

1957 - 1958

ANNUAL REPORT

ON THE

NUTLEY PUBLIC SCHOOLS

TO THE

BOARD OF EDUCATION

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graph TD; A[BOARD OF EDUCATION] --- B[Anson B. Barber  
Superintendent of Schools]; A --- C[Everett Zabriskie  
Secretary-Business Manager];
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Anson B. Barber
Superintendent of Schools

Everett Zabriskie
Secretary-Business Manager

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June, 1958

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Meetings

Regular meetings of the Board of Education are held in the Administration Building, 149 Chestnut Street, on the fourth Wednesday of each month, September through June, at 8:00 P. M.

CONTENTS

SUPERINTENDENT'S REPORT:

Pages 1 - 14

Progress Made on Curriculum Study	1 - 2
Personnel	2 - 3
Enrichment Programs in the Schools	3 - 4
Enrollment and Future Housing	4 - 5
Class Size in Elementary Schools	5
Measure of Achievement	5 - 7
New to Nutley	7
Behind-the-Wheel Driver Training	8
Dedication of the Junior High School	8 - 9
Cooperation of Community Groups	10 - 11
Working With the Community	11 - 12
Communicating With a Larger Public	12 - 13
In Appreciation	13
Enrollment Data	14

SECRETARY'S REPORT:

Pages 15 - 26

Financial Statement	17 - 19
Cafeteria Program	20
Cafeteria Profit and Loss Statement	20 - 21
Interscholastic Athletic Program	22
Athletic Financial Report	23
Recommendations	24 - 25
In Appreciation	26

To The Board of Education, Nutley, New Jersey

Ladies and Gentlemen:

I am pleased to submit my report as superintendent of schools, offering information, data, and evaluation on the present status of the schools, and recommendations for future action in their operation.

PROGRESS MADE ON CURRICULUM STUDY

The year 1957-58 marked the beginning of a series of studies of the curriculum in use in the Nutley Public Schools. The first of this series of studies is in the field of English and the language arts. A Thirteen-Year Program, Kindergarten Through Grade Twelve, was published in June, 1944 by the Nutley Board of Education. Many important professional articles have been written, many books by outstanding people in the field have been published, and many agreements on best practices have been reached by master teachers and research study people since this date. Accordingly, it is important that this whole area of instruction be thoroughly restudied and that this course of study be brought up-to-date.

Miss Agnes Kelly, principal of the Lincoln School and a member of the committee which published the 1944 report, is serving as general chairman of the committee working toward this revision. Many committee meetings have been held and a considerable amount of revised manuscript material is now typed, ready for a very careful study by all staff members in the early fall of 1958-59. These materials will receive careful evaluation as they are tried out in classroom situations prior to recommendation to the Board of Education for approval.

It is planned to have curriculum experts talk with committees about each of these special areas before a final recommendation is prepared for adaption by the Board of Education. A schedule of a series of such meetings for this purpose is in the process of formation.

The senior high school section of this course of study is in rough draft and is now ready for the careful consideration of that staff. The high school committee members deserve the special appreciation of the administration and the Board for their energetic approach to this problem. This group is ahead of the tentative work schedule made earlier in the year.

A preliminary draft of a revised course of study for mathematics in grades 7, 8 and 9 has been submitted by Mr. Max Kletter, Junior High School Department Head. The beginning has thus been made on phase two of our general curriculum study program. Since mathematics will become the central activity in curriculum study as soon as the English and language arts effort reaches a reasonable degree of completion, it can be seen that the foundations are already operating for mathematics to be the next subject area to take the center of the stage.

It is recommended that the revision of the science curriculum follow the revision of the mathematics program, and that this in turn be followed by revision of the history and problems of democracy courses.

PERSONNEL

The objective of the superintendent becoming acquainted with the capacities, aptitudes, interests, and talents of the staff has continued into the second year. The results of this observation of the work and special abilities of the staff will be used in naming interested and well trained persons to the committees to work on these curriculum revision programs. Many helpful principals' meetings have dealt with instructional problems in these areas. This work will continue throughout 1958-59.

The year 1957-58 has been a particularly challenging year in that fifty-three teachers new to the system have been inducted into service and evaluations have been made of their potential contribution to the Nutley program. Of these fifty-three, twenty-four have been considered to be operating as good average or better prospects as they progressed through the year. A total of eight of this group have been lost to the Nutley schools. In the superior group, there are sixteen, of whom five have been lost. Of the teachers most highly talented there have been five who appear to have master teacher characteristics. Fortunately none of these have been lost to the system. This accounts for forty-five of the fifty-three. There has been one death, and seven average or superior teachers have left for personal reasons. For one reason or another, eight teachers have not lived up to the recommendations and hopes held for them at the time they were appointed. The list of candidates available up to June 30, 1958 is considered to have more talented teachers than were to be found on the list of a year ago. Accordingly, it appears that some high quality replacements are under contract for September, 1958.

The principals and teachers of the schools in Nutley, by bringing about the fine adjustment of the numerous new staff members, have performed a fine educational service in inducting so many into service so effectively. Because of these tireless efforts, the assimilation was accomplished earlier and more effectively than appeared possible in the face of a 23 per cent turnover for the year.

Key visits by new staff members were arranged where the need was found and in some cases teacher requests were made to visit schools and observe work of a nature which would be helpful.

The administrative staff and teachers have participated in a wide variety of educational programs in the county and on the state level in cooperation with the state and as a part of the NJEA educational programs for the year. These outside contacts are important sources of stimuli for the interflow of ideas within Essex County and the State. Posts of leadership have come to Nutley teachers and administrative personnel who have given of their

time and talents in these programs. Dr. Ernest J. Ersfeld, Director of Music Education, has been county chairman of the Department of Music of The New Jersey Education Association for this school year. Miss Eleanor Woodruff, principal of the Radcliffe School, has been elected vice-president of the Essex County Principals Association for 1958-59. Miss Katherine Sonne, Director of Guidance, Nutley High School, has been elected president of the New Jersey Deans and Counselors Association for the year 1958-59. Mr. Edward F. Assmus has been asked to serve as chairman of the Evaluating Committee for the Middle States Association for evaluation of the North Wood High School, Silver Springs, Maryland. These are examples of many leadership roles filled by Nutley staff members during the year or scheduled for next year. In addition, many more staff members have acted as chairmen, panel members, and committee members to carry on important professional work in educational organizations.

