# Annual Report

Public Schools

Nutley, New Jersey

1921-1922

# ANNUAL REPORT OF THE PUBLIC SCHOOLS NUTLEY, NEW JERSEY

FOR YEAR ENDING JUNE 28, 1922

# MEMBERS OF THE BOARD OF EDUCATION

# June, 1922

Name	Address	Term Expires
	President, Centre Street Vice President, 171 Prospect Stree	
	ed, 256 Whitford Avenue ll, 43 Colonial Terrace	
Mrs. A. B. Proal, 2	96 Nutley Avenue	1924
	n, 74 Rutgers Place	
Thomas Nichols, J	r., 318 Hillside Avenue	1925
	9 Beech StreetDlin Linn, District Clerk	1925

# Committees

	Finance	
Mr. Gottfried	Mr. Caldwell	Mr. Miller
	Teachers	
Mr. Lewis	Mrs. Proal	Mr. Rusby
	Curriculum	
Mrs. Proal	Mr. Lewis	Mr. Rusby
	<b>Buildings and Grounds</b>	
Mr. Caldwell	Mr. Lewis	Mr. Nichols
	Rules and Regulations	
Dr. Tantum	Mr. Caldwell	Mr. Miller
	Athletics	
Dr. Tantum	Mr. Gottfried	Mr. Nichols
E IS THE	Lectures and Library	
Mrs. Proal	Mr. Gottfried	Dr. Tantum
	Publicity	
Mr. Gottfried	Mr. Miller	Mr. Nichols

REGULAR MEETINGS OF BOARD OF EDUCATION
Fourth Monday of each month at 4:15 p. m. in Board Room

#### REPORT OF THE PRESIDENT

Another school year has passed. It was a year of hopes fulfilled in many ways. The re-organization of our schools went forward very satisfactorily. The work of putting them on the twice-a-year promotion plan was completed, also the re-classification of our pupils on the basis of their ability to progress. Through care in grading, many pupils have been saved a year or a half year of Since the cost of education in this day is time in school. so great, it behooves our Board of Education to save as much money as possible to the public consistent with good teaching and such advantages as the children of Nutley should have. The actual money saving in this way was no mean item the past year.

The organization of our Junior High School is going forward. As soon as our seventh grades are brought together with the eighth and ninth grades, we will be ready to ask the State Department of Education to commission this unit of our school system.

We believe that it is our duty to do what we can to improve the physical condition of our pupils. For this reason much attention has been given to health promotion in our schools. All of the children of the elementary grades were weighed to find out who were below normal weight and who were physically deficient. After this was done, our nurses and school doctor advised ways and means of improvement. The drinking of more milk was recommended as one means. Many children gained markedly in weight and physical health during the year.

The most encouraging thing in our work the past year was the favorable action of our people on the addition to the present Park School building. Our congestion has been great for some years. On the completion of this unit, we will probably be able to accommodate all of our pupils on full time. A committee has been appointed to collaborate with the supervising principal in re-drawing the lines of our school districts so as to relieve those districts that are now congested. We feel that this can be done to the satisfaction of all concerned.

The attention of the public is called to the fact that our high school is increasing in numbers far beyond our expectations. The average rate of increase for ten years ending in June, 1920, was 8.6 percent. The total enrollment for 1919-1920 was 231. For 1921-22 it was 333, an

increase of 44 percent in two years. If this increase maintains, it is only a matter of a few years until our present accomodations will be entirely inadequate for the high school unit. With these facts in mind, it seems wise to consider the purchase of a high school site for the need of future years. This building should be located near our present Park School grounds, so that these grounds may be used for recreational purposes. It will be impossible to secure a desirable site after a few years. We should look to the near future and secure such land as may be necessary for future use.

R. W. BOOTH, President.

# SUPERVISING PRINCIPAL'S YEARLY REPORT FOR YEAR ENDING JUNE 28, 1922

To the Board of Education, Nutley, N. J.

I take pleasure in submitting to you my second yearly report of the Nutley Public Schools for the year ending June 28, 1922.

#### THE SCHOOL CALENDAR FOR THE YEAR 1921-1922

1921—September 6, Tuesday, Annual Teachers' Conference. September 7, Wednesday, beginning of first term. October 12, Wednesday, Columbus Day, schools closed.

> November 8, Tuesday, Election Day, schools closed. November 11, Friday, Armistice Day, schools closed. November 24-25, Thursday, Friday, Thanksgiving Recess, schools closed.

> December 23, 1921, Friday to January 3, 1922, Tuesday, Christmas Holidays, schools closed.

1922—January 27, Friday, end of first term.

January 30, Monday, beginning of second term.

February 13, Monday, Lincoln's Birthday, schools closed.

February 22, Wednesday, Washington's Birthday, schools closed.

April 14, Friday to April 21, Friday, inclusive, Easter Recess, schools closed.

May 30, Tuesday, Memorial Day, schools closed.

June 27, Tuesday, Graduation from Eighth Grade Éxercises.

June 28, Wednesday, end of second term. June 28, Wednesday, High School Commencement.

