

Annual Report **1966 - 1967**



**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 1966-1967

Is Respectfully Submitted

to the

Legislature of the State of New Jersey

JOSEPH E. CLAYTON

Acting Commissioner of Education

New Jersey State Library

STATE BOARD OF EDUCATION

GEORGE F. SMITH, *President*Metuchen
MRS. HUGH AUCHINCLOSSRidgewood
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WILLIAM A. SUTHERLANDLiberty Corner
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One vacancy exists at present.

Secretary

JOSEPH E. CLAYTON

Acting Commissioner of Education

Clerk of State Board, MRS. OLGA M. THINES

DIVISION AND BUREAU HEADS
CENTRAL OFFICE
NEW JERSEY DEPARTMENT OF EDUCATION
June 30, 1967

OFFICE OF THE COMMISSIONER

Joseph E. Clayton, *Acting Commissioner of Education*

DIVISION OF ADMINISTRATION

Joseph E. Clayton, *Deputy Commissioner*

S. David Winans, *Director, Statistical Services*

Edward J. Vogel song, *Director, Personnel and Administrative Services*

Robert F. Palmer, *Education Editor*

Louis A. Dughi, *Coordinator, Federal Assistance Programs*

George S. Allen, *Director, State Agency for Surplus Property*

George C. Henger, *Supervisor, Print Shop*

DIVISION OF BUSINESS AND FINANCE

Edward W. Kilpatrick, III, *Assistant Commissioner*

Edward A. Spare, *Director, Bureau of Building Services*

Harold Y. Bills, *Director, Bureau of Business Services*

Orville G. Parrish, *Director, Bureau of Transportation Services*

DIVISION OF CONTROVERSIES AND DISPUTES

Eric Groezinger, *Assistant Commissioner*

DIVISION OF CURRICULUM AND INSTRUCTION

Robert S. Fleming, *Assistant Commissioner*

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

Anne S. Hoppock, *Director, Office of Elementary Education*

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

Donald W. Clark, *Director, School Social Work*

James Jan-Tausch, *Director, Remedial Education*

J. Kirk Seaton, *Director, Psychological Services*

John Visceglia, *Director, Education of the Handicapped*

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

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

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

DIVISION OF HIGHER EDUCATION

Michael B. Gilligan, *Acting Assistant Commissioner*

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

Harry T. Gumaer, *Director for College Curriculums for Teacher Education*

Stephen Poliacik, *Director, Field Services for Higher Education*

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

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

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

Edward J. Bambach, *Director of Finance Planning*

William N. Smith, *Director, Graduate and Professional Education*

DIVISION OF VOCATIONAL EDUCATION

Robert M. Worthington, *Assistant Commissioner*

Bernard Kaplan, *Associate Director for Ancillary Services*

Wilmont Oliver, *Director, Vocational Teacher Training*

Nicholas Frigiola, *Director, Technical Education*

John H. Koenig, *Associate Director for Instructional Services Apprentice and Extension Training*

John M. Cummings, *Branch Director, Area Vocational Schools*

Morton Margules, *Branch Director, Comprehensive High Schools*

John R. Wyllie, *Branch Director, Special Needs and*

Cooperative Education Programs

Ralph LoCascio, *Branch Director, Occupational Research and Development*

Emil J. Lisak, *Unit Director, Adult Occupational Education*

John E. Radvany, *Director, Newark Manpower Training Skills Center*

Benjamin Shapiro, *Director, Curriculum Laboratory*

James E. Segear, *Director, Statistics, Finance and Research*

Carl Schaefer, *Director of Vocational-Technical Education,*

Rutgers, The State University

DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY

Roger H. McDonough, *Director*

DIVISION OF THE STATE MUSEUM

Dr. Kenneth W. Prescott, *Director*

NEW JERSEY SCHOOL FOR THE DEAF

Charles M. Jochem, *Superintendent*

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DIVISION OF ADMINISTRATION

The Division of Administration consists of the Office of the Deputy Commissioner of Education, the Office of Federal Assistance Programs, the Office of Personnel and Administrative Services, the Office of Printing, the Office of Public Information, the Office of Statistical Services and the Office of Surplus Property.

The Deputy Commissioner is responsible for the internal administration of the Department, as well as liaison with the governor's office, the legislature, other state agencies, the federal government, and the general public. In addition, he supervises the activities of the division's offices.

With the resignation of the commissioner of education, the deputy commissioner of education served as acting commissioner of education from August 8, 1966, through June 30, 1967.

Accomplishments of the Division include:

1. Prepared for printing and distribution the revisions, amendments, and additions to the *Rules and Regulations of the State Board of Education* for the past school year.
2. Prepared for distribution to school districts copies of new laws.
3. Prepared for printing the school law bulletin for the 1966 legislative session, as well as a synopsis of pertinent school legislation.
4. Distributed to the school districts throughout the state and to educational organizations copies of the report to the New Jersey Legislature, proposing a revision of the *New Jersey Education Law as Title 18A*.
5. Assisted in the preparation and passage of major legislation pertaining to education. Examples are:
 - a. Chapter 194, Laws of 1966, requires the custodian of school moneys to execute a surety bond in an amount determined by the board, guided by a schedule of minimum limits to be promulgated by the State Board of Education.
 - b. Chapter 255, Laws of 1966, provides a new basis for determining state aid to libraries, special aid for area libraries and for research library centers and incentive grants to encourage the formation of larger units of service.

- c. Chapter 256, Laws of 1966, provides that any member of a board of vocational school estimate may be removed at any time by the body which originally appointed the member and provides that the board's action shall be open to the public.
 - d. Chapter 257, Laws of 1966, provides that a vacancy on the board of a county college will be filled by the original appointing board, that actions of the board will be open to the public and requires public hearings prior to the board's action on a county college's budget.
 - e. Chapter 258, Laws of 1966, requires boards of school estimate in school districts having appointive boards of education to take all official actions at public meetings.
 - f. Chapter 28, Laws of 1967, provides a new basis for determining state aid to libraries, special aid for area libraries and for research library centers and incentive grants to encourage the formation of larger units of service.
 - g. Chapter 46, Laws of 1967, requires the submission to and approval by the voters for a school district to close a high school and to contract for high school education with another district.
 - h. Chapter 74, Laws of 1967, provides for transportation of public and private school children from a "remote" distance of 2 or more miles in the case of children attending grades kindergarten through eighth and $2\frac{1}{2}$ or more miles in the case of children attending grades ninth through twelfth with a maximum of 20 miles.
 - i. Chapter 121, Laws of 1967, requires the state to appropriate each year for vocational education an amount equal to the funds anticipated to be received from the Federal Government, pursuant to the "Vocational Education Act of 1963."
6. Continued the administration of the Elementary and Secondary Education Act, with assistance from members of the Central Office staff and the county helping teachers.
 7. Designed, printed and distributed an evaluation instrument in order to meet the requirements of the Title I legislation. The results of the evaluation of the first year of Title I, Elementary and Secondary Education Act (ESEA), indicated substantial progress in meeting the needs of educationally disadvantaged children. During the year, 504 Title I (ESEA) projects providing services for approximately 120,000 children were approved. In addition, 14 projects involving nearly 1,300 children

in private institutions for the neglected or delinquent were also approved. Eighteen projects for nearly 3,900 handicapped children, and 4 projects for 850 delinquent children in the State-operated or supported institutions were also approved. The Department's program for migrant children was expanded to provide programs at 13 centers for more than 1,500 children.

8. Distributed \$2,891,442 in Title II (ESEA) funds to 554 public school districts, 666 private schools and 18 State-operated or supported institutions in fiscal year 1967. These funds are used for the acquisition of library and instructional materials.
9. Obtained approximately \$3 million in Title III (ESEA) funds through the approval of 61 proposals covering a broad range of activities.
10. Continued participation in the Research for Better Schools program funded through Title IV (ESEA). Our experimental project is being conducted in the Trenton Public Schools, in cooperation with Research for Better Schools, Incorporated.
11. Made available some \$500,000 under Title V (ESEA) to improve the services of the State Department of Education. A variety of programs was financed with these funds. Emphasis was placed on the areas of personnel services, printing, statistical services, curriculum improvement, teacher certification, business, and building services.
12. Established a file on Civil Rights Compliance forms for public and non-public schools under Title VI of the Civil Rights Act of 1964.
13. Prepared and published a list of public and private schools in which teachers are eligible for a 15 per cent loan cancellation under Title IV of the Higher Education Act of 1965.
14. Initiated the development of an application for Federal funds under Title IV of the Civil Rights Act of 1964 to assist local school districts who are having problems in the area of desegregation.
15. 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 (more than 3,700 CS-21 forms were processed in connection with the foregoing actions); developed and administered tests to determine qualifications of applicants for clerical positions;

interviewed and corresponded with all applicants and all employees interested in placement.

16. Conducted exit interviews; advised on and processed retirements; advised administrators on disciplinary suspensions and removals. An excess of 650 CS-22 forms were processed in connection with resignations, retirements, termination of temporary employment, etc.
17. 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. This year, 41 employees were honored.
18. Solicited the Department staff for various drives, such as the Delaware Valley United Fund, March of Dimes, Mental Health, Heart Fund, United States Savings Bonds, and Freedom Notes.
19. Organized a Departmental Orientation Training Course for all new employees. An evaluation of this course has been made by veteran employees. After slight revision, all new employees will attend the course.
20. Drafted, edited and are submitting for administrative review, an Employee Handbook, containing policies, personnel procedures and brief historical notes on Departmental organization and operation.
21. Assisted in the development of procedures to be utilized in the implementation of new overtime legislation.
22. Stressed depth analysis of data through reporting in unit form. (Previously all fall school data had been collected on a district basis and reported in broad general groupings. This year basic data were reported by individual schools.)
23. Began developing new techniques of collecting and editing questionnaire responses in an effort to speed up reporting and improve accuracy of data.
24. Began detailed studies of personnel and equipment needed to meet long-range data processing needs of the Department.
25. Revised coding manual to include municipalities included in regional school districts.
26. Collected information and issued the first *Non-Public School Directory*.
27. Decreased data processing time by improving techniques, employing additional personnel and increasing overtime assignments.
28. Cooperated in the development of a refined, machine-processable form for reporting occupations of high school graduates.

