

1958 - 1959

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, 1959

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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.

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TO THE BOARD OF EDUCATION, NUTLEY, NEW JERSEY

LADIES AND GENTLEMEN:

I am pleased to submit my report as superintendent of schools, my third since coming to Nutley. Information regarding the instruction program, evaluation of results of certain phases of the program, and some recommendations for future action are included in this report.

THE SHIFT IN BUILDING USAGE

Over a period of years, the Nutley High School course offerings have been broad and the staff has been well trained. While it is true that adequate books and supplies have been provided, the heavy and increasing enrollment at this level has made it increasingly difficult to maintain or to improve the quality of work done due to the pressure of sheer numbers on the limited facilities available.

The high school building was completed in 1928 and designed to house 720 students while meeting acceptable academic standards, but this school year, 1958-1959, enrollment has reached 1057. This enrollment is due to rise still further during the next ten years. Many plans were examined to provide facilities for the large number of secondary pupils now enrolled and due to go through Nutley Schools during the next few years.

The switch in buildings was developed to place the most advanced work in a building which will provide adequate facilities in many areas. To have met this need by adding rooms and facilities at the high school would, as an estimate, cost in the neighborhood of one million dollars. Instead, a shift of the senior high school to the junior high school building involves the cost of science furniture for one physics laboratory and for one chemistry laboratory together with some plumbing involved in the change and also the cost of wiring the business education rooms to operate electrically-driven equipment. The total cost of all these moving operations is less than the cost of one year's interest on the capital outlay plus the cost of the sinking fund for the redemption of bonds needed for a suitable addition to the present high school.

All Nutley pupils, in the long run, should benefit from this move by having space available for an improved educational program at the senior high school level. The High School Principal and the Superintendent have pointed out that present space facilities are inadequate for several courses and services. The library space and the facilities for physical education will be raised to meet the standards of the Middle States Association of Secondary Schools and Colleges and the State of New Jersey respectively.

Important gains in opportunities in the high school curricula offered are

anticipated outcomes of the change. Increased emphasis in recent educational studies has been placed upon encouraging more capable students to advance more rapidly than the remainder of their age group. Improved facilities should permit the introduction of work beyond the present scope of high school curricula. In the area of mathematics, science, and languages it will be possible, and may be advisable, to add to our offerings in the light of modern educational developments and the country's need for scientists and language scholars. Space in the new quarters will be greater and it will therefore be possible to encourage a more rapid pace in these areas when and as it appears to be educationally advisable.

The present areas in the old high school for wood shop, printing shop, sewing, and mechanical drawing are all too small to meet the needs of high school students. It also is true that the art room in the senior high school has for years been over-crowded. There will be additional space available with the shift. In the new building, girls may elect to take cooking. Already some three hundred have asked for this course, which has not been taught at the senior high school level in recent years due to a lack of space.

From an administrative point of view, the high school principal will be in charge of the buildings where football teams dress, where high school basketball games are played, and where high school band instruments are stored. The athletic teams, plus a total of some 264 sophmores from necessity this past year used parts of the junior high school building and were required to cross busy Franklin Avenue twice each day. Good fortune certainly was with this group for no injury came to any child during this difficult year of operation. This was a relief to all who were responsible. Mr. Edward F. Assmus, principal of the High School, Mr. William Gilligan, principal of the Junior High School, the Police Department, and the pupils themselves all deserve commendation for careful and alert action during this period of time. Efficient administration of a student body divided between two buildings is difficult to attain. Principals are required to give time to maintaining safe conditions which should more effectively be given to improving instruction.

The present high school, to become the Franklin School, was built to house about 720 pupils and will have approximately 815 enrolled in September, 1959. This will be the peak enrollment of seventh and eighth grade pupils over the next few years. The program in the Franklin School is designed to provide for a more gradual and carefully planned transition from elementary school to high school.

It was only by utilizing this available space that some form of double-session or extended day operation was avoided this past year with its inevitable loss of equal educational opportunity for students adversely effected. It is to take advantage of all the available space and to use this space most effectively that the switch in buildings is being made.

NUTLEY PARTICIPATES IN EDUCATIONAL PROGRAMS

Mr. Edward F. Assmus, principal of Nutley High School acted as chairman of the "Evaluation Committee of the Middle States Association of Secondary Schools and Colleges" in the evaluation of the High School, Silver Springs, Maryland. This service should prove to be a highly valuable professional experience looking toward the not very distant day when Nutley High School will be evaluated by this Association.

Dr. Anson B. Barber, Superintendent of Schools in Nutley, sat as a member of the board of examiners of the Newark Public Schools. The regulations require that an Essex County City Superintendent represent the administrative point of view in conducting interview-evaluations which are averaged with written examinations to select department heads for the high schools in Newark, New Jersey.

Dr. Ehud Priestley, Principal of the Washington School sat with the board of examiners, representing the principal's point of view in conducting oral interviews for staff members seeking promotion to principalships in the Newark Public School System.

Dr. Hirsch Silverman, Assistant to the Superintendent of Schools for Special Services, served with the board of examiners of the City of New York in conducting interview tests for applicants for licenses as supervisors of the Bureau for Children with Retarded Mental Development.

Nutley elementary schools were represented in the two New Jersey Science Workshops. The first was held in Jersey City using funds made available by the Dreyfus Foundation established by Dr. Camille Dreyfus distinguished chemist and chairman of the Board of the Celanese Corporation of America.

The keynote speaker was Dr. Paul F. Brandewein, Director of Education Conservation Foundation and senior editor of Harcourt, Brace, and Co. His subject was "Science for Today's School" and touched upon fundamental concepts of science through experimentation and research at all grade levels.

In the panel which followed "Planning and Examination of a Local Science Program", Nutley teachers met with science teachers from Englewood, Hawthorne, Rutherford, Tenafly, and Summit. The consultant was Mr. Jacob Fisher of Montclair State Teachers College.

Many panel members expressed a need for science curriculum revision. It was reported that several schools have science coordinators who help teachers develop lesson plans, plan workshops, and equip classrooms for the teaching of science. Teachers have need of help in keeping abreast of the rapid changes taking place in the field of science the conference panel members felt.

On March 14, 1959, five members of the Board of Education, the Superintendent, two elementary school principals, interested members of the Nutley P. T. A. groups and teachers of the Nutley Public Schools attended the Annual Spring Conference of the Essex County Elementary School Principals Association at the Hartshorn School, Millburn, New Jersey.