#### STATISTICS

1. Distribution of pupils, teachers, and part time

Total Part Time Enrollment Teachers Principals Classes  High School	e
High School       333       10       1         Park, Grades 7-8       281       8         Park Elementary       321       9       1       6	
Park, Grades 7-8281 8 Park Elementary321 9 1 6	
Park, Grades 7-8281 8 Park Elementary321 9 1 6	
Park Elementary 321 9 1 6	
13(11,3C3W )24 1V 1 4	
Washington544 16 1 6	
Lincoln	
Spring Garden 274 8 1	
Church Street	
Totals2853 82 7 20	
Classroom teachers82	
Special teachers9	В
Principals 7	
Superintendents 1	
Total teachers99	
2. Attendance.	
1921-22 1920-21	
Total enrolled	
Percentage of attendance	
Times tardy	
Total days present	
Total days absent	/_
Present every day	2
rresent every day 170 194	
3. Perecentage of increase over 1920-21.	
High School32.6 percent	
Grades 1-8	
drades 1-0 2.1 percent	
4. Prevocational Work.	
Total pupils who received instruction in Cooking18	2
" " " Sewing16	5
" " Wood Work26	8
" " Mechanical Drawing 24	3

#### 5. Where our teachers were trained.

College graduates	17
Normal school trained	
Other schools	
Total	99

#### 6. Changes in teaching corps during the year.

Mr. Paul D. Kemp, teacher of academic studies in the Church Street School, to take the place of Miss Grace Abbott, resigned.

Miss Hazel M. Gourley, teacher of first grade in Washington School, to take the place of Mrs. Marjorie E. Lewis, resigned.

Miss Frances C. Cauffman assigned to a new fifth grade in the Lincoln School.

Miss Helen Cheesman, teacher of fourth grade in Washington School, to take the place of Miss Florence L. Quigley, who was transferred to Lincoln School to take the fourth grade taught by Miss Bertha H. Rowe, resigned.

Mrs. John Rosengren assigned to teach a part of each day in the high school.

## 7. Average pupil load per teacher.

High School	30
Park, Grades 7-8	34
Park Elementary	34
Yantacaw	32
Washington	33
Lincoln	34
Spring Garden	33

#### RESULTS OF EIGHTH GRADE EXAMINATIONS

## 1. Eighth grade State efficiency tests. Comparisons.

	1921 (June)	1922 (Jan'y)	1922 (June)
Total taking tests	. 125	36	125
Number certificates issued	70	32	82
Percent issued certificates		ent 88.8 per	cent 65.6 p. c.
Percent failed English		0.	16.
History	17.6	2.8	4.8
Arithmetic		2.8	10.4
Writing		0.	0.
Spelling		2.8	5.5
Geography		2.8	15.2
Percent successes, all studies	. 85.7	97.2	91.6

## ghth grade local examinations. Comparisons.

1921 (June) 1922 (Jan'y) 1922 (June)

Total taking examinations	125	36	125
Number certificates issued	101	32	103
Percent issued certificates	81.	88.8	82.4
Percent failed English	12.	0.	11.2
History	6.4	2.8	3.2
Arithmetic	3.2	2.8	6.4
Writing		0.	0.
Spelling	4.8	2.8	0.
Geography	9.6	2.8	1.6

No pupil can receive a State certificate unless he passes 70 percent in every study. It often happens that a pupil is very proficient in every study except one, or it may happen that a pupil does poorly in examination but splendidly in daily class work. These facts are not considered in awarding the State certificate.

In our own local examinations for admission to high school, it is necessary for a student to reach an average of 70 percent in each study also, but the class average is also taken into consideration very largely in determining the final average.

Promotions are made in all grades above the sixth on the point basis. This means that the pupil may advance to the next year in his successful studies, the failed studies being held against him as conditions. This plan gives the student a much better chance of progress than the old plan of grade alinement.

# HOW WE HAVE TRIED TO MEET THE NEEDS OF OUR PUPILS

The aims of the past year have been to perfect our plan of twice-a-year promotions, to continue the grading of our pupils on the basis of advancement, to arrange groups in such a way as to give each child the chance of advancing as rapidly as his ability will permit, to arrange our courses of study so as to better meet the needs of the various groups, to vitalize our methods of teaching through the plan of project teaching as far as seemed practical, and to promote the health of our pupils by encouraging health habits. In the first six grades the children were weighed each month and increases in weight noted in order that attention to healthful eating and regular habits of sleeping and exercise might be encouraged.

For the first time it was possible to make regular promotions to all A and B divisions of all grades from the first to the eighth grade, inclusive. For the first time in the history of our school a class entered the high school in the middle of the year. This class consisted of thirty-five pupils who were well prepared to begin regular high school work. It was a difficult matter to make provision for these pupils with our over-crowded conditions, but it was accomplished by adding a part time teacher to our high school corps, and working each room to just a little more than capacity. By doing this these pupils will have a half year in their school life, and the town will save the cost of schooling this group for one-half year, which is no small item of expense.

Taking our schools as a whole, 108 pupils of the first six grades gained a half year during the first term and 7 pupils gained a whole year. During the second term 92 pupils gained one-half year. It must be understood that in gaining a half year or a whole year a pupil does not skip any essential parts of his grade studies. Each pupil is required to cover the same amount of work but in some

cases it can be done more quickly than in others.

# SUMMARY OF PROMOTIONS, TIME GAINED AND TIME LOST AS ABOVE

#### Regularly

Promoted Failed Gained 1 yr. Gained ½ yr. Lost ½ yr.