29. Increased the file of computer programs from 80 to a total of 165.
30. Developed a refined system of machine, personnel, program and job utilization reporting.
31. Began processing teacher certification data by computer. This included: requests for information, regularly scheduled updating of records, printing of individual teacher records, and printing of certificates. Also included was the experimental printing (for audit) of letters to teachers listing the certificates they hold.
36. Used the computer to print original copy of the Monmouth County *Film Directory*, ready for photographing.
37. Supplied basic orientation in data processing to two groups in other offices of the Department.
38. Established a pattern of employing programmers at the trainee level, and providing a combination of self-study, external school and on-the-job training.
39. Continued a program of in-service training by sending six professional employees to a total of 10 specialized data processing schools.
40. Developed an in-house test for Keypunch Machine Operators.
41. Redesigned previously issued publications related to pupils, teachers and schoolhousing to permit reporting of information in depth.
42. Worked with committees developing attendance accounting and pupil reporting systems.
43. Cooperated in the development of a long-range projection of teacher needs.
44. Carried out a selective program of selecting and securing properties (surplus property) which will be economically repairable and usable in educational, health and civil defense activities; and, submitted a total of 1,080 applications and completed a total of 990 transactions with an acquisition cost of \$4,112,075.79.
45. Received, processed and completed 1,351 requisitions for print reproduction services.
46. Completed 10,178,000 impressions (printed sheets of paper); collated 3,240,325 pages; stapled 2,539,085 pages; padded 1,895,080 pages; photographed over 7,000 pages; and varityped 1,017 pages of forms, books, brochures, newsletters, etc.

47. Purchased, installed and placed into operation five new pieces of print shop equipment under the ESEA program.
48. Assisted the Department of Civil Service on an overtime basis to assemble, bind and trim 12 monthly open competitive examination announcement bulletins consisting of four books per bulletin for a total of 252,000 books.

DIVISION OF BUSINESS AND FINANCE

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

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

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

Bureau of Business Services

Bookkeeping and Accounting

1. Prepared 30 annual budgets requesting the appropriation of \$357 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, College Construction, and the 18 federal programs totalling \$45,614,756.00 received this fiscal year; prepared detailed applications and many accounting forms; processed claims, and prepared payrolls.
3. Maintained records and deposited miscellaneous revenues in the approximate amount of \$199,861.00 for the Central Office to June 3, 1967.

State Aid

1. Completed the audit of some 37,000 school registers submitted by local districts to establish basic enrollment data used in the determination of state aid.
2. Computed estimates of \$189,676,394.00 in state aid for state and school district budget purposes for 1967-68 payable under the provisions of Chapter 85, P. L. 1954.
3. Recomputed the 1966-67 state aid apportionments (Chapter 85, P. L. 1954), and directed payments of \$179,193,198.00 to some 570 school districts in four installments.
4. Withheld apportionments of veterans' liability administrative expense 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 a schedule of available funds of \$28,106,706.00 for each school district for 1967-68.
6. Reviewed the proposed capital budget of each school district to determine the amount and allocation of school building aid funds. Directed payments of \$17,696,569.28 to the school districts and transferred \$267,512.72 to the Capital Reserve Fund.
7. Maintained the Capital Reserve Fund accounts of \$1,953,090.86 for 81 school districts. Interest earned amounted to \$106,334.63 during the year. Twenty-three school districts withdrew \$412,437.90 from the Capital Reserve Fund account.
8. Reviewed matching funds of the school districts and directed state aid payments of \$456,817.41 for evening vocational schools and \$65,651.81 for evening schools for foreign-born residents.
9. Verified the computation of state library aid amounting to \$1,765,529.00 and directed payments on a pro rata basis to 217 municipalities in 13 counties.
10. Directed payments for special state aid (Chapter 85, P. L. 1961) in the amount of \$65,285.00 for 15 schools districts.
11. Directed payments of \$3,165,073.00 to local school districts for the Program of Emotionally and Socially Maladjusted Pupils.
12. Directed payments of \$22,000.00 to five school districts for special state aid for pupils resident on state-owned property when they number 2% of average daily enrollment.

Federal Aid

1. Supervised all financial transactions involving National School Lunch funds. There were 1,037 schools participating in 370 school districts. Claims paid to April 30, 1967, totaled \$1,400,060.01.
2. Supervised all financial transactions involving National School Milk funds. There were 2,003 schools participating in 521 school districts. Claims paid to April 30, 1967, totaled \$2,497,884.66.
3. Conducted, pursuant to an agreement with the United States Department of Agriculture, 45 complete lunch or milk audits to date.
4. Processed applications and agreements under Public Laws 815 and 874 (which provide for financial assistance in Federally Affected Areas for current expense and public school construction) as follows:

a. *P. L. 874*

RSF-3 Forms, Final Report (1965-66)	173
RSF-1 Forms, Applications (1966-67)	200

Approved payments applicable to entitlements for current expense purposes for the 1966-67 school year, as of June 9, totaled \$6,913,309.00, representing 81% of the districts filing applications. Total entitlements for the 1966-67 school year were estimated to be \$9,286,597.00.

b. *P. L. 815*

As of June 9, six districts have filed for building aid funds totaling \$3,625,673.00 during the 1966-67 school year. Additional applications were anticipated prior to the cut-off date of June 26.

5. During the 1966-67 fiscal year, funds paid to June 14, 1967, amounting to \$2,583,193.00 were distributed under the National Defense Education Act as follows:

Title III—498 claims amounting to \$1,823,091.00
Title V—248 claims amounting to \$ 760,102.00

Pursuant to our state contract, auditors have conducted 726 complete audits to date.

6. The 1966-67 fiscal year represents the second year of eligibility under the Elementary and Secondary Education Act of 1965. Two of the major programs under this Act provide funds for the education of children from low-income families and the education of children in schools for the handicapped.

The sum of \$22,865,002.00 was allocated for distribution to the school districts of New Jersey while \$870,525.00 was approved for handicapped children in state institutions. Of the more than 525 approved projects, the sum of \$20,234,040.00 has been paid to school districts and institutions. The balance will be paid during the months of July and August, providing financial assistance for summer programs.

7. Supervised all financial transactions involving Title II funds of the Elementary and Secondary Education Act of 1965. Participating were 18 state institutions and 2,260 public schools in 553 school districts. Claims paid to June 15, 1967, totaled \$1,969,245.50 for the public schools. Also, there were 666 non-public schools participating. Applications approved to June 15, 1967, totaled \$554,200.00.

School Budgets

Reviewed one school budget submitted to the commissioner of education after it had been rejected twice by the electorate. Made recommendations to the commissioner for fixing the tax levies.

Financial Accounting—Local School Districts

1. Conducted five special investigations of the business practices of local school districts.
2. Attended two Grand Jury hearings which resulted from financial investigations.
3. Made 60 visitations to local school districts to assist the board of education and its associates. Provided services in orientation, on-the-job instruction, and financial assistance for school building planning.
4. Reviewed and approved 24 machine accounting and payroll conversions in various school districts.
5. Reviewed and analyzed 593 audit reports of local school districts.

Reports

1. Prepared and published the "Fifteenth Annual Report of the Commissioner of Education" on comparative financial statistics of school districts.
2. Prepared "Directions" on the preparation of 1967-68 school district budget statements and budget timetables.
3. Prepared "Payroll Guide" for New Jersey school districts and payroll agency accounting forms.

4. Revised "Audit Program" for financial reporting of New Jersey school districts.
5. Revised "A-4" and "A-5" financial reports to conform to current fiscal needs.
6. Prepared a study of educational statistics extracted from the A-3 reports.
7. Completed the audit of 310 high school cost reports.
8. Maintained bond record cards for each of the school bond issues approved by the attorney general and acknowledged receipt of all cancelled bonds filed with the commissioner.

Extension of Credit

1. Conducted 49 hearings for the extension of credit involving proposed bond issues of \$101,362,350.00 to May 31, 1967.
2. Maintained bond record cards for each school bonding election and of those that have been reported 82 were passed and 37 were defeated.

Bureau of School Building Services

1. Plant utilization studies were completed for seven school districts.
2. Waiting time for review of plans was reduced to within two weeks of receipt from a previous high of twelve weeks.
3. The "Guide on Schoolhouse Planning and Construction" has undergone a complete revision.
4. The bureau provided consultancy assistance in developing the first proposed community-centered school in the State.
5. The bureau initiated a program of in-service training to keep consultants abreast of current trends and probable directions in school plant planning.
6. A check-list was devised and issued to architects for submission with final plans. This listed the items most often incomplete or missing with submissions. Using this form enables the architects to avoid many previous rejections. It also assisted in speeding up the staff review process.
7. Through the cooperation of the Division of Local Government, schools are now permitted to include swimming pools in proposals requiring extension of credit.
8. Since it appears that the majority of relocatables, being leased by school districts, will become permanent facilities, it was decided that they must

meet Department standards for permanent construction. This will assure that they are reasonably adequate educational facilities.

9. Liaison was established with agencies of the Department of Agriculture, Community Affairs and Conservation, to coordinate various phases of school planning to better meet local and state community objectives.

Bureau of Pupil Transportation

1. With the cooperation of body and chassis engineers throughout the United States, we have been able to devise, edit and publish a detailed handbook mandating minimum safety specifications for all school buses in New Jersey.
2. In conjunction with a combined committee of architects, safety engineers, school plant planning officials, and the staff of the Transportation Bureau, we have edited and published a new booklet entitled "School Planning-Safe Transporting."
3. The Executive Committee of the New Jersey Transportation Supervisors has been successfully organized and its members are working on the following committees to further the safety of pupils:

- a. Visual Education for Pupil Safety—

Motion pictures are being developed in various phases of pupil safety including:

- (1) proper procedures for riding the school bus
- (2) student behavior at bus stops
- (3) driver training
- (4) pupil safety and our parents
- (5) evacuation drills

- b. Certification of Transportation Supervisors—

This committee has had conferences with the President of the Ocean County Community College with the thought, in the future, to up-grade the status of the transportation supervisor in the college curriculum area.

- c. Parent and Pupil Cooperation—

This committee is devoting its energies toward publishing pamphlets, brochures, and literature that can be disseminated to parents in an effort to enlist their cooperation in the overall program of pupil safety.

4. During the past year, five county-wide in-service training programs for school bus drivers were conducted. Approximately 12,000 school bus drivers were in attendance.
5. The Bureau of Pupil Transportation audited and reviewed the A4d financial reports from 593 school districts. Total expenditure for transportation was approximately \$21,000,000 with approved State reimbursement of \$13,500,000.
6. Supervised the operation and maintained mileage accounting for 32 state-owned vehicles.
7. Compiled the annual data on all school bus accidents in the state and published statistics evaluating the school bus safety record.
8. The Bureau compiled data on 593 school districts and published statistics that allowed each board of education to effect a self-evaluation of its transportation program.
9. Accident reporting was perfected to a greater degree by the New Jersey State Police's assignment of a sergeant as a safety consultant to our Bureau. Teletype copies of accidents involving school buses are now forwarded to this office.

General

An analysis and report on the operations of the Division of Business and Finance was completed by a survey team comprised of representatives of Systems Planning Associates and the Division of Budget and Accounting.

DIVISION OF CONTROVERSIES AND DISPUTES

The summary of accomplishments for the year 1966-67 of the Division of Controversies and Disputes in regard to cases appealed to the commissioner of education and in comparison with prior years is as follows:

	1964-65	1965-66	1966-67
Active Cases—July 1, 1966	48	47	69
Cases Received—July 1, 1966 to June 30, 1967	62	84	91
Total Cases—July 1, 1966 to June 30, 1967 ...	110	131	160
Cases Decided	49	45	73
Cases Discontinued	14	17	20
Cases in Process (June 30, 1967)	47	69	67
Total	110	131	160
Days of Hearing	55	84	107
Conferences of Parties	44	49	52

This year showed a continued increase in the number of cases processed. The addition of a third member to the professional staff made it possible to absorb the increase but did not permit a reduction to any significant degree of the case backlog. The result is that decisions in some cases continue to be too long delayed.