Dr. Florence Stratemeyer, curriculum specialist from Teacher's College, Columbia University, was the keynote speaker on the subject "Our Changing Culture Patterns - Their Effects on Childhood." These talks were followed by a series of short discussions. Mrs. Samuel Krasney, a teacher from Millburn, Mrs. Fred Traettino, president of Essex County Parent Teachers' Association, Mr. Robert Sisco, Department of Recreation and Parks, Livingston, Dr. Hirsch Silverman, Director of Guidance and Assistant to the Superintendent for Special Services, Dr. Paul Yinger of the Union Congregational Church of Montclair, New Jersey representing the clergy, and Judge Harry W. Lindemann of the Domestic Relations and Juvenile Court all spoke briefly on trends in the areas he or she represented. An excellent appraisal and final summary was made of the conference by Dr. George Murphy, Professor of Education, Pennsylvania University. Many significant trends in our American way of life were reviewed as relate to the needs of pupils today.

A number of principals and teachers participated in the Essex County Educational Workshop, held in the South Orange Junior High School on September 20, 1958. There were special sessions for the language arts, mathematics, science, reading, social studies, art, physical education and safety in addition to a general session for elementary teachers.

The secondary school groups were organized for discussions in English, foreign languages, science, business education, mathematics, and the creative arts. There were also sessions for driver education, physical education and industrial arts.

An arithmetic workshop was organized in Nutley to develop more effective use of visual aids and to utilize more teaching devices to lead children to understand the basic concepts in arithmetic was attended by all elementary classroom teachers on the afternoon of January 12th, 1959.

The general problem of arithmetic instructions was introduced and a bibliography of books which have proven to be helpful to teachers was presented as the first section of the workshop. This section of the program was presented by Mr. Wayman, a specialist from the publishers of the arithmetic textbook used in Nutley. A number of approaches to introducing processes in arithmetic were presented. The general concepts of good arithmetic teaching were reviewed and re-emphasized.

The second section of the workshop was devoted to teachers developing

teaching aids for use in their own classrooms. An outstanding job of preparation was done by the following teachers working at the Lincoln School under the direction and leadership of Miss Agnes Kelly, principal:

Miss Frances Ferrara
Mrs. Imogene Bigley
Mrs. Ruth Pryor
Miss Clare Titus
Mrs. Mary Whelan

THE SCIENCE FAIR

The Annual Science Fair again attracted large numbers of parents and friends in addition to a very enthusiastic group of Nutley sixth grade children who visited the exhibits. For the first time this year, a few exhibits of sixth grade projects were set up in the corridors. These exhibits showed outstanding achievement at this level of study.

The Kiwanis Club awarded prizes to the following students:

7th Grade - Robert Patterson..... First Prize
Enid Holzrichter..... Second Prize

8th Grade - Martin Morrison..... First Prize
Michael Caputo..... Second Prize

9th Grade - Michael Bell..... First Prize
Irene Hechler..... Second Prize

Additional Prize for Charts.....
James Earl

PERSONNEL

The recruitment and careful induction and development of newly added staff and teachers offers one of the important sources of improvement of teaching. A great deal of time and study goes into the selection and appointment of new teachers. It is always gratifying when important additions to the staff return and remain for a significant period of time. Of the 35 new staff members in 1958-59, fifteen have not returned. This is an improvement but not yet as high as it should be. A closer look at what happened seems to be in order.

Five new teachers who did not return had not lived up to the potential indicated in their confidential recommendation. One of these teachers was a late summer addition to fill a vacancy of a late resignation. In fact, the resignation came much too late for satisfactory recruiting. This is an example of how late resignations cause problems. Two other appointments were in

highly specialized fields in which the teacher supply was extremely limited last year. One of these appointments was made after the opening teachers' meeting in September. These appointments represented only a choice among the available candidates, none of whom were considered to be happy choices.

Seven of those who did not return were average to superior. Time in Nutley was not sufficient to determine the degree of proficiency which would have developed in some individual cases. There were very promising prospects among them. Most unfortunately, three potential master teachers left this year. All went for personal reasons. It is possible that some of this group will wish to return later if or when the personal reasons permit. All expressed regret at leaving and a desire to return. No one of them will teach elsewhere next year. The loss of these teachers is not only a loss to Nutley but a loss to the teaching profession.

The group remaining includes two who are outstandingly talented and several who turned in very fine first years displaying many superior traits and capacities.

Of the young teachers, in Nutley for more than one year, many are making fine records and demonstrating superior characteristics. A large number of veteran teachers continue to give devoted service. These veterans have been responsible for much help to young teachers. It is this kind of professional service which makes for fine teamwork and develops the maximum potential of the total staff.

The senior and junior high school principals have rendered outstanding service in inducting so many new teachers in these two schools where turnover has been heavy. Significantly and encouragingly, however, some fine talent is developing in these two schools.

The Nutley Teachers' Association, working with the administration, has planned an additional program for teachers new to Nutley in September, 1959. The N. T. A. has rendered many helpful services over the years. This latest voluntary service illustrates and underlines one of the fine cooperative influences operating to produce high morale in the teaching staff.

Under this new plan, a letter of welcome will go out to each new teacher. In this letter will be contained information which should be helpful to a new teacher in getting located in a new professional home. Each teacher will be assigned a sponsor who will offer advice and make an effort to have the new teacher's entry to Nutley a pleasant one. A tea is planned by the N. T. A. for September 8, 1959 with the veteran teachers acting as hosts to new-comers. This will promote early friendships and a feeling of security in the early days of teaching in Nutley.

Sponsors are planning to take their guests to dinner prior to the opening general teachers meeting. This meeting is scheduled to be followed by the Annual Board of Education Reception.

After school opens, the N. T. A. has scheduled a meeting to give information on pensions. A list of community organizations in which teachers might have an interest will be given to teachers and questions teachers may have will be answered.

CURRICULUM STUDY PROGRESS IN ENGLISH AND LANGUAGE ARTS

This study, as reported in the 1957-58 Annual Report was in the rough-draft and try-out stages. Much has been done this year. There has been teaching followed by testing, by discussions, by revision and by re-testing procedures. Probably the increasing knowledge of instruction problems and the concern upon the part of teachers with improving instruction has been the greatest gain up to this point.

The early fall of 1959 will be concerned with further evaluation by teachers, principals and persons experienced in curriculum revision. When this process is complete, the Board of Education will be asked to review the tentative draft and to approve or make suggestions for further work in this area. It is generally agreed that the greatest value in curriculum study is in the process of involving the interests and capacities of teachers to improve instruction. In a large sense, curriculum study should be a continuous process.

Mr. Edward F. Assmus, Principal of Nutley High School has attended many mathematics workshops and study groups in which the future content of the mathematics college board examinations has been discussed. With this background, plans are now being made to study both textbooks and college requirements as a basis for any revision which might be considered desirable or beneficial in future course offerings.

