

Annual Report **1961-1962**



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

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

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
West State Street
Trenton 25

ANNUAL REPORT

OF THE

State Board of Education

AND THE

Commissioner of Education

TO THE

Legislature of the State of New Jersey

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

School Year 1961-62

STATE BOARD OF EDUCATION

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FREDERICK M. RAUBINGER

Commissioner of Education

Clerk of State Board, MRS. OLGA M. THINES

FOREWORD

As the New Jersey State Department of Education moves on into the Sixties, it becomes apparent that the population wave which inundated the public elementary schools of our State in the 1950's is now sweeping through the secondary schools and is threatening to engulf our colleges within the next decade.

The Strayer Report, published in April of 1962, points up with undeniable urgency "The Needs of New Jersey in Higher Education." Its recommendations for the establishment of County Community Colleges and for the enlargement of our State institutions of higher education will merit careful study and early implementation.

In the meantime, with the funds and personnel available to the Department, through our nine divisions and our twenty-one county offices we have continued throughout the past year our efforts toward the improvement and expansion of facilities and services offered by the local school systems, always remembering that the ultimate objective of each new building program, curriculum innovation or special service is a more effective education for every pupil in our schools. For only through improvement in the educational programs will come future improvement in our local communities and our State.

We wish to express our gratitude to the Governor, to the members of the Legislature, and all the Department members, local Board members and teachers who have worked so diligently together toward the achievement of our common goal.

F. M. RAUBINGER

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

June 30, 1962

OFFICE OF THE COMMISSIONER

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Joseph E. Clayton, *Deputy Commissioner*

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

Edward J. Vogelsong, *Chief Personnel Officer*

Hugh W. McLaughlin, *Education Editor*

DIVISION OF BUSINESS AND FINANCE

Edward W. Kilpatrick, III, *Assistant Commissioner*

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

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

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

DIVISION OF CIVIL RIGHTS

George S. Pfaus, *Assistant Commissioner*

DIVISION OF CONTROVERSIES AND DISPUTES

Eric Groezinger, *Assistant Commissioner*

DIVISION OF CURRICULUM AND INSTRUCTION

Robert S. Fleming, *Assistant Commissioner*

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

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

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

Robert R. Rowen, *Director, School Social Work*

James Jan-Tausch, *Director, Remedial Education*

J. Kirk Seaton, *Director, Psychological Services*

George C. Boone, *Director, Education of the Handicapped*

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

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

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

DIVISION OF HIGHER EDUCATION

Earl E. Mosier, *Assistant Commissioner*

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

Donald L. Herdman, *Director for College Curriculums for Teacher Education*

Stephen Poliaick, *Director for Field Services for Teacher Certification*

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

Academic Credentials

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

Student Loan Program

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

Edward J. Bambach, *Director of Finance Planning*

DIVISION OF VOCATIONAL EDUCATION

Albert E. Jochen, *Assistant Commissioner*

Neal B. Perkins, *Assistant Director of Vocational Education*

Robert P. Taylor, *Director, Vocational Teacher Training*

Nicholas Frigiola, *Director, Technical Education*

Harry Reddig, *Director, A.R.A., Manpower Development,*

Apprentice and Extension Training

Benjamin Shapiro, *Director, Curriculum Laboratory*

DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY

Roger H. McDonough, *Director*

DIVISION OF THE STATE MUSEUM

Kathryn B. Greywacz, *Director*

STATE AGENCY FOR SURPLUS PROPERTY

George S. Allen, *Director*

NEW JERSEY SCHOOL FOR THE DEAF

Charles M. Jochem, *Superintendent*

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Divisional Activities

1961-1962

DIVISION OF ADMINISTRATION

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

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

Highlights of the year's activities include the following:

1. Completed draft of revision of Title 18.
2. Established Department print shop.
3. Established Data Processing Unit (IBM).
4. Assisted in the preparation and passage of major legislation pertaining to education (examples: county college program, transfer of A. Harry Moore School to Jersey City State College for use as a demonstration school).
5. Issued 95 news releases.
6. Prepared preliminary report on pupil mobility (dropouts).

Other major accomplishments of the Division are listed as follows:

1. Supervised internal and inter-divisional activities within the State Department of Education.
2. Served as liaison with State Legislature on matters dealing with education.
3. Prepared legislative memoranda and drafted bills as needed.
4. Prepared for printing the school law bulletin for the 1961 legislative session, as well as a synopsis of pertinent school legislation.
5. Organized and distributed revisions, amendments, and additions to Rules and Regulations of the State Board of Education.
6. Assisted in the preparation of various reports including the Commissioner's Opening Bulletin to school districts, and other notices to boards of education.
7. Arranged for and/or conducted Department staff meetings, the meeting of superintendents of schools new to their positions, the meeting of all superintendents in the State, monthly meetings of county superintendents of schools, and meetings of related agencies working with the Department.

8. Prepared and distributed the list of the Department staff assignments.
9. Prepared and distributed the Department's General Master Calendar.
10. Collected information from various divisions concerning out-of-State travel, and compiled the list of the approved trips.
11. Collected information from the various divisions concerning the allocation of monies from the Travel Advisory Committee Fund, and prepared lists of approved requests.
12. Operated mimeograph service for the centrally-located divisions and bureaus of the Department.
13. Provided division personnel as speakers and consultants for professional and community groups throughout the State.
14. Developed policies and instructions in all areas of personnel administration for management approval and promulgated them in usable form.
15. Assisted supervisors in developing facts about new or changed positions; evaluated positions in accordance with class standards; contributed to analysis of organization problems.
16. Ascertained and organized staff needs for recruitment purposes; worked with the Department of Civil Service in establishing qualifications for existing titles and new titles; maintained qualifications indicative of present employees; checked with other State agencies for candidates when necessary; referred candidates as vacancies occurred; processed appointments, promotions, and other actions, checked for adherence to law and regulations; interviewed and corresponded with all applicants and all employees interested in placement.
17. Where discretion was authorized, made wage and salary studies as a basis for setting up pay scales.
18. Advised management on all administrative matters that affected human relations and morale; counselled with employees and supervisors on human relations problems; administered the Suggestion Awards Program and elicited employees' participation; established machinery for adjustment of grievances and umpiring its use; interpreted leave policy.
19. Conducted exit interviews, advised on and processed retirements; advised administrators on disciplinary suspensions and removals.
20. Kept employees informed of various rights and obligations pertaining to their public employment status.
21. Maintained comprehensive personnel records and statistical records on employee population, turnover, and movement.
22. Maintained file of clippings from Department news releases (513 clippings based on 45 releases issued the first five months of 1962).

In addition to the 95 news releases previously mentioned, prepared other special news releases, flyers, etc., as needed for various meetings of the Department and affiliated associations.

23. Processed 115 printing requisitions for the Department.
24. Wrote and/or edited and issued 7 Department newsletters and 5 other newsletters and bulletins.
25. Prepared 12 monthly reports of Department activities for the Governor's Office.
26. Edited the annual report of the Department for 1960-1961.
27. Coordinated the writing and editing of 10 monthly "The State Department Reports" features in the *Review* (New Jersey Education Association).
28. Assisted in the recruitment of personnel and the preparation of materials for two television programs.
29. Completed routine research activities.
30. Increased accuracy and verification of data processed.
31. Processed increased amounts of research data by IBM.
32. Worked increasingly with other offices in improving questionnaires for research purposes.
33. Coordinated visits of foreign visitors observing in New Jersey under Exchange and Technical Aid Programs.
34. Planned for statistical processing by automatic data processing equipment.
35. Prepared preliminary master codes related to school districts and schools.
36. Began work on subject (curriculum) codes.
37. Gave assistance to Department members in planning questionnaire design so that data may be processed by machine.
38. Obtained help from various State agencies in automatic processing of existing statistical data.
39. Participated in first State-wide meeting of schools which now have automatic data processing equipment.
40. Developed uniform cards and procedures for processing State College registrations and grade reporting (IBM).
41. Produced over two million impressions in new Department print shop.
42. Carried out selective program of securing properties (State Agency for Surplus Property) which would be economically repairable and usable in educational, health, and civil defense activities; submitted a total of 2,223 applications and completed a total of 1,349 transactions in the final distribution to the activities involved above.

DIVISION OF BUSINESS AND FINANCE

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

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

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

Bureau of Business Services

Bookkeeping and Accounting

1. Prepared 25 annual budgets requesting the appropriation of \$189 million for the Department and assisted in the presentation of these budgets to the Budget Director.
2. Maintained the appropriation ledgers for the Central Office and College Construction funds including the preparation of detailed applications, processing of claims and the preparation of payrolls.
3. Maintained records and deposited miscellaneous revenues in the approximate amount of \$113,569.40 for the Central Office to June 1.

State Aid

1. Completed the audit of some 38,000 school registers submitted by local districts to establish basic enrollment data used in the determination of State Aid.
2. Computed estimates of \$87,142,302.00 in State Aid payable under the provisions of Chapter 85, P.L. 1954, for 1962-63 for State and school district budget purposes. Notices of the amounts available were mailed to each of the districts.
3. Recomputed 1961-62 State Aid apportionments, Chapter 85, P.L. 1954, and directed payments of \$82,911,265.00 to some 576 school districts in three installments.

4. Withheld apportionments of Veterans' Liability for the Teachers' Pension and Annuity Fund and notified each district of the amount withheld.
5. Computed estimates of State Building Aid under the provisions of Chapters 8 and 9, P.L. 1956, and prepared schedule of available funds of \$15,961,853.00 for each school district for 1962-63.
6. Reviewed proposed capital budget of each school district to determine the amount and allocation of School Building Aid funds. Directed payments of \$15,189,887.46 to the school districts and transferred \$472,184.04 to the Capital Reserve fund.
7. Maintained the Capital Reserve fund accounts of \$1,759,934.82 for 90 school districts and prepared notifications of the balances available and interest earned (\$56,061.65) during the year. Twelve school districts withdrew \$258,331.05 from the Capital Reserve fund account.
8. Reviewed matching funds of the school districts and directed payments of State Aid for evening vocational schools of \$278,180.00 and State Aid for evening schools for foreign-born residents of \$60,857.87.
9. Prepared verification of direct aid paid to each school district for the use of the public school accountants for the conduct of the annual audit.
10. Verified the computation of State Library Aid and directed payments on pro rata basis to 203 municipalities which include 12 counties.
11. Received requests for Special State Aid, Chapter 85, P.L. 1961, from 13 school districts.
12. Directed payments of \$549,876 to local school districts for the program of emotionally and socially maladjusted pupils.

Federal Aid

1. Supervised all financial transactions involving national school lunch funds. There were 855 schools participating in 347 school districts. Claims paid to June 1, 1962, totaled \$1,383,518.54.
2. Supervised all financial transactions involving national school milk funds. There were 1,697 schools participating in 492 school districts. Claims paid to June 1, 1962, total \$1,844,101.51.
3. Pursuant to an agreement with the United States Department of Agriculture, our auditors have conducted 23 complete lunch or milk audits to date and at least 22 more will be completed prior to July 1, 1962.
4. In the areas where there has been an impact of population due to federal activities, federal assistance applications under P.L. 874 and P.L. 815 were processed as follows:

- a. *P.L. 874*
 RSF-3 (1960-1961)—139
 RSF-1 (1961-1962)—157
 - b. *P.L. 815*
 RSF-2—Part I —7
 RSF-2—Part II—7
5. During the 1961-62 fiscal year, funds amounting to \$1,867,137.01 were distributed under the National Defense Education Act as follows:
- Title III—392 claims amounting to \$1,422,335.97
 Title V —199 claims amounting to \$ 444,801.04
- Pursuant to our State contract, auditors have conducted 591 complete audits to date.

Financial Accounting — Local School Districts

1. Conducted two special investigations of the business practices of local school districts. Made the necessary reports covering findings and recommendations.
2. During the year 46 board secretaries made use of the staff, particularly the supervising auditors, for on-the-job instruction.
3. Attended 24 group meetings of board secretaries to give group instruction on accounting problems relating particularly to the prescribed accounting system.
4. Reviewed and analyzed 588 audit reports of local school districts.
5. Participated in the program of four state-wide conventions or meetings.

Reports

1. Prepared and published the Tenth Annual Report of the Commissioner of Education on Comparative Financial Statistics of School Districts.
2. Prepared a study of educational statistics extracted from the A-3 reports.
3. Completed the audit of 230 high school cost reports.
4. Maintained bond record cards for each of the school bond issues approved by the Attorney General and acknowledged receipt of all cancelled bonds filed with the Commissioner.
5. Worked cooperatively with the Tax Policy Commission on a study of the need for additional State Aid funds.

