

ANNUAL REPORT

1957-58

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

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



New Jersey State Library



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

ANNUAL REPORT

OF THE

State Board of Education

AND THE

Commissioner of Education

TO THE

Legislature of the State of New Jersey

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

School Year 1957-58



STATE BOARD OF EDUCATION

MRS. EDWARD L. KATZENBACH	Princeton
MRS. T. B. ARMSTRONG	Stewartsville
HARVEY DEMBE	Bayonne
PHILIP R. GEBHARDT	Clinton
MRS. R. ADAM JOHNSTONE	Ho-Ho-Kus
FRANCIS KNOWLES	Penns Grove
JOHN F. LYNCH	Morristown
JAMES W. PARKER, SR.	Red Bank
WILLIAM A. SUTHERLAND	Liberty Corner
MRS. STANLEY C. YORTON	Nutley

FOREWORD

The school year 1957-1958 was memorable. The rise of Sputnik I was the signal for a fresh wave of indictments and accusations against the American education system. Great confusion and turmoil resulted. In some respects what had been a growing concern on the part of the American public about the vital role of education in modern life was thwarted by these new developments.

One noted observer remarked that he had expected the wave of fright to create merciless criticism of the military, or the government's scientific program, or the graduate schools of engineering. Instead an unprecedented attack was launched by television, radio, and press on the American public school system. Education for survival or for the space age is imperative, it was said, but not the kind we have been having. Accusations were made that children were lazy, that high schools were too soft, that "educationists" were equally indifferent to bright children and to science and mathematics, that we should stop coddling the unfit and turn back to the old European system of weeding out the non-college-bound student at an early age.

The earlier proposals before the Congress for Federal school building aid to take children out of church basements and relieve part-time classes lay unheeded. Great pressures were placed upon the Federal Government to stimulate and support special emphasis on science, mathematics, and foreign languages, and there was considerable discussion of national testing programs.

Unfortunately, the first public reaction to the criticism of our schools was not beneficial for the schools. A record number of school budgets were defeated. Fewer referenda for school bond issues were passed than in recent years. A chain of criticism was forged in which colleges blamed the secondary schools, the secondary schools blamed the elementary schools, and all the schools blamed the parents. The children, who had once been told that education was a right and not a privilege and who were unaccustomed to the spectacle of the honor student being more in the community spotlight than the football hero, were confused. It was like spanking Junior because Father lost his job.

I am glad to report that most parents and school board members in New Jersey did not lose their sense of proportion. They continued to believe in a good education for all, while still making intelligent adaptations for the abler student or the handicapped child. They resisted schemes to alter radically the basic program of education.

But inevitably some of the extremes found their way into the schools. Our Department received an increasing number of complaints regarding unreasonable amounts of homework, overemphasis on tests and grouping based only on testing, and stressing some subject fields to the detriment of basic areas of learning. The experience and research of fifty years about how children grow and learn, about motivation and readiness, about adaptation of materials to levels of learning—these were sometimes rejected in favor of theories put forth by in-

dividuals and organizations unfamiliar with the work of the schools. Contrary to every trend in our economy, it was asserted that we could achieve marked improvement in our educational system at greatly reduced cost.

New Jersey has had a remarkably good system of public schools for a long period of time. Its educational program has been well-supported, at considerable sacrifice to the taxpayer in many communities in the State. We have consistently placed the largest responsibility upon the local board of education, believing that schools flourish most when they are close to the people they serve, and that local adaptation and invention will do far more than can be achieved through the imposition of some type of minimum uniform standard by the State or Federal Government.

Our secondary schools are generally large units, with comprehensive programs offering a variety of opportunities to children seeking many different kinds of goals. Most educators in New Jersey are continually striving to keep schools up to date; we were seeking to improve science and mathematics offerings long before Sputnik, for instance. So I suggest that instead of relying on the broad assertions made by self-appointed critics, New Jersey citizens in each community should find out the facts about their own school system: what opportunities are afforded for each child to achieve to the best of his ability, what chance he has to acquire the knowledge and the skills which he needs and wants.

The great and continuing need of our schools is to continue to improve teaching. This means improving the procedures and understandings at the level where individual teachers meet pupils. This process is not easy and it is never finished. It involves much more than re-shuffling courses or reorganizing the curriculum. It involves providing teachers with good working conditions, such as classes of reasonable size, adequate instructional equipment, and sufficient supervisory and consultative service to assist teachers in their desire for professional improvement. This Department considers the improvement of teaching to be the keystone in the educational arch.

Another fundamental requirement of a good educational program is adequate supervision. With the rapid growth in population, many schools are still not providing sufficient personnel to discharge this important function. The rapid growth in staff and the perennial problem of teacher turnover are both factors which contribute to this urgent need. Keeping the curriculum up to date involves in-service study and planning, under the direction of capable leaders. Real changes cannot be imposed from the outside by self-appointed experts.

Another objective is that of providing adequate school facilities and a full school day for each child. While much good learning has always taken place under unfavorable physical conditions, we believe that good school housing not only is required for the health and safety of school children, but that it facilitates good learning.

As school enrollments grow, it is apparent that the cost for supplies and equipment will increase. Under pressure of rising budgets, it has not always been true that provisions for library books and textbooks, for audio-visual aids, or for other tools of learning needed by the classroom teacher were sufficient to meet the needs of the pupils. We believe that such needs should be carefully re-

viewed by each school district, and that this one process would do much toward the modernization of the school program.

The State Board of Education, the Commissioner of Education, and members of the Department of Education are all aware of the responsibility placed upon them—to see that a thorough and efficient system of public schools is maintained in this State. Each local board is required to provide a program of studies suitable to the age and attainments of each child. This historic partnership will continue, for the benefit of all the future citizens of New Jersey.

FREDERICK M. RAUBINGER
Commissioner of Education

DIVISION AND BUREAU HEADS*
CENTRAL OFFICE
NEW JERSEY STATE DEPARTMENT OF EDUCATION
JUNE 30, 1958

Commissioner's Office	FREDERICK M. RAUBINGER, <i>Commissioner</i>
Division of Administration	FRANK B. STOVER, <i>Assistant Commissioner</i>
Bureau of Research	S. DAVID WINANS, <i>Director</i>
Division Against Discrimination	JOHN P. MILLIGAN, <i>Assistant Commissioner</i>
Division of Adult Education and Academic Credentials	EVERETT C. PRESTON, <i>Director</i>
Division of Business and Finance	KENNETH F. WOODBURY, <i>Assistant Commissioner</i>
Bureau of School Building Services	CLEVE O. WESTBY, <i>Director</i>
Bureau of School Finance	EDWARD W. KILPATRICK, 3RD, <i>Director</i>
Bureau of Pupil Transportation	ORVILLE G. PARRISH, <i>Coordinator</i>
Division of Controversies and Disputes and Bureau of Personnel	
	JOSEPH E. CLAYTON, <i>Assistant Commissioner</i>
	EDSON I. WILCOX, <i>Assistant</i>
Division of Curriculum and Instruction	ABLETT H. FLURY, <i>Assistant Commissioner</i>
Office of Audio-Visual Education	WILLIAM H. KING, <i>Coordinator</i>
Office of Elementary Education	ERIC GROEZINGER, <i>Director</i>
Office of Health, Safety and Physical Education	LULA P. DILWORTH, <i>Director</i>
Office of Secondary Education	WILLIAM H. WARNER, <i>Director</i>
Office of Special Education	BOYD E. NELSON, <i>Director</i>
Office of Child and Youth Study	JULIA W. GORDON, <i>Director</i>
Division of Higher Education	EARL E. MOSIER, <i>Assistant Commissioner</i>
Bureau of Teacher Education and Certification	ALLAN F. ROSEBROCK, <i>Director</i>
Division of Vocational Education	ALBERT E. JOCHEN, <i>Assistant Commissioner</i>
Division of State Library, Archives and History	ROGER H. McDONOUGH, <i>Director</i>
Division of State Museum	KATHRYN B. GREYWĄCZ, <i>Director</i>
Educational Agency for Surplus Property	GEORGE S. ALLEN, <i>Director</i>
New Jersey School for the Deaf	CHARLES M. JOCHEM, <i>Superintendent</i>

* A more complete listing of departmental personnel, including county superintendents of schools and county helping teachers, will be found in the *School Directory, New Jersey*, published annually by the Department, and available through the Division of Administration.