ENRICHMENT PROGRAMS IN THE SCHOOLS

Preparation before starting is important for children scheduled to see places of historical significance, places noted for scientific leadership, areas famous for literary productions, or museums, planetariums, and zoos. Educational trips have been planned with rewarding results by teachers under the guidance of the principals. These are fine opportunities to enrich the experience of children and youth. Oral reports, themes, discussions, motivation for reading, and the development of skill in observing what is to be seen are some of the results teachers are finding increasingly rewarding.

Library service has been significantly increased in the Spring Garden and Yantacaw schools with the addition of a librarian dividing her time between these two schools. Not only is the cataloging of books proceeding but the resources of these two libraries are being opened up to classroom and individual pupil use to a greater extent than was possible before. Plans are now complete to add library service to the Radcliffe School with the beginning of school in September.

Outstanding work was done in many elementary schools in reproducing scenes in Nutley's parks, emphasizing the public's interest in their beauty, usefulness and care. The renewed appreciation and understanding of the meaning of public parks is a part of the citizenship training emphasized this year.

The use of still films in the film library reached 429 for all the elementary schools. Other films were available by borrowing and by some few owned by individual schools. This reached the outstanding total of 219 in the Lincoln School. This represents a very high percent of the 477 owned by the schools.

Again, excellent use has been made of bulletin boards as an additional visual aid to enriched instruction.

Book Fairs proved to be highly motivizing to the reading program with many children selecting books which were of great interest to them.

Assembly programs of a variety of kinds and along many lines added to the variety of educational challenge which resulted as teachers and principals, and P. T. A. groups joined forces to bring about a fine program which was both educational and entertaining.

The Radcliffe faculty project illustrates a helpful type of improvement program being worked on. Pupils in the 4th, 5th, and 6th grades were divided into two major groups, based upon the reading scores in the last Metropolitan Achievement Tests. The two teachers of the grade alternated in taking the "normal" or "accelerated" group for half the year. Each teacher, in addition, carried on a special remedial reading program with a few children in her room who were below grade level. This was done during part of the time the class was having music or art with special classes. Before beginning this program, parents were invited to hear it explained and to give their consent to their children's participation in it. Several children with distinct problems have been brought up to grade level. The program has benefitted all children as evaluated by those who carried it on. Since results have been most satisfying it is planned to continue the program next year.

In following up the achievement of children having high mental ability, fifty-two are listed as having I. Q. 's of 135 and above. A beginning was made last year in studying the progress of individuals in this group. Principals and teachers have identified these outstanding students and as individuals their growth and development is followed. Enrichment of each of these students' instruction is the goal. There is no discussion in which each of these pupils is identified before larger groups and made aware of his or her superior talents under present handling. The evaluation of plans now being followed by some schools which do identify such children has not yet indicated that substantial values have been attained to offset certain negative values which develop in some schools in publicizing the list.

In addition to the above list, 107 elementary pupils having special talents regarded as being in the upper 5 per cent of their respective groups have been identified. These pupils are being encouraged to develop these special talents. It is from this group that many outstanding performers in special fields may be expected to come. Enrichment plans for these pupils with special talents have been in terms of the field of the special talents, whereas for those pupils highly endowed with intelligence, enrichment is in terms of opening up new interests and stimulating broader inquiry as well as working for depth of understanding in particular subject areas. Much study and discussion is taking place in this general area.

ENROLLMENT AND FUTURE HOUSING

The table shown on page 14 indicates the relative change which is developing in Nutley's enrollment pattern. It is too early for experience

factors to be accepted without further study. However, based upon the larger parochial enrollments which are resulting in larger additions to ninth grade enrollments, the present trend, if continued and without any change in the rather slow steady growth in the building of residences in recent years will produce no greater over-all enrollment. The elementary school enrollment is shrinking at about the same rate as the secondary enrollment is growing.

The problem of housing secondary school students has been discussed many times during the past year. It is planned to place in your hands a special study of this problem during August or early September. This problem which is related to the 1959-60 budget will therefore be in your hands in time for your decision. This study has as its purpose the development of a plan which will lead to providing facilities for offering a constantly improving secondary program without involving a heavy capital outlay by adding to the high school building to meet this heavy enrollment expected to reach the senior high school in the next few years.

CLASS SIZE IN ELEMENTARY SCHOOLS

In the elementary schools, only six classrooms enrolled more than 31 pupils. Three classes reached 33 and three reached 32 at the maximum number enrolled during the year. The benefits of groups of a class size in which the progress and success of each individual may be known to the teacher are still being maintained. The median class size for elementary classrooms in Nutley is 27 pupils per teacher.

MEDIAN CLASS SIZE IN ACADEMIC SUBJECTS IN JUNIOR AND SENIOR HIGH SCHOOL

	<u>Senior High</u>	<u>Junior High</u>
English	20	33
Mathematics	22	30
Science	20	30
History	26	33
Languages	23	25
Commercial Subjects	23	35

With a slightly lower enrollment in the Junior High School for next year, and two additional teachers available, it is possible that the median class sizes will again drop below 30 per class as in the past. The budget cut in number of teaching positions on the secondary level will limit progress in this area.

MEASURE OF ACHIEVEMENT

There are many measures of achievement which are important to consider in a total evaluation of progress in the schools. One of these measures which may be reported in statistical form is the result of scores

made on Metropolitan Achievement Tests. These have been administered to more than 1550 pupils in 57 classes. Since these are administered widely in American schools, the scores have considerable validity in indicating comparative status, motivation and progress.