It is interesting to note that much of the content which is being recommended for new high school offerings in American High Schools has already included in the "fifth year course" which has been offered to Nutley High ranking college preparatory students interested in higher mathematics for the past eleven years. A number of colleges and engineering schools have come to grant advanced standing to Nutley students with good grades in this advanced course.

Mr. Max Kletter, mathematics teacher in Nutley High School, has been accepted as a participant by the National Science Foundation Institute to be held in Montclair in 1959-60. This is not only a fine opportunity for Mr. Kletter to continue his advanced study in the field of mathematics but also will provide Nutley with direct and authoritative information on what is going on in the National Science Foundation Institute.

CLASS SIZE IN ELEMENTARY SCHOOLS

The elementary school enrollment for September 1958 again showed a median of 27 per pupils per teacher with only one classroom enrolling more than 32 pupils. No classroom in the primary grades opened with more than 32 pupils. Under these circumstances the elementary school class size was such that the opportunity existed for each teacher to know a great deal about each individual and to follow day by day his or her rate of progress.

MEDIAN CLASS SIZE IN ACADEMIC SUBJECTS IN SENIOR HIGH SCHOOL

The average size of academic classes in the senior high school was approximately 23 per teacher. This average includes classes in English, history, mathematics, foreign languages, and science. This represents about the same class size as last year.

LOOKING TO IMPROVEMENT OF INSTRUCTION

An elementary school in Nutley has been conducting a special project to stimulate and enrich the program of gifted children by extending the use of the library and its services for this group. In the first project, these children have prepared bibliographies, read references and developed reports on architecture. Ancient Greek, Byzantine, Roman, Colonial and Religious architecture are examples of areas covered. The enthusiasm has been high. Results are being followed closely. Other studies are planned for next year to develop the skills and abilities of this group.

The schools have continued to identify the academically gifted and to observe and to encourage the growth of the specially talented child in areas of special talents. Teachers, knowing of these special interests have encouraged young people to develop them. This kind of encouragement is mentioned in an article written by a Nutley High School student published in the Saturday Evening Post.

The examination of science materials is also proceeding with a view to adopting the best available new materials being developed. The Nutley Staff is following and hopes to participate with the American Association for the Advancement of Science in developing traveling libraries in the field of science. Mr. Thomas O'Rourke, principal of Yantacaw School has been very active in making this study.

Book Fairs at the elementary schools continue to stimulate reader interest in good books. This same increase in reader interest is reflected in the greater number of books issued to children by the Nutley Public Library each year.

The adoption of a new flag for Nutley was the occasion for displaying it in

all the schools. Units on Nutley History were enlivened by this event. Mayor Harry Chenoweth very graciously made the flag available to the schools for all pupils to see. This was appreciated.

Each semester, a copy of the Television Programs scheduled to be broadcasted from New York only, were distributed among the schools. Faculty members, and on some occasions, youngsters looked in on the program.

This program offers much food for thought but schedules in high schools are such that it is next to impossible to have them keyed to these national broadcasts. For example, a Spanish class which meets in the afternoon but is broadcast in the morning will find pupils in mathematics, history, science, and English or even physical education and health at the hour when the broadcast is scheduled. Probably only one section of Spanish will be anywhere near the hour of the broadcast. Then too, there is the problem of keeping a class at the same daily assignment level as that of the broadcasted class. A little thought along these lines only points up the difficulty New York schools which follow a New York curriculum have had. Other states, not having the same curriculum, experience even more problems of keeping the work coordinated.

These difficulties will probably be overcome for instruction of adults and later for instructing youth. This kind of instruction must constantly and carefully be evaluated currently to take advantage of any educational assets which become available from this medium. Much is being accomplished in closed circuit television. This does not appear to be an appropriate place for a review of this topic.

RECOMMENDATIONS

The potential values to be realized in educational television are such that every opportunity should be exploited to follow its development. The pioneering efforts have been interesting but the expense has been tremendous to test and evaluate the results. But for the availability of foundation funds, little could have been done. It is recommended that the superintendent and a representative from the Board of Education visit Hagerstown, Maryland to see, first hand, the experiment being conducted there. It is already planned to continue to have the schedule of New York City broadcasts in the hands of all principals for the purpose of sampling and utilizing promising opportunities for enrichment of the Nutley educational program.

The organization of the Franklin School program will be one of the educational challenges of the school year 1959-60. It is recommended that a study be made of the grade card with a view to making it a more effective instrument for communication between the school and the parent.

It is further recommended that a careful study be made of the values that

might be achieved through giving instruction in auto mechanics and/or electronics as a replacement of the agriculture program which has been discontinued. There appears to be need for a program for boys who are not highly talented or greatly interested in academic or business subjects.

It is not necessary that such a course be vocational in nature so much as that it shall open up new vistas of educational understanding and new areas of interest for these boys. If the study does not support a highly vocational slant to the course, it might support a broader more general kind of course with a wide scope of subject matter.

ACHIEVEMENT

The graduating class of 1959 was one of the best in many years or within the recall of present staff members. Mr. Edward F. Assmus reports that the number of admissions to institutions of higher learning has never been greater. Individuals have made enviable records. Top achievement was a perfect score of 800 of a possible score of 800 in the English section of the College Boards by Parke Richards III. Closely followed, and in the upper one to two per cent were scores of 776 and 746 in the science and mathematics section.

More than eighty per cent of the Nutley students taking mathematics and science examinations were above the national norms. This is certainly only possible when talented children attend the school. Congratulations are in order to all the teachers and principals who accepted the challenge and helped achieve these worthy goals.

One statistical measurement which has been used over a period of years offers a basis of comparing present status with previous status. It is only one of many measures which are important and should not be considered as an index of standards. It is believed to be interesting because it represents a test which is widely given in American Schools and the norms are considered to have considerable validity in comparing status, motivation and effectiveness of instruction. Since all Nutley pupils have taken these tests, it is not a sample study.

If Nutley pupils were at the National norms, exactly one-half would be at or above the norms and one-half would be below. In abridged form, the past ten years is shown in brief:

Academic Year	No. Tested	At or above Norm	No. of Pupils below Norm
1948-49	1104	535 - (48%)	569 - (52%)
1953-54	1430	990 - (69%)	440 - (31%)
1958-59	1502	1122 - (75%)	380 - (25%)

NUTLEY ORGANIZATIONS HELP SCHOOLS

There are so many ways in which cooperation or assistance has been offered to the schools that mentioning names becomes at once a treacherous and even an impossible thing to do perfectly and thereby to recognize all such activities. A few organizations have been especially called to the attention of the superintendent this year. These organizations are named with thanks to all of the members. Numerous groups who have done important things so often that perhaps the contributions may have been taken too much for granted. Future reports will hope to include these activities in more detail. A few will be mentioned this year.

