, all institutions and agencies wishing to train veterans in the fields of law, management, real estate, insurance, nursing and other professional type objectives are required to have their training program and establishments approved by this Division. Visits, consultations and approvals in connection with the applications of established regulations were continuously undertaken and accomplished.
15. *Review of Credentials for Disabled Veterans Attempting to Secure Real Estate and Insurance Exemptions*: Under the provisions of New Jersey Revised Statutes 17:22-6; and 45:15-11 whereby disabled war veterans, after meeting specific course requirements, may be exempt from fees connected with insurance broker agents and real estate licenses, after successfully passing examinations conducted for each of these licensed forms, the staff reviewed and made recommendations regarding numerous sets of insurance credentials and of real estate credentials.
16. *Approval of College and University Catalogs Under Public Law 550*: The catalogs of 40 colleges and universities enrolling veterans were reviewed and recommended for approval in compliance with the requirements for veterans training under Public Law 550.
17. *Unique Educational Operations of Higher Education*: In response to requests from individuals and organizations, the Office provided counsel and recommendations with regard to State laws and State Board of Education regulations concerning such programs as hypnosis, metaphysics, medical and laboratory technology, nursing, business management, speed reading, industrial training and others.
18. *Citizens' Groups Interested in Two-Year Colleges*: Representatives from the Office held numerous meetings and conferences with citizen's groups throughout the State for the purpose of counseling on the needs for two-year colleges in the light of existing county college legislation.
19. *Middle States Association Evaluations*: Representatives from the Office acted as official State members of Middle States Association of Colleges

and Secondary Schools teams who evaluated five New Jersey higher education institutions.

20. *Atlantic City Pre-Survey Workshop*: Pursuant to a request from the Atlantic County Board of Chosen Freeholders, the Atlantic City Chamber of Commerce and the Advisory Council for the Proposed Community College for Southern New Jersey, the Office planned, organized, developed, and directed the program for a two-day conference on county colleges in Atlantic City.
21. *Professional Leadership Activities*: Representatives of the Office were active as panel participants at a number of annual professional association meetings. These included the American Association of School Administrators, the New Jersey Education Association, the National Home Study Council, The New Jersey Congress of Parents and Teachers, the New Jersey Freeholders Association, State Federation of District Boards of Education of New Jersey, and others.
22. *Director of Terminal and Career Schools*: The Office organized, edited, and published the first directory of art schools, Bible institutes, business schools, business machine schools, correspondence schools, hospital training programs, and music schools approved and authorized to operate in New Jersey. The Directory was distributed to (1) all high school principals and guidance counselors, (2) professional staff members of the Department, (3) interested citizens making inquiries, and (4) other selected institutions, agencies, and groups.

New Jersey State Scholarship Commission

23. During the past year the New Jersey State Scholarship Commission considered applications from over 14,000 students for the 3,236 new awards which were announced on April 18, 1963. This represented nearly a 20 per cent increase over the number of applications processed the previous year. The announcement was made one week earlier than in 1962. In September of 1963 nearly 11,000 students will be attending college with assistance from the State Scholarship Program.
24. Continuous attention was given to methods of processing applications for the awards. A major innovation was the development of an IBM 1401 Computer Program for the assessment of financial statements. The results of the electronic processing were faster, more efficient and more complete.
25. The methods of measuring financial need were refined. The development of improved application forms contributed to a more efficient and accurate handling of the information submitted. In addition to employment of new College Scholarship Service methods, the office developed practices appropriate for a program of this scope.

26. Research projects were started which are still under way. Statistical reports have also been prepared describing the students presently receiving benefits from the Scholarship Program.
27. During the year much was done to establish better understanding of the Scholarship Program. Meetings were held with county guidance associations and high school counselors. Bulletins of information were periodically sent to the schools. Numerous speaking engagements were filled by the staff at college nights and career programs in secondary schools. An information booth was established at the New Jersey Education Association Convention in Atlantic City.
28. Many conferences were attended during the year. Among these were the Annual Meetings of the College Entrance Examination Board, the College Scholarship Service, and the American Personnel and Guidance Association. In addition, regional conferences of financial aid officers were attended for the purpose of sharing and developing new methods in financial need analysis.
29. Accurate statistics on the number of high school graduates in the State of New Jersey and current college costs have been maintained.

Adult Education and Academic Credentials

30. A study is being conducted concerning the practices and procedures for the issuance of all the pre-professional certificates in the Bureau of Academic Credentials.
31. The director for the Bureau of Adult Education conducted three conferences with the directors of adult education on the following topics: (1) Practices and procedure in the administration of the local adult program, (2) Building an adequate education program in your community, (3) The role of adult education in the community college project.
32. The Bureau of Academic Credentials has administered the High School Equivalency tests to some 5,000 adults resulting in the issuance of approximately 2,500 High School Equivalency Certificates. Adding to this total the number of certificates issued in the pre-professional area brings the total to approximately 8,000 certificates issued.
33. A revision was made of the High School Equivalency brochure. These revised booklets will be distributed to all the approved schools in the State this fall.
34. The Bureau of Adult Education assisted in sponsoring the Citizenship conference at which time 75 aliens from various adult schools throughout the state assembled in Trenton for a two-day conference. During this conference they visited the legislature, had an audience with the Governor and participated in a banquet at the Stacy Trent Hotel. The director of the Bureau of Adult Education assisted in the planning for several

other conferences, including the Annual State Conference for the New Jersey Association for Adult Education, "The Conference of 100" held under the auspices of the Adult Education Association of the U.S.A., and the conference sponsored by the National Association of Public School Adult Educators.

As a member of the Governor's Committee for the Aging, the director of adult education participated in their activities, which included surveying the adult schools to determine the degree to which they are assisting in providing activities for the older citizen.

Considerable help was given to six districts in the State for the purpose of establishing adult education programs in their community.

Finance Planning

35. A continuing program of consultation was conducted with the business managers of the state colleges to help them assume the responsibilities that must be carried out in the role of administrative officers for finance, reporting to the president. This program has been carried on through individual conferences as well as meetings of the entire group.
36. Budgetary analyses of the six state colleges, Newark College of Engineering, Trenton Junior College and Rutgers, the State University were made for review of the Commissioner and the State Board of Education. These analyses were made in terms of the guidelines and criteria adopted by the State Board of Education for academic and non-academic staffing patterns in the publicly supported institutions of higher education. There is constant review to determine the reliability of the criteria applied in determining the budget requests for the several institutions.
37. The review of classroom and laboratory utilization has again been carried out in order to insure the adequate usage of facilities currently available and the relationship the use of these facilities bears to the total enrollment of the state colleges, as well as to reinforce the data presented in *The Needs of New Jersey in Higher Education, 1962-1970*, in support of additional facilities.
38. A review of the annual faculty load in the state colleges has been carried out in order to obtain a picture of the responsibilities assigned to faculty members. This covers classroom instruction, departmental responsibilities, supervision of student teaching and other assignments for which credit hour equivalencies are allowed against the full-time teaching load. These data have also been useful in determining the differences in instructional loads carried by faculty members in the several instructional departments.
39. Although the food service operations in the state colleges have been working smoothly, much time has been devoted to consultation with

representatives of the contracting company in order to insure a relatively trouble-free operation.

40. A continuing review of dormitory staffing patterns has been carried on in order to try to arrive at a suitable and equitable arrangement for these facilities. Much valuable information was gathered from the State of New York as well as private institutions throughout the country.
41. The office participated on teams visiting private colleges in the State for the purpose of reviewing the right of the institution to grant degrees under the rules and regulations of the State Board of Education.

Teacher Education and Certification

Program Revision and Improvement

42. *New and Revised Teacher Education Curriculums.* Sixty-seven revised teacher-education curriculums were submitted, studied and formally approved by the Commissioner, and seven new curriculums were authorized by the State Board of Education. Ten additional revised curriculums have been studied with a view to early recommendations for approval, and nine added authorizations have been proposed.
43. *Approval of Courses in the State Colleges.* Procedures were established by which an accurate record of each course offered by the state colleges can be maintained, and means were set up for the handling of requests for approval of new courses, for the filing of changes in course number and title, and for the periodic checking of college catalogs against the official approval file. Efforts are being made to eliminate duplication and avoid proliferation of course offerings.
44. *General Education Study.* Intensive faculty study of the general education portion of the curriculum has been carried on at all state colleges during the year, with guidance and supervision by staff members of the Department. Specific revisions of a "pilot project" nature will be undertaken at one institution, and plans are being readied for Department approval at each of the remaining five. Faculty committees on general education will continue to function throughout the coming year.
45. *Visits to Business and Industry.* In conjunction with the broad scope of the general education study, the director of college curriculums in teacher education visited with officers at 11 of the 12 companies which employ the largest number of New Jersey youth. Discussion covered the experience of these employers in assessing the strengths and weaknesses of high school and college youth whom they recruit, the general education programs sponsored by the companies themselves, and ways in which teacher education programs may benefit from the resources available in the several large businesses and industries of the State.

Companies visited were the following:

Prudential Life Insurance Company
General Motors Corporation
De Laval Turbine Incorporated
Public Service Electric and Gas (Newark)
New Jersey Bell Telephone Company
Colorado Fuel and Iron Corporation (Roebling Division)
Westinghouse Electric Corporation
Radio Corporation of America—Camden
Ford Motor Company (Mahwah)
International Telephone and Telegraph Company—Newark
Humble Oil Company, Division of Standard Oil Company of New Jersey

46. *Upgrading Qualifications of Evening Instructors.* Following an analysis of the qualifications of part-time faculty members who serve as visiting lecturers at the state colleges, it was discovered that in a number of instances the minimum qualifications of a master's degree had not been adhered to. A discussion of this problem by the director of field services with the state colleges evening directors has resulted in a substantial rise in the qualifications of faculty members so employed.
47. *Improvement of Evening Division Catalogues.* Evening division catalogues have usually been prepared on a semester basis. Some time ago the President's Council urged that evening division catalogues for the first and second semesters be pre-planned, permitting the issuance of one catalogue for both the first and second semester. During the coming year, progress toward this goal should be made by at least two colleges.
48. *Evening Division Registration Procedures.* Registration procedures have been a matter of discussion between the State director of field services for higher education and the evening directors during the past year. Progress has been made in terms of establishing reasonable registration dates, improvement of forms and the mechanics of registration and encouragement to have mail registration instituted as a convenience not only to students but to evening directors.
49. *Supervised Teaching Seminar.* The supervised teaching seminar, an eight-semester-hour course for teachers-in-service, has been instituted at five of the six state colleges. This has been a major achievement and has resulted in the improvement of the instruction on the part of those teachers-in-service seeking bachelors' degrees. The Seminar will be instituted as a part of approved certification programs for those already holding a bachelor's degree.
50. *Approved Programs for In-Service School Nurses.* Approved programs for school nurses-in-service seeking a bachelor's degree or certification

leading to the limited certificate have been approved at Fairleigh Dickinson University, Seton Hall University, Jersey City State College, and Trenton State College. The establishment of these programs will provide a planned program with adequate counseling and guidance on the part of the college sponsoring such a program. The certification process will be simplified for the nurse-in-service, as well as the college concerned.