Extension of Credit

1. Conducted 93 hearings for extension of credit involving proposed bond issues of \$99,124,000 to June 1, 1962. Eleven additional hearings were scheduled for the month of June.
2. Maintained record of school bonding elections, and of those that have been reported, 72 were passed and 15 were defeated.

School Budgets

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

Bureau of Transportation

1. This office has had the opportunity of speaking before many boards of education concerning the advantages and disadvantages of district-owned vs. contract-owned school buses.
2. Carried on and expanded our workshops for school bus drivers throughout the State. To date, 74 in-service training sessions have been conducted with approximately 6,800 drivers participating.
3. Completed a report on financial and statistical data pertaining to pupil transportation and a report on school bus accidents occurring in the State of New Jersey. These reports will be distributed nationally as well as at the local level.
4. The new prewarning lighting system for school buses has been incorporated into the rules and regulations of the State Board of Education. Twenty other states have shown an interest in this new system.
5. Met with scores of boards of education in an advisory capacity, attended various meetings concerning our safety program and spoke before committees in eight states in regard to the program that New Jersey has established for school bus transportation.
6. The coordinator is president of the National Conference on Pupil Transportation and is currently a member on the Interim Committee for School Bus Standards for the United States and also serving with the National Sub-lighting Committee for Motor Vehicles.
7. Provided leadership and instruction to local superintendents and administrators through round-table discussions in each County.
8. The Bureau of Transportation has established a series of services and bulletins to provide statistics and personal counsel to the 21 county superintendents of schools.

9. Evaluation of existing and future school systems for economical and efficient transportation facilities has provided help to many local administrators.
10. Continuance of the close cooperation with the Division of Motor Vehicles and the New Jersey State Police has been instrumental in an increased program of pupil safety.

Bureau of School Building Services

Consultant Service

In addition to the normal range of activities including review of plans for educational effectiveness, attendance at extension of credit hearings, office and field conferences, visits to schools, assistance with site selection and work with citizens' groups, the staff also served in the following important activities representing the Department:

1. Completion of the Inventory of School Plants requested by the United States Office of Education ahead of schedule and in a manner which was highly commended by the agency.
2. Through cooperation with the county superintendents, the staff is participating in the early planning at the local level, with the result that schools are being designed with better facilities to meet the needs of the program.
3. More central building libraries are being included in elementary school plans.
4. More boards of education are acquiring adequate sites for schools.
5. Legislation was introduced at the instance of the Bureau to permit boards of education to buy land for schools up to 45 acres in adjoining municipalities if an adequate site could not be obtained within their own district.
6. Increased requests for staff speakers have been filled by the Bureau.

Architectural Supervisor Service

While the total number of plans submitted for review fell off slightly during the year, the increased complexity due to a larger proportion of secondary school plans resulted in a workload about equal to that of previous years. Items of special significance include:

1. Distribution of "Smoke Signals," a manual prepared by the Bureau on fire prevention and building safety, to every school and every fire department in the State.
2. An increased number of school inspections for fire safety.
3. Participation in interstate and intrastate studies of ways and means for providing protection against radioactive fallout.

College Construction

1. Continued work of coordinating the planning and construction of 32 buildings for the six State Colleges.
2. Worked with Dr. George D. Strayer in refining the estimated building requirements at the six State Colleges in order to meet the projected increases in enrollments for the next five years.

State Department of Education Building Program

1. Continued coordination of the planning and construction of the new Department of Education Building, including the preparation of the list of needed equipment.
2. Coordinated the planning of the proposed State Museum, State Library, planetarium and auditorium.

General

1. Assumed the responsibility for the local arrangements for the 1963 meeting of the National Council on Schoolhouse Construction to be held at Princeton. Cleve O. Westby will serve as chairman of the committee, and other staff who are members of the Council will also serve.
2. Cleve O. Westby is serving as a member of a nationwide committee to study the feasibility of school fallout shelters and appropriate sources of funds for their construction.
3. Harold Miers, assistant coordinator of college construction, was awarded the degree of Doctor of Education from Columbia University.

DIVISION ON CIVIL RIGHTS

1. The Commission on Civil Rights held five all-day sessions during the year. In addition to its regular advisory policy-making sessions, several special meetings were held to discuss proposed changes in the law. The chairman and members of the Commission participated in a number of regional conferences.
2. The Division held a conference in March with 27 daily newspapers to advise on the deletion of discriminatory words and phrases used in classified advertising for the sale and rental of houses and apartments.
3. The Division held county-wide conferences with licensed real estate brokers, builders, bankers and lending institution officers to alert them to their responsibilities under the private housing law. These conferences were held in Essex, Mercer, Burlington, Hunterdon and Passaic counties.

4. The Division sponsored and participated in an all-day session on Fair Housing in October at Asbury Park as part of the three-day New Jersey Welfare Council Conference. Staff members served as speakers and consultants.
5. The Director and staff members participated in five television programs and six radio programs on Civil Rights. Fourteen AM and FM radio stations carried 12 spot announcements on the private housing law, averaging 3 to 5 times a week for periods of two weeks to three months.
6. The Division extended its exhibit program to cover 61 communities, where 347 exhibits were displayed. Major conventions at Atlantic City and Asbury Park, the Trenton State Fair and the Flemington Agricultural Fair were also covered. Literature and visual aids materials were distributed to all teacher candidates in the six state colleges and to groups and organizations for smaller meetings and conferences.
7. For the fourth year the Division staff participated in the training for recruits at the N. J. State Police Academy at West Trenton Barracks, and at the N. J. Police Academy at Sea Girt for training municipal police officers. Training sessions were also held in Atlantic City, Lakewood, Cranford, West Orange, New Brunswick and Woodbridge at local police schools.
8. The Division co-sponsored and assisted with planning and speakers for a major all-day conference on housing at Newark Trinity Cathedral in October. Five other church conferences were given special assistance in Newark, East Orange, Englewood, Fanwood and Trenton.
9. For the tenth year the Division co-sponsored and gave services to the two annual one-week workshops in human relations for community leaders held at Rutgers each summer. A Division supervisor served on the workshop staff for the annual three-weeks Rutgers workshop for teachers.
10. The Division cooperated with New York University in the preparation of a study-discussion series on intergroup relations for community leaders. The materials are now complete and are being introduced for a ten-session course at Paterson State College in the Fall. The Community Adult School for Parsippany-Troy Hills will also include these materials in a ten-weeks course.

DIVISION OF CONTROVERSIES AND DISPUTES

The summary of accomplishments for the year 1961-62 of the Division of Controversies and Disputes in regard to the cases appealed to the

Commissioner of Education is as follows:

Active Cases July 1, 1961	38
Cases Received July 1, 1961 — May 31, 1962	37
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Total Cases July 1, 1961 — May 31, 1962	75
Cases Decided	36
Cases Discontinued or Settled	11
Cases in Process	28
Days of Hearings	33
Conferences of Parties	33
Election Recounts	7

It will be noted that the disposition of 47 cases since July 1, 1961, has reduced the backlog of cases before the Commissioner from 38 to 28. Of the latter figure, 22 are cases instituted during the current year.

1. Prepared for publication copies of decisions for the 1960-61 pamphlet edition of School Laws and School Law Decisions.
2. Prepared questions and answers on school law each month for publication in "School Board Notes," the magazine of the State Federation of District Boards of Education.
3. Represented the Commissioner of Education on the Migrant Labor Board and acted as chairman of its Education Committee, which organized and directed the operation of the summer school program for the children of migrants.
4. Worked with the Deputy Attorney General on matters pertaining to school legal questions and Commissioner's decisions.
5. Served as speaker, consultant, or resource person at State College classes in school law, county board of education workshops, and county groups of school superintendents and principals.
6. Set up procedures to give the necessary experience and training to an added professional staff member and to make the most effective use of his services.
7. Served as consultant on several occasions to a seminar for school board attorneys. Gave support and cooperation in the formation and organization of a state-wide association of New Jersey school board attorneys.
8. Arranged conferences of attorneys, parents, citizens and others in attempts to resolve controversies and obviate resort to formal proceedings.
9. Prepared copies of decisions for release to newspapers and the public.

10. Prepared various legal forms for the Commissioner's signature authorizing procedures in school districts pursuant to statute.
11. Maintained a library of court decisions, legal information and resource materials pertinent to the functions of the Division.
12. Answered extensive inquiries by correspondence, telephone and interview on matters of school law.

DIVISION OF CURRICULUM AND INSTRUCTION

The 1961-62 school year was an active year for the Division of Curriculum and Instruction. Plans made during the spring of 1961 were carried out. Plans made grew out of a careful assessment of educational needs in the State and of the social climate of the times. From time to time county superintendents and helping teachers participated in the development of specific plans. It is interesting to note that plans made were submitted and discussed with assistant commissioners, college presidents and county superintendents in the Spring and Summer of 1961. In general, plans for the Division consisted of five phases:

1. The development of a series of seminars for the Curriculum and Instruction staff, county superintendents and helping teachers.
2. The identification of a series of studies to be carried out during the year between local schools and Curriculum and Instruction staff members. This activity was to be thought of as pilot projects.
3. Work with county staffs.
4. Work with the six State Colleges.
5. Continuation of routine activities of a leadership and service nature.

Seminars

As the Curriculum and Instruction staff went through the 1960-61 school year, it seemed evident that many schools in New Jersey and elsewhere experienced concern and difficulty in the areas of *evaluation, planning, use of instructional materials and group work*. Hence, four seminars were arranged in an attempt to help the Division and county groups become increasingly sensitive to these areas, to recognize new developments in the areas, to assess needs in local schools and/or counties and to plan 1961-62 activities which would reflect interest in extending the work in these areas. Four one-day seminars were arranged. These seminars were held during the fall of 1961. An outstanding consultant was secured for each seminar. Specific suggestions were proposed to local groups for study prior to each of the seminars.

The plan of each seminar was to have the consultant open up the topic by explaining recent new developments in the area. A discussion with

the audience followed. The afternoon session was planned to provide an opportunity for the group to make projections and extensions of the content of the morning and to apply the new material to New Jersey programs. The conferences were scheduled as follows:

<i>Date</i>	<i>Title</i>	<i>Consultant</i>
September 27	The Nature of Evaluation and Its Implications for Curriculum Improvement	Dr. Louis Rath
October 30	A New Look At Audio-Visual Education	Dr. Chandos Reid
November 15	Nature of Planning and Its Implications for Curriculum	Dr. Alice Miel
December 13	Nature of Group and Group Work	Dr. Kenneth Herrold

In many cases county superintendents followed through with local discussions, conferences and visits dealing with the material which came out of this series of discussions. A summary of this activity was described by Assistant Commissioner Robert S. Fleming in the *NJEA Review*, January, 1962, pages 305-307, "Improving Instruction Through Seminars."

Work With County Staffs

During the year members of the Division of Curriculum and Instruction attempted to intensify work with county staffs, which include county superintendents, helping teachers and other professional personnel assigned to the county superintendent's office. This was an informal kind of arrangement, which was based on the assumption that the curriculum staff could render assistance to the county groups by helping them plan and evaluate their work. An illustration of this activity occurred in Ocean County as Misses Hoppock, Tantum and Sheninger worked with the Ocean County staff on a monthly basis in the planning and improvement of their work. No attempt was made to impose any activity on the county group; rather an attempt was made to assist them in doing better the things they were already carrying on.

In other counties this took the form of a single visit or conferences with county superintendents or assistance to the county staff in a specific school activity.

Pilot Projects

One of the most optimistic developments of the 1961-62 school year was a series of pilot projects, which are research activities carried on in a local school (or series of schools) in an attempt to solve an existing

problem or to determine the effectiveness of an innovation. Each project originated from a suggestion of a member of the Curriculum and Instruction staff or from a local need. The following list shows something of the nature and range of these projects:

Some Pilot Projects Under Way

Language Laboratory Survey — Marshall
Self-Study in School Evaluation — Secondary Staff
High School Science — Laux & Guthrie
McCarter Theatre Project — Bogart
Status Summer Schools
Safety in Science Laboratory — Guthrie & Laux
Recent Developments in Mathematics — Laux & Guthrie
Remedial Reading — Jan-Tausch & Warner
Suicide Study — Jan-Tausch
Elementary School Library — Tantum & Myksvoll
Outdoor Education — Abitanta
Elementary Physical Education — Abitanta
Improving Nursery Schools — Kenyon & Stevenson
Physical Fitness — Hebel
Pressures of Children — Myksvoll
Anxiety in Kindergarten Children — Parlett
Out of School Activities of Children — Gordon
Survey Special Education — Boone
Drop-out Study — Nelson & others
Educational Program for Multiple Handicapped — Boone & Layton
Optimum School Health — Esty
Articulation of Elementary and Secondary Schools — Ward & others
Community Resources — Scheetz
Working with Special Elementary Schools Having Survey—Sheninger

In many cases these projects took on a major research quality. The project was carefully designed, appropriate data were collected and a summary of the inquiry made.

