- Ability to support education, 356, 362, 365, 368ff.
- Achievement: in elementary schools, 133ff.; in secondary schools, 221ff.
- Activity program: in elementary schools, 143ff, 169; in secondary schools, 180, 193f.
- Administrative staff: adequacy of, 38, 72ff., 157, 233, 236ff., 259f., 265, 352; duties and responsibilities, 39ff., 72ff., 157ff., 233, 236ff., 259. 265, 352; employment of, 37f.: present staff organization, 45ff.; recommendations, 62ff., 97ff., 247f., 276f., 329, 354, 389, 396ff.; 403; salary, 38f.; tenure, 38, 396.
- Age groups: instructional personnel, 75; overage and underage pupils, 133ff.
- American School Buildings, 1949, Yearbook of the American Association of School Administrators, 308f.
- Architectural services, 311ff.
- Arithmetic: in elementary schools, 120ff.; in secondary schools, 178, 185f.
- Art: equipment for, 149, 191; expenditure for, 155; in elementary schools, 147ff.: in secondary schools, 180, 191f.; supervision. 148, 167, 191. See also the Gifted.
- Assistant superintendents: of business affairs, 45ff., 398; of general education, 157f.; of physical plant, 317, 329; of vocational education, 233: proposed reorganization, 45ff.
- Associate superintendents: of business services, 47f; of instruction, 46f.; proposed reorganization, 45ff.
- Association of Childhood Education, 159.
- Association of Supervision and Curriculum Development, 236
- Attendance services, 263f.
- Audio-visual materials: in elementary schools, 153ff., 210f.

- See also Instructional materials.
- Average daily membership, 234ff.
- Basic education program: in junior high schools, 176, 181; instructional materials for, 219
- Birth trends, 282f., 327ff.
- Board of County Commissioners, 359
- Board of Public Instruction: administrative functions, 28, 71; agenda, 24f.: attendance, 23; committees, 22f.; compensation, 15ff.; financial transactions, 27; selection of, 14; legal services, 42f.; meetings, 23f.; members of, 14; minutes of, 25f.; overlapping authority. 52 powers and duties, 15f., 21, 22ff., 28; political influences, 48ff.; recommendations, 59ff.; rules and regulations, 26; term of office, 14
- Board of School Trustees, 19: financial control, 34ff.; meetings of, 34; minutes of, 34; overlapping of duties, 52; powers and duties of, 19f., 21, 34ff.; recommendations, 59ff.: selection of, 19; term of office, 19; work of, 34ff.
- Bond issues, jurisdiction of, 35, 362f., 370ff.
- Budget Commission, 13: power of, 21f.; recommendations, 61, 358f.
- Building program, See School Plant, 281ff.
- Business administration: accounting, 387ff.; allocation of supplies, 375ff.; board policy for purchasing, 378ff.; budgeting, 390f.; distribution policy, 384; fees charged pupils, 375; internal accounting, 391f.; inventories, 389f.; maintenance administration, 393ff.; methods of ascertaining needs, 376f.; office of, 389ff., 396ff.; operation of buildings, 395f.; payroll section, 389; per capita allotments, adequacy of, 375; personnel policies, 396ff.; purchasing, 377ff.; recommendations, 398ff.; school lunch program, 385f.;

specifications for supplies, 373; staff of supply section, 387; standard supply lists, 371f.; supply administration, 371ff.; testing program, 373f.; textbook administration, 385; vocational education, 392f.; warehousing, 382ff.

Business education, 180f., 198f.

Citizenship, education for, 184f.

Class size, 286, 305: in elementary schools, 105; in secondary schools, 224, 243

College preparation, 229

Community, 1ff.: adult education, 8; characteristics of the people, 1ff.; economic conditions, 2; housing, 3; international center, 7; juvenile delinquency, 5f.; Negro, 3; population, 2; recreation, 2, 4; schools, 8f.

Community college needs, 230ff.