TABLE OF CONTENTS

	PAGE
FOREWORD	3
DIVISION AND BUREAU HEADS	7
DIVISIONAL ACTIVITIES	8
DIVISION OF ADMINISTRATION	8
DIVISION OF ADULT EDUCATION AND ACADEMIC CREDENTIALS	9
DIVISION OF BUSINESS AND FINANCE	10
DIVISION OF CONTROVERSIES AND DISPUTES	14
DIVISION OF CURRICULUM AND INSTRUCTION	14
DIVISION OF HIGHER EDUCATION	20
DIVISION OF VOCATIONAL EDUCATION	22
DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY	26
DIVISION OF THE STATE MUSEUM	27
SCHOOL FOR THE DEAF	29
STATE AGENCY FOR SURPLUS PROPERTY	30
STATISTICAL SUMMARY	31

DIVISIONAL ACTIVITIES

1957-58

Division of Administration

1. Worked on the State Board of Education report entitled *College Opportunity in New Jersey* through the following activities:
 - a. Worked with the over-all committee.
 - b. Prepared copy for the report.
 - c. Prepared other follow-up studies in connection with the report, news releases, and supplementary material for the *New Jersey Education Association Review*, etc.
 - d. Made a number of speeches and presentations throughout the State on the report.
2. Assisted in the preparation of the Asbury Park report.
3. Participated in the work of the Advisory Committee for the Rutgers School of Education.
4. Participated in numerous radio and television broadcasts (Rutgers Forum, 2—New Jersey Education Association, 2—Channel 13, 1—Channel 3). Developed prescripts for other Departmental programs.
5. Prepared 23 news releases, also preliminary drafts for many articles and speeches.
6. Edited and issued 15 Department *Newsletters*.
7. Prepared 12 monthly reports to the Governor.
8. Acted as chairman for the State Board of Examiners and continued operating relationship with the Bureau of Teacher Certification.
9. Continued liaison relationships with the "Princeton Group" (New Jersey Education Association, State Federation of District Boards of Education, New Jersey Congress of Parents and Teachers, and New Jersey School Superintendents Association) and other organizations.
10. Continued relationships with industries and others interested in science and mathematics education.
11. Prepared and distributed the annual report of the Department.
12. Coordinated inter-divisional activities of the Department.
13. Arranged for and/or conducted Department staff meetings, meetings of new superintendents, meetings of all superintendents, and meetings of related agencies working with the Department.
14. Prepared and distributed 18 research reports or studies, including the annual study of *Administrative Problems in New Jersey Public School Districts*.
15. Collected data for *New Jersey School Directory* and arranged for its printing and distribution.

16. Delivered speeches on current problems in education to more than 75 educational groups, service groups and similar organizations.
17. Operated mimeographing service (completed 1,085 projects) for the centrally located divisions and bureaus.
18. Collected information from the various divisions concerning out-of-state travel, and prepared lists of approved trips.

Division of Adult Education and Academic Credentials

1. Serviced an increasing number of local programs of adult education and enrollments. Enrollments 1945-46—13,303; 1956-57—72,772.
2. Helped organize new adult schools in 14 communities.
3. Provided increased consultation concerning naturalization and citizenship classes. Estimated enrollment in 1957-58—11,000+, approximately 3,000 more than two years ago.
4. Operated centers for preparation of candidates for high school equivalency certificates in 22 communities. Approximately 4,500 subject examinations for high school equivalency were taken in 1957-58.
5. Served as clearing house of information and materials in various areas of adult education provided for individuals and organizations.
6. The Director of the Division, as President of the National Association of Public School Adult Educators, presided over the national meeting in San Diego in November, 1957, and is now a member of the Board of Directors.
7. Cooperated with the New Jersey Adult Education Association, New Jersey Citizenship Council, Institute of Labor Management of Rutgers - The State University, and the American Red Cross in conducting many conferences, including the visitation of representatives of naturalization and citizenship classes to Trenton annually.
8. Gave assistance to Director of Adult Education of Bordentown Reformatory in conduct of academic program on elementary and high school levels for 600 inmates of institution from 16 to 30 years of age.
9. Conducted two weekend leadership training projects in Liberal Adult Education for 30 New Jersey local directors of adult education with financial aid from the Fund for Adult Education in the amount of \$3,750.00.
10. Arranged First Annual Training Program for State Directors of Adult Education, sponsored by the National Association of Public School Adult Educators for one week in Princeton, financed by the Fund for Adult Education grant of \$10,000.00.
11. Held monthly leadership training workshops for all local directors of adult education in North, Central, and South Jersey, January through May inclusive. Made arrangements for college extension credit at Rutgers - The State University.

12. Made visits to 40 communities throughout the State to assist local directors of adult education, boards of education and advisory committees in the organization and maintenance of adult education programs.
13. Provided research and study reports and bulletins to aid the directors of adult education and school administrators.
14. Increased publicity given to high school equivalency program.
15. Made arrangements with the State Board of Medical Examiners for clearance of foreign doctors for academic qualifying certificates.

Division of Business and Finance

Bureau of School Building Services

1. Made considerable progress in developing and increasing the effectiveness of our program of consultant service to boards of education and school administrators.
2. Met with reasonable success in the establishment of liaison with other agencies such as the State Planning Board and State Highway Department to improve the effectiveness of consultant service.
3. Developed a plan for the gathering of accurate data concerning costs, materials, and construction on all new schools constructed during the year.
4. Brought about revision of the *Guide for Schoolhouse Planning and Construction* regulations pertaining to school lighting.
5. Improved the service of the Bureau in the area of plan review by reorganizing staff and by placing greater emphasis on those aspects of school plant planning which affect the educational program. At no time during the year has construction been delayed because of a backlog of preliminary or final plans.
6. Brought State College Construction Program to conclusion with the completion and occupancy of the Newark State College. This is the last major project of the 15 million dollar bond issue. In addition, the following land purchases were made for future use:
 - a. *Glassboro*—114 acres for use in the future expansion of the campus.
 - b. *Jersey City*—land for a parking lot adjacent to the campus.
 - c. *Trenton*—land and a dwelling on same for use in the future expansion of the campus. The dwelling is now serving as a dormitory housing twelve students.
7. Conducted an evaluation of the six State College buildings during the year to determine the student capacities of each college.

Bureau of Business Services

1. Estimated amounts of State aid payable, prepared apportionment tables, and processed necessary State aid payments to 579 local school districts and county vocational schools according to statutory requirements and deadlines. The computations, official notifications and payments included cov-

ered the distribution of some 167 millions of dollars of current expense aid and building aid over a two-year period.

2. Established ledger accounts for each of the 81 school districts participating in the Capital Reserve Fund of the State Building Aid Program. The total postings to these accounts during the year amounted to \$848,979.41 plus interest for the period from November 1, 1957, to May 1, 1958, of \$8,125.39.
3. Supervised the preparation of and/or prepared some 20 annual budgets for the Department, calling for the appropriation of approximately 134 millions of dollars. Assisted in the presentation of these budgets to the Budget Director and the Appropriations Committee.
4. Supervised the preparation of and/or prepared 26 biweekly payrolls for the Department involving more than 1,400 full-time and part-time employees.
5. Supervised all financial transactions involving Federal funds under the National School Lunch Program. There are 720 participating schools located in 314 school districts. Claims paid through April 30 totaled \$967,591.87.
6. Supervised all financial transactions involving Federal funds under the National School Milk Program. There were 1,254 participating schools located in 433 school districts. Claims paid through April 30 totaled \$1,045,605.80.
7. Conducted complete audits of either the milk or hot lunch programs in 32 school districts to date, and will complete a total of 45 such audits during the current school year, pursuant to an agreement with the United States Department of Agriculture. Included in the above total is a joint audit of the Bayonne High School cafeteria made by our auditors and those of the U. S. Department of Agriculture. Our staff did an especially fine job on this assignment and the report is being used as a model by the U. S. Department of Agriculture for the use of auditors in other Northeastern states.
8. Processed applications and agreements in the area of Federal Assistance under P. L. 874 and 815 as follows:
 - a. P. L. 874

RSF-1 Applications	107
RSF-3 Applications	107
Section #6 and #8 Agreements on Transportation	9
	223
 - b. P. L. 815 (Construction)

RSF-2 Part I	5
RSF-2 Part II	5
	10
9. Provided during the year consultant service for 13 school districts to train new secretaries of boards of education. The integration of Social Security with the Teachers' Pension and Annuity Fund continued to provide many problems in payroll preparation at the local level. Thirty school districts have received aid from our staff members in handling this latter problem.