At the annual meeting of superintendents sponsored by the Commissioner on April 26 several of these projects were described. Research carried on in the State is now being communicated to other schools in an attempt to share findings and relate them to the State as a whole.

Upon reflection over the range of activities, the following facts emerge:

1. The McCarter Theatre project held at Princeton University provided an opportunity for 27,000 young people to see good theater. It also provided an opportunity for over 600 young people to partici-

pate in a Performing Arts Festival held at Princeton University on May 3.

2. The project for high school approvals consisted of 52 high schools. Every county in New Jersey was involved, and each of the county superintendents assumed major coordinating responsibility. This project was based on a program of vigorous self-study carried on by the local faculty and administration. The self-study in many cases was extended and enriched by the participation of Curriculum and Instruction staff members.
3. The study of out of school activities of children carried on by Dr. Gordon involved many teachers and parents in collecting and analyzing the data.
4. The projects for the improvement of the teaching of English and foreign language included hundreds of teachers working on a New Jersey state college campus.

The details of the findings in these studies are extensive and will provide material for publications and conferences in the State.

Conferences on Vital Issues

Members of the Division of Curriculum and Instruction recognized that many of the issues in the curriculum field are often discussed by many non-educators. The local press and current journals are frequently used for criticizing education. In an attempt to deal with some of the issues in a positive and forthright manner, it was decided that the Division of Curriculum and Instruction would seek help from the six state colleges in New Jersey in dealing with a selective group of the current issues. Each of the county superintendents was asked to submit those curriculum issues which were of greatest concern to them. After a composite list was made, they were asked to rate the issues in order of priority. These issues were so identified and submitted to the presidents of the six state colleges. Each college president was requested to select one issue to be studied on his campus. The college president was requested to form a small central committee who would develop a working paper. The working paper was to include —

1. An analysis of the issue.
2. A summary of relevant research.
3. A positive position to be proposed for New Jersey schools.

After the working papers were prepared, a conference was held on the campus of each of the six state colleges with 150 educational leaders in New Jersey. This conference was to provide an opportunity for the invited participants to —

1. Clarify the working paper.
2. Make proposals for the modification of the paper.
3. Give reactions as to uses of the paper by New Jersey schools in the future.

These issues dealt with —

Physical Fitness	Newark State College
Who Should Be Educated	Montclair
What Should Be Taught	Jersey City
Pressures for Innovations	Paterson
Uniform Curriculum	Glassboro
Departmentalization	Trenton

More than one thousand people reacted to one of six working papers and gave advice as to ways in which they could be used. A publication is now proposed, which would include the six modified papers and include a supplementary section dealing with the projected uses of the material. This publication is to be entitled "New Jersey Speaks Out On Six Vital Issues In The Curriculum Field."

Other Activities

Several members of the Division of Curriculum and Instruction have been active in many professional groups over the United States. Among these activities are —

Robert S. Fleming

Addressed Association for Childhood Education International	
Topic—"The Challenge to Implement Research"	Indianapolis, Ind.
Addressed John Dewey Society	
Topic—"Technological and Organization Innovations — For What"	Las Vegas, Nevada
National Nutrition Conference	
Topic—"Recent Research In The Area Of Learning"	Washington, D. C.
American Association of School Administrators	
Topic—"Organizational Practices For Curriculum Improvement In Larger States"	Atlantic City, N. J.

Max Bogart

- Middle States Junior High Schools
Topic—"Linguistics in the Secondary School
Curriculum" Atlantic City, N. J.
- New Jersey Secondary School Principals' Association
Topic—"Language Arts in the Secondary
School" Bridgewater, N. J.
- National Council of Teachers of English
Topic—"Teaching of Controversial
Materials" Philadelphia, Pa.
- Nine States Youth Citizenship Project
Topic—"Materials and Methods" Tufts University,
Medford, Mass.
- Project English, United States Office of Education
Washington, D. C.
- ASCD: Commission on Coordinating Educational Resources
Las Vegas, Nevada

William Warner

- National Association of Secondary School Principals
Position Paper on Related Arts
Member of Curriculum Committee
- National Association of State Directors of Secondary Education,
President

Julia Gordon

- U. S. Office of Education
Topic—"Grouping"

James Jan-Tausch

- National Reading Conference
Topic—"Emotional Aspects of Reading
Disability" Los Angeles, Cal.
- Council For Exceptional Children
Topic—"Criteria for Evaluating Services for
the Emotionally and Socially
Maladjusted" Columbus, Ohio

J. Kirk Seaton

Council For Exceptional Children

Topic—"The Hard to Reach Child —
Implication for Community
Planning"

Columbus, Ohio

Boyd E. Nelson

National Association of State Directors of Special Education

Topic—"Program Essentials for Neurologically Impaired and Emotionally Disturbed Children"

Indianapolis, Ind.

In addition to the activities that have been described above, there have been numerous accomplishments in the State. Such accomplishments have included —

Robert S. Fleming

Newark State College

"Decision Making In The Public Schools"

New Jersey Congress of Parents and Teachers

"Improvement In Instruction"

New Jersey School Administrators

"Articulation Between Elementary and Secondary Schools"

"Family Life Education"

Such activities have also been engaged in by numerous other members of the staff of the Division of Curriculum and Instruction. Illustrations of these are —

William Warner

Montclair State College

"Honors Programs"

Max Bogart

New Jersey Council For The Teaching of English

Robert Ward

New Jersey Association for Secondary Curriculum Development

Anne Hoppock

New Jersey Association for Childhood Education International

Office of Elementary Education

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

County and Local School Groups

With Helping Teachers

Recruited three new helping teachers.

Conducted a series of orientation meetings and visits throughout the year with beginning helping teachers.

Visited schools on call with other helping teachers.

Held work conferences to promote in-service growth of helping teachers.

Planned regional meetings of helping teachers and bookmen to see new materials; all meetings covered by at least one office staff member.

With County Staffs

Helped in the development of the county staff seminars.

Attended staff meetings in ten counties to help with planning and evaluation.

Helped with a large number of professional meetings and workshops at the request of the county staffs, including meetings for teachers, principals, superintendents, school boards and local and county parent teacher groups.

With Elementary Supervisors

Helped plan and conduct seminars for approximately 125 elementary supervisors and others charged with local, central office leadership.

Consulted and visited schools with supervisors on call.

With Local Districts

Visited schools on call to help with local problems and projects, including work in 72 schools to improve the quality of physical education and related activities.

Worked with local committees on curriculum problems.

Spoke at meetings of lay groups.

With Regional Districts

Acted as consultant on call to regional districts usually working on K - 12 basis.

Approval Responsibilities — Child Care Centers

Listed 340 approved child care centers.

Worked with 28 new schools to assure standards.

Closed 3 schools operating far below standard.

Made a total of 397 visits to child care centers; 208 visits for approval purpose, 34 to aid new centers, 55 to "problem" centers.

Schools for Migrant Children

Set up procedures for the operation of these schools under the Department of Education.

Completed plans for three school centers.

Began projecting plans for year-round work on problems of migrant children.

Work With State Colleges

Worked with Newark State College and the Division of Higher Education to revise standards and teacher education plans for teachers and head teachers in child care centers.

Participated in all issues conferences held in cooperation with state colleges.

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

Cooperation With Other Offices and Divisions

Served as co-authors of publication issued by Vocational Division called, "Learning with Young Children."

Served as chairman of committee planning Department staff meetings.

Served as delegate to the Eastern States Conference on the training of elementary school science and math teachers.

Served as member of planning committee for State Nutrition Conference.

Worked with other Offices of Curriculum and Instruction in studying schools in two districts as directed by the Commissioner.

Special Projects

Organized and participated in six leadership conferences for administrators and board members of child care centers. These conferences were held in six areas throughout the state. Approximately 50 - 125 directors and board members attended each meeting.

In cooperation with the Bergen county office, organized a study intended to find how to encourage in-service education of local physical education teachers and their use throughout the county to improve the quality of in-service education.

Continued cooperation with Chisholm School, Union, on library development and use.

Planned intensive study of current practices in New Jersey elementary schools ready to launch at beginning of next school year.

Worked with two school systems which had been intensively studied by the Department, to help them improve morale and move ahead.

Studied and issued information regarding the incidence and location of schools using the Carden System.

Professional Organizations and Official Groups

Served on NJEA Professional Improvement Committee.

Served as Executive Committee member and department advisor to New Jersey Department of Elementary School Principals.

Attended state and national conventions.

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

Served on program planning committee of New Jersey Department of Superintendents.

Served on New Jersey Tercentenary Commission.

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

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

Served as Board Member of World Organization for Early Childhood Education of UNESCO.

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

Served as adviser to the Educational Council for Cooperative Nursery Schools of New Jersey.

Contributed to National Newsletter, "The Parent Cooperative."

Served as member of inter-departmental committee on resource conservation.

Helped make tapes for NJEA radio broadcasts.

Office of Secondary Education

Administration

Complete revision of procedure for approval of secondary schools based on a self study by the local school. Fifty-two secondary schools served as pilot schools during this year in testing the procedure. Close cooperation with the county offices in administering the new approval process.

Processed proposals for changing consolidated to regional districts.

Planning, organizing and directing of Middle States Junior High School Convention in Atlantic City (September).

Increased attendance and participation in national, state, county and local professional groups.

Improved coordination of N.D.E.A. applications, claims, and services (Title III and VA).

Summary of annual data: Forms A and B, Occupations of Last Year's Graduates, Tuition Pupils.

Preparation of special and annual reports.

Processing approvals of schools, summer schools, courses of study, foreign credentials, and correspondence.

Membership on executive and planning committees of numerous professional and interdepartmental committees (Safety and Health).

Twenty-one county meetings on N.D.E.A. programs.

Meetings with college science personnel to discuss impact of N.D.E.A. New Curriculum.

Improvement of Curriculum and Instruction

Conferences on "Teaching English" at three college centers.

Participation and leadership in workshops and meetings concerning:

1. Audio-lingual methods.
2. Use of the language lab.
3. Teaching Language in the junior high school.
4. Guidance workshops.
5. Preview of new biology films.
6. Use of the chemistry lab.
7. Regional meetings in math and science.
8. New Principals' meeting.
9. County Round Table programs.

Consultation (field and office) on in-service programs, professional improvements, curriculum planning, evaluation, etc.

Cooperative efforts with various professional groups (Secondary Principals, English Teachers, Secondary Teachers, Social Studies Teachers, Music Teachers, Guidance Personnel, Math and Science Teachers, Language Teachers, Health Department, Cancer Society, Economic Council, etc.).

Speeches and panel presentations at various professional functions.
High School Performing Arts Festival (Princeton).

Research, Surveys and Publications

Status study of New Jersey Secondary School Counselors (with publication)

Occupations of last year's graduates study (with publication)

Monmouth County Pilot Drop-out Study

Evaluation of pilot in-service project in mathematics (Haddonfield)

Language Lab survey (with publication)

Survey of Conservation films available from New Jersey Industries

Earth Science Survey

Survey in depth of Summer School Programs in the State

Pilot project on Secondary School Evaluation

Preparation of manuals for N.D.E.A.

Guidelines for Teaching Foreign Language in the Junior High School

"Remember the Individual" — Guidance publication

State Directories — (Guidance, Approved Secondary Schools)

McCarter Theatre publication

Publication on "The New Mathematics"

School-Industry Cooperation

1. The Annual Report of Statistical Data for the N.D.E.A. of 1958, Title III was prepared for transmission to the Department of Health, Education and Welfare in Washington. The report summarized data for local school districts' projects in science, mathematics and modern foreign languages.
2. The Science of Semi-Conductors, a traveling demonstration sponsored by the New Jersey Bell Telephone Company, was scheduled for visitation to public and private secondary schools. During the period September 1961 through June 1962, the demonstration was presented 214 times in 120 schools for 10,172 high school physics students.
3. A report of School-Industry Cooperation for Better Science Education in New Jersey was prepared for the guidance committee of the Engineers' Council for Professional Development for the annual meeting of the council in Louisville, Ky. on October 2, 1962.