The Elks annually sponsor a picnic for the school patrols, a dinner for the marching organizations, a trip to Atlantic City for the Band. They very often do other unpublicized but important favors. For so many favored, the thanks of the Nutley Schools.

The Rotary Club in the fall of 1958 held a dinner for new teachers, their wives and husbands, which made a deep and lasting impression on all new staff members. In addition, a new and highly valued scholarship program was announced which brings honor to outstanding high school graduates and financial assistance to one student each year who has need. Additionally, the Nutley Rotary invited all Honor Society members to a Rotary meeting including luncheon and had speech groups as guests to luncheon and to give programs twice during the year. These activities have added inspiration and fine opportunity for youth to be recognized and to perform before the public.

The Lions Club has for years given freely of its time and financial assistance in an eyesight program which has benefited numerous children in Nutley. Certainly this effort has played an important part in the low percentage of reading failures which Nutley has enjoyed over a long period of years. This kind of continuous service by many Lion Club members has been greatly rewarding.

The Optimist Club provided generously for the future benefit of a Nutley High School graduate for each year by announcing a new scholarship at commencement this year. This kind of program is an important contribution to developing trained leaders for the future.

The Kiwanis Club established a trophy for the Franklin School showcase on which will be engraved the names of outstanding achievers in future science fairs. This encouragement of Nutley young people at this most important period in the educational development of these boys and girls may well be the influence which crystalizes a lasting interest in a future based upon scientific achievement.

The Nutley Historical Society has added important instructional assistance by making available two exhibits during the year. One on Indians, and one on

Transportation drew from important sources making these fine contributions available to all of the grade levels in Nutley for which they are most appropriate. This public service to the schools is gratefully acknowledged.

The League of Women Voters provided a dinner and discussion session on the curriculum as a follow-up to "Know Your School ". This was well attended and provided for wider participation by those who are interested in this area. The schools appreciate this continued interest.

Pending, is a future plan for the A. A. U. W. sponsoring an Art Exhibit for May, 1960. This should be a fine additional incentive to encourage and to recognize student talent in Art.

The Veterans Council has taken official note of an outstanding art contribution made to the memory of all war veterans by a child at the Washington School and has expressed appreciation for the marching units from the Nutley Schools in the Memorial Day parade. These words of appreciation are highly gratifying.

The Bank of Nutley has entertained the principals and the superintendent of schools at the Forum on School Savings conducted each year by the American Bankers Association. This opportunity to share in the national program for school savings not only widens the horizon of our local savings plan but offers opportunity to improve local service. This is greatly appreciated.

The Radcliffe P. T. A. staged Docudrama which proved to be a highly entertaining and thought-provoking insight into the need for public support of education giving food for thought as to some of the misunderstandings and public opinion obstacles to providing a total program. Congratulations to this P. T. A. and thank you!

The Third Half Club has taken over the annual responsibility of recognizing the contributions made to the Nutley High School sports program by giving awards to seniors. In good seasons and not so good seasons this is done. For a generous, thoughtful, consistent, and greatly appreciated program, the school administration offers its thanks.

The Family Service Bureau, from time to time, makes available services and information to help work out the problems for some children having real troubles. This service to the schools sometimes is unheralded and unsung but is helpful and should not be overlooked.

The Police Department organizes a bicycle safety program each year. This represents a great deal of hard work which helps keep safety in the minds of boys and girls. This is a valuable service. This, together with fine and thoughtful handling of traffic has helped to make a fine record of safety in Nutley.

The Health Department has, year in and year out, organized immunization programs. The latest has been that to provide Salk vaccine. These contribute to health and better school attendance. To the Health Department and Town Commissioners go the thanks of the Board of Education.

The Nutley Public Library staff continues to be a most valuable member of the public education team by working closely with the schools in book selections and library service. This is greatly appreciated.

IN APPRECIATION

To all the teachers, principals directors and Board Members who spent long hours of tedious study in evaluating and planning the change-over, I extend my thanks and deep appreciation. A fine professional spirit has prevailed throughout the year in bringing these plans to completion.

To all of the Nutley Board of Education, staff and employees who rallied around so faithfully in getting the budget presentation ready and so well presented at the right places at the right time..... also my heartiest thanks for a job well done.

To Mr. Everett Zabriskie and his staff I extend my thanks for having cost data available in excellent shape and on time to evaluate and plan the budget for the change-over.

To Board Members, principals, supervisors, teachers, special teachers, clerical staff and custodians, I extend my thanks for so many thoughtful and helpful acts during this year. For the many acts of thoughtfulness to Mrs. Barber by so many people during her accident and operations, Mrs. Barber and I will always be grateful.

Respectfully submitted,

Anson B. Barber

Superintendent

ENROLLMENT

The total enrollment for the school year was 4828 pupils.
This number is 131 greater than the preceding year, 1957/58.

Enrollment by Schools

	<u>1958-59</u>
Senior High	1048
Junior High	1197
Lincoln	663
Radcliffe	383
Spring Garden	571
Washington	474
Yantacaw	<u>492</u>
Total	4828

Enrollment by Grades

Kindergarten	353
Grade 1	369
Grade 2	344
Grade 3	331
Grade 4	370
Grade 5	369
Grade 6	423
Grade 7	417
Grade 8	339
Grade 9	441
Grade 10	428
Grade 11	338
Grade 12	282
Special Class	<u>24</u>
Total	4828
 Total Elementary	 2583
Total Secondary	<u>2245</u>
Total	4828

SECRETARY'S ANNUAL REPORT FOR THE SCHOOL YEAR ENDING JUNE 30, 1959

I am taking this opportunity of thanking you for your guidance, confidence, and approval of the work accomplished by my staff this year, and for the privilege of serving you and our school system for another satisfying year.

This has been another year of marked progress during which a great deal of time and a considerable amount of money was spent on renovating the Spring Garden School. This renovation included not only the normal maintenance of the building, but also extensive repairs which were long overdue. The normal maintenance included the painting of the interior of the building, relighting the basement, corridor, and auditorium, and cleaning the auditorium draperies. The more extensive repairs consisted of installing a new electric service, new lighting panels, new window frames in the exterior portion of the classroom section of the building, and repointing the entire brick exterior of the north and easterly sections of the building.

At Lincoln School it was also necessary to install a new twenty-year bonded roof over the entire building.