10. Continued to work with the State Advisory Committee on revision of the *Financial Accounting Manual*. The first draft, dealing with receipt and expenditure accounts, is now ready for use at the local district level. During the 1958-59 school year, this document will be used on a pilot basis in eight selected districts where these districts will keep their receipt and expenditure accounts according to the new classifications. The success of this experiment will determine whether the new accounting system will go into effect state-wide for 1959-60 or 1960-61.
11. Worked with the New Jersey School Bond Committee appointed by the Commissioner on February 15, 1957. Our staff has cooperated closely with the Committee in helping to produce the following significant documents:
 - a. "New Jersey School Bonds—A Sound Investment," which was printed in the April, 1958, *Newsletter*.
 - b. The brochure entitled *New Jersey Schools—Invest For Your Future Security*.
12. Assisted in five investigations of the business practices in local school districts during the year. Since we believe it is important that such investigations be made promptly and efficiently by staff members trained for the purpose, we shall continue to seek staff for this purpose.
13. Conducted 77 hearings for the Commissioner of Education involving local boards of education seeking to exceed the combined borrowing capacity of the board and municipality in order to construct new school facilities. The proposed bond issues totaled \$72,208,500, a drop of nearly 30 per cent as compared with the same period of one year ago.
14. Prepared and published the Sixth Annual Report of the Commissioner of Education titled *Comparative Financial Statistics of School Districts—1956-57*, and mailed copies as required by statute.
15. Completed the audit of High School Cost Reports and Special Class Cost Reports submitted by local school districts operating such schools or classes in order to establish a basis for determining maximum tuition rates as required by law.
16. Completed the audit of 37,000 school registers submitted by local school districts in order to establish basic enrollment data for use in the determination of State aid for distribution to local school districts.
17. Prepared and mailed to boards of education bulletins on matters concerning school finance, bookkeeping, accounting, and auditing as follows:
 - 58.1 *Preparation of the School Budget*
 - 58.2 *General Accounting Problems*
 - 58.3 *Bookkeeping Machine Forms*
 - Rules on Bidding*
 - Services of State Boards of Accountants*
 - Summary or Synopsis of the Annual Audit*
18. Participated in county workshops.
19. Worked closely with the Office of Secondary Education in the development of new regional high schools.

20. Initiated revision of the rules of audit to be used by public school auditors after July 1, 1958.

Bureau of Pupil Transportation

1. Continued to sponsor a state-wide program of conferences and visitations on the subject of pupil transportation, involving the county superintendent and his staff members, designed to examine, coordinate, and improve the transportation program. The following important outcomes seem to be emerging:
 - a. Improved relationship between the State and county offices.
 - b. More uniform interpretation of the law and State Board of Education regulations.
 - c. A more comprehensive system of record keeping.
 - d. A better understanding by the public of the philosophy and rules governing pupil transportation based on the cooperative participation of State and county leaders in area workshop conferences.
2. Made available to all county superintendents the report entitled *Comparative Financial and Statistical Data on Pupil Transportation Reported by New Jersey School Districts—1955-56*. This has served as a basis of information for county superintendents as they provide guidance in the field of pupil transportation.
3. Completed a Pupil Transportation Statistical Survey—1956-57 in 17 counties to date. In summarizing the findings we find that in contrast to the rising cost of transportation and an increase of approximately eight per cent in the number of pupils transported, state aid has decreased more than \$400,000, or four and six-tenths per cent.
4. Implemented a change in program of inspection of school buses, to make it a cooperative venture involving the Division of Motor Vehicles, the county superintendent of schools, and the Coordinator of Pupil Transportation. This change, made on April 1, 1957, is producing excellent results and fine cooperative action. At the same time steps are underway to improve and strengthen motor vehicle law in such a way as to include all pupil transportation vehicles.
5. Prepared, in cooperation with the Division of Curriculum and Instruction, a revised transportation bulletin for use in all State-approved child care centers.
6. Compiled a state-wide accident report involving all public school buses for the 1956-57 school year. The tabulation shows 44 accidents reported. This is an increase of 10 over the previous year. However, the number of children transported has increased more than 20,000 per day for the same period.
Accidents resulting in bus damage—18.
Accidents resulting in non-fatal injuries—26.

Division of Controversies and Disputes and Bureau of Personnel

1. Prepared 17 decisions for the Commissioner of Education.
2. Held 12 pre-trial conferences.
3. Held approximately 50 informal conferences on general school problems.
4. Prepared 25 memoranda on prospective legislation.
5. Had innumerable, unscheduled telephone and office consultations.
6. Attended approximately 35 evening or week-end meetings with educational organizations, such as boards of education, parent-teacher associations, and other official and unofficial associations.
7. Answered approximately 2,000 letters in answer to queries on such matters as school law, State Board rules, pending cases, and Department policy.
8. Supervised revision and codification of the rules of the State Board of Education.
9. Prepared annual bulletin on pending legislation.
10. Prepared annual bulletin on school laws and school law decisions.
11. Reproduced and distributed topical information, such as Attorney General's opinions, of immediate interest and importance to school boards and school administrators.
12. Maintained a running file on pending legislation, annotated in respect to current status.
13. Organized and conducted campaign of the Delaware Valley United Fund within the Department.
14. Organized and put into effect the optional life insurance program for members of the Teachers' Pension and Annuity Fund, including distribution, collection, and follow-up on individual choice cards.
15. Performed liaison functions with the Departments of Civil Service and Treasury.
16. Scheduled and prepared agenda for county superintendents' meetings.
17. Continued work on revision of Title 18A.

Division of Curriculum and Instruction

Office of Elementary Education

1. Organized an elementary education workshop, attended by about 150 leaders, including supervisors, helping teachers, principals, county superintendents, directors, coordinators of instruction, etc.
2. Held two curriculum conferences, one in Middlesex County and one in the Burlington-Camden area, to test the idea that more direct work with elementary school principals is a profitable use of staff time. These were rated by participants as outstandingly successful and will lead to an expansion of this activity next year.

3. Helped plan and conduct the four regional conferences of the New Jersey Elementary School Principals Association. These conferences were geared to culminate in a printed statement on "the good elementary school."
4. Aided in planning and acted as consultants in a number of programs designed to orient new teachers. Two counties, Hunterdon and Warren, have carried on an organized, intensive program throughout the year.
5. Helped to plan emergency aid projects in counties participating in such projects.
6. Spent several days with most of the 60 helping teachers, visiting schools and conferring with teachers.
7. Held regular meetings with newly-appointed helping teachers, bi-monthly meetings with all helping teachers, a fall and spring conference with elementary supervisors, and participated, on invitation, in meetings of the county superintendents.
8. Participated at district and county levels in projects and conferences concerned with teacher orientation, in-service education, evaluation, and curriculum improvement.
9. Worked with Newark State College in the formation of curriculum in early childhood education, including nursery education.
10. Cooperated in building extension courses for teachers presently working in nurseries and kindergartens throughout the State.
11. Arranged an observation unit in nursery school work for students at Trenton State College.
12. Worked with nursery schools in the process of formation, helping them to plan staff, program, budget, and equipment.