51. *Extending the School Day at New Jersey State Colleges.* In essence the plan proposes to accept more full-time undergraduate students by scheduling classes later in the afternoon and during evening hours. In this way an additional number of students can be accommodated. The idea was accepted at Montclair State College, where 160 additional full-time students were admitted for the fall of 1963.

Leadership Activities

52. *Circular 351 Revision.* The Director of Teacher Education and Certification has served as a member of a national advisory committee engaged in revising United States Office of Education Circular #351, "Suggested Standards for State Approval of Teacher Education Programs." In this capacity, he has attended three-day committee meetings in Washington, D.C., and Louisville, Kentucky.
53. *Preparation of Elementary Teachers.* The director has served as a member of national advisory board for a study being conducted in cooperation with the American Association for the Advancement of Science for "The Science and Mathematics Preparation of Elementary School Teachers." In this connection he has attended several national meetings in Washington, D.C. and Salt Lake City, Utah.
54. *National Association for Field Services in Teacher Education.* The annual meeting of the association was held at Montclair State College on May 5, 6, and 7. The program at the conference is the result of a cooperative working relationship among the evening directors of the six State colleges and the State director of field services.
55. *National TEPS Activities.* The director has assisted with the program of the annual meeting of the National Commission on Teacher Education and Professional Standards held at Ohio State University.
56. *Northeastern States Directors of Teacher Education and Certification.* Several members of the Office have been active in the work of the Northeastern State Directors meetings held at Baltimore, Maryland and Augusta, Maine. This group has been working on the development of standards for the approval of teacher education programs for high school teachers.
57. *New Jersey TEPS Committee.* The director has served as a member of

the New Jersey TEPS Committee and has participated in its activities, conferences, and programs dealing with matters such as the improvement of student teaching and the raising of professional standards.

58. *Association for Student Teaching.* The director of college curriculums for teacher education has participated as a consultant and liaison representative to the New Jersey Association for Student Teaching. He made the principal address at their annual meeting and participated as a speaker at several college conferences.
59. *Visits to Deans of Evening Divisions of New Jersey Private Colleges.* Visits have been made by the director of field services for higher education to all private college evening directors with the exception of four colleges. The purpose was to establish a working relationship with directors, resulting in the establishment of a council of such directors. The purpose of the council is conceived as bringing about a mutually beneficial exchange of ideas, problems and experiences. It is also hoped that voluntary inter-institutional cooperation may result.

Teacher Certification

60. *Nineteenth Edition of Rules Concerning Teachers Certificates.* In preparation for the issuance of this new edition in 1962-63, a new format was devised and a number of changes were made in the rules. Several certificates were discontinued, and procedures were simplified.
61. *Issuance of Certificates.* The State Board of Examiners issued 25,000 certificates in the year 1962-63. This represents an increase of approximately 3,000 over the total number of certificates issued in the school year 1961-62.
62. *Approved Program Approach to Teacher Certification.* Procedures for issuance of certificates on the basis of college sponsorship of students completing approved programs of teacher education were extended to seven additional colleges during the year 1962-63. The colleges now using the approved program approach with fulltime undergraduates are the following:

- Bloomfield College
- Caldwell College
- College of St. Elizabeth
- Fairleigh Dickinson University
- Rider College
- St. Peter's College
- Seton Hall University
- Upsala College
- Westminster Choir College

Glassboro State College
Jersey City State College
Montclair State College
Newark State College
Paterson State College
Trenton State College

In all, 2,265 limited certificates and 113 statements of eligibility, about $\frac{1}{4}$ of the total number of limited certificates issued annually, were handled by the approved program procedure. A total of 2,378 students were thus able to receive their New Jersey teaching credentials with their diplomas at commencement.

63. *Committee for the Advancement of School Administration.* During the past year the New Jersey Superintendents Association has conducted studies designed to review the status and training of school administrators. A committee of the Board of Examiners has been appointed to study the implications of this study for the certification of school administrators.
64. *Appeal and Review.* The State Board of Examiners reviewed 11 cases and took special action on individual appeals. Five certificates were revoked. Issuance was denied in five cases. Five teachers appeared before the Board with requests for special review.

New Jersey School of Conservation

65. *Program for State College Students.* Between September and June 3,132 sophomore students from the state colleges were engaged in the one-week programs of outdoor and conservation education activities at the New Jersey State School of Conservation in Stokes State Forest. In addition to the resident staff consisting of the Director and three professors, a total of 264 different faculty members from the six state colleges participated in the instructional program. Twelve staff members from the Department of Conservation and Economic Development conducted field trips, demonstrations, and lectures for the college students.
66. *Public School Outdoor Education Program.* Twenty-two public schools in New Jersey sent elementary classes with their teachers for one-week outdoor education programs at the School of Conservation. This program involved 1,260 students and 78 of their teachers. As a result of this program over the years, 25 public school systems have established resident outdoor education programs as a regular part of the elementary school curriculum.
67. *Camp Wapalanne.* A summer camp was conducted for boys and girls 11-18 years of age. The programs included a leadership training group and a camping caravan group that toured New Jersey for four weeks.

68. *Courses for Teachers.* Four college courses were offered during the two-week post-session in August, taught by state college faculty members. In the June pre-session seven courses were offered. A total of 192 students and 14 faculty members were involved in these programs.
69. *Conferences and Workshops.* During the year 884 individuals participated in conferences and workshops. The groups included public school faculties, the Summit Nature Club, the Science Teachers Association, graduate and undergraduate classes, the N.J. Outdoor Education Association, and similar organizations.

Studies

70. *Study of Need for New Teacher Education Curriculums.* Studies of the projected supply and demand for teachers in particular fields and grades have been made by the Director of College Curriculums in Teacher Education. It is intended that these will help to determine the advisability of adding particular curriculums in the State College and that they will serve as background information for private colleges contemplating curriculum expansion. In 1962-63 studies of the following areas were completed:
- Art Education
 - Business Education
 - Elementary Education
 - Foreign Languages
 - Home Economics
 - Industrial Arts
 - Music
 - Physical Education (Women)
71. *Extending the Academic Year at New Jersey State Colleges.* This report, currently being prepared by the Director of Field Services in Higher Education, deals with the desirability and feasibility of altering the academic year at New Jersey state colleges from the present two-semester plan to a plan that makes maximum use of buildings, facilities, and faculty during the twelve-month year.
72. *Use of Public School and Other Facilities for Off-Campus Classes Sponsored by New Jersey State Colleges.* This study, by the director of field services in higher education, arose from a request from some county superintendents of schools, who felt that the use of public school buildings by state colleges was so extensive that costs for heat, light, and maintenance could no longer be absorbed by individual school districts. A proposal was made which is pending approval by the Commissioner. One aspect of the study indicated that off-campus centers in any one county were too numerous and posed administrative problems for the

college sponsoring courses. As a result, the courses have been centralized, and thereby the number of off-campus centers sponsored by each college reduced. This action should not only be of considerable convenience to the colleges but to the teachers-in-service who can obtain a greater variety of courses in fewer centers.

73. *Statistical Reports: Evening Divisions.* Considerable time has been devoted to the preparation of statistical reports dealing with the enrollment of teachers-in-service in evening division programs. These reports have served to give direction to programs at the state colleges and have made presidents and evening directors acutely aware of problems in need of resolution. A number of other studies related to enrollments and general problems of staffing have been made.
74. *Study of Course Numbering Systems at New Jersey State Colleges.* A study has been made concerning the course numbering systems at New Jersey state colleges and proposals have been made concerning a uniform system of numbering which would clearly identify the level of the course offered. The proposed numbering system met with the requirements of IBM. The report has not as yet been presented to the Presidents Council.
75. *Administration Policies: State Colleges.* At the beginning of the school year the policies governing the management of the state colleges were organized and summarized in an "Administrative Manual" for approval by the Commissioner of Education.

DIVISION OF VOCATIONAL EDUCATION

A separate Annual Report in considerable detail is prepared each year. This year's Annual Report will commemorate fifty years of Vocational-Technical Education in New Jersey and will be published on or before September 1, 1963.

Manpower Development and Training and Area Redevelopment Acts Programs

It was a major administrative accomplishment to organize and schedule staff members to cope with the rapid expansion which took place almost overnight in Manpower Development and Training and Area Redevelopment Acts Programs. In the short period of two and one half months, for example, over thirty proposals were made by the Division of Employment Security. These required:

1. Meetings at local level with advisory committees
2. Meetings at State level with Employment Security personnel
3. Course outlines to be developed
4. Budgets to be developed

- a. renting space
- b. hiring of contractors to develop space
5. Facility planning which often times required:
 - c. purchase of equipment and supplies
6. Preparing the essential federal forms
7. Processing the essential federal forms

To date, approximately one hundred proposals have either been developed or are in process.

Expansion of Local Programs

As a staff we are very proud of the fact that vocational-technical education has been expanded during this past year in the following counties: Cape May, Sussex, Union, Warren and Ocean.