The senior high school was renovated by installing new exterior lights which are controlled by a time switch, repairing the coal-fired boilers, installing new lighting in the gymnasium, plastering and painting the male teachers' room, painting the main cafeteria, cafeteria office, and the teachers' cafeteria, and cleaning, repairing, and rehanging the auditorium draperies.

In addition to the maintenance and renovations listed above, there were many other items which were not specifically budgeted for but had to be repaired during the year as emergency items such as relighting the gymnasium, installing a new gymnasium floor, and repairing the boilers at the Lincoln School, the installation of a new water meter at the Yantacaw School, the installation of new lockers in the boys locker room at the high school, replacing damaged window shades and broken windows, painting and repairing school fences, repairs to roofs, including the warehouse, and many other miscellaneous items such as constructing cabinets, repairing broken water lines, steam lines, and repairing and maintaining the school grounds. These repair items cannot be predicted but occur because of the fact that all of our buildings are thirty years old or older, except for the Radcliffe School and the new addition to the Junior high school. The cost of the maintenance and renovations, excluding the salaries of our maintenance and grounds personnel totaled \$46,522.95.

This year we purchased new instructional, office, and custodial equipment totaling \$37,030.15. The greater proportion of this money was spent for instructional equipment such as new typewriters, new typing desks and chairs, a new mimeograph machine, new furniture for the Guidance Department, new science equipment, new visual aid equipment, including a 16 mm sound projector, and a new screen for the junior high school auditorium, new musical instruments, including a new piano for the junior high school, new home economics equipment, such as mixers, pots, pans, dishes, etc., new shop equipment, the majority of which was made up of small tools, new equipment for the clothing department, new physical education equipment, such as mats,

basketball backstops, record players, records, etc., and new library furniture for the junior high school.

This year the total cost of operating our school plant totaled \$208,000.00. This was divided as follows:

Salaries for Operation of Plant	129,300.00
Contracted Services	2,700.00
Heat	26,000.00
Utilities	36,000.00
Supplies	<u>14,000.00</u>
	208,000.00

The cost of fuel, gas, and electric, is approximately \$5,602.00 over the sum budgeted. This increase is partly due to the extremely long and cold winter we had this past year, and the fact that the new and improved lighting, due to greater wattage, costs more to operate.

The Board might be interested in knowing that the schools were used for the following purposes:

There were 286 nights the schools were used free of charge by scouts (138), Parent-Teacher Associations (39), and our student activities (109).

The Board also subsidizes to a certain extent other groups such as the Adult School (25), and the Town Recreation Committee (148), who by and large pay for custodian services only.

The schools were also open 361 other nights for civic, service, and fraternal organizations, dancing schools, etc., for which the standard fee was charged. This total of 820 nights the schools were opened increased costs in other areas such as the maintenance of building, custodian supplies, and the time spent by my office staff in handling the rental program from the time of application to final billing.

In the previous year 1957-58, the schools were open a total of 1,237 nights, 720 of these nights were used free of charge by scouts (481), Parent-Teacher Associations (81), and our student activities (158).

The schools were also used 252 nights by the Adult School, Town Recreation Committee, and other town recreational groups, and 275 nights were used for civic, service, and fraternal organizations, dancing schools, etc.

Through the cooperation of the executives of our scout and cub pack troops, we found it possible to combine and hold their meetings on the same night. This, of course, helped to decrease the number of nights the schools might have been opened. We are also at the present time trying to combine other activities to improve use efficiency.

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.

I am at the present time studying our fuel costs, in order to determine what it cost to heat a building open for evening use. Only the junior high school and the Radcliffe School are zoned for heating. In all of our other schools, in order to heat one room, we must heat the entire building.

This year the sum of \$1,464.00 was expended for custodial services for the 286 nights the schools were opened free of charge. 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 1958-1959
REVENUES AND CONTRACTUAL ORDERS

REVENUES

Current Expense

Appro. Bal. 7-1-58	\$ 29,102.00	
**Adjustments & Transfers	4,817.93	
Receipts		
State Aid	267,183.00	
District Tax	1,519,073.38	
Federal Aid	964.65	
Tuition	9,018.37	
Interest on Deposits and Investments	1,489.79	
Athletics	17,386.69	
Cafeteria	56,112.57	
Miscellaneous	547.45	
Total Funds Available		\$1,905,695.83

Repairs and Replacements

Appro. Bal. 7-1-58	\$ 2,758.55	
Receipts		
District Tax	95,082.30	
Building Rentals	3,896.60	
Music Instrument Rentals	823.50	
Miscellaneous	13.00	
Total Funds Available		\$ 102,573.95

Capital Account

Appro. Bal. 7-1-58	\$ 1,290.90	
Adjustment		
* Transferred from "W"	7,584.00	
Total Funds Available		\$ 8,874.90

Debt Service

Appro. Bal. 7-1-58	\$	31,263.42	
Receipts			
State Aid		73,545.00	
District Tax		98,518.50	
Interest on Deposits and Investments		<u>2,615.80</u>	
Total Funds Available			\$ <u>205,942.72</u>

Total of All Funds Available \$2,223,087.40

* This is the balance left in the Capital Account after completion of the Junior High School Building.

** Cafeteria inventory adjustment and transfers of Cafeteria and Athletic Balances.

CONTRACTUAL ORDERSCurrent Expense

Administration			
Salaries (8)		\$	49,424.48
Office & other Expense			<u>8,451.86</u>
Total Administration			\$ 57,876.34
Instruction			
Salaries			
Principals (7)	\$	61,800.00	
Supervisors (3)		25,250.00	
Teachers			
Regular (213)	\$1,217,218.00		
Bedside	3,120.00		
Substitutes	17,659.50		
Driver Ed. (3)	<u>1,820.25</u>		
Total Teachers Salaries		1,239,817.75	
Librarians (2)		13,100.00	
Secretarial & Clerical Assts. (12)		<u>38,621.75</u>	
Total Salaries			\$1,378,589.50
Textbooks			10,406.80
Library & Audio-Visual Materials			8,349.72
Teaching Supplies			36,897.46
Other Expense			<u>8,075.06</u>
Total Instruction			\$1,442,318.54
Attendance & Health Services			
Salaries (6½)		\$	11,647.50
Other Expense			<u>1,106.08</u>
Total Attendance & Health Services			\$ 12,753.58
Transportation			
Salaries (1)		\$	3,400.00
Contracted Services & Public Carriers			6,905.70
Insurance			95.08
Other Expenses			<u>986.05</u>
Total Transportation			\$ 11,386.83