First term	1384	136	7	108	136
Second term	1426	201	0	92	166

#### THE HIGH SCHOOL

The total enrollment of the high school (June, 1922) This is an increase of 82 pupils, or 32.7 percent, over June 1921. One new teacher was added in September to take care of the increased enrollment. Mr. G. G. Mankey took charge at the beginning of September as high The Superintendent wishes to commend school principal. Mr. Mankey for the splendid work he has done during his year of service. He has a thorough knowledge of high school organization and needs. His aim is to make our high school as efficient as any in New Jersey. He will succeed in this fine ambition if he is given the equipment and support necessary to his work. The program of studies in force at the present time follows:

# PROGRAM OF STUDIES

# CLASSICAL COLLEGE OR NORMAL SCHOOL PREPARATORY

NINTH Y	EAR		TENTH YEAR
	Periods per		Periods per
REQUIRE	week	${\bf Credits}$	REQUIRED Week Credits
Literaure	5	5	1 Eglish—Composition 5 5 Literature
Word Study	, ,	3	Organized Period 2 Latin 5 5
Spelling Organized Period			3 Plane Geometry 5 5 4 (Elect one)
Latin	5	5	French 5 5
B Algebra Biology or Ancient	5	5	Spanish 5 5 Med. & Mcdern
History	5	5	History 5
Physi. Training and I Music— Chorus	nf. 4	1 1/4	5. Phys. Training and Inf. 3 1 6 *Civics 2 2
OPTIONAL			7 Music—Chorus 1 1/4
Drawing-*Freehand	2	1	OPTIONAL
Mechanical	4	2	Drawing-**Freehand 2 1
Manual Training	2	1	Mechanical 4 2
or Domestic Science	2	1.	*Required of all pupils.
Required for admission t	to normal	schools.	**Required for admis. to normal schools

	ELEVENTH	YEAR		
		Periods		
		per		
		week	Credits	
	REQUIRED			
1	English—Composition	5	5	1
	Literature			
	Organized Period			
2	Latin	5	5	2
3	*Algebra (Intermediate	5	21/2	3
	Advanced	5	21/2	
4	French or Spanish	5	5	
5	Phys. Training and In	f. 4	1	
6	Music-Chorus	1	1/4	4
	OPTIONAL			5
	Drawing-**Freehand	2	1	6
	Mechanical	4	2	
*P	upils preparing to enter	norma	l school	
1	may substitute physics.			
*	Required for admission	to norn	nal	* ]
scl	nools.			n
			,	-

	TWELFTH Y	EAR	
		Periods per	
		week	Credits
	REQUIRED		
1	English—Composition	4	4
	Literature		
	Organized Period		
2	Latin	5	5
3	(Elect one)		
	French	5	5
	Spanish	5	5
	Chemistry	7	5
4	*U. S. History and		
	Problems of Democrac	cy 5	5
5	Physical Training	3	1
6	Music-Chorus	1	1/4
	OPTIONAL		
	Drawing-**Freehand		1
TO	Mechanical	4	2
**	dequired of all pupils. Drawing required for ormal schools.	admis	ssion to

# SCIENTIFIC—COLLEGE PREPARATORY

For entrance to Technical and Engineering Schools and Colleges also to Normal Schools

NINTH YEAR	TENTH YEAR
Periods per week Credits 1 English—Composition 5 5	Periods Eer week Credits REQUIRED  1 English—Composition 5 5
Literature Word Study Spelling	Literature Organized Period 2 Plane Geometry 5
Organized Period  2 Algebra 5 5	3 French or Spanish 5 5 5 4 Med. & Modern
3 Ancient History 5 5 4 Biology 6 5	History 5 5 5 Phys. Training and Inf. 3 1
5 Phys. Training and Inf. 4 1 6 Music—Chorus 1 1/4	6 *Civics 2 2 7 Music—Chorus 1 14
OPTIONAL	OPTIONAL
Manual Training 2 1 or Domestic Science 2 1	Drawing—**Freehand 2 1 Mechanical 4 2
Drawing*—Freehand 2 1 Mechanical 4 2 *Required for admission to normal schools.	*Required of all pupils.  **Required for admission to normal schools.

	ELF	IVE	NTH	YE	AR
--	-----	-----	-----	----	----

		Periods	
		per	
	REQUIRED	week	Credits
1	English—Composition	5	5
	Literature		
	Organized Period		
2	Algebra (Int. & Adv.)	5	5
3	French or Spanish	. 5	5
4	Physics	7	5
ď	Phys. Training and Inf	. 4	1
6	Music- Chorus	1	1/4
	OPTIONAL		
	Drawing-Freehand	2	1
	Mechanical	4	2
e Ta	equired for admission to	normal	schools

# TWELFTH YEAR

	REQUIRED	eriods per week	Credits
	REQUIRED		
1	English—Composition	4	4
ĺ	Literature		
	Organized Period		
2	French or Spanish	5	5
3	Solid Geometry (1-2 yr.	.) 5	21/2
	Trigonometry (1-2 year	2) 5	21/2
4	Chemistry	7	5
5	Physical Training	3	1
6	U. S. History and		
1	Problems of Democrac	y 5	. 5
7	Music—Chorus	1	1/4
	NOTE-II S History at	nd Pro	blems of

NOTE—U. S. History and Problems of Democracy are required by law of every student. If the student is unable to carry five studies, chemistry, advanced mathematics, or the foreign language may be omitted.

#### OPTIONAL

I	)rav	vin	g	Free	hai	nd	2		1
			Mecl	nanio	al		4		2
		1.2		-	2	2000			10 B

•Required for admission to normal schools.

# COMMERCIAL

	NINTH YE	AR		TENTH YEAR
	REQUIRED	Periods per week	Credits	Periods per week Credits
1	English—Comp. and Literature	8	5	1 English—Composition 5 5 Literature Organized Period
	Word Study		3.	2 Bookkeeping 10 5
	Spelling			3 Com. Geography 3 3
2	Organized Period Biology or General Science	6	5	4 *Civics 2 2 5 (Elect one) Spanish 5 5
8 4	Ancient History Commercial Arithmetic		5	French 5 5 Med. & Modern
	and Bookkeeping	5	5	History 5 5
5	Music—Chorus	1	1/4	6 Music—Chorus 1 1/4
6	Physical Training & Jr OPTIONAL	ıf. 4	1	7 Phys. Training & Inf. 3 1 OPTIONAL
				Manual Training 2 1
	Manual Training	2	1	or Domestic Science 2 1
	or Domestic Science	2	1	Drawing—Freehand 2 1
	Drawing-Freehand	2	1	Mechanical 4 2
	Mechanical	4	2	*Required of all pupils.