Each of these counties has added new programs and, in the case of Warren County, the school moved into a building purchased from the New Jersey Bell Telephone Company. Plans are in process for acquiring additional ground and facilities. Sussex County has expanded so rapidly that a committee has been formed to recommend procedures for meeting the expansion. Land has been purchased and an evening school building may be built. Union County added the first New Jersey Center for training on electronic computers and purchased a site. Cape May added a beauty culture program and is preparing to set up the first fishing technology program in our State. All of these expansions are, however, limited because of funds.

Department of Vocational-Technical Education at Rutgers, The State University

A contractual arrangement between the State Board of Education and the State University was consummated this year. Dr. Carl Schaefer has been appointed as the new chairman of the department and the procedures for developing this into a Vocational-Technical Teacher Education department are under way.

Employment Problems of Women 40 Years and Older

In cooperation with the Division of Aging, the Division conducted a research project to determine the problems, if any, which women over 40 have in seeking employment.

Curriculum Laboratory

It is gratifying to see the increased interest in and use of our Curriculum Laboratory by the local vocational-technical schools. The increased physical facilities in our new quarters at the Graduate School of Education will enable

us to broaden our services and to provide more and better assistance in the improvement of vocational-technical teaching in both day and evening programs.

Essential Instructional Aids

Recognizing that many slow learners need home economics education, a representative committee of homemaking and general educators developed an outline which ultimately became a manual for assisting homemaking educators in the effective teaching of such youth.

A guide to help elementary teachers motivate their work through home-making education is also in preparation.

A guide for the broadening and improvement of Industrial Arts education in our State is also in process.

Business Education

For the first time business education, the largest vocational program in the State, has a supervisor. Plans are in process for surveying the entire field of business education to determine where we are locally and what we must do to meet the changing occupational needs of this important area of education.

Reorganization of Financial Reporting

A reorganization of the methods of gathering financial data and reporting it is under way.

Agriculture

The follow-up study of vocational-agricultural students in high schools and vocational-technical schools for the year 1962 indicates placement at 76 per cent. For the past five years placement in agricultural occupations has varied between 73 and 79 per cent.

Enrollment for the school year ending in June 1962 was as follows: 1157 in day school programs, 1465 adults and 125 out of school youth in part-time evening programs, and 25 under-employed persons in part-time farm mechanics courses under the A.R.A. program. The day school students reported a total labor income of \$440,779.00 from their after school hours work experience programs.

In 1950 New Jersey had approximately 25,000 farms. By 1960 the number had dwindled to 15,000. However, the remaining farms are now larger, more highly capitalized and producing more efficiently. More and more emphasis is on technical know-how and well-planned, efficient operations. Post-high-school specialized training is indicated for the near future.

The state staff continues to work with the instructors in the revision and improvement of the programs in vocational agriculture. Specialized offerings in ornamental horticulture is being expanded at Camden County and Bergen County Vocational and Technical High Schools. Modifications of the regular program are being tested at Newton and Hunterdon Central to investigate the value of student preparation for agriculturally related occupations. Two preliminary discussions must be held on a combination Agricultural-Distributive Education Training. Last year's A.R.A. class at Hammonton experienced difficulty in reading reference materials and equipment manuals; this year a crash program in reading and English was attempted in addition to the farm mechanics instruction. Teaching aids were prepared to assist with the work in farm mechanics as well as in English. Course descriptions for work on the 13th and 14th year level have been prepared for discussion purposes.

The proposed reestablishment of pre-service teacher training will assist in the improvement of instruction.

In-service teacher training was maintained and continued with three offerings during the year. During the summer of 1962 an 80-hour course in farm shop-oriented arc and acetylene welding was conducted by M. W. Oliver. Fourteen of our instructors qualified for certificates. Courses in "Organization and Management of the Farm Mechanics Shop" and "Supervised Farming Programs in Vocational Agriculture" were taught by Mr. Oliver and Mr. Evans respectively. They were well attended and assisted in up-grading our new teachers. An orientation workshop for all new teachers was held in August.

The New Jersey Association of Future Farmers continues as a strong organization and performs well in conducting a planned state program. Leadership training schools for chapter officers were held at three centers during the year.

The vocational agricultural staff cooperated with the State Department of Institutions and Agencies in planning facilities and a training program in ornamental horticulture at the proposed training center in Yardville. Cooperative action with the State Department of Labor's Employment Service resulted in agricultural A.R.A. programs at Hammonton and Bridgeton High Schools during the past winter. A proposal to train dairy farm workers for the five northwestern counties under M.T.D.A. is being developed with the staff of the Farm Placement Division.

Business Education

The business education supervisor has been visiting various school systems and attending local professional meetings of business education

teachers to become better acquainted with the problems in the business education field.

Two regional workshops and two field trips were conducted for Business Education teachers during this school year.

Additional Business Education Guides have been prepared by a committee of the New Jersey Business Association and have been distributed to business education personnel in the state.

Business Education in-service teacher training institutes have been conducted in West Deptford and Pennsauken High Schools.

Curriculum Laboratory

A major accomplishment was our move into our new quarters at The Graduate School of Education, Rutgers, becoming part of a new vocational-technical education department.

Before we indicate curriculum materials produced, we call to your attention the imminent publication of "The Worker in Modern Society" by Mary Bredemeier of Middlesex County Vocational and Technical High School, Woodbridge. Delmar Book Co. of Albany, New York will be the publishers. This is an excellent text, the only one we know of in its field on a high school level. Mrs. Bredemeier is to be congratulated. This, incidentally, is the seventh book originating in this laboratory to be honored by publication.

A central vocational-technical library is taking shape. Many books in many trade and technical areas are on the shelves, and more will be added as they are made available.

The Laboratory has been encouraging the use of carefully prepared visual aids, particularly animated overhead projectuals, to motivate learning. The School for the Deaf has been doing some particularly fine work in this area. Increased use of such materials is also being seen at Warren County Technical High School, Paterson Vocational and Technical High School and Salem County Technical High School.

Instructional manuals produced this year as of the date of this report are as follows:

Industrial Arts—Teacher Guides in

Basic Electronics

Photography

Welding Projects

Art Metal

Vocational Division

Child Labor and Child Labor Laws

Technical Education

Mechanics of Liquids—Parts I and II

Home Economics

FHA—A Resource Guide

Distributive Education

Coordinator's Manual

New Jersey School for the Deaf

Speech Manual for Teachers

Our Second Foods Book

Auto Body Repair—I

Bergen County Vocational and Technical High School

Technical English

The Framing Square

Thomas Edison Vocational and Technical High School—Elizabeth

Machine Shop Mathematics I

Middlesex County Vocational and Technical High Schools

D. C. Principles and Projects

The Worker in Modern Society

Paterson Vocational and Technical High School

Industrial Trigonometry

Tentatively the 1963 Curriculum Workshop will have 26 participants. Several more may be added soon.

Distributive Education

A number of inquiries have been received from school districts regarding the distributive education program.

This year saw the establishment of four new high school distributive education programs, at Clifton, Sayreville, Ridgewood and Westwood. As of this date three new programs are being planned for opening in September 1963.

The Annual Graduate Follow-Up (School Year 1961-62) on graduates was conducted and the data published in a State report edited by the state supervisor of occupational information and guidance. Two-hundred sixty-two out of 370 graduates of distributive education programs were available for employment and were placed. They earned \$740,088.00 during 1961-62.

The Commissioner of Education and the Assistant Commissioner for Vocational Education were featured speakers at the Silver Anniversary of Distributive Education.

Finance and Statistics

Supervised the expenditure and/or distribution of State and Federal

funds in the following allocated amounts for fiscal year 1963 (as of May 10, 1963) :

<i>Program</i>	<i>State Matching</i>	<i>Federal</i>	<i>Total</i>
Smith-Hughes	\$135,447	\$201,903	\$ 337,350
George-Barden, Titles I, II & III ..	338,041*	920,346**	1,258,387
Manpower (MDT) (1) Supervision ..	—	31,500	31,500
(2) Projects	—	615,600	615,600
Area Redevelopment (1) Supervision	—	10,500	10,500
(2) Projects ..	—	100,618	100,618
Totals	\$473,488	\$1,880,467	\$2,353,955

*Includes \$100,000 of state-aid to local districts for technical education.

**Includes \$94,634 for practical nursing (Title II) and \$312,901 for technical education (Title III).

Participated in the revision of annual financial report forms for practical nursing and technical education and in the development of a new summary sheet for use by local districts in reporting their expenditures for all reimbursable programs of vocational and technical education.

Participated in the designing of forms and the selection of equipment for a new and improved system of financial record keeping.

Prepared financial resource materials for use by the Sussex County Board for Vocational Education.

Met with local directors of vocational-technical education to review procedures for collecting essential financial and statistical data which should make such reporting more efficient.

Participated in the evaluation of the high schools of the Virgin Islands, for the purpose of accreditation. The evaluation was under the sponsorship of the Commission on Secondary Schools of the Middle States Association of Colleges and Secondary Schools.

Guidance

Conducted two 15-session classes, one for administrators and counselors in general high schools and the second for new teachers in vocational education programs. Both courses are offered by the Vocational Division in cooperation with Rutgers, The State University.

Conducted and published, in cooperation with supervisors of distributive education and vocational agriculture, a report of Placement of Graduates of Vocational and Technical, Distributive Education and Vocational Agriculture Programs, Class of 1962. The percentage of graduates placed in a job for which trained, amounted to 85 per cent for vocational-technical graduates,

76 per cent for vocational agricultural graduates and 71 per cent for distributive education graduates.

Served as chairman for the North Atlantic Regional Study of Graduates of Vocational and Technical Programs. At the present time reports have been received from all 13 states but the preparation of the Regional Report will not be completed until fall.

Participated in a Study of Unemployed Women 40-50 Years of Age which was conducted by the Vocational Division in cooperation with the Division on Aging.

Participated in several career day programs in general high schools.

Participated in workshops in conferences sponsored by State and county guidance associations.

Visited several of the directors of county vocational and technical schools to discuss the establishment of guidance and placement units.

General Home Economics

Several student delegates attended the FHA National Meeting in Salt Lake City, Utah, along with one teacher and the state advisor. There are now 45 chapters with 1534 members in the New Jersey FHA.