Operation		
Salaries (28)	\$ 127,127.01	
Contracted Services	2,898.73	
Fuel	24,227.64	
Utilities	36,321.32	
Supplies	13,802.76	
Total Operation		\$ 204,377.46
Fixed Charges		
Pensions	\$ 25,616.07	
Insurance	8,992.03	
Total Fixed Charges		\$ 34,608.10
Expenditures to Other Districts		
Tuition	\$ 20,672.00	
Total Expenditures to Other Districts		\$ 20,672.00
Cafeteria		
Salaries (14)	\$ 23,166.56	
Other Expenses	38,034.02	
Total Cafeteria		\$ 61,200.58
Athletics		
Salaries (17)	\$ 7,730.00	
Other Expenses	23,401.18	
Total Athletics		\$ 31,131.18
Community Services		
Salaries	\$ 1,157.50	
Total Community Services		\$ 1,157.50
Total <u>Current Expense</u>		\$1,877,482.11
<u>Repairs and Replacements</u>		
Contracted Services	\$ 35,718.94	
Replacement of Equipment	33,098.20	
Other Expenses	24,735.96	
Total <u>Repairs and Replacements</u>		\$ 93,553.10
<u>Capital Outlay</u>		
Sites (Junior High)	\$ 1,260.00	
Total <u>Capital Outlay</u>		\$ 1,260.00
<u>Debt Service</u>		
Principal	\$ 134,000.00	
Interest	68,108.50	
Total <u>Debt Service</u>		\$ 202,108.50
Total CONTRACTUAL ORDERS		\$2,174,403.71
Appropriation Balance June 30, 1959		\$ 48,683.69

FINANCIAL STATEMENT 1958-59 (con't.)

DISTRIBUTION OF BALANCES

	1958-1959 Balances	Appropriations for 1959-1960 Budget	Unappropriated Balances
Current Expense	\$ 28,213.72	\$.00	\$ 28,213.72
Repairs and Replacements	9,020.85	.00	9,020.85
Capital Outlay	7,614.90	7,614.90	.00
Debt Service	<u>3,834.22</u>	<u>2,200.00</u>	<u>1,634.22</u>
	\$ 48,683.69	\$ 9,814.90	\$ 38,868.79

CAFETERIA PROGRAM

Although our cafeteria reports indicate we had a hot lunch participation this year of 76,026 "A" Lunches (complete lunch with milk) or 1,866 more than last year, we are still not satisfied that we are reaching all of the children who should participate in this program. Several specialists in this field point out some of the following reasons why some students do not participate in the school lunch program:

A cafeteria supervisor in another school district, when asked to present the psychological, emotional, and social factors affecting lunchroom participation, stated, "Many psychological, emotional and social, and in individual children, physiological factors which are difficult to appraise, may influence participation.

Among these factors are: importance of group approval; satisfaction of child's taste, which is not met at home; flexibility of menu; influence of national and social customs; family attitude toward specific foods and, in girls, consciousness of figure, which leads to dieting.

Serious emotional problems faced by the child may directly affect his eating habits. Tensions in the home or at school can make him indifferent to food. On the other hand, feelings of insecurity might turn him into a compulsive eater.

In discussing social factors, it was observed in metropolitan districts that student food preferences seem to run along national lines. For example, a school with a high percentage of students of Italian origin may make its lunch program more successful if it puts ravioli or spaghetti on its menu. The supervisor further noted that children of families in low income groups often are reluctant to try unfamiliar foods.

Results of the study indicate that there are other trends in student preference: Of the nine top-rated districts in the survey, eight reported

CAFETERIA PROGRAM (con't.)

serving potatoes more than once a week, while seven of the nine lower-rated indicated they did not. Only one of the top nine did not include dessert in Type "A" lunches, while three of the other nine charged extra for dessert. Eight of the top nine offered seconds, but only three in the lower group did. The presence of a la carte menus did not seem to be a factor in participation. (It should be noted, however, that 32 percent of the administrators implied that students might be receiving a better nutritionally balanced meal for less money a la carte than from an "A" lunch.)"

On the other hand, in seeking teachers' opinions on how to develop greater lunchroom participation, the following suggestions were offered:

"Eating in the lunchroom should be made to seem more 'in vogue' rather than something done by 'squares'. This might be done through appeal and advertising to the students by their own groups in their own style.

Advanced homemaking students should assist in preparing salads or desserts under supervision of lunchroom supervisor, if permitted under regulations, to gain experience and develop interest in the lunch program. They should also assist with the serving.

Individual or small group discussions point out the value of certain foods for specific benefits. This can apply to those suffering from acne, obesity, listlessness, etc. Pupils at the junior high school age level are very conscious of their appearance.

Some teachers report that their homerooms use participation in the lunch program as a weekly or monthly project, marking gains in participation on a large chart. Art teachers told how their departments stimulate participation by making colorful, attractive posters depicting balanced meals, good manners, etc. These posters are displayed in the lunchrooms and in classrooms.

Art classes give special recognition, through posters and displays, to Dairy Week, Apple Week, Nutrition Week, and many others."

The administrators ranked the following in order of importance:

1. Type of menu
2. Cost of menu
3. Social atmosphere
4. Serving facilities and methods
5. Type of lunchroom supervision
6. Lunchroom decor
7. Correlation of school lunch with entire curriculum
8. Type of dishes and silver
9. Competition from private soda fountains, etc.

Parents responses felt that the type and cost of the meals were the two most important considerations. Suprisingly enough, parents indicated lunch programs should be used as a means of promoting health education, as a third vital factor in their opinion.

Students themselves ranked in order of importance the following:

1. Price of meal reasonable
2. Aware that the cafeteria provides a healthful, well-balanced meal
3. Good, tasty food well prepared
4. Provides opportunity to meet with friends
5. Encouragement by parents to eat in cafeteria
6. Food servings large enough
7. Menus published in advance
8. Attractive lunchroom
9. Right amount of adult supervision
10. Minimum of waiting in line
11. Encouragement by teachers to eat in cafeteria
12. Minimum of time spent in collecting lunch money by teacher or other person

Careful analysis of these studies will be made by the cafeteria director and myself to ascertain whether we can use the ideas as a means of promoting participation in our cafeteria program. We have the facilities which make it possible for a student to purchase a balanced meal. All we need now is the student participation to make a success of the venture.

The following financial information indicates the cafeteria profit and loss for the School Year 1958-59:

CAFETERIA
PROFIT AND LOSS
1958-1959

INCOME

Receipts:

High School	\$ 14,043.50
Junior High	19,982.30
Lincoln	5,175.22
Washington	3,295.71
Federal Subsidy	10,188.16
Miscellaneous	<u>1,530.73</u>

Net Receipts	\$ 54,215.62
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Accounts Receivable:

May & June '59 Lunch Subsidy	\$ 848.33	
May & June '59 Milk Subsidy	<u>1,048.62</u>	
Total Accounts Receivable		\$ 1,896.95
Total <u>INCOME</u>		\$ 56,112.57

CAFETERIA PROFIT AND LOSS 1958-59 (con't.)