Office of Secondary Education

1. Completed the *Junior High School Descriptive Analysis*.
2. Completed revision of the *Driver Education Guide*, to be reprinted by the Bureau of Traffic Safety.
3. Completed the bulletin on the *Role of the Principal in Curriculum Development and the Improvement of Instruction*.
4. Established liaison with professional groups of teachers in fields of mathematics, science, social studies, English, driver education, art, music, and journalism.
5. Assisted in the completion of three Department *Newsletters*.
6. Made visitations to 39 secondary schools for the purpose of approval by the State Board of Education. Included in the list were 10 new schools.
7. Made informal visits to a number of schools, and held conferences with school officials (140) and school boards (33) for the purpose of assisting school districts in planning and revising curricula, determining building

- needs, planning for expansion and new buildings, assisting in regional high school organization, and arranging for sending-receiving relationships between school districts. Approximately 26 extension of credit hearings were attended in connection with new building facilities.
8. Reviewed forms for the approval of 30 summer schools in the State for the summer of 1957.
 9. Reviewed courses of study from 63 districts for presentation to the State Board of Education for approval. The number of separate courses reviewed totaled approximately 100.
 10. Completed the publication *Teaching Science—A Guide to the Problem Approach*, printed in August, 1957, and distributed thereafter. Minor revisions were made in the spring of 1958 for reprinting.
 11. Published four regular issues of the *Secondary Bulletin*, and two special issues, *Planning and Developing a Junior High School in New Jersey*, and *Articulation of Colleges and Secondary Schools in New Jersey*.
 12. Completed a new *Directory of Regional High Schools*.
 13. Participated in the Drexel Lodge Conference for suburban Philadelphia secondary school principals, the New York University Junior High School Conferences (2), and the Columbia Core Conference.
 14. Participated in a program of self-improvement with other members of the staff in the division and with staff members of the Division of Vocational Education.
 15. Assisted with the organization of the Secondary School Teachers Conference held at Rutgers - The State University.
 16. Organized and conducted the annual conference for secondary school principals who were new in their positions, for the purpose of orientation and explanation of the services of the Department. Fifty-six principals and superintendents participated.
 17. Coordinated the arrangements for the New Jersey Junior High School Principals Conference held at South Orange.
 18. Participated in National Association of Secondary School Principals Conference in Indianapolis.
 19. Participated on the Curriculum Commission of the New Jersey State Colleges, which completed a curriculum for the preparation of junior high school teachers.
 20. Worked cooperatively with the Middle States Association Accrediting Committee.
 21. Served as Commissioner's representative on the Governor's Coordinating Council on Safety.
 22. Served as consultant for the New Jersey Association of Student Councils and attended the leadership training conference at Stokes Forest.

23. Worked closely with the Office of Civil Defense and Disaster Control for the purpose of keeping school districts informed of current developments and accepted practices in civil defense.
24. Served as secretary for the Committee on Articulation of Colleges and Secondary Schools.
25. Served as Department representative for the New Jersey Council on Economic Education.
26. Served on the New Jersey Secondary School Teachers Executive Committee and the New Jersey Secondary School Principals Executive Committee.
27. Prepared the *1957-58 Directory of Approved New Jersey Public and Private Secondary Schools*.
28. Completed the following research projects:
 - a. Surveyed the extent of work experience programs in high schools in New Jersey.
 - b. Computed Median Enrollments in New Jersey Secondary Schools in 1957.
 - c. Surveyed the growth of Junior High Schools in New Jersey from 1946-1956.
 - d. Summarized the 1957 Occupations of Graduates Reports.

Office of Special Education

1. Approved 26 new classes for trainable children and 84 new classes for educable children. There was more than a 50 per cent increase in the number of school psychologists and speech therapists serving public schools.
2. Assumed responsibility for ordering and accounting for supplies from the American Printing House for the Blind to be distributed to public school classes for blind children. Communication with the Printing House for the Blind and schools has been greatly improved during the year.
3. Developed a simplified form, which is now used in the approval of programs of individualized instruction and supplemental instruction for about 6,000 handicapped children. The approving and checking of these cases with the records of the Division of Business and Finance has been a major task.
4. Approved 825 special classes of all types.
5. Coordinated the activities of eight county supervisors of child study and a home and school counsellor through monthly meetings, communications, and personal visits by the Director of Special Education to the county office in which the activities of the supervisor are centered.
6. Communicated with other Department of Education personnel, the Department of Health, the Department of Institutions and Agencies, and many public and lay organizations and agencies.
7. Worked in developing a curriculum guide for educable retarded children.

8. Developed lists of School Psychologists, Psychological Examiners, and Speech Correctionists, to be used in the approval of special programs.
9. Prepared four issues of *The Exchange*. The first issue of Volume 3 of *The Exchange* dealt with speech correction in New Jersey public schools. The second issue dealt with school social work. The third issue was concerned with the psychological examination, and the fourth issue dealt with facilities for trainable retarded children.
10. Conferred with groups and individuals concerning legislation for socially maladjusted children. The Welfare Council has prepared tentative legislation for a general State-aided mental health program in public schools.

Office of Health, Safety, and Physical Education

1. Participated in secondary school approval visits.
2. Completed *Guide for Planning Facilities for Health Instruction*.
3. Conducted in-service education for teachers through workshops and institutes.
4. Cooperated in poliomyelitis immunization program.
5. Worked with State Colleges and Rutgers - The State University on programs of study in the areas of school nursing and health education.
6. Encouraged more adequate supervision for school nurses. Ten part-time supervisors or head nurses were reported for the first time in September, 1958.
7. Prepared report on *School Athletics in New Jersey*.
8. Conducted workshop and wrote report on *School Camping and Outdoor Education*.
9. Issued bulletin on *Equipping the Gymnasium for Secondary Schools*.
10. Published guide for programs in intramurals, extramurals and athletics for junior and senior high schools.
11. Published guide for six-year program in physical education and athletics for secondary schools.
12. Completed the following publications:
 - a. Bulletin on *Scheduling in Physical Education for Secondary Schools*.
 - b. Bulletin on *Physical Education Play Areas and Supplies for Elementary Schools*.
 - c. Second Revision of *Guide for Planning Facilities in Physical Education and Athletics*.
 - d. *Selected Bibliography in Physical Education*.
 - e. Statements on Trampoline, Flying Rings and History of New Jersey Physical Education.
 - f. Statement on *Physical Fitness for New Jersey Youth*.
 - g. Statements on *Teaching Health in Secondary Schools and In-Service Training for Classroom Teachers in Physical Education*.

13. Developed a 1958 School Lunch Workshop at Glassboro State College.
14. Began planning for a committee to study course content for home economists majoring in school lunch and nutrition.
15. Conducted food purchasing programs in four counties. Legal aspects of purchasing were discussed at a meeting of county superintendents of schools.
16. Issued two newsletters devoted to food purchasing specifications and procedures.
17. Determined procedures on certification for school lunch supervisors at a joint meeting with Department representatives and others.
18. Assisted committee to develop nutrition kits for county visual aids libraries.
19. Assisted committee developing nutrition bibliography by State Nutrition Council.
20. Assisted committee which conducted nutrition survey in South Jersey schools.
21. Encouraged employment of qualified school lunch supervisors and managers.
22. Evaluated 1957 workshops and completed plans for conducting three one-week workshops in quantity food preparation and one two-week (2 credits) workshop in school lunch management at Douglass College and one one-week workshop for the school lunch program at Glassboro State College.
23. Conducted State meeting for new school lunch managers and supervisors.
24. Gave special help to new School Lunch and School Milk programs through numerous conferences and jointly scheduled School Lunch visits.
25. Prepared information on school cafeterias for *Junior High School Descriptive Analysis*.
26. Consulted with architects, school administrators, board members, and others in planning and equipping new and remodeled cafeterias.
27. Participated in developing a newsletter entitled *A School Day*.

Office of Audio-Visual Education

1. Prepared the first catalogue for the Passaic County Audio-Visual Aids Center.
2. Issued a detailed report of the County Audio-Visual Aids Centers.
3. Initiated preparation of a publication, *How To Do It*.
4. Assisted in the establishment of a County Audio-Visual Aids Center for Hudson County.
5. Continued work on setting up and strengthening the audio-visual programs at our State Colleges.
6. Prepared a plan for setting up a program of using television for classroom observation at our State Colleges.

7. Assisted Highway Department, the Department of Institutions and Agencies, Department of Law and Public Safety, the Department of the Treasury, and the Executive Department in selection and preparation of material.
8. Cooperated with the U. S. Air Force by duplicating tapes and cutting discs and by providing technical information to help them solve one of their major problems.
9. Conducted workshop for the staff of the Office of Special Education.
10. Assisted other offices in setting up display materials.