There was greater participation in the Scholarship Project, and the organization has been developed so that more of the chapter advisors assumed responsibilities. The amount of the scholarship money provided by Suburban Propane Gas Corporation has been increased to \$500.00.

Three-hundred fifty members attended the Annual State Meeting in Ocean City.

A new type of in-service program was used this year to keep Saturdays free for teachers and provide participation in smaller groups. In place of a State-wide Teachers Institute on a Saturday, after-school meetings were held in three areas of the State. All teachers received notice of the date and place of each meeting so that each could choose the most convenient time and place. The same program was presented at each meeting by different people.

The newly revised child development booklet was distributed. Teachers described existing programs at different grade levels. Other materials that were made available at these meetings were:

“Concerns of Youth”

“Special Problems of Slow Learners”

“Strontium 90 in Milk”

“Annotated Bibliography of Nutrition Books”.

The state supervisor served as chairman of the exhibit committee at the NJVAE meeting. This exhibit interprets the home economics program and gives the children a feeling of accomplishment and pride in their school.

Many of these exhibits were also displayed in their home towns.

The state supervisor was a member of the program planning committee for a Public Health Association meeting.

The state supervisor led curriculum workshops and conferred with teachers, guidance counselors and administrators.

Plans were drawn to illustrate application of basic principles of efficiency and safety to many types of classrooms.

A review of family life courses in schools of the State was made to determine subject matter areas covered and the department teaching the course.

Vocational Home Economics

The Date Handbook for F.H.A. Chapters is ready for distribution.

Working copies of The Guide for Home Economics Education, Grades Kindergarten—6 have been given out for trial use. The final edition is scheduled for distribution in September 1964.

A Guide for Family Life Education will be written this summer by Miss Stella Rudes, home economics teacher at East Orange High School, Douglass College and Montclair State College. Home economics staff members are serving as consultants. An advisory committee of four home economics teachers participated in the planning and will be available to Miss Rudes during the preparation of the manuscript.

The program for the 1962 Conference for Vocational Homemaking Teachers included the following topics: New Legislations with Implications for Vocational Home Economics, Pre-employment Education in Secondary Home Economics Programs, Consumer Education for Family Living and New Emphases in Consumer Economics. The theme for the 1963 conference is "The Concept Approach in the Economics Curriculum Development and Instruction."

Industrial Arts

Two industrial arts supervisors' meetings were held during the past year, one at Oak Hills Manor, Metuchen, and the other during the New Jersey Vocational Arts Education Association Convention in Asbury Park. Ninety-six supervisors of industrial arts attended the meeting in Metuchen and received pertinent information concerning industrial arts education throughout the State.

The following professional in-service courses were conducted during the year to enrich the skilled background of industrial arts teachers:

<i>Area Served</i>	<i>Course</i>	<i>Instructor</i>	<i>Place Held</i>
Bergen County Industrial Arts Association	Electronics	Lester Hollinger	Glen Rock H.S. Glen Rock, N. J.

Hudson County Industrial Arts Association	Jewelry and Silversmithing	Charles Cole	134 Woodbridge Pl. Leonia, N. J.
Morris County Industrial Arts Association	Basic Electricity and Electronics	Frank Niemann	Chatham H.S. Chatham, N. J.
Shore Shop Teachers Association of Monmouth & Ocean Counties—Group I	Basic Electricity	Arthur Bentz	Freehold Reg. H.S. Freehold, N. J.
Shore Shop Teachers Association of Monmouth & Ocean Counties—Group II	Basic Electronics	Arthur Bentz	Freehold Reg. H.S. Freehold, N. J.

In order to provide the latest information for power mechanics and automotive instruction, the Vocational Division of the State Department of Education arranged for two-day work clinics. The General Motors Training Center at Union cooperated with the project by providing two programs, each limited to 12 men. The programs dealt with tune-up and new products related to the internal combustion engine.

During the year this office has been called upon to review and make recommendations for approval of approximately 50 new emergency certificates and for the renewal of 125 emergency certificates.

The Vocational Division has rendered service to boards of education, architects, and superintendents of schools in reviewing plans for 87 new shops and 24 new mechanical drawing rooms.

At the annual state convention of the New Jersey Vocational and Arts Education Association held in Asbury Park, approximately 200 schools exhibited 1,260 student projects.

The sixth New Jersey Student Craftsman's Fair was held at the Public Service Auditorium, 70 Park Place, Newark on May 28th to 31st.

Private Trade Schools

Three new schools have been approved:

School

Manhattan School of Printing of Newark, Inc.
Newark, New Jersey

Ruth Merrifield Modeling School
Linwood, New Jersey

Toms River Welding School
South Toms River, New Jersey

Courses

Hand Composition, Imposition Presswork
Multilith Operator
Presensitized Platemaking

Charm and Self-Improvement Modeling

Electric-Arc Welding
Acetylene Welding
Heli-Arc Welding

Four schools have been approved under Chapter 33, Title 38, U.S. Code (Public Laws 550 and 634) :

Radio Electronic Television School
Electronics Institute of Eatontown
Institute of Practical Drafting
American School of Cosmetology

The following new courses have been approved for the established schools: electronic communications, electronic technician, laboratory oscilloscope, electric wiring, automotive engine tune-up, advanced automotive transmissions, heavy oil burner servicing, technical writing and medical office assistant.

The following courses were revised and approved: mechanical drafting, electronic specialist, medical secretary and practical electronics-radio-television.

The following additional courses have been approved for purposes of P.L. 550 and 634: electronic specialist and electronic technician.

The State Supervisor assisted two schools in moving to new and better facilities, two schools in changing ownership and several schools in revising their printed forms and publications. Two schools were reapproved and permitted to resume operation following a temporary interruption necessitated by reorganization.

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 46 people regarding approval of new schools and changes in the established schools.

Apprentice Training in New Jersey

The 1963 edition of the Annual Coverage Study on Apprenticeship Training in New Jersey was recently released. The primary purpose of the study was to determine the extent to which apprentices employed in approved apprentice training programs in New Jersey are participating in the related instruction phase of the approved program. Copies of the report are available from the Vocational Division, State Department of Education. A summary of some of the highlights of the report follows:

Approximately 3826 apprentices are currently employed in approved establishments. There are 76 different trades represented. The number of employed apprentices has shown an increase during the past year.

Related instruction was received by 3727 apprentices. Percentage-wise, this is equal to more than 96 per cent of those employed.

Nearly 20 per cent of the apprentices employed are in the machine

shop trades, and more than 97 per cent of these apprentices are in related instruction classes.

More than 57 per cent of the employed apprentices are in the building trades, and 96 per cent of these apprentices are receiving related instruction.

Public schools provide more than 82 per cent of the related instruction for all the apprentices employed.

Counties having public vocational schools or programs of vocational education account for all but 305 of the apprentices employed in New Jersey.

Industry continues to furnish related instruction for some programs in the State. More than 82 per cent of all apprentices in related instruction are accommodated in this manner, the actual number being 314. The use of approved home study courses and a bibliography method of study continues in various areas of the State, although it is recognized that these methods of related instruction are used when no other method is feasible.

The Joint Approval Plan as implemented during 1959 continues to function. The use of the joint approval procedure has resulted in the joint registration of 1013 apprentices, and the joint approval of 306 establishments for apprentice training.

The Apprentice Coordinator's Handbook has been revised by the cooperative efforts of all of the apprentice coordinators. It will go to press in the near future.

A booklet is being developed as a means of distributing apprenticeship information to prospective employers and to guidance personnel.

Part-Time Cooperative Programs

The 1962-63 School Year marked the beginning of program expansion in Part-Time Cooperative Trade and Industrial Education. Programs of this type provide opportunities for high school boys and girls to gain preparatory training through alternate periods of time devoted to in-school instruction and on-the-job instruction. An average of 15 hours per week must be spent in school by the student-learner and a similar average amount of time must be devoted to work in an approved place of employment under the close supervision and instruction of qualified plant personnel.

County-Wide Programs

The number of County Boards for Vocational-Technical Education in New Jersey increased by one during this past year. With the addition of Passaic County, New Jersey now has 15 of the 21 counties organized to administer county-wide programs of vocational-technical education.

Lack of an adequate number of shops, laboratories and classrooms continues to hold back the expansion of vocational-technical education. Bergen, Camden and Essex Counties, however, are involved in large construction projects. Middlesex County is seeking land on which to construct its fourth vocational-technical high school. Ocean County has recently rented a building and has started an expanded program. Another county to rent additional facilities is Sussex. Much has been accomplished in getting programs started. It must be recognized, however, that future accomplishments will be greatly affected by the investment made in capital construction.

Teacher Training

A 15-hour Orientation Program was offered in the Middlesex County Vocational and Technical High School in Woodbridge for new vocational-technical teachers prior to the opening of school in 1962.

To satisfy certification requirements the following in-service teacher training courses were offered to vocational-technical high school teachers during the school year 1962-63:

<i>Course</i>	<i>Center</i>	<i>Enrollment</i>
Methods of Teaching Shop and Related Subjects (Two Sections)	Merchantville	35
Industrial History	Merchantville	25
New Jersey History (Two Sections)	Union	59
Techniques in Report Writing (Two Sections)	Union	54
Organizing a Program of Farm Mechanics	New Brunswick	8
Supervised Teaching	Vocational and Technical H. S.	23
Vocational Guidance	Merchantville	41
Problems of Secondary Education	Merchantville	33
Shop Organization and Management (Four Sections)	Union	79
Educational Psychology (Three Sections)	Union	74
Problems in Organizing and Teaching Part-Time Coop. Programs	New Brunswick	25
Industrial and Labor Relations	New Brunswick	23
Supervised Farming Programs in Vocational Agriculture	New Brunswick	10
Total		489

The following pre-service teacher training courses were offered during the school year 1962-63:

<i>Course</i>	<i>Center</i>	<i>Enrollment</i>
Shop Organization and Management	New Brunswick	21
Shop Organization and Management (Two Sections)..	Paterson	32

Fundamentals of Job Analysis	New Brunswick	20
Fundamentals of Job Analysis (Two Sections)	Paterson	26
Total		99

In order to familiarize administrators and supervisors in the field of general education with vocational-technical education and occupational guidance the following courses were conducted during the school year 1962-63:

<i>Course</i>	<i>Center</i>	<i>Enrollment</i>
Principles and Practices of Vocational Education	Somerville	24
Vocational Guidance	Burlington	30
Total		54

In order that the teaching personnel in the vocational and technical high schools may have an opportunity to participate in visiting selected industries to keep abreast of technological and industrial developments, two visits were made during the year. During the Christmas recess 70 teachers and supervisors visited the Westinghouse Manufacturing Corporation in Bloomfield. During the Easter recess 75 teachers and supervisors visited the I.T.T. Federal Laboratories in Nutley.