4. Arrangements were made for orienting nine science teachers from foreign lands to the work of the Department of Education and for placing the teachers in local communities within the State. The foreign teachers visited New Jersey for a six-weeks period in connection with the International Teacher Development Program conducted by the United States Office of Education and the United States Department of State. One of the principal values resulting from the visit of the foreign teachers was the improvement in mutual understanding by the visitors and their hosts of each other's cultural background.
5. In cooperation with Fairleigh-Dickinson University, 50 chemistry teachers were provided laboratory experiences in a four-day workshop. Salaries for the workshop instructors were provided by grants of money obtained from six industrial firms located in New Jersey.
6. Five resolutions related to the utilization of community resources were submitted to the National Science Teachers Association at its annual convention in San Francisco during March by the coordinator, who served as recorder for a panel dealing with the use of community resources in science teaching. These resolutions are now under consideration by the entire membership of the national organization.
7. A meeting of representatives from each of the six state colleges with representatives from the Division of Curriculum and Instruction was held on February 27, 1962. The participants shared their observations about the status of science teaching in New Jersey, and explored avenues for cooperative efforts to improve opportunities for the in-service training of science teachers. As a result of the meeting, proposals for cooperative efforts for the 1962-63 academic year have been submitted by representatives of the State colleges.
8. A proposal for a traveling lecture-demonstration on antibiotics was submitted to the Pharmaceutical Manufacturers Association with a view to seeking its sponsorship.
9. Initial action was taken with the school administrators of Burlington County for the planning and implementation of a community resources workshop in the area, to be held in the summer of 1963.
10. An award of \$250 was obtained for Carl M. Wamser, a senior at Governor Livingston High School, from the International Division of Merck, Sharp and Dohme Company. The award was granted in recognition of his selection as one of 14 students to represent the United States at the Fourth International Youth Science Fortnight in London and to defray a portion of his expenses of \$500.
11. An announcement and demonstration of two new teaching aids was made to a group of 25 educators in a meeting held on June 5, 1962.

The two aids are a Solar Energy Kit and Ferromagnetic Domains, a basic approach to the study of magnetism.

12. Liaison with many school and industry people at both State and local levels was maintained through participation in the following committees:

Committee for the Improvement of Statistical Services

New Jersey Education Committee for Civil Defense and Disaster Control

New Jersey Engineers' Committee for Student Guidance

(A color film, "Engineering, a Career for Tomorrow," was obtained for the committee through the courtesy of the New Jersey Bell Telephone Company.)

Resources Education Committee

Monmouth Regional High School School-Industry Advisory Committee

Princeton Area Science Education Committee

Trenton Area Science Education Committee

Office of Special Education Services

1. Participated in the planning and developing of Department and Division workshops, evaluations and conferences.
2. Investigated and assisted in resolving many appeals regarding educational programs for individual children which were referred to the Commissioner of Education or directly to the Office of Special Education Services.
3. Approved, for purposes of State reimbursement, programs of special education services under the 1954 and 1959 Beadleston Acts.
 - a. 1168 special classes (curriculum, facilities, examinations of children, teacher certification, supervision, etc.)
 - b. Supplemental instruction programs for 5,766 children.
 - c. Individual instruction at home or at school for 2,283 children.
 - d. 121 emotional health education (child study teams) programs.
 - (1) Functioning of approved psychiatrists, psychologists, social workers, remedial instructors and teachers of socially and emotionally maladjusted.
4. Provided supervisory services for county staffs.
 - a. County Supervisors — 14, and County Emotional Health Education Teams — 4.
 - (1) Areas included: employment, orientation of new members, interpretation of policy, information, review of programs, etc.
 - (2) One new Child Study Team was added.

5. Administered and assisted in the implementing of federally supported programs for handicapped children.
 - a. Pupil accounting, ordering and distribution of materials for local programs, etc.
 - b. Participation in the selection of scholarships.
6. Approved psychological and psychiatric examiners of mentally retarded children and examiners of physically handicapped children.
7. Consulted with other offices in the Division of Curriculum and Instruction and other divisions in the Department of Education regarding problems of handicapped children (Business Division, School for the Deaf, Higher Education, Vocational Division, Controversies and Disputes, Civil Rights, etc.).
8. Cooperated with other agencies and institutions concerned with programs for handicapped children.
 - a. Crippled Children's Bureau, Department of Health; Commission for the Blind, Institutions and Agencies; Division on Mental Retardation, Institutions and Agencies; Division of Chronic Illness Control, Department of Health; Division of Mental Health and Hospitals, Institutions and Agencies; Division of Correction and Parole, Institutions and Agencies; Division of Child Welfare, Institutions and Agencies; Division of Rehabilitation, Department of Labor; Community Guidance and Mental Health Centers; Institutions for Correction, Mental Retardation, Mental Illness, etc.
9. Cooperated and consulted with lay and professional groups concerned with handicapped children and social welfare.
 - a. New Jersey Welfare Council, New Jersey Mental Health Association, New Jersey Association for Retarded Children, New Jersey Society for Crippled Children and Adults, United Cerebral Palsy; Council for Exceptional Children, New Jersey Conference on the Handicapped; New Jersey Clinical Association, New Jersey Neuro-Psychiatric Association, New Jersey Psychological Association, New Jersey Association of Social Workers; and the various school associations for school psychologists, school social workers, etc.
10. Responded to requests for information concerning legal and practical operation of programs for children with problems.
 - a. Budget preparation, reports, correspondence, phone calls, mimeographed directives, publications, speeches, conferences.
11. Innovations in the following required special attention:
 - a. Multiple handicapped programs.
 - b. Work-school programs

- c. Approval forms for reimbursement.
- d. Forms for surveying programs for the handicapped.
- e. Joint district planning in providing special education services.

Office of Health, Safety and Physical Education

Physical Education

1. Worked with national, state, county and local groups and associations:
 - a. Facility planning for new schools and new construction for physical education and athletics
 - b. Conferences with local school districts on program revision in health and physical education K thru 12
 - c. Workshops and clinics
 - (1) State Directors
 - (2) City Directors of New Jersey
 - (3) National Athletic Directors
 - (4) Athletic Clinics in and out of state
 - (5) Outdoor Education
 - d. District conferences (5) in physical education with N.J.H.P.E.R. Association.
 - e. Meetings with county elementary principal groups on physical education program improvement.
 - f. Meetings with local groups on implication of physical fitness.
 - g. Participation in several secondary school approval visitations.
2. Studies, surveys and bulletins.
 - a. Study and writing of Report on School Athletics in New Jersey. Completed elementary and junior high school chapters. One half of secondary area completed.
 - b. Assisted in report and development of standards for junior high school athletic programs with N. J. Secondary Principals' Association and N.J.S.I.A.A.
 - c. Developed revisions for State Board of Education on T.B. screening with N. J. Tuberculosis Council.
 - d. Developed concept of physical fitness for New Jersey youth with Commissioner's Council on Physical Fitness. Distributed to all schools in New Jersey and nationally, as well on request.
 - e. Assisted N.J.H.P.E.R. with publication on Physical Fitness (Issue of "Reporter").
 - f. Wrote articles on physical fitness for N. J. Federated Board of Education News and N.J.E.A. Review.
 - g. Assisted in development of unit on smoking and lung cancer.

- h. Studied area of classroom instruction in driver education with Secondary Office and N. J. Driver Education Association.
3. Consultative services.
 - a. County and local institutes.
 - b. Educational organization workshops (Federated Boards of Education, P.T.A., boards of education).
 - c. New Jersey City Directors Conferences. Assisted in statement on beliefs in physical education and revision of their statement on physical fitness.
 - d. Worked with several local districts in development of programs in physical education K thru 12 (South Plainfield, Lakewood).
 - e. New Jersey Health, Physical Education Association Council, Executive Committee and other standing committees (constitution, physical fitness, programs, etc.).
 - f. Attended five New Jersey Health, Physical Education Association district meetings and demonstrations throughout state as a participant and speaker.
 - g. Participated as panelist or speaker at many athletic clinics and coaches' meetings throughout state.
 - h. New Jersey State Interscholastic Athletic Association. Attended all executive committee meetings as representative of the Department. Chairman of Basketball, Building and Special Report Committees; member of football interpretations and track committees; New Jersey representative on National Alliance Football Rules Committee.
 4. General
 - a. Completed two (2) office team visitations to local school districts (Parsippany-Troy Hills and Hightstown). These visitations were made to learn what is being done and how office may help local district. It also helped office staff to know what other areas of our program entailed.
 - b. Participated as member of division staff in staff meetings, conferences, and other duties assigned by division head.

Health Education and Health Services

1. Consultation services to state, county and local groups and associations in the areas of health education and school health services.
2. Visits to schools throughout the state in response to requests from administrators or school health personnel for advice on some phase of the health program.
3. Attended county meetings of school nurse associations to explain and interpret laws and to make recommendations pertaining to school health services.

4. Served in advisory capacity in the organization of county school nurse organizations.
5. Maintained communication and gave advice regarding interpretation of school laws and recommendations for school health services through correspondence and telephone calls.
6. Worked closely on a pilot project with a county superintendent and staff to establish better communication between health service personnel in school districts and to make health procedures more uniform throughout the county.
7. Attended elementary teacher meetings with elementary physical education helping teacher to explain the school health program and point up teacher responsibility in the area of health education.
8. Cooperated with New Jersey State Department of Health personnel in development and dissemination of smoking and lung cancer unit to selected public schools for pilot study of this unit.
9. Advised administrators and school personnel in planning of facilities for health education and health services program.
10. Reviewed several curriculum guides in health education for local distribution.
11. Conferred with state college personnel regarding present status of teacher preparation in health education.
12. Helped rewrite revision of school nurse certification requirements.
13. Planned with Rutgers personnel for introduction of course in supervision and administration for school nurse supervisors in fall term, 1962.
14. Recruited 32 school nurses to register for the course in supervision and administration.
15. Attended meetings and served on committee to develop concept of physical fitness in New Jersey schools.
16. Served on planning committees to organize various workshops and institutes throughout the State.
17. Gave advice and consultation to Future Nurses' Club organizations. Engaged in planning state-wide institute for leaders of Future Nurses' Clubs to be held in October, 1962.
18. Served as moderator or speaker at meetings of health and physical education associations.
19. Made school approval visitations.
20. Published School Nurses' Bulletin for dissemination to over 1,200 school nurses and other school personnel.
21. Reissued 1957 "Study of Certification of School Nurses" by Lula Dilworth in answer to many in-state and out-of-state requests.
22. Surveyed professional and educational status of all school nurses at request of United States Public Health Service.

Committee participation:

New Jersey Council of Chronic Illness
New Jersey State Civil Defense Council
Interdepartmental Committee
Smoking and Lung Cancer Unit — Department of Education and
Department of Health
New Jersey Conference for Handicapped

School Lunch

1. Administrative and Supervisory responsibilities in accordance with the Federal-State agreements of the National School Lunch program and Special Milk program were performed. Emphasis was given to good management practices, sanitary observances, proper nutrition and the educational implications of the program. A total of 25 million Type A lunches and about 62 million half-pint containers of milk were served to about three quarters of the school population.
2. School lunch and school milk contracts for 2,475 schools were verified for 1961-62 school year.
3. Field consultant service was given to 300 school lunch programs. This involved complete evaluation of each program and reports filed for federal review. Recommendations were sent to many schools for improvement of program.
4. Eight county school lunch conferences for school lunch personnel were planned and conducted.
5. Guide for emergency mass feeding in schools was completed.
6. Conducted a training session for new school lunch managers and supervisors.
7. School lunch conferences were conducted in 8 counties and attended by about 1,000 school lunch personnel.
8. Seven school lunch workshops were conducted, two at Glassboro State College, three at Douglass College, one at Red Bank High School and one at West Essex Regional High School. These workshops were attended by 175 school lunch personnel.
9. The 17th Annual State School Lunch Conference was conducted at East Brunswick High School and attended by about 600 people.
10. Developed, with a State committee, Basic Quantity Cookery Course No. 3 and a course in Purchasing in The School Lunch Program.
11. Prepared ten School Lunch and Nutrition Newsletters.
12. Supported work of State Nutrition Council.
13. Unit on nutrition is completed and ready for acceptance by Department of Education.

14. Gave consultant service to such groups as school administrators, school lunch supervisors, school lunch managers, board of education members, food service consultants, building services and State Commodity Distribution Agency.
15. Worked closely with Division of Business and Finance on matters relating to school lunch financing.
16. Maintained close relationship with United States Department of Agriculture Area Office in New York City.
17. Consultant service given to New Jersey Cafeteria Association and to New Jersey Food Service Association Executive Board and Supervisors section for upgrading school lunch personnel.
18. Participated in office team visitations to two school districts to better understand office areas of instruction and how best to be of service to local school districts.

Office of Child and Youth Study

1. *Unifying the program of the Division of Curriculum and Instruction.*

We continued to seek ways to work together with others in the Division using our special competencies to strengthen the work of the Division.

 - a. Two or three members of the Office of Child and Youth Study, (and at one conference all the members) assisted in the four seminars for County Staffs.
 - b. At least one staff member participated in all but one of the State College Conferences on Major Issues.
 - c. One member of the staff continued to work with one member of the Elementary Office developing a school library project in Springfield.
 - d. The staff continued to work with a group of helping teachers and representatives of the Offices of Elementary, Secondary, and Special Education on the meaning of human creativity. The group has reached the stage of planning a publication during the coming year.
2. *Conducting pilot studies in various aspects of education, emphasizing humanness.* One pilot study emerged. This was the Washington Township study of the Out-of-School Activities of the Community's Children. The data are being compiled. There will be a published report not only of the findings, but also of the entire process, so that other communities may be able to make similar studies, or so that Washington Township may apply the processes to the solution of other problems revealed by the present project.