These tests are also used to diagnose individual difficulties, and to form the basis for administrative steps to improve the total educational picture. Other data are, of course, used in considering the total profile of progress of a child.

These Metropolitan Achievement Test Scores indicate that more and more Nutley children are achieving above the norms of these tests. If the group were achieving exactly at the norm, 49.5 per cent would be above and 49.5 per cent would be below the one per cent at the norm. Thus, the following table shows the degree to which achievement followed this norm ten years ago, five years ago, and this year. Statistical evaluation in abridged form follows:

<u>Academic Year</u>	<u>No. of Pupils Tested</u>	<u>No. of Pupils at/above norm</u>	<u>No. of Pupils at/below norm</u>
1947-48	823 (100%)	426 (52%)	397 (48%)
1952-53	1380 (100%)	875 (63%)	505 (37%)
1957-58	1558 (100%)	1160 (74%)	398 (26%)

All Nutley seniors who were eligible and took the Scholarship Qualifying Tests ranked above the 50th percentile competing with 255,812 other seniors from 13,700 high and secondary schools throughout the country. In taking the Quantitative section of this test only two fell below the 50th percentile. Stated in another way, an average senior class would find 13 students above and 13 students below the 50th percentile in an average performance. Each October, Nutley High seniors ranking in the top 10 per cent of their class are invited to take this test. The number of students making scores in each group follows:

<u>Percentile Rank in descending order</u>	<u>Verbal score</u>	<u>Quantitative score</u>
96 to 100th	5	1
91 to 95th	2	6
86 to 90th	8	3
81 to 86th	3	5
76 to 80th	4	2
71 to 75th	2	2
50 to 70th	2	5
below 50th		2

This record for an individual is one factor in the basis for favorable consideration for a Nutley senior for a scholarship for 1958-59.

The above are two series of data submitted which indicate standards of high achievement. Nutley High School seniors who meet the standards of the high school continue to be admitted to colleges and universities of high standing. Many scholarships are won through student competition.

The general level of attainment is quite good. The ill effects of teacher-turnover and teacher shortage have not yet been as damaging here as in some schools under handicaps generally prevailing. Much credit is due to principals and teachers for this achievement which is considered very good under today's conditions.

The Science Fair, initiated this year in the Junior High School By Mr. William Gilligan, Principal, recognized outstanding achievement in science classroom work and gave large numbers of other students not taking science an opportunity to appreciate high quality work. Many parents expressed satisfaction with the high level of achievement in evidence in this new project. It is planned to repeat this science fair program annually.

NEW TO NUTLEY

A new safety committee has been formed after careful study by the superintendent, business manager, director of safety, and the principals of the Nutley Public Schools. In each school there is a committee made up of the principal, a teacher, a representative from the custodians, cafeteria personnel, and in some cases, representatives of the student body. Absence of safety factors which come to their attention, or any problem which develops which might lead to accidents is promptly called to the attention of the central administrative committee for action. This central committee is made up of the superintendent, the business manager and the director of school safety. Under this plan, constant surveillance is attained.

The insurance company has recognized this constant observation by reducing the cost of our compensation insurance. Even with an increased payroll there has been a reduction in our premiums in the amount of \$402.55.

Plans have been completed for all ninth grade students to do homework on the same basis as in the Senior High School beginning September, 1958. This plan will supercede the special evenings reserved for special homework in specific subjects. The secondary principals feel that this earlier beginning of the Senior High School homework plan will be an improvement.

Biology may be taken in grade IX by pupils who have a high honor standing in grades VII and VIII. This will be upon the basis of grades of "A" to begin. By earning credit in biology in grade IX, more opportunity for course election for college or career purposes will result. One additional Senior High School subject may thus be taken.

BEHIND-THE-WHEEL DRIVER TRAINING

The offering of behind-the-wheel instruction as requested by the Junior Chamber of Commerce and a number of Nutley organizations and individuals and made possible by automobiles donated by Wayne K. Johnson, Ford dealer, and the Belleville-Nutley Buick, Buick dealer, has now completed one year on the Nutley High School program of studies. There have been 84 who finished the program. It has been scheduled outside of the regular school day and has taken no school day time from the regular subjects required. The program has enjoyed a good first year. Experience will lead to a few adjustments, but the program has gotten off to a good beginning.

DEDICATION OF THE JUNIOR HIGH SCHOOL

January 29, 1958 marked the attainment of the goal set many months earlier when the Board of Education formally presented this highly functional new building to the public for future educational use. In keeping with the importance of the occasion, Town officials, the principal, teachers, and a large number of citizens who had played important roles in bringing the building to this complete state were invited to attend. The Commissioner of Education of New Jersey, Dr. Frederick M. Raubinger, was the guest speaker. The following portion of his speech is a fitting dedication for any school and it is hoped will be a fitting part of Nutley's school aims and purposes:

"I would like to dedicate this school to the generations of boys and girls who will enter its halls and in so dedicating to express the hope and promise which good schools bring. Here will come the child reaching toward adulthood. May he be met at the doors of this school by wise and understanding teachers. May they have the patience to listen as well as to speak, for the fine teacher learns from those he teaches and he who would teach well must first listen well.

"Here in this building he will encounter the fascinating world of books, of numbers, of music, of science. He will bring with him the marvelous curiosity which belongs in such large measure to these early years of adolescence. May his curiosity be nourished and encouraged, for its development lies back of mature achievement in the arts, the sciences, in industry and invention. May he not be surfeited with fact at the expense of understanding and appreciation.