Twenty-five senior auto mechanics students from the various vocational and technical high schools completed a six-week training program sponsored by the Buick, Oldsmobile, and Pontiac Divisions of the General Motors Corporation.

The following workshops were offered during the school year 1962-63:

A five-day automotive workshop was offered by the General Motors Corporation to the auto mechanics teachers.

A five-day ferrous metals workshop was offered by the Vocational Division to vocational-technical teachers.

A one-day workshop was offered by the Glemby Corporation, Beauty Salon Division, for beauty culture teachers.

A one-day workshop was offered by the American Iron and Steel Corporation for machine and drafting teachers.

A one-day workshop was offered by the Weyerhaeuser Lumber Company for carpentry and cabinet making teachers.

A three-day workshop was offered by the Chrysler Corporation to auto mechanics teachers.

A one-day workshop was offered by the coordinator of audio-visual aids education to vocational-technical high school personnel responsible for audio-visual equipment.

Technical Education

The following specific activities were undertaken in support of the major aims and objectives of the expanding field of technical education:

1. In compliance with the request of the New Jersey State Highway Department for educational assistance in establishing a training program which would serve to increase the technical competencies and as a means of upgrading in-service employees, a series of preliminary discussions were initiated.

A detailed outline was developed for the part-time, post-high school highway technology program which would require eight semesters of a balanced curriculum for completion.

The first semester of the pilot program, which was conducted at the Union County Technical Institute, has just ended, and as a result a long-range potential may necessitate the establishment of three additional centers in the near future.

2. Some of our technical programs, now in force at most of our technical institutes, are eligible for review and accreditation by the E.C.P.D. or A.S.E.E. In view of this, arrangements were made for Dr. Ralph A. Morgen, President of the E.C.P.D. to meet with Salem County Technical Institute officials and members of the Salem General Advisory Committee for the express purpose of discussing, at length, the mechanics of accreditation of "technical institute type curricula". Pertinent data has been acquired and will be made available to all local directors involved.
3. There was active participation at the three-day North Atlantic Regional Conference held in New York this April.
4. Having recorded for the County College Committee the need for the clarification of direction and status of programs which might be offered in our county colleges, this office developed a simple chart entitled "*Graphic Orientation of County College Education in New Jersey*". It was introduced and disseminated at the County College Forum, held at Rutgers, early this year and at other educational meetings which followed.
5. The growth and expansion of our technical programs may best be reflected by positive activity at the following vocational-technical educational centers:
 - a. *Warren County Vocational-Technical Institute*

The better and larger facilities at the new location in Washington, New Jersey made possible the acquisition of personnel and the balance of equipment needed to prepare and/or upgrade youths and adults in the drafting and design and electronic technology fields.

The present full-time day and evening enrollments have increased about 100 per cent. Assistance was rendered in planning the related science laboratory.

Preparations are underway to introduce in September a metallurgical technology program with emphasis on tool and die making and welding.

Plans are being formulated for the purchase of a relatively large parcel of land on which to build a permanent institution for the promotion of all technical programs.

b. *Union County Technical Institute*

A full-time, two-year, post-high school data processing technology program was established at the Scotch Plains location. Both the business and scientific phases of data-processing are included in the curriculum. A most unique facet was the evening, specialized data-processing program adapted to the field of banking.

The newer and larger quarters located at 1160 Globe Avenue, Mountainside, New Jersey, permitted the expansion of the drafting and design and electronic technologies so that a greater number of day and evening enrollments could be derived.

The first semester of the part-time evening highway technology program, mentioned above, was successfully conducted in the areas of mathematics, science and drafting techniques. Continuance of the program has been assured.

c. *Somerset County Vocational-Technical Institute*

This year, the day and evening programs were expanded to the extent that more than a 100 percent increase in total enrollment was achieved over that of last year.

Further, the following new full-time day programs will be introduced this September: building construction technology and air conditioning and refrigeration technology.

d. *Sussex County Vocational-Technical Institute*

It was only on October 3, 1963, that training began at this center. Two part-time evening programs were offered; namely, electronics and drafting and design technologies.

Since then plans have been finalized to add two new programs beginning in September, automotive technology and metallurgical technology will be initiated. It has been indicated that both day and evening programs, conducted at the post-high school level of training, will be in operation as of this coming September.

Building plans are now being prepared for the construction of an evening school training center, and it is anticipated that occupancy will be effective November 1, 1963.

e. *Cape May County Vocational-Technical Institute*

An increased interest in vocational-technical education is rapidly developing, with both the drafting and design and electronic technologies being over-subscribed for both the day and evening programs.

A unique but comprehensive two-year, post-high school fishery technology program will be initiated this fall. The need for such training was firmly established by experienced spokesmen involved with the fishing industries.

f. *Ocean County Vocational-Technical School*

The recently converted, rented training center opened this spring. A practical nursing program and an A.R.A. boat building course are presently in operation.

Plans for two technical education programs are being finalized so that in September the day and evening classes in drafting and design and electronic technologies will be in full swing.

g. *Salem County Vocational-Technical Institute*

The institute will add to its preparatory and extension technical programs its first summer school session, which will last six weeks and will offer unit courses in technical and related technical subjects.

Discussions are underway for the development of agricultural technology and chemical technology, which are deemed most needed for this area.

h. *Camden County Vocational-Technical High School*

This institution has expanded its post-high school chemical technology program so as to include instruction in nuclear principles and measurements. The title of the course was, with approval, changed to chemical and nuclear technology.

i. *Bergen County Vocational-Technical High School*

At the secondary level, Bergen Tech is expanding its technical courses by initiating technical training in machine technology and in graphic arts technology areas.

j. A two-day industrial workshop in metals technology has been arranged for the last week in June. Some 24 teachers of related science and technical subjects will be given an opportunity to participate in actual commercial heat treating projects involving both ferrous and non-ferrous alloys. The Alfred Heller Heat Treating Company of Clifton, New Jersey and the L.R. Metal Treating Corp. of Newark, New Jersey are working in close cooperation with our Division.

- k. The number of active technical categories in our State will have increased from eight in 1962 to fifteen as of September 1963.

The increase in total enrollment in technical education is indicative of a greater need for and a developing interest in vocational-technical education.

Manpower Training

Vocational-technical schools from every area of the State have been engaged in the training and retraining of unemployed persons under the provisions of the Manpower Development and Training Act. Between October 1962 and June 1963 there have been 35 individual training projects approved. Those projects, which were developed to train over 1700 unemployed New Jersey residents, will cost approximately \$700,000.00. Thus, for an average per trainee investment of \$400.00, unemployed persons are developing new skills for employment in today's labor market.

Training projects approved under the Manpower Development and Training Act provide for preparing unemployed persons to become employed in the following occupations: welder, combination; machine operator, general; tracer, entry; automobile mechanic, entry; engine lathe operator; sheet metal worker; automobile body repairman; machinist, entry; milling machine operator; assembler and solderer; tool grinder; screw machine operator; automobile body repairman, helper; automobile; painter, helper; transit man; nuclear pipe fitter, entry; electronics technician, entry; sewing machine operator; waiter-waitress; machine shop, general; welding oxyacetylene; shop practice; automotive specialist; power sewing; tractor operator; and automobile mechanic helper.

Placement of trainees from New Jersey's vocational-technical schools has been outstanding. It was reported by a representative of the U.S. Department of Labor that New Jersey's placement record was leading the nation.

Area Redevelopment Training

In addition to the accomplishments made under the Manpower Development and Training Act the Vocational Division has been working with local school districts in establishing retraining programs under the Area Redevelopment Act. Programs operating under P.L. 87-27 are restricted to designated redevelopment areas and are scheduled to run 16 weeks or less.

Most of these classes are operating in the late afternoon, evening and on Saturday in facilities already committed to full-time day and evening schedules. Some school directors have been obliged to rent additional facilities to accommodate the extra classes. Teachers and administrators have had to increase their already heavy schedules.

The ARA training program in New Jersey includes projects in Atlantic, Cape May, Cumberland, Ocean and Passaic Counties. The projects approved

thus far have been designed for training or retraining approximately 600 unemployed workers at a cost of approximately \$200,000.00.

DIVISION OF THE STATE MUSEUM

1. Building Program—Status of Museum

The greatest advancement in the development and expansion of the State Museum, as part of the STATE BUILDING PROGRAM, was made this year as is evidenced in the following sequences of progress:

- ... Detailed requirements were prepared and submitted to the architects for the new Museum building plans, which were finalized in the early fall;
- ... Contracts were awarded January 14, 1963, for the construction of the Education-Culture Center, which provides for the Main Museum Building, Planetarium, Youth Museum, and Auditorium, in addition to the State Library Building;
- ... Ground was broken on January 22; by the end of June, considerable progress was made in the construction of the buildings. The detailed plans and mock-ups of exhibits for two large halls in the Main Building on the Natural History of New Jersey and the Cultural History of New Jersey and the preparation of descriptive data were gotten under way with the assistance of the Division of Curriculum and Instruction, the State Library, the exhibits consultant, and other specialists. These projects are being developed to conform with the new concept and theme of the exhibits, with emphasis on flexibility and interpretation;
- ... The normal activities and services of the Museum were continued on a modified basis due to limitation of time and staff. However, public interest in the Museum facilities and use of its services have had a steady increase.