Other accomplishments include:

1. Promptly disposed of 22 cases of budget reduction by municipal governing bodies. These appeals represent an entirely new area of controversy cognizable before the commissioner of education as a result of the decision of the New Jersey Supreme Court. Amicable settlement was brought about in six of the cases and 16 went to a hearing and decision. Of the 16 cases decided, two were appealed to the State Board and both of those only in part. The assistant commissioner in charge of the Division of Business and Finance assisted in the hearing of most of these appeals. Discussions are now under way leading to a refinement of procedures for processing appeals of this kind with the purpose of producing more settlements, reducing the number of such appeals, and processing them as quickly as possible.
2. Represented the Commissioner of Education on the Migrant Labor Board and advised the Director of Migrant Education on the operation of the program for migrant children.
3. Worked with the Association of New Jersey School Board Attorneys, and compiled a current list of all attorneys representing boards of education.
4. Enlarged and improved the library of court decisions, legal information and resource materials pertinent to the functions of the Division.
5. Reviewed changes in the proposed revision of Title 18.
6. Held conferences and consultations with districts having potential school integration problems, but not yet in litigation.

DIVISION OF CURRICULUM AND INSTRUCTION

The Division of Curriculum and Instruction has carried out an extensive program during the year. The over-all division-wide activities, together with the work of individual offices, seem to have made an important impact upon the state in a variety of areas:

- General consultative help in the planning and execution of in-service activities.

- Concentrated emphasis on the nature of the leadership of the principal, elementary and secondary.
- Leadership in early childhood education.
- Leadership in migrant education.
- Leadership in new areas of research in teaching.
- Leadership in over-all activities of special education.
- Leadership in organizing and clarifying the work of school physicians.
- General leadership and consultant help in health education.
- Leadership, service and evaluative assistance in Titles I, II and III.
- Active participation and leadership in many national and state professional groups.
- Leadership and guidance in the analysis and interpretation of major national curriculum projects.
- Help in effective ways of identifying, interpreting and consuming research.

Office of Secondary Education

The office has achieved considerable success with a plan to use the approval visits and reports as a basis for work in the schools by the various consultants in this office, the division and throughout the department. Printed guidelines explaining the school approval procedure have been prepared and distributed. As a result of the procedure used for school approvals during 1966-67, it is estimated that over 6,000 teachers were directly involved in school self-evaluations. For many of these teachers, it has been their only contact with the state department since their certification.

It appears that the state is entering another busy period of high school building construction. Many of the schools built during recent years have reached capacity and require additions or the construction of a second high school. The office welcomes the opportunity to plan with the administrators and their staffs the kind of curriculum that will be needed in the years ahead. To this end, it has organized a planned program of consultant help and review of progress during the construction of new facilities.

School district reorganizations may not be far off. Activities and interest in studying regionalization are increasing. The new legislation making possible K-12 regionals is slowly beginning to bear fruit. Responsibility in connection with regionalization will undoubtedly be conditioned by the forthcoming report of the Commissioner's Committee on Reorganization of School Districts.

Administration

Office personnel visited one hundred and ten (110) private and parochial schools for approval purposes.

Summer school approvals were processed for eighty-one (81) public and thirty-six (36) private schools, making a total of one hundred and seventeen (117).

The office received and processed 206 private and public school requests for the following curriculum changes:

Art—24	Math—68
Behind-the-Wheel—19	Music—26
Business—48	Part-Time Cooperative Trade and Industrial Program—83
Cooperative Business Education Program—47	Physical Education—6
Distributive Education—11	Reading Improvement—3
English—23	Science—40
Health—6	Social Studies—52
Home Economics—35	Vocational—100
Humanities—14	Reorganization of Schools—9
Languages—47	

The office reviewed Title I applications in excess of \$20,000 for approval purposes. These totaled approximately 200. An additional 25 were referred to this office for review purposes by the coordinator's office. Approximately 250 Title I evaluation forms were received.

Research and Surveys

THE OFFICE:

Did a follow-up study of the approval through self-study process of New Jersey secondary schools.

Revised information on new practices in secondary schools.

Made an annual survey on foreign language in New Jersey.

Tabulated data for the Secondary Office and Title I evaluation report.

Completed survey of humanities courses in 50 states (joint sponsorship with National Association of Secondary School Principals).

Surveyed elective music enrollments, high schools in Bergen and Gloucester counties.

Tabulated number of schools in New Jersey offering speech-drama courses.

Conducted a survey on the status of twelfth grade mathematics in New Jersey.

Compiled materials for Title III research.

Evaluated a pilot project in elementary school guidance.

Did a follow-up of high school graduates, Class of 1966.

Office of Elementary Education The Principals' Conferences

A series of 11 regional conferences was held between October 12 and December 8. A total of 1900 persons participated.

A large number of principals was involved with Division staff teams in regional planning committees. Each of the 11 conferences had its own distinctive flavor because each was planned with the particular concerns of the region in view. However, an analysis of the concerns dealt with in the 11 conferences revealed that they fell into three inter-related categories:

1. An analysis of the work of the principal
2. Human factors in education
3. Aspects of change

A variety of "ways to learn" were employed. Speakers were involved to describe, demonstrate, or present projects of unusual promise, and teams of speakers from school districts included teachers, pupils, administrators, parents, school board members, and special services staff. Panels, forums, clinics, discussion groups, films, tapes, and overlays were used.

The Annual Education Workshop

Approximately 175 supervisors, curriculum coordinators, department heads and others from local districts, central and county staff members of the Department, and representatives of the State colleges met during four days in January to study the role of supervision in examining, fostering and evaluating change. Special emphasis was given to the areas of curriculum development, in-service education, and guidance.

Early Childhood Education

There are now about 450 approved private nursery schools, day nurseries, and other child care centers in the state. The number steadily increases. Many existing centers have added classes. Some are operating afternoon sessions. In addition there are approximately 45 communities with programs for four year olds. The majority of these are financed with funds from the Office of Economic Opportunity and through Title I of the Elementary and Secondary Education Act.

The extension of education to include ever-increasing numbers of children three and four years of age is forcing educators to look more closely at all programs for young children.

The establishment of a sequence of suitable learning experiences throughout the entire early childhood span, ages 2, 3 or 4 through 8 or 9 years, is now urgent.

There is a need to coordinate programs for the youngest with the entire educational system so that education from nursery through graduate school has continuity and balance.

Education of Children of Migrant and Seasonal Workers

The 1966 Summer Program

Seven school centers were operated in five counties to serve a total of 800 children.

The staffs of the schools went to the camps to meet migrant families and recruit children. Recruiting was supported by the growers, Department of Labor and Industry, inspectors, public health nurses and others.

The staff of each school was headed by an administrator and supported by aides drawn from the migrant population and undergraduate students from the colleges and by teacher consultants in art and music. Cooks, custodians and bus drivers were also important in the total staff operation.

Each school had a full time nurse. The Department of Health supplied a physician, a full time dentist and a dental assistant for each school.

The purposes of the schools were to:

- Provide health services.
- Instill a sense of self-worth.
- Help overcome disadvantages of previous limited schooling.
- Supply experiences beyond the restricted camp life.

Office of Special Education Services

The Office of Special Education Services has put into effect the following state and federal acts of legislation:

1. Chapter 29, New Jersey Laws (1966 Beadleston Act) pertaining to local board of education programs for handicapped children.
2. P. L. 87-924 (1961) to promote the education of the blind.
3. P. L. 88-313 (1965) to amend Title I of the federal Elementary and Secondary Education Act affecting education of the handicapped in state operated programs.
4. P. L. 85-926, as amended, concerning the training of teachers of handicapped children.

Office of Audio-Visual Education

Title II

Much of the activity of the Audio-Visual Office centered around Title II activities. Responsibility for the instructional materials phase of Title II rests with the Audio-Visual Office. As of June 2, 1967, a total of 2,866 Title II applications was processed. A total of \$2,745,596.41 was approved, \$539,264.85 to 658 non-public schools and \$2,206,331.56 to 2,208 public schools. Of the amount approved, 47.7% was for books and other printed materials and 52.3% was for other instructional materials.

The Title II State Plan requires the Audio-Visual office to conduct workshops to assist teachers in the selection and proper use of instructional materials. Planning and conducting forty-one workshops required sixty-one days of staff time. Six of these forty-one workshops were county-wide. Approximate attendance was 2,100 teachers and administrators.

One of the time-consuming tasks of the Title II staff has been the transferring of statistical information from Title II applications to cards for the Acme Visible File. This job is almost complete and, when completed, will permit us to instantly select all high schools purchasing filmstrips, for example, or all schools within a county that have purchased transparencies, etc. It is our feeling that this new Visible File will save many hours of time in locating statistical information when required.

Audio-Visual Surveys Conducted

The staff of the State Department of Education, at the request of both the local superintendent and the local board of education, conducted two

major surveys during the year. The first was of the Howell Township Public Schools. Work on this survey started in the spring of 1966.

A survey of the Bridgeton Public Schools has just been completed. Copies of the survey report were delivered to the superintendent on June 7, 1967.

The acting superintendent of the Lawrence Township Schools indicated that he recently made the position of audio-visual director a full-time position. He asked the State Audio-Visual Office to spend some time with the new director. The superintendent asked that we help work up a self-survey of the Lawrence Township Schools. When finished, our staff will help interpret the results of the survey.

A similar request was received from Lawrenceville Preparatory School. It has secured funds to improve its audio-visual program and has turned to the State Audio-Visual Office for help in evaluating the existing program.

The Elizabeth Public Schools has been conducting a Title I Project for ten public schools and seven non-public schools. The State Audio-Visual director was asked to spend several days critically examining the existing program and then suggesting possible improvements. This was the first time such a request has been received.

Television Survey

New Jersey is the first state to attempt to survey television equipment owned by public schools on a state-wide basis. A questionnaire was sent to each *public* school building asking for information about equipment on hand. Questions were also asked about future television plans at the local level, viewing habits of teachers, and the role of the State Department in television. Approximately 96% of the survey forms have been returned and a preliminary print out has been made.

Center on Teaching

Research and Development Activities

Two pilot studies were undertaken which dealt with aspects of the improvement of instruction. The Kingsway Project is an attempt to conduct in-service activities that involve teachers in various forms of research methodology. The teachers have developed case studies, shadow studies and interaction analysis matrices of their classroom discussion patterns. Teacher attitudes have been very positive toward the project and it is anticipated that the program will be expanded this coming year.

The second study involved an analysis of group process among "disadvantaged" children in the inner-city school.

In both instances, the projects were carried on cooperatively with other staff members in the department. In the first case, the consultant in English and reading shared the responsibility for the project. In the second project, a consultant in secondary education worked cooperatively with the Center on Teaching.

