

**QUALITY ASSURANCE ANNUAL REPORT**

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Nutley School District

This Quality Assurance Annual Report was presented to the public at the October 25, 1993 meeting of the Nutley Board of Education by Dr. James J. Fadule, Chief School Administrator.

I. Implementation of School-level Plans (N.J.A.C.6:8-4.4)

School-level plan(s) have been developed and implemented as specified by the Statement of Assurance. The School-level Planning Team(s) met during the months of June, August and September and recommended the following objectives which were approved by the county Superintendent on October 15, 1993:

<u>School</u>	<u>Principal</u>	<u>Years</u>	<u>Pupil Performance/Behavior Objectives</u>
Nutley High	Mr. Jacone	93-94	At least 70% of the students entering Grade 9 in September 1993, who scored below the State school standard for Grade 8 in mathematics, will demonstrate attainment of the Grade 9 standards on a locally administered retest in June 1994.
Nutley High	Mr. Jacone	93-94	At least 70% of the students enrolled in the new keyboarding/computer applications course will demonstrate keyboarding/computer applications proficiency and will achieve a score of 70% on a locally administered, criterion referenced exam in June, 1994.
Franklin Middle	Dr. Vivinetto	93-94	By June 1994, 70% of the students enrolled in the new (completed June 1993) grades 7-8 science education curriculum will have achieved a composite passing grade score of 70%.
Franklin Middle <u>Elementary</u> Lincoln Radcliffe Spring Garden Washington Yantacaw	Dr. Vivinetto Mr. Conrad Mrs. Serafino Miss Anello Miss DiGeronimo Mr. Walker	93-94	This is a common objective for the listed schools: By June 1994, 70% of the students in grades one-through-eight (1-8) will achieve a score of 70% or above, in the areas of reading, math, and writing on the locally administered, criterion referenced, Nutley Achievement Tests.

Lincoln	Mr. Conrad	93-94	By June 1994, at least 70% of the students in grades one-through-six (1-6) will achieve a national percentile score of 70% or above, on the Iowa Tests of Basic Skills in language arts (capitalization, punctuation, usage and expression).
Radcliffe	Mrs. Serafino	93-94	By June, 1994, at least 70% of the students in grades one-through-six will demonstrate mathematical problem solving proficiency by achieving a national percentile score of 70% or above on the Iowa Tests of Basic Skills sub-test in mathematical problem solving.
Spring Garden	Miss Anello	93-94	By June, 1994, at least 70% of the students in grade 6 will demonstrate proficiency by achieving a score of 70% or above, in the area of geography on the locally administered Nutley Geography Test. (The test assesses skill areas in grades 4-through-six).
Washington	Miss DiGeronimo	93-94	By June, 1994, at least 70% of the students in grades three-through-six will demonstrate proficiency by achieving a score of 70% or above, in the area of spelling on the ITBS.
Yantacaw	Mr. Walker	93-94	By June 1994, students enrolled in grades four-through-six will have experienced instruction in geometry and math measurement units. At least 70% of the students in grades 4-6 will demonstrate proficiency in these areas by achieving a score(s) of 70% on the ITBS.

II. Achievement of Performance Objectives (N.J.A.C.6:8-4.4)

The following details the district's progress in meeting the student performance objectives which were approved by the County Superintendent of Schools on August 15, 1992.

### Objective #3

To implement the new K-12 library skills education curriculum utilizing the course of study guide adopted by the Board of Education in June, 1992. The curriculum's revised scope and sequence will be introduced at each grade level. By June, 1993 the new library skills education program will be implemented for all K-12 students and evaluated by administrators and faculty.

### Results

JoAnn Tropiano, chairperson, convened the library skills committee to review the implementation and evaluation of this 2-year objective. It was reported (see attached) that the curriculum was introduced with effective results, throughout the grades. The evaluative standard of 70% of the students receiving related passing grades was met as per the grading analysis at each level.

### III. School Profile (attached)

### IV. Professional Development Activities (N.J.A.C.6:8-4.8)

The district Superintendent's Advisory Committee conducted ten (10) monthly meetings in 1992/93. Curriculum committee and professional development priorities were drafted from those deliberations. Additional input was obtained from parents, students, and the Board of Education. The priorities were adopted (see attached) and work was effected during the course of the school year. Curricula were completed in science, math, HSPT, spelling critical thinking and computer education. Inservice programs were conducted in computer education, calculator technology, NCTM standards, critical thinking, special education, library skills, elementary science, and chemical health. Further, a comprehensive articulation program was effected through the grades.

