

State Board of Education until 1870 (Ch. 311, Acts of 1870). The Board, composed of seven members appointed by the Governor for staggered seven-year terms, makes policy for the public school system and passes the by-laws and regulations that govern it (Code 1957, Art. 77, secs. 2, 5, 19-24, 27, 29, 32, 35, 164).

The State Board of Education appoints the State Superintendent of Schools for a four-year term. He directs the State Department of Education and executes the policy and enforces the regulations adopted by the Board (Code 1957, Art. 77, secs. 37-39). The State Department of Education consists of the State Superintendent of Schools and the professional staff employed by the Board to assist him. The Department has seven divisions (Code 1957, 1962 Supp., Art. 77, secs. 45, 46).

#### **Division of Instruction**

The Division of Instruction provides leadership in planning and supervising education for children and adults in the public schools of the State. Among the specific aids it supplies are curriculum materials which it plans in cooperation with teachers, certain types of visual aids, and workshop and consultant service. It maintains a curriculum center. It also plans programs for the handicapped and assists with their education (Code 1957, 1962 Supp., Art. 77, secs. 26, 40-42, 241-242).

#### **Division of Vocational Education**

The Division of Vocational Education provides leadership in planning and supervising the vocational curricula in the public schools in the areas of agriculture, distributive education, home economics, practical nurse education, technical education in trades and industry, as well as in the nonvocational program of industrial arts. This Division also administers the training programs authorized under the Manpower Development and Training Act and the Area Redevelopment Act and coordinates the activities of the Maryland State Apprenticeship Council. The Federal funds granted to the State for these purposes are allocated through the Division (Code 1957, Art. 77, secs. 285-288).

#### **Division of Research and Development**

The Division of Research and Development compiles all statistical records necessary for the efficient administration of the public school system. These records provide a guide to the services rendered by the Department in planning, construction, staffing, supervision, and statistical studies as they are requested by the State Board of Education or the State Superintendent of Schools. In addition, it assists the local school systems and other divisions of the State Department of Education in the design and carrying out of research projects and special studies concerning the condition and needs of public education in Maryland (Code 1957, Art. 77, secs. 34, 47).

#### **Division of Administration and Finance**

In the area of administration, this Division is responsible for departmental office and personnel supervision, and for administering the State programs for public school transportation, school plant planning, and school lunch and donable foods.

The finance section of the Division prepares and administers the annual State public school departmental budgets. It maintains budget and accounting records and distributes funds made available to the local school systems by the State and Federal governments. In addi-