A Study of the Analysis and Identification of the Component Parts Involved in the Establishing of an Adult Education Program in the Town of Greece

Leonard Ofowitz

The College at Brockport

Follow this and additional works at: https://digitalcommons.brockport.edu/ehd_theses

Part of the Curriculum and Instruction Commons, and the Other Education Commons

To learn more about our programs visit: http://www.brockport.edu/ehd/

Repository Citation

This Thesis is brought to you for free and open access by the Education and Human Development at Digital Commons @Brockport. It has been accepted for inclusion in Education and Human Development Master's Theses by an authorized administrator of Digital Commons @Brockport. For more information, please contact kmyers@brockport.edu.
A STUDY OF THE ANALYSIS AND IDENTIFICATION
OF THE COMPONENT PARTS INVOLVED
IN THE ESTABLISHING OF AN ADULT EDUCATION PROGRAM
IN THE TOWN OF GREECE

LEONARD OFSOWITZ

SUBMITTED IN PARTIAL FULFILLMENT OF
REQUIREMENTS LEADING TO THE DEGREE OF
MASTER OF SCIENCE IN EDUCATION

STATE UNIVERSITY OF NEW YORK
COLLEGE OF EDUCATION
BROCKPORT, NEW YORK

JUNE, 1960

APPROVED:

Samuel E. Pisano
Faculty advisor

W. Wayne Dehman
Associate Dean

DRAKE MEMORIAL LIBRARY
STATE UNIVERSITY COLLEGE
BROCKPORT, NEW YORK
ACKNOWLEDGMENTS

The research reported herein was performed pursuant to instructions issued by the State University of New York College of Education at Brockport, in a bulletin entitled "Research 700".

The author is indebted to Dr. Samuel E. Pisarc, faculty advisor, for his valuable assistance in the planning and completing of this study, and to Mr. Sam DiSisti, Principal of Britton Road Junior High School, Greece, for his helpfulness.

L. L. 0.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. THE ROLE OF ADULT EDUCATION</td>
<td>1</td>
</tr>
<tr>
<td>STATEMENT OF PROBLEM</td>
<td>5</td>
</tr>
<tr>
<td>OBJECTIVES OF THIS STUDY</td>
<td>5</td>
</tr>
<tr>
<td>II. BACKGROUND</td>
<td>6</td>
</tr>
<tr>
<td>III. APPROVING A PROGRAM</td>
<td>10</td>
</tr>
<tr>
<td>IV. PLANNING A PROGRAM</td>
<td>20</td>
</tr>
<tr>
<td>V. CONSTRUCTION OF THE BROCHURE</td>
<td>31</td>
</tr>
<tr>
<td>APPENDIX A (BIBLIOGRAPHY)</td>
<td>35</td>
</tr>
<tr>
<td>APPENDIX B</td>
<td>39</td>
</tr>
<tr>
<td>APPENDIX C</td>
<td>41</td>
</tr>
<tr>
<td>APPENDIX D</td>
<td>44</td>
</tr>
<tr>
<td>APPENDIX E</td>
<td>46</td>
</tr>
</tbody>
</table>
CHAPTER I
THE ROLE OF ADULT EDUCATION

In the typical community today in New York State, 78 percent of the residents are adults—that is, over the compulsory school age and not enrolled in school. In round numbers, out of every four people in the community, three are adults. Furthermore, the number of adults is increasing, as is the percentage of adults in the total population.

Medical science has made a life-span of 70 years a reasonable expectancy; therefore, 70 percent of life is adult life. While education must, from the nature of things, play its major role in the first 20 years of life, can it abdicate its responsibility entirely for the remaining 50 years? Can 70 percent of the average life-span go unserved by education? The answer is "no," if the following beliefs are not erroneous:

1. Education and life go hand in hand.
2. People need education after their days of formal schooling are over.
3. People need to keep their information and skills up to date.
4. Citizens in a democracy should keep currently informed about public affairs.1

It is clear that opportunities for continuing education—adult education—must be made available for 50 years of adult life.

A good look at adults who have a continuing need for education shows that they are not just a mass of people, not just 70 percent of the population. They are different individuals, and education must treat them as individuals. The alien needs Americanization; the apprentice needs vocational training; the citizen needs facts and understanding with which to make wise civic decisions.

The data also show that each individual has a number of different functions in life and, therefore, needs an education that will meet a variety of needs. He may be both a parent and a civic leader; and he may also have a strong, though undeveloped, interest in music. Therefore, he may need parent education, leadership training, and an opportunity to receive music instruction in a community orchestra. Adult education becomes valuable to him and to others when it seeks out these different needs and develops a program to meet them.

The major areas of adult living in which individuals need opportunities for continuing education are:

1. Family living—relationships within the family and the relationships of the family to the community and the school.
2. Homemaking—not only the skills of feeding and clothing, but also the art of creating and maintaining a comfortable and attractive home
3. Participation of the individual as a citizen—participation as a member of groups and organizations
4. Health—freedom from disease, both physical and mental
5. Work life—not merely the earning of a living, but also the satisfaction derived from constructive work experiences
6. Cultural life—both creative and appreciative—experience in the cultural expression of the past and present.

However you look at adult education, it is founded upon needs—the needs of the people in all walks of life—the needs of citizens—the needs of society. The objective then is plain: adult education must provide for adults and for society what is needed, when it is needed, and where it is needed, if the serving of these needs is important enough to be deserving of public support.

To serve their educational needs the adults turn to the public schools, because basically the schools are theirs and are open to all. To continue their education through the

1. Ibid., p. 7
schools, the adults need not disrupt their work or family life. The schools are organized to serve all the children and can be extended to serve all the adults. The public schools have educational facilities and trained leadership; they can supplement their staffs with experienced leadership from the community. The schools can tailor their adult education activities to meet the convenience and needs of adult education.

To the director of adult education falls the administrative job of building a comprehensive program that meets the needs of his community. There are three methods which the director may employ: (1) he may sit at his desk and guess; (2) he can observe other communities to discover what works there; and (3) he can simply copy the day school.

Methods such as these may help, but they will not produce a comprehensive program that is geared to the needs and interests of a particular community. To plan a program that is geared to the community the director has to look at the place and the people whom he must serve.

The director of adult education should always take a good look at his own community, at its needs, interests, personality, and peculiarities. He may find that some of the needs for adult education are already being met by other institutions.

1. Ibid., p. 10
agencies, programs, and leaders. Since these efforts are also important to the community, the program of the school must complement and assist, but not destroy or absorb the enterprises already established. The director of adult education should always be sure the public school program is organized to meet the unmet needs in the community.

STATEMENT OF THE PROBLEM

The problem of this study is the analysis and identification of the component parts involved in the establishing of an adult education program in the town of Greece.