"It may be that he will be quick to learn those things which schools teach, or he may grasp more slowly. He may be the dreamer, or he may be the doer; the sensitive, or the more aggressive; the physically sturdy, or one of less endurance. Whichever one he is he is a story in himself and it is well to remember that in these early years to make too fast and too sure a prediction of what he may become is to tempt fate, for at best we can only surmise what lies within the heart and mind of another human being. We might well reflect that a person grows like a plant and is not made to grow like a building by laying brick on brick. Since such growth has its own laws it is to be remembered that it cannot be forced.

"Here in this school living and working day by day with others who are perhaps of different races or creeds, with different degrees of material comfort, may he learn well the first principles of human neighborliness and helpfulness and unselfishness. Here we hope he may broaden his understanding of the ideals of his own country, of his great inheritance of individual freedom, dignity and responsibility. In a difficult and confusing world, may he here be helped to develop strength of character and ways of living and thinking which will stand him in good stead so that later when perplexed he may fall back on abiding satisfactions for assurance. Here, too, may he learn the habits of sustained effort, of careful work, taking pride in his own achievement, developing regard for his own integrity, holding respect for excellence. Here I hope his teacher and his parents will be friends, each sharing with the other the opportunity of leading him along the paths of growing up. There will be difficulties, there may be inevitable misunderstandings, but if the school is to fulfill its promise its walls must never be permitted to become a barrier between his home and his school, between his teacher and his parents.

"There is something stimulating about the opening of a new school. It encourages us to make a fresh start, to correct old difficulties, to establish new resolves. It is with such aims and good wishes that we tonight dedicate this building."

COOPERATION OF COMMUNITY GROUPS

The Nutley Historical Society has scheduled two exhibits designed to provide resources of instructional value in the elementary education program. An exhibit on "Transportation" will be opened at the Museum in October, 1958. It will remain there for approximately one month. In March (1959) an exhibit of "Indians" will be available for the enrichment of units of instruction on Indians. There will be special units on New Jersey Indians.

Principals of the elementary schools will arrange to bring children to the Museum. This opportunity is greatly appreciated and is illustrative of what can be done when the resources of the community are joined for mutual benefit.

The communities of Belleville, Glen Ridge, Montclair and Nutley have joined forces to provide a Mental Health Clinic soon to be opened. Provision has been made for the superintendents of these communities to make suggestions as to how this service may be carried on most effectively. This opens the way to possible supplementary service for children and youth to benefit by remedial and preventive care.

The Westinghouse Company initiated a program of joint study of mutual problems in which Nutley High School shared during 1957-58. Technical experts and executives came to the high schools and taught classes while the teachers visited technical programs in the Westinghouse plants for the day.

In the evening the teachers of the high schools and their guides sat down to dinner with the Westinghouse specialists who had taught their classes for the day. The superintendents and principals of the participating schools joined the party at dinner and a most refreshing and inspirational discussion followed.

This type of activity should lead to school personnel having a better understanding of the technical problems and needs of industry. Furthermore, the highly trained experts who taught the classes during the day expressed appreciation not only for the interest these youth have but also for the type of questions they ask about the future in science.

The Hoffman-La Roche Company through the Roche Research Club has arranged a program designed to stimulate scientific thought and activity and to provide suitable recognition for outstanding scientific achievement among high school students from Nutley, Belleville, Passaic, Bloomfield, Montclair, Clifton, and Glen Ridge High Schools. Dr. E. Grunberg has handled the arrangements.

It is proposed that on May 6, 1959, at the regular meeting of RESA, there will be held a Science Symposium, with the participants being

one student from each high school. Each student, who will be chosen by the school, would present a paper of 5-10 minutes duration, summarizing the results of a piece of original investigation which he or she has conducted during the school year. This would be followed with a short question period from the audience. It is hoped that a group of students in each school will conduct investigations in any field of science, biology, chemistry or physics, and that the school would then select one student to present the results of his work before RESA. Each of the participants in the Symposium will be duly recognized and presented with a certificate and an honorarium.

These programs are considered to be landmarks along the highway to more dynamic, more inspiring, and more highly valued instruction in scientific areas. It is a source of inspiration to the profession of teaching that scientific personnel are beginning to offer their services to give greater motivation to school programs.

The Nutley Public Library offers many services to the Nutley Public Schools which not only provide depth but also offer enrichment of program at no increase in costs to the public schools. These services take the form of the loan of books, the training of students in the use of the library, and the cooperative interest of the Public Library staff in making the joint facilities comprehensive and thorough. This kind of cooperative effort can easily be taken for granted but is often missing in a community. This is a real educational asset in Nutley and is appreciated.

The Rotary Club of Nutley has a program in the planning stage to invite all new teachers and their wives or husbands to be their guests for a ladies night in September to welcome these new teachers to Nutley. This Rotary Committee feels that it might be helpful if teachers are made to feel a general community welcome and also that more of the community should come to know these teachers earlier in their stay in Nutley.

This forward looking attitude and willingness to join in helping the community to understand and to find means to solve this most perplexing and difficult problem of teacher-turnover is both reassuring and inspiring to all who face this problem.

WORKING WITH THE COMMUNITY

The League of Women Voters voted to produce a pamphlet for sale on the topic "Know Your Schools". A considerable amount of time has been devoted to this program in finding answers to questions which involved producing tabulated information in form and by groupings of data not customarily in use in the administrative office.

A very highly interested group of members visited the staff and superintendent on this mission of collecting data. It is hoped that the pamphlet issued will add information which will help the community know more about its schools. The opportunity to sit with groups in the planning stages generally proves beneficial and productive.

The program committee of the Radcliffe P. T. A. asked that the superintendent speak on "Know Your Schools" in March, 1958. This program was arranged to bring specific information to parents in answer to questions raised. It is considered to be a kind of service the administration is happy to provide. Many persons are available for assignments to deal with special topics around which programs of general interest might be developed.

This program was made up of a presentation followed by a period of discussion. Many parents attending expressed their satisfaction and appreciation for this type of program.

