

# *Annual Report* *1956-57*

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)

FIVE YEARS

of

GROWTH

**New Jersey State Library**





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

# ANNUAL REPORT

OF THE

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### School Year 1956-57





FREDERICK M. RAUBINGER  
*Commissioner of Education*

## STATE BOARD OF EDUCATION

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## FOREWORD

The close of the 1956-57 school year marked the completion of my first term in office as Commissioner of Education. It is my privilege at this time to express my sincere admiration for the dedicated spirit with which the members of the New Jersey State Board of Education and the members of the staff of the State Department of Education have discharged their obligations and duties. The zeal and dedication of these persons should be an inspiring example to everyone interested in public education.

In this report we have tried to summarize some of the developments of the past five years, as well as to outline briefly some of the problems we face in the years ahead. A listing of the manifold duties assigned to our divisions will give some understanding of the scope of Departmental operations, which have increased almost in direct proportion to the growth of school enrollments in the local school districts of the State.

It is my hope that during my second term as Commissioner of Education, I shall be privileged to receive the splendid assistance of those in State Government and those charged with educational responsibilities at the local level which has been accorded me during the past five years. In New Jersey we have a unique spirit of cooperation among teachers, administrators, board members, parents, and State officials which has helped to make our educational program a source of pride to the State. We need to work together for the improvement of our children's education, as they face the critical task of maintaining and strengthening our democracy. The Free World may depend upon their efforts.

FREDERICK M. RAUBINGER

*Commissioner of Education*

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**DIVISION AND BUREAU HEADS\***  
**CENTRAL OFFICE**  
**NEW JERSEY STATE DEPARTMENT OF EDUCATION**  
**JUNE 30, 1957**

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 Instruction	WILLIAM H. KING, <i>Coordinator</i>
Office of Elementary Education	ERIC GROEZINGER, <i>Director</i>
Office of Health, Safety & Phys. Ed.	WILSON G. GUTHRIE, M.D., <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 & Certification	ALLAN F. ROSEBROCK, <i>Director</i>
Division of Vocational Education	ALBERT E. JOCHEN, <i>Assistant Commissioner</i>
Division of State Library, Archives & History	ROGER H. McDONOUGH, <i>Director</i>
Division of State Museum	KATHRYN B. GREYWACZ, <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.

## FIVE YEARS OF GROWTH

One aspect of this report is to review briefly the progress that has been made in the schools and colleges of the State, during the period beginning July 1, 1952, and ending June 30, 1957, as well as the growth in the operations and responsibilities of the State Board of Education and the State Department of Education.

In the school year 1952-53, public elementary and secondary schools had an enrollment of 722,445 pupils, and by 1956-57 this enrollment had increased to 880,691 pupils. This sharp increase of 22 per cent will be eclipsed in the years ahead, since the total number enrolled in New Jersey public schools increases at the rate of 40,000 to 45,000 more pupils annually. During the same five-year period, the number of classroom teachers employed increased from 29,591 to 36,801. It is estimated that more than 39,000 will be needed for the schools in 1957-58.

The average salary of teachers has risen since 1952 from \$3,868 to \$4,880. It is interesting to note that while one teacher in 12 lacked the standard requirements for teaching in 1952-53, there has been an increase in the number of less than fully certified teachers to a ratio of 1 in 8. Meanwhile, the number of certificates and renewals of certificates issued has doubled to reach a total of nearly 15,000 in the year 1956-57.

Approximately 400 million dollars was spent for capital outlay and improvement of school buildings during the five-year period. In this connection, the number of annual hearings for extension of credit requested by local school boards rose from 49 hearings in 1952-53 to 135 in the year just completed. State aid disbursed to local districts increased from about 25 million dollars to 77 million dollars and during the five-year period provision for State aid for school buildings was included for the first time.

While the enrollments in the colleges and universities in New Jersey declined during the first part of the five-year period due to the loss of veteran enrollment which followed World War II and the Korean War, there has been a sharp increase during the last few years due to a rapid rise in the percentage of high school graduates seeking college admission. For example, there was a 15 per cent increase in the full-time enrollments of New Jersey colleges and universities between 1954 and 1956, while at the same time the percentage of New Jersey high school graduates entering all colleges increased from 30 per cent to 35 per cent. New Jersey State Teachers Colleges, expanding as a result of the 15 million dollar building program authorized in 1951, increased their full-time enrollments from 3,800 in 1953-54 to over 5,600 during the past year. Extension and part-time

enrollments have mushroomed, particularly as a result of the teacher upgrading program begun in 1954 and the passage of new salary legislation in the same year.

In spite of these major expansions and others, the total professional staff provided at the central and county offices of the State Department of Education increased by only 16 or about 10 per cent. The non-professional or clerical staff increased by about 35 or approximately one third. The over-all increase was approximately 20 per cent, in spite of a workload which more than doubled for many divisions and bureaus.

One of the most significant developments during the past five years has been the high-level, professional activity of the State Board of Education. Meeting regularly in monthly sessions and committee meetings, the Board has studied its responsibilities and attempted to implement them to a much more complete degree. All State Board rules and regulations have been reviewed and revised. The Board authorized the Department to conduct two surveys in the field of higher education to determine future facilities needed by New Jersey students. It has reviewed in detail the proposed expansion of the eight State-supported institutions of higher education. The rules and regulations to supplement the legislation for physically and mentally handicapped pupils represent the result of studied consideration by the Board, and are only illustrative of the many quasi-legislative functions imposed upon this body.

The expansion of Departmental services, both those mandated by new legislation and those resulting from the growth and development of local school systems and institutions of higher education, has not had a parallel since the first two decades of this century. During these five years, examples of the developments produced by new legislation are the following:

- (1) A new basic law for State aid for current expense and another for State aid for school buildings.
- (2) State surveys on educational needs of handicapped children and legislation for new programs.
- (3) Implementation of the State law for audits in local school districts.
- (4) Expansion of county audio-visual educational centers.
- (5) The two-phased surveys of building facilities needed in local districts.
- (6) Approximately treble the number of extension of credit processings.
- (7) Exceptionally rapid expansion of special classes for handicapped children under the provisions of the Beadleston Acts.

Impact from the Federal government has produced such developments as the White House Conferences, tremendous increases in the Federal milk and school lunch programs, aid to Federally affected areas, and aid for the expansion of rural library services.

There have been many operations of the Department which have been of assistance to local districts in their time of growth, aside from the substantial increases in State aid. Since 1952, the Department has helped to organize 17 regional high school districts to take care of providing more than 100 districts receiving notices of the termination of receiving-sending agreements. The experimental program in educational television, the creation of 20 new county audio-visual centers, and the publication of guides and bibliographies for A-V materials have stimulated the development of teaching aids. The Department sponsored, in cooperation with local administrators and State organizations, the New Jersey Cooperative Project in Educational Administration. This examination of the administrative operations of school districts, extending from 1951-1955, involved hundreds of people including superintendents, school board members, and others; it had positive effects in producing understanding of this important function. The three regional White House Conferences and the State White House Conference in 1954-55 stimulated local interest in the major problems in education and brought together for the first time in recent years a representative cross-section of our State citizens for the examination of public education. Teachers colleges, the Department, and many local groups have cooperated with professional organizations in teacher recruitment efforts, which have highlighted the advantages of teaching as a career, particularly teaching in New Jersey.

Beginning in 1952, the work of central office personnel and the county staffs has increased the study of child growth and development in local groups throughout the State, involving more than 5,000 persons up to the present time. Provisions for a director of special education and for county supervisors of child study have assisted local districts in organizing and evaluating new programs for the physically and mentally handicapped; the approximate doubling of the program in the last three years has also created a need for an extensive in-service program for training teachers, in which our colleges have played an important part. For the past few years our Division of Vocational Education has been engaged in a county-by-county survey of the needs for vocational education in the various areas of our State, and in these surveys local business and industry have participated, along with local school personnel.

In the important fields of science and mathematics, the Department surveyed the apparent situation in enrollment, preparation of teachers, etc., as it existed in 1956. While this survey showed New Jersey secondary schools to be in a relatively favorable position, an industry-education committee appointed by the Commissioner studied methods of improving teaching and curricula of these subjects, and has submitted an interim report. The Department has also prepared, as a result of the efforts of a board com-

mittee over a three-year period, a new guide of *Teaching Science* in grades K - 12, issued in the summer of 1957.