Costs: building program, 327; comparison with other cities, 16, 44, 360ff.; current expense, 44, 359ff.; insurance, 321ff.; 350; operation and maintenance, 361; per pupil, 44, 327, 360ff.; pupil transportation, 339, 346; school supplies, 377; teachers salaries, 359; vocational education, 40, 58

Counselors. See Guidance.

Courses of study, in secondary schools, 176ff.

Current school building needs, 327ff.

Curriculum: administration of, 157, 233ff.; of elementary schools, 101; improvement of, 157ff., 232ff.; of secondary schools, 176ff., 201f., 220, 229

Cutodial services: administrative responsibilities, 317, 321; budget, 320: salary schedule, 318; staff, 317f., 395f.; training of staff, 319f., 396; work schedule, 318ff.

Dade County Cooperative Audio-Visual Association, 210

Dade County Public Library, 153f.

Deaf, services for, 265ff.

Department of School Research, 62

Directors: of Department of Personnel, 73ff.; of Department of Public Relations, 62, 398; of Department of School Research, 62; of instruction, 158, 165, 235f.; of pupil personnel, 276

Education, social foundation for, 1ff.

Educational Policies Commissions of the National Education Association, 16, 230f.

Elementary education, 101ff .: adequacy of program, 102ff.; achievement, 133ff.; age-grade distribution, 133ff.; arithmetic, 120ff.; art, 147ff.; Child Guidance Clinic, 260; class size, 105f.; curriculum improvement, 157ff.; democratic living, 150ff.; English, 115; exceptional children, 262, 265ff.; goals, 103ff.; guidance, 249f., 251, 255f.; health education, 129ff.; health services, 130f., 264; instruction, 107ff.; instructional materials, 153ff.; kindergartens, 102; language arts, 107ff.; music, 144ff.; physical education, 125ff.; promotion practices, 137ff.; quality of teaching, 103f.; reading, 108ff.; recommendations, 167ff.; Spanish, 115; safety education, 127ff.; science, 122ff.; social development, 131ff.; social studies, 117ff.; speaking and listening, 115; spelling, 112f.; supervision, 105, 157ff.; supplies and equipment, 153ff.; teacherpupil planning, 106; textbooks and workbooks, 106; variations in program, 102ff.; writing, 133ff.

Elementary School Principals, 159f.

Elementary schools. See School plant.

English: in elementary schools, 115; in secondary schools, 176ff., 182

Enrollment, 281ff.: in elementary schools, 285f.; in secondary schools, 174f.; in vocational schools, 197; trends, 281ff., 327ff.

Equipment, classroom, 299

Exceptional children, 58, 221f., 262, 265f., 278

Faculty meetings, 90f.

Films, 155f., 210f. See also Instructional materials.

Financing the schools: ability to support education, 362ff., 368; assessed valuation, 363ff.; budget, administration of, 358f.; capital outlay, 366ff.; comparison with other agencies, 262ff.; cost of program, 356; current expense, 359ff.; debt service, 368; financing school building needs, 365ff; indebtedness, 562ff.; Minimum Foundation Program, 356ff., 366; pay-asyou-go plan, 369f.; recommendations. 398ff.; sources of revenue, 358ff.

Fire protection, 299

Florida State Crippled Children's Service, 272

Florida State Employment Service, 253

Foreign language: in elementary schools, 115f.; in secondary schools, 179, 183f.

Graduation requirements, 177f.

Guidance Department, 280

Guidance services, 201ff., 249ff.: administrative staff, 249, 258f., 259f.; attendance service, 263; career days, 205f.; certification of workers, 250f.; Child Guidance Clinic, 256, 260ff.; community resources, 254; diversity in program, 251; for emotionally disturbed children, 261, 274; for vocational school students, 206ff., 253f., 257ff.; group guidance, 252; homeroom programs, 251; in elementary schools, 25ff.; in secondary schools, 201ff., 221ff., 249f., 251; in Lindsey Hopkins Vocational Center, 257ff.: orientation of new pupils, 203ff., 251f.; personnel, 203, 250f., 258, 259ff., 264, 267f., 276; recommenda-

tions, 244f., 276ff.; remedial reading, 251; student records, 256f.; testing program, 221, 256f.; vocational opportunities, survey of, 253. See also Pupil personnel services, 249ff.