	ELEVENTH	YEAR			TWELFTH YEA	$\mathbf{R}$	
	REQUIRED	Periods per week			Per pe we REQUIRED		Credits
1	English—Composition Literature Organized Period	5	5	1	English—Composition Literature Organized Period	4	4
2	Stenography	5	5	2	Stenography	5	5
3	Tyepwriting	10	21/2	3	Typewriting	5	21/2
4	(Elect two)			4	Office Practice	3	11/2
	Spanish	5	5	5*	U. S. History and		
	French	5	5		Problems of Democracy	5	5
	Physics	7	5	6	(Elect one)		
	Bookkeeping	5	5		French	5	5
5	Music-Chorus	1	1/4		Spanish	5	5
6	Physical Training & OPTIONAL	Inf. 4	1	7 8	Chemistry Music—Chorus Physical Training	7 1 3	5 1 <u>4</u> 1
	Manual Training or Domestic Science Drawing—Freehand	2 2 2	1 1 1		OPTIONAL Drawing—Freehand Mechanical	2 4	1 2
	Mechanical	4	2	*F	Required of all pupils.		

If a pupil chooses a language it must be pursued during a period of at least two years. No credit will be allowed for one year of work in any language.

The High School presents three distinct curricula, the Classical College or Normal School Preparatory, the Scientific College Pre-

paratory and the Commercial.

In the Classical College or Normal School Preparatory Curriculum, four years of Latin are required, one year of history, one and one-half years of algebra, plane geometry, four years of English and one year of science. Other subjects must be chosen to make a total of at least 80 points credit.

In the Scientific-College Preparatory Curriculum, Latin may

In the Scientific-College Preparatory Curriculum, Latin may be omitted, but at least two years of a modern language will be required and four years of English; also plane geometry, two years of history, with physics and chemistry. Other subjects must be

chosen to make a total of at least 80 points credit.

In the Commercial Curriculum, no foreign language is required, but either Spanish or French is recommended. Mathematics may be omitted except commercial arithmetic. Four years of English are required, two years of typewriting, two years of shorthand and one year bookkeeping, also ancient history, commercial geography and office practice. In order to receive recommendation in shorthand and typewriting, a grade of 80 percent must be maintained. Other studies must be taken to make a total of at least 80 points credit.

It is the aim of the administration to offer such work to the students as will meet their needs. It may be that some students are unable to master some one subject of the course chosen. In such cases we are willing to offer a subject of equivalent value. It sometimes happens also that a pupil needs a combination of studies not offered in any course. The needs of such a student are taken care of by such a combination as seems best.

80 points are required for graduation. A point is the equi-

80 points are required for graduation. A point is the equivalent of one prepared recitation per week for a school year. Five points are allowed a pupil who recites five times per week in any prepared subject for one year. Credit is granted for non-study

subjects on the basis of one point for two recitations.

This program was endorsed by the State Board of Education on June 4th, 1921.

A comparison of the present program of studies with the one in force previously will show that our number of courses of study has been reduced from six separate courses, to three separate courses without sacrificing any subject of instruction. This change was made in the interest of economy of administration. It was found impossible to maintain more than three courses in our high school under present conditions.

Our high school equipment needs are many. These needs have been mentioned many times by your Superintendent, but should be summarized again in this report.

The outstanding need is more rooms so as to take

care of our growing numbers adequately. The total enrollment fcr 1920-21 was 251 pupils. At the present date. June 30, 1922, the total enrollment has reached 333, an in-A new class of 35 pupils entered crease of 32.7 percent. More than 100 pupils will be ready for on January 30th. admission in September. Forty-five were graduated on This means that the high school enroll-June 28, 1922. ment for September, 1922, will reach nearly 400. will need at least three more rooms the coming year, to say nothing of increased equipment for laboratories, typewriting and bookkeeping rooms, etc. Our high school has reached the limit of its possibilities until we have made adequate provision for the following courses:

Physical training. Less than half the time required

by law was given to physical training the past year.

Mechanical drawing. Fewer than one-half of the pupils who asked for this subject were accommodated. This subject is one of great usefulness. Every pupil who wishes to pursue it should have a chance.

Freehand drawing. No one seriously questions the value of freehand drawing. It is a means of expression that is not only valuable commercially but socially. The only attention given to this subject was two afternoons per week. Not more than 20 pupils could be accommodated at any one time because of the size of the drawing room. There should have been at least 200 girls and boys in this

course the past year.

Music. Little music was attempted in the high school for the reason that no room was available. The only attention given to any kind of chorus singing was the two very short periods per week when the pupils assembled in the auditorium. Your Superintendent does not believe that the public high school should attempt to give individual instruction in vocal music, but he does believe that school music is valuable and that time should be given to groups that wish to continue their work in part singing, which is done so well in our grades.

Business courses. Our new courses in typewriting, shorthand, and bookkeeping will go into effect in September, 1922. The numbers were small in these courses the past year for the reason that in our readjustment no new classes were begun in September, 1921. Next year bookkeeping will be given regularly in the tenth and eleventh years, and shorthand and typewriting in the eleventh and twelfth years. The classes will probably be large and

room must be provided for them. The present typewriting room contains about 25 desks and has been used as a home room for a small group of pupils. These desks must be removed next year to make room for the increased number of typewriters that will be needed. A room must be found for the pupils who assembled there.