Dissemination Activities

The Center on Teaching has utilized the *Educational Research Information Center* as one means to increase the dissemination of information throughout the profession. The ERIC collection is housed in the Center on Teaching and is available to members of the department and other interested members of the profession.

Office of Child and Youth Study

The five members of the Office of Child and Youth Study in 1966-1967 worked with well over 8,000 teachers and other school personnel in every county in a variety of ways to increase their understanding of, and skill in working with, children.

Office of Health, Safety and Physical Education

The year 1966-67 found the Office of Health, Safety and Physical Education involved in varied and extensive educational programs. The main responsibility of the office is for supervision, assistance and services in the health education instructional program, the health service program, the physical education program, the safety education program and the school lunch program for the public schools of New Jersey.

For the first time additional staff members were available to the office through the Elementary-Secondary Education Act of 1965. Their services have been utilized for the entire year and, as a result, many desired goals have been achieved. Additional staff members are needed to do a more thorough job in areas of girls' physical education and athletics, outdoor education and safety education.

DIVISION OF HIGHER EDUCATION

Office of Finance Planning

1. Budget work in the Division of Higher Education involved the analysis of the budgets of the six state colleges, Newark College of Engineering, Trenton Junior College and Rutgers, The State University. These analyses were made in accordance with the policy of the State Board of Education. This office was responsible for over 36 different budgets that involved separate fund accounting. This office also prepared the six-year capital projection budget for the six state colleges which included 142 projects with a total estimated cost of \$337,000,000.
2. This office continued to provide staff work for the New Jersey State Commission for the Higher Education Facilities Act. The Commission administered Title I of the Higher Education Facilities Act of 1963 and Title I and Title VI of the Higher Education Act of 1965. In 1966-67, 36 different applications from New Jersey colleges and universities were received and processed for construction grants under the provisions of Public Law 88-204. Subsequent recommendations to the commission provided for a disbursement of \$2,808,790 to public community colleges, and \$9,001,552 to other colleges and universities. Under Title VI, Part A, of the Higher Education Act of 1965, this office received and processed 16 applications from New Jersey colleges for the acquisition of laboratory and other special equipment and television equipment and materials. Later recommendations by the commission resulted in the disbursement of \$227,465 for laboratory and other special equipment and materials and \$26,246 for television equipment and materials. Title I of the Higher Education Act of 1965 provided for grants to colleges for community service and continuing education. Twenty-four applications were received and processed by this office. This resulted in grant recommendations by the commission of approximately \$245,000 to New Jersey colleges for the purpose of Title I. The staff work for the commission also involved consultations and visits with institutional representatives, sometimes preparation of the actual grant application for institutions, liaison work between the Office of Education and the commission, extensive review and correction of applications filed, and attendance at regional conferences and workshops involving the programs administered by the commission.
3. This office has started a cost study of instruction at the six state colleges and has started a cost study of dormitory operations at the six state colleges.

Bureau of Adult Education and Academic Credentials

1. Adult Education

- a. The State Plan for Adult Basic Education was revised to conform to the Adult Education Act of 1966.
- b. The development of the Cooperative Area Manpower Program Systems has provided opportunity for coordination and cooperation of agencies involved in programs for the disadvantaged, including our Adult Basic Education Program.
- c. The Bureau of Adult Education in cooperation with the college resource centers has produced a training film entitled "I Couldn't Write My Name" to be used in teacher preparation for the Adult Basic Education Program.
- d. The Montclair Adult Education Resource Center has published through the American Bankers' Association a pamphlet entitled "Using Your Money Wisely." This publication has been written at the fourth grade level for use in adult basic education classes.
- e. As a result of Chapter 219, Laws of 1964, the full-time and half-time directors of adult education have increased to a total of 31.
- f. The uncommitted funds from the Governor's Task Force on Literacy Education were made available to the Bureau of Adult Education and utilized to continue classes that otherwise would have been terminated.
- g. The high school equivalency programs have extended beyond public school districts and now include Job Corps Centers, Skill Centers, and Penal Institutions.
- h. A change in the State Board rules and regulations for the High School Equivalency Program permits adults 18 years of age or older and out of school for one year to take the G.E.D. test.
- i. The participation in the High School Equivalency Program has increased 33% during the past year.

2. Personal and Family Survival

- a. During fiscal year 1966-67, more than 17,700 citizens have completed this program.
- b. Since July 1, 1966, 116 teachers have been prepared to instruct in the program.

3. Radiological Monitoring Course (Ramont)

In the first full year of operation of the program, more than 700 persons will have completed this specialized course and will be qualified as monitors.

Office of New Jersey State Scholarship Commission

1. Volume

- a. The New Jersey State Scholarship Office received approximately 24,000 preliminary applications for the academic year 1967-68. This is the largest number in the history of the Scholarship Program and represents an increase of 20% over last year's total. This increase in the preliminary applications reflected itself in greater number of financial statements to be evaluated as well as high school transcripts to be judged and IBM programs to be readjusted to compensate for the increased volume.
- b. The commission this year was able to award in accordance with the legislation 4,489 new awards. This, added to the scholarship holders at upper-class levels, indicates that this office will distribute payment on approximately 15,000 basic scholarship awards for the academic year 1967-68. The growth in the incentive program since its inception last year has shown an increase of approximately 600 more awards. This year a total of 2,800 incentive awards will be granted making a grand total of 5,000 awards in its first two years of operation. The processing of these increases was accomplished only through a greater refinement of the procedures within the Scholarship Office and did not require the addition of more personnel.

2. Improved Methods

- a. This year the New Jersey State Scholarship Commission advanced the date for the announcement of state scholarship winners. The earlier date decided upon by the commission with the approval of the Association of Independent Colleges and Universities in New Jersey made possible an improved method by which the colleges and the Commission could relate their awards for the benefit of the receiving student. It also made possible a more equitable distribution of financial aid on the part of the colleges to a greater number of students by the elimination of the duplication of funding of awards by both organizations. The impact of the early announcement upon the Scholarship Office required a revision of methodology that would permit this implementation without an increase in office staff.
- b. The Commission for the first time has requested parental income tax returns from all current successful applicants for the purpose of validating the financial need criteria for an award. During the year, a new method of assessing the financial circumstances of applicants' families was devised. A new form was developed to accomplish this purpose. Substantially improved validity in report has resulted.

- c. The Commission revised the procedure for the granting of awards to students planning to attend either in-state or out-of-state institutions. All successful applicants were granted an in-state award with the proviso that they may transfer the award to an out-of-state college. This required the student to make a formal request to the commission.

3. Research Studies

The State Scholarship Commission has continued the pilot study, started last year which will continue for the next three years, dealing with the correlation of low academic high school achievement to college success. The purpose of this study is to determine the relative importance of a student's secondary academic record as a criteria for awarding of a state scholarship.

Office of New Jersey Higher Education Assistance Authority

1. Of 37,990 Guaranteed Student Loan Program applications received since the inception of the program, 42% or 15,831 applications have been received during the fiscal year. Since the first loan was made, 33,541 loans have been guaranteed for \$29.4 million; of this amount 44% or \$14.6 million have been guaranteed during the current fiscal year.
2. The increase in the number of guaranteed loans can be attributed directly to the amendments to the Laws of 1959, Chapter 121, which were included in three bills. These amendments provided for:

Incorporation of the applicable provisions of the Federal Higher Education Act of 1965,

Increase of the permissible interest rate to 6% simple,

Inclusion of a new group of lending institutions,

Extension to those under age 18 of the privilege to contract for loans thus making eligible several thousand first-year students.

Eligibility of certain "post-secondary, non-degree institutions of higher education," i.e., junior colleges, trade, technical and business schools.

3. The number of lending institutions participating has gradually increased and now exceeds 300. This source of new money should ease the borrowing situation in a few "tight" areas.
4. One person has been assigned to work on defaulted loans. This arrangement has resulted in personal contact with every case. The value of this is attested to by the small number of defaulted accounts and the excellent recovery rate; 45% of the defaulted accounts are now on a repayment schedule with this office.

Office of Two-Year Colleges

1. New County Colleges

Six colleges have been given permission by the State Board of Education to begin operation. Four of these institutions are currently in operation. Two more will begin operation by September of this year.

2. Private Two-Year Colleges

One college has received permission to begin operation.

3. State Evaluations

- a. Four-year colleges (renewal of state approval)—3 evaluations.
- b. Two-year colleges (renewal of state approval)—8 evaluations.

Office of Teacher Education and Certification

State Board of Examiners

1. The 20th edition of the *Rules Concerning Teacher's Certificates* was published in September, 1966.
2. The requirements for the school business administrator's certificate were revised to require a bachelor's degree.
3. Circular 351, "Proposed Standards for State Approval of Teacher Education," National Association of State Directors of Teacher Education and Certification, was accepted as the basis for approving programs in teacher education.
4. Master of Arts in Teaching programs were approved at Fairleigh Dickinson, Lehigh and Temple Universities.
5. The State Board of Examiners suspended the certificates of seven teachers who were reported by their local boards of education for having broken their contracts, and one certificate was revoked for conduct unbecoming a teacher.
6. Forty-two hundred certificates were issued to graduates of approved programs. This is 400 more than were issued in the previous school year. In addition, 32,000 teacher certificates were issued during the year on the basis of individual transcript evaluations. Thus, a total of 36,200 certificates were issued during the year.

DIVISION OF VOCATIONAL EDUCATION

Area Vocational Schools Branch

Thirty-three area vocational schools have been established with 4,900 additional students served in new area schools, and with a potential student enrollment of 17,400. There were 253 new vocational classrooms established and 138 new shops and laboratories established.

Trade and Industrial Education

During the 1966-67 fiscal year, there were 14 county vocational districts, the N. J. School for the Deaf, and six area schools with vocational education T & I programs. A total of 28 schools served 7,000 full-time students. Forty schools provided training in some 27 skilled trade areas. Twelve pilot programs were offered.

Health Occupations

There are now 27 schools offering health occupations courses. Occupations included are practical nursing, medical dental assistant, medical assistant, dental assistant, nurse aide, and x-ray technician. The first statewide conference for instructors of practical nursing was held during the 1966 New Jersey Education Association Convention.

Private Business Schools and Correspondence Schools

There were 19 new, independent business schools approved, bringing the total to 72 in the state. Three private business schools were given national accreditation. Two hundred fifty-four out-of-state correspondence school agent's licenses were issued, and seven out-of-state home study schools received permission to maintain licensed field representatives in New Jersey.

Veterans Training

Eleven private business schools, 13 hospital schools, and two art schools for veterans were approved. Over 40 applications for course approvals were evaluated.

Private Trade Schools

Six new private trade schools were approved.

Other

Three full-time county coordinators for vocational education were appointed in Camden, Hudson, and Gloucester Counties.