In addition to the above, professional development was augmented by many staff visitations off-site to schools, workshops, and NJASA and NAME activities.

All principals participated in a number of summer meetings re priorities, staff development and curriculum.

## Progress of District Objectives

### Objective #1:

To review, during the 1992-93 school year, the district's grades 7-8 science education curriculum with concomitant recommendations for improvement. Study will be undertaken to assess and develop a comprehensive scope and sequence program. By June, 1994, (after June 1993 adoption), the new curriculum will have been introduced to students in grades 7 and 8.

### Results:

In September of 1992, a committee of teachers and administrators, chaired by Catherine Danchak, teacher, was formulated to study the district's 7-8 science education curriculum and make recommendations for improvement.

The committee met on at least six (6) Saturday sessions during the year to develop recommendations for changes after an exhaustive review of selected related programs and literature. They reported to the Board of Education in June 1993 the findings of the study and research, and recommended adoption of the newly revised, and expanded, curriculum.

The Board adopted the new curriculum (see attached resolution and curriculum) in June and it is in place for the 1993-94 school year.

### Objective #2

To review, during the 1992-93 school year, the district's K-8 math education curriculum with concomitant recommendations for improvement. Study will be undertaken to assess and develop a comprehensive scope and sequence program. By June 1994, (after June 1993 adoption), the new curriculum will have been introduced to students in grades K-8. At least 70% of the pupils will achieve a passing grade.

### Results

A K-8 committee, chaired by district administrators Kathleen Serafino and Louis Lombardi, was formulated to study and make recommendations for the K-8 math program. Included in this study were textbook reviews, math inservice re manipulatives, and a calculator technology workshop. A review of NJSDOE materials, the NCTM standards, and notable curricula was also effectuated. The committee met for six (6) Saturday sessions in developing all of the above. A report was made to the Board of Education. The new K-8 curricula and texts were adopted on May 24, 1993 (see attached resolution and curriculum).

V. CONDITION OF SCHOOL FACILITIES (N.J.A.C.6:8-4.8)

A. SUBSTANDARD APPROVALS

New Jersey Department of Education approval for use of Room B-8 at Washington School and the music room at Franklin School was granted on February 14, 1992 for the 1992-93 school year. This approval is also effective for 1993-94 and 1994-95.

Educational specifications for permanent approval of both rooms were approved by the New Jersey Department of Education on October 19, 1992.

Plans and specifications prepared by Lan Associates, Inc., Hawthorne, NJ were submitted on April 1, 1993. Upon final approval, the district will solicit quotes or bids for the actual construction work required. If it is impractical to perform work during the 1993-94 school year, the construction phase will take place during the summer of 1994.

B. COST OF MAJOR BUILDING PROJECTS/RENOVATIONS

A handicapped accessibility project at Franklin Middle School was completed in March, 1993. This involved the building of an elevator shaft in an interior light court. The cost of this project was approximately \$288,000.

During July and August of 1993, exterior doors were installed at six schools at a cost of approximately \$131,000. Windows in the Spring Garden School gymnasium and high school lower locker rooms were replaced at an approximate cost of \$25,000.

The music room and front locker room windows and front doors (4 separate entrances) at Nutley High School will be replaced during the 1993-94 school year. The fascia above the windows will also be replaced. The cost of this project is approximately \$90,000.

The last remaining underground oil tank in the school district was removed in July, 1993 at a cost of approximately \$7,500.

C. COMPREHENSIVE MAINTENANCE SUMMARY

The Facility Maintenance Plan 1992-1996 was approved by the Board on September 27, 1993.

The following major maintenance projects were completed or will be completed during the summer, 1993:

High School

1. Continued upgrade of fire alarm - added smoke detectors
2. Refurbished one-half of gym bleachers - new seating
3. Repaired roof in two small areas
4. Repointed and repaired brick

### Franklin School

1. Replace two sets of smoke doors

### Lincoln School

1. Installed new master clock
2. Repointed and repaired brick

### Spring Garden School

1. Replaced main water supply line
2. Sanded and refinished gym floor

### Yantacaw School

1. Installed new master clock
2. Sanded and refinished gym floor

### D. STATUS OF LONG RANGE FACILITY PLAN

The Long Range Facility Plan was approved by the Board in June, 1990 and approved by the County Superintendent on November 20, 1990.