2. Research and Collections

Archeology

PREHISTORIC—Funds provided by the National Park Service, the New Jersey Archeological Society, and the State made it possible to expand the archeological salvage project in the Tocks Island Reservoir area in Warren and Sussex counties. A total of 350 five-foot squares of earth was excavated and recorded. In one area, large trenches were dug with bulldozers to determine amount of river-deposited overburden.

Among the most significant archeological finds during the summer field work of 1962 were: 85 refuse and fire pits, 60 postmolds some indicating house outlines, and over 15,000 stone, clay, and pottery artifacts; most of the items are datable to the Late Woodland Period—A.D. 500 to 1625.

At the archeological laboratory these excavated materials were prepared for study, and a detailed report of findings was compiled. Bulldozing for new homes in the famous Abbott Farm Site area in South Trenton brought to light two important caches of Indian stone blades and other artifacts which are on display.

Historical—Over 100 artifacts of early glass, metal, and pottery were salvaged by staff and Archeological Society members from the excavations of the Education-Culture Center; they will be studied and dated. Two wood and marble fireplaces and sections of wall paneling were salvaged from the Stewart-Oliphant House (c.1876) after the building was vacated by the Education Department. Investigation was begun to locate and record historic sites in the Tocks Island Reservoir area for possible archeological research.

Paleontology

Restorations of the skull and neck of the giant fossil marine serpent, Mosasaur, and an ancient Sea Turtle, found in South Jersey marl pits last year, were completed with the cooperation of the American Museum of Natural History of New York and were placed on exhibit. A rare fossil Sea Turtle, another valuable find from the Gloucester County pits, is being restored at the Princeton University Geology Laboratories and will be described. These specimens from the Navesink strata of the marl pits were living in New Jersey waters 70 million years ago. With the continued cooperation of the Inversand Company, the State Highway Department, and the public, the new Museum will have important records and collections of ancient animal life in New Jersey.

Acquisitions

Fine Arts—Through gifts and purchase, the following items were added to the art collections of the Museum:

Paintings

Two original oil paintings, "Point Breeze", the estate of Joseph Bonaparte at Bordentown, New Jersey, by Charles B. Lawrence, c. 1817. Gift of Mr. and Mrs. Harry Jones of Sussex County;

Two fine oil paintings, "St. Sebastian" by Raphael, or the School of Raphael, and "Her Husband's Portrait" by Marguerite Gerard, gift of the Kress Foundation;

Two painting by New Jersey artists: "The Crows", oil by Donald Waters; "Color Fantasy", oil on plastic, by Kurt Graf.

Graphics

Thirty-three early color prints and two modern silk screen and water-color prints by gift and purchase: Currier and Ives "The Express

Train": Two early Locomotives built in New Jersey; "The Common Whale" and "The Fin Whale" c. 1860; Three maps of North America showing New Jersey coastline changes, c. 1700, 1740, 1760; Moses Pitt Map of New World, 1680; Two color prints of historic events, gift of Department of Education; Four color prints from George Cottin's North American Indian Collection; Three Indian prints by Karl Bodmer; Fourteen color prints of North American mammals by John Audubon (1843-1845); "American Bison" by John Audubon, "Blind Botanist", and "A Song of Degrees of David" by Ben Shahn of Roosevelt. The latter three prints are gifts of the Arts Committee for the Patricia Harding O'Brien Collection.

Decorative Arts

Sheffield Silver Salver, Chippendale style, c. 1811-1850. Gift of Professor William K. Prentice;

Three rare pieces of New Jersey Blown Glass, early 18th century and mid-18th century by purchase;

Three marked pieces of 19th century New Jersey Pottery, by purchase.

Historical

Framed sampler by Isabella Henesy, dated September 10, 1827; Working-model of mounted iron Civil War Cannon; Civil War powder flask used by George Richardson. Gifts of Mr. and Mrs. William A. Krieger;

"Purchase of Newark from the Indians, 1667", diorama from History-mobile #1 exhibits. Gift of the Tercentenary Commission.

"Eighteenth Century New Jersey Cabinetmaker Shop", carved wood model, now in Historymobile #2 exhibits, to be used in Cultural History Hall.

Natural Science

Mounted birds, mammals, and fishes were added to collections by purchase and gift, including the mounting of Black Bear found in Northern New Jersey in 1961.

The Burlington County Lyceum Collection comprised of over 2,000 natural history and paleontological specimens, and over 1,000 archeological artifacts became the permanent property of the Museum, November 1962; the Collection was housed here as an indefinite loan since 1931.

Technology

A replica of Telstar I, Communications Satellite, was presented to the State Museum, June 1963, by the New Jersey Bell Telephone Company.

3. Exhibits and Public Programs

Nine temporary exhibits were presented during the year; some were extended for long periods, due to the needs for concentration on the Building Program.

- ... Man Into Space and Space Communication— changes of displays were made as new explorations took place. The exhibit, begun in April, was brought to a close in November; it was visited by over 85,000 people.
- ... The 100th Anniversary of the Emancipation Proclamation, comprised of a facsimile of the original draft of the Proclamation written in Lincoln's handwriting, September 22, 1862, presented to Governor Hughes by Governor Rockefeller, was shown in a special setting with other allied items, September to December 1962.
- ... Early Decorative Arts of New Jersey: South Jersey Glass lent by Dr. Harold Morrison Smith; American and European Glass Paperweights lent by Jay B. Tomlinson; American Pewter lent by Dr. Joseph Kler; New Jersey Color Prints from New Jersey Historical Society and the Princeton University Library. November through March.
- ... The World in Color, 60 color photo-enlargements of world views selected and lent by the National Geographic Society, opened December 1962 and continued through February 1963.
- ... Oil Paintings by State Senator Thomas J. Hillery of Boonton, depicting scenes of New Jersey and of recent travels in France and Ireland, March 18th through April 14th.
- ... Paintings and Sculpture by Senior High School Students of New Jersey—works submitted by final award winners and 19 district winners for the 1963 art scholarships given by Mary G. Roebling, Helen F. Boehm, Peggy Kerney McNeil, and Arthur V. Colletti, April 16th through May 5th.
- ... New Jersey and the Sea—Ancient Sea Animals in Gallery A and Today's Sea Animals in Gallery B, April 22nd to be continued through September.
- ... Paintings, Prints, and Sculpture selected from the Museum Collections, May through September.
- ... The Model of the Cultural Center was on exhibit in the Main Hall when not on tour.

Public Programs

Seventeen programs were presented for special age groups of children

with the aid of the Arts Committee: 12 summer film programs during July and August, attended by 4,343; three illustrated fall lectures on nature and sketching animals for elementary and junior high school classes; two Christmas holiday programs of story hours and feature films.

Music and special events included three Sunday orchestral concerts with guest soloists, planned chiefly for family groups, attendance 1,905. Federated Art Day Program for New Jersey Federation of Women's Clubs, November 27 (559); Opening of Roebling-Boehm Art Scholarship Exhibit, April 16 (535).

4. Visual Aids Extension Bureau

In the circulating collections, the Museum has more than 4,200 reels of educational films which are in constant demand. Over 128,000 requests for visual aids were filled and sent to all parts of the State—an increase of more than 10,000 requests over last year (5,298,134 people were reached through films, slides, and exhibits circulated).

Additions to the Visual Aids Collections:

Seventy-three new film titles, selected by evaluating committees, and duplicate prints were added to the circulating collections. Needed replacements were made; Fifty-nine film titles were acquired on long-term loans; Three lecture sets of kodachrome slides, An Historic Tour of New Jersey, assembled by the Cyanabrook Camera Club were donated through the Tercentenary Commission and the Department of Education.

5. Publications

Bulletin 4, New Jersey Geologic Past, by Dr. Carroll Lane Fenton, was reprinted and the format of cover was improved.

Bulletin 8, Mammals of New Jersey, by Dr. Lois M. Shoemaker, was seen through the press and released for distribution.

Bulletin 9, Mosasaurs in New Jersey, by Dr. Donald Baird, Princeton University, is in manuscript form.

Bulletin 10, Wild Flowers Along New Jersey Highways and Byways, by Dr. Lois M. Shoemaker, is in press.

Research Series No. 1, A Fossil Sea Turtle From New Jersey, by Dr. Donald Baird, Princeton University, is in process of printing.

The Indians of New Jersey, by Dr. Dorothy Cross, State Museum Archeologist, article for the New Jersey Almanac.

The Indians of New Jersey, by Dr. Dorothy Cross, State Museum Archeologist, manuscript prepared for book to be published by the New Jersey Tercentenary.

Six newsletters and four bulletins of New Jersey archeology and geology were prepared and published.

f. **Museum Cooperation and Participation**

Members of the staff continued their cooperation and advisory services with various state committees, agencies, and community organizations such as the Tercentenary committees on the History-mobile and the Fine Arts; Museums Council of New Jersey; Batsto Restoration; Historic Sites Evaluation; Greater Trenton Science Fair; Roebling-Boehm Art Scholarships; New Jersey Academy of Sciences; and the United Nations Week Library Exhibits Program of Mercer County.

The Museum is headquarters for the Geological Society of New Jersey, the Archeological Society of New Jersey, and the Eastern States Archeological Federation; staff members also serve on the executive boards of these organizations.

g. **Public Relations**

National and international coverage was given to the State Education-Culture Center through newspapers, radio, television, magazines and other publications; 66 stories on Museum activities were released and five radio feature stories were taped and broadcast; 11 lectures and talks were given by members of the staff on New Jersey's pre-history, archeology, research, functions and services of the Museum and the plans for the new Museum.

Over 756 inquiries for information on the natural sciences, archeology, history, and the arts of New Jersey were handled, and 607 archeological and geological specimens submitted by the public were identified.

h. **Attendance**

A new high was reached in the attendance of 136,881 visitors at the Museum from July 1, 1962 through June 30, 1963. This total includes 1,545 groups from schools and communities from every county of New Jersey and nearby Pennsylvania; they were given general guided tours, special gallery talks or selected unit study programs.

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

General

1. Ground-breaking ceremonies for the new State Library building took place on January 22, 1963, and shortly thereafter actual construction began. Its completion in the summer of 1964 will mean the beginning

of a new era for the New Jersey State Library, when, for the first time, all units of the Division will have ample quarters specifically designed for library and archival purposes.