The bookkeeping room will be inadequate for next year's classes. It is possible to enlarge this room by removing a partition which now divides it from an adjoining

small room.

Classrooms for academic studies. In many cases our classes are too large for efficient teaching. A high school class should not contain more than from 25 to 30 pupils. Many of our classes now number from 30 to pupils. It is very poor economy to over-crowd a high school class. More rooms are needed so that our classes may be kept down to a teachable size. It is one way of

lowering our percentage of failures.

After inspecting our high school on January 17, 1922, Dr. L. L. Jackson, Assistant Commissioner of Education, in charge of high schools, said that he felt that our corps of teachers was far above the average. He said that he did not witness any poor teaching and that some of the teaching was very superior. He complimented us on the general spirit of work among our pupils, and the fine discipline that prevailed. Such a report as this makes us feel that we are doing a type of work that deserves the commendation of our public. If we can do commendable work under restricted conditions, what can we not do under conditions that will permit of real development.

With the completion of the addition to our Park building, which will no doubt become a reality during the latter part of the school year 1922-23, and which addition will allow us to use all of the old building for high school purposes, we will be able to pursue the above mentioned

studies much more efficiently.

The high school commencement was held on Wednesday evening, June 28th, at which time forty-five students, 28 girls and 17 boys, received diplomas. This was the largest class in the history of our school. See the following table.

#### GRADUATES NUTLEY HIGH SCHOOL

1912 1913 1914 1915 1916 1917 1918 1919 1920 1921 1922 13 20 20 21 21 24 22 24 19 31 45 Many of these young people will attend higher institutions of learning. At least ten of the girls will attend the various normal schools, several boys and girls will attend college, and the remainder will take positions in which they will be able to earn a livelihood. It is a very good omen that some of our graduates who are required to work the coming year will lay plans to go on with their education later. Others will take such positions as will enable them to attend night school and thus attain the same end but through greater effort.

#### THE ORGANIZATION OF THE JUNIOR HIGH SCHOOL

During the past year we were able to departmentalize the seventh grades attending the Park School. This was another step in the organization of our junior high school group. The next step is the organization of our courses of study so as to meet the needs, capacities and interests of the pupils of this group. These courses are being written. The English Course is already completed. We hope to have each course well adjusted on the completion of our new Park School addition, at which time all of our seventh grades will be brought together for the first time.

#### CONCERNING THE JUNIOR HIGH SCHOOL GROUP

The junior high school is made up of grades 7, 8 and 9. The courses of study for this group must be carefully written so as to meet the needs of boys and girls who will leave school at the end of the ninth year, as well as those who will continue through the senior high school and college. The work must be differentiated so that each pupil will find not only what he needs but what he is interested in. For those who expect to enter college, Latin should be begun in the eighth year, and Algebra in the last half of the eighth year. The success of the plan depends, however, on the content presented rather than on any alinement of years for the presentation of the material.

Much more attention should be given the manual arts and domestic arts group than is possible at present. More attention should be given drawing and design, dressmaking, cooking and allied subjects for the girls, in order to fulfill the aim of these intermediate grades. The boys should have a better chance in drawing, both freehand and mechanical, and woodwork. The woodwork should be done in the building where the school is located so as to save

the time now lost in the trip to the Church Street building.

#### CONCERNING THE PREVOCATIONAL SCHOOL

Your Supervising Principal does not feel that the Prevocational School on Church Street is organized on a basis of real efficiency at the present time. The reasons for his conclusions are as follows:

1. Only two years of work are offered, grades 6 and 7. It is necessary for a boy to have completed the

5th grade before entering.

This two year course does not lead to anything When it is completed, a pupil may attend the Essex County Vocational School at West Orange, or theoretically, he may enter the regular eighth grade in the Park The facts are that not many enter the County School, because of the distance, and the extreme youth of Also, not many return to our regular eighth the boys. grade for the reason that the work of that grade cannot be Their prevocational school work adapted to their needs. does not lead to an academic eighth grade. Failure usually stares them in the face when they try this eighth grade work. Consequently, most of the boys merely leave after completing the prevocational course with little real preparation for any kind of work.

3. The boys of the prevocational classes are crowded out of their own shop, except for a very short period each week, by the boys of the regular sixth, seventh and eighth grades who go to this shop for woodwork. Thus it is that the prevocational boys are deprived of the very

work for which they were assigned to that school.

4. The regular sixth, seventh, and eighth grades travel from their respective schools to the Prevocational School for shop work. This is a waste of time on the part of both teachers and pupils, and should not be tolerated longer than is absolutely necessary. Furthermore, it is unreasonable to send these boys the distance that many of them to have to go in very inclement weather.

It is recommended:

1. That the prevocational course be lengthened to include the eighth year, and that a certificate be given on the basis of a manual arts course. The name "Prevocational School" should be discontinued. This plan will make the aim of this school a definite one and encourage the boys to stay in school and do work of such a degree of efficiency as should be required for a diploma.

- 2. That the course of study be so arranged as to enable our graduates to receive a year's credit toward graduation from the County Vocational School, at least in woodwork.
- 3. That the Prevocational School shops be relieved of the classes of the regular sixth, seventh and eighth grades, which will permit each of the prevocational groups to receive at least three half days of shop instruction per week.
- 4. That a shop be provided in the basement of the old Park building, or in the new addition, for the regular seventh and eighth grades. This shop will not need power machinery, as all machine work can be done in the Church street building.
- 5. That the present principal be assigned to the shop work of the prevocational group, and the present shop man to the shop work of the regular seventh and eight grades.