Camden County

Three area vocational schools and one new county vocational school were approved. Camden County has 28 on-going pilot programs in vocational education, serving nine schools. Twenty-nine new pilot programs were approved, serving 20 schools. Nine Introduction to Vocation courses were funded. Camden County implemented its first Manpower Development Training program in commercial foods during the summer of 1967, serving 20 unemployed workers. There were 26 new county programs in cooperative trade and industrial education; five of these were for mentally retarded children.

Hudson County

County and local business and industry advisory committees have been established as well as a center for occupational information. Occupational education course development has been afforded six districts.

Gloucester County

An "interest inventory" was developed and used with 3,800 high school students. An industrial, business, and hospital survey of needs was developed for vocational-technical training in the county. Five additional high schools took part in pilot projects. Four high schools were approved for Introduction to Vocation programs. One area high school was approved. A survey is being conducted to determine the need for adult programs and apprenticeship related classes.

Center for Occupational Education

A Center for Occupational Education at Jersey City State College was established to train technicians for jobs in industry and future teachers for technical and vocational high schools. The center is sponsored by the college in conjunction with the New Jersey Department of Education and financed jointly by state and federal funds.

Adult Occupational Education

A new branch, the Adult Occupational Education Unit, was created in the Division during the year to coordinate and develop programs. Over 30,000 adult students participated in the adult and trade extension programs in the areas of trade and industrial education, technical education, apprentice training, and manpower development training.

Comprehensive High School Branch

Many daytime workshops were held with local teachers and administrators and many evening sessions were conducted to explain the function of occupational programs within a comprehensive high school. With the advent of the 1963 Vocational Education Act, many pilot projects in occupational education have been initiated in local high schools. They have tended to increase the scope of these high schools. They provided young people throughout the state with opportunities for gaining entree employment skills in various occupational areas. The projects also gave information and assistance to those districts interested in broadening the scope of offerings and becoming more comprehensive.

Home Economics Education

Three pilot project workshops were held in food services, child care, hotel-motel services, clothing and textiles, and home furnishings production and services. Materials were developed for youth and adult programs. A planning grant was approved by the State Board for food service technology. A home economics curriculum change study was developed cooperatively with Rutgers. A fall conference was held with teachers and local supervisors on program development for students with special needs.

Agricultural Education

Additional training opportunities included pilot programs in agri-business and landscape construction. Courses in nursery practices and recreational conservation and forestry have been expanded.

Business Education

One hundred and two pilot programs served 7,000 New Jersey high school students in business education. Fifteen model business education centers in 21 counties were renewed. One hundred and eighty business education teachers received in-service training while the functional skills of some 2,000 stenographic students were being improved. One hundred and fourteen cooperative office occupations operated 2,000 high school business education programs. Students were provided training experience in more than 1,000 business establishments. A course of study for electronic data processing and curriculum construction efforts in defining a model business education curriculum at the Curriculum Laboratory at Rutgers was approved.

Industrial Arts, Industrial Occupations, and Pilot Projects

There were 73 new shop facilities and 24 mechanical drawing areas. There was a total of 241 industrial arts clubs. A new industrial arts teacher edu-

cation program was approved by the Board of Education for Glassboro State College. The master's program in industrial arts was approved by the Board for Glassboro.

The year saw a 50% increase in industrial occupations pilot programs, bringing the total of operating programs to 114 in 55 high schools and 4 vocational-technical schools in 19 counties in the state. Projects are pending in 12 districts for 1967-68. Several students have launched college careers as a result of these pilot project experiences. The areas include auto mechanics, cabinet making and carpentry, drafting, electronics, graphic arts and metal trades.

Distributive Education

The distributive education program increased by 22 programs, bringing the total to 93 and offering training to about 2,200 students. Ten of these programs were first-year pilot programs. In addition there were one post-high school program, four adult programs, and two adult programs for persons with special needs. A model classroom in Distributive Education was established at Rider College. New Jersey was selected by the U. S. Office of Education as one of the two states to offer a two-week seminar on the project method for vocational distributive education training. A 40-hour adult seminar for training instructors for human relations and job instruction was conducted at Rider College.

Occupational Research and Development

Master Plan

Development of a master plan for a total program of vocational-technical education in New Jersey has been approved by the State Board of Education. A sum of \$65,000 which includes 50% federal and 50% state matching funds, was allocated for the purpose of supporting the work of the nine sub-committees under the direction of the Division of Vocational Education. Target date for completion of the master plan is June, 1968.

Facilities Planning

A total of \$1,381,341 was distributed to 12 school districts for new construction or improvement of facilities. These districts qualified as "area vocational schools" under the Federal Vocational Act of 1963.

The State Legislature ruled that \$550,000 be allocated to the Department of Education to be supplemented by \$450,000 from state 1967 fiscal funds for area vocational education school facilities.

Police Training Project

A police training project, "Development of Multi-medial Programmed Instructional Materials for the Training of Law Enforcement Officers" was established.

Technology for Children Project

The Technology for Children Project, supported jointly by the Division and the Ford Foundation, was carried on in 17 schools in the state. The second summer Institute was planned for 44 children, grades K - 6, to be held at the Helen L. Beeler School in Marlton.

Manpower Development and Training Branch

Three hundred thousand dollars in federal funds for Manpower Development Training will be matched by 10% state funds during 1967-68. This was made possible through 1967 legislation.

Sixty-three MDTA programs, two Residential Area Recovery programs, and nine On-the-Job Training programs were approved. Sixty-one single referral programs were approved. Under the provisions of MDTA, thousands of New Jersey residents are receiving basic education, pre-vocational training as well as occupational training to help them qualify and/or re-enter the world of employment. Nine multi-occupational skill centers have been established in separate facilities in Newark, Hackensack, Jersey City, Trenton, Tri-County in Salem and rural "multis" in Warren, Cumberland, and Monmouth Counties. Other multi-skill centers are in operation in the Essex and Passaic County Vocational School systems, Newark Public Schools and New Jersey Reformatory at Annandale.

One hundred and thirteen men and women graduated from the Newark Manpower Training Skills Center. There were first-year courses in: nurse's aide, shoe repairman, upholstery, plus continuing engineering, and skill escalation employment development.

Technical Education

Curricula were initiated or expanded in 23 areas of technical education in the state. The need for highly specialized technologies such as electro-mechanical, bio-medical equipment, electronic instrumentation, food service, x-ray, is being made manifest to local district administrators.

Cooperative Industrial Education and Vocational Work Study Branch

In the Cooperative Industrial Education Program, there were 216 approved programs for 1967, with 2,500 cooperating employers. Seventy-three new programs in this area were aimed at providing training and employment particularly to "special needs" pupils. There were 28 programs developed in Cooperative Employment Orientation—a special needs program for mentally retarded pupils aimed at bringing them to the level of self-sufficiency in employability. Pilot projects in special needs were launched in three high schools in the state. Nine programs were coordinated with other efforts. Two state colleges now offer courses for coordinators in this area.

Professional Services Branch

Introduction to Vocations

In the Introduction to Vocations Pilot Programs, 24 new programs were approved to start in September. This will bring the total to 65 programs in all, with approximately 4,000 students in 16 counties. This year, grade levels include 7-10, and educable students. Seven workshops were held, including an interstate institute.

Vocational Guidance

An ad hoc committee on the vocational guidance role of the counselor, composed of representatives from eight colleges, staff members of the Division, and of the Curriculum and Instruction Division, plus regional representatives of the N. J. Personnel and Guidance Association was formed. "The World of Work: Increasing the Vocational Awareness of Fifth and Sixth graders" was developed in the 1966 Curriculum Laboratory. Five school districts engaged in pilot projects in vocational guidance during the year.

DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY

A year of significant progress for the State Library was highlighted by the passage of a new state aid bill and the appropriation of \$3 million to initiate this far-reaching piece of legislation. Other major accomplishments included: the opening of the New Jersey Library for the Blind and Handicapped; the distribution of state grants to encourage cooperative and innovative public library projects; the use of developmental grants under the federal Library Service and Construction Act to encourage "have not" areas of the state to develop strong area-wide reference facilities; the inaugura-

tion of a collect telephone call referral service in the State Library; the completion of an exhaustive survey of county libraries; and the continued reorganization and modernization of the Library's collections and internal processes.

STATE AID: The new State Library Aid Act, authorizing up to \$7,800,000 annually for a coordinated network of public libraries, was passed unanimously by both houses of the Legislature and signed into law by Governor Richard J. Hughes on April 24, 1967. The appropriations bill included \$3,000,000 to get the new program underway, raising the former funding level by fifty per cent.

An important aspect of the new legislation is the authorization of four Research Library Centers (the Newark Public Library, the Princeton and Rutgers University libraries, and the State Library), to make research resources and services available on a statewide basis.

REFERENCE REFERRAL: In keeping with its unique role as the coordinating agent for statewide library programs, the State Library inaugurated a Reference Referral Service on September 1, 1966. The new unit provides a "hot line" for routing sophisticated reference questions to the State Library for direct answer or for referral to appropriate research resources either in or outside the state. Although a small scale operation with only one professional librarian and a clerk, the unit has been able to obtain answers for 95 per cent of the questions received from local libraries.

REFERENCE WORKSHOPS: In a further effort to improve the quality of information services to all New Jersey's citizens, eight reference workshops of six one-day sessions each were held in various localities and were attended by 170 participants representing 137 public libraries from every county in the state. Grants of \$500 each in federal funds were made to each of the participating libraries as a means of strengthening their reference capabilities.

AREA LIBRARIES: The State Aid Act also recognizes the system of Area Reference Libraries which was initiated under federal funds in 1965. Two more area libraries were designated this past year, the Elizabeth and Plainfield public libraries, and awarded preliminary grants in accordance with the plan to extend this level of service to all parts of the state. In addition, developmental grants totaling \$200,000 were made to 15 public libraries with the intent to improve them to the point where they may become eligible for designation as Area Reference Libraries.

LOCAL LIBRARY DEVELOPMENT: Under an amendment of R. S. 18:24A, passed in the spring of 1966, grants totaling \$52,530 were approved for six cooperative library projects designed to extend library service areas and reduce interjurisdictional barriers. These projects included the Garden State Film Circuit; Libraries Unlimited, a cooperative project involving ten libraries in the Haddonfield-Cherry Hill area; the Highland Park-Metuchen Federation; the Mid-Bergen Federation of seven libraries; the Pemberton Borough and Township libraries in Burlington County and a cooperative reference project covering all libraries in Cumberland County.

COUNTY LIBRARY SURVEY: The survey of county libraries by Nelson Associates, Inc., a prominent New York consulting firm on library matters, was completed in April, and proposed sweeping changes in the existing structure. The LDC Committee of the New Jersey Library Association, the County Library Commissioners and the Association of Boards of Chosen Freeholders have all agreed to study the findings and recommendations and to report their views concerning the report in time to prepare legislation for introduction in the 1968 Legislature.