OBJECTIVES OF THIS STUDY

1. To obtain an historical and geographical background of the town of Greece
2. To determine the needs of the community, in the light of the past, as far as adult education is concerned
3. To determine the standards an adult education class must maintain to meet the approval of the Commissioner of Education
4. To determine the job description of the director of an adult education program
5. To compile a brochure for the coming year
6. To acquaint the author thoroughly with the administrative functions of the director of the adult education program.
CHAPTER II
BACKGROUND

The town of Greece is located in the northwest section of Monroe County. The northern border of the town is Lake Ontario. On the east lies Irondequoit, and Hilton lies to the west. Greece's neighbor to the south is the city of Rochester. The town of Greece has an area of 50 square miles and is populated by 45,000 people.

The town has two main highways traversing it. Both highways are east-west roads, and their route numbers are U. S. 104 and N. Y. 18. There are 150 miles of town roads. The surface of Greece is comparatively level and constitutes a part of the Great Lakes Plain which borders the southern shores of Lake Ontario and Lake Erie, and runs as far south as the Allegheny Plateau.

The territory of which Greece is a part was occupied by the Seneca Indians, one of the five tribes of the Iroquois Confederacy, which at one time controlled practically all of New York State. U. S. 104, the Ridge Road, was a favorite trail of the Indians traveling east or west across what is now Greece. A great many trails led south from the Ridge Road to Indian villages in all parts of the eastern United States.

It took many years for the first white men to come to
this area; but when they did arrive, their stories of the fertile land to be found here sent many more people on the trip west. By 1822, enough people were living in this area to give it a name. The people took the name of Greece, in honor of the Greeks, who at that time were fighting for their independence.

Until 1955, the school districts in Greece were Barnard, Britton Road, and Paddy Hill. In 1955 Greece Central School District Number One was established, and Mr. Milton Pullen was named as District Principal. The boundaries of the school district run from one mile east of Dewey Avenue on the east to North Greece Road on the west. The northern boundary is Lake Ontario, and Lexington Avenue is the southern boundary. The Central Office of Greece Central School District Number One is located at 1790 Latta Road. Included in Greece Central School District Number One are Barnard School, 933 Stone Road, Britton Road School, 800 Britton Road, Hoover Drive School, Hoover Drive, Longridge School, Longridge Drive, Westridge School, Alcott Street, Craig Hill School, West Craig Hill Drive, Paddy Hill School, 1801 Latta Road, and Greece Olympia High School; Maiden Lane.

Table I (in Appendix) shows the population of Greece in 1940, 1950, 1957, and an estimate for 1975. The overall increase in population from 1940 to the estimated 1975 figure is
56,000 persons.  

The town of Greece has several industries, of which Eastman Kodak is easily the most prominent. Eastman Kodak employs more Greece citizens than all the other area industries combined. The town is compact enough so that people may fairly easily reach their places of employment.

The homes in the community are relatively modest, unpretentious, and well kept, with generous yards and nicely tended lawns. Of course, because of the age of the town, the tracts of new homes are closely bordered by homes, many of which are over 100 years old. This mixture of old and new gives the town a personality all its own. The people in the town of Greece are proud of their homes; this pride contributes to the neat appearance of the community.

There are in Greece the various types of civic, service, fraternal, religious, patriotic, cultural, and economic organizations which are commonly found in most communities today. There are 22 churches of all denominations to serve the religious needs of the community. The schools are used for many of the community activities.

The area is served by the two Rochester newspapers, the "Times-Union," and the "Democrat and Chronicle." The

1. Town of Greece, Facts about the Town of Greece, 1958
"Times-Union" devotes one special page to news particularly interesting to the people of the Greece area. This page is included only in papers being delivered to Greece area residents.

After looking at the community very carefully, the director of adult education should realize that if an adult education program that will meet all unmet needs is to be built, he will need help. A citizens' advisory committee should be formed to execute the following functions: (1) to advise and to counsel the director on community needs, (2) to provide liaison with other adult education agencies in the community, (3) to help plan the program, (4) to interpret the program to the community, and (5) to help evaluate the program.
CHAPTER III
APPROVING A PROGRAM

The first step in actually launching a program of adult education is making the decision to do so by the Board of Education. This decision should not be made on the false assumption that the program will not cost the community money or that the brunt of the financial burden will be borne by state reimbursement. State "aid" is not, and legally cannot be, full state "support". State aid constitutes state assistance. In practice, moreover, it has been shown that state aid does not carry the full financial load.

A decision based on the "cheapness" of adult education underrates this element of public education. Unless it is the conviction of the Board of Education that a program can bring good to the community at the time of decision, it would be much better not to undertake the program.

Budgetary provisions should always be made from year to year, as with all other phases of school operation. As experience increases, more and more communities are giving adult education the same consideration shown to all other phases of the education program, with a stipulated budget set aside each year for its operation.¹

¹. University of the State of New York, Adult Education Handbook for Administrators, p. 30
According to Section 213 of the Regulations of the Commissioner, to meet the approval of the Commissioner of Education an adult education class must be a part of adult education which:

a. Is operated under the authority and the responsibility of a board of education

b. Is administered and supervised by a person qualified in adult education

(1) "Qualified" shall mean a person holding a valid teaching certificate supplemented by 90 clock hours of special training in adult education, which includes a minimum of 30 clock hours of training provided by the Education Department, or two college credit hours in each of the following:

(a) Philosophy and Backgrounds of Adult Education

(b) Administration and Supervision of Adult Education

(c) Adult Education Methods and Materials

With the approval of the Commissioner of Education, a newly appointed director may satisfy the special training requirement concurrently with his service.

c. Annually offers a minimum of four clock hours of inservice training for teachers of adult classes
c. (1) The kind and amount of such training shall be recorded on the annual report to the Education Department.

d. Is related to the needs of the community through the advice and co-operation of lay citizens broadly representative of the various interests in the community and familiar with adult educational needs and resources

(1) The methods of seeking and using the advice of lay citizens shall be recorded on the annual report to the Education Department.

e. Offers a curriculum developed from systematic planning and continuous evaluation, and in which high educational standards are maintained

(1) Public school adult education shall complement and not assume responsibility for adult education efforts of other adult education organizations, groups, and agencies in the community.

In addition, to meet the approval of the Commissioner of Education:

a. Each class must be conducted by a teacher holding a valid New York State Teaching Certificate or Adult Education Certificate.

b. School districts within which public and private day schools enroll more than 2,599 students must maintain an average attendance of twelve or more persons.
b. per class beyond the compulsory school age and not enrolled in private or public secondary schools.