Handicapped children, 266ff.

Health education: medical examinations, 130f., 187; instruction in elementary schools, 129ff.; instruction in secondary schools, 179, 188; services, 130f.

Health services, 130f., 264

Heating, 299

Home and family life, 179, 184, 188, 189

Homebound children, services for, 267

Home economics education. See Homemaking

Homemaking education: equipment for, 190; instruction in, 189f., requirement, 179; supervision, 201

Homeroom programs, 204, 251

Home-school relationships, 141f., 156f., 204f., 254

Industrial arts: crafts, 148f., 192; equipment, 148, 192; in elementary schools, 148f.; personnel, 148, 191, 201; in secondary schools, 180, 191, 201

In-service education: business affairs, 397; custodians, 319f.; for guidance workers, 252; for school bus drivers, 342; of teachers and principals, 94, 160, 168, 193, 239f.; in use of instructional materials, 215

Instructional program, effectiveness of: elementary schools, 102ff.; secondary schools, 220ff., 228ff.

Instructional materials: allocation of supplies, 375; audiovisual materials, 210ff.; basic equipment list for films, 212; films, 155, 210ff.; Film Library, 213; F-M Radio Stotion. 215f.; finances, 153f., 210ff., 219; in elementary schools, 153ff.; in secondary schools, 209ff.; Lind-

sey Hopkins materials center, 212; maintenance of, 213; Professional Library, 213ff.; recommendations, 171f., 245f., 400.; Resource Center, 209f.; school libraries, 217; supervision, 210, 218; Textbook Department, 216, 385; uses made of, 218f.

Insurance: school building 321; school transportation, 350

Juvenile Court, 254

Kempfer, Homer, 231

Kindergartens, 56, 58, 65, 102, 299

Language arts: in elementary schools, 107ff., in secondary schools, 178f., 182f.

Legal control of schools, 13ff., 59f.
Libraries: Miami Public Library, 153f.; in elementary schools, 153f., 170f.; 213ff.; film library, 210ff.; Professional Library, 213; secondary school libraries, 217

Lighting, 299

Lip reading, 265

Maintenance of school plant. See Operation and maintenance of school plant.

Mathematics: in elementary schools, 120ff.; in secondary schools, 178, 185f.

Mentally retarded, 265, 270

Merrick Demonstration School, 164f., 167f.

Minimum Foundation Program, 232, 307, 356ff., 366

Moehlman, Arthur B., 22

Music: in elementary schools, 144ff., 155, 167; in secondary schools, 180, 190

National Association of Public School Business Officials, 324, 397

National Association of Secondary School Principals, 236

National Institute for Mental Health, 260 Nonpublic school enrollment, 287f.

Nursery school, law regarding, 56f.

Nursing services, 264

Occupational or physical therapy, 265

Organization and administration, 11ff.: Board of Public Instruction, 11, 22ff.; Board of School Trustees, 19; Budget Commission, 13, 21ff.; business operations, 40, 395ff., 398, 401; elementary schools, 55, 157ff.; exceptional children 58, 265ff.; kindergartens, 56, 102, 169; legal structure of, 13ff.; length of school term, 57; personnel, employment of, 21, 37ff., 62ff., 67ff.; political influences, 48, 81; present organization, 39; proposed organization, 39; proposed organization, 45ff.; recommendations, 59ff.; school organization, 54ff., 173ff.; secondary schools, 55, 236ff., 239; State Board of Education, 13; superintendent of schools, 17; vocational education, 40, 58, 206, 249, 258f., 259f.

Operation and maintenance of school plant, 317ff.: administration of, 317, 320f.; cost, 317, 320; maintenance, 300, 312, 320f.; recruitment and training of custodial staff, 319f.; salary schedule, 318f.; work load, 317f.