3. *Continuing to help teachers become scientists of human behavior and learning.* There were 49 study groups with 501 participants. (To compare this with previous years we would have to double the groups that now have ten consultant visits under the new plan instead of five under the old. This would bring the totals equivalent to 88 groups and 927 participants, by far the most extensive program to date.) The staff members of the Office of Child and Youth Study were at work in 34 school systems in 17 counties.

In addition to the basic program, members of the staff worked with teachers and administrators who were engaged in the following projects. The first seven studies were conducted in Pomona, Cape May, and Woodbine.

- a. Restlessness and other problems of a group of children with low reading level.
 - b. Speed and legibility of handwriting and its relationship to the children's school progress.
 - c. Deterrents to the expression of self as a result of deficiencies in oral language.
 - d. Teaching of English to Spanish-speaking Puerto Rican children.
 - e. Helping children assume responsibility for planning and maintaining an improved lunchroom program.
 - f. Involving children in responsible ways of making assembly programs more valuable.
 - g. Self-acceptance in failure situations among adolescents, 16-17.
 - h. A survey of children in a fast-growing community (Madison Township).
 - i. High School Drop Out (Laurence Harbor High School).
 - j. A study of homework in preparation for writing a booklet for parents (Hackensack).
 - k. Evaluation of Curriculum Experiences by Parents (New Brunswick).
 - l. School Pressures on Children (Princeton).
 - m. Teachers' Attitudes Towards Children (Andover).
 - n. Eight groups were involved in an experimental approach to Curriculum Study, based on human needs and human enhancement (Fair Lawn, Hillsdale, River Edge (2), Cranford (2), Linden and Plainfield).
4. *Developing leadership in school systems.*
- a. A group of administrators who are experimenting or are thinking about experimenting with other than the traditional graded grouping of elementary school children was invited to a series of sessions to study the situation. The "Project on Flexible Grouping" held

- five sessions (one a month since January) and about 25 individuals attended regularly, representing 18 school systems. There were 45 present at the last session, for the administrators brought teachers with them. It is hoped that a publication may result from this study, contributing to the literature in this area something that is now lacking — the concern for each child as a human being.
- b. A self-study by administrators and supervisors of their relationships with teachers was made by two groups (Fair Lawn and Cranford).
5. *Cooperating with State Colleges.*
- a. This was the first year of the new two-year program of Child and Youth Study. (It was a three-year program previously.) Academic credit amounting to eight points is offered by the State Colleges for the four-semester program.
 - b. One member of the Office of Child and Youth Study and one member of the graduate faculty of Newark State College had a reciprocal arrangement for involvement in each other's work. The State College faculty member was co-consultant in a Child and Youth Study group, while the consultant of the group participated in a graduate course in human development on campus.
 - c. A conference was conducted jointly by a member of the Office of Child and Youth Study and the Human Development Staff of Glassboro State College. The conference dealt with coordination of the college program and the field program in Child and Youth Study. Participants in Child and Youth Study in South Jersey attended the conference.
6. *Continuing the implementation of Chapter 104, Laws of 1959.* The Office of Child and Youth Study continued to work with the Office of Special Education in a number of ways.
- a. One member of the staff of the Office of Child and Youth Study worked full time with the Monmouth County team.
 - b. Two members of the staff of the Office of Child and Youth Study and one member of the Office of Special Education conducted a workshop for the teachers in two elementary schools in Greenwich Township, Warren County. The program dealt with the special problems of children, and with principles of human growth and development.
 - c. One member of the staff of the Office of Child and Youth Study and one member of the Office of Special Education planned and conducted a meeting of the Warren County Council of Parent-Teacher Associations.

- d. The director of the Office of Child and Youth Study prepared a paper for use in an anthology by the Department of Post Graduate Medical Education of Seton Hall University on "Roles of the Various School Personnel in the Educational Setting for the Socially and Emotionally Maladjusted." The members of the Office of Special Education have distributed this paper widely where it might be helpful and have used the material in speeches and in other ways.

Additional Accomplishments

1. The Fifth Annual Conference on Human Development sponsored by the Office of Child and Youth Study was held on May 25, 1962 at the Newark State College. More than 150 participants attended.
2. A doctoral study by Marjorie Parlett is almost complete. Her study deals with the identification of high anxious children in kindergarten and how they respond with teachers of lower degree of dominative behavior and with those of high degree of dominative behavior.
3. Writing.
 - a. During the school year Julia Gordon, James Jan-Tausch, Rose Primack, Kirk Seaton, and Geoffrey Esty were responsible for a two-page spread for each of ten monthly issues of *The Instructor* entitled, "Guidance in Human Development." These articles were written on our own time.
 - b. Birger Myksvoll, "Norway Tests Our Ideas," *New Jersey Education Association Review*, December, 1961.
 - c. Julia Gordon, "Turning Worries Into Solvable Problems," *New Jersey Education Association Review*, February, 1962.
 - d. Julia Gordon, "How Should We Look at Children," Article of the Month, *Instructor*, September, 1961.
 - e. Julia Gordon, "Fitness and Human Development," *Burlington County Educational News*, January, 1962.
4. Julia Gordon gave one of the four major presentations at the Conference in Washington, D. C. on Flexible Grouping on May 28 and 29, called by Dr. Sterling McMurrin and the staff of the United States Office of Education.

NOTE: All these activities and others are more fully described in a 32-page report: The Fifth Annual Report to The Grant Foundation of the Child and Youth Study Program, April 15, 1962.

Office of Audio-Visual Education

1. Visited 15 full-time A-V directors in their local schools.
2. Conducted a meeting of all Community Center Program operators.
3. Obtained information on the A-V programs at the six state colleges from the college A-V directors, and prepared a report.
4. Complied with requests for assistance from other members of the Department.
5. Worked on plans for the A-V Center in the new Department of Education Building.
6. Completed a survey of the A-V program of the Bernardsville Public Schools and submitted a copy of the subsequent report to the board of education and the county superintendent of schools.
7. Appeared as the main speaker at a national seminar conducted by Technifax Corporation in Holyoke, Mass.

DIVISION OF HIGHER EDUCATION

1. *The Needs of New Jersey in Higher Education, 1962-1970.* In April, 1962, the State Board of Education published *The Needs of New Jersey in Higher Education, 1962-1970*, prepared by Dr. George D. Strayer, director, and Charles R. Kelley, assistant director. The report has been received by the Governor and by resolution of the Legislature, pursuant to Chapter 94, Public Laws of 1961. The report has been, in each case, distributed to the civic and professional leaders of New Jersey. The findings and recommendations of the report are being disseminated by Charles R. Kelley.
2. *Adult Education Programs.* The Bureau of Adult Education and Academic Credentials met with superintendents, boards of education and lay advisory committees for the purpose of initiating 12 new programs in adult education, as well as evaluating 160 programs currently in operation.
3. *Issuance of Pre-Professional Certificates.* The Bureau of Adult Education and Academic Credentials also evaluated credentials and reviewed cases for the purpose of issuing pre-professional certificates in eleven areas. (Law, Medicine, Dentistry, Chiropody, Pharmacy, C.P.A., Chiropractic, Nursing, Optometry, Mortuary Science, High School Equivalency.) Where certificates are required by law, approximately 8,000 certificates are issued annually.
4. *Civil Defense and Disaster Control.* The director of the Bureau of Adult Education and Academic Credentials, as chairman of the Commissioner's Education Committee for Civil Defense and Disaster Control, served as liaison with the Division of Civil Defense and

- supervised the development of, and approved for reimbursement, courses in "Individual and Family Survival."
5. *Governor's Commission on the Aging.* The Director of the Bureau of Adult Education and Academic Credentials served as a member of the Governor's Commission on the Aging for the purpose of identifying the role of adult education in this area and to initiate programs for the senior citizen.
 6. *Adult Education and State Organizations.* The Bureau of Adult Education and Academic Credentials assisted a number of state organizations (P.T.A., A.A.U.W., F.W.C., etc.) in their education activities and related their work to the total adult education program.
 7. *Adult Education Round Tables.* The Bureau of Adult Education and Academic Credentials organized and conducted round tables for the directors of adult education of the 165 districts where programs are currently being held.
 8. *State-Wide Conferences on Adult Education.* The Bureau of Adult Education and Academic Credentials planned and conducted two state-wide conferences in adult education in conjunction with the New Jersey Association for Adult Education.
 9. *Annual Americanization Conference.* The Bureau of Adult Education and Academic Credentials cooperated with the New Jersey Citizens Council and the Immigration and Naturalization Service in conducting the annual Americanization Conference.
 10. *Quarterly Newsletter.* The Bureau of Adult Education and Academic Credentials issued a quarterly Newsletter to the Directors of Adult Education.
 11. *High School Equivalency Program.* The Bureau of Adult Education and Academic Credentials met regularly with the Directors of Civil Service of the State Colleges for the purpose of maintaining and promoting the high school equivalency program.
 12. *Practical Nursing Programs.* The Bureau of Adult Education and Academic Credentials cooperated with the vocational schools in their practical nursing programs.
 13. *Literacy and the Foreign Born.* The Bureau of Adult Education and Academic Credentials represented the Department with state and national organizations concerned with literacy and the foreign born.
 14. *Materials Exchange Center.* The Bureau of Adult Education and Academic Credentials maintained a Materials Exchange Center, which loans appropriate brochures in the field of adult education.
 15. *Civil Defense Program.* Clifford W. Parliment, co-ordinator, and Joseph F. Kelly, assistant co-ordinator, of the Civil Defense Adult Education Program, met with the twenty-one county superintendents

and their administrative round tables and outlined various program suggestions covering criteria for selection of teachers for civil defense training. As of May 1962, 694 teachers in the twenty-one counties had completed civil defense training. As of June 1, 1962, these 694 teachers had conducted 90 classes in civil defense, which were completed by 2,011 adult citizens. The 694 teachers and the 2,011 adult citizens received certificates approved by the State Department of Education.

16. *"Individual and Family Survival" Course for State College Seniors.* The Office of Civil Defense Adult Education has completed arrangements with the six State Colleges to offer the course "Individual and Family Survival" to seniors during the 1962-1963 academic year.
17. *State Scholarship Awards.* In April, 1962, the New Jersey State Scholarship Commission awarded 3,303 scholarships to New Jersey students who will enter college in September. This is the fourth group to be granted scholarships under the State Program which went into effect July 27, 1959. A total of 6,554 students, attending over 300 different colleges and universities throughout the United States, have previously received awards. Of the total of 3,303 scholarship recipients, 2,147 will attend colleges and universities in New Jersey, and 1,156 will attend colleges outside New Jersey.
18. *Student Loan Program of the New Jersey Higher Education Assistance Authority.* The Student Loan Program of New Jersey Higher Education Assistance Authority approved 836 loans with a dollar value of \$438,191.50. Forty-five commercial banks and savings banks participated in the loan program.
19. *Newsletter — "Toward Higher Education."* Three issues of the Divisional newsletter have been distributed to New Jersey colleges, universities, interested agencies and individuals.
20. *Business and Career Schools.* The Office of Two-Year College and Terminal Education visited business and career schools and appraised their programs according to the standards of the State Board of Education. As a result of this activity, three private schools of business and one newly organized correspondence school have been officially approved by the State Board of Education to conduct their activities in New Jersey. In addition, seven out-of-state correspondence schools have obtained permission to maintain field representatives in New Jersey for soliciting student enrollments.
21. *Junior College Administrative Council.* The Council held a series of conferences on improving two-year college education programs. The meetings of the executive officers have been held on the different

- campuses and at the State Department of Education for the purpose of discussing developments within the member institutions.
22. *Community College Study.* The Two-Year Community College Study was completed, published and presented to the State Board of Education in January, 1961. Assembly Bill 619 (Public Laws of 1961) and Assembly Bill 17 (Public Laws of 1962) were introduced in the Legislature to implement this Report. Legislation enabling the establishment of county community colleges in New Jersey was enacted in Chapter 41, Public Laws of 1962.
 23. *Periodic College and University Field Visits.* The Office of Two-Year College and Terminal Education visited institutions prior to the expiration of their accreditation to determine compliance with existing State standards. In addition, consultation services were provided to 28 colleges and universities desiring assistance with curriculum development and other activities.
 24. *Professional On-the-Job Training for Veterans.* Under the provisions of Federal Public Law 550, all institutions and agencies wishing to train veterans in the fields of law, management, real estate, insurance, nursing and other professional type objectives are required to have their training program and establishments approved by this Division. Visits, consultations and approvals in connection with the applications of established regulations were continuously undertaken and accomplished.
 25. *Revision of Collegiate Standards for Approval.* A rough draft of the suggested regulations governing the granting of State approval to collegiate institutions has been prepared and reviewed by certain educational groups.
 26. *Citizens' Groups Interested in Two-Year Colleges.* The professional staff members of the Office of Two-Year Colleges and Terminal Education held numerous meetings and conferences with citizens' groups located all over the State for the purpose of discussing and counseling on the needs for two-year colleges and the State Board of Education's recommendations concerning these institutions.
 27. *Review of Credentials for Disabled Veterans Attempting to Secure Real Estate and Insurance Exemptions.* Under the provisions of New Jersey Revised Statutes 17:22-6; and 45:15-11 whereby disabled war veterans after meeting specific course requirements may be exempt from fees connected with insurance broker agents and licenses and real estate licenses, after successfully passing examinations conducted for each of these licensed forms, the Office of Two-Year Colleges and Terminal Education reviewed and made recommendations regarding numerous sets of insurance credentials and of real estate credentials.