Contacts with local school administrators and professional personnel are continuous and increasing. Not only do county superintendents meet monthly with local superintendents or principals-in-charge within their counties, but the Department has committees operating in many important phases related to school administration throughout the year. Orientation meetings are held annually for the 35 - 40 new local superintendents, and the facilities of county central staffs are placed at their disposal to acquaint them with their responsibilities and the respective roles of educational administration at all levels. Other examples of two-way participation may be found in the revision of many forms and reports for which the Department is responsible, such as: *The Pupil Register*, *The Accounting Manual for School Districts*, *The Rules for Teacher Certification* and *The Guide for Schoolhouse Planning and Construction*. In all of these revisions, representatives from local school districts are invited to participate.

One of the less well-known functions of the Department may be mentioned — that of approval of nursery schools and child care centers. The number of such centers has increased over 50 per cent during the five-year period, and numbers almost 300 as opposed to 100 in 1947. This year the nursery schools served over 8,500 children. The cooperation of the Department in setting up courses for in-service training, in helping to plan buildings or transportation services, and in making material and guides available is invaluable because of the extremely rapid growth in this field.

In the Division of Adult Education, total enrollments rose from 47,000 in 1952-53 to 73,000 during the past year. The number enrolled in citizenship classes, which are of special interest to the foreign born, rose from 6,600 to 10,500. This Division of our Department represents the primary information and coordination center available to local communities planning such adult programs.

The State Library has expanded its service to include a legislative reference section, and has developed a records retention and disposal system which serves all State agencies. Microfilming of important records is one instance of an operation not in existence as recently as eight years ago. The Library also assisted the Committee to Study Library Services, which reported in January, 1956, on the detailed needs for library work in the State. A special appropriation passed in the spring of 1957 will supplement Federal funds in the development of library services in rural areas.

The work of the Division Against Discrimination also reflects the service aspects which characterize State Department operations. While there is a continuing load of investigations to be made concerning the complaints which are received by this agency, one of its most important functions is

to visit hundreds of groups throughout the State to explain the spirit and purpose of civil rights legislation in the State, and to advise communities in such ways that tension situations may be eliminated before they become acute. There is an important "hidden load" in this Division which is characteristic of much of the advisory service rendered by other divisions in our Department.

As we look ahead, we can see critical problems to which the attention of the State Board of Education and the Department will have to be directed. We should include among these:

### **Improving Instruction at all Levels**

This is a continuing demand that is the primary objective of the Department at all times. During the past several years the need has been intensified due to high turnover among school personnel, the employment of partially-trained teachers and the rapid growth of school districts. There is every indication that the problems will be even greater in the years ahead.

Excessive turnover of teachers is a serious problem at the local level where many on-the-spot readjustments must be made. At the county and State levels it calls for intensified recruitment programs, the organization of workshops and orientation sessions to acquaint new teachers and administrators with the responsibilities of their new positions, and the development of salary schedules which will enable New Jersey school districts to retain the services of the most effective personnel.

The long-continuing shortage of teachers has resulted in the disproportionate employment of many who do not meet even minimum requirements for standard certification. A very high percentage of those with provisional and emergency certificates are potentially excellent teachers. A major problem of the State and county offices is to provide leadership in setting up evening, Saturday and summer classes offering these teachers the subjects that are needed, and in locations readily accessible to them.

Demands for consultative services increase rapidly as schools get larger and as new schools are organized. Department members are constantly called on to advise concerning the best type of organization for instruction and administration, desirable types of school plants, the reorganization of current programs of instruction and the development of curriculums in new situations. This is a long-range problem that already has been faced to a limited extent in the elementary schools, is now becoming apparent in the secondary schools, and will reach the colleges within the next few years. By the middle of the 1960 decade it will be serious at all instructional levels.

## **Providing Greater State Support for Education at the Local Level**

The recent rapid rise of school costs can be traced directly to two sources: the generally increased cost of all products and services used by the schools, and the fact that our school-age population is growing so rapidly. Despite increased State aid payments to local districts these factors have combined to return the proportion of school costs borne by the State to the approximate level of four years ago. Next year, New Jersey State revenues will provide only a little more than 20 per cent of the total operating costs of day schools. Neighboring states furnish state aid in nearly twice as great a proportion.

During the years ahead, the staff of the Department will be called on increasingly to help find solutions that will more nearly equalize educational opportunity within the State, that will distribute the cost of education more equitably among the taxpayers, and that will at the same time fulfill the State's Constitutional obligation to provide for the maintenance and support of a thorough and efficient system of free public schools for the instruction of all children in the State.

## **Constructing New School Facilities**

School construction is needed for two reasons: to rehabilitate or replace obsolete facilities, and to provide for increased enrollments. The survey of school building needs conducted in 1953 showed that more than 12,600 new classrooms would be needed in New Jersey by 1959-60. A study of birth rates and enrollment patterns since the date of the survey makes it very apparent that needs will be far greater than anticipated at that time, and that in all probability school building construction during the next ten years will exceed that of the ten just passed.

This is a need that cannot be ignored if New Jersey pupils are to be housed in schools designed to complement a sound educational program. County and State staffs will be called increasingly to help plan safe, efficient and economical buildings, to consult concerning their financing, and to approve completed projects.

## **Expanding Facilities in Higher Education**

The State Board of Education is convinced, by two thorough studies recently completed, that New Jersey will soon be faced by an unprecedented demand for higher education. Basically, this will be created by a combination of increased births and much greater persistence to college of high school graduates. In spite of optimistic plans for expansion by private colleges, both within and outside the State, it appears almost certain that about one New Jersey college-aspiring

youth in eight will be denied opportunity to attend college unless the enrollment capacity of the State-supported colleges is doubled by 1965. This will include rapid expansion of the six State colleges to provide the ever-increasing numbers of new teachers needed in the 10 years ahead.

The problems of higher education are long-term in nature. If private colleges expand as they expect, and if the State-supported colleges double in capacity, as proposed by the State Board of Education, needs will be met only until 1965. The young men and women entering college that year will be from the 106,000 born in New Jersey in 1947. Since that year, the trend in births has been steadily upward, reaching a total of approximately 130,000 in 1957. Further studies and additional plans must still be made to determine ways of meeting the needs of those born during the intervening decade.

### **Staffing and Housing the Department**

Staffing and housing the Department responsible for coordination of the State educational system has become an increasingly complex problem during recent years. Although the growth of public school districts has created a vast demand for additional services, the total Department staff has increased only 20 per cent and the professional staff has increased only 10 per cent. The results are abnormally heavy workloads and a constant sense of employee frustration because of inability to perform many requested services known to be urgently needed.

Recruitment of personnel for the Department is also becoming more difficult because of salary schedules that are neither commensurate with the training and experience of the persons employed nor in accord with their assigned responsibilities. Examples of this are found among the lower academic ranks in the State teachers colleges and among faculty members at the highly specialized School for the Deaf. In both cases it is difficult to recruit employees because they can obtain better pay as public school teachers under the provisions of the State minimum salary schedule. Frequently, staff members of the Department find themselves in the position of giving guidance and supervision to local school officials earning several thousand dollars per year more than they can personally hope to earn under existing salary schedules.

Housing the Department is one of the greatest problems. The antiquated brownstone structure at 175 West State Street was originally a private house and is little suited to efficient office use. In many rooms, employees are crowded so closely together that proper concentration

is impossible. The basement storage room is a fire hazard of the first order. Interdivisional communication is difficult because over-flow personnel are housed in satellite buildings that are equally unsuited to efficient operations.

The problems of adequate staff, salaries commensurate with responsibilities, and suitable quarters are of prime importance. Any improvement could only result in improved morale, more efficient operation, and more work accomplished.

### **Improving Public Understanding of Education**

Because its ultimate control rests in the hands of the voters of the State, the educational system of New Jersey is dependent on public understanding. It is, therefore, extremely important that the people of the State be fully informed concerning the current status of the schools, the long-range objectives of education in the State, and the steps needed to attain those objectives. It is the firm belief of the State Board of Education and the Department that this understanding can best be achieved by having professional and lay persons work together cooperatively toward the solution of problems facing the schools.

