

Where to Find Education Information

by Christine Bruzzese

Directories. *Official Directory of the Board of Education of the City of New York* was published from 1872 to 1975. This publication provides information on Board of Education offices, schools and school districts. *Directory of Public High Schools* is a similar guide to New York City high schools published bi-annually from 1987 to 1993.

Journals and Calendars. *Calendars* present the matters for discussion at Board of Education meetings. The years 1993 to 1997 are kept. *Journals* were published from 1854 to 2001. These volumes contain summaries of monthly meetings of the Board. Holdings are complete.

Annual Reports. The *Annual Report of the Superintendent of Schools* can be a useful source for statistics on school enrollment, number and size of schools, test results and personnel among other indicators. Information is also provided on activities of the school system during the past year. Many reports include a special supplement on a topic such as school libraries. Holdings are from 1904 to 1950 on microfilm and 1899 to 1964 in hard copy. *Annual Reports* of the Board of Education can be found on microfilm for 1842 to 1906. Further *Annual Reports* were issued by either the Chancellor of Schools or the Board of Education from 1980 to 1982 and 1994 to 1998.

Bylaws, Regulations. *Bylaws* of the Board of Education were published regularly from 1848 to 1977. The

Bylaws are the general regulations for administration of the Board, schools and functions. *Chancellor's Regulations* are available in print from the 1980's and 1990's. These regulations deal with student and employee discipline, licensing requirements for teachers, personnel policies, student attendance and related issues.

School-Based Budget Reports. Two series: *School-Based Budget Reports* and *School-Based Expenditure Reports* cover fiscal year expenditures for school districts, high schools and offices of the Board of Education. Statistics on salaries, instructional costs, building services are among the kinds of information that can be found here. Summaries of findings for the previous and current fiscal year and details on city, state and federal funding are also included. *Budget Reports* appear in June and *Expenditure Reports* the following January. The Budget Reports preview the budget for the upcoming fiscal year while Expenditure Reports review the prior year. Coverage is from 1991 to 2001.

Department of Education website.

Located at www.nycenet.edu, the Department of Education website offers publications, statistics and other information

Municipal Archives. The Board of Education collection from Teachers College at Columbia University is now maintained in the Municipal Archives. . Go to www.nyc.gov/records and click on the link "Collections." On the "Publications" link, check under the subject heading "Education" for recent city agency reports.

School Profiles and Facts. *Facts and Figures: New York City Public Schools* is a booklet providing an overview of the New York city school system organization, policy, services and personnel. A statistical section contains comprehensive tables. Holdings are from 1962 to 1976. *School Profiles* are arranged by district and type of school. Data is given on physical facility, pupil, test scores and staff. The City Hall Library maintains holdings from 1973 to 1981.

Annual Reports. *Annual Financial and Statistical Report of the Board of Education* covers the year's financial statements, costs of physical maintenance and operation and other indicators. Numerous statistical tables are included. A supplemental section on real estate offers property history of each school building, diagrams of the site, photographs of schools and data on costs. Coverage is from 1907 to 1969. *Comprehensive Annual Financial Report* appeared from 1997 to 2001 and *Annual Financial Statements* of the Department of Education began in 2002 after the reorganization of the former Board. These consist of basic revenue and asset statements along with balance sheet and independent auditors' report. The latest one is for 2004. *The Chancellor's Report Card* was prepared from 1985 to 1987. Progress and accomplishments in areas such as testing, staffing, graduation rates and special programs are briefly outlined.

Other Entities Besides Board/Dept. of Education. *Minutes of the Board of Examiners* are available from 1943 to 1965. This was the unit of the Board of Education that monitored licensing examinations and requirements for

teachers. The Teachers' Retirement System issues an *Annual Report*. It summarizes developments and changes and provides financial and actuarial information plus a statistical section on portfolios, annuities, etc. Holdings are from 1917 to 1999.

Curricular Materials. The City Hall Library collection contains some Board of Education reports on curricula and courses of study. One example is *Curriculum and Materials* published bimonthly from 1947 to 1961. Each issue is devoted to a particular subject such as health. Articles offer suggestions for teachers, lists of resources and describe the curriculum in use in schools at the time. The Board of Education collection at the Municipal Archives also may include instructional and curricular materials.

Websites. Check the Department of Education website at www.nycenet.edu for further information. The Department of Records website at www.nyc.gov/records can be consulted under "Collections" to learn more about the Board of Education materials at the Municipal Archives. Under the link "Publications" current city agency reports on the topic of **Education** can be accessed.