### E. STATUS OF REQUIRED ANNUAL HEALTH AND SAFETY REVIEW

In 1992-93 the Manager of Buildings and Grounds conducted five inspections of each building.

Principals conducted semi-annual fire inspections in 1992-93.

Custodians conducted inspections of safety devices (eye wash, exit signs, emergency lights, eye glass cabinets, fire blankets, etc.) eight times during 1992-93. Fire extinguishers and fire hoses are checked monthly.

All deficiencies on the reports are given to the Manager of Buildings and Grounds for resolution by the maintenance staff, outside contractors or inclusion in summer projects.

Food License certificates are on display at each school.

Elevator inspections are performed by the Township of Nutley.

Life Hazard Use Registration from the New Jersey Department of Community Affairs, Bureau of Fire Safety, are on file in each school and at the Board of Education office.

A Right to Know central file exists at each school and at the Board of Education office.

An AHERA management plan is on file at each school and at the Board of Education office.

All boilers were inspected and approved and all boiler operator licenses for employees are kept up to date.

## VI. Status of Mandated Program Reviews (N.J.A.C.6:84-4.109(a)1)

- A. Affirmative action: The 92-93 plan was approved on 10/14/93 by the Office of Equal Education Opportunity. School and classroom objectives for 92-93, as well as the sexual harassment policy, were deemed acceptable.
- B. Programs and services for pupils at risk\*
- C. Bilingual education\*
- D. English as a second language\*
- E. Desegregation: Our district is not required to have a desegregation plan.
- F. Special education: During the 92-93 school year, board policies were reviewed and found to be in compliance with law and regulation, no corrective action was necessary.
- G. Vocational education\*
- H. Child nutrition: On September 29 and 30, 1992 a review of the school nutrition program was conducted by the Bureau of Child Nutrition Programs after the district volunteered to be a pilot site in a new review process being used by the Bureau. As a result of that review, a corrective action plan was developed for the recording of meals at point of service, review of mandated nutritional meal components and implementation of a procedure for handling lost lunch tickets.

\* Checklist to be developed by September 1994

## VII. Community Support

1. Community environmental conditions: There have been no environmental conditions identified at this time which need to be addressed for the 93-94 school year.
2. Barriers to community participation: There were no mitigating factors for this section.
3. Community involvement: The district involved the community in the following ways during the 92-93 school year:
  - . Beautification projects for the schools
  - . Extended Day Program development
  - . Comprehensive adult education and recreation programs
  - . Contests and Drives
4. Parental involvement: During the past year, we were able to sustain participation by parents in parent-teacher conferences. Parents were also involved in the following activities:
  - . Reading - elementary evening programs
  - . Extended Day Initiatives
  - . Career activities for high school
  - . Open houses at the schools
  - . Involvement in the School-level Planning Teams
  - . Participation on co-op and guidance advisory committees
  - . Parent volunteers in the library program
  - . Critical Thinking Committee
  - . Cultivating Academic Talent (CAT) - Saturday and evening programs
  - . Orientations for Parents, grades 7-12 - Evening programs
  - . Academic Booster activity - day and evening programs





NOT APPLICABLE

NOT APPLICABLE

**APPENDIX D-2**

**6:8-4.3(2) SCHOOL-LEVEL PLAN  
STATEMENT OF ASSURANCES**

In accordance with the provisions of N.J.A.C. 6:8-4.4(a)2, I certify that the following plans and actions have been implemented for the \_\_\_\_\_ school year in the \_\_\_\_\_ School. \_\_\_\_\_ year  
name of school

- A two-year plan based on School Profile data has been developed and implemented. This is the \_\_\_\_\_ year of the two year plan.  
(first/second)
- The plan includes pupil performance objectives approved by the county superintendent on \_\_\_\_\_ date
- Parents have been involved in the plan development.
- A review of progress was conducted with teaching and administrative staff on \_\_\_\_\_ and \_\_\_\_\_ (at least once per semester) including:  
date date
  1. School Profile data;
  2. Progress toward achieving pupil performance objectives; and
  3. Progress toward achieving core course proficiencies.  
(Not applicable for grades K-8.)

\_\_\_\_\_  
Typed Name of School Principal

\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Date  
(Due by Sept. 30)

NOT APPLICABLE

NOT APPLICABLE