This same kind of pre-planned program took place in a forum planned by the Democratic Club. Mrs. Dorinda Peddieson and the superintendent of schools represented the Board of Education and administration in this program. It is felt that by pre-planning and the forum approach, much information can be shared for the better understanding of the Nutley School System.

The high school principal and director of guidance have continued to meet with graduates returning from college and other activities to gain insight into the areas in which the services of the high school may be improved. These discussions become the basis for recommendations for changes in curriculum, practices, and procedure. These reach the Board of Education on the policy level when a change of policy is involved. The addition of general typing for pupil use at the junior high school level is one of the kinds of adaptation partially supported by information obtained from such conferences. The adoption of college-type final examinations in the senior high school, and closer ties of guidance personnel with colleges are other examples of changes made in operation.

COMMUNICATING WITH A LARGER PUBLIC

The flow of information to the newspaper continues to result in many column inches of copy per issue and a fairly high total for the year. Yet there are people who fail to read and remember much of what is released. The statement can still be heard that not enough information is released. As one step to remedy this, "The Nutley Schools", Vol. I, No. 1 has been released in June, 1958. Favorable comments have been made which have come back to this office. Undoubtedly, many features will be added, re-cast and revised. Suggestions are welcome which will make this house organ a living, vital, helpful medium for disseminating important school information, crystallizing an understanding of school programs, pointing out school needs, and even answering questions which may not receive a full answer through any other means.

There will always remain the great need for every representative or friend of the school to work at the job of clarifying the issues of free public education and informing the public of its needs. It will continue to be necessary for a constant flow of helpful information to penetrate every organization concerned with the public welfare as public education is. This section can only

close on the theme that this job is never completed. It is always a prime necessity, and in these troubled times it is a vital problem to communicate with as many as possible as clearly as possible and as often as possible without tiring the friends of the Public Schools with the program of giving out helpful data.

IN APPRECIATION

The long and tedious study of school policy is about to come to completion with the publication of a policy book. The Board of Education is to be commended for the work involved in setting up the guide lines for much administrative action.

Carried along at the same time have been the continuing study and evaluation of pupil extra-curricular activities and the future need for facilities in the secondary schools. With the heavy schedule of routine business and the usual number of emergencies arising, this program has been a heavy one.

The advise, support and understanding of the Board of Education has been invaluable to me in the work of the year. The program has been heavy at times. The study of possible contributions to staff and Board work which might accrue from being associated with a regional study group was begun this year. It is hoped that a continuation of this study may be possible during the fall. It is felt that much may be shared through research and discussions with other districts facing the same problems.

To Board Members, principals, supervisors, teachers, special teachers, clerical staff and custodians, and to an enthusiastic and cooperative student body I extend my thanks for a most pleasant and effective year. To Mr. Everett Zabriskie, Secretary of the Board and the members of the office staffs of the administrative offices go my special thanks for the many things done to make each day and each task a pleasant and effective one. The teamwork has been unequalled in my experience. Mrs. Blanche Althen and Mrs. Patricia Schriber have rendered unselfish and highly effective service while becoming familiar with the details and outlines of their positions. To each of them I extend my thanks and appreciation.

Respectfully submitted,

Anson B. Barber
Superintendent

ENROLLMENT

The total enrollment for the school year was 4697 pupils. This number is 82 greater than the preceding year, 1956-57. Also shown is the largest enrollment anticipated in the next ten years.

Enrollment by Schools

	<u>1957-58</u>	<u>1961-62 *</u>
Senior High School	896	1096
Junior High School	1167	1120
Lincoln School	646	
Radcliffe School	395	see
Spring Garden School	591	
Washington School	494	
Yantacaw School	<u>508</u>	below
Total	4697	

1716
782
2498

Enrollment by Grades

Kindergarten	368	368
Grade 1	344	393
Grade 2	330	391
Grade 3	360	373
Grade 4	367	336
Grade 5	424	391
Grade 6	418	274
Grade 7	339	322
Grade 8	363	328
Grade 9	465	470
Grade 10	369	467
Grade 11	280	316
Grade 12	247	313
Special Class	<u>23</u>	<u>26</u>
	4697	4768

Actual

396
376
341
376
379
366
356
389
393
371
447
357
347
66
4768
310.00
28608

Total Elementary 2634
Total Secondary 2063

2552 2600
2216 (2498)
4768 2598

* This is the heaviest year for secondary enrollment in the next ten-year period based upon present housing conditions in Nutley.

Secretary's ANNUAL REPORT FOR THE SCHOOL YEAR ENDING JUNE 30, 1958

I am taking this opportunity of thanking you for your guidance, confidence, and approval of the work accomplished by my staff this year, the opportunity of working with such a fine outstanding educator as our Superintendent of Schools, Dr. Anson B. Barber, and for the privilege of serving you for another satisfying year.

This has been a year of progress in which the Junior High School was completed, a memorial to our civil war veterans was erected, an administration building was constructed to house the staffs of the Superintendent and the Secretary-Business Manager, including a Meeting Room for the Board of Education, and the complete remodeling of offices formerly used in the High School by the executive offices of the Board into two fine classrooms which were sorely needed to house the increased enrollment.

The cost of the administration building was offset by the earnings we received from the careful investing of our capital monies.

I wish to express my gratitude to Mr. Archie Barbata, President of the Bank of Nutley and to Mr. Henry Freeman of the C. J. Devine Company of New York for the advice they so freely gave me when we invested our funds. Much of the success attached to our investment program is due to them.

In analyzing the following final 1957-58 financial statement (after deleting the Capital Account,) we find that our actual receipts exceeded the sum of \$2,036,254.23 anticipated when we set our budget eighteen months ago by \$41,110.46. However, \$38,371.78 of this total was unappropriated or free balances from the previous 1956-57 year. On the same comparison our expenditures for the same period were \$21,833.51 less than anticipated. This left a balance of \$62,943.97 (excluding the \$1,290.90 left in the Capital Account Junior High Funds). \$60,000.00 of this balance was anticipated when setting our 1958-59 budget and was used to offset necessary increases. This leaves an unanticipated balance of \$2,943.97.