Orthopedic services, 265

Parent-Teacher Associations, 104, 128, 149, 156, 216, 391

Partially seeing, services for, 266

Personnel department, 72: proposed reorganization, 73ff.

Personnel, noncertified or noninstructional, 75

Physical education: equipment, 187f.; in elementary schools, 125; in secondary schools, 178f., 186ff.; interscholastic activities, 126, 187f.; medical examinations, 187; recommendations, 172, 242; rhythmic activities, 126, 186f.; summer recreational program, 187; supervision of, 125, 187f.

Population studies, 283f.

Principals, secondary school, 201

Promotion practices in elementary schools, 137ff.

Public relations, 43, 62, 263, 398

Pupil Orientation programs, 203ff., 251f.

Pupil Personnel Services, 249ff.: administrative staff, 249ff., 260, 265, 267f.; attendance service, 263f.; Child Guidance Clinic, 256, 260ff.; exceptional children, 262, 265ff.; emotionally disturbed children, 261f., 274; gifted, program for, 274f.; guidance services, 249ff.; handicapped children, 266, 270ff.; health and recreation, 130f., 264.; homebound children, 267; homeroom programs, 251; maladjusted, 274; nursing services, 264; personnel, 249ff., 258, 259ff., 264; recommendations, 169, 242, 276ff.; remedial reading, 251; relationship with community, 254; student records, 256f.; testing program, 256, 273; vocational guidance, 253, 257ff.; vocational opportunities, survey of, 253

Pupil welfare and attendance services, 263f.

Radio station, 215f. See also Instructional materials.

Reading: ability grouping, 110; elementary schools, 108ff.; recommendations, 168; special teachers, 109; supervision, 110

Recommendations: activity program, 169, 243; achievement tests, 246; administrative offices, 332; administrative staff, 65, 66, 97ff., 247f., 276, 329f., 354, 403; administrator-teacher participation in school plant planning, 331; advisory council, 100; architectural services, 330f.; art, 167, 243; athletic program, 242; basic education program, 241; board minutes, 62; Board of Public Instruction, 59ff.; Board of School Trustees, 59f.; Budget Commission, 61; budget, for main-

tenance, 402f.; buildings and grounds, 170; bus drivers, 354; business services, administration of, 402f.; busses, type, 354; camping program, 242; Child Guidance Clinic, 277ff.; class size, 99, 167, 243; classification of teachers, 97; classroom libraries, 170f.; community college, 247; community resources, 246; constitutional amendments, 59; consultants for art and music, 167; cost of living supplement for teachers, 99; custodial staff, 330; curriculum improvement, 99, 171f., 241ff.; Department of Attendance and Student Welfare, 279f.; Department of Exceptional Children, 278; Department of Guidance, 280; Department of Public Relations, 62f.; Department of School Research, 62; director of pupil personnel services, 276; double sessions, 167; driver education, 242; education of teachers, 98; elementary education, 167ff.; English, 241; equipment and supplies, in-structional, 170f., 243; evaluation, 172, 247; exceptional chiltion, 172, 247; exceptional children, 277ff.; field trips, 246; films, 172; financing building program, 331, 398ff.; gifted children, 172, 278; guidance, 244f., 276; handicapped children, 278; health instruction, 242; health services, 169, 242, 280; holding nower studies 280; holding power studies, 246; homemaking, 242f.; homogenous grouping for reading, 168; industrial arts, 243; inservice training, 99, 171f., 243, 276, 330; instructional materials and supplies, 169f., 243, 245f., 400f.; insurance, 331, 354; Juvenile Court, 280; kindergartens, 169; language arts, 168; legal services, 65; lunchrooms, purchasing, 401f.; maintenance of busses, 354; manual for board, 63; married women teachers, 98; mathematics, 241f.; medical examinations, 169, 242; men teachers, 98; Merrick Demonstration School, 167f.; moral and spiritual values, 170; music, 243; nursing services, 280; occupational