PUBLIC LIBRARY BUILDINGS: Twelve applications for Title II, Library Service and Construction Act (LSCA) construction grants were approved after careful review by the LSCA Advisory Board, resulting in the distribution of \$1,272,923 to the following municipalities: Leonia, Lincoln Park, Long Branch, Madison, Milford, Paterson, Ramsey, Red Bank, South Orange, Sussex County, Totowa and Trenton. The federal grants stimulated a total expenditure of \$4,075,028 for new and renovated public library buildings.

SCHOOL LIBRARIES: Inherent in the state plan for total library development was the strengthening and development of school library services. As of May 31, 1967, \$2,851,884 had been approved for grants under Title II of the Elementary and Secondary Education Act of 1965. Of this amount, \$2,286,798 was approved for public schools and \$565,185 for private schools.

The school library section also helped to develop multi-media centers in New Jersey schools through conferences with administrators planning new buildings; by participating in service training workshops with teachers and school libraries to make more effective use of non-book materials, including the use of closed circuit TV in the classroom; and by giving continuing emphasis to non-book materials as part of the formula in applying for federal funds available under Title II, ESEA, for fiscal 1967.

New Services—Other Activities

LIBRARY FOR THE BLIND: The pressures exerted to develop the state's own library service to the blind resulted in the creation of the Special Services Bureau, which administers the New Jersey Library for the Blind and Handicapped. In the fall of 1966, headquarters for the new facility were established in rented quarters at 1700 Calhoun Street and distribution of books and magazines in braille and in talking-book form (records and tape) began in January when the readers' records were transferred from the Philadelphia Library for the Blind with which New Jersey had contracted for many years. Almost 5,000 patrons are now being served and when sufficient staff is obtained, service will be expanded to include individuals who have reading difficulties because of physical handicaps, e.g., multiple sclerosis, etc. An Advisory Committee to the New Jersey Library for the Blind and Handicapped, representing the Department of Institutions and Agencies, the Library of Congress and New Jersey organizations devoted to serving the blind and physically handicapped, was appointed by the Commissioner of Education and held its first meeting on April 5, 1967.

DEPARTMENTAL LIBRARIES: An important development in expanding and improving library service to state agencies was taken with the designation of the Law Reference Librarian as the coordinator of the advisory service to the existing 14 departmental libraries. Forty-three individual consultations with departmental librarians or their superiors were held, involving such questions as staffing, cataloging, organization, budget, etc. In addition, three group meetings, one for all departmental librarians and two for medical librarians were held under State Library auspices. An interesting and useful by-product of this latter activity was the publication in April 1967 of a *Union List of Medical Journals in the Trenton area*. The State Library also extended leadership and coordinative services in securing a survey of medical libraries to further the state's participation in the federal Medical Library Assistance Act.

LAW LIBRARY: In order to continue to provide useful services to state government, the Law Library staff cataloged, classified and bound the New Jersey Administrative Regulations, the only reliable source for complete subject information on all published state regulations. The New Jersey court rules were likewise cataloged and classified and will be of great assistance to the judiciary and to the bar.

NEW JERSEY DOCUMENTS: Legislation was enacted during the 1967 session increasing the number of distribution copies of state documents re-

ceived by the State Library from 25 to 75. This will enable the State Library to designate area libraries as state documents depositories, thus assuring for the whole state adequate and equal access to this invaluable source of current information.

HISTORICAL COMMISSION: A development in the field of New Jersey history was the appointment by the Governor of a permanent New Jersey Historical Commission attached to the Bureau of Archives and History. The commission held its organizational meeting in February 1967 and elected Dr. Richard P. McCormick of Rutgers University as its chairman. The commission was asked by the Governor to assume broad responsibility for the state's participation in the forthcoming commemoration of the Bicentennial of the American Revolution.

EXHIBITS: The research efforts of the Archives and History Bureau on the State Capitol Building has stimulated considerable public interest and newspaper comment. A variety of archival material was utilized to tell the history of our State House in a four-month exhibit entitled "Under the Capitol Dome." The existence of the original 1794 structure within later architectural additions and remodelings was reaffirmed in this study and may influence the renovation and expansion contemplated. Other exhibits in the main corridor of the Library have received considerable attention: "Lord De La Ware's River"; "New Jersey Authors and Illustrators of Children's Books"; and "I do solemnly Swear . . .", showing a selection of illuminated documents representing various oaths of office for governors, senators and assemblymen over a hundred year period. More than 19,000 persons visited the Archives Exhibit Room and over 3,000 school children received lectures on the significance of the documents on display.

OTHER ARCHIVES AND HISTORY ACTIVITIES: The Archives and History Bureau's activities included authorizing the disposal of more than 72,000 cubic feet of records, microfilming over 6,670,000 pages, and answering over 1,300 reference requests from state agencies whose records are stored in the Records Center. The bureau also co-sponsored four workshops for librarians during the year and presented a symposium on archival administration in cooperation with the Society of American Archivists and the U. S. National Archives and Records Service.

CENTRAL SERVICES: Early in the fiscal year, the position of administrative assistant was filled following a functional vacancy of two years. Steps were taken to bring fiscal records into line, to issue quarterly statements of accounts by bureau and to renovate the files. By February a total reorgani-

zation was effected for the Readers Services Bureau. All administrative services (business, personnel, office services and supplies) were centralized and the bureau assumed administrative responsibility of the Technical Services Section, since its services are shared by all bureaus.

COORDINATION OF COLLECTIONS: Progress was made in inventorying and physically integrating the collections which were brought together by the move to the new building, as well as in resolving conflicts in policy regarding organization and use of the collections. With the advice of the late Ester Piercy, head of Technical Services, Enoch Pratt Free Library, Baltimore, and Joseph Becker, former librarian of the CIA, useful preliminary steps were taken to put the State Library on the road to automated procedures. In preparation for this, plans have been established for a flow-chart analysis of processing procedures as well as development of an overall policy to shape the research potential of the State Library's collections. Backlogs inherited from the past and exacerbated by the massive rate of acquisition, have yet to be brought under control.

OFFICE OF ECONOMIC OPPORTUNITY TRAINEES: A project in which the whole Library participated, involved the training and supervision of more than 20 O.E.O. Youth Corps personnel. Five youths trained in the State Library have been permanently placed in government and private organizations, including the New Jersey Department of Institutions and Agencies, the New Jersey Library for the Blind, the Bell Telephone Company and the DeLaval Turbine, Inc.

Publications

Checklist of Official New Jersey Publications. (Bi-monthly)

Elementary Schools and Librarians.

Genealogical Research: A Guide to Source Materials in the Archives and History Bureau of the New Jersey State Library and Other State Agencies.

Revised. July, 1966.

Guidelines for Applicants—State Library Aid Incentive Grants.

Legislative Histories of New Jersey Statutes, by Rebecca Schlam.

Legislative History of the Faulkner Act.

Microfilming Rules and Regulations.

New Jersey Court System. (reprint)

New Jersey Narcotic Laws, as amended to January 1, 1967, [prepared for] the Narcotic Drug Study Commission of the New Jersey Legislature. January, 1967.

New Jersey Public Library Directory.
New Jersey Public Library Statistics.
New Jersey School Library Directory.
New Jersey School Library Statistics.
Newsletter—Public & School Library Services Bureau.
Reference Workshop 1967 Workbook.
The School Library Council—An Idea Book.
Secondary Schools and Librarians.
Some Famous Jerseymen.
Some Twentieth Century Jerseymen.
State Library Aid Act—Information, April, 1967.
Union List of Medical Journals in the Trenton Area.
Your Information Center, the New Jersey State Library Reference Referral Service.

DIVISION OF THE STATE MUSEUM

The State Museum's three buildings (Main Museum, Auditorium, and Planetarium) expanded their services to the New Jersey's citizens through exhibitions, extension services, school and general public programs, field work, laboratory research, and collection activities. During its first complete fiscal year of operation, 436,817 people visited the State Museum and 3,245,953 were reached through our film loan extension service. A total of 3,682,770 were served by the State Museum. This represents an increase of 170,451 over the previous number of 266,366 visitors during an 8½ month period.

Public programs in the 416-seat Auditorium featured live drama, films, jazz and classical music, poetry readings, vocal and instrumental concerts, operas, and illustrated lectures on science, history, and art. School pupil attendance at Auditorium programs was 20,064. Attendance at public Auditorium programs was 35,623. Demonstrations in the 150-seat Planetarium were enthusiastically received by 36,837 school children and teachers, and 41,788 at public programs. Free summer astronomy courses were offered for children and adults.

Bureau of Administration

Three types of publications were issued: *Bulletins*, a popular reference handbook series; *Investigations*, a scientific series based on research and field work; and *Reports*, devoted to extensive New Jersey research projects.

Publications issued or under preparation during the year were:

... BULLETIN #11—AMPHIBIANS OF NEW JERSEY by Dr. Lois Meier Shoemaker, Former Professor of Science, Trenton State College; manuscript and drawings in preparation to be published.

... A YEAR OF GROWTH 1966, a report of the activities of the New Jersey State Museum from October 16, 1965 to June 30, 1966.

Museum Shop

Inventory of items for the Museum Shop was greatly increased as sales created a net from which purchases could be made. All sales personnel were part-time serving as needed, on call and paid at an hourly rate. Final inventory and sales analysis showed a gross sale of \$42,483.20 with a net profit of \$3,339.94. The Museum Shop was designed and installed by the Exhibits Bureau from purchased materials and components.

Bureau of Arts

A. Changing Exhibits

During the fiscal year 1966-67, the following exhibitions were organized and installed by the Bureau of Arts in the Museum's Auditorium and Main Museum galleries:

1. *Gifts and Loans from the J. Lionberger Davis Collection* (Main galleries). A continuing exhibition, with changes as new gifts have been made, of objects of varying types; archeological (new world and old), paintings, prints, and sculptures.
2. *Selections from the Permanent Collection of the New Jersey State Museum* (Main galleries). June 24 - September 23, 1966. Paintings, sculpture, graphics from the State Museum's permanent collection; selections intended to illustrate representative schools of the 19th and 20th centuries, within the limitations of the Museum's collection.
3. *A Loan Exhibition from the Print Club of Philadelphia* (Main galleries). June 19 - September 23, 1966. A loan exhibit consisting of 86 prints ranging from the 15th century to the present by American and European artists.
4. *The Art of Antonio Berni* (Main galleries). October 1 - October 30, 1966. Planned in cooperation with the Pan American Union, the Argentine Embassy, and the State Museum; included 101 pieces by the artist.