This is a dangerously low balance to carry when one considers the drastic cuts made in our 1958-59 budget and the fact that this unanticipated balance is the smallest we have had in many years. It is approximately 1/13th of the total sum available last year for emergency use and represents about .0014 of our total budget. School districts in general usually try to keep a reserve in unappropriated balances of from two to five percent of their budget to take care of emergency problems such as an unanticipated increase in enrollment, increased transportation and tuition costs, and the increasing cost of operational services due to the ever increasing requests for evening use of buildings. As an

example: I would like to point out that if we had an increase in enrollment of two physically handicapped children, we would more than use up our balance.

This year our costs for fuel, heat, and power exceeded our budgeted allowance by \$13,195.55 even though fuel prices and electric rates were not increased. Part of this increase was due to the increased use of the school facilities by community groups. There were 720 nights the schools were used free of charge by Scouts (481), Parent-Teacher Association (81), and our student activities (158).

The Board also subsidizes to a certain extent other groups such as the Adult school, the Town Recreation Committee and other town recreational groups who by and large pay for custodian services only.

The schools were also open 275 other nights for civic, service, and fraternal organizations, dancing schools, etc., for which the standard fee was charged. This total of 1,237 nights the schools were opened increased costs in other areas such as the maintenance of building, custodian supplies and the time spent by my staff in handling the rental program from the time of application to final billing.

In the previous year 1956-57, the schools were open a total of 858 nights, 439 of these nights were used free of charge by Scouts (220), Parent-Teacher Association (83), and our student activities (136).

The schools were also used 249 nights by the Adult school, the Town Recreation Committee, and other town recreational groups, and 170 nights were used for civic, service, and fraternal organizations, dancing schools, etc.

This comparison indicates that we have had an increase of 379 nights in evening use of our schools during the School Year 1957-58 over that of the School Year 1956-57. 281 of these nights were used free of charge.

The cost to the Board of Education for opening its buildings during any one evening is \$2.00 an hour for custodial services, plus the cost of heat, light, and wear and tear on the buildings.

The sum of \$4,320.00 was expended for custodial services for the 720 nights the schools were opened free of charge during the 1957-58 School Year. This sum is based on an average use of three hours per night, to this must be added the cost of heat, light, and other expenses as mentioned above.

FINANCIAL STATEMENT 1957-1958
REVENUES AND CONTRACTUAL ORDERS

REVENUES

Current Expense

Appro. Bal., 7-1-57	\$ 48,187.89	
**Transfer to "L"	- 5,644.16	
Receipts		
State Aid	296,182.58	
District Tax	1,398,992.65	
Federal Aid	1,549.34	
Tuition	6,395.00	
Miscellaneous	<u>131.00</u>	
Total Funds Available		\$1,745,794.30

Repairs and Replacements

Appro. Bal., 7-1-57	\$ 5,373.68	
**Transfer from "S"	1,193.54	
Receipts		
District Tax	108,004.25	
Interest on Investments	366.40	
Building Rentals	3,038.40	
Music Instrument Rentals	867.20	
Miscellaneous	<u>5.00</u>	
Total Funds Available		\$ 118,848.47

Capital Account

Appro. Bal., 7-1-57	\$ 17,217.33	
Adjustment	618.47	
**Transfer from "J"	<u>5,644.16</u>	
Total Funds Available		\$ 23,479.96

Debt Service

Appro. Bal., 7-1-57	\$ 104,430.21	
*Transfer to "K"	- 1,193.54	
Receipts		
State Aid	75,845.40	
District Tax	24,793.10	
Interest on Deposits & Inv.	<u>9,026.75</u>	
Total Funds Available		\$ 212,901.92
Total Of All Funds Available		\$2,101,024.65

*Board of Education Resolution, January 22, 1958

**Board of Education Resolution, April 30, 1958

FINANCIAL STATEMENT 1957-1958 (Con't.)

18

Total Of All Funds Available Brought Forward

\$2,101,024.65

CONTRACTUAL ORDERSCurrent Expense

Administration	
Salaries (8)	\$ 44,578.85
Office & Other Expenses	8,714.03
Total Administration	\$ 53,292.88

Instruction Supervisory	
Salaries (10)	\$ 120,280.64
Office & Other Expenses	4,974.40
Total Inst. Supervisory	\$ 125,255.04

Instruction Proper	
Salaries	
Teachers (224)	\$1,132,405.99
Driver Education (2)	1,648.00
Bedside	3,690.00
Substitutes	16,094.75
Textbooks	15,074.29
Supplies	37,352.92
Other Expenses	3,477.60
Total Instruction Proper	\$1,209,743.55

Operation	
Salaries (29)	\$ 122,385.73
Supplies	16,987.84
Fuel	26,415.87
Light & Power	30,779.68
Telephone & Telegraph	4,953.36
Other Expenses	1,078.40
Total Operation	\$ 202,600.88

Co-Ordinate Activities	
Salaries (7)	\$ 11,334.25
Other Expenses	1,342.86
Total Co-Ordinate Activ.	\$ 12,677.11

Auxiliary Agencies	
Library (2)	\$ 15,625.11
Transportation	10,791.62
Magazines & Periodicals	1,251.15
Cafeteria	4,525.00
Assembly Programs	677.00
Athletics	17,838.47
Total Auxiliary Agencies	\$ 50,708.35

Fixed Charges	
Tuition	\$ 18,062.38
Pensions	31,285.15
Insurance	13,066.96
Total Fixed Charges	\$ 62,414.49

Total Current Expense Contractual Orders \$1,716,692.30

FINANCIAL STATEMENT 1957-1958 (Con't.)