The effectiveness of this approach has been well demonstrated at the State level by the recent White House Conferences on Education, the proceedings of the State Teachers College Curriculum Commission, and the current Committee for Improving Science and Mathematics in the Secondary Schools.

There can be no question about New Jersey's need for a sound educational system and its ability to support it. As a leading industrial State with a rich cultural background, it abounds in employment opportunities at the professional, semi-professional and technical levels. As a wealthy State, it is reported this year to have the third highest personal income per capita. Our major problem is to acquaint the voters of the State with its educational needs and to enlist their support and cooperation in developing sound programs to meet those needs.

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This section of the Annual Report for 1956-57 has attempted to show the increasing complexity of New Jersey's educational problems and to outline some of the prospects for the future. The two sections that follow will describe activities carried on by the various divisions of the Department during the year just completed, and present a brief statistical summary of expenditures for education during the same period.

## DIVISIONAL ACTIVITIES

### Division of Administration

1. Coordinated inter-divisional activities of the Department.
2. Coordinated continuing reorganization of divisions within the Department.
3. Coordinated office relocation within the Department and to offices outside the central office building.
4. 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.
5. Organized and correlated activities of *New Jersey Committee for Improving Science and Mathematics in the Secondary Schools*.
6. Cooperated with Division of Higher Education and Division of Business and Finance in higher education survey *College Opportunity in New Jersey*, by developing the statistical data basic to the study.
7. Served with the Office of Special Education and the committee studying the problems of emotionally disturbed children.
8. Prepared news releases and bulletins for the schools at the direction of the Commissioner of Education.
9. Prepared and distributed the *Annual Report* of the Department.
10. Prepared (or edited) and distributed 12 *Newsletters* issued by the Department.
11. Prepared and distributed annual study of *Administrative Problems In New Jersey Public School Districts*.
12. Compiled data concerning enrollments in New Jersey elementary and secondary schools, and in institutions of higher learning.
13. Cooperated with national and State agencies in supplying data concerning education in New Jersey.
14. Worked with other divisions in the final editing of publications issued by the Department.
15. Served in liaison capacity with printers in the publication of Departmental documents.
16. Conducted research studies in education as requested by the State Board of Education, the Commissioner of Education and other divisions of the Department.
17. Organized New Jersey State Teachers College Research Council.
18. Cooperated with entrance examination committee of the six State Teachers Colleges in the selection of examinations and the standardization of entrance examination scores.

19. Delivered speeches on current problems in education to more than 100 educational groups, service clubs and similar organizations.
20. Collected data for *New Jersey School Directory* and arranged for its printing and distribution to interested persons.
21. Operated central office mimeographing service which completed 1,054 projects for the centrally located divisions and bureaus.

### **Division Against Discrimination**

1. Made progress in a special project to provide better counseling of minority group youth. This was a joint venture with the Division of Curriculum and Instruction and the Vocational Division and involved cooperation with the New Jersey Guidance and Personnel Association, the Department of Superintendents, County Superintendents of Schools, and boards of education.
2. Completed a survey of public housing practices concerning the extent to which de facto segregation exists and submitted it to the Commissioner and to the Civil Rights Commission. In cases where there is question concerning practices of public housing authorities, the Division is continuing to work with these authorities to eliminate any type of segregation where it is possible to do so.
3. Held library institutes in East Orange and Atlantic City to help local groups plan programs in civil rights and human relations.
4. Held meetings with State Department representatives and public school personnel to encourage more effective use of human relations films in classrooms. Growing out of this project, a study of effective uses of human relations films in classrooms is progressing. Teachers have been selected by their superintendents in five counties to use such films with pupils at primary, intermediate and high school levels. Detailed reports have been filed by these teachers. These reports will become the basis of a brochure which will describe good classroom procedures in the use of human relations films.
5. Attempted to decrease discrimination because of race in beauty parlors and barber shops. Little progress has been made. Leaders in the beauty parlor industry, with a few notable exceptions, have been frank to say that the prospect of non-discriminatory practices is frightening to them and they are not interested in extending their facilities to all persons regardless of race, creed or color. The Division has now made it known that it would look favorably upon amendment of the law making beauty parlors and barber shops places of public accommodation.

6. Continued compliance work, as in past years, with a noticeable increase in the number of complaints investigated. Only one public hearing was held in the current year. All other cases where probable cause of discrimination was determined were settled through conciliation.
7. Surveyed employment practices in Warren, Hunterdon, and Sussex Counties. A report is available upon request.
8. Surveyed employment practices of railroads traversing New York and New Jersey. The report has been completed and is now available upon request. One outcome of this survey has been a joint statement by New York and New Jersey railroads that fair employment policies would be practiced.
9. Carried forward a most ambitious program of displays and exhibits throughout the State. Educational groups, church groups, labor groups, industrial groups, have invited the Division to set up exhibits. Nearly 400,000 pieces of literature, contributed for the most part by intergroup agencies, have been distributed emphasizing the importance of civil rights and human relations.

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

1. Assisted 30 local districts in improving naturalization and citizenship programs for the foreign-born.
2. Supervised citizenship and naturalization programs enrolling approximately 10,000 foreign-born.
3. Sponsored two institutes for in-service training of trades of foreign-born.
4. Organized the Annual Americanization Visitation to Trenton for 70 delegates from 34 communities.
5. Aided in the development of new adult programs in 12 communities.
6. Provided leadership in the activities of 101 adult education programs enrolling over 62,000 persons.
7. Organized the annual conference of the New Jersey Adult Education Association at Rutgers, The State University.
8. Held monthly leadership training programs at Newark and Glassboro.
9. Encouraged the development of new adult programs emphasizing public affairs and civic education, economic education, and health and safety.
10. Increased to 18 the number of adult schools offering courses to help out-of-school youth and adults attain high school equivalency.
11. Administered high school equivalency examinations to approximately 4,000 persons.

12. Issued 4,000 pre-professional qualifying certificates for prospective accountants, chiropodists, chiropractors, dentists, dental hygienists, lawyers, doctors, nurses, optometrists, and pharmacists.

## Division of Business and Finance

### *Bureau of Business Services*

1. Prepared apportionment tables and made the necessary State Aid payments to some 575 local school districts, according to statutory requirements and deadlines. The computations, official notifications and payments included covered the distribution of some 160 millions of dollars over a two-year period.
2. Supervised the preparation of and/or prepared some twenty budgets for the Department calling for the appropriation of approximately 110 millions of dollars. Assisted in the presentation of these budgets where necessary.
3. Supervised the preparation of and/or prepared twenty-six payrolls for the Department involving some 1,400 full-time and part-time employees. This task has become increasingly difficult and detailed due to the integration of the State Pension Funds with Social Security.
4. Supervised all financial transactions involving Federal funds for the National School Milk Program. There were 1,187 schools participating, located in 377 school districts. Some 12,000 claims were processed and more than \$1,000,000 in Federal funds paid to school districts.
5. Supervised all financial transactions involving Federal funds for the National School Lunch Program. There are 673 schools participating, located in 305 school districts. Some 6,500 claims were processed and more than \$1,100,000 in Federal aid paid to school districts.
6. Conducted complete audits of either the milk or hot lunch programs in thirty-seven school districts during the year pursuant to an agreement with the United States Department of Agriculture. In addition eighteen County Workshops were conducted by the School Lunch Auditor to help local officials meet Federal Regulations.
7. Processed 243 applications and reviewed approximately 20 applications of previous years in the area of Federal Assistance under P. L. 874 and 815.
8. Conducted, in cooperation with the Bureau of Pensions, twenty-one County Workshops to instruct school administrators and business officials in the preparation of payrolls. The need for such service was brought about by the intergration of Social Security with our State Pension Funds.