(1) Exceptions:

(a) Upon written application and for sufficient reason the Commissioner of Education may approve for state aid classes maintaining an average attendance of less than twelve but not less than eight students in:

1. Americanisation for the foreign born
2. Elementary education for illiterate adults
3. English for foreign born adults
4. Vocational education for adult apprentices or learners
5. Instruction for physically handicapped
6. Instruction in subjects leading to secondary school credit or high school graduation.

(b) In the behind-the-wheel portion of driver education a class of four adults maintaining an average attendance of three in the car for a maximum of 20 forty-minute periods of on-the-road instruction will be approved.

c. School districts within which public and private day
(c) schools enroll less than 2,500 students must maintain an average of eight or more persons per class beyond the compulsory school age and not enrolled in private or public secondary schools.

(1) Exceptions:

(a) Upon written application and for sufficient reason the Commissioner of Education may approve for state aid classes which maintain an average attendance of less than eight in:

1. Americanization for the foreign born
2. Elementary education for illiterate adults
3. English for foreign language adults
4. Instruction of physically handicapped adults
5. Vocational education for adult apprentices or learners
6. Instruction in subjects leading to secondary school credit or high school graduation.

(d) Adult education classes must carry educational titles which are descriptive of the subject to be taught.

(1) Prior to each registration period boards of education must file with the Bureau of Adult
d. (1) Education all class schedules, class catalogues, brochures, or other materials detailing the planned program and courses for the following term.

e. A board of education may not conduct adult classes outside the boundaries of the school district over which it has jurisdiction.

The following adult education activities and classes will not meet the approval of the Commissioner of Education for state aid.

a. State aid will not be provided for activities which have limited educational objectives (such as, activities which are conducted for amusement and entertainment; single sessions in any subject; classes in knitting, hair-styling, gift-wrapping, film showings, and travelogues which are not supplemented by related study; educational exhibits.)

b. State aid will not be provided for social and recreational activities including instruction in sports, games, athletic tournaments and competitive events, swimming (except beginning swimming and life-saving for safety instruction), skin-diving, dancing, and similar social and recreational activities.

(1) Exceptions:

Classes in social and recreational activities
b. (1) are eligible for state aid when they are designed to, and actually do serve adults, aged 60 years or more.

c. Classes which are not eligible for state aid shall not be classified or reported to the community as part of the state-aided adult education program and all such courses shall be specifically labeled in all public statements as "non-state aided".

State Aid Limitations

a. State aid for courses in fine, practical, and industrial arts, and courses in sewing, dressmaking, and needlecrafts, shall be given in any given year for not more than 60 forty-minute periods of instruction for each class; and state aid may not be claimed for students who re-register in such classes. Students may continue their study in advanced classes governed by the same 50 period limitations.

(1) Detailed class outlines and class attendance records for each such class must be kept on file for two years in the school office and available for department examination.

b. State aid for all courses in physical education and physical fitness shall be given in any given year for not more than 40 forty-minute periods of instruction for each class; and state aid may not be claimed for
b. students who again register in the same or similar classes.

(1) Class attendance records for each such class shall be kept on file for two years in the school office and available for department examination.

c. State aid for the on-the-road phase of driver education shall be given for not more than 28 forty-minute periods of instruction for each group of four adults.

d. State aid will be approved for Civil Defense, Red Cross, and for training in other fields in which public organizations provide training programs, only when such activities are included in the public school adult program at the request of appropriate officials of such public organizations, and when the instructors in these activities are paid by the board of education.

Adult Education fees approved by the Commissioner of Education:

a. Boards of education may establish student fees for the support of adult education within the regulations listed below.

(1) No fees may be charged for:

(a) Americanization classes for foreign born adults
a. (1) (b) Classes for adults in the common elementary subjects
   (c) Classes in English for foreign language adults
   (d) Classes for aged or handicapped adults.

(2) Registration fees, not to exceed three dollars per student, may be charged for classes which are taken for secondary school credit or a high school diploma.

(3) In other classes which are eligible for state aid, student fees may be charged in a total amount not to exceed the difference between state and federal aid and the actual cost of operation of the program. Such latter cost shall, however, not include any equipment, heat, light, or janitorial costs nor any other costs attributed to the use of the school plant.

(4) In classes not eligible for state aid, student fees may be charged in a total amount which shall not exceed the cost of such classes.

(5) Tuition may be charged non-resident adult students in any class in an amount different from that charged the resident students but in no event to exceed the cost of such classes.

(6) Notwithstanding the provisions of this subdivision, in any adult education class, the board
a. (6) of education may require reimbursement for any expenses incurred by it to cover the cost of texts, study materials, shop or craft materials, and other instructional supplies which are used or consumed by the adult students.

b. No class maintained by a board of education shall be eligible for state aid if one-half or more of its cost is financed through contributions from sources other than public, with exclusion of student fees.¹
CHAPTER IV
PLANNING THE PROGRAM

In Greece, for the last four years, the job of Director of Adult Education has belonged to the principal of the Britton Road School. The administration of the program and all the related activities have been in his sphere of operations. The author is in the process of learning all that is necessary to assume the responsibility of running the program when the present director is to be succeeded. Involved and intricate, the job requires much planning, time, and effort if it is to be done properly. The job of Director of Adult Education, a many faceted thing, involves:

I. PLANNING OF A PROGRAM
   A. Planning elements of the program (developing, selecting, and scheduling)
   B. Organization of new activities (including experimental developments)
   C. Meetings and advisory groups
   D. Fact-finding and community-needs surveys

II. PROMOTION, PUBLICITY, INTERPRETATION, AND PUBLIC RELATIONS
   A. Preparation of newspaper and radio publicity
   B. Preparation and distribution of printed and mimeographed announcements
II. C. Arranging for promotional radio and television programs
   D. Personal talks before local groups
   E. Acting as discussion leader or moderator for other organizations
   F. Preparation and display of exhibits
   G. Planning public meetings or "open house" affairs
   H. Interpretation of adult education program to public school staff
   I. Planning and presenting Adult Education Festival

III. RECRUITMENT AND CERTIFICATION OF STAFF
   A. Search for qualified leadership
   B. Interviewing prospective instructors
   C. Procuring certification certificates

IV. GENERAL ADMINISTRATION
   A. Financial matters
      1. Preparing payrolls
      2. Approving expenditures
      3. Collection of fees
      4. Preparation of the budget
      5. Preparation of claims for state and federal aid
   B. Supplies and equipment
      1. Control of inventory
      2. Selection of instructional materials
B. 3. Material request forms
4. Arrange for printing, repairs, and delivery of materials

C. Office management
1. Supervision of clerical personnel
2. Maintenance of records and files

D. Routine operations
1. Correspondence
2. Telephone communications
3. Personal interviews
4. Preparation of routine reports
5. Arranging for registration

E. Special and miscellaneous activities
1. Review of material prepared by staff members
2. Leadership duties within local program

F. Participation in local school system staff meetings

V. TRAINING AND SUPERVISION OF PROFESSIONAL STAFF

A. Group in-service training sessions
B. Individual conferences with instructors
C. Preparation and review of training bulletins and materials
D. Visitation of activities

VI. CO-ORDINATION AND CO-OPERATION WITH OUTSIDE AGENCIES

A. Consultant services in connection with adult
VI. A. Education projects of other community organizations
   B. Developing co-operative projects with other agencies
   C. Arranging special aspects of the public school adult program which require the co-operation of other organizations (e.g., program service, Americanization, community ambassador, program for the aging)
   D. Serving on organizational committees as result of having local position as director of adult education

VII. EVALUATION OF THE PROGRAM
   A. Review and analysis of periodic reports
   B. Conferring with participants
   C. Survey and analysis of drop-outs
   D. Periodic review of program in relation to emerging needs
   E. Continuous studies of need (survey, etc.)