19

Total Of All Funds Available Brought Forward	\$2,101,024.65
Total Current Expense Cont. Orders Fwd.	\$1,716,692.30
Repairs & Replacements (Maintenance)	
Materials	\$ 18,537.95
Contractual Services	59,322.81
Custodians' Equipment	2,236.85
Educational Equipment	23,607.42
Office & Other Equip.	10,420.49
Other Expenses	<u>1,964.40</u>
Total Repairs & Replacements Cont. Orders	\$ 116,089.92
Capital Account	
Buildings (Junior High)	\$ 3,543.74
Equipment (Junior High)	<u>18,645.32</u>
Total Capital Account Contractual Orders	\$ 22,189.06
Debt Service	
Redemption of Bonds	\$ 110,000.00
Interest on Bonds	<u>71,638.50</u>
Total Debt Service Contractual Orders	\$ <u>181,638.50</u>
Total Contractual Orders	<u>\$2,036,609.78</u>
Appropriation Balance June 30, 1958	\$ 64,414.87

DISTRIBUTION OF BALANCES

	1957-1958 Balances	Appropriations for 1958-1959 Budget	Unappropriated Balances
Current Expense	\$ 29,102.00	\$ 30,000.00	\$ -898.00
Repairs & Replacements	2,758.55	-0-	2,758.55
Capital Account	1,290.90	-0-	1,290.90
Debt Service	<u>31,263.42</u>	<u>30,000.00</u>	<u>1,263.42</u>
	\$ 64,414.87	\$ 60,000.00	\$ 4,414.87

-Minus Item

CAFETERIA PROGRAM

The following cafeteria report indicates we ran a hot lunch business this year totaling about \$50,000.00. Total number of "A" Lunches served (complete lunch with milk) was 75,026 or 10,371 more than served the previous year. The Federal subsidy excluding surplus food totaled \$9,549.98. The cost of an "A" Lunch to the student was \$.27. The Board of Education has increased this cost to \$.30 starting in September, 1958, in order to offset the loss of \$3,846.48 shown on the Profit and Loss Statement.

We consider the operation of a cafeteria as one of the service organizations of our school district which makes it possible for students to purchase a balanced meal prepared by a trained dietitian at a nominal cost. Students who live too far to go home for lunch, students from families where both parents go to business, and the students who eat better when seated with a group all benefit from this type of program.

The cafeteria is designed to improve a student's nutrition, teach him to enjoy good foods, and to educate him in such areas as health, good social graces, cooperation, responsibility, honesty and cleanliness.

A great deal of the success of our program is due to the supervising teacher, the principal and cafeteria manager, who work together in training and preparing menus for the students.

"A HEALTHY STUDENT IS A HAPPY STUDENT."

CAFETERIA
PROFIT AND LOSS
1957 - 1958

INCOME

Receipts:

High School		\$11,544.55
Junior High		14,877.34
Lincoln		4,805.93
Washington		4,223.69
Federal Subsidy	\$9,549.98	
Less 56-57 Acct. /Pay.	<u>458.56</u>	9,091.42
Miscellaneous		<u>2,125.68</u>

Net Receipts

\$46,668.61

Net Receipts Brought Forward	\$46,668.61
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Accounts Receivable:

May & June '58 Lunch Subsidy	\$ 863.80
May & June '58 Milk Subsidy	<u>1,068.63</u>

Total Accounts Receivable	<u>\$ 1,932.43</u>
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TOTAL INCOME	\$48,601.04
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EXPENSES

Inventory July 1, 1957	\$ 975.43
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Purchases:

Dairy & Milk	14,962.91
Vegetables	1,328.98
Groceries	9,470.41
Dessert	2,986.30
Meat	<u>2,209.54</u>

	<u>\$31,933.57</u>
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Less: Inventory 6-30-58	<u>949.51</u>
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Cost of Food Purchased	\$30,984.06
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General Expenses

Laundry	\$ 170.61
Waste Removal	220.00
Salaries	19,525.87
Supplies	398.72
Equipment	434.25
Miscellaneous	<u>1,316.83</u>

	<u>\$22,066.28</u>
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Less 56-57 Acct. /Rec.	<u>602.82</u>
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	<u>21,463.46</u>
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TOTAL EXPENSES	<u>\$52,447.52</u>
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NET LOSS	\$ 3,846.48*
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*To offset this loss the cafeteria received subsidies totaling \$4,525.00 from the Board of Education.

INTERSCHOLASTIC ATHLETIC PROGRAM

Our Athletic Committee has not only increased the inventory of football, baseball, and basketball equipment in order to take care of twice as many interested students but they have also added such sports as track, cross country, rifle, golf, crew, and hockey. With this variety of sports all students now find it possible to engage in some form of interscholastic competition if they so desire. Boys and girls participating in programs of this type not only benefit physically but they learn how to lose as well as to win, the value of sportsmanship, how to get along with their teammates and to become part of team play.

The Board might be interested in knowing what it costs to outfit a student in a few of our various sports. The following are figures arrived at after a careful analysis of our costs:

Football - \$128.93
Baseball - \$69.72
Basketball - \$71.32
Track - \$18.27

The financial report indicates the costs of running the Athletic program this year totaled \$35,698.10. The receipts were \$35,746.30 including a starting balance of \$194.19. The deficit which was met by Board of Education funds was \$6,725.96 over the amount budgeted for this purpose. This unanticipated deficit of \$6,725.96 is mainly due to the increased number of students participating in our Athletic program and a decrease in the sum of money estimated from the sale of tickets.

It is estimated that we have about 140 students on our football team, 111 in the marching band, including twirlers and cheerleaders, 50 on the basketball team, 50 in baseball and 60 in track, 80 in crew, 30 in cross country, 15 in rifle and 10 in golf. This makes a total of about 546 students participating in our athletic program. Besides the cost of outfitting the players we have an annual payroll of \$7,550 for our coaching, medical, equipment manager and faculty manager's salaries. It also costs \$12.00 each to insure a football player. There is also the added cost of replacing uniforms, repairing equipment and supplies for our high school marching band which is considered a part of the athletic program, and the cost for materials used in replacing bleachers, keeping the oval in condition by annual seeding and fertilizing, marking of fields, and the many other tasks which it is necessary to perform to make a game run smoothly. The salaries of the grounds crew, whose responsibility it is to keep the oval in good condition, is paid by the Board of Education.