9. Continued the activities of the State Advisory Committee on revision of the Financial Accounting Handbook for New Jersey, completing the work concerning receipt and expenditure accounts, and continued working on the clearing accounts.
10. Served actively as a division in the work of the New Jersey School Bond Committee appointed by the Commissioner on February 15, 1957. The Committee will study ways of improving the marketability of school bonds and make recommendations to the Commissioner designed to improve the credit status of local school districts.
11. Conducted one hundred and thirty-five 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 \$105,000,000 an increase over the previous year of fourteen hearings and \$14,000,000.
12. Prepared and published the Fifth Annual Report of the Commissioner of Education titled *Comparative Financial Statistics of School Districts—1955-56* and mailed copies according to statute.
13. Prepared and mailed to boards of education bulletins on matters concerning school finance, bookkeeping, accounting and auditing as follows:
  - (a) Synopsis of the School Audit.
  - (b) Changes in the Teachers' Pension and Annuity Fund and Public Employees Retirement System effective January 1, 1957, and July 1, 1957.
  - (c) Preparation of the Annual School Budget.
  - (d) Approval of Machine Accounting Systems in Local School Districts.
14. 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 according to law.
15. 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 those districts.

#### *Bureau of Pupil Transportation*

16. Organized a Bureau of Pupil Transportation within the Division, and appointed a Coordinator who began service on October 1, 1956.
17. Completed a State-wide survey of pupil transportation and made copies available to county superintendents and staff members of the Department. This report covers such items as: per pupil costs, costs

per pupil mile, cost differential between school district-owned and contract buses, the percentage of pupils transported by counties as compared to a State-wide median, etc.

18. Organized a State-wide program of conferences and visitations dealing with pupil transportation involving the county superintendent in each county designed to examine the transportation program in operation. Items included, view of contracts, bus routes and route descriptions, the riding of school buses for observation purposes, etc.
19. Designed a new Annual Report Form to be used by local school districts and county superintendents in reporting pupil transportation expenditures for State aid purposes.
20. Completed arrangements with the Division of Motor Vehicles whereby that Division assumed the responsibility for the physical inspection of all school buses on April 1, 1957. This is now a cooperative venture involving the county superintendent and the Division of Motor Vehicles.

#### *Bureau of Building Services*

21. Reviewed some 200 preliminary plans and 209 final plans covering new school buildings to be constructed for compliance with the terms of the *Guide for Schoolhouse Planning and Construction*. Recommended 188 sets of final plans to the Commissioner for consideration and approval by the State Board of Education.
22. Approved new school building construction during the year to provide a total of 2,256 teaching stations as follows:
  - (a) Elementary stations - 1,078.
  - (b) Secondary stations - 1,178.

#### *Summary of Construction Approved*

(a) New Construction	
55 projects - elementary	\$20,813,136.00
21 projects - secondary	37,173,711.00
(b) Additions and Alterations	
76 projects - elementary	12,344,808.00
29 projects - secondary	17,612,930.00
(c) Rehabilitation	
7 projects	301,940.00
(d) Total - 188 projects	\$88,246,525.00

23. Completed, in November, 1956, (for the first time since the post war building program started) review of all plans on hand in the Bureau of Building Service.

24. Designed a new application form to be submitted by architects with each final plan presented for review and approval. The data from these applications will make it possible in the future to prepare an annual report indicating costs per square foot and per pupil for buildings of different kinds of materials and structural systems.
25. Completed the following new buildings for the State Teachers College Construction Program during the year:
  - (a) At Montclair —  
Gymnasium, classroom building, cafeteria, auditorium, student union building.
  - (b) At Jersey City —  
The conversion of the old gymnasium and dressing rooms to music facilities, offices, snack bar, student store and storage space.

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

1. During the year this Division assisted in the preparation of 18 decisions for the Commissioner of Education. These decisions included cases involving both major and minor controversies, and an apportionment of school taxes where part of one municipality was annexed to another by the Legislature.
2. Provided assistance in the termination of sending-receiving relationships in school districts under provisions of section 18:14-7 of the Revised Statutes.
3. Cooperated in the Legislative program by preparing memoranda as needed.
4. Prepared and distributed to local school districts the annual bulletin reproducing newly enacted school laws and listing current school law decisions.
5. Prepared and distributed the Legislative Bulletin keeping local districts informed of the progress of current legislation affecting schools.
6. Made continued progress in School Law revision. This revision will be ready for introduction at the next Legislative session.
7. Arranged for monthly meetings of county superintendents.

### *Personnel Bureau*

8. Reorganized and relocated office to make it more accessible to employees.
9. Acted as liaison between the Department of Civil Service, and the Division of Budget and Accounting in providing standard personnel services for the central staff of the Department of Education, the New Jersey School for the Deaf, and the six State Teachers Colleges.

10. Served as liaison with the Department of Health, the State Property Bureau, and the Division of Pensions for personnel services connected with these agencies.

## Division of Curriculum and Instruction

### *Office of Elementary Education*

1. Completed basic steps for preparing a *Guide to Elementary Education* and a *Guide for Evaluating Elementary Schools*.
2. Progressed in continuing study of modifications in the use of helping teacher services.
3. Held bi-monthly meetings with helping teachers as part of a cooperatively planned program of in-service education. Also held five orientation meetings with new helping teachers, and conducted these meetings and a field trip with music helping teachers.
4. Sponsored two cooperatively planned study sessions with elementary supervisors.
5. Held at least one meeting with county staffs in 20 counties.
6. Developed a nursery-teacher preparation curriculum in early childhood education. This curriculum leading to the Bachelor of Science and Master of Arts degrees is now in force at Newark State Teachers college.
7. Completed and distributed two bulletins: *Science for Young Children* and *Bibliography for Cooperative Nursery Schools*.
8. Planned to limit Child Study Leadership Training Sessions to groups of no more than 20 persons. This will be possible if the Office of Child and Youth Study is expanded as planned.
9. Made preliminary plans for a summer workshop in human development for the summer of 1958.
10. Conducted a three-day workshop in elementary education for 120 helping teachers, county superintendents of schools, teachers college faculty members, elementary supervisors, and school administrators.
11. Prepared and published in the New Jersey Education Association *Review* articles on the gifted child and on teaching foreign languages in the elementary school.
12. Cooperated in two surveys: opinions of superintendents concerning school entrance age, and the status of foreign language in the elementary school.
13. Cooperated in curriculum improvement programs in Camden, Cumberland, Monmouth, Ocean, Salem, Sussex, and Warren Counties.
14. Stimulated interest in developing county programs to orient new teachers.

15. Published two issues of an *Elementary Newsletter*, and distributed statements concerning the special subject teacher.
16. Cooperated in planning the new laboratory school at Newark State Teachers College.
17. Prepared certification requirements for private nursery school teachers for approval by the State Board of Examiners.
18. Published: *A Bibliography on Sources of Equipment for Young People at Home and at School*, *A Bibliography on Sources for Music and Record Lists for Young Children* and *Suggestions for Nursery School and Kindergarten Workshop Meetings*.
19. Cooperated with the Division of Vocational Education in preparing *A Guide on Child Care Centers*.
20. Made regular visits to 226 child care centers and approved the opening of 26 new centers.
21. Organized first child study groups at the high school level.
22. Cooperated in Salem County pilot project on child study for administrators.
23. Continued work with the Reade Foundation and organized the Monmouth County Child Study Workshop for the summer of 1957.

#### *Office of Secondary Education*

24. Visited 43 secondary schools for purposes of State Board of Education approval. A total of 16 approval visits were to newly-constructed schools.
25. Attended 157 conferences with school boards and administrators for the purposes of revising curriculums, determining building needs, planning for general expansion, and assisting in regional organization.
26. Participated in 34 hearings for extension of credit in local districts.
27. Reviewed for approval courses of study from 65 school districts.
28. Reviewed for approval summer session plans for 30 schools.
29. Cooperated with the Office of Elementary Education in the publication of *Teaching Science, A Guide to the Problem Approach*.
30. Prepared and published *Questions and Answers About Regional High Schools*.
31. Published and distributed five issues of the *Secondary School Bulletin*.
32. Participated in the Drexel Lodge Conference for Suburban Philadelphia Secondary School Principals.
33. Participated in meetings of the New Jersey Committee for Improving Science and Mathematics in the Secondary Schools.
34. Helped organize the Secondary School Teachers Conference held at Rutgers, The State University.