28. *Approval of College and University Catalogs under Public Law 550.* The catalogs of all colleges and universities enrolling veterans were reviewed and recommended for approval in compliance with the requirements for veterans training under Public Law 550.
29. *Unique Educational Operations of Higher Education.* In response to requests from individuals and organizations, the professional staff members of the Office of Two-Year Colleges and Terminal Education provided counsel and recommendations with regard to State laws and State Board of Education regulations concerning such programs as hypnosis, metaphysics, medical and laboratory technology, nursing, business management, speed reading, industrial training and others.
30. *Guidance to New Teacher Education Programs.* The Office of Teacher Education and Certification provided supervision and assistance to Bloomfield College and Westminster Choir College as they experienced the first year of the operation of recently authorized teacher education programs. This attention embraced curriculum offerings, staff appointments and student selection practices.
31. *New and Revised Teacher Education Curriculums.* During the year 1961-1962, thirty-six revised teacher-education curriculums were submitted, studied, and formally approved by the Commissioner and three new curriculums were authorized by the State Board of Education. Twenty-two additional revised curriculums have been studied with a view to early recommendation for approval, and two added authorizations have been proposed.
32. *Annual Meeting on Teacher Education and Certification.* The Office of Teacher Education and Certification conducted its twenty-first annual state-wide meeting at Monmouth College on the theme, "Student Teaching." Representatives attended from all New Jersey Colleges with teacher-education programs, and from the various professional associations concerned with the improvement of student teaching.
33. *Approved Program Approach to Teacher Certification.* (a) Procedures were developed to make possible the use of an "approved program" approach to teacher certification with those colleges in which all of the teacher-education curriculums had been formally approved by the Commissioner of Education. (b) Certificates were issued at Commencement to the graduates of seven New Jersey colleges upon the basis of an institutional declaration that these students had successfully completed teacher-education programs which had been approved by the State Department of Education.

In all, 967 limited teacher certificates and 48 statements of eligibility, about one-seventh of the total number of limited certificates issued annually, were handled in this manner.

34. *Issuance of Certificates.* The State Board of Examiners issued 22,400 certificates during 1961-62. This represents an increase of 2,000 certificates over the total issued two years ago.
35. *Revision of Certification Requirements.* Leadership was provided by the Office of Teacher Education and Certification to committees studying revision of requirements for the elementary and secondary school principals', speech correction, business education, school nurse and vocational education certificates.
36. *Certification Appeal and Review.* The State Board of Examiners, in fifteen cases, took special action on individual appeals, requests for review and revocation proceedings.
37. *School of Conservation Sophomore Program.* During 1961-62, between September and June, 2,401 sophomore students from the State Colleges were engaged in the one-week program of outdoor and conservation education activities at the New Jersey State School of Conservation in Stokes State Forest. In addition to the resident staff consisting of the Director and two professors, a total of 116 different faculty members from the six State Colleges participated in the instructional program. Twelve staff members from the Department of Conservation and Economic Development conducted 118 field trips, 22 demonstrations and 24 lectures for the college students.
38. *Summer Camp and Teacher Workshop.* The School of Conservation conducted a summer demonstration camp for approximately 60 boys and girls 11-18 years of age, and a program of ten college courses for 250 teachers, including a field science workshop for 35 elementary school teachers, supported by the Natural Science Foundation.
39. *Outdoor Education Program.* Seventeen public school systems in New Jersey sent elementary classes with their teachers for one-week outdoor education programs at the School of Conservation. As a result of this program over the years, more than 25 public school systems have established resident outdoor education programs as a regular part of the elementary school curriculum.
40. *Part-time and Extension Programs.* During the spring semester the part-time programs for the preparation of teachers at the six State Colleges were reviewed. Conferences were held at each college, and plans made for the establishment and expansion of complete part-time programs, including supervised teaching, at the colleges.

DIVISION OF VOCATIONAL EDUCATION

Administrative Accomplishments

1. The revision of the State Plan for Vocational-Technical Education has been completed and submitted to the State Board of Education for its approval.
2. The revision of the certification of vocational education personnel has been completed and submitted to the State Board of Examiners.
3. The contractual arrangement for the establishment and housing of a Department of Vocational Education at Rutgers, the State University has been prepared and presented to the State Board of Education.
4. Data concerning socio-economic and industrial trends as well as the need for vocational-technical education for each county were gathered and official survey reports were completed.
5. Classes in farm tractor and equipment operation and maintenance started in January and continued until the men were placed in early April. This number one agricultural program for the United States under the A.R.A. received many visitors and inquiries. Adult farmer and young farmer classes were conducted in nine communities. Subject matter included farm mechanic, farm welding, farm management, gardening, ornamental horticulture, floriculture, and insect and plant disease control.
6. Research outlined 21 technical areas for which instruction is needed in New Jersey.
7. A plan for developing a sound program of part-time cooperative vocational-technical education was developed cooperatively with the Department of Labor and was approved by the State Board of Education.

Agriculture

1. Work is continuing in the improvement of programs of study in agriculture. Fifteen in-service teachers were enrolled in a course in "Program Planning for Vocational Agriculture." During the summer of 1961 a two-week course in communications for agricultural instructors was conducted at the College of Agriculture with the cooperation of its staff.

Business Education

1. Four regional workshops and four field trips were planned and conducted during the school year.
2. The state supervisor, in cooperation with the New Jersey Business Education Association, completed bulletins offering recommendations to business education personnel in the secondary schools of New

Jersey. Business education work programs are being encouraged and set up under the approval of the state supervisor.

Curriculum Laboratory

1. The curriculum laboratory published the following materials:
Industrial Arts—Silk Screen Process—Teachers Guide
Vocational-Agricultural—A Program for Vocational Agriculture
Rural Electrification—Volume II
Trades and Industries—Major Apprenticable Trades—Related
Outlines—5 Volumes

Twelve other publications were issued by eight vocation school systems. Reports and regular issues of "Vocational Briefs" have been printed.

2. The curriculum specialist has traveled to most vocational and technical schools in the state on work of a promotional nature; 30 instructors are expected for the workshop this summer.
3. A committee of five vocational teachers and administrators has been working with representatives of the Atomic Energy Commission under the auspices of the Curriculum Laboratory to develop a science unit on understanding atomic radiation.

Distributive Education

1. This year saw the establishment of three new high school and one county distributive education programs.
2. The annual graduate follow-up (School Year 1960-61) was conducted and the data published in a State report. A total of 241 distributive education students earned \$631,341.80 during 1960-61.
3. At the Spring Conference of distributive education personnel, New Jersey was selected to do a pilot program in cooperation with the New Jersey and American Hotel Associations.
4. Under the direction of the state supervisor, plans for the silver anniversary (1962-63) of distributive education are now being worked out with the local programs and business associations in the State of New Jersey.

Finance and Statistics

1. Completed distribution of Federal funds for vocational education programs in New Jersey for expenditures made by local districts during fiscal year 1961. A total of \$1,027,448.23 was disbursed in connection with the George-Barden and Smith Hughes Vocational Education Acts. Disbursements for the Practical Nurse Training

Program (P.L. 911) and the Area Technical-Vocational Education Program (P.L. 864 — N.D.E.A.) are included under provisions of the George-Barden Act.

- Eighty-six programs including three colleges were aided through the use of federal funds during fiscal year 1961. In addition, the State of New Jersey received its proper share of federal funds in reimbursement for State-level expenditures. Following is a summary of the distribution by programs.

Smith-Hughes

Agriculture	\$ 35,745.00
Trades & Industry	130,758.00
Teacher Training	31,162.87
Total	\$ 197,665.87

George-Barden

Title I

Agriculture	\$ 50,026.84
Distributive Education	82,263.16
Home Economics	93,073.00
Trades & Industry	292,379.00
Total	\$ 517,742.00

Title II

Practical Nurse Training	\$ 129,334.15
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<i>Title III</i>	\$ 182,706.21
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Grand Total	\$1,027,448.23
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A detailed report showing the distribution of federal funds by programs and districts was furnished to the local districts concerned.

- Application forms for federal reimbursement pertaining to expenditures for fiscal year 1962 were distributed to the local districts.
- A detailed financial and statistical report was developed for use by local districts in connection with accounting for funds allocated under provisions of the Area Redevelopment Act.

Guidance

- Conducted two 15-session classes at two locations for administrators and counselors in general high schools, in cooperation with Rutgers, the State University.

2. Prepared and distributed a revised edition of the directory, Public and Private Vocational and Technical Schools in New Jersey.
3. Conducted and published, in cooperation with the supervisors of distributive education and vocational agriculture, a report of "Placement of Graduates of Vocational and Technical, Distributive Education and Vocational Agriculture Programs, Class of 1961," showing that 84 per cent of the class of 1961 were placed in the fields for which training was given.
4. Participated in several career day programs in general high schools and in workshops and conferences sponsored by State and county guidance associations. Visited several of the directors of county vocational and technical school boards to discuss the establishment of guidance and placement units.

Home Economics

1. For the Future Homemakers of America, the first draft of a State handbook was prepared and submitted to all chapters for a year's use and evaluation before reproduction at the curriculum laboratory. This bulletin was based on needs expressed through questionnaires, regional meetings and workshops.
2. A three-day workshop for state officers of F.H.A., committee chairmen and their advisors was held in the summer. Plans were made for regional and State meetings, and each member of the executive council chose a special project for the year. There was an increase in the number of members, number of chapters and participation in the home economics scholarship project.
3. A new system of financial records was established.
4. The Child Care Bulletin revision was completed, reproduced at the curriculum laboratory and presented at the meeting of city supervisors and at the N.J.V.A.E. conference. This was a first step in implementing the recommendations from the White House Conference on children and youth.
5. The supervisor of general home economics worked on plans for new home economics facilities for a number of schools and developed plans for a room which could be used for high school discussion groups or for child development classes.
6. The supervisors of home economics cooperated with New Jersey Power and Light Company and Jersey Central Power and Light Company in designing demonstration equipment. They also helped develop plans for a handbook for elementary school teachers and for revision of the State Guide for Home Economics Education in New Jersey Schools.

7. The State Supervisor of Vocational Home Economics attended a meeting of state supervisors of the North Atlantic Region called by the Home Economics Branch, United States Office of Education, during March.
8. The state supervisor of vocational home economics served as a member of the Middle-States Association of Secondary Schools and Colleges evaluation committee; she also met with county regional and national groups to plan improved programs and with home economics teacher educators from New York and New Jersey to discuss certification requirements.
9. The report of the 1961 Workshop on "Teaching Home Economics to Educable Pupils" was published by the Vocational Division curriculum laboratory. Requests have been received from 14 other states for copies.
10. The bulletin "Home Experiences in Home Economics Programs in New Jersey" has been revised and will be distributed early in September.

Industrial Arts Education

1. The Vocational Division approved requests for professional in-service courses in upholstery, photography, project design and jewelry and fine metalwork.
2. Two industrial arts supervisors' meetings, attended by 85 directors and supervisors, were held.
3. Thirty-five new applications for emergency industrial arts certificates were screened and recommended for approval bringing the total to 176, an increase of 45 over last year.
4. The Vocational Division rendered service to boards of education, architects and superintendents of schools in reviewing plans for 139 new shops and 28 new mechanical drawing rooms.

Private Trade Schools

1. Four new schools offering seven courses have been approved; three schools have been approved under Chapter 33, Title 38, U. S. Code (Public Laws 550 and 634); and nine new or revised courses were approved for previously established schools.
2. The previous approval of two schools for purposes of P. L. 550 was voided; three schools moved to new and better facilities; one school changed ownership; and one school ceased operation during the year.
3. The state supervisor assisted several schools with revisions of forms and school publications.