FINANCIAL REPORT
NUTLEY HIGH SCHOOL ATHLETIC ASSOCIATION
AS OF JUNE 30, 1958

Cash Balance, July 1, 1957 \$ 194.19

Receipts

Baseball	\$ 700.80
*Football (Game)	8,280.71
(Miscellaneous)	45.96
Basketball	921.10
	<u>\$ 9,948.57</u>
Board of Education Subsidy	<u>17,725.96</u>

Total Receipts \$ 27,674.53

\$ 27,868.72

Disbursements

Football	\$ 16,804.85
Baseball	4,555.19
Basketball	2,717.68
Track	1,138.18
Cross Country	451.84
Rifle	12.12
Crew	2,135.75
Golf	<u>4.91</u>

Total Disbursements \$ 27,820.52

Cash Balance, June 30, 1958 \$ 48.20

*FOOTBALL RECEIPTS (Game)

	<u>HOME</u>		<u>AWAY</u>
Clifton	\$ 1,244.75	East Orange	\$ 616.07
Bloomfield	1,311.07	Montclair	1,093.90
Kearny	2,670.85	Passaic	317.00
Belleville	835.50	Orange	<u>191.57</u>
		Total Game Receipts	\$ 8,280.71

RECOMMENDATIONS

Provide funds during the next three years over and above the normal maintenance budget for the following:

1. Install oil or gas fired conversion units in the High School Boilers.

2. Install a gas fired incinerator plant in the High School.

3. Remove and replace with aluminum the window frames in the 1926 section of the Junior High School.

4. Fence in school grounds at Lincoln, Spring Garden, Radcliffe, and Yantacaw Schools.

5. Renovate the school grounds by installing walks, macadam surfaced areas for quiet play and recondition the ball fields for the planting of grass seed.

6. Replace the auditorium seating in the Senior High School.

7. Replace all of the ten tier wooden bleachers in the Park Oval with fifteen tier steel bleachers.

8. Construct a brick refreshment stand in northeast corner of the Park Oval including toilet facilities.

9. Erect brick ticket booths in the Oval.

10. Construct a sidewalk on Brookfield Avenue.

I estimate that it will cost approximately \$142,500.00 based on today's prices to complete the above projects.

There are two other items which should also be considered in this same period. I did not include them in the above items due to the fact that it would mean an extensive study of all the floors in our buildings and a study by a capable engineer of the exterior brickwork at the Spring Garden School.

1. Install vinyl tile on the present painted corridors. Many of the wooden floors in our schools should be replaced. One method would be to nail solid and then sand the present floor and cover with vinyl tile.

2. Clean out all mortar joints in brick exterior of Spring Garden School. Remortar and waterproof.

The renovation of the floors could be done by setting aside \$10,000.00 a year until this work is completed. However, the brickwork at Spring Garden School should be done at one time.

Educating our future citizens is the largest single public undertaking in our community. It is big business compared to many of our private industrial firms. We have a capital investment of about eight million four hundred thousand dollars in buildings and equipment and an annual budget of approximately two and one half million dollars.

The cost of educating our students compared to other Essex County Communities, who operate a high school indicates that Nutley's cost per student is the lowest. Nutley's cost per pupil for the school year 1956-57 was \$358.61. The average cost per pupil in Essex County was \$405.26 and the high \$509.51. Our cost for 1957-58 was \$384.35 distributed according to grade levels as follows: Elementary \$373.53, Junior High \$366.68 and Senior High \$439.24. I predict our costs for 1957-58 will still be the lowest in Essex County.

There are several reasons which may explain why we have the lowest cost per student in Essex County.

1. Personnel salaries which make up the bulk of our budget on an average no higher and in many cases lower than those paid by neighboring communities.

2. Fewer administrative and supervisory personnel per number of students.

3. Lower operation costs - even with the addition of our new elementary school and a major addition added to our Junior High School we have fewer custodians than we had fifteen years ago. Even with this decrease in manpower our schools are cleaner due to the use of modern equipment and the in-service training program we have for our staff.

4. Good Business Management. I believe that by careful budgeting, good purchasing procedures, pooling of equipment and the large portion of our maintenance work which is handled by our own maintenance crew is certainly one of the reasons why our costs are consistently lower than other school districts. Our maintenance costs, excluding new equipment, averages about 1.05% of the value of our buildings.

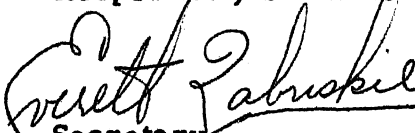
Even with this small operating maintenance budget we have by careful planning been able to keep our schools in good condition.

Even with all of our possible savings, education costs money. With more money we could possibly increase our offerings in visual education, decrease our pupil teacher ratio and pay salaries equal to neighboring communities.

The duties of a Board Secretary are increasing each year, particularly in the accounting, purchasing, and maintenance areas. Regulations and controls in the salary account procedures alone added many hours of work for the business staff. Our policy of soliciting bids for all but the smallest purchases means much additional paper work and time but assures the Board that the best prices are obtained. Local merchants are always invited to bid or quote on materials purchased. Orders are awarded locally if material meets specifications and the price is equal to or lower than that of other bidders. The Board Secretary writes all specifications, draws the plans for maintenance projects, and supervises the work of private contractors employed by the Board, as well as the work completed by the Board's maintenance staff.

I wish to extend my thanks to the members of my office staff for the efficient handling of our financial, purchasing, and secretarial functions, and to the maintenance and ground crews and our custodians for the fine appearance of our buildings.

Respectfully submitted,


Secretary