6. That a teacher of mechanical drawing be employed to take care of this study in the upper six years, which includes the four high school years.

The extra expense of an additional teacher is justified from many standpoints. We cannot develop this important work without such a teacher. The Prevocational School cannot develop so as to meet the vital needs of our community until some such plan as the above is adopted. If it cannot develop, it will die. Surely our community will not sit by and witness such a proceedure.

### THE GRADE SCHOOLS

The reports of the principals of the grade schools are not only interesting but show a wide range of activities concerning which the public should be informed. In brief they were as follows:

#### SCHOOL NO. 1—PARK ELEMENTARY

Health work. Attention to underweight children. Milk supply. Fifty percent fewer underweight children in June than in the September preceding.

Mothers' meetings.

Celebration of holidays.

Formation of Bulletin Club by sixth grade girls, Reading Club by fifth and sixth grade boys.

Thrift work promoted.

Improvement of instruction through observation, reading and demonstration lessons.

Educational trips of pupils under the supervision of

teachers.

Classification of pupils on scientific basis.

Cooperation in public affairs. Organization of boys' patrol.

### SCHOOL NO. 2—YANTACAW

Much attention to health promotion.

Purchase of the Book of Knowledge, largely through funds raised by teachers and pupils; also Pictured Knowledge, by the Parent-Teacher Association.

Cooperation with the Public Library in the circula-

lation of books of interest and real value.

The organization of an auxiliary Police Patrol for the protection of children around schools and at crossings.

Organization of a very effective Parent-Teacher

Association.

A successful drive to improve attendance and to lessen tardiness.

First place in the Annual Field Day. The Howe Cup won.

#### SCHOOL NO. 3-WASHINGTON

Marked improvement in scholarship as shown by the use of standard tests.

Cooperation with the Public Library with the aim of inculcating good reading habits.

Organization of a school library, including the Book

of Knowledge and Pictured Knowledge.

The growth and efficiency of the Parent-Teacher

Association.

The promotion of health through recording weights and distributing milk to undernourished children, also visiting homes to secure the intelligent co-operation of the parents.

The organization of a class for atypical children.

The observation of special days for the promotion of Americanism.

The promotion of the ideal of serving one another and any who are in need.

The organization of the Boys' Patrol. The Working Girls' Evening Club.

The Scout Movement.

The Tuesday Evening Reading Room. The Men's Citizenship Class.

#### SCHOOL NO. 4-LINCOLN

The growth in numbers.

Intensive plan for part time classes.

The Elson Picture Exhibit. Nearly two hundred dollars worth of pictures purchased.

Cooperation with the Public Library to promote an

interest in good reading.

Thrift and savings promoted through cooperation with the Bank of Nutley.

The work of the Safety Patrol.

Maintenance of a fine scholarship standard as shown by the use of standard tests.

Observation of national holidays.

#### SCHOOL NO. 5-SPRING GARDEN

Observing the national holidays to promote patriotism.

The success of "Visit the School Week". The School Fair.

The promotion of the ideal of helpful service to each other and to the community.

The organization of the Safety Patrol.

The organization and promotion of the school library. through the helpful cooperation of the Parent-Teacher Association.

The promotion of the health program by the use of health charts and the distribution of milk.

#### REPORT OF THE HIGH SCHOOL PRINCIPAL

# To the Superintendent:

I have the honor of submitting herewith my first an-

nual report as principal of the Nutley High School.

Due to the fact that there was an increase of 20 percent in high school registration last fall as contrasted with an average increase of less than 9 percent heretofore, it was necessary to add one teacher to our faculty and make general adjustment of classes after the opening of school.

At the beginning of the second semester, the first mid-year promotion into the high school was brought about under your supervision without the addition of any more classrooms and with the addition of but one teacher for two

periods a day.

A number of changes have been made in the filing system and forms used in order to facilitate the administration of the high school. The equipment in use is sufficient for a number of years and can be expanded as need arises.

Since the beginning of the second semester an honor list has been prepared at the end of each report period of all pupils who receive grades of A or B in all academic subjects. Such lists are read to the school in assembly and published in The Nutley Sun. It is believed that this honor has enlivened the interest of our pupils in high scholarship, excepting in the case of those pupils who manifest but little or no interest in their school work.

In December, the Terman Group Test was given to all pupils of grades 7 to 12 inclusive. The results show our pupils to be above the standards as far as grades 9 to 12, inclusive, are concerned, while the eighth grade is about normal. Only the seventh grade falls slightly below the standard. It is hoped that other tests of a like nature can be given next year so that true objective measures of our pupils' abilities can be obtained. Thus we hope to determine more precisely the capacity of each pupil for the work he is undertaking.

A so-called point system has been in operation for the past four months. By it, pupils are limited in the number of extra-curricula activities in which they can participate at any one time. This results in a wider distribution of the sharing of the duties involved in carrying on such activities. Although this system has not functioned perfectly as yet, there is abundant evidence that more pupils will have an opportunity to develop their special abilities than heretofore.

The Athletic Board has deemed it advisable to establish the rule that members of our teams cannot play on

outside teams while representing our school.

In order to reduce the tardiness in our school, pupils are now required to report a half hour before the opening of school in the morning for two days following a tardiness, provided sufficient cause cannot be given for the tardiness. This rule has been in operation several months and has proven to be an effective remedy.