guidance, 277; overage pupils, 169; pamphlet for parents, 168; personnel department, 97; personnel director, 97; physical education, 172, 242; plant insurance, 331; plant management, 329ff.; political influences, 64, 98; policies of board. 61, 63; population studies, 246; portable classrooms, 329f.; principals, assistant, 240; pro-fessional growth of teachers, 99; professional relationships of teachers, 100; proposed organization of schools, 65; public relations program, 400; pupil personnel services, staff, 276ff.; purchasing department, reading, 168; reading teachers, 167; records, cumulative, 279; recreational facilities, Recreation Department, 242: spelling contests, 168; stadium, 232; staff, business services. 402f.; statutory changes, 59; storage space, 246; summer recreation program, 169; superintendent of schools, 59; supervision, 167, 243, 247; supply management, 400f.; salary of teachers, 99; school centers, 64; school organization, 240; size of elementary schools, 170, 330; Spanish, 183; special reading teachers, 167; speech, 241; special service personnel, 246; supervisors, 167; temporary teachers, 99; textbooks, 169, 245; training for bus drivers, 354; transportation, 353ff.: transportation, administration of, 354; transportation, extracurricular services, 354; transportation for handicapped, 354; transportation, cooperation of school personnel, 354; transportation, county ownership, 354; transportation policies, 353; transportation routes, 353; vice-principals, 172; vocational 243f; education, vocational agriculture, 243f., 402; ware-house, 401; workbooks, 168f.; world history and geography, 241; zoning commissions, 329.

Recreation Departments of Miami and Miami Beach, 242 Recreation in the schools, 125f., 186ff.

Research, department of, 62

Safety education: in elementary schools, 127ff.; in secondary schools, 188

Salaries: of administrative staff, 38f.; of bus drivers, 350; of custodians, 318; of teachers, 87ff.

School buildings. See School plant, 281ff.

School buildings. School See plant, 283, 292, 297ff., 305, 328ff.; architectural services, 311ff.; current school building needs, 327ff.; average daily membership, 284ff.; birth trends, 282f., 327ff.; central administrative offices. classroom equipment, 299; custodial services, 300, 317ff.; educational planning, 310; enrollment, 281ff., 327ff.; fire protection, 299; heat ng, 299; insurance, 321ff; inter-communication systems, 299; kinder-gartens, 299; lighting, 299; maintenance, 300, 312, 320f.; nonpublic school enrollment, 287f.; operation and maintenance, 317ff; portable class-rooms, 292; present school plant, 288, 327ff; pupil-teacher ratio, 286, 305; rating of plant, 293; recommendations, 329ff.; school sites, 289ff.; shop facili-ties, 298; stadium, 300; storage for supplies, 298; toilet facili-ties, 299; utilization of school plant, 301ff.

School sites, 289ff., 308

Science: in elementary schools, 122; in secondary schools, 179, 185f.

Secondary education, 173ff.: adequacy of, 176ff, 226, 227, 229; achievement tests, 221; activity program, 180, 193f.; art, 180; arithmetic, 178, 185; attitives of teachers and students, 220f.; basic education, 181, 184; business education, 180f., 198f.; career days, 205f.; college

preparation, 228ff.; community college needs, 230ff.; curriculum improvement, 232ff.; diversified cooperative training, 181, 199f.; driver education, 178, 188f.; educational guidance, 202f.; effectiveness of present program, 220ff., 228ff.; elective subjects, 178; English, 176ff, 182f.; enrollment, 173ff.; evaluation, 227.; fine arts, 180, 190f.; follow-up studies, 225ff.; foreign languages, 179, 183f.; graduation requirements, 177f.; guidance, 201ff.; 249ff.; health and physical education, 179, 186ff., 264; holding power, 225f; homemaking, 179, 189f., 190; industrial arts, 180, 191; instructional materials, 209ff.; junior high school offerings, 176f.; language arts, 179, 182f.; mathematics, 178f., 185; music, 180, 190; nature and adequacy of instructional program, 176ff.; organization of, 173ff.; planning student programs, 201f.; pupil orientation, 203ff., 251f.; quality of teaching, 226f.; recommendations, 240ff.; student records, 225f., 256f.; required courses, 177f.; science, 179, 185f.; social studies, 179, 184; supervision, 225, 232ff., 236ff.; teaching load, 224; teaching staff, adequacy of, 223ff.; testing program, 256f.; vocational educa-tion, 180, 194ff.; vocational agriculture, 181, 200f.; unity of program, 233ff.