Office of Child and Youth Study

1. Opened officially the Office of Child and Youth Study on August 1, 1957, with a director, three additional professional staff, and two clerk stenographers.
2. Increased service to child and youth study groups; worked with twice as many participants as previously; consulted five times with each group.
3. Encouraged increased participation by administrators in the program, in order to establish Child and Youth Study as an integral part of the in-service program of the school systems.
4. Continued cooperation with State Colleges with the result that graduate credit for the Field Program of Child and Youth Study is being offered by the State College at Newark and the credits are transferrable to all other State Colleges. Plans are under way to establish cooperative programs in the training of leaders in at least three of the State Colleges (Glassboro, Trenton, Newark).
5. Helped with the undergraduate program in Human Development at the State College in Newark.
6. Completed two important reports, *Report and Analysis of the Child and Youth Study Program, 1951-1957*, and *Report to The Grant Foundation of the Child and Youth Study Program, 1957-1958*.

Division of Higher Education

1. Visited the following New Jersey institutions of higher education during the year:

Alma White College	Monmouth College
Assumption Junior College	Mother of the Savior Seminary
Caldwell College for Women	Rider College
Don Bosco College	Shelton College
Fairleigh Dickinson University	Tombrock Junior College
Immaculate Conception Junior College	

The responsibility for such visitations burdened the Division staff by the time and the work involved in reviewing documents and exhibit materials, and in counseling the colleges on such matters as administration, curriculum, student personnel services, business affairs, college plant and auxiliary services. In each instance the staff of the Division was joined by representatives of New Jersey colleges and universities to bring technical counsel in the limited areas for which the Division was not necessarily staffed.

2. Cooperated in the accreditation program of the Middle States Association in their visits to Montclair State College, Glassboro State College, Paterson State College, Jersey City State College, and Trenton Junior College.
3. Cooperated in securing approval of Tombrock Junior College by the State Board of Education. This college is dedicated to the preparation of Missionary Sisters of the Immaculate Conception.
4. Held correspondence and conferences with 23 different groups to organize colleges in New Jersey during the past year. Most discovered that the resources required for faculty, library, laboratory, finances or building facilities were so great that they withdrew their individual requests for approval by the State Board of Education.
5. Assumed responsibility for reviewing, for examining, for visiting facilities and processing applications of the requests for the approval under the act of the Veterans Administration. The following number of agencies and programs are currently approved and require supervision and general administration:

	<i>Number</i>
Professional On-The-Job Training	83
Bible Institutes	5
Art Schools	1
Correspondence Schools	3
Business Schools	19
Hospitals	31

6. Consulted with local groups interested in junior colleges. The 11 junior colleges now active in New Jersey have banded together in an administrators' organization entitled New Jersey Junior College Administrators' Council. This Council, meeting several times during the year, deals with questions of policy, program, and administration confronting the colleges.
7. Consulted with public and non-public colleges in the State regarding the revision or establishment of programs for preparing teachers for the public schools. As a result of these conferences, programs for preparing secondary teachers were established at Fairleigh Dickinson University; programs for elementary and secondary teachers at Monmouth College; programs for art teachers at Glassboro and Paterson State Colleges; a program for music teachers at Glassboro State College; a program for nursery school teachers at Newark State College; secondary teacher programs at Rider College; and a program for school nurses at Trenton State College.
8. Conducted studies by the State Teachers College Curriculum Commission of the preparation of junior high school teachers. These studies resulted in the establishment, in June 1958, by the State Board of Education, of a framework for such curricula.
9. Organized special committees to study certification requirements and policies in a number of fields including business education, art, subject supervisors, school psychologists, reading, and equivalency of service. The Director of Teacher Education and Certification served as chairman of the committees.

10. Participated in planning meetings of the Directors of Teacher Education and Certification of the 11 Northeastern states, with the result that reciprocity agreement covering elementary teachers graduating from approved curriculums in accredited institutions was extended.
11. Worked with the newly appointed Director of the New Jersey State School of Conservation in planning for the Sophomore Outdoor Education Experience Program for State College students, the remodeling of the School facilities for use during the winter and the hiring of the necessary staff.
12. Issued through the Office of Teacher Education and Certification approximately 14,000 teachers certificates, an increase of over 20 per cent. The demand for teachers continues at a high level and the legal responsibility for the granting of the certificates is a heavy burden upon the Office.

Division of Vocational Education

Agriculture

1. Helped revise course outlines in the 41 schools having vocational agriculture with the result that no school is using a course outline more than three years old.
2. Began broadening the program in training vocational agriculture teachers by integrating such teachers in courses with the Douglass Home Economics students.

Business and Distributive Education

1. Revised business education certification requirements in cooperation with the Director of Teacher Education and Certification.
2. Worked with the New Jersey Business Education Association in preparing a manual on business education for secondary schools.
3. Established six new programs in distributive education.
4. Developed and reproduced a *Merchandise Mathematics* manual.
5. Planned and conducted a four-session program in teaching methods and materials in distributive education.
6. Planned and conducted at Trenton State College two workshop conferences for teacher coordinators of distributive education.

Curriculum Laboratory

1. Visited personally all vocational and technical high schools to acquaint their personnel with what the curriculum laboratory has to offer in terms of reference materials, curricula, instructional materials and duplicating facilities.
2. Completed and published, through efforts of curriculum laboratory and local systems, the following outlines and guides:

Related Electronics Science-9th year
Applied Biology
English 10 and 11
History of New Jersey
Strength of Materials
Bakers' Study Guide

Applied Chemistry
Chemistry for Auto Mechanics
Art and Design for Painters III and IV
Commercial Foods-Mathematics I
Homemaking Education in New Jersey

Works in process of final revision and publication are:

<i>Teacher Guide-Elementary School</i>	<i>How To Do It -Baking Book for Baking</i>
<i>Industrial Arts</i>	<i>Apprentices.</i>
<i>Lapidary and Metal Enameling-</i>	<i>Applied Geometry</i>
<i>Industrial Arts</i>	<i>Refrigeration I.</i>
<i>Shop Safety-Industrial Arts</i>	<i>Qualitative Analysis</i>
<i>Major Apprenticiable Trades in</i>	<i>Related Science I -Vocational Agriculture</i>
<i>New Jersey, Process outlines in 53 crafts.</i>	

Twenty-one instructors will be working on various areas of curricula this summer.

3. Edited and published *Vocational Briefs*, the Newsletter of the Division of Vocational Education.

Guidance

1. Conducted and published a follow-up study of the 1957 vocational and technical high school graduates.
2. Prepared and published a comprehensive directory of approved private and public schools offering vocational and technical training.
3. Developed and held a 15-session course on occupational guidance for teachers of South Jersey.
4. Planned and conducted a workshop for occupational counselors.
5. Rendered professional assistance to the New Jersey Rehabilitation Commission in the area of counseling and training.

Home Economics

1. Prepared for publication a bulletin on *Homemaking Education in New Jersey*.
2. Planned and conducted a weekend home economics workshop for approximately 50 teacher trainers, supervisors, and homemaking instructors.
3. Assisted in the planning and instituting of a ten-session adult program for 120 adults who will be occupants of a new housing development. The program is so organized that the home economics majors at Douglass College will get practical experience in adult homemaking education as a part of their teacher training.
4. Assisted Douglass College in setting up a summer workshop of outstanding home economics educators for the purpose of studying and editing data from local school districts for the purpose of developing a guide on home economics.
5. Revised statistical forms for gathering data concerning Federally reimbursed Home Economics Programs.

Industrial Arts

1. Cooperated in developing and administering the first Student Craftsman's Fair ever held in New Jersey, May 6, 7, 8, and 9. This included outstanding examples of industrial arts and vocational trades and industries work. Over 700 projects were exhibited. There were also approximately 150 displays of projects in mechanical drawing.

2. Worked with local boards and professional personnel in developing 108 new industrial arts laboratories during 1957 exclusive of facilities for mechanical drawing.
3. From January 1 to May 1, 1958, 33 industrial arts laboratories and 14 mechanical drawing rooms were developed.

Professional Improvement Classes

1. Developed course outlines and secured competent craftsmen to teach industrial arts teachers in the area of occupational guidance.
2. Worked with 109 industrial arts teachers in the following courses:

<i>Area Served</i>	<i>Course Taught</i>
Morris County	Wrought Iron for the General Shop
Hudson County	Upholstery
Asbury Park	Photography
South Jersey Area	Jewelry
Bergen County	Jewelry
Union County	Welding
South Jersey Area	Welding

3. Developed following instructional materials in the vocational curriculum laboratory during the summer of 1957. These are the culmination of more than two years of effort: Shop Safety, Lapidary, Teacher Guide in Elementary School Industrial Arts.
4. Held two all-day workshop conferences for industrial arts supervisors.