2. The Tri-County Library Services Center, serving Cumberland, Gloucester and Salem Counties with the assistance of Federal funds since 1957, terminated operations as of June 30, 1963. Although the suggested three-county regional library to succeed the Tri-County Center did not materialize, Cumberland County agreed to start a new county library as of July 1, 1963—the first new county library in New Jersey to be started since 1941, when the Sussex County Library was created. Thirteen of the New Jersey counties are now served by county libraries.
3. The Division staff worked very closely with the Library Development Committee of the New Jersey Library Association in conducting a full-scale survey of libraries of all types in New Jersey. The survey revealed serious shortcomings in libraries of all types—public, school, college and university libraries throughout the State. The Committee's task during the coming year will be to develop a solid plan to improve conditions in all types of libraries.
4. At the request of the Law Revision and Legislative Services Commission, the Legislative Research Unit of the State Library was placed under legislative auspices effective July 1, 1963. During its 12 years of activity in the State Library, the research unit gave increasingly valuable service to the Legislature. To enable the library to maintain a high level of legislative reference service, the Appropriations Committee provided the library with sufficient funds to add a qualified reference librarian and two clerks to the Law and Legislative Reference Bureau.
5. In an effort to improve law library service at the county level, the law librarian and her assistant visited seven county libraries and discussed the library services with judges, freeholders and attorneys. The visits resulted in the establishment of new acquisition policies, reorganization of the collections and increased financial contributions by local bar associations. These field visits pointed up the need for a standard list of law books for such libraries, and the first draft of such a list is now being prepared.
6. Two administrative publications, a "State Records Manual" and a "Local Records Manual" were prepared and issued by the Bureau of Archives and History. The Manuals contain the rules and regulations pertaining to the retention, disposal and microfilming of State and local records.

Archives and History Bureau

1. The Bureau approved the disposal of more than 50,000 cubic feet of

records and microfilmed over 1,200,000 pages. Over 1,600 reference requests were serviced at the two records storage centers.

2. New records retention schedules were completed for the following agencies:

Cigarette Tax Bureau (53 items)

Department of Civil Service (83 items)

Compensation Rating & Inspection Bureau (35 items)

County Park Commissions (41 items)

Department of Education:

Division of Controversies & Disputes (9 items)

Finance Planning Section (7 items)

Educational Agency for Surplus Property (6 items)

Office of Two-Year Colleges and Terminal Education (27 items)

Division of Fish and Game (32 items)

Department of Health:

Examination and Licensing Bureau (11 items)

Division of Vital Statistics (50 items)

Division of Motor Vehicles:

Security Responsibility Bureau (14 items)

Payroll and Personnel (10 items)

Rehabilitation Commission (20 items)

New Jersey Turnpike Authority (170 items)

Bureau of Assistance (47 items)

City of Jersey City (1,403 items)

3. During the year, the Bureau accessioned over 250 cubic feet of permanent archival records.
4. More than 7,000 reels of negative microfilm records were transferred to an underground vault at Iron Mountain, New York, for their preservation in case of a major disaster.
5. Assisted the museum staff in developing basic exhibits for the new museum building.
6. A useful "Guide to Municipal Archives in the Bureau of Archives" was issued to assist those who are doing research in the early history of the State.
7. At the request of the Governor, plans and procedures have been developed for the preservation of vital records.
8. As in the past, the Bureau worked closely with the Tercentenary Commission and the Division of Historic Sites in various matters pertaining to New Jersey history.

Law Library

1. The surveys of county law libraries pointed up the need for a standard law book list for such libraries. A first draft was made on the basis of observations and discussions with interested parties in the counties.
2. A number of bibliographies were prepared for the Legislature and the Judiciary and the Attorney General's Office on such subjects of current interest as professional corporations, Black Muslims, condominiums, etc.
3. The staff cooperated with the American Bar Foundation in the publication of the new Index of Current State Legislation.
4. A substantial increase in student use of the library was observed, apparently as the result of college courses requiring research in legal materials not available in college libraries. The library is also attracting more students during vacation periods.
5. A detailed inventory of law books was taken in preparation for next year's move to the new location. On the basis of the inventory, space was allocated in the projected stacks for a growth period of approximately seven years.

Reference Library

1. The reclassification of New Jersey State documents was completed. All documents were inventoried and shifted to new locations.
2. The reclassification of New Jersey county materials was begun and is now two-thirds completed.
3. A new and more efficient check-in file has been started for all reference periodicals. In addition, the vertical file is being weeded, shifted and the subjects re-evaluated and standardized.
4. Special help has been given to the Tercentenary Commission in connection with its special studies on New Jersey history.
5. To assist the new historical editor with his research, the history collection has been strengthened and additional periodicals added.
6. A student from Drexel Library School has completed his first year of work under the new Library Trainee Program.

Legislative Research Section

1. The legislative research section provided legislative research service for practically every member of the Senate and General Assembly and for several legislative committees and commissions. The chief legislative research analyst served as secretary or research assistant to the following groups: The Special Assembly Committee to Study Trading Stamps and Similar Merchandising Devices, the Senate and Assembly Committees

investigating the 1962 special racing season, and the Assembly Investigating Committee.

2. In addition, the legislative research section calculated the amount of State library aid payable to the various counties and municipalities on October 1, 1962, and estimated the amount of such aid payable on October 1, 1963. One temporary employee was hired during the summer of 1962 to assist in these calculations.
3. The Law Revision and Legislative Services Commission proposed the transfer of the legislative research functions, personnel and salaries from the Division of the State Library to the Division of Legislative Information and Research under the Law Revision and Legislative Services Commission. Chapter 61 of the Laws of 1963 provided that the classified civil service status of those so transferred would be retained. By arrangement with the Commission and the Appropriations Committee, the 1963-64 appropriations bill provides for the retention of \$14,500 of the subject salaries by the Division of the State Library to be used to employ a qualified professional librarian and two clerks in order to insure that the Library's reference services to the Legislature will be maintained at a high level.

Public and School Library Services Bureau

1. To assist the county libraries to meet the growing problems in serving expanding populations, a county-by-county survey was inaugurated in April 1963. Two of the 12 county libraries, Morris and Burlington, have been surveyed to date and more will be completed as quickly as staff schedules permit.
2. The school library staff participated actively in curricular conferences of the Department of Education and of the State Association of Curriculum Directors. They also worked with the New Jersey Education Association in planning the TV program, "We Need Elementary School Libraries", presented on Channels 3 and 4.
3. At the request of the Office of Teacher Education and Certification, the school library consultant reviewed the library science minors at Trenton and Glassboro state colleges to assess these programs and made recommendations for the additional programs which are being planned for Montclair and Paterson.
4. Regional institutes devoted to the theme, "Improved Informational Services", were held in four areas of the State with a total attendance of over 600.
5. In cooperation with the Library Trustees Association of New Jersey and the Graduate School of Library Service, a two-day seminar was

held in Camden for trustees and library directors of the 10 counties in southern New Jersey.

6. Twenty-nine book exhibits were presented at meetings of various state organizations totaling over 10,000 attendance. Six organizations which had not previously used these services requested exhibits and conference participation.
7. During the first ten months of the fiscal year, the Lending Services staff handled 40,442 requests for information, circulated 56,803 books in answer to these requests, and prepared for distribution by mimeographing, multilithing, collating and packing for mailing, 107,984 items.
8. The Technical Services Section processed 12,142 volumes and completed copying cards for 18 drawers of the 360 drawer author-title catalog to be used in the new building.

NEW JERSEY SCHOOL FOR THE DEAF

1. Served the largest enrollment (427) and graduated the largest class (47) in the history of the school.
2. Established one-year graduate teacher training program affiliated with Trenton State College. Graduated five teachers.
3. Published three course outlines and revised a number of others.
4. Added vocational science, heating and ventilating, and hospital aides programs.
5. Completed, equipped and activated new rooms for business education and vocational science.
6. Completed the free field auditory testing room in the Child Study Department.
7. Carried out a full time program with the vocational rehabilitation counselor.
8. Continued improvement of library facilities and inaugurated a summer reading program.
9. Enriched cottage and dormitory life by adding recreational and social activities.
10. Completed first year of two-year dental program.
11. Expanded visual aids program.
12. Nine seniors took entrance examinations for Gallaudet College.
13. Instituted a program to meet the special language problems of students who have come from foreign countries, namely, Greece, Holland, Germany, Poland, Yugoslavia, and Portugal.
14. Continued up-grading of academic levels as well as special programs for children with special learning problems.
15. All vocational graduates (36) were placed in good positions by July 1.