EXPENSES

Inventory July 1, 1958	\$	949.51	
Purchases:			
Dairy and Milk		16,083.97	
Vegetables		1,019.17	
Groceries		9,880.28	
Dessert		3,665.61	
Meat		4,148.89	
		<u>35,747.43</u>	
Less Inventory 6-30-59		<u>970.69</u>	
Cost of Food Purchased	\$		34,776.74
General Expenses			
Laundry	\$	187.44	
Waste Removal		243.00	
Salaries		23,166.56	
Supplies & Equipment		1,999.03	
Miscellaneous		<u>806.63</u>	
			<u>\$ 26,402.66</u>
Total <u>EXPENSES</u>			<u>\$ 61,179.40</u>
NET LOSS			\$ 5,066.83*

* To offset this loss the cafeteria received subsidies totaling \$4,725.00 from the Board of Education.

INTERSCHOLASTIC ATHLETIC PROGRAM

Our athletic program conducted under the auspices of the Board of Education during the 1958-59 School Year attracted the following number of students in each sport:

Football	92 - Varsity	}	179
	37 - Jr. Varsity		
	50 - 9th Grade		
Basketball	15 - Varsity	}	48
	18 - Jr. Varsity		
	15 - Freshman		
Baseball	24 - Varsity	}	45
	21 - Jr. Varsity		
Crew	88		
Rifle	20		
Track	60		
Marching Band	97		

INTERSCHOLASTIC ATHLETIC PROGRAM (con't.)

24

This year for the first time it has been necessary for the Board of Education to curtail one of its athletic activities (Cross Country), due to lack of a coach, and interest by our students.

The Board of Education might be interested in a recap of the wins and losses in the following sports:

Varsity Football	Won 7	Lost 1	
Jr. Varsity Football	Won 4	Lost 2	
Freshman Football	Won 5	Lost 1	Tied 1

Varsity Basketball		
Regular Season	Won 13	Lost 3
Essex County Tourney	1	1
NJSIAA	0	1
Jr. Varsity Basketball	Won 5	Lost 11
Freshman Basketball	Won 6	Lost 9

Varsity Baseball	Won 12	Lost 10
Jr. Varsity Baseball	Won 12	Lost 3

Crew	Won 3	Lost 2
3rd in Final - Poughkeepsie (Varsity)		
2nd in Final - Poughkeepsie (J.V.)		
Tie for Third - Schoolboy Nationals Detroit, Mich.		

Track had a very good season having won over half of its meets.

Rifle	Won 7	Lost 6
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The following financial data indicates the cost of maintaining our athletic program for the School Year 1958-59:

FINANCIAL REPORT NUTLEY HIGH SCHOOL ATHLETIC ASSOCIATION AS OF JUNE 30, 1959

Cash Balance, July 1, 1958	\$	48.20
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Receipts

Baseball	\$	924.20
Football (Gate receipts)		14,000.54
(Miscellaneous)		735.50
Basketball		1,697.05
Track Misc. Receipts		29.40
		<u>17,386.69</u>
Board of Education Subsidy		<u>13,696.29</u>

Total Receipts	\$	<u>31,082.98</u>
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\$ 31,131.18

ATHLETIC ASSOCIATION FINANCIAL REPORT 58-59 (Con't.)

Disbursements		
All sports	\$	2,375.52
Football		17,945.35
Band & Cheerleader		736.16
Baseball		4,066.55
Basketball		2,295.34
Track		1,554.25
Rifle, Golf, etc.		37.76
Crew		<u>2,120.25</u>
Total Disbursements	\$	31,131.18
Cash Balance, June 30, 1959		.00

FOOTBALL NET GAME RECEIPTS

HOME

East Orange	\$	849.53
Montclair		1,148.95
Passaic		326.85
Orange		452.35
Clifton		<u>1,144.03</u>

AWAY

Belleville		866.60
Bloomfield		640.74
Kearny		<u>3,906.80</u>

Total Net Game Receipts	\$	9,335.85
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SUMMARY OF ANNUAL AUDIT

Copies of the annual audit made by the auditing firm of A. M. Hart and Company of Newark, New Jersey have been received and distributed to each Board member.

The report indicates that all Board accounts according to the Board resolution dated June 25, 1958, were converted to the new chart of accounts and that the cafeteria and athletic association accounts were also transferred to Board of Education. This means that the cash balances of the cafeteria and athletic association were transferred to the account of the custodian of School Monies. I might say at this time that Nutley was the only school district in the State that was asked to run its cafeteria and athletic association accounts through the regular Board funds. This is indeed an honor and speaks well for the accounting system in the Nutley Schools.

The scope of the audit included not only all financial transactions of the Board of Education but also the audit of all school accounts.

The audit of our purchasing practices indicated that we comply with the statutory law requiring the advertisement for bids.

The insurance program indicated that we carry a total of \$6,322,000.00 of fire insurance coverage as follows:

	<u>Buildings</u>	<u>Contents</u>	<u>Total</u>
Junior High School	\$2,092,000.00	\$ 65,000.00	\$2,157,000.00
Yantacaw School	552,000.00	15,000.00	567,000.00
Washington School	460,000.00	18,000.00	478,000.00
Lincoln School	748,000.00	23,000.00	771,000.00
Spring Garden School	608,000.00	20,000.00	628,000.00
Senior High School	1,180,000.00	48,000.00	1,228,000.00
Radcliffe School	<u>468,000.00</u>	<u>25,000.00</u>	<u>493,000.00</u>
	\$6,108,000.00	\$ 214,000.00	\$6,322,000.00

The policies are all carried on a five year program with expiration dates and amounts as follows:

January 30, 1960	\$1,262,700.00
January 30, 1961	1,262,700.00
January 30, 1962	1,271,200.00
January 30, 1963	1,262,700.00
January 30, 1964	<u>1,262,700.00</u>
	\$6,322,000.00

In addition to the above policies, we also carry insurance on the following:

Administration Building	30,000.00
Contents of Administration Building	10,000.00
Garage, Franklin Avenue	1,000.00

Classroom, Greenhouse	
including contents	3,200.00
Fences at Athletic Field and	
Washington School	8,850.00
Building and Shed-Memphis Avenue	26,000.00
Brick and Frame Building-	
Church Street (jointly with Nutley	
Historical Society--Premium paid	
by Historical Society)	34,000.00
Standard Workmen's Compensation and Employer's Liability	
Comprehensive General Liability, including Playgrounds and	
Stadium	
Comprehensive Auto Liability	
Comprehensive Auto Fire and Theft - Trucks, Tractor and	
Station Wagon	
Fine Art Policy-Cups and Trophies	1,644.50
Property Floater - Musical	
Instruments and Uniforms	48,187.75
Athletic Assoc. Rowing Shells	4,475.00
Depositors Forgery Bond -	
outgoing checks	10,000.00

The audit shows that each and every person in the school system is covered for \$2,500.00 by a Public Employees' Honesty Blanket Position Bond. The Custodian of School Moneys is bonded in a surety bond covering his position as Town Treasurer. The Secretary of the Board of Education is bonded in the amount of \$2,000.00.