VIII. PROFESSIONAL GROWTH
   A. Attendance at state and national conferences
   B. Attendance and participation in leadership workshops
   C. Professional reading program
   D. Authorship
The most important administrative decision, concerning the beginning of the new adult education program each year, lies in formulating a curriculum and thereafter composing the yearly brochure. After the brochure has been completed and printed, it is then mailed to all the families in Greece. This is done during the summer months by the director, his assistants, and the advisory committee. This year these duties were difficult, because the Board of Education had reduced the adult education budget from $20,000 to a meager $2,000. This drastic reduction occurred as a result of the fact that the town of Greece has erected two new elementary schools and a new high school in the past two years. In an effort to keep the tax rate as low as possible under these circumstances, the Board of Education has cut down certain expenses. The large adult education budget was one of the reduced items.

On July 6, 1959, a meeting was held in the office of the principal of the Junior High School at Britton Road School, 600 Britton Road. The first job was to determine how the allotted $2,000 was to be spent.

Of necessity, many of the non-academic courses had to be cut; only certain courses which were the backbone of the adult education program were retained. After deciding which courses were definitely going to be kept, others could be added as the budget allowed.
The decision on which courses to keep was difficult to make. Not only was it necessary to retain certain classes, such as Americanization and English for the foreign born; but there were certain classes which were always popular with the adults and which should be kept if at all possible.

Shorthand, typing, sewing, orchestra, physical education for men and for women, piano, and mosaics and enameling have long been popular with the adults of Greece. To delete these courses from the adult education program would mean disappointed numbers of students. It was desired to avoid this condition if possible; yet it was necessary to remain within the small budget.

The difficulty revolved around the problem of making as many classes as possible self-supporting. The average teacher receives $5.00 per hour for a two-hour course, twelve weeks long. Each class would have to contain a total of 24 people if the registration fee were to remain within reason.

Ordinarily, with adequate monies budgeted, a class of 15 persons could be supported. State aid added to district support makes the program feasible financially. With as little money as has been allotted for this year, however, planning a program like the above is unrealistic because very few classes have 24 people; a class of more than 10 or 12 is unwieldy in certain activity classes such as sewing, tailoring, or woodworking.
Regardless of the preceding, it was decided that this semester an attempt would be made to offer as many of the courses that were taught last year as possible. It would be stipulated at registration each semester that each class, other than the activity classes in which it would be impractical, would have to have a certain number of people registered in it before it could become an operating unit.

It was desired to center all adult education classes this year in the new Greece Olympia High School, located on Maiden Lane. The author had an interview with Mr. Myron White, the principal of the new school, to obtain information concerning space and facilities. Of utmost importance was learning of the extent of completion of the new school. It was known that the classrooms were available; but it was regarding the special rooms, such as for art, woodworking, music, auditorium, sewing, typewriting, and gymnasium, that much concern was evidenced.

If all the rooms at the high school were finished and the adult education program could be centralized in the school, Greece Olympia would be fulfilling part of the mission for which it was constructed—adult education use. There are special storage areas for adult supplies and special adult education lockers.

Because of the steel strike which occurred at the beginning of construction of the high school, none of the rooms
other than the academic classrooms was available; none would be available until late November, 1959.

The above information was made known on August 25, 1959, before a meeting of the Greece Central School District Number One Board of Education. At this meeting it was decided by the Director of Adult Education, the District Principal, the Greece Central School District Number One Business Manager, and the Board of Education consisting of Messrs. David Andrews, William Dullmage, Charles Marvin, Jr., Paul Roach, Gilbert Sperring, Gordon Fiske, Frank Mindach, John Brazier, Clinton Edgett, Wilho Salminen, and Ed Shaughnessy, to limit the adult education program to one twelve-week semester beginning in January, 1960.

The need to do this was felt by the board because of the limited size of the program and available facilities. Because of the unavailability of the high school, the program was originally scheduled to operate in three buildings, starting in September, 1959. This would have involved three times the expenditure for heat, light, and janitorial service, whereas it would be easier and far less confusing to the students to use the high school when fully completed.

It is the belief of both the present Director of Adult Education and the Board of Education that a sudden change, such as the one in the Greece adult education program, is bad
for public relations, an area in which improvement is always desired. The popular consensus, however, is that by eliminating a program such as was planned for three schools, and by instituting a more comprehensive one in January, centered in the high school, public relations might be much better served.

In line with the above, the next job, of necessity, was the hiring of teachers. In order to meet the approval of the Commissioner of Education, it is necessary to have only qualified teachers. According to the bulletin entitled Adult Education Handbook for Administrators, revised 1953, from the University of the State of New York, teachers may be qualified to conduct reimbursable adult education activities by meeting either of the following conditions:

a. A teacher holding a New York State teaching certificate is considered qualified, or

b. Other adults who, by preparation and experience or for other reasons, appear to possess the qualifications necessary to assume educational leadership in a given area of activity may secure an adult education license upon application to the Office of Teacher Certification, State Education Department. Applications are to be made only through and at the request of a superintendent of schools.

c. The qualifications of a person to be used in a leadership capacity in a local adult education program
for six or less sessions in any school year may be approved by the local superintendent of schools, without making application to the State Education Department for an adult education license. In such cases payment may be made for services by the local board of education, upon receipt of a bill showing the dates of services rendered.

The first move in hiring teachers was directed at the teachers who conducted classes in the adult education program of Greece Central School District Number One, during the school year 1958-1959. A check was made through the files of the past year, and a letter was mailed to each teacher whose subject matter area was going to be taught in the January to June, 1960 semester. This letter explained that his subject was again being offered in January, and requested a reply if the teacher wished once again to teach the course. (See Appendix for letter and for list of teachers.)

In addition to the teachers of last year, new teachers had to be hired to teach Beginning Spanish and Beginning French. The author contacted two of the language teachers at Greece Olympia High School, and both agreed to take the positions.