STATE OF NEW JERSEY
STATE EXPENDITURES FOR EDUCATION 1962-63

Administration — State Department of Education			
Commissioner's Office	\$ 1,336,388		
Division of the State Library, Archives and History	395,013		
Division of the State Museum	157,900		
Division on Civil Rights	*		
State Competitive Scholarships and Student Loans	3,211,422	\$ 5,100,723	
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State Colleges and Schools			
Colleges			
Glassboro	\$ 2,602,601		
Jersey City	1,794,531		
A. Harry Moore Laboratory School	384,515		
Newark	2,318,473		
Paterson	2,156,918		
Montclair	2,918,918		
Trenton	3,333,110	15,509,066	
Debt Service (State College)		2,384,438	
School for the Deaf — Trenton		1,218,572	
School of Conservation — Lake Wapalanne		144,219	
Other Educational Agencies			
State University of New Jersey		18,069,684	
Newark College of Engineering & Newark Technical School		1,782,469	
Trenton Junior College and School of Industrial Arts		100,000	
			<hr/>
			39,208,448
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State Aid			
County Superintendents (Salaries)		277,119	
Other Officers and Employees (Salaries)		706,627	
Materials, Supplies, Travel and Other		124,620	
Grants in Aid			
Evening Vocational Schools	321,427		
Industrial Schools	71,000		
Chapter 85, Laws of 1954			
Formula	73,904,002		
Transportation	9,461,707		
Emergency Fund	156,097		
Atypical	3,596,305		
Evening School for Foreign Born	60,865		
School Building Aid, Chapters 8 & 9, L. 1956	15,946,665		
Emotionally and Socially Maladjusted	698,040		
Library Aid	577,335		
County Audio Visual Aid Center	50,000		
Technical Education	100,000	104,943,443	
			<hr/>
			48,447,144
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Teachers' Pension and Annuity Fund			
State Capital Expenditures			
State Colleges		463,871	
State University of New Jersey		2,760,116	
State College Construction Fund (Bond Issue 1952)		45,573	
State College Construction Fund (Bond Issue 1959)		6,687,570	
State School for the Deaf		952,564	
Division of State Museum		56,000	
			<hr/>
			165,464,647
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Special Funds			
Vocational Schools: Smith-Hughes and George-Barden			
State Share	309,584		
Federal Share	1,050,583	1,360,167	
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National Defense Education Act 1958			
Titles III, V & X			
State Share	98,000		
Federal Share	1,891,194		
Student Loan Funds State Colleges	392,440	2,381,634	
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Other Federal Grants			
Extension of Library Services Rural Areas	103,427		
School Lunch Program	1,894,306		
School Milk Program	2,558,394		
Graduate Fellowship Program —			
Mentally Retarded	11,314		
National Science Foundation State Colleges	94,393		
Archeological Research Project	2,757		
Area Retraining Program	189,717		
National Survey of School Facilities	830		
Graduate Fellowship Program —			
Mentally Retarded	12,600		
Civil Defense Adult Education	47,283		
Manpower Development and Training	1,179,641		
Training — Teachers of the Deaf	21,141	6,115,803	
			<hr/>
Other Grants			
Child and Youth Study Program (W. T. Grant Foundation)		23,143	
Camille and Henry Dreyfus Foundation		16,472	39,615
			<hr/>
Student Service Charge Revolving Fund		499,405	10,396,624
			<hr/>
			\$220,170,442

*Transferred to the Department of Law and Public Safety

STATE SUMMARY—LOCAL SCHOOL DISTRICTS

Area in Square Miles 7,509.14

Chapter

Plan

V. ENROLLMENT: District Schools 1,160,001.1 Total Resident Daily 1,159,963.2 Spec. Classes 1,281 Home Instr. Pupils 3,552

ENROLLMENT			PERSONNEL			ADDITIONAL DATA		
re 1st.....	117,377	6	91,314	Administration	Full Time	Buildings Owned	2,407	
.....	2,812	7	88,090	Superintendent	341.0	Classrooms Used	44,980	
.....	109,631	8	85,473	Asst. Superintendent	115.6	Special Rooms	4,674	
.....	102,180	9	96,777	Secretary	315.0	Net Valuation Taxable 1963	\$16,855,362,693	
.....	99,995	10	94,653	Business Manager	14.0			
.....	95,477	11	75,157	Sectl. & Cler. Assists.	1,324.3	Avg. Assessed Valuation on		
.....	94,573	12	57,000	Other	134.5	Real Property 1960-61-62	\$	
Special			16,687	Instruction		Ratio: Assessed To True Value		%
ngraded Vocational			3,913	Principals	1,916.5	School Debt	\$	948,658,516 (a)
total Day School			1,231,069	Supervisors	521.0			
Evening School:				Teachers	50,585.0	Tax Rate: 1963		
Regular	3,304			Other Instr. Staff	1,819.8	School	\$	
Accredited	4,047			Sectl. & Cler. Assists.	2,726.7	Ch. VI Debt Service	\$	
Vocational	21,572			Other	97.8	Regional	\$	
Foreign Born	5,108			Attendance & Health Services	1,472.3	Total	\$	
Adult Education	29,263			Transportation	589.3	Day School Cost Per Pupil:		
Summer School	39,939			Operation	6,995.0	Excluding Transportation	\$	443.84
Junior College				Maintenance	886.6	Including Transportation	\$	458.91
				Sundry Accounts	586.0	Equalized Valuation Per		
				Evening & Summer Schools	3,736	Pupil in Resident A.D.E.	\$	30,711.00

REVENUES & EXPENDITURES 1962-1963

Free Balance 7/1/62						Sundry Accounts	
Current Operating	\$ 60,022,538		Instruction			Food Services	
Improv. Authorizations	108,696,950		Salaries			Salaries	\$ 876,230
Capital Reserve Fund	1,664,800		Principals	\$ 19,510,663		Other Expenses	186,752
Total	\$170,384,288		Supv. of Instruction	4,569,974		Exp. to Cover Def.	905,290
State Aid			Teachers	323,773,913		Student Body Activities	
Formula	\$ 73,802,082		Other Instr. Staff	13,983,597		Salaries	1,863,124
Transportation	9,461,707		Sec. & Cler. Assists.	10,674,918		Other Expenses	2,060,147
Atypical Pupils	3,596,305		Other Sal. for Inst.	282,269		Exp. to Cover Def.	712,260
Maladjusted	698,040		Textbooks	6,546,202		Community Services	
Building Aid	11,105,219		Schl. Lib. & Audio-Vis.	3,525,335		Salaries	1,454,351
Emergency	158,494		Teaching Supplies	11,108,204		Other Expenses	203,831
Evening Vocational	321,427		Other Expenses	2,567,302		Special Projects	
Evg. School Forgn. Born	60,865		Attendance & Health Services			Salaries	5,045
NDEA (State Share)	1,960,424		Salaries-Attendance	1,622,234		Other Expenses	78,671
Other	195,478		Other Expenses-Attend.	17,069		Special Schools	
Federal Aid			Salaries-Health Serv.	8,138,314		Evening Schools:	
Vocational	888,827		Other Exp.-Health Serv.	640,220		Regular	76,433
P.L. 815 (Bldg. Aid)	1,457,565		Transportation			Accredited	6,493,972
P.L. 874 (Current Exp.)	7,044,602		Salaries	2,999,227		Adult Education	374,540
N.D.E.A.	1,960,424		Contracted Services	12,712,931		Summer School	936,192
All Other	353,322		Replacement-Vehicles	454,513		Junior College	936,192
Local Aid: District Tax			Insurance-Pupil Trans.	162,652		Sub Total Current Expense	\$567,548,402
Current	445,163,018		Other-Oper. & Maint.	1,152,769		Capital Outlay (Budget)	
Capital	9,341,932		Operation			Sites	2,265,005
Debt Service	38,572,538		Salaries	33,557,157		Buildings	2,463,505
Evening Schools:			Contracted Services	373,438		Equipment	6,571,356
Vocational	565,627		Heat	6,453,307		Debt Service	
Foreign Born	74,691		Utilities	9,598,374		Principal	30,756,464
Municipal Surplus	1,408,176		Supplies	3,114,913		Interest	20,938,202
Tuition	25,626,026		Other Expenses	368,113		Sinking Fund	3,019
Bonds and Notes (C)	108,061,718		Maintenance			Vocational Evening	1,199,424
Miscellaneous	6,211,585		Salaries for Maint.	5,582,215		Foreign Born	159,237
Total Revenues	\$746,129,668		Contracted Services	7,950,758		Improvement Authorizations	
Adjustments	\$ 394,517		Replacement of Equip.	3,688,114		Sites	6,493,972
TOTAL FUNDS AVAILABLE	\$916,119,439		Other Expenses	2,976,508		Buildings	90,983,001
EXPENDITURES			Fixed Charges			Equipment	9,188,877
Administration			Empl. Retire. Contr.	7,545,644		TOTAL EXPENDITURES	738,570,464
Salaries	\$ 16,636,813		Insur. & Judgments	5,473,479		Free Balance 6/30/63	
Contracted Services	1,390,353		Rental of Land & Bldg.	468,763		Current Operating	\$ 63,001,880
Other	2,532,257		Interest/Current Loans	6,833		Improv. Authorizations (b)	112,852,937 (c)
			Other Fixed Charges	116,485		Capital Reserve Fund	1,694,158
			Day School Expenditures	\$532,337,830		Total Balance	\$177,548,975
			Exp. to Other Districts			TOTAL EXPENDITURES & BALANCE	\$916,119,439
			Tuition	24,953,999			
			Transportation	241,164			
			Miscellaneous	21,235			
			Sub Total	\$557,554,228			

CAFETERIA FUND	ATHLETIC FUND	OTHER FUNDS
Bal. 7/1/62	\$ 1,894,160	\$ 3,573,673
Income	23,319,654	13,678,047
Adjustments	(65,329)	(41,925)
	\$25,148,485	\$17,409,795
Expenses	\$23,117,832	\$13,585,206
Bal. 6/30/63	\$2,030,653	\$3,824,589
	\$25,148,485	\$17,409,795

REVENUES AND EXPENDITURES IN MUNICIPAL BUDGETS FOR SCHOOL PURPOSES SCHOOL YEAR 1962-63

Debt Service			
State Bldg. Aid	\$ 4,846,164	Principal	\$ 10,992,139
Local Tax Levy	12,583,176	Interest	6,448,187
Other Revenue	8,977	Sink. Fund	(2,009)

(a) Net Adjustment to Debt (\$577,169)
Refunding Debt Payment (Atlantic City) of +157,651
not Included as Debt Reduction.
(5,000) Note not Included as Debt (Milltown).

(b) + 2,791,119 Net Improvement Authorization Adjustment.

(c) (31,000) Bonds Not Issued for Improvement Authorization.

COST OF EDUCATION

	1962 - 1963	1961 - 1962
Administration	\$ 20,559,423	\$ 18,627,471
Instruction		
Supervision	\$ 24,080,637	\$ 21,986,529
Instruction Proper	372,461,740	341,141,398
Attendance Services	396,542,377	363,127,927
Health Services	1,699,303	1,586,356
Transportation	8,778,534	8,084,600
Operation	17,482,092	15,942,385
Maintenance	53,465,302	49,073,436
Fixed Charges	20,197,595	18,906,883
	13,613,204	11,896,416
Total Day School Expend.	\$532,337,830	\$487,245,474
Day School Avg. Enroll.	1,160,001.1	1,105,578.3
Average Yearly Cost Based on Avg. Enrollment		
Excluding Transportation	\$443.84	\$426.30
Including Transportation	\$458.91	\$440.72