Private Trade Schools

1. Approved three new private trade schools: The Hudson Welding Institute, Hoboken, to offer courses in Electric Arc, Acetylene and Heli-arc Welding; the ATeCO Training Center, North Bergen, to offer a course in Automotive Ignition and Electrical System; and the Eastern Air Navigation Service, Teterboro, to offer a course in Aircraft Dispatcher.
2. Noted following new developments:
 - a. The Teterboro School of Aeronautics moved into their new quarters which, in addition to providing better facilities, will permit them to accommodate additional students.
 - b. The Lyons Institute proceeded with their plans to acquire another building that will provide additional facilities for instructional purposes in keeping with their intent to offer additional courses which are now in process of being evaluated.
 - c. The Riverton Bio-Analytical Laboratory School was approved to accept veterans under P.L. 550 in two of their approved courses. This school recently was approved to offer a new course; namely, Industrial Laboratory and Research Techniques.
 - d. The Lincoln Technical Institute was approved to revise and lengthen their course in Hydramatics to include all automatic transmissions. In addition, this school has been approved to offer a short intensive course in Automotive Engine Tune-up.

Trades and Industries

1. Assisted in the development of an extension program to train more than 1,600 workers in the ship building industry, conducted at the Camden County Vocational School. The School will operate throughout the summer.
2. Completed course outlines of apprenticeable courses in New Jersey as culmination of four years of work. Copies of the work have already been run at the Curriculum Laboratory.
3. Revised the manual for apprentice coordinators.
4. Studied and amplified the methods of approving apprentice and on-the-job training programs.
5. Completed the field work of the state-wide survey on vocational and technical educational needs. The task of analyzing the data and summarizing it for publication will require a number of months, since this must be done along with our regular work.
6. Planned and conducted a conference on technical education which included all the North Atlantic States. The data gathered as a result have had nation-wide distribution.
7. Developed and published a comparison of the aims and objectives of Industrial Arts and Vocational Education.
8. Assisted in forming a county board for vocational education in Salem County, which will organize a county-wide practical nursing program as its first step. Ocean County should have such a county board before June 30, for the same purpose. Monmouth, Somerset, Passaic, and Hudson Counties are also seriously considering the formation of a county board for vocational education.
9. Aided Morris Hills Regional High School in expanding its vocational educational program.
10. Expanded the development of supervisory and public service training programs for policemen, firemen, and industrial safety.
11. Conducted research in cooperation with the United States Office of Education on the following topics: trends in women's trades, leadership training, status study of technical education, area-wide vocational programs.
12. Developed an experimental program in conjunction with General Motors to provide vocational and technical high school seniors majoring in auto mechanics with an intensive eight-week course in technical information at the General Motors Training Center at Union, New Jersey. Twelve students from Middlesex County, Paterson and Bayonne Vocational and Technical High Schools attended.
13. Aided the State Department of Labor in an interpretation of Section 34:2-21, 17 Revised Statutes of New Jersey, commonly known as the Child Labor Law, to grant minors eligibility for employment certificates to sell gasoline and to do certain approved kinds of work around a gas station or garage.

Teacher Training

1. Held two conferences concerning the proposed reorganization of vocational teacher training at Rutgers.
2. Developed and offered, in cooperation with the State Beauty Culture Board, the following courses:

	<i>First Term</i>	<i>Enrollment</i>
	(Operators and Owners of Beauty Shops)	
Health, Sanitation, and Methods for Keeping Up to Date in the Field of Beauty Culture		25
	<i>Second Term</i>	
Cosmetic Chemistry		20
	(Teachers in Private Beauty Culture Schools)	
Methods of Teaching		20
Development of Instructional Materials and Devices		20

Division of the State Library, Archives and History

1. Inaugurated bookmobile service to Salem, Cumberland, and Gloucester Counties under Federal Library Services Act. Thousands of New Jersey citizens in this area received library service for the first time under this program.
2. Began mandatory certification of public librarians in communities under 10,000 population.
3. Made 348 visits to school and public libraries and participated in 626 meetings and conferences.
4. Co-sponsored, with the Graduate School of Library Service and the New Jersey Congress of Parents and Teachers, a workshop on reading and literature for children.
5. Installed new lighting fixtures in the reading room. In addition, as an anti-noise measure, glass panels were installed in the doors to the reading room, making it possible to keep these doors closed and eliminate outside noise. A partition was placed in the rear portion of the reading room to further eliminate noise created by the cataloging staff.
6. Integrated the Law, Legislative and General Reference Library catalogs thus facilitating research and acquisitions procedures. Classified more than one-third of the legal treatises collection according to subject.
7. Prepared hundreds of spot research reports and legislative histories for the Legislature.
8. Assisted the courts by performing research and distributing bi-weekly accessions lists of law and legislative reference materials.
9. Published a *Legal Research Guide* indicating the scope and organization of the law collection for the use of the members of the bench and bar.
10. Published a cumulative classified list of accessions to the Law and Legislative Reference collections for the period 1957-1958.

11. Published the *Genealogical Research Guide* to assist genealogists to locate materials in the State Library and other State offices in Trenton.
12. Authorized the destruction of more than 60,000 cubic feet of public records, almost double the total authorized for the preceding year.
13. Completed records inventories of approximately 80 per cent of all State agencies in Trenton and vicinity.
14. Approved retention schedules for Police Department records for all police agencies in New Jersey. In addition, approved retention and disposal schedules for the Departments of Agriculture, Treasury, State Police, and Employment Security.
15. Microfilmed approximately 2,000,000 images for 11 different State agencies.
16. Acquired two important early records: (1) The original lease of Dame Carteret to the first Twelve Proprietors of East, New Jersey (1681), and (2) The original Last Will and Testament of John Hart of Hopewell, Signer of the Declaration of Independence.

Division of the State Museum

1. Attracted an attendance of more than 115,000 people of all ages who came to the Museum this year—an increase of nearly 15,000 over the preceding year.
2. Conducted guided tours and gallery talks by trained assistants to a near record number of 900 school classes and community groups who came from our 21 counties, and from other states and countries.
3. Scheduled and filled through the Visual Aids Extension Service over 75,000 requests for instructional films, slides and exhibits, shipped to schools, clubs and other community groups in every county of the State. New films were evaluated and selected by teachers and specialists. The attendance at showings of materials in the field is anticipated at over three million people.
4. Presented, to supplement the permanent exhibitions of natural history and archeology, six special exhibitions with the cooperation of various state agencies, institutions, organizations, and individuals. These exhibitions included: Fishing in New Jersey, one of the most comprehensive exhibitions ever presented on the history of the art of fishing and the conservation of fishes in New Jersey, in cooperation with State Division of Fish and Game, and Fishing Clubs of New Jersey; Fall Bird Migration and How to Attract Birds in Winter, in cooperation with science department of Trenton State College; Nature in Sculpture, by eight New Jersey sculptors; History in Miniature in cooperation with local members of the Miniature Figure Collectors of America; Thirty Paintings from the Delaware Valley.
5. Scheduled 19 public programs for adults, highlighted by Federated Art Day with opening of art exhibit by Mrs. Robert B. Meyner, attended by representatives of New Jersey Federation of Women's Clubs from 65 communities; a series of 10 Bird Identification lectures presented by New Jersey Au-