A waiting period, during which little could be done, ensued after the sending of the letters. With receipt of the
last reply gave the realization that all the positions had been filled and a major gap bridged.
CHAPTER V
CONSTRUCTION OF THE BROCHURE

After the final teaching position is filled, the next job is the actual compilation of the Adult Education brochure listing the classes to be carried for the coming semester. The brochure contains a summary of the class titles and a description of the activities in the classes. The completed list is sent to Mr. Warren Shaver, Adult Education Section, Education Department, Albany 1, New York. After any corrections or deletions are made, the brochure is approved and returned to the sender.

Upon receipt of the brochure from Albany, the Director of Adult Education has the task of seeing that copies are made for all the residents of his school district. In the case of Greece Central School District Number One, the brochure this year, as the adult education program itself, must be shortened. In previous years a long and very descriptive brochure was printed and mailed to each family in the school district. For the 1960 term, not only will the brochure by printed by the school district, in the Central office, instead of by a commercial printer, but it will consist of one sheet of paper with the class names, times, and the names of the teachers.
In previous years the Greece Central School District Number One had 8,000 brochures printed by a commercial printer, Mr. William Allen of Cravenwood Road. The cost of these was $650; the mailing cost was $70. (Samples of previous brochures in Appendix) This year, however, the Director of Adult Education decided the extra money saved by having the school district do the printing might be better spent on classes and materials in the adult education program.

The planning of the adult education program for the academic year 1959-1960 was very difficult. The largest problem to be overcome was the budget reduction.

Many hours of discussion were needed to arrive finally at some conclusion as to which classes would be offered and which would have to be eliminated.

Upon eventually solving this problem, we were confronted with an unfinished school in which to house the program. This was temporarily solved by the decision to utilize the two junior high schools and the unfinished high school.

When it seemed that all the problems had finally been resolved, the decision was made to curtail the program to one semester, starting in January, 1960, and to pick up a full year in the academic year 1960-1961. At present the situation is progressing as planned; the adult education program began in January, 1960, in Greece Olympia High School, located on
Maiden Lewis,

The final product of this paper, the brochure for the adult education program that was begun in January, 1960, may be found in the Appendix.
APPENDIX A
BIBLIOGRAPHY

BOOKS


Hawkins, Gaynell, Educational Experiments in Social Settlements, New York, American Association for Adult Education, 1937


Kotinsky, Ruth, Adult Education Councils, New York, American Association for Adult Education, 1940


Lyda, Mary S., Adult Education for Democracy in Family Life, Ames, Iowa, Collegiate Press, Inc., 1944


Powell, John Walker, Education for Maturity, New York, Hermitage House, Inc., 1947

Powell, John Walker, Learning Comes of Age, New York, Association Press, 1956
MISCELLANEOUS


University of the State of New York, Citizens' Advisory Committee - Avenues to Better Schools, Albany: State Education Department, 1952

Facts about the Town of Greece, Greece, New York: Scheible Press, 1953


A Reorganization Survey of the Local School Districts in Pickaway County, Ohio, Athens, Ohio: Ohio University, 1957
APPENDIX
<table>
<thead>
<tr>
<th>Year</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>1940</td>
<td>14,925</td>
</tr>
<tr>
<td>1950</td>
<td>25,508</td>
</tr>
<tr>
<td>1957</td>
<td>42,446</td>
</tr>
<tr>
<td>1975 (Estimate)</td>
<td>90,000</td>
</tr>
</tbody>
</table>
July 22, 1959

Dear Teachers,

I am very happy to inform you that the Adult Education Program offered this past year was successful, in lieu of the many changes that were made.

The success of this program was due largely to your effort. You, the teachers, are the ones who are responsible for the success of this program.

Next year's program will be smaller than last year's due to a cut in the budget. The following points must be adhered to:

1. All classes will have a fee.
2. Average attendance will be 12.
3. A total of 15 must register before the class is started (there are some exceptions).
4. Length of the class duration depends on number registered.
5. All teachers will be present on registration nights to handle their own registration. Registration will take place September 14th and 16th. (I will notify you in September as to what night you will work for registration).

Other changes I will discuss at our first faculty meeting. I will send you a brochure as soon as they are printed.

Your proposed salary schedule and class schedule are listed below. Please sign and mail this back to me before August 15th so that the printer will have time to make changes.

Hoping your summer is a pleasant one, I remain

Sam DeSisti
Adult Education Director

P. S. This will be my last year in Adult Education. Many of you have worked with Leonard Ofuscwitz during this past year. Leonard will work with me this year and will continue the program on his own in the future.
Dear ________________________,

If your class materializes, your hourly wage will be _____

Class ____________

School ____________

Night ____________

Hours ____________
APPENDIX

2
A COMMUNITY PROGRAM
PLANNED FOR YOU

The Adult Education Program has taken place alongside Elementary and Secondary Education as the third basic responsibility of the public schools. Adult Education is an integral part of the total educational services offered by Greece Central School District No. 1. Our aim is to make available to the adults of the community a program which is diversified to meet their needs and interests.
For Your Information

WHO MAY REGISTER?
1. The program is available to anyone 17 years of age or over who is not attending regular high school courses.
2. Any adult may register but those living in the Greece Central No. 1 School District will be given preference. All non-residents will be charged $1.00 more than the registration fee.

HOW TO REGISTER
1. Registration IN PERSON on registration nights, Monday through Wednesday, September 15, 16 and 17 from 7:30 to 9:30.
2. Register for all courses at Britton Road School, 800 Britton Road.
3. No request to register will be accepted by telephone.

FEES
1. All registration fees are stated after each course.
2. All fees will have to be paid in cash when registering.
3. Fees for any course shall be refunded on request anytime before the first class meeting of that course. No other refund shall be made except in those cases resulting from circumstances which are beyond the control of the registrant and in which the refund appears to be clearly equitable.
4. All supplies will be purchased by members unless noted.
5. All non-residents will be charged $1.00 more than the stated fee.
COURSES

1. A minimum registration of sixteen is required for each course. Anyone can aid the program by endeavoring to recruit others in order that all courses might be offered.

2. The right is reserved at all times to combine or discontinue classes when small attendance warrants such actions.

3. Register early to avoid disappointment. Some class registrations are limited in number.

4. It is the desire of the Board of Education to have this program meet the needs of the community.

5. In case of inclement weather, listen to WHAM radio and television for news of class cancellations.

WINTER REGISTRATION

JANUARY 12 and 13, Britton Road School, 7:30-9:30.

a. If you cannot get into the Fall class, keep the above dates in mind.

b. Advanced registration will be accepted.