At the closing assembly of the school year school letters were awarded to the Senior class members handling the business end of "The Attic" for the excellent service which they had rendered during the school year. Such awards,

both to members of the Attic Board and to members of our debating team, will be made each year provided the committee in charge of this matter decides that the pupils have earned their letters. In the case of the debating team, the proviso is made that the team must win at least one of its debates.

About the middle of the year the proposition was made to the faculty that the detention room as such be abolished. This was unanimously adopted. Since then, teachers have detained pupils in their own rooms. There is no doubt that the detention room was unpopular with the pupils and observation has led me to believe that the change has not resulted in a lowering of standard of discipline.

The above paragraphs have given somewhat in detail the changes which have been instituted in order to improve the morale and efficiency of the school. I am glad to say that each change has justified itself so far as I have been able to determine, and it is our intention to continue them

in effect next year.

The various extra-curricula activities of the school have been carried on very successfully this year and there is every promise that their fields of usefulness will be expan-

ded even more next year.

Last fall the Athletic Association still owed \$221 on the motion picture machine which had been purchased the previous spring. The motion picture committee, composed of boys and girls from the various classes with the principal as advisor, has worked very energetically with the object of paying off this debt. I am glad to say that the machine has been entirely paid for. Due credit is given these boys and girls for their splendid work. They have also handled very efficiently the educational films which were supplied by the Board of Education. This service would have been of much greater value if the distributors had been able to supply the films at the times they were asked to do so.

During the year the following speakers were heard in assembly: Mrs. Easton Shaw spoke at the close of "Better Speech" week on that topic; Mr. Fred Butler gave an interesting account of a trip around the world extending over a period of two years; Mrs. Ida W. Bowman gave a timely lecture on current events; Mr. A. B. Proal lectured on machinery designed to handle large masses of material and at the same time illustrated his talk with motion pictures; Miss Loretta Terradell gave an interesting account of her travels through Arabia; Mr. H. Adams presented several important

facts to be observed if our pupils are to live up to the motto "Safety First". Four of the Civil War veterans gave an excellent program two days before Decoration Day; and Miss Grace Sage gave a splendid reading of "Peg O' My Heart." These features together with programs presented by the dramatic society in observance of special days have made special assemblies occasions to be looked forward to by all.

Our school paper, "The Attic", has just passed through a very successful year indeed. Three factors have contributed to this success. The deep interest and genuine enthusiasm which Miss Walker as faculty advisor has shown in "The Attic", the energetic work of the Attic Board and the time and experience freely given by Mr. Gottfried of the Board of Education, have all combined to produce a school paper of which we can justly feel proud. At the present time, "The Attic" has approximately \$100.00 to its credit whereas at the close of a school a year ago, it faced a deficit of more than \$100.00.

The dramatic society, "The Jesters", under the capable direction of Miss Soler of the faculty, has had its biggest year. By reason of its large membership, 46 pupils drawn from the four classes, it has exerted a wholesome effect throughout the school. Regular meetings have been held in general every two weeks. At such times, programs are given by the members after the business meetings. Besides the activities mentioned above, "The Jesters" presented a three-act play, "Nothing But the Truth", in March. The auditorium was crowded and the gross receipts amounted to \$332.95. The dramatic society had previously voted to donate the net proceeds to rebuilding the stage in the au-With the help received from the Board of Education, the improvements were made. We feel that the school has been greatly benefitted by the changes made. There is no doubt but that such a project fosters a spirit of service to the school among our pupils.

In January, the "Peankay Club" was organized under the direction of Mrs. Hawkins of the faculty. Only those commercial pupils who are studying stenography and typewriting are eligible for membership. Over thirty pupils have joined. Meetings have been held every two weeks. On several occasions business men have given interesting and practical talks on the matters pertaining to the future careers of these pupils. This club has every promise of success and Mrs. Hawkins is to be commended for giving

time and energy to such a worth-while activity.

Our debating team participated in only one contest this year. It was unfortunate in that it lost to Butler. This was the first defeat in three years. However, faculty and pupils feel that the team was a credit to our school and

that success will be with us next year.

Each branch of athletics has more than paid for it-This is largely due to the fact that the self this year. various teams have had a very successful year. ball seven games were won, two lost, and one tied. hockey the girls won all four games on their schedule. In basketball the girls' team won twelve, and lost two, while the boys' team won eleven and lost three. In baseball ten games were won and six lost. In the latter sport our team was awarded the class "B" championship of Northern New Jersey, on its excellent record. The above records are indeed excellent, and they speak volumes for the very capable coaching of Miss Campbell and Mr. Stanford. Because of the excellent records made, the Athletic Board awarded gold basketballs to the boys' and girls' basketball teams, and gold baseballs to the boys. Successful athletic teams play no small part in maintaining good morale in a school.

During the year it was proposed to the Senior class that the idea of the annual trip be abandoned and Class Day exercises be substituted for it. Some opposition was encountered but the class voted to make a change. turn, the Seniors were permitted to give a play, the proceeds of which were spent in carrying out the various ac-The play, "What Haptivities of Commencement week. pened to Jones", was a distinct success and set a high standard for such plays in the future. This class has also inaugurated the custom of presenting a gift to the school. A beautiful and very useful reading stand was presented at I am very glad that they their Commencement exercises. have seen the wisdom of starting this custom. tion to that gift, they have presented to the school an enlarged photograph of the class picture which will be hung

in a hall of our school.

A word or two further in regard to our graduating class. Twenty-eight girls and seventeen boys composed its membership of forty-five pupils. Of these twenty have signified their intention of continuing their education next year. This class did very good work in school as a whole. It graduated 100 percent as there was not a member ranking as a Senior at the beginning of the school year who failed to graduate. An indication of the growth of our

school is shown by the fact that the enrollment of this class is more than double that of the graduating class of two years ago.