4. In addition to visiting all of the approved private trade schools and the flight training and beauty culture schools approved by the Department for purposes of Public Law 550, the state supervisor interviewed 51 people regarding approval of new schools and changes in the established schools.

Research and Consulting Service to Each Field

1. Participated in Area Redevelopment Act (ARA) conferences in Atlantic County, Camden County, Cumberland County, Trenton and Cape May County and provided consulting services concerning economic growth and development, industrial trends and curriculum necessary to provide vocational-technical services.
2. Served as speaker, panel participant or consultant for nine meetings and/or conferences.
3. Prepared resource materials for use by local groups in promoting vocational and technical education in Hudson and Cumberland Counties.
4. In cooperation with schools and personnel throughout the State, served as host to four Greek educators, who studied New Jersey's program of vocational and technical education.
5. Participated in the evaluation of Benjamin Franklin High School of Philadelphia, under the auspices of the Middle States Association of Secondary Schools and Colleges.
6. Published a 121-page survey report on the need for new and expanded offerings in vocational and technical education in Morris County.
7. Supplied technical data and special reports to various members of the staff on problems pertaining to vocational-technical education.

Teacher Training

1. A 16-hour orientation program was offered in the Middlesex County Vocational and Technical High School in Woodbridge for trade and industrial teachers prior to the opening of school in 1961.
2. To satisfy vocational certification requirements, 10 in-service teacher training courses were offered to 437 vocational and technical high school teachers during the school year 1961-62.
3. Four pre-service teacher training courses were offered to 65 teachers during the school year 1961-62; three courses in principles of vocational education and occupational guidance were conducted for 76 administrators and supervisors.

Technical Education

1. The director of technical education has visited the relatively new vocational-technical institutes. Constructive comments were offered and technical assistance rendered.
2. A study of published industrial and educational reports was made to obtain an insight as to needed areas of technical-education at the technician's level. As a result, a graphic overview was prepared indicating 18 specific technologies which should be recognized and developed in New Jersey. Copies of the chart have been disseminated and/or discussed at the North Atlantic Sub-Regional Conference in Philadelphia; a Commissioner's meeting at Trenton State College; Newark State Teachers College and Lakewood High School, in connection with the teacher-training program; and vocational-technical institutes. For each of these suggested technologies the minimal criteria are being devised for course approval purposes. Tentative criteria for four of the categories have been prepared.
3. Assistance was furnished the local districts in clarifying and standardizing the titles of curricula and courses of the Title VIII programs.
4. A 30-page "Preliminary Draft of Tentative Accreditation Criteria" was prepared.
5. Specific assistance is being rendered to the Warren County Vocational-Technical Institute and to Salem and Middlesex Counties in the form of suggested technical laboratory layouts and corresponding equipment data.
6. Aid was given to the director of the Union County Vocational-Technical Institute in the acquisition of information and material related to the new data-processing technology program being planned for this September.
7. A one-week orientation course in "Metals Technology" was given to 22 teachers of related science and technical subjects at the vocational division of the Bayonne High School during the week of June 25-29.
8. The outline for a proposed manual to be entitled "Mechanics of Mathematics" has been prepared.

Trade and Industrial Accomplishments

New Jersey's program of trade and industrial education continues to attract the attention of many educators from other states and also from other nations. It is recognized for its quality instructional program, its high graduate placement, and its county-wide attendance areas.

1. New county-wide programs for post-high school students and adults were established in both Cape May and Sussex Counties, and plans

are being developed for extending the programs to meet the needs of high school youth. In two other counties action was taken which should lead to the establishment of additional programs next year.

2. A bulletin which describes "Part-time Cooperative Programs in Trade and Industrial Education" was prepared for distribution.
3. The first trade and industrial education program to be approved under provisions of the federal Area Redevelopment Act is being conducted in Paterson. The initial program calls for the training of unemployed workers for placement as machine tool operators and welders.

Veteran and Apprentice Training

1. The annual Coverage Study of 3,600 apprentices in 72 trades was completed and distributed. The study disclosed that more than 96 per cent (3,545) of those employed were in an approved related instruction program; more than 53 per cent of the employed apprentices are in the building trades (98 per cent of these are receiving related training), and public schools provide more than 82 per cent of the related instruction for all employed apprentices.
2. The division approved 186 establishments for apprentice training, registered 753 apprenticeship agreements, and issued 149 certificates of Completion of Apprenticeship.
3. The local apprentice coordinators met on five occasions with personnel of the Vocational Division to discuss the procedures pertaining to the operation of the New Jersey State Apprenticeship Training Program and the Joint Approval Plan.
4. The Vocational Division continued to work cooperatively with the Veterans Administration in regard to the operation of the veterans training program under provisions of P. L. 550 (Korean G. I. Bill).

DIVISION OF THE STATE MUSEUM

In evaluating the accomplishments of the past year we find that significant progress was made in the goals set for 1961-1962. Major efforts, however, were devoted to the development of the program and the exhibition theme and concept for the new State Museum facilities in the Cultural Center. Despite concentration on this all-absorbing project, it will be evident from the data given below that regular Museum activities were continued at a normal pace.

A. Building Program

Legislative action provided funds for two additional buildings for the Museum complex in the Cultural Center: the Planetarium

— Youth Museum and the Auditorium. The theme and concept of new exhibits for the Main Museum Building were developed based on requirements included in the Museum Program presented in 1961. Analyses were made of various stages of the architectural plans, and needed changes were recommended.

B. Research and Collections

In the Fall of 1961, a workshop on Capital Street was renovated for use in assembling and cataloguing the Museum's long scattered collections.

Paleontology

Throughout the year frequent important discoveries of the remains of ancient animal life in prehistoric New Jersey created a great deal of activity in this department.

In July MOSASAURUS MAXIMUS (Cope), an ancient sea serpent, the second found in the marl pits at Sewell, N. J. in 1961, was excavated by the State Museum. The entire skull has been restored at the American Museum of Natural History Paleontology Laboratory, and is now being prepared in a habitat setting for exhibition here. A scientific study on mosasaurs is being prepared as a graduate student's thesis at the American Museum; the New Jersey specimen will be featured in it.

In January MASTODON remains were found in Hackensack, N. J. Preliminary excavation was undertaken by members of the Bergen County Community Museum Committee (under direction of American Museum of Natural History). The State Highway Department reported that this specimen was found on State-owned property; it is therefore scheduled to be turned over to the State Museum for preservation and reconstruction for future possible loan to Bergen County.

In March an ancient SEA TURTLE and a jaw of an ALLIGATOR, uncovered in marl pits at Sewell, were excavated by the State Museum. These specimens are being prepared to exhibit as contemporaneous life with the MOSASAUR.

Archeology

Three Indian sites on the upper Delaware River were test excavated last summer by means of funds supplied by the National Park Service, the State of New Jersey and the Archeological Society of New Jersey; and Minisink Island was surveyed. Artifacts num-

bering over 2,300, added to previous finds, provide a chronology from Paleo-Indian days to the Historic period.

A successful educational experiment in archeology research was conducted last summer along the Upper Delaware River with 48 students and two teachers from Roxbury High School, who assisted with the Museum's field work as part of a school science project.

In January, a Trenton excavation for a new ramp-parking garage exposed glass and ceramics artifacts dating from the pre-Civil War period of the 19th Century. They were excavated by the Museum and will be preserved as a comparative reference collection.

Acquisitions

FINE ARTS — The following additions to the art collection were acquired by the Museum through gift and purchase.

Paintings — Two watercolors of New Jersey seacoast scenes by Jane Castle; two oils and one pastel by Howard Russell Butler of Princeton; one tempera by Donald Waters of Middle Valley.

Graphics — Four plaster block prints by Helen Siegl; four linoleum block prints by A. R. Pittman; three woodcuts by Clarence E. Sherdon; lithograph by John James Audubon; ten early lithographs of American Indian life; four prints of early New Jersey scenes.

Sculpture — "Diana of the Hunt," bronze figure, height 9 feet, by Anna Hyatt Huntington; "Springtime Frolic," flying squirrels, bronze, by Joseph Boulton; "Pan of the Laurentians," lead fountain figure, by Gladys Edgerly Bates.

Decorative Arts

Sixty Victorian period and some earlier furnishings from the estate of a descendant of John Ellsworth, shipbuilder of Bayonne, N. J. (indefinite loan); 5 fine pieces of early New Jersey glass; eight early American lighting implements.

Historical

Four scale ship models: *Half Moon*, *Mayflower*, *John Fitch Steamer* and *Savannah*; 1778 N. J. map; 3 scale railroad engine models; blacksmith shop diorama.

NATURAL SCIENCE — new and replacement specimens of birds, mammals and fish, were added to Museum collections by gift and purchase.

C. Exhibits and Public Programs

Because of the demands of the building program, fewer exhibits and public programs were presented; and the exhibits were continued for longer periods.

Special Exhibits

GLIMPSES OF COASTAL NEW JERSEY, watercolors by Jane Castle, were shown from the end of June until early November, and GLIMPSES OF HISTORIC NEW JERSEY, pencil drawings by the late Earl Horter (loaned by the New Jersey State Library), and photographs by Jack Boucher of the U. S. Wildlife Service were shown from the end of June through October.

PAINTINGS BY HOWARD RUSSELL BUTLER (1856-1934), N.A., of Princeton, were comprised of marines, portraits, landscapes and astronomical subjects, and were exhibited from November until March. The astronomical paintings were continued through the year in conjunction with an exhibit on SPACE.

MINIATURE AIRPLANE ENGINES assembled and exhibited by Howard A. Bueschel, teacher at Hopewell Township Central High School and sponsor of model aircraft clubs, were shown from late December until the end of the school year.

EARLY AMERICAN PEWTER was loaned by Dr. Joseph H. Kler of Martinsville for exhibition from January 14 to April 19.

WASHO INDIAN BASKETS from Nevada, loaned by George G. Green, Jr. of Woodbury for exhibition from January through the summer.

HIGH SCHOOL ART EXHIBIT, 33 paintings and 18 pieces of sculpture, submitted by New Jersey high school seniors in competition for the 1962 Mary G. Roebling-Helen F. Boehm Art Scholarship Awards, were exhibited for three weeks during April and May.

MAN INTO SPACE, prepared with the cooperation of the U. S. Army, U. S. Navy, and NASA, which provided equipment, models, and photographs of current American program of rocket, missile, and satellite development, was opened in late April and will be continued through the summer.

Cooperative Exhibits

MODEL OF STATE CAPITOL DEVELOPMENT PROGRAM, shown from December through April and again later in the year, indicated the locations of the new buildings for the Departments of

Labor and Industry, Education, Health, Agriculture, State Library-Archives, and State Museum scheduled for completion by 1964.

GOVERNOR MEYNER'S OFFICIAL PORTRAIT by William Draper was shown during January, February and March.

The Museum staff installed a special exhibition of the four finalists' renderings in the Tercentenary Competition for designs for the NEW JERSEY TERCENTENARY PAVILION at the 1964-1965 New York World's Fair.

Indian exhibits were selected and prepared by the Museum staff; and advice on other exhibits was given for the New Jersey Tercentenary HISTORYMOBILE.

Public Programs

Fourteen film programs and story hours for children, five musical programs, and five natural science talks and films for family groups were presented with the aid of the Arts Committee. These were well attended; one lecture had attendance of nearly 900.

Modernization

Five cases in the Main Hall were modernized and new exhibits on BIRD LIFE IN NEW JERSEY were installed. Veneer wood valances were added to two cases in Game Bird Hall.

D. Visual Aids Extension Service

Increase in the number of visual aids requests filled continued this year with a total of 115,095, which is 14,984 more orders handled than in 1960-1961 — an average of 382 per day. These films, slides, and exhibits reached an audience of 5,070,559.

The DAVI Achievement Award was given to the Director of the State Museum on March 29th. This was presented by the Department of Audio-Visual Instruction of the National Education Association for pioneering in audio-visual education and important contributions to the development of the audio-visual field.

E. Publications

Exhibition catalogue was published for the HOWARD RUSSELL BUTLER PAINTINGS exhibit; and a special folder was prepared for distribution with the STATE CAPITOL DEVELOPMENT model.

Bulletin 8, MAMMALS OF NEW JERSEY, in the popular natural science series, is in process of being printed. It was written

by Dr. Lois M. Shoemaker, formerly of the science department, Trenton State College, and illustrated by Ann Voss, Division of State Library.

Bulletin 9 in the natural science series is being prepared on MOSASAURS IN NEW JERSEY by Dr. Donald Baird, assistant curator of vertebrate paleontology, Princeton University.

Four Newsletters and two Bulletins were prepared by the staff and were published by The Archeological Society of New Jersey. Three Newsletters and four Bulletins were prepared for publication by the Geological Society of New Jersey.