ACADEMIC AND CULTURE

High School Equivalency Class—Britton Road

A course designed to help you get a high school equivalency diploma. If you missed out on a high school diploma this is the course for you. Anyone wishing to take this course must contact Mr. DeSisti for an interview. Call Charlotte 2-2242.

Instructors—Mrs. Mauro, Miss Asperidy

Starts: Monday, September 22

Fee: $3.00

Refresher Math—Britton Road

A course designed to be of definite help to men and women in the everyday conduct of their individual affairs. A refresher course in basic arithmetic. Every effort will be made to meet the needs of the group.

Instructor—Mr. Landry

Starts: Tuesday, September 23

Fee: $4.00

Creative Writing—Britton Road

The aim of this course is to give the writer the opportunity to present his work to others, to hear their reaction to it, and to develop self-criticism. The meetings include reading and discussion of manuscripts and of various problems of the craft of writing.

Instructor—Mr. Fleche

Starts: Tuesday, September 23

Fee: $4.00

Science Today—Britton Road

A basic science refresher course. If the class desires they may go into changes in the scientific world today.

Instructor—Mr. Mauro

Starts: Monday, September 22

Fee: $4.00
Everyday English—Britton Road
A course designed for those who would like to improve themselves in the use of everyday English. A refresher course in English. An effort will be made to meet the needs of the group.
Instructor—Mr. Fleche
Starts: Monday, September 22
Time: 8:00-10:00
Fee: $4.00.

English for the Foreign Born—Britton Road
This course is designed for the foreign born who have little or no background of the English language. It will be a small working group with individual attention given.
Instructor—Mr. Birecree
Starts: Monday, September 22
Time: 7:30-9:30
No Fee

Citizenship in Government—Britton Road
The purpose of this class is to help the foreign born to secure their naturalization papers. If the class desires, elementary reading and writing will be included. Permission has been granted by the State to organize small classes.
Instructor—Mrs. Hwiecko
Starts: Tuesday, September 23
Time: 7:30-9:30
No Fee

World Problems—Britton Road
What's behind the headlines? Up to the minute discussions on the relations of the United States to Asia, Europe and the Western Hemisphere. Problems of interests to the group will be included. Speakers will be invited when necessary.
Instructor—Mr. Vito
Starts: Tuesday, September 23
Time: 8:00-10:00
Fee: $4.00

Great Books—Hoover Drive
A course for those who enjoy reading and discussion of the works of great authors. A chance to share with your friends some of the thoughts which these great men have passed on to the world. The class will meet every other week.
Instructors—Mrs. Brown and Mr. Downey
Starts: Wednesday, September 24
Time: 7:30-9:30
Fee: $4.00

French I—Hoover Drive
A course for those who have little or no knowledge of French. It will be open to beginners and to those who have had some classes in the language.
Instructor—Mr. Hasenauer
Starts: Wednesday, September 24
Time: 7:30-9:30
Fee: $4.00

French II—Hoover Drive
An advanced course which will carry on from French I. It will be open to those who have taken French I or those who have a good background in the language.
Instructor—
Starts: Wednesday, September 24
Time: 7:30-9:30
Fee: $4.00
Spanish I—Hoover Drive
A beginner's course for those who have little or no knowledge of the subject and who would like to develop a small speaking vocabulary during the semester.
Instructor—Mr. Hasenauer
Starts: Tuesday, September 23
Time: 7:30-9:30
Fee: $4.00

Spanish II—Hoover Drive
An advanced course which will carry on from Spanish I. It will be open to those who have taken Spanish I or those who have a good background in the language.
Instructor—Mr. Williamson
Starts: Tuesday, September 23
Time: 8:00-10:00
Fee: $4.00

Italian—Hoover Drive
A course for those who have little or no knowledge of Italian and who would like to develop a speaking vocabulary during the semester. Those who took Italian last year will meet with this group.
Instructor—Miss Peterson
Starts: Monday, September 22
Time: 8:00-10:00
Fee: $4.00

German—Hoover Drive
A course for those who have little or no knowledge of German. It will be open to beginners and to those who have had some classes in the language. Those who took German last year will meet with this group.
Instructor—Miss Peterson
Starts: Thursday, September 25
Time: 8:00-10:00
Fee: $4.00

ARTS AND CRAFTS

Woodworking—Hoover Drive
Opportunity for men and women with some experience in working with wood to construct articles for personal use. Class instruction will be provided in the use of hand tools and power equipment. There will be two groups. These classes will be limited in size so register early.
Instructor—Mr. Ley
Starts: Wednesday, Thursday, September 23, 24
Time: 7:20-10:00
Fee: $8.00

Wood Refinishing—Britton Road
The instructor will help you in preparing and finishing all kinds of furniture and wood articles.
Instructor—Mr. Devuyst
Starts: Thursday, September 24
Time: 7:20-10:00
Fee: $5.00

Leather Craft—Britton Road
Leathercraft is an intriguing and satisfying hobby for both men and women. This course will take you through all the stages from the raw material to the finished product. You will learn by actual experience how to plan, cut, tool, carve and lace. Students will either furnish or pay for materials.
Instructor—Mr. Hill
Starts: Monday, September 22
Time: 7:20-10:00
Fee: $4.00
Ceramics—Beginning, Advanced—Britton Road
For those who like to work in clay. The only requirement will be the prospective student’s interest. Technical and manual skills as well as artistic ability will be developed as the course progresses.
Instructor—Mr. Melka
Time: 7:20-10:00
Starts: Tuesday, September 23
Fees: $4.00 Registration
$6.00 Materials (supplied)

Chair Caning—Hoover Drive
Do you have an antique that needs repair or a desire to learn something about caning. If so, this course is designed for you.
Instructor—Mrs. Beach
Time: 7:20-10:00
Starts: Monday, September 22
Fee: $4.00

Basic Arts and Crafts—Hoover Drive
This course is designed to help the students in a particular phase of arts and crafts which they are interested in. They will do some work with basket weaving, etching on metal and glass.
Instructor—Mrs. Young
Time: 7:30-9:30
Starts: Wednesday, September 24
Fee: $4.00

Beginning Photography—Hoover Drive
Are you interested in learning to take better pictures than you are now taking? The following topics will be covered: types of cameras, how to get the best results from your camera, lighting, camera accessories, field trips and many more.
Instructor—Mr. Durand
Time: 7:30-9:30
Starts: Monday, September 22
Fee: $4.00

Mosaic Tile—Hoover Drive
You will create useful objects for your home using blocks of color instead of fine lines and detail. Guidance in the planning and assembly of hot plates, wall pictures, lamp bases, table tops and other objects using inexpensive Italian mosaic tiles. Tiles may be ordered through the instructor.
Instructor—Mrs. Ackerman
Time: 7:30-9:30
Starts: Wednesday, September 24
Fee: $4.00