Constance Cotter of the Freshman class and Joseph Donahue of the graduation class were winners of the gold medals offered by "The Jesters" for the first places in the annual declamation contest. William Hartman won the gold medal awarded by the Rensselaer Polytechnic Institute for the highest ranking in mathematics and science throughout the four years. Brenetta Crawford was awarded the \$5.00 gold piece given by you for the best story appearing in "The Attic" during the school year. The silver cups, donated by the Reformed Church Men's Association to the girl and boy of the Senior class who have shown best all-around ability during the four years were awarded to Elizabeth Bostock and Donald MacDowell.

Before I close I wish to say my idea throughout this year has been that in addition to becoming familiar with the mass of details which had to be assimilated, a continuous effort should be made in the direction of implanting ideals in the pupils and building up the morale of the school. I believe that what has been written indicated to some extent the progress which has been made in those directions. Of course the goal has not yet been reached. We hope to

go forward with greater success next year.

If it is in order in a report of this nature to mak any recommendations for next year, I have one to make a This does not mean it is the only one worth while recommending but rather that it should not be obscured by others, since it far outranks them in importance. There is every evidence that clerical help is needed in the principal's office. Statistics collected from high schools in this State show that most schools of this size employ a It is no exaggeration to state at least one-third of the principal's time is occupied with details which could be handled just as efficiently by a clerk. The time thus saved could be used to much better advantage in visiting classrooms and in getting into closer touch with teachers and There has been very little time this year for personal contact with pupils in their studies. Practically no classes have been visited during the year simply because other matters demanding immediate attention have made it impossible.

A report of this nature cannot be complete without due acknowledgment to you and to our teachers for the unfailing co-operation which has been given. It is a genuine pleasure to work for the improvement of our school when my associates show such real interest and hearty co-operation as it has been my pleasure to meet with this year.

G. G. Mankey, Principal.

Respectfully submitted,

PAUL R. RADCLIFFE,

Superintendent.

# REPORT OF THE SECRETARY OF THE BOARD OF EDUCATION

Nutley, New Jersey.

#### Gentlemen:

In compliance with the provisions of the School Law (Article 6 Section 63) I herewith present a full itemized statement of the Finances of the School District of Nutley for the school year ending June 30th, 1922, as shown by the books of the Board.

July	1,	1922	Balance	\$	2,339.77
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#### RECEIPTS 1921-22

State and County Funds	\$ 46,595.16
District Tax	226,602.66
Sales of Bonds or Notes to erect, enlarge,	
remodel, furnish and equip	18,000.00
Railroad Tax	
State Aid Manual Training	5,444.06

Total ..... \$309,221.00

#### MISCELLANEOUS RECEIPTS

Interest on Deposits\$	1,123.13
Sale of Books and Supplies	46.25
Defacement of Property	101.75
Refunds	203.78
Tuition Fees	591.50
Telephone Tolls	39.37
Liberty Bonds transferred to Cash Acct	550.00
Sale of Materials, Manual and Industrial	
Training Class	326.67

Total \$ 2,982.45

Grand Total of Receipts during Year and Balance on hand at beginning of year..

\$314,543.22

	*	
EXPENDITURES	Enlarging	Erecting and l
Salaries, Superintendent, Principals and Teachers\$	and Equ	New Furniture
Salaries, Janitors, Engineers and Firemen	13,558.19	
Wages other employees (Maintenance of		
School Plant and Grounds)	1,744.50	TOTAL EXPL
Fuel	7 254 74	Balance on har
Transportation of Pupils		
	1,024.14	GRAND TOT.
Expenses, Superintendent, Principals, and	2,340.87	during year,
Supervisors	1 20 24 2	eacle ent ta
Text Books	4,775.59	
Supplies and other expenses of Instruction	5,260.99	
Apparatus (Maps, Charts, Globes, Type-		
writers, Chemical Laboratory Equip-	000.00	
ment, Étc.)	990.90	
Janitor Supplies	1,383.07	
Light, Water, Power	1,970.32	
Medical Inspection, Salaries and Supplies	3,173.88	
Board of Education and Business Office		
including Salary of Secretary	3,430.05	
Insurance Premiums	713.89	
Lectures and Recreations	1,921.66	
Telephone Service	391.48	
Library Books, Magazines, Etc.	218.71	
Incidental Expense (Mostly Cartage)	469.02	
incidental Expense (Mostly Cartage)	409.02	
Total		\$217,725.88
Material and Cumpling for Manual and In		
Material and Supplies for Manual and Industrial Training	2,304.56	
Repairs and Replacements	134.16	
repairs and repracements	194.10	
Total		2,438.72
Bonds Redeemed	3,000.00	
Payments to Sinking Fund	5,254.14	
Interest on Bonds		
interest on bonds	16,694.02	
Total		24,948.16
Payment of Notes	32,000.00	
Interest on Notes	576.00	
=======================================	010.00	
Total		32,576.00
Ordinary Repairs (Current Upkeep)	9,028.70	
Repairs and Replacements, Furniture and	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Equipment	1,021.33	
Total		10,050.03

Erecting and Enlarging School Buildings 20,114.31 New Furniture and Equipment 4,020.31	
Total	24,134.62
TOTAL EXPENDITURE 1921-1922 Balance on hand June 30, 1922	\$311,873.41 2,669.81
GRAND TOTAL OF EXPENDITURES during year, and BALANCE ON HAND at the close of year	\$314,543.2 <b>2</b>
Respectfully submitt COLIN LINN.	