35. Organized and conducted an orientation conference for secondary school principals new to their positions.
36. Coordinated arrangements for the New Jersey Junior High School Principals' Conference.
37. Organized and directed the education section of the Governor's Highway Safety Conference.
38. Cooperated with the New Jersey State Teachers College Curriculum Commission in developing a policy statement concerning the preparation of junior high school teachers.
39. Served on the editorial committee for the *Secondary School Teachers' 1956-57 Yearbook*.
40. Participated in the annual conference of the National Association of Secondary School Principals.
41. Cooperated with the Middle States Association in the accrediting of secondary schools.
42. Completed basic research for a *Descriptive Analysis of Junior High Schools*.
43. Cooperated with the Bureau of Traffic Safety in promoting driver education programs in the secondary schools. Thirteen new schools added such programs, bringing the total up to 157.
44. Aided in the establishment of 10 Teens-for-Safe-Driving Clubs.
45. Continued to work with school districts desiring to change the sending-receiving relationship.
46. Cooperated closely with the Office of Civil Defense and Disaster Control to keep high schools informed of current civil defense activities and practices.

#### *Office of Special Education*

47. Coordinated the formation of approximately 150 new classes for trainable and educable retarded children.
48. Clarified and interpreted problems related to the certification of teachers for the handicapped.
49. Worked with Bureau of Teacher Certification and college officials in developing standards for externships for school psychologists.
50. Edited and published: three issues of the *Exchange* (newsletter in special education); *An Exploration of Public School Approaches to Meet the Problems of Emotionally Disturbed Children*; and *The Classroom Teacher Can Help the Handicapped Child*.
51. Consulted at regular intervals with representatives of the Department of Institutions and Agencies in planning programs for emotionally disturbed children.

52. Worked actively with such related organizations as: the International Council for Exceptional Children, the New Jersey Association for Retarded Children, the United Cerebral Palsy Committee, the New Jersey Society for Crippled Children and Adults, the New Jersey Welfare Council, the Neuro-Psychiatric Institute, and various mental health groups.
53. Conducted meetings or workshops for teachers of trainable children in approximately half of New Jersey's counties.
54. Developed secondary programs for educable retarded children.
55. Cooperated with New Jersey Convulsive Disorders Clinics to remove epileptic children from home instruction to classroom instruction.
56. Aided districts in the recruitment of approximately 35 additional speech therapists.
57. Aided in the development of an itinerant teacher of the blind program in Morris County.
58. Assisted in establishing new cerebral palsy centers in Gloucester and Monmouth Counties and at Pennsauken and Belleville. Through surveys, established the need for a similar center in Salem County.
59. Worked to improve procedures for reporting children who are neither educable nor trainable.
60. Prepared suggested lists of equipment needed for facilities for handicapped children.
61. Improved procedures for renewing approvals of psychological examiners.
62. Reduced the number of annual appeals for reclassification or placement of handicapped children.
63. Revised job descriptions of county supervisors of child study.

*Office of Health, Safety and Physical Education*

64. Assisted in 50 visitations to schools both for evaluation of programs and for planning for future expansion.
65. Participated on panels at institutes and conferences dealing with health, safety and physical education.
66. Represented the Department on the Executive Committee of the New Jersey State Inter-scholastic Association; the Football Committee of the National Federation of High Schools; the New Jersey City Directors Association for Health, Physical Education and Recreation; and the Eastern District Association comprising representatives from Connecticut, New Jersey and New York.
67. Co-sponsored New Jersey's Outdoor Education Project to be held at the School of Conservation in September, 1957.

68. Aided in the development of guiding principles and policies for conducting athletic programs in schools.
69. Attended over 400 meetings dealing with problems in health, safety and physical education.
70. Attended and participated in 28 sport night programs.
71. Prepared three nutrition kits for Mercer County audio-visual library centers.
72. Conducted four one-week school lunch workshops, enrolling some 500 participants.
73. Made progress in developing certification standards for school lunch supervisors.
74. Intensified efforts to correlate school lunch programs with classroom nutrition studies.
75. Revised *School Lunch Equipment Guide* and completed *Nutrition Unit* for use by schools.
76. Coordinated school milk program (35½ million half-pint containers of milk sold) and school lunch program (17½ million A type lunches sold). An estimated 10,000 additional children benefited from these activities this year.
77. Edited and published 10 nutrition newsletters.
78. Analyzed and made recommendations concerning menus and cafeteria layout in three school districts.
79. Encouraged the development of high quality provisions for safety, lighting, ventilation, handwashing, drinking and toilet facilities in new and remodeled schools.
80. Supported successfully legislation requiring boards of education to assume full responsibility for school nursing services when present contracts expire.
81. Cooperated with the Division of Higher Education to lay groundwork for planned programs of study for school nurses working toward certification or a degree.
82. Devised new forms for recording courses taken by school nurses for credit towards certificates.
83. Compiled a tentative list of nursing experiences acceptable for equivalency credit toward a school nurse certificate.
84. Continued tuberculosis preventative and testing programs.
85. Cooperated with appropriate agencies in developing a nutrition source unit, a rabies control unit, a source unit on tuberculosis control, and an institute on cancer education.

86. Cooperated with the Division of the State Museum to preview health films to determine their suitability for school use.
87. Studied, with American Nurses Associations, salaries and employment conditions of school nurses employed by boards of education.
88. Replicated nationwide study *Certification of School Nurses by State Department of Education*.
89. Prepared and distributed five issues of the *School Nurses' Bulletin*.
90. Compiled pilot directory of school physicians, dentists, psychologists, social workers, nurses and dental hygienists.
91. Began preparation of a *Guide for Planning Facilities for Health Instruction*.
92. Cooperated with State Department of Health in giving Salk Vaccine immunization to 90 members of the Department of Education staff.

*Office of Audio-Visual Education*

93. Coordinated the formation of new audio-visual centers in Burlington and Passaic Counties. Such centers are now established in 20 counties.
94. Participated in 29 regularly scheduled meetings of county audio-visual centers.
95. Organized and conducted film previews for teachers in counties with newly organized centers.
96. Compiled audio-visual catalogues for two county centers.
97. Collected and tabulated data for statistical report of county center activities.
98. Promoted the relocation of audio-visual centers to State Teachers Colleges where expert assistance is readily available.
99. Maintained and operated State audio-visual demonstration center exhibiting loaned equipment, valued at \$10,000, from some 50 different manufacturers.
100. Conducted audio-visual workshops for teachers, administrators and other interested groups.
101. Cooperated with the Division Against Discrimination to improve the use of films in the field of human relations.
102. Cooperated with the New Jersey Bell Telephone Company in previewing and determining the most effective educational use of three films *Our Mr. Sun*, *Hemo the Magnificent*, and *This Is New Jersey*.
103. Made duplicates of special tape recordings for many individual school districts, the State Department of Education and other State and governmental agencies.

104. Worked with the presidents of the six State Teachers Colleges and representatives of the Division of Higher Education toward establishing standards for audio-visual education and equipment in teacher preparatory institutions.
105. Served as co-planners of Eastern States Regional Audio-Visual Conference held at Albany, New York.
106. Conducted an intensive survey of the audio-visual program of the South Orange-Maplewood school district and submitted to the Board of Education a plan for long-range development of the program.
107. Devised a uniform system for annual reporting by the county audio-visual centers.

### Division of Higher Education

1. Engaged in counseling; appraising the programs, curriculums, building facilities and financial affairs; and generally contributing to the improvement of the 39 colleges and universities in New Jersey which enroll nearly 60,000 students.
2. Visited the following colleges during the college year for purposes of licensing and accreditation.

Assumption Junior College  
 Centenary College for Women  
 Farleigh Dickinson University  
 Immaculate Conception Junior  
 College  
 Jewish Institute of Religion  
 Monmouth College  
 Mother of the Savior Seminary  
 Panzer College of Physical  
 Education and Hygiene

Rider College  
 St. Gabriel's Junior College  
 St. Joseph's College  
 Seton Hall University  
 Shelton College  
 Union Junior College  
 Villa Walsh College  
 Westminster Choir College

3. Represented the Department in accreditation visits, by the Middle States Association of Colleges and Secondary Schools, at the following colleges: Drew University, Trenton State Teachers College, and Union Junior College.
4. Cooperated with officials of two new institutions established in the State this year — St. Gabriel's Junior College at Lakewood, and a graduate center at Murray Hill jointly sponsored by the New York University College of Engineering and the Bell Telephone Laboratories.
5. Advised seven groups seeking to organize colleges in New Jersey regarding minimum State standards for faculty members, finances, and building facilities.