- dubon Society and Museum; concert by Trenton Chamber Orchestra; Indian Folk Lore in legend, music and dance by Two Arrows.
6. Scheduled 25 public programs for children, presented at vacation and free-time periods: 12 natural history talks and story hours; 11 demonstrations on fishing, ceramic sculpture and art projects; two film programs on children's books; and one field trip to Lebanon State Forest.
 7. Cooperated through the Archeological Laboratory with national, state, and county agencies in locating New Jersey Indian Sites recorded at Museum, as follows:
 - a. For the National Park Service, information was gathered concerning sites to be inundated when the dam is built in the Upper Delaware area.
 - b. For Highway Planning Engineers, sites were located in East Hanover area which might be destroyed by the East-West Highway and in Burlington County for future road planning.
 - c. For Conservation and Economic Development, sites were checked which would be destroyed by the Round Valley Water Project.
 8. Conducted archeological research, such as:
 - a. Material from Steppel Site, Morris County, was studied, classified, site report written and distributed through publication in Bulletin No. 14 of the Archeological Society.
 - b. Partial excavation of the Beisler Site in Sussex County, the Byram Site in Hunterdon County, the RCA Site in Princeton Junction, and Sutton Rock Shelter near Milford.
 - c. Sites surveyed: Signal Hill in Camden County; Fort Monmouth; Walker Gordon; Batsto area; and ten sites in the Passaic, Whippany and Rockaway areas.
 - d. Hundreds of inquiries on New Jersey Indian life, location of sites and identification of materials were handled, involving considerable research.
 - e. The Cultural History Exhibition catalogue was prepared and is being published; in cooperation with the Archeological Society, two newsletters and two bulletins were compiled and issued; and in cooperation with the Eastern States Archeological Federation, comprised of 19 states, the 1957 meeting program was prepared and recorded.
 - f. *Archeology of New Jersey, Volume Two, The Abbott Farm* by Dorothy Cross (published October, 1956), won the 1957 award given by the American Association for State and Local History.
 9. Added the following acquisitions:
 - a. *Early Arts and Crafts*—additional collections of early New Jersey glass, woodwork and pottery were acquired by purchase.
 - b. *Fish*—12 mounted specimens of New Jersey fishes were acquired by purchase.
 - c. *Geology*—large sections of petrified wood from three different areas of the State were presented to the Museum; the Carbon-14 dating of the

Sussex County Mastodon (1954), was received from the Lamont Geological Observatory, which set the age at about 11,000 years.

- d. *A pair of Ceramic Cardinals* in natural color was presented to the Museum by Governor and Mrs. Robert B. Meyner.
10. Prepared for permanent display were: exhibit showing the stratification and contents of a humus pit at Abbott Farm; reconstruction of a diorama of the Big House Indian Ceremony; reconditioning of dug-out canoe; entire background of the dinosaur was reconstructed; and the habitat groups were renovated.
 11. Prepared State Fair Exhibition on "The Closing Door to College or The Opening Door to Opportunity."
 12. Served as headquarters for the Archeological Society of New Jersey, the Geological Society of New Jersey, and the Eastern States Archeological Federation.
 13. Participated in workshops of the Museums Council of New Jersey and the New Jersey Historical Society, of the State Conservation Education Workshop, and of the New Jersey Adult Education Leadership Program.
 14. Assisted with the organization of the Mary Roebling Art Scholarship Foundation which will be administered by the Art Department of the New Jersey Federation of Women's Clubs.
 15. Answered hundreds of inquiries, not only from New Jersey but from 19 states and two from Europe concerning the arts, sciences, and natural history of New Jersey; and made over 500 identifications for both children and adults.
 16. Supplied material for feature stories in the magazine sections and special columns of *New York Times* and the *Newark Evening News*; and many articles were prepared for local and state-wide use.

School for the Deaf

1. Helped develop a new program of in-service training. The first group of our untrained teachers (4) completed their full program of Special Education for Teaching the Deaf (18 credit hours). These courses are given on School campus with the cooperation of Trenton State College.
2. Set up a program of academic subjects for full-time vocational students.
3. Improved and expanded course in business training.
4. Offered to all academic teachers a course in Teaching Language to the Deaf.
5. Set up a modified industrial arts program for multiple-handicapped students, rather than have these youngsters in the large vocational shops.
6. Assigned a full-time staff member to the Child Study Department to set up and supervise all acoustic training.
7. Continued teacher-training program for vocational teachers.

8. Reduced all classes to eight pupils, resulting in much better grouping and more effective instruction.
9. Instituted a special reading program and re-established Lower School Library. Have continued to expand all library facilities.
10. Completed and placed in operation a nursery school unit.
11. Completed and placed in operation a new dressmaking unit for the Girls' Vocational Department.
12. Expanded in-service training program for houseparents.
13. Increased annual parent program from one meeting to four meetings tailored to different age groups.
14. Studied the needs and prepared plans and specifications for the first new Upper School dormitories.
15. Noted with pride that eight out of 10 seniors successfully passed the entrance examinations to Gallaudet College. Two hundred seventy-two students in 64 schools for the deaf in the United States took the tests. Only 100 were accepted, and eight of this 100 were New Jersey School seniors. This will be the largest freshman group ever placed by New Jersey in Gallaudet College.

State Agency for Surplus Property

1. Cooperated with Federal and State agencies in obtaining surplus property for use in public and private schools, colleges, hospitals, and civil defense activities.
2. Requested allocation to New Jersey of surplus property valued at \$9,714,252.39.
3. Reviewed 1,306 new applications for property valued at \$5,363,278.92.
4. Completed 1,300 transfers of property with an original acquisition value of \$4,106,051.98.

STATE OF NEW JERSEY
STATE EXPENDITURES FOR EDUCATION
1957-58

Administration—State Department of Education			
Commissioner's Office		\$ 724,051.76	
Division of the State Library, Archives and History		297,527.87	
Division of the State Museum		98,426.69	
Division Against Discrimination		116,911.33	
			<u>\$ 1,236,917.65</u>
State Colleges and Schools			
State Colleges			
Glassboro	\$ 996,027.23		
Jersey City	631,611.26		
Newark	1,070,956.68		
Paterson	837,209.34		
Montclair	1,605,680.40		
Trenton	1,673,799.57		
		6,815,284.48	
School for the Deaf—Trenton		949,289.48	
School of Conservation—Lake Wapalanne		47,165.51	
Other Education Agencies			
State University of New Jersey		11,595,509.75	
Newark College of Engineering and Newark Technical School		869,207.00	
Debt Service (State Teachers College Construction)		1,265,812.50	
			<u>21,542,268.72</u>
State Aid			
County Superintendent (Salaries)		220,533.64	
Other Officers and Employees (Salaries and Expenses)		499,886.76	
Materials and Supplies		116,484.36	
Grants-in-Aid			
Evening Vocational Schools	195,266.56		
Industrial Schools	70,000.00		
Chapter 85, Laws of 1954			
Formula	62,081,321.55		
Transportation	6,195,935.05		
Emergency Fund	125,428.24		
Atypical Pupils	1,922,824.68		
School Building Aid Act Chapters 8 and 9 P. L. 1956			
	13,501,166.21		
		84,091,942.29	
Teachers' Pension and Annuity Fund		22,179,934.69	
			<u>107,108,781.74</u>
State Capital Expenditures			
State Colleges		275,000.00	
New Jersey School for the Deaf		21,050.00	
The State University of New Jersey		65,817.00	
Newark Technical School and Newark College of Engineering		500,000.00	
			<u>861,867.00</u>
Special Funds			
Vocational Schools: Smith-Hughes			
State Share	64,178.41		
Federal Share	167,833.97		
			<u>232,012.38</u>
Vocational Schools: George-Barden			
State Share	136,215.85		
Federal Share	460,037.46		
			<u>596,253.31</u>
Practical Nurse Training Program			
Vocational (Federal)		58,185.00	
Library (Federal)		67,562.16	
Lunch Room Program (Federal)		1,337,152.00	
Special Milk Program (Federal)		1,572,362.00	
Agricultural College (Federal)		117,479.80	
State Teachers Colleges Construction Fund—			
Bond Issue		1,649,697.25	
Research Project—Mentally Retarded		24,976.53	
Child Youth Study Program		28,830.87	
			<u>4,856,245.61</u>
			<u>\$136,434,346.41</u>

STATE SUMMARY—LOCAL SCHOOL DISTRICTS

Day School Total Average Enrollment 917,181.3
 Resident Average Daily Enrollment 921,987.1 Special Classes 1,467 Home Instruction Pupils 2,104
 Plan _____ Buildings Owned 2,132 Classrooms Used 35,139 Special Rooms 3,691

ENROLLMENT

K	93,024	7	68,395
1	96,816	8	64,623
2	84,302	9	73,496
3	84,493	10	65,433
4	84,031	11	48,036
5	89,944	12	38,274
6	78,514	Special	11,961
Ungraded, Vocational _____ 611			
Total Day School _____ 980,913			
Junior College _____ 729			
Evening School:			
Vocational _____	3,616		
Regular _____	12,621		
Foreign Born _____	3,406		
Summer School _____	15,869		
**School Debt _____	\$609,120,848.09		