Enameling on Copper Jewelry Making
Individual guidance in actually creating attractive homemade jewelry including earrings, cuff links, belt buckles, and similar fine objects. Materials can be supplied by the students.
Britton Road
Instructor—Mrs. Calloy
Time: 7:30-9:30
Fee: $4.00

Hoover Drive
Instructor—Mrs. Ackerman
Time: 7:30-9:30
Fee: $4.00

Rug Hooking
Rug hooking is very pleasant and satisfying. Due to the fact that old material can be used in hooking, it can be inexpensive. All supplies will be purchased by the members.
Britton Road
Instructor—Miss Gifford
Starts: Thursday, September 25
Time: 7:20-10:00
Fee: $4.00

Hoover Drive
Instructor—Mrs. Shallenberger
Starts: Tuesday, September 23
Time: 7:20-10:00
Fee: $4.00

Gardening—Britton Road
This class begins in February. Specialists will be called in to discuss landscaping, flowers, vegetables, soils, etc. An effort will be made to meet the needs of the group.
Instructor—Mr. Schmalz (Head of Eastman Kodak Landscape Dept.)
Starts: To be announced in January
Fee: $4.00

Painting in Oil—Britton Road School
Students will be helped to perceive the beauty which exists in familiar things and to transfer it to canvas through the medium of oil paint. Beginners are very welcome.
Instructor—Mrs. Hughes
Starts: Monday, September 22
Time: 7:20-10:00
Fee: $5.00

Painting and Sketching—Britton Road School
A course designed for those who wish to express themselves. No experience is necessary. Charcoal, tempera and water colors will be used.
Instructor—Mrs. Hughes
Starts: Wednesday September 24
Time: 8:00-10:00
Fee: $4.00

BUSINESS

Typing I—Britton Road
A course designed for those interested in the fundamentals of typing.
Instructor—Mr. Steinberg
Starts: Thursday, September 25
Time: 8:00-10:00
Fee: $4.00

Bookkeeping for Owners of Small Business and Home Owners—Hoover Drive
A course for beginners which will deal with practical application of bookkeeping procedures. The problems shall be discussed in terminology familiar to all, regardless of the type of business.
Instructor—Mr. Steinberg
Starts: Wednesday, September 24
Time: 8:00-10:00
Fee: $4.00

Shorthand for Beginners—Hoover Drive
A course designed primarily for beginners which will study the functional use of shorthand outlines, phrases and writing of business letters by the Gregg method.
Instructor—Mrs. Stutzman
Starts: Monday, September 22
Time: 8:00-10:00
Fee: $4.00

Law for the Layman—Hoover Drive
This course, part of the Adult Education Program of the New York State Bar Association, will consist of eight lectures of two hours each. An idea of the legal pitfalls which you may encounter in everyday life may be gained...
from this course. The class will deal with such subjects as contracts, real
estate law and wills. Various attorneys from the Rochester area will serve
as instructors.
Instructor—Mr. Brenna
Time: 7:30-9:30
Starts: Date to be arranged, depending on registration Fee: $3.00

Securities and Investments—Hoover Drive
This course will be conducted by the members of the Rochester Association
of the New York Stock Exchange Speakers, and presented with the coopera-
tion of the New York Stock Exchange. There will be a series of eight lec-
tures and discussions to give you a better understanding of stocks, bonds,
and how a planned investment program can help you build a sound financial
future.
Instructors—Members of the Rochester Stock Exchange
Starts: Monday, September 29, 1958
Time: 7:30-9:30
Fee: $3.00

Income Tax for the Layman—Hoover Drive
The lectures will cover both Federal and New York State Income Taxes.
This course is designed to meet the requirements of the taxpayer who pre-
parcs his own tax return.
Instructor—Mr. Steinberg
Time: 8:00-10:00
Starts: Tuesday, January 20, 1959
Fee: $3.00

HOMEMAKING

Cooking—Britton Road
For all who wish to learn the elements of nutrition or who wish to improve
on their own cooking methods. An opportunity will be given for the prepara-
tion of a wide selection of dishes. The course will be developed through
demonstration and actual participation. The group will be limited in number.
Instructor—Mrs. Kuhrt
Time: 7:30-9:30
Starts: Wednesday, September 24
Fee: $4.00

Interior Decorating—Britton Road
A course adapted to the home and approached through the media of nature
study, color charts and materials. A demonstration of the free and tasteful
use of color to make your home more inviting and livable, and as a clue to
friendly attractive rooms.
Instructor—Mrs. M. Kemper
Time: 7:30-9:30
Starts: Monday, September 22
Fee: $4.00

Sewing
The beginners will learn basic fundamentals of the sewing machine and
its use, pattern reading, cutting, fitting and sewing through making their own
clothing.
Advanced is composed of those who have a background in sewing and
need instruction on tailoring.

Sewing (Beginners)—Hoover Drive
Sewing classes limit ' 13 ' to a group
Instructor—Mrs. Watts
Starts: Monday and Thursday
Time: 8:00-10:00
Fee: $6.00
**Sewing (Advanced)—Hoover Drive**
Instructor—MRS. WATTS
Tuesday
Starts: 
Time: 8:00-10:00
Fee: $6.00

**Sewing (Beginners)—Britton Road**
Instructor—MRS. CROUSE
Tuesday and Thursday
Starts: 
Time: 8:00-10:00
Fee: $6.00

**Sewing (Advanced)—Britton Road**
Instructor—MRS. C. CLARK
Tuesday and Thursday
Starts: 
Time: 8:00-10:00
Fee: $6.00

**Sewing (Advanced)—Hoover Drive**
Instructor—MRS. WATTS
Wednesday
Starts: 
Time: 8:00-10:00
Fee: $6.00

**Tailoring—Britton Road**
Instructor—MRS. M. CLARK
Starts: Monday, September 22
Time: 8:00-10:00
Fee: $6.00

**Slipcovering—Britton Road**
This will be a demonstration class in slipcovering but will not be the actual making of slipcovers.
Instructor—MRS. M. CLARK
Starts: Wednesday, September 24
Time: 8:00-10:00
Fee: $4.00

**HEALTH SAFETY AND RECREATION**

**Driver Education—Britton Road**
A course—designed to provide the basic attitudes, knowledge and skills, necessary for safe driving. A certain number of classroom sessions and fourteen on the road sessions are required in a dual control car. Perfect attendance is necessary. Secure learner’s permit after entering class. All groups will have their first classroom session on Monday, September 22, 1958 from 7:30-9:30. Greece School District members will be given preference. There will be ten road sessions and five classroom sessions.
Clases:
1. Evenings 6:30 to 8:15 and 8:20 to 10:05 (Monday through Friday)
2. Afternoons 3:40 (Tuesday and Thursday)
3. Saturday 9:00, 10:50, 1:30, 3:20
Instructors—MR. PARR, MR. CORLETT, MR. RUFFING, MR. HILL
Fee: $10.00