6. Held regularly scheduled meetings with the following college groups: Admissions Committee, Committee on Graduate Study, Council of Public Relations Officers, Deans and Registrars Committee, Laboratory Experiences Committee, Presidents' Council, School of Conservation Committee, Student Inter-Relations Council, and Teacher Placement Officers.
7. Cooperated with other members of the Department staff and officials of the State's colleges and universities in conducting a survey of the needs in higher education up to 1965. The findings of the survey and a proposed plan for meeting needs will soon be published under the title *College Opportunity in New Jersey*.
8. Approved the employment of nine new administrative officers and 98 new faculty members during the college year because of increased enrollments and expanded services in the six State Teachers Colleges.
9. Held conferences to plan expanded teacher preparatory programs with officials from Farleigh Dickinson University, Monmouth College, and Upsala College.
10. Continued the work of the State Teachers College Curriculum Commission with special emphasis on curriculums to prepare junior high school teachers. A special three-day conference was held to discuss the evaluation of newly authorized curriculums.
11. Participated actively in conferences of the following agencies working to improve college and university standards: Council on Cooperation in Teacher Education, New Jersey Citizens' Committee for the Public Schools, American Association of Colleges for Teacher Education, American Association of Colleges and Universities, New Jersey Junior College Council, and Northeastern States Reciprocity Committee.
12. Continued to process and approve applications for non-collegiate level instruction as follows: five Bible Institutes, one Art School, 18 Business Schools, 31 Hospitals, three Correspondence Schools, and 78 firms offering Professional On-the-job Training for Veterans.
13. Recommended for admission 2,617 of 3,110 applicants examined for admission to the six State Teachers Colleges. A total of 194 State scholarships were awarded to members of the entering freshman class.

#### *Bureau of Teacher Certification*

14. Held series of meetings with college guidance officials to acquaint them with changes in teacher certification rules.
15. Held five regular meetings with the State Board of Examiners to consider changes in teacher certification rules and to hear appeals. Additional meetings were held with sub-committees of the Board to consider problems in particular certification areas.

16. Held quarterly meetings with the New Jersey Committee on Teacher Education and Professional Standards to develop methods of improving professional standards among teachers of the State.
17. Issued nearly 15,000 new and renewed teachers' certificates, an increase of approximately 2,000 over the number issued during the preceding year.
18. Issued 9,200 *new* teachers' certificates. Over half went to teachers who met all requirements for standard certification; slightly more than one-third went to teachers who held a college degree, and met requirements for provisional certification; and one-tenth went to teachers employed on an emergency basis.

### Division of Vocational Education

1. Coordinated vocational agriculture programs enrolling 2,587 pupils in 33 high schools, two technical and vocational schools, and 26 centers.
2. Aided in planning vocational agriculture facilities in 11 high schools or vocational schools.
3. Promoted Future Farmers of America clubs in New Jersey by means of an annual convention, special fairs and shows, participation in national conferences, and special awards for achievement.
4. Sponsored special classes for young farmers, recently graduated from high school, to help them become better established as career farmers.
5. Worked toward continuing improvement of agricultural education courses at the undergraduate, graduate and in-service levels.
6. Cooperated closely with several insurance companies and safety organizations in the improvement of farm safety practices.
7. Cooperated with the New Jersey State Department of Agriculture and the New Jersey State Grange for the continued improvement of agricultural education.
8. Operated the curriculum laboratory to develop courses of study and related instructional materials in vocational and technical training.
9. Completed, or made substantial progress toward completion of courses of study as follows: *Science for Metal Trades*; *History of New Jersey*; *Vocational English for Girls, Grades 9 and 10*; *Upholstery Layout, I* (revision); *Strength of Materials, Machinists*; *Science for Upholsters, I*; *Art Design for Painters, II*; *Physics for Electronics*; *English 9*; and *Applied Biology*.
10. Worked with schools and retailers to keep distributive education programs up to date, a steady progression of learning activities, and adopted to the needs of terminal students.

11. Continued the survey of vocational education in 13 counties.
12. Inaugurated two new programs in distributive education.
13. Helped recruit educators, businessmen, labor representatives and lay leaders to serve on local distributive education advisory committees.
14. Continued to build a reference library on distributive education.
15. Prepared and published *What, Where, When, Why, and How of Distributive Education*.
16. Surveyed the distributive education needs of nine counties.
17. Made supervisory visits to distributive education departments of 65 schools and cooperated with the Division of Curriculum and Instruction in team visitations for the approval of secondary school programs.
18. Worked with groups of teachers, pupils, parents and local firms in improving the quality of vocational homemaking programs.
19. Coordinated the development of experimental course outlines in family relations, family economics, food in relation to child development, home and family life education, and homemaking for senior girls.
20. Held conferences resulting in two bulletins: *Developing a Home Experience Program* and *The Organization and Management of Single Period Homemaking Classes*.
21. Cooperated with officials at Douglass College to expand the undergraduate curriculum in home economics teacher education and to provide for additional laboratory experiences.
22. Cooperated in the development of the home economics program recently established at Montclair State Teachers College.
23. Worked with groups of teachers, curriculum coordinators, and administrators towards developing a guide in homemaking education.
24. Began revision of *Care and Guidance of Young Children*.
25. Utilized television, radio, magazine articles, displays, and bulletins to publicize activities and information concerning home and family living.
26. Stimulated interest in appropriate school activities in recognition of "Nutrition Week."
27. Cooperated with Departmental and related agencies to sponsor a Teen-Age Nutrition Conference which discussed several surveys concerning the food habits of teen-agers.
28. Served as consultants or resource leaders to 11 groups of in-service home economics teachers.
29. Encouraged the continuing growth and activities of Future Homemakers of America groups in all parts of the State.

30. Met with superintendents, principals, and guidance counselors to discuss guidance facilities needed in new school buildings.
31. Involved local guidance counselors in trips to industrial plants in order to keep them better informed concerning local employment problems, policies and practices.
32. Conducted two college classes in vocational guidance at Rutgers, The State University.
33. Participated in vocational guidance workshops at the State level and in individual counties.
34. Conducted State follow-up study of vocational and technical high school graduates and coordinated a similar study for the North Atlantic Region.
35. Prepared and published a *Directory of Vocational and Technical Training Opportunities in New Jersey*.
36. Disseminated educational and occupational information through the *NEWSLETTER* of the New Jersey Personnel and Guidance Association and the Vocational Division's *Vocational Briefs*.
37. Prepared a State plan for practical nurse education under Public Law 911, and promoted the development of such programs under its provisions.
38. Encouraged curriculum revision in local programs to keep pace with new developments in trades and industry.
39. Developed and revised detailed job breakdowns for each apprenticeable trade preliminary to releasing them in book form.
40. Expanded public service and supervisory training programs at the local level by increasing technical training programs and offering retraining programs for displaced workers.
41. Gave special assistance to New Jersey industry and employees through extension programs offering instruction in basic theory and giving special emphasis to upgrading workers.
42. Explored the need for special secondary school courses to meet the growing demand for industrial technicians.
43. Participated, in conjunction with Rutgers, The State University, in in-service training courses for teachers of trades and industry. Offerings included general education courses; vocational education courses; principles, practices and philosophies of vocational education; vocational guidance; and supervised teaching.
44. Conducted, in cooperation with General Motors Training Center, a five-day workshop for auto mechanics teachers.

45. Organized a visit, by over 100 teachers, to observe the processing of aluminum ingots at the Aluminum Company of America in Edgewater.
46. Conducted in-service training programs in methods of teaching shop, at the vocational schools in Atlantic City and Bergen County.
47. Conducted 10-hour professional improvement courses at Rutgers, The State University, for: owners and operators of beauty shops, teachers of private beauty culture schools, supervisory personnel, and production personnel.
48. Made supervisory visits to 51 private trade schools. Reported a general improvement in the quality of facilities and the upgrading of courses and instruction.
49. Cooperated with the Business Education Association in eight conferences dealing with business education.
50. Worked with various industrial arts committees to develop preliminary course outlines for internal combustion, safety, and elementary general shop.
51. Sponsored six professional improvement classes enrolling approximately 150 industrial arts teachers.
52. Sponsored additional professional meetings and industrial visitations for shop teachers throughout the State.
53. Stimulated interest and participation in such national awards contests as The National Ford Awards Contest and The National Fisher Body Craftsman's Guild Contest.
54. Cooperated in the planning of 35 new industrial arts shops in 19 local school districts.
55. Encouraged expanded offerings in all phases of industrial arts education. School districts report the addition of such activities as metal enameling, electricity, photography and graphic arts.
56. Continued efforts were made to increase correlated activities between industrial arts teachers and teachers of other subjects.
57. Encouraged the enrollment of girls in industrial arts programs. Nineteen districts reported the enrollment of girls in regularly scheduled classes this year.