Examination of the claims, purchase orders, and warrant checks resulted in no notable exceptions.

Under the salary account the audit reports that all monies were deposited to the salary account, and that the payrolls were approved by the Superintendent and were certified by the President and Secretary of the Board and that all reports were filed prior to the tenth of each month following the end of each quarter.

The net school debt at the end of the 1958-59 School Year divided by the average assessed valuation of real property is 6.23%. Our allowance under the present law is 8%.

RECOMMENDATIONS

That cash in the Bond and Coupon Account amounting to \$588.00 be transferred to the Current Operating Section and credited to the Debt Service Account.

That the Board of Education direct transfers from any budgetary item within a major account, to any other budgetary item within the same account, prior to committing funds in excess of the amount budgeted.

The auditors also expressed their appreciation during the course of the audit for the cooperation of all the officials of the school district.

Educating our future citizens is certainly the largest single job undertaking in our community. We have a capital investment of about 8-1/2 million dollars in buildings and equipment and an annual budget of approximately 2-1/2 million dollars. The cost of educating our students compared to other Essex County Communities who operate a high school indicates that Nutley's average enrollment cost per student is the second lowest in the county. Nutley's cost per pupil for the school year 1957-1958 was \$389.37. The average cost per pupil in Essex County was \$435.11 and the high 565.05.

There are several reasons which may explain why we have this low cost per student compared to other Essex County communities.

1. Personnel salaries which make up the bulk of our budget on an average are 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 average manpower, our schools are cleaner due to the use of modern equipment and the inservice 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 .95% of the value of our buildings. Even with a small operating maintenance budget we have, by careful planning, been able to keep our schools in excellent condition.

Business practice comparisons between school districts is healthy. A comparison is easily accomplished, due to the fact that there is little difference between a school district with 1,000 pupils or a district with fifty thousand pupils. In fact there is very little difference between public school business and a private enterprise.

The School Business Administrator should be charged and held responsible for improving the areas of budgeting, accounting, purchasing, plant maintenance, and cafeterias.

Under normal operations of a school district, the work on the annual budget is started shortly after the opening of schools in September, and Nutley has come a long way in easing this task.

Budgeting - Budgeting for supplies and textbooks is now done on a per pupil basis. This was done by taking the average cost for these items over the past ten years. Principals and supervisors are asked to furnish lists of needed equipment and maintenance items for their building on or before October 30th.

The Superintendent presents the salary requests from the professional staff and the Secretary presents the requests from the non-professional staff.

Each school is given a budget based on the cost per child with monthly reports indicating the commitments against their budget. Principals are thus aware of what their balances are at all times.

Accounting - Accounting receipts and appropriated funds is, by law, the responsibility of the Secretary and is performed in the Secretary's office. I was very fortunate in having been picked as one of a three-member team to set up the new National accounting System. I was also chairman of the New Jersey State Advisory Committee to the Commissioner to set up the accounting system in New Jersey. Nutley was picked by the Commissioner as one of eight pilot districts in the State to test out the new program. This opportunity was not only an honor for our Nutley School system but was also a distinct advantage, due to the fact that we were able to set up our books earlier than most districts in the State. After a year's testing of the new accounting system, we were very happy to hear that the State Board of Education has now made it mandatory for all districts to use the new State accounting system.

Purchasing - Requests for supplies, equipment, etc., normally originate at the school level and after being approved by the Superintendent and checked by the Secretary, the needed items are ordered by bid. Standardizations for supplies and equipment have been defined. Orders have been so devised that a very careful check is made of the receipt of the items before they are paid for.

Plant Maintenance - Included in this area are all those operations required to keep school buildings in good condition and to preserve the communities initial capital investment. Custodians are responsible through the head custodian to the principal for the cleanliness and upkeep of the school. Based on an enrollment of approximately 5,000 students housed in seven buildings, the staff is as follows:

Maintenance Supervisor	- 1
Grounds Supervisor	- 1
Head Custodians	- 7
Assistant Custodians	- 13
Matrons	- 2
Maintenance Men	- 3
Grounds Men	- 2

This operation represents approximately 5.8% of the total budget. There are written schedules of duties which are performed by the custodial staff. Training programs have been arranged during the summer months for both the supervisory custodians and their assistants. Cleaning materials are thoroughly tested before being added to the master list.

Cafeterias - Cafeteria purchases are made on bid quotations. The cost of the food served to the students is 30 cents for an "A" Lunch which includes milk and 3 cents per container for those students who wish to purchase milk only. A la carte items are available for purchase in the

Franklin and Senior High Schools. These consist of sandwiches, salads, soups, desserts, etc. The cafeteria has been self-sustaining except for the cafeteria director's salary. This item is included in the Board's budget.

My staff and I are at all times interested in improving our program. We feel that we have a well managed businesslike program at the present time. However, we are always looking for ways and means to upgrade our standards.

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,

A handwritten signature in cursive script, reading "Everett Zabiskie". The signature is written in dark ink and is positioned above the printed name "Secretary".

Secretary

RECOMMENDATIONS FOR FUTURE CONSIDERATION

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 Senior High School boilers.
- * 2. Install a gas-fired incinerator plant in the Senior High School.
- ** 3. Complete the removal and replacement of all wood sash in the 1926 section of the Junior High School with aluminum frames.
- 4. Complete the fencing in of the school grounds at Lincoln, Spring Garden, Radcliffe Schools.
- 5. Continue to renovate the school grounds by installing walks, stairways, and 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.
- ** 11. Replace all of the present outmoded heating univentilators in the 1926 section of the Junior High School
- 12. Install vinyl tile on the present painted corridors in all schools. 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.
- 13. Clean out all motar joints in brick exterior of Spring Garden School. Remortar and waterproof.
- ** 14. Replace the old manually controlled unit ventilators in the Junior High School with new thermostatically controlled unit ventilators.

*Now known as the Franklin School.

**Now known as the High School.