Selection: of board members, 14ff.; of school trustees, 19f.; of superintendent of schools, 17f.; of teachers, 67ff.

Shop facilities, 197, 298

Social studies: in elementary schools, 117ff.; in secondary schools, 179, 184

Southern Association of Colleges and Secondary Schools, 227

Special education, 265ff.

Speech correction, 266

Spelling, 112, 222

State Board of Education, 13, 362, 364, 366f.

Student councils, 194

Superintendent of schools: duties, 17f.; educational qualifications, 18; recommendations, 59ff.; relationship with board, 33, 59, 61; salary, 18; selection of, 17f.

Supervision: in elementary schools, 105, 157ff., 167; instructional, 65, 91; proposed reorganization, 45f.; for pupil transportation, 354f.; in secondary schools, 225, 232ff.; in vocational schools, 198, 232ff.

Supplies and equipment: in elementary schools, 106, 118, 153ff.; methods of ascertaining needs of schools, 376ff.; purchasing, 377ff.; in secondary schools, 209ff. See also Instructional materials.

Teaching personnel: administration of, 72ff., 157ff.; age, 75f.; classification of, 69f; composition of, 75; education of, 76ff.; experience of, 79ff.; health, 87; in-service education of, 94, 160; married teachers, 76; men and women, 76; morale of, 81ff.; orientation of new teachers, 85f.; professional growth of, 89ff., 157ff., 160; recommendations, 97ff.; recruitment of, 67; relation to board, 68, 71; salary of, 87ff.; selection and appointment of, 67ff.; substitute teachers, 88f.; teaching load, 84f., 105, 224; temporary teachers, 88f.; welfare, 84ff.; working relationships, 93, 160, 206ff., 220ff.

Testing program, 221, 256f.

Textbook Department, 216f.; recommendations, 245f.

Toilet facilities, 299

Trades schools. See Vocational education.

Traffic Safety Bureau, 128

Transportation, pupil: adequacy of program, 333ff.; administration and supervision, 352; bus drivers, 348ff.; busses, number of 339; cooperation of principals and teachers, 342; cost, 339ff.; driver training program,

342, 353f.; for educational and athletic trips, 336, 338; fleet, 345ff.; for handicapped children, 336, 338, 340; insurance, 350; maintenance, 342ff.; mileage per day, 333f., 340f.; number transported, 333; ownership and operation, 337; pupil loads, 335; purchasing policies, 337, 346; qualifications of drivers, 349; recommendations, 353; records and reports, 351f.; salary of drivers, 350; specifications for busses, 346f.; to vocational school, 336; walking distance to bus, 335, 341

United States Office of Education, 231

University of Miami, 215, 231, 283

Vice-principals, 160, 166, 172

Vocational education, 194ff., 253: adequacy of program, 196ff.; administration of, 206; business education, 198f.; cooperation with general schools, 198, 206ff., 259; diversified cooperative training, 199f.; Division of Vocational Education, 194ff.; Dorsey High School, 174, 194ff.; guidance in, 206ff.; high school enrollment, 197; in secondary schools, 180f.; 194ff.; Lindsey Hopkins Vocational School, 194ff., 257ff.; occupational information, 253; programs, 195; recommendations, 243f.; Technical High School, 174, 194ff.; vocational agriculture, 181, 200f.; Wright survey, 195, 200f.

Wolff, Reinhold P., 283 Wood, William, 231 Wright, J. C., 195 Zoning Commissions, 290