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

1. Qualified, under the Federal Library Services Bill, to expand library services in rural areas.
2. Developed plans for a Tri-County Library Services Center for Cumberland, Gloucester and Salem Counties. Analyzed needs of the area in terms of book selection, procurement of supplies, technical equipment, bookmobile service, and the location of suitable quarters.

3. Published *Better Libraries for New Jersey*, a survey of needs by the Commission to Study Library Services in New Jersey. As a result of the survey, the 1957 Legislature voted \$50,000 to augment field staff and loan collections, particularly for rural areas.
4. Supported legislation for mandatory certification for public librarians in municipalities of 10,000 and over, effective July 1, 1957.
5. Sponsored five regional library institutes on "Cooperative Services of the Public and School Library."
6. Helped revise proposal for direct State Aid to support local public libraries.
7. Encouraged successfully the development of new elementary school and secondary school libraries throughout the State.
8. Circulated or distributed 115,000 books, documents and other library materials; and microfilmed more than 2,000,000 images.
9. Continued program for retention and disposal of records. Authorized disposal of more than 30,000 cubic feet of records; established a pattern of records retention for city police departments.
10. Planned program to consolidate all State archival materials and indexes.
11. Inventoried historical legal materials and planned for better preservation of such documents.
12. Prepared 275 legislative research reports for the Legislature.
13. Established alcove for Federal Tax materials.
14. Organized reclassification of Law Library to include indexing of legislative bills, Governors' vetoes, etc.
15. Met greatly increased demands from out-of-State for publications concerning New Jersey.
16. Planned for new lighting facilities in reading room.

### **Division of the State Museum**

1. Presented exhibits and programs to more than 101,000 visitors.
2. Led guided tours and gave gallery talks to over 700 school classes and related groups.
3. Stressed New Jersey arts and crafts in three exhibits: *Potter's Art in New Jersey*, *New Jersey's Place in Cultural History*, and *Fishing in New Jersey*.

4. Conducted research and published catalogue of pottery exhibit. (This and similar catalogues have proved valuable in recording information concerning the State's cultural development.)
5. Presented 15 children's programs on music and the natural sciences; and 16 lectures, films, and demonstrations for adults.
6. Filled 70,000 requests for instructional films, slides, and exhibits.
7. Worked with educators and specialists to add additional visual aids to library.
8. Acquired collections of New Jersey pottery, iron-work, woodwork, and basketry to form the nucleus for permanent alcove displays of folk arts and crafts and early industries.
9. Made test pits at new sites throughout the State, and continued excavations at older sites. Resulted in uncovering archaeological specimens approximately 70 million years old, and obtaining additional information concerning the life of early New Jersey Indians.
10. Published, in cooperation with the Archaeological Society of New Jersey, Volume II, *Archaeology of New Jersey, Abbott Farm* by Dr. Dorothy Cross.
11. Issued two archaeological bulletins and four newsletters.
12. In anticipation of State flood control activities, began surveys of Indian sites along the Delaware River from Trenton to Port Jervis.
13. Served as headquarters for Eastern States Archaeological Federation meeting.
14. Cooperated with State Geology Bureaus, geology departments of Rutgers, The State University, and Princeton University, and the State Teachers Colleges at Glassboro and Trenton to organize the Geological Society of New Jersey. (Membership 148.)
15. Cooperated with other groups in research, program and exhibit organization, and the dissemination of information to the public.

#### **State Educational 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 \$5,128,000.
3. Reviewed 1,015 new applications for property valued at \$3,933,000.
4. Completed 1,451 transfers of property with an original acquisition value of \$2,946,000.

## School for the Deaf

1. Completed new nursery school unit for 24 four-year-olds.
2. Landscaped new nursery school unit with staff and student aid.
3. Completed and equipped unit for homemaking in girls vocational shop.
4. Revised and improved program for working with older girls.
5. Instituted helping teacher program for in-service improvement of all academic teachers.
6. Set up in-service program for training of houseparents.
7. Initiated in-service programs for vocational teachers. The first offering was Job Analysis developed cooperatively with the Division of Vocational Education.
8. Offered seven in-service courses dealing with special problems related to teaching the deaf and hard of hearing.
9. Revised the entire homemaking course for older girls.
10. Expanded the offerings in commercial education for older girls.
11. Initiated three-year program for improving and expanding library facilities at the school.
12. Completed a four-year project for revising the language program in the lower school.
13. Held an all-day orientation session for the parents of children newly admitted to the school.
14. Improved and expanded programs to help parents better understand the problems of deaf and hard-of-hearing children.



**STATE OF NEW JERSEY**  
**STATE EXPENDITURES FOR EDUCATION**  
**1956-57**

Administration—State Department of Education			
Commissioner's Office .....		\$	690,123.30
Division of the State Library, Archives and History ..			299,899.25
Division of the State Museum .....			95,939.71
Division Against Discrimination .....			102,384.59
			<hr/>
		\$	1,188,346.85
State Colleges and Schools			
Teachers Colleges			
Glassboro .....	\$	812,160.24	
Jersey City .....		511,023.38	
Newark .....		644,983.66	
Paterson .....		663,632.25	
Montclair .....		1,361,184.42	
Trenton .....		1,365,865.15	
		<hr/>	
			5,358,849.10
School for the Deaf—Trenton .....			875,806.15
School of Conservation—Lake Wapalanne .....			46,084.00
Other Education Agencies			
State University of New Jersey .....			11,057,528.26
Newark College of Engineering and Newark Technical School .....			760,482.00
Debt Service (State Teachers College Construction) ..			1,281,937.50
			<hr/>
			19,380,687.01
State Aid			
County Superintendent (Salaries) .....			207,708.41
Other Officers and Employees (Salaries and Expenses) .....			443,040.94 (A)
Materials and Supplies .....			127,968.61
Grants-in-Aid			
Evening Vocational Schools .....		190,180.30	
Industrial Schools .....		69,000.00	
Chapter 85, Laws of 1954 (B)			
Formula .....			59,449,607.99
Transportation .....			5,322,082.03
Emergency Fund .....			142,360.00

Atypical Pupils .....	1,430,024.81	
School Building Aid Act Chapters 8 and 9 P. L. 1956 .....	<u>10,699,063.46</u>	
Teachers' Pension and Annuity Fund .....		<u>77,302,318.59(B)</u> <u>18,251,904.16</u>
		96,332,940.71
State Capital Expenditures		
State Teachers Colleges .....		
New Jersey School for the Deaf .....		
The State University of New Jersey .....	502,562.36	
Newark Technical School and Newark College of Engineering .....	<u>500,000.00</u>	
		1,002,562.36
Special Funds		
Vocational Schools: Smith-Hughes		
State Share .....	64,601.31	
Federal Share .....	<u>169,194.79</u>	
		233,796.10
Vocational Schools: George Barden		
State Share .....	127,293.12	
Federal Share .....	<u>451,929.95</u>	
		579,223.07
Practical Nurse Training Program		
Vocational (Federal) .....	33,885.08	
Library (Federal) .....	33,763.85	
Lunch Room Program (Federal) .....	1,348,548.00	
Special Milk Program (Federal) .....	1,263,304.18	
Agricultural College (Federal) .....	117,479.80	
State Teachers Colleges Construction Fund— Bond Issue .....	<u>5,174,193.30</u>	
		8,784,193.38
		<u>\$126,688,730.31</u>

(A) Includes Helping Teachers, County Attendance Officers, Supervisors of Child Study.

(B) Includes \$185,345.00 Chapter 85 and \$119,275.00 Evening Vocational Aid paid to County Vocational Schools; also includes \$9,823.51, expenses of the State Coordinator of Pupil Transportation.