PERSONNEL

Superintendent _____	291.6	Full Part Time	
Asst. Sup't. _____	64.3		
Principals _____	1,461.2		
Supervisors _____	459.9	Secretary _____	233
Teachers (Day) _____		Assistant Secretary _____	21.5
Regular _____	38,556.6	Business Manager _____	18
Part-Time _____	1,508.6	Attendance Officers _____	203.5
Special _____	1,055.3	Medical Inspectors _____	70
Junior College _____	35	Dental Inspectors _____	27
Teachers (Eve.) _____		Nurses _____	748.5
Vocational _____	200	Janitors & Engineers _____	5,031.3
Regular _____	371	Bus Drivers _____	277.2
Acredited _____	59	Maintenance _____	734
Foreign Born _____	106	Bus Attendants _____	38
Teachers: Summer _____	672	Recreation _____	64
Equalized Valuation Per Pupil in Resident A.D.E. _____		Clerks & Secretaries _____	2,887.5
		Cafeteria Employees _____	1,719
		Others _____	223
			210
			\$29,984.17

REVENUES AND EXPENDITURES 1957-58

REVENUES

Free Balance July 1, 1957 _____	
Current Operating _____	\$34,023,052.67
*Improvement Authorizations _____	104,872,549.95
State Aid	
Formula _____	61,860,425.55
Atypical Pupils _____	1,922,824.68
Transportation _____	6,192,938.68
Evening Vocational _____	77,043.56
Emergency _____	123,268.24
Building Aid _____	8,970,667.30
Federal Aid	
Vocational _____	315,700.44
P.L. 815 (Building) _____	396,393.00
P.L. 874 (Current Expense) _____	1,419,346.48
Other _____	35,152.33
Local Aid	
District Tax	
Current _____	271,458,401.66
Capital _____	7,654,511.79
Debt Service _____	19,185,657.53
Municipal Surplus _____	1,053,522.61
Tuition _____	19,860,686.99
Bonds and Notes _____	71,816,881.95
Miscellaneous _____	5,222,697.36
Adjustments _____	(24,244.84)
TOTAL FUNDS AVAILABLE _____	\$616,437,477.93

EXPENDITURES (Cont.)

Operation (Cont.)	Light, Water, Power _____	\$4,380,745.15
	Tel. & Tel. _____	846,462.01
	Other _____	349,187.30
Co-Ordinate Activities	Salaries _____	6,805,892.77
	Other _____	498,299.10
Auxiliary Agencies	Cafeterias _____	2,387,337.57
	Playgrounds _____	1,462,720.20
	Athletics _____	2,069,948.44
	Transportation _____	11,715,406.88
	Library _____	2,260,145.88
	Other _____	461,598.71
Fixed Charges	Tuition _____	19,505,335.29
	Pensions _____	5,206,199.05
	Insurance _____	3,238,097.12
	Other _____	661,297.12
Repairs & Replacements	Buildings & Grounds _____	12,662,367.93
	Equipment _____	4,267,289.04
	Other _____	133,171.08
DAY SCHOOL EXPENDITURES (Sub-Total) _____		\$363,644,280.40
Evening:		
Vocational _____		\$ 243,739.27
Regular _____		97,683.15
Foreign Born Residents _____		73,170.43
Summer School _____		140,002.66
Junior College _____		181,180.83
Debt Service	Principal _____	16,533,676.72
	Interest _____	10,114,252.14
	Sinking Fund _____	352.44
Capital Outlay (Budget)	Land _____	2,005,704.83
	Buildings _____	2,081,757.44
	Equipment _____	3,225,062.61
Improvement Authorizations	Land _____	3,856,611.72
	Buildings _____	94,377,913.73
	Equipment _____	5,771,579.15
TOTAL EXPENDITURES _____		\$502,348,967.52
Free Balance June 30, 1958		
Current Operating _____	\$37,866,947.89	
Improvement Authorizations _____	75,438,589.97	
Capital Reserve Fund _____	782,973.05	114,068,510.41
TOTAL _____		\$616,437,477.93

*Plus \$2,319,549.52 Improvement Authorization Net Adjustment. **Minus \$259,385.77 School Debt Net Adjustment.

REVENUES AND EXPENDITURES IN MUNICIPAL BUDGETS FOR SCHOOL PURPOSES IN 1957-58 SCHOOL YEAR

State Building Aid _____	\$4,532,104.41	Debt Service	Principal _____	\$7,956,597.73
Local Tax Levy _____	7,339,546.93		Interest _____	3,912,406.86
Other Revenue _____	11,763.45		Sinking Fund _____	14,410.20

CAFETERIA FUND

Balance 7/1/57 _____	\$ 1,114,440.45
Income _____	13,136,930.08
	<u>14,251,370.53</u>
Expenses _____	\$13,175,802.30
Balance 6/30/58 _____	1,075,568.23
	<u>\$14,251,370.53</u>

GENERAL ORGANIZATION FUNDS

Balance 7/1/57 _____	Athletics _____	Other _____
	\$ 157,283.80	\$2,146,224.32
Receipts _____	1,502,536.21	8,764,624.40
	<u>\$1,659,820.01</u>	<u>\$10,910,848.72</u>
Disbursements _____	\$1,478,872.65	\$8,533,743.74
Balance 6/30/58 _____	180,947.36	2,377,104.98
	<u>\$1,659,820.01</u>	<u>\$10,910,848.72</u>

COST OF EDUCATION

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

		<u>1957-1958</u>	<u>1956-1957</u>	<u>1955-1956</u>
Administration	\$	\$ 13,784,180.24	\$ 12,597,207.93	\$ 11,023,384.62
Instruction:				
Supervision		21,450,888.65	\$ 18,322,279.27	\$ 16,205,057.76
Instruction Proper		220,030,335.35	193,521,724.83	172,675,517.81
Operation of School Plant		241,481,224.00	211,844,034.10	188,880,575.57
Maintenance of School Plant		35,141,769.47	31,275,008.46	27,996,457.78
Attendance and Health		17,062,828.05	15,747,303.76	15,122,728.65
Auxiliary Agencies:		7,304,191.87	6,485,610.72	5,868,572.83
Library		2,260,145.88	1,903,865.87	1,618,937.62
Transportation		11,715,406.88	10,600,755.55	9,270,159.50
Other		6,381,604.92	5,747,770.74	5,128,256.47
		20,357,157.68	18,252,392.16	16,017,353.59
Fixed Charges:				
Pensions		5,208,199.05	2,734,594.61	2,513,177.56
Insurance		3,238,097.63	2,599,647.56	2,251,113.88
Other		561,297.12	451,720.16	288,331.76
		<u>9,007,593.80</u>	<u>5,785,962.33</u>	<u>5,052,623.20</u>
		<u>\$344,138,945.11</u>	<u>\$301,987,519.46</u>	<u>\$269,961,696.24</u>
Average yearly cost based on average enrollment in day schools		<u>375.21</u>	<u>\$345.59</u>	<u>\$324.70</u>
Day School Average Enrollment		917,181.3	873,811.6	831,330.3

STATE SUMMARY—COUNTY VOCATIONAL SCHOOLS

REVENUES & EXPENDITURES 1957-58

REVENUES

Free Balance July 1, 1957		
Current Operating	\$606,150.90	
Improvement Authorization	293,677.62	899,828.52
State Aid		316,920.00
Federal Aid		317,228.72
*County Taxes		2,520,777.00
Tuition		304,919.35
Bonds and Notes		
Miscellaneous		105,101.07
Adjustments		79.65
		<u>\$4,464,854.31</u>

EXPENDITURES

Total Vocational Expenditures (exclusive of Capital Outlay).....		3,384,829.98
Debt Service		37,146.00
Capital Outlay—Budget		48,152.32
Improvement Authorizations		105,877.19
Free Balance June 30, 1958		<u>3,576,005.49</u>
Current Operating	701,048.39	
Improvement Authorizations	<u>187,800.43</u>	
		888,848.82
		<u>\$4,464,854.31</u>

*Does not include levy and expenditures by County Governments for the following school costs:
 Debt Service—Vocational School Bonds—Principal _____ \$350,130.82
 Interest _____ 125,764.76