5. *Fine Arts Collection of Rutgers, The State University* (Auditorium galleries). October 8 - November 13, 1966; included 55 pieces from the 14th century to the present from the collection of Rutgers University.
6. *Joseph Domjan: Master of the Woodcut* (Main galleries). November 4, 1966 - January 2, 1967; 216 woodcuts; a large exhibition displaying one artist's command of an old and demanding technique by a craftsman who is represented in many collections here and abroad.
7. *Graphics, Watercolors, and Sculpture by the Associated Artists of New Jersey* (Auditorium galleries). November 17, 1966 - January 2, 1967; exhibit of approximately 65 works entered by members of this Association.
8. *Award Winning Designs of the New Jersey Society of Architects—Designs for Cities* (Auditorium galleries). January 6 - March 12, 1967; a photo-panel show circulated by the New Jersey Society of Architects.
9. *A. B. Frost* (Main galleries). January 6 - March 10, 1967; Paintings and graphic works by New Jersey's "dean of American illustrators"; 88 items were loaned primarily from Henry Reed; other loans from Emery and Princeton Universities and Ferdinand Roebing.
10. *African Tribal Art* (Main galleries). January 13 - May 14, 1967. Over 200 artifacts from four major African cultural areas, including masks, sculpture, textiles, and weapons, revealing the sophistication of native decorative traditions and inventive use of materials that distinguish tribal art. Items from the Wilke Collection, J. Lionberger Davis, and the Commercial Museum.
11. *Survey of American Porcelain* (Main galleries). February 3 - 26, 1967; New Jersey has been an important center for the production of American porcelain for the two centuries covered in this exhibition. Sponsored by Cybis, Inc., and circulated by the American Federation of Art.
12. *Good Design in Toys* (Auditorium galleries). February 3 - March 12, 1967. Traditional folk toys from all over the world, as well as modern playthings designed by sculptors, artists, and fine craftsmen; sponsored by Creative Playthings.
13. *Art from New Jersey/1967* (Main galleries). March 19 - May 14, 1967. The Museum's second annual juried exhibition of paintings, sculpture, and graphics by New Jersey artists; jury members Benton

Spruance, Calvin Albert, and William Kienbusch juried 800 entries from which 154 were exhibited including 24 invited artists; purchase awards of \$14,125 (including \$5,000 from Governor of New Jersey) were made available by donors, and a total of 24 award-winning works was added to the collection of the State Museum.

14. *Student Art Scholarship Show* (Auditorium galleries). April 18 - 28, 1967. Winners of area art competitions for New Jersey high school students, juried regionally. Presented in cooperation with the New Jersey State Federation of Women's Clubs.
15. *Focus on Light* (Main galleries). May 20 - September 10, 1967. The artist's preoccupation with light; five different approaches demonstrated through paintings and sculptural constructions by major European and American artists. A large exhibit, spanning 100 years of change and exploration, sponsored by Circle F Corporation; loans from leading American museums and galleries, collectors, and artists.

B. Loans

The State Museum made the following loans from its fine and decorative arts collection:

1. Drawings of the State Museum by Albert J. Fortunato, Nutley, New Jersey; State's Trade Commission to South America, c/o Commissioner Robert Roe, Conservation and Economic Development.
2. Dudley Morris, "Morven", 20th c.; Office of the Governor.
3. Shahn, Ben, "Gandhi", print; Governor's National Art Tour, Olympia, Washington.
4. Basketmaking material; Burlington County Prison Association.
5. Ozols, Auseklis, "Still Life with Figure"; loaned to artist.
6. Leo Dee, Shell (drypoint); University of Maryland.
7. Punch Bowl, 72 glasses, dipper; State Library, Kenneth Richards.

Bureau of Education

Since July 1, 1966, the Bureau of Education has set up programs and services for a school and public attendance of more than 134,000 at the Museum's three buildings. Services, building-use and 489 auditorium programs in the performing arts, fine arts and sciences were provided for 161 state agencies and other groups. In addition, 3,245,953 were reached through the Audio-Visual film loan library.

A. Natural History Section

1. Accepted responsibility for the State House tour program.
2. Reorganized the tour program and constructed a temporary orientation room.

B. Planetarium Section

1. Prepared and gave demonstrations presented as:
 - a. School lectures, now operational and at capacity level, 4 lectures per weekday.
 - b. Special lectures for groups during non-museum hours (evening lectures with special fees).
 - c. Regularly scheduled public lectures (3 on every Saturday, Sunday and holiday).
2. Established and conducted the first in-service teachers' astronomy workshop during the summer of 1966.
3. Established and conducted the first astronomy workshops for children and adults in July and August, 1966.

C. Visual Aids Extension Service

Some 4,700 reels of educational film from the Film Loan Library were in continuous demand. There were 15,613 requests for visual aids which were filled, involving the distribution of 22,374 films and slides to all parts of the state.

Reports were established and submitted for mechanizing the Film Library with the goal of filling more requests with greater dispatch.

Bureau of Exhibits

The following work was done by the exhibits staff:

A. Natural History Hall:

1. General exhibit preparation work continued, including designing, writing of copy, and basic exhibit construction; additional designs drawn for projected areas; 50% of the acoustical modification completed; location of all partitions and the installation of steel studs for partitions laid out as determined in the model; erecting, plastering, and painting of walls and diorama models completed; basic design, research, and model construction continued.

2. **Earth Globe Exhibit:** constructed and assembled 10' education earth globe; armature and light box satellite designed and constructed; topographical layout surface detail was made; work on application of continental detail and illumination of the core begun; experimental work on special lighting effects conducted.
3. **Mineral Exhibit:** copy and design prepared for the classification of minerals and mineral characteristic panels, along with construction of same; molecular model characteristics and classifications prepared; walls constructed and painted; large wall mineral cases constructed.
4. **Paleontology Exhibit:** mounted models to armatures; constructed cases; labelled specimens; completed installation; temporary exhibit area dismantled.
5. **Invertebrate Exhibit:** converted cases; prepared and installed contents with labels.
6. **Moon Globe:** brackets fabricated; background panels completed; one support constructed for moon globe map.
7. Prepared and set-up the Ichthyosaur exhibit and the marine invertebrate exhibit.
8. Prepared layouts and design of the Indian pottery and basketry exhibit.
9. Eighty per cent of the Stenopterygius exhibit completed.

B. Temporary Exhibits

1. **New Jersey Indians: (First Floor)** How New Jersey's earliest inhabitants hunted and fished; their implements, cooking vessels, and ornaments.
2. **Baskets and Ceramics: (First Floor)** Vessels used by Southwest and New Jersey Indians for cooking and storing food, holding water, and gathering grain.
3. **Fossils: (Second Floor)** A display highlighting a fossilized skeleton of a mastodon found in Sussex County, and a wide-ranging exhibit of fossil specimens. Also mammals, birds, rocks, minerals, amphibians, and fungi of New Jersey.
4. **Invertebrates: (First Floor)** A representative selection of marine animals from the Atlantic Ocean.
5. **Bell Telephone Company Exhibit: (Second Floor)** What the telephone is made of and how it works.

6. Planetarium Gallery: The most detailed and accurate model in the world of the half of the Moon visible from Earth (on loan from Rand McNally Company through 31 March); also specimens and photographs of meteors and meteorites, dioramas of astronomical instruments representing steps in man's ability to penetrate space, and other displays.

Bureau of Research

Paleontology

The main emphasis has been on coordinating all the underlying research for the Natural Science Hall. Specific activities have involved consultation with the Curator of Exhibits concerning design and preparation of copy for the earth globe exhibit, the six sections of the mineralogical exhibit, the projection unit for the rock exhibit, and the development of the nine paleogeographic globes on the changing earth exhibit.

Archeology

Through additional funds provided by the National Park Service and the State of New Jersey, archeological field research of Indian sites along the Delaware River during 1966 was continued. Five sites were tested, three sites were test excavated, three sites were surveyed, and four historic sites were surveyed. Three hundred seven stone artifacts, 2,312 potsherds, 2,596 waste flakes, and 455 artifacts recovered from a historic site were cleaned, sorted, listed, and catalogued from the 1965 and 1966 seasons.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF

The Marie H. Katzenbach School for the Deaf is a residential school serving the needs of 502 girls and boys from four to 21 years of age. Our program must of necessity be broad in scope if we are to meet the needs of all.

The following activities of the past year were new or different:

1. Under Title I funds there was conducted a workshop for 30 teachers during the month of July. Manuals and courses of study were written specifically for the students. Some of these have been printed and put into use; the others will be published during this current year.
2. Two reading manuals for second- and third-year level students were prepared and printed.

3. Through federal funds, the services of a clinical psychologist were made available for a number of the emotionally disturbed children.
4. The first year of a teaching-research program for 11 multiple handicapped deaf children was completed. There is a critical need throughout the state for classes for these children, and for developing teaching techniques and a program to meet their needs.
5. The academic phase of the vocational program was expanded to elevate the achievement level of these students.
6. Preliminary plans were completed for our new Pre-Lower School Unit.
7. The initiation of an orientation class of 15-year-old girls, who had shown very little progress in the academic department, has produced motivation and interest.
8. A considerable amount of visual aid equipment and supplies was donated through Captioned Films for the Deaf, a federal agency.
9. Under Title II, a considerable number of new strip-films and over-head transparencies were purchased.
10. The week-end chartered bus service for students was extended to all sections of the state and permitted a five-day school week. This is the first modified residential school for the deaf in the nation.
11. Staff and practice-teaching were provided for 20 Trenton State students specializing in this field. This helped fill teacher vacancies this year.
12. Under Title I, first year was completed of three technical courses for older and more capable vocational students.
13. The most dramatic accomplishment in the Vocational Department was the writing, approval, and instrumentation of the Pilot Project in Visual Communication. This project provided a budget of close to \$89,000 for equipment, supplies and staff. Immediate results included a jump in course offerings for 16 to 22 boys. Some areas were opened to girls.
14. Seven academic seniors took the competitive entrance examinations for Gallaudet College. All passed and were accepted.
15. All vocational graduates were placed in jobs long before the end of the school year.