**Dramatics—Britton Road**
The Britton Road Players, beginning their seventh year, can point with pride to a remarkable series of achievements throughout their career. Anyone interested in one of the varied aspects of theatre production with a congenial and interesting group of people is heartily welcome. This group
meets twice a week under the direction of Mr. Whelehan of the Paddy Hill Players. At least 30 people must register.
Instructor—Mr. Whelehan  
Starts: Tuesday, September 23  
Time: 7:30-9:30  
Fee: $8.00

**Group Piano—Britton Road**

The class will be divided into two groups, beginners and advanced. This course provides participation in music by playing as well as listening. An approach to music by eye, ear and keyboard.
Instructor—Mrs. Jones  
Time (a) Beginners—7:00-8:20  
Time (b) Advanced—8:30-10:00  
Starts: Monday, September 22  
Fee: $4.00

**Orchestra—Hoover Drive**

A continuation of last year's much enjoyed and well attended playing group. Class consists of weekly rehearsals and public concert appearances.
Instructor—Mr. Whitney  
Starts: Monday, September 22  
Time: 7:30-9:30  
Fee: $4.00

**Physical Fitness and Recreation for Men 18-30 Years—Barnard**

This course is designed to provide an opportunity to maintain a desirable level of physical fitness and to afford an opportunity for fellowship. Sports and games to fit the group will be played.
Instructor—Mr. Dianetti  
Starts: Tuesday, September 23  
Time: 8:00-10:00  
Fee: $5.00

**Physical Recreation for Men—Hoover Drive**

An evening of mild to fairly strenuous physical activity for men, including mainly volleyball with basket shooting, ping pong and many other activities that are desired.
Instructor—Mr. Dianetti  
Starts: Thursday, September 25  
Time: 8:00-10:00  
Fee: $5.00

**Physical Fitness and Recreation for Women**

Parts of the period will be devoted to exercise for the purpose of reducing and general conditioning. Sports and games to fit the group will be played. Limit of 30 to the groups.

**Britton Road**

Instructor—Mrs. Townsend  
Starts: Monday, September 22  
Time: 7:30-9:30

**Hoover Drive**

Instructor—Mrs. Buchanan  
Starts: Wednesday, September 24  
Time: 7:30-9:30  
Fee: $5.00

**Mixed Recreation Group—Britton Road**

This course is designed for husbands and wives and (men and women). It will consist of basic instruction and participation in volleyball, table tennis, shuffleboard, badminton and square dancing. This class will be limited in size. The class will be loads of fun so register early.
Instructor—Mr. Brickell  
Starts: Thursday, September 25  
Time: 7:30-9:30  
Fee: $5.00
ADVISORY COMMITTEE

Mrs. Edna Davison
Mr. Sam DeSisti
Mr. Clinton Edgett
Mrs. Marie Hwiecko
Mr. Leonard Ofsowitz
Mr. George Vito
Mr. Gordon Walker

DIRECTOR OF ADULT EDUCATION

Sam DeSisti
Britton Road School
Northfield 3-3130

Assistant
Leonard Ofsowitz
Hoover Drive School
University 5-4880

FOR YOUR INFORMATION

WHO MAY REGISTER?

1. The program is available to anyone 17 years of age or over who is not attending regular high school.
2. Any adult may register but those living in the Greece Central No. 1 School District will be given preference.

HOW TO REGISTER

1. Registration IN PERSON on registration nights, Monday through Wednesday, January 11, 12, and 13 from 7:30 to 9:30.
2. Register for all courses at Olympia High School - Maiden Lane.
3. No request to register will be accepted by telephone.

FEES

1. All registration fees are stated after each course.
2. All fees will have to be paid in cash when registering.
3. Fees for any class shall be refunded on request anytime before the first class meeting of that course. No other refund shall be made except in those cases resulting from circumstances which are beyond the control of the registrant and in which the refund appears to be clearly equitable.
4. All supplies will be purchased by members unless noted.
5. All non-residents will be charged $1.00 more than the stated fee.

COURSES

1. Ordinarily a minimum registration of sixteen is required for each course (exceptions are noted).
2. The right is reserved at all times to discontinue classes when small attendance warrants such action.
3. Register early to avoid disappointment. Some class registrations are limited in number.
4. Classes will begin Monday, January 18th and Wednesday, January 20th.
5. All fees will be collected the first night the class meets.
CLASSES WILL BE OFFERED ON MONDAY AND WEDNESDAY ONLY

All classes will be held at Greece Olympia High School

MONDAY

High School Equivalency - $3.00 (preparation for diploma) - 7:30 P.M.
Refresher Math - $4.00 - 7:30 P.M.
English for Foreign Born - No Fee - 7:30 P.M.
Citizenship in Government - No Fee - 7:30 P.M.
World Problems - $4.00 - 7:30 P.M.
German - $4.00 - 8:00 P.M.
French I - $4.00 - 7:30 P.M.
Typing for Beginners - $4.00 - 7:30 P.M.
Shorthand for Beginners - $4.00 - 7:30 P.M.
Law for the Layman - $3.00 (at least 25 must register) - 7:30 P.M.
Securities and Investments - $3.00 (at least 30 must register) - 7:30 P.M.
Sewing for Advanced - $6.00 - 7:30 P.M.
Driver Training - $10.00 - 6:00 P.M. and 8:00 P.M.
Group Piano - $5.00 - 7:00 P.M.
Adult Education Orchestra - $4.00 - 7:30 P.M.
Physical Fitness for Women - $5.00 - 7:30 P.M.
Dramatics - $8.00 (at least 30 must register) - 7:30 P.M.
Russian - $4.00 - 7:30 P.M.

WEDNESDAY

High School Equivalency - $3.00 - 7:20 P.M.
Woodwork- $8.00 - 7:30 P.M.
Mosaic Tile and Jewelry Making - $4.00 - 7:30 P.M.
Rug Hooking - $5.00 - 7:30 P.M.
Sewing (Beginners) - $6.00 - 7:30 P.M.
Driver Training - $10.00 - 6:00 and 8:00 P.M.
Physical Fitness for Men - $5.00 - 7:30 P.M.
Spanish I - $4.00 - 7:30 P.M.

ADULT ACTIVITIES

Golf - starts in February - 1st and 3rd - 7:00 P.M. - 8:00 P.M. - 9:00 P.M.
Fundamentals of Boating and Safety - No Fee - Starts Jan. 25th.

All classes must have at least 16 members before the course can be offered. Let's all help to make our Adult Education Program a success by joining one of the classes.

Public Relations Department
Greece Central School Dist. #1