## STATE SUMMARY—LOCAL SCHOOL DISTRICTS

Resident Average Daily Enrollment 875,227.4	Day School Average Enrollment 873,811.6	Home Instruction Pupils 1,912
Buildings Owned 2,059	Special Classes 835	Special Rooms 3,330
	Classrooms Used 33,193	

ENROLLMENT				PERSONNEL			
K .....	89,003	7 .....	66,728	Superintendent .....	279.1		
1 .....	91,724	8 .....	67,353	Asst. Superintendent .....	53.2	Secretary .....	Full Time
2 .....	84,883	9 .....	71,923	Principals .....	1,338.8	Business Manager .....	224
3 .....	84,936	10 .....	54,569	Supervisors .....	395.8	Attendance Officers .....	23
4 .....	89,555	11 .....	42,604	Teachers (Day)		Medical Inspectors .....	5
5 .....	78,655	12 .....	36,032	Regular .....	36,260.5	Dental Inspectors .....	202
6 .....	67,702	Special .....	10,626	Part-Time .....	1,222.5	Nurses .....	75
Ungraded Vocational .....			1,011	Special .....	893.4	Janitors & Engineers .....	26
Total Day School .....			937,304	Junior College .....	31.7	Bus Drivers .....	691
Junior College .....			700	Teachers (Eve.)		Maintenance .....	215
Evening School:				Vocational .....	176.0	Bus Attendants .....	36
Vocational .....			4,175	Regular .....	311.0	Recreation .....	58
Regular .....			11,576	Accredited .....	48.0	Clerks & Secretaries .....	2,582
Foreign Born .....			3,863	Foreign Born .....	92.0	Cafeteria Employees .....	1,620
Summer School .....			13,048	Teachers (Summer) .....	574.0	Others .....	234
Net School Debt .....			\$560,132,120.50				200
							Equalized Valuation Per Pupil in Resident A.D.E. .... \$28,824.00

## REVENUES AND EXPENDITURES 1956-57

REVENUES				EXPENDITURES (Cont.)			
Free Balance July 1, 1956				Operation (Cont.)	Light, Water, Power ....	\$ 3,846,516.99	
Current Operating .....	\$28,474,646.42				Tel. & Tel. ....	715,858.61	
Improvement Authorizations .....	87,145,793.86	\$115,620,440.28			Other .....	267,286.07	
State Aid				Co-Ordinate Activities	Salaries .....	5,937,325.80	
Formula .....		59,264,263.00			Other .....	548,284.92	
Atypical Pupils .....		1,430,024.81		Auxiliary Agencies	Cafeterias .....	2,192,978.26	
Transportation .....		5,312,258.55			Playgrounds .....	1,328,403.24	
Evening Vocational .....		70,905.30			Athletics .....	1,766,452.66	
Emergency .....		142,360.00			Transportation .....	10,600,755.55	
Building Aid .....		6,597,929.37			Library .....	1,903,865.87	
Railroad Tax .....		104,223.64		Fixed Charges	Other .....	459,936.58	
Federal Aid					Tuition .....	17,386,995.58	
Vocational .....		264,049.19			Pensions .....	2,734,594.61	
P. L. 815 (Building) .....		453,992.11			Insurance .....	2,599,647.56	
P. L. 874 (Current Expense) .....		1,422,893.30		Repairs & Replacements	Other .....	451,720.16	
Other .....		20,925.30			Buildings & Grounds ..	11,860,028.98	
Local Aid					Equipment .....	3,781,560.64	
District Tax					Other .....	105,714.14	
Current .....		235,262,077.98		Day School Expenditures (Sub-Total) .....		\$319,374,515.04	

Capital .....	5,013,003.50
Debt Service .....	14,429,110.64
Municipal Surplus .....	1,080,952.86
Tuition .....	17,701,437.62
Bonds and Notes .....	126,372,333.73
Miscellaneous .....	5,776,878.71
Adjustments .....	(348,898.80)
<b>Total Funds Available .....</b>	<b>\$595,991,161.09</b>

**EXPENDITURES**

Administration	Salaries .....	\$ 9,488,446.60
	Other .....	3,108,761.33
Supervision	Salaries .....	17,812,917.17
	Other .....	509,362.10
Instruction	Salaries .....	182,332,760.35
	Textbooks .....	4,096,623.82
	Supplies .....	6,244,537.37
	Other .....	847,833.29
Operation	Salaries .....	20,160,748.51
	Supplies .....	1,713,528.86
	Fuel .....	4,571,069.42

Evening:		
Vocational .....	\$	215,043.09
Regular .....		151,196.14
Foreign Born Residents .....		72,893.03
Summer School .....		89,960.18
Junior College .....		162,514.90
Debt Service	Principal .....	14,118,627.50
	Interest .....	6,837,580.99
	Sinking Fund .....	354.22
Capital Outlay (Budget)	Land .....	1,569,420.53
	Buildings .....	2,063,105.76
	Equipment .....	2,229,963.54
Improvement Authorizations	Land .....	2,936,176.15
	Buildings .....	100,898,964.64
	Equipment .....	6,375,242.76
<b>Total Expenditures .....</b>		<b>\$457,095,558.47</b>
Free Balance June 30, 1957		
	Current Operating .....	\$ 34,023,052.67
	Improvement Authorization ..	104,872,549.95
<b>Total .....</b>		<b>\$595,991,161.09</b>

**REVENUES AND EXPENDITURES IN MUNICIPAL BUDGETS FOR SCHOOL PURPOSES IN 1956-57 SCHOOL YEAR**

State Building Aid .....	\$ 4,101,134.09
Local Tax Levy .....	6,053,501.26
Other Revenue .....	94,809.39

Debt Service	Principal .....	\$ 6,944,427.65
	Interest .....	3,289,524.82
	Sinking Fund .....	15,492.27

**CAFETERIA FUND**

Balance 7/1/56 .....	\$ 935,852.97
Income .....	11,148,088.35
	<u>\$12,083,941.32</u>
Expenses .....	\$10,969,500.87
Balance 6/30/57 .....	1,114,440.45
	<u>\$12,083,941.32</u>

**GENERAL ORGANIZATION FUNDS**

		Athletics	Other
Balance 7/1/56 .....	\$	133,552.38	\$1,990,876.47
Receipts .....		1,518,088.57	8,000,262.80
		<u>\$1,651,640.95</u>	<u>\$9,991,139.27</u>
Disbursements .....		\$1,494,357.15	\$7,844,914.95
Balance 6/30/57 .....		157,283.80	2,146,224.32
		<u>\$1,651,640.95</u>	<u>\$9,991,139.27</u>

## COST OF EDUCATION

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

	1956-1957	1955-1956	1954-1955
Administration .....	\$ 12,597,207.93	\$ 11,023,384.62	\$ 9,906,311.53
Instruction:			
Supervision .....	\$ 18,322,279.27	\$ 16,205,057.76	\$ 14,676,720.58
Instruction Proper .....	193,521,754.83	172,675,517.81	152,310,676.70
	211,844,034.10	188,880,575.57	166,987,397.28
Operation of School Plant .....	31,275,008.46	27,996,457.78	25,391,730.10
Maintenance of School Plant .....	15,747,303.76	15,122,728.65	13,592,480.24
Attendance and Health .....	6,485,610.72	5,868,572.83	5,242,287.79
Auxiliary Agencies:			
Library .....	1,903,865.87	1,618,937.62	1,481,187.31
Transportation .....	10,600,755.55	9,270,159.50	8,101,744.85
Other .....	5,747,770.74	5,128,256.47	4,713,057.27
	18,252,392.16	16,017,353.59	14,295,989.43
Fixed Charges:			
Pensions .....	2,734,594.61	2,513,177.56	1,846,108.58
Insurance .....	2,599,647.56	2,251,113.88	2,074,834.28
Other .....	451,720.16	288,331.76	216,625.15
	<u>5,785,962.33</u>	<u>5,052,623.20</u>	<u>4,137,568.01</u>
	<u><u>\$301,987,519.46</u></u>	<u><u>\$269,961,696.24</u></u>	<u><u>\$239,553,764.38</u></u>
Average yearly cost based on average enrollment in day schools .....	<u><u>\$345.59</u></u>	<u><u>\$324.70</u></u>	<u><u>\$301.14</u></u>
Day School Average Enrollment .....	<u><u>873,811.6</u></u>	<u><u>831,330.3</u></u>	<u><u>794,427.6</u></u>