F. Museum Cooperation and Participation

The Museum continued cooperation with various committees, State agencies, and other organizations in an advisory capacity, or as an active participant, as follows:

State of New Jersey Portrait Restoration Project; Batsto Restoration Advisory Committee; Civil War Centennial Commission; Historic Sites Evaluation Committee; Governor's Portrait Committee; Museums Council of New Jersey; New Jersey Art Education Council; New Jersey Federation of Women's Clubs; New Jersey Conservation Council; New Jersey Historymobile; Tercentenary Medallion Competition Committee; Tercentenary Fine Arts Advisory Committee; New Jersey State Fair Coordinating Committee; Educational Film Library Association.

Cooperation was also continued in the administration of the Greater Trenton Science Fair, and the Roebing-Boehm Art Scholarships.

The Museum served as headquarters for the Geological Society of New Jersey, The Archeological Society of New Jersey, and the Eastern States Archeological Federation, and as the official outlet for their publications. Staff members serve on the executive boards of these organizations.

G. Public Relations

A total of 77 stories were released to newspapers, magazines, and radio-TV stations; five feature stories on Museum activities appeared in Newark Sunday News, New Jersey Music and Arts Magazine and Trenton Sunday Times-Advertiser. The story on the second mosasaur discovery, released through the Museum, received world-wide attention and was included in radio and television news broadcasts.

Four taped broadcasts for WTTM and WBUD on Museum exhibits and activities; one half-hour broadcast on WAAT about Museum's history, functions and future; taped broadcast by Director on Museums Council of New Jersey for program in Department of Conservation and Economic Development series; announcements of activities over WOR and WNEW in New York.

More than 693 inquiries for information on archeology, geology, natural science, New Jersey, publications, etc. were handled; and 471 archeological and geological specimens were identified.

H. Attendance

This year's attendance of 132,108 surpassed last year's record attendance. School and community groups came to the Museum during this year in even greater numbers than ever before. This year's total of 1,556 groups is an increase of 110; these groups contributed attendance of 47,882 constituting 36.2 per cent of the total. The peak load came in May, when 19,207 school children came for guided tours which were provided by staff members and part-time docents.

DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY

General

1. Final, detailed plans for the new State Library Building are nearing completion. The Division staff members are working closely with the architects and the Bureau of School Building Services to ensure maximum effectiveness of the new facilities.
2. Following detailed surveys of their present functional arrangements and the need for closer integration of services when they move into the new building, the bureaus of the division have begun to reorganize and combine their activities in a number of important areas.
3. The General Appropriations Act for 1962-63 includes an appropriation of \$600,000 for State aid to public libraries. This constitutes a 50 per cent increase over the \$400,000 appropriated during each of the prior two years. While the increased appropriation is far short of the \$1.4 million authorized by the State Library Aid Act, it should prove to be an incentive to counties and municipalities to provide additional local support for public library services.
4. A bill to authorize the establishment and maintenance of regional, or multi-county, libraries, as well as a bill to include such libraries

under the State Library Aid Act, was passed by both houses of the Legislature and now awaits the Governor's action. These bills were drawn to provide the statutory authority for a regional library in the Cumberland-Gloucester-Salem area now temporarily served by the State Library with Federal funds.

5. The Division cooperated with the County and Municipal Law Revision Commission and with the New Jersey Library Association in preparing draft revisions of the sections in Title 40 pertaining to municipal and county libraries.
6. The Division continued its close cooperation with New Jersey's Tercentenary Commission in its plans and program for 1964 and the New York World's Fair in that same year.
7. The long-awaited survey of the State Library organization and staff by the Civil Service Department was completed and the results announced. A number of reclassifications, affecting primarily the professional librarian titles, were made effective April 1, 1962.
8. Several major State departments received assistance from the library staff in connection with planning for the new library facilities and services. These activities included work with Health and Agriculture, Labor and Industry, Institutions and Agencies and the Department of Education.

Public and School Library Services Bureau

1. In cooperation with the Library Trustees Association, a series of five seminars was held at Newark for library trustees from the North Jersey area. In conjunction with the New Jersey Library Association, four regional institutes were held on public library buildings and equipment. The Bureau also assisted the New Jersey School Library Association in a demonstration of classroom use of library resources at the Hanover Park High School.
2. The Bureau initiated the compilation of a separate author-title catalog for its adult non-fiction materials. It also separated all juvenile and young adult cards from its general catalog. These steps were taken in preparation for the combining of its catalog with that of the Law and Legislative Reference Bureau upon moving into the new library building.
3. The Bureau's lending services librarian was chosen by the American Library Association as one of 72 librarians to staff the "Library 21" exhibit at the Seattle World's Fair during the month of June. This exhibit features a demonstration of the electronic devices available for rapid and effective storage and retrieval of information.

4. The Bureau coordinated State-wide activities in observance of National Library Week.
5. With federal funds, the Bureau continued its demonstration of library services in Salem, Cumberland and Gloucester counties by providing regular bookmobile, supplementary library and consultative services from its headquarters at Bridgeton. The Bureau staff continued its efforts to encourage the counties and municipalities in this area to assume support of public library facilities when Federal funds are withdrawn.

Law and Legislative Reference Bureau

1. A 15-year supplement to the *Bibliography of New Jersey Official Reports* (1945) was completed, printed and distributed to other state libraries and to the public, school and college libraries in the State.
2. The General Reference staff cooperated with the Tercentenary Commission by providing information for a Tercentenary Calendar, biographical data on New Jersey authors and information for historic sites markers.
3. The Law Library inaugurated a program to establish cooperative relations with the county and bar association libraries throughout the State.
4. The Law Library established a card index of current materials on legislative programs. This serves as a ready reference in the preparation of bibliographies on requested subjects.
5. The microfilming of the Library's unique collection of New Jersey legislative bills, 1820 to 1961, was completed.

Legislative Research Section

1. The legislative research office provided some research assistance for practically all the members of the Legislature during the year. In addition, the legislative research analysts served as research assistants to various legislative commissions and committees, including the Assembly Committee to Study Trading Stamps, the Joint Commission to Study Obscenity, the Blue Cross-Blue Shield Study Commission, and the Assembly Special Investigating Committee, for which it prepared research memoranda and reports.
2. The office calculated the amounts payable in 1961 and 1962 to the qualifying municipalities and counties under the State Library Aid Act.

3. The office prepared drafts of legislative bills affecting libraries, including a regional library bill, a bill to include regional libraries under the State Library Aid Act, and a bill to permit counties to establish county libraries without public referenda. It assisted the County and Municipal Law Revision Commission in its draft revision of the municipal law affecting municipal libraries.

Bureau of Archives and History

1. During the year the Bureau acquired Governor Meyner's official papers, accumulated during his term, 1954-1962, and amounting to more than 80 cubic feet of records.
2. The Bureau approved the disposal of more than 85,000 cubic feet of records, microfilmed over 1 million pages, and arranged and indexed over 1,900 historical documents. The Bureau began, and partially completed, microfilming the State censuses. Twenty-nine State agencies were served and 1,392 reference requests were answered by its records storage centers.
3. New records retention schedules were completed for nine State and local agencies: Department of Banking and Insurance, N. J. Highway Authority, State Board of Medical Examiners, State Board of Pharmacy, Bureau of State Use Industries, Unsatisfied Claim and Judgment Fund Board, Essex County Park Commission, Ewing-Lawrence Sewerage Authority and Newark Division of Welfare.
4. The Bureau cooperated with the Tercentenary Commission and the Division of Historic Sites in their work pertaining to New Jersey history.

NEW JERSEY SCHOOL FOR THE DEAF

Accomplishments 1961-62

1. Accommodated the largest enrollment in the history of the school, necessitating classes of nine and heavier class loads in multiple-handicapped classes.
2. Three outlines are now in the process of being printed: Speech, Auto-Body, and Second Year Foods.
3. Speech program expanded in Upper School and vocational departments.
4. Seven out of eight seniors accepted by Gallaudet College.
5. Teacher Training Program received a federal grant for 1962-63.
6. An increased percentage of trained teachers on staff.
7. Eleven teachers from the Pennsylvania School for the Deaf attended our Teacher Training Language course.

8. Two teachers from Gallaudet College did their practice teaching with us.
9. Addition of a second full-time academic teacher to the Vocational Department.
10. IBM included in business education program.
11. Four vocational teachers took specialized courses for teaching the deaf. One now holds both academic and vocational certificates.
12. General reading, reference and professional books added to libraries.
13. Opened "Teen-Age Snack Bar."
14. Expanded hobby and craft activities in dormitories and cottages.
15. Two-year dental program started.
16. Completed fitting of all Lower School classrooms with group hearing aids.
17. Many changes and improvements were made to the physical facilities.
18. Published Vocational Brochure (15,000 copies).
19. Completed first year of new Nurses Aid Course for older girls.

STATE OF NEW JERSEY
STATE EXPENDITURES FOR EDUCATION—1963-62 (1963-64 Budget)

Administration—State Department of Education			
Commissioner's Office	\$1,151,176		
Division of the State Library, Archives & History	365,083		
Division of the State Museum	126,399		
Division on Civil Rights	132,454		
State Competitive Scholarships and Student Loans	2,243,366	\$4,018,478	
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State Colleges and Schools			
Colleges			
Glassboro	\$2,084,051		
Jersey City	1,488,567		
Newark	1,959,154		
Paterson	1,809,980		
Montclair	2,670,006		
Trenton	2,750,991	12,762,749	
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Debt Service (State College Construction)	2,440,563		
School for the Deaf—Trenton	1,147,346		
School of Conservation—Lake Wapalanne	155,011		
Other Educational Agencies			
State University of New Jersey	15,881,723		
Newark College of Engineering and Newark Technical School	1,556,892		
Trenton Junior College and School of Industrial Arts	100,000	34,044,284	
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State Aid			
County Superintendents (Salaries)	274,506		
Other Officers and Employees (Salaries)	670,398		
Materials, Supplies, Travel and Other	163,115		
Grants in Aid			
Evening Vocational Schools	299,777		
Industrial Schools	70,000		
Chapter 85, Laws of 1954			
Formula	70,947,851		
Transportation	8,810,142		
Emergency Fund	139,750		
Atypical Pupils	3,248,418		
Evening School for Foreign Born	60,858		
School Bldg. Aid Chapters 8 & 9, L. 1956	15,678,089		
Emotionally and Socially Maladjusted	549,876		
Library Aid	384,743		
County Audio Visual Aid Center	50,000		
Technical Education	175,000	100,414,504	
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Teachers' Pension and Annuity Fund		41,883,083	
State Capital Expenditures			
State Colleges		520,805	
State University of New Jersey		525,449	
State College Construction Fund (Bond Issue 1952)		125,223	
State College Construction Fund (Bond Issue 1959)		18,826,472	
State School for the Deaf		115,375	163,518,930
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Special Funds			
Vocational Schools: Smith-Hughes			
State Share	95,237		
Federal Share	170,512	265,749	
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Vocational Schools: George-Barden			
State Share	173,466		
Federal Share	790,953	964,419	
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National Defense Education Act 1958			
Titles III, V & X			
State Share	85,316		
Federal Share	110,025		
Student Loan Funds State Colleges	307,536	502,877	
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Other Federal Grants			
Extension of Library Services Rural Areas	101,801		
School Lunch Program	1,829,839		
School Milk Program	2,448,138		
Graduate Fellowship Program			
Mentally Retarded	11,000		
National Science Foundation State Colleges	122,689		
Archeological Research Project	1,419		
Area Retraining Program	16,997		
National Survey of School Facilities	97		
Graduate Fellowship Program—Mentally Retarded	6,357		
Civil Defense Adult Education	44,392	4,582,729	
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Other Grants			
Child and Youth Study Program (W. T. Grant Foundation)	37,838		
Camille and Henry Dreyfus Foundation	30,133	67,971	6,383,745
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			\$207,965,437

COST OF EDUCATION

	1961-1962	1960-1961
Administration	\$18,627,471	\$17,464,959
Instruction:		
Supervision	\$21,986,529	\$19,472,813
Instruction Proper	341,141,398	311,684,686
	363,127,927	331,157,499
Attendance Services	1,586,356	1,531,669
Health Services	8,084,600	7,637,357
Transportation	15,942,385	14,343,950
Operation	49,073,436	45,463,648
Maintenance	18,906,883	18,161,904
Fixed Charges	11,896,416	11,390,406
	\$487,245,474	\$447,151,392
Total Day School Expenditures		
Day School Average Enrollment	1,105,578.3	1,055,591.3
Average Yearly Cost Based on Average Enrollment:		
Excluding Transportation	\$426.30	\$410.01
Including Transportation	\$440.72	\$423.60