STATE OF NEW JERSEY
STATE EXPENDITURES FOR EDUCATION 1966-67

Administration—State Department of Education			
Commissioner's Office	\$1,782,130		
Administration of Industrial Education	744,595		
Division of State Library, Archives and History	631,736		
Division of State Museum	431,810		
Marie H. Katzenbach—School for the Deaf	1,698,832		
			\$5,289,103
State Aid			
County Superintendents (Salaries)	369,974		
Other Officers and Employees (Salaries)	915,799		
Materials, Supplies, Travel, and Other	179,604		
Extraordinary			
National Defense Education Act (State Share)	156,384		
James F. Murray Junior Historian Fund	15,000		
Compensation Awards	132		
Additions and Improvements			
Vehicular Equipment	5,400		
Grants in Aid			
Vocational School Districts	458,634		
Industrial Schools	71,000		
State School Aid			
Formula	84,193,198		
Transportation	13,008,312		
Emergency Fund	175,000		
Atypical Pupils	8,189,531		
School Building Aid	17,902,428		
Evening School for Foreign Born Residents	65,652		
State Aid for Certain Libraries	1,851,851		
County Audio Visual Centers	50,000		
Technical Education	100,000		
Vocational Education	1,478,597		
Children Resident in Institutions	104,751		
*County Colleges	6,036,760		
Children Resident on State Owned Property	22,000		
Adult Education	171,057		
°County Assisted Junior Colleges	339,000		
Newark Skills Center	98,055		
Additional State Aid to Local School Districts per N. J. S. 18A:59-1	95,000,000		
Manpower Development and Training	140,136		
			231,098,305
Teachers Pension and Annuity Fund			
Pension Contributions to Teachers Pension and Annuity Fund	55,774,135		
Social Security Tax	21,172,230		
			76,946,365
State Capital Expenditures			
Division of State Library, Archives and History	401		
Division of State Museum	225,185		
Marie H. Katzenbach—School for the Deaf	52,333		
			277,899
Federal and Other Grants			
Teacher Training—Special Education-Graduate Program	101,899		
Civil Defense Adult Education	97,961		
Manpower Development and Training	4,683,863		
Adult Basic Education Program	810,942		
Migrant Opportunity Program	54,602		
Vocational—Orientation Institute	4,033		
Administration of Industrial Education, Manual Training and Vocational Schools—Smith-Hughes, George-Barden Programs	5,508,467		
Bayonne Research Project	2,729		
Newark Skills Center	1,363,548		
National Defense Education Act, 1958 (Titles III, V, X)	2,757,257		
Police Training Project	4,917		
Elementary and Secondary Education Act, Title I	20,823,163		
Elementary and Secondary Education Act, Title II	3,251,642		
Elementary and Secondary Education Act, Title V	497,712		
School Lunch Program	1,708,486		
School Milk Program	3,227,136		
General Educational Development Test Program	63,552		
Child and Youth Study Program (W. T. Grant Foundation)	10,500		
New World Foundation Study	3,185		
Camille and Henry Dreyfus Foundation	11,943		
Mental Health Project (N. J. Assoc. for Mental Health)	13,558		
Counseling Girls Conference—Private	250		
Technology for Children (Ford Foundation)	24,847		

Research Projects—Private	1,030	
National Defense Education Act Institutes (Tufts Univ.)	1,500	
Division of State Library, Archives and History		
Public Library Services	1,942,340	
Division of State Museum		
Archeological Research Project	8,982	
Revolving Fund—Operation of Museum Shop	42,664	
Revolving Fund—Replacement of Lost and Damaged Film	3,491	
Gifts for Painting and Other Art Objects	6,425	
Marie H. Katzenbach—School for the Deaf		
Work Study Program	5,263	
Elementary and Secondary Education Act, Title I	87,923	
Visual Communications Technology Project	85,152	
Instruction Equipment (Western Electric Co. Grant)	550	
		47,211,522
		\$360,823,194

* Responsibility transferred to Department of Higher Education, effective July 1, 1967.

STATE SUMMARY - LOCAL SCHOOL DISTRICTS

Area in Square Miles 7,509.14

Chapter

Plan

AV. ENROLLMENT: District Schools 1,327,692.1 Total Resident Daily 1,328,148.8 Spec. Classes 1,779 Home Instr. Pupils 5,202

ENROLLMENT				PERSONNEL		ADDITIONAL DATA	
K.....	129,476	6	103,452	Administration	Full	Buildings Owned	2,582
Pr. Ist.	2,120	7	103,455	Superintendent	Time	Classrooms Used	52,489
1.....	122,516	8	97,426	Asst. Superintendent	156.1	Special Rooms	5,495
2.....	117,087	9	105,458	Secretary	369	Apportioned Valuation 1967	(\$5,106,321,284)
3.....	114,723	10	97,627	Business Manager	29	Avg. Equalized Valuation on	
4.....	113,628	11	85,972	Sec't. & Cler. Assists.	1,890.3	Real Property 1964-65-66\$
5.....	108,102	12	78,519	Other	158	Ratio: Assessed To True Value	%
Special	20,895			Instruction		School Debt	(\$1,288,039,004)
Ungraded Vocational	4,283			Principals	2,320.9		
Total Day School	1,404,739			Supervisors	654.9		
Evening School:				Teachers	62,263.8	Tax Rate: 1967	
Regular	4,519			Other Instr. Staff	2,655.4	School\$
Accredited	4,701			Sec't. & Cler. Assists.	3,779.9	Ch. VI Debt Service
Vocational	28,703			Other	123	Regional
Foreign Born	6,557			Attendance & Health Services	1,854	Total\$
Adult Education	54,621			Transportation	811.6	Day School Cost Per Pupil:	
Summer School	58,556			Operation	8,344.5	Excluding Transportation\$ 564.87
Junior College				Maintenance	1,135	Including Transportation\$ 583.43
				Sundry Accounts	2,298.7	Equalized Valuation Per	
				Evening & Summer Schools	5	Pupil in Resident A.D.E.\$ 34,220.02
					5,580		

REVENUES & EXPENDITURES 1966-1967

Free Balance 7/1/66		Instruction		Sundry Accounts	
Current Operating	\$ 76,701,538	Salaries		Food Services	
Federal - E.S.E.A.	1,414,736	Principals	\$ 28,556,719	Salaries	\$ 2,035,512
Improv. Authorizations	146,760,514	Supv. of Instruction	7,382,580	Other Expenses	1,750,717
Capital Reserve Fund	1,845,508	Teachers	464,121,938	Exp. to Cover Def.	550,494
Total	\$ 226,722,296	Other Instr. Staff	24,485,813	Student Body Activities	
State Aid		Sec. & Cler. Assists.	16,804,996	Salaries	3,184,854
Formula	\$ 168,737,129	Other Sal. for Inst.	538,572	Other Expenses	3,693,418
Transportation	13,008,312	Textbooks	8,811,352	Exp. to Cover Def.	930,285
Atypical Pupils	4,958,267	Schl. Lib. & Audio-Vis.	6,341,842	Community Services	
Maladjusted Pupils	3,179,264	Teaching Supplies	15,857,617	Salaries	1,846,818
Building Aid	12,863,803	Other Expenses	4,780,583	Other Expenses	234,022
Emergency	166,000	Attendance & Health Services		Special Projects	
Evening Vocational	486,800	Salaries-Attendance	2,035,174	Regular - Salaries	52,248
Evg. School Forgn. Born	65,652	Other Expenses-Attend.	98,672	Other	636,946
Other	1,943,289	Salaries-Health Serv.	12,151,583	Federal - (P.L. 89-10)	26,619,710
Increased Building Aid	10,456,069	Other Exp.-Health Serv.	844,211	Other	8,994,694
Federal Aid		Transportation		Special Schools	
Vocational	1,910,435	Salaries	5,499,717	Evening Schools:	
P.L. 815 (Bldg. Aid)	377,019	Contracted Services	16,394,962	Regular	335,812
P.L. 874 (Current Exp.)	10,135,140	Replacement-Vehicles	900,312	Accredited	518,690
N.D.E.A.	2,501,557	Insurance-Pupil Trans.	274,802	Adult Education	963,144
E.S.E.A. (P.L. 89-10)	28,145,123	Other-Oper. & Maint.	1,578,546	Summer School	1,949,603
Manpower Development	2,511,753	Operation		Junior College	8,612
All Other	11,358,188	Salaries	46,118,635	Sub Total Current Expense	\$ 858,333,812
Local Aid: District Tax		Contracted Services	676,822	Capital Outlay (Budget)	
Current	588,889,505	Heat	7,540,030	Sites -	2,338,887
Capital	12,157,483	Utilities	13,598,065	Buildings -	4,132,484
Debt Service	56,855,618	Supplies	4,133,725	Equipment -	9,792,722
Evening Schools:		Other Expenses	576,281	CAPITAL RESERVE	94,000
Vocational	506,162	Maintenance		Improvement Authorizations	
Other	316,774	Salaries for Maint.	7,779,011	Sites	7,143,621
Municipal Surplus	1,825,453	Contracted Services	13,340,139	Buildings	125,288,626
Tuition	30,212,893	Replacement of Equip.	5,448,029	Equipment	7,577,367
Bonds and Notes (Const.)	192,173,787	Other Expenses	3,888,896	Debt Service	
Notes (Current Loans)	223,337	Fixed Charges		Principal -	44,009,052
Miscellaneous	9,813,743	Empl. Retire. Contr.	12,019,449	Interest -	27,351,742
Total Revenues	\$ 1,165,776,555	Insur. & Judgments	10,569,153	Sinking Fund -	169
Adjustments	\$ (2,197,190)	Rental of Land & Bldg.	1,524,952	Vocational Evening	1,340,405
TOTAL FUNDS AVAILABLE	\$ 1,390,301,661	Interest/Current Loans	79,725	Foreign Born Evening	219,374
EXPENDITURES		Other Fixed Charges	204,492	Manpower Development	2,102,152
Administration		Day School Expenditures	\$ 774,620,864	TOTAL EXPENDITURES	\$ 1,089,724,413
Salaries	\$ 23,787,823	Exp. to Other Districts		Free Balance 6/30/67	
Contracted Services	1,976,047	Tuition	29,165,765	Current Operating	\$ 94,728,590
Other	3,899,607	Transportation	182,616	Federal - E.S.E.A.	1,782,963
Salaries	\$ 23,787,823	Miscellaneous	60,988	Improve. Authorizations (b)	202,569,915
Contracted Services	1,976,047	Sub Total	\$ 804,030,233	Capital Reserve Funds	1,495,780
Other	3,899,607			Total Balance	\$ 300,577,248
				TOTAL EXPENDITURES & BALANCE	\$ 1,390,301,661

	CAFETERIA FUND	ATHLETIC FUND	OTHER FUNDS
Bal. 7/1/66	\$ 2,316,527	\$ 339,446	\$ 4,866,887
Income	29,187,975	2,564,373	17,584,230
Adjustments	21,729	31,639	(42,700)
	\$31,526,231	\$ 2,935,458	\$ 22,408,517
Expenses	\$29,382,626	\$ 2,614,382	\$ 17,258,537
Bal. 6/30/67	2,143,605	321,076	5,149,980
	\$31,526,231	\$ 2,935,458	\$ 22,408,517

REVENUES AND EXPENDITURES IN MUNICIPAL BUDGETS FOR SCHOOL PURPOSES SCHOOL YEAR 1966-1967

Debt Service			
State Bldg. Aid	\$ 5,038,625	Principal	\$ 12,947,616
Local Tax Levy	16,072,267	Interest	8,157,866
Other Revenue	6,140	Sink. Fund	11,550

(a) Net Debt adjustment (\$23,831,105).

(b) Net Improvement Authorization adjustment \$3,647,228.

COST OF EDUCATION

	1966-1967	1965-1966
Administration	\$29,663,477	\$26,088,234
Instruction		
Supervision	\$35,939,299	\$31,371,446
Instruction Proper	541,742,713	484,218,544
Attendance Services	2,133,846	1,936,989
Health Services	12,995,794	11,379,916
Transportation	24,648,339	21,640,256
Operation	72,643,558	65,913,242
Maintenance	30,456,067	24,901,605
Fixed Charges	24,397,771	18,248,587
	\$774,620,864	\$685,698,819
Total Day School Expenditures		
Day School Average Enrollment	1,327,692.1	1,283,696.1
Average Yearly Cost Based on		
Average Enrollment		
Excluding Transportation	564.87	517.30
Including Transportation	583.43	534.16

