

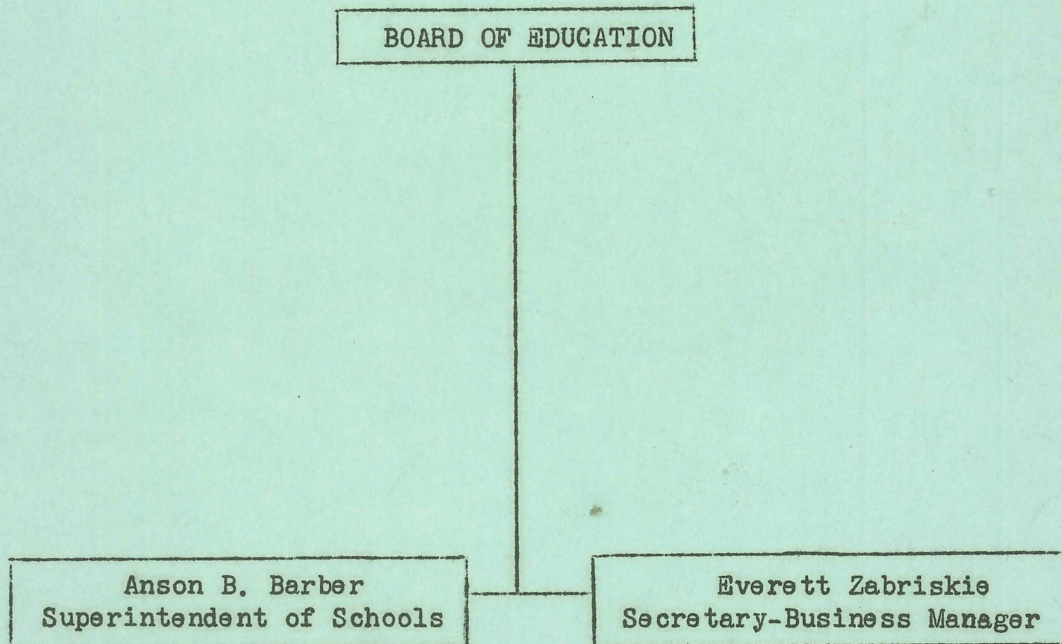
1959 - 1960

ANNUAL REPORT

ON THE

NUTLEY PUBLIC SCHOOLS

TO THE



BOARD OF EDUCATION
June, 1960

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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 fourth since coming to Nutley. In this report will be found information regarding the change-over in buildings effected during the summer of 1959, the in-service growth of teachers, the instructional program, a discussion of outside contacts which have taken place during the year, and some comments and recommendations for future action.

EVALUATION OF CHANGE-OVER IN BUILDINGS

In the 1958-59 report plans for a shift in secondary building usage was recommended by the principals of the junior and senior high schools and discussed at some length. This switch-over was designed to provide instructional space of the most useful kind for each grade level over the years ahead. The change-over has now been completed and it seems appropriate to indicate some of the gains made thus far from the rearrangement of building usage.

Probably the most outstanding gain in using the former junior high school as a high school from an instructional point of view has been realized in the improved facilities which are now available for the senior high school program previously lacking in sufficient seating capacity, shelving space, administrative work areas and facilities for the exhibition of attractive library materials. The library in the new senior high school has been found to be vastly superior to the previous one for senior high school instruction purposes. Even greater gains are expected beginning in September, 1960 with the addition of chairs and tables to increase the seating capacity. This new facility was needed for a full realization of the values to be obtained from a good library program. It opens the way to add the books needed to enrich the program, not only for the gifted but also for every student pursuing a high school course in Nutley.

The increased physical education facilities have made it possible for the first time in many years to comply with the New Jersey law in terms of number of minutes scheduled per week for physical education in the senior high school. Furthermore, for the first time in more than a decade a really vital program of girls intramural athletics has been developed. For example, in basketball during the spring of 1960 more than 160 girls used two gyms daily to carry on a program which gave every evidence of being thoroughly enjoyed by the participants. This, of course, could not have been scheduled in the old building while basketball teams were being practiced, games played and spring sports for boys carried on as usual.

The new science facilities have not only been functionally useful but have increased the space available for science classes so necessary to carry on a modern secondary school program.

The business education facilities have probably been benefited as greatly as any of the programs previously mentioned. It has been possible in planning the new quarters to rearrange some of the space areas. It is believed that business education facilities in Nutley Senior High School which are now in use are superior in quality to most, if not all, in Essex County. Certainly these classrooms are set up to realize the full benefit of the business machines plus the skills of the teachers involved.

The printing shop has been more effectively arranged than was possible in the space available in the old building. Two shops have been set up in the new school as compared to only one in the old senior high building. Those parents who have had the opportunity to see the exhibit of industrial arts projects in the shops and in the art exhibit during the spring certainly can realize from the quality of the projects on display the advantages of the new shop set-up in creating an industrial arts instructional program.

Home economics and mechanical drawing facilities have also been greatly improved as well as somewhat enlarged in their new location. Music facilities in the new building have made the scheduling of the music program much easier and it is now possible to schedule large choral groups in a properly acoustically treated music instructional room. It is briefly noted here that the music program has not fully realized as yet all the gains possible with the new facilities available.

The art program has increased from five to seven sections this past year. Even though this represents some gain, the total registration has been somewhat of a disappointment in that more space was available than was used. Art is an elective subject. It is in competition with academic subjects strongly advocated for college entrance. This current emphasis on academic subjects has served to limit enrollment in Nutley as it has in many communities elsewhere.

Following a tour of the building prior to its opening as a senior high school, William H. Warner, director of secondary education for the State Department of Education said "I am sure that when the school is in operation this fall, these facilities will add materially to the effectiveness of the instructional program.

"Without doubt the excellent gymnasium, library, home economics, industrial arts, music, auditorium, and administrative area are among the finest that I have observed in any of the high schools that have been constructed in our state...."

Mr. Warner's prediction of "adding materially to the effectiveness of the instructional program" has proven to be prophetic of this year's work.

THE ROSA PROGRAM (Recognition of Superior Achievement)

The change-over came at a time when the ROSA program

(recognition of superior achievement) had just been adopted by the Board of Education. It now has a setting in which it is possible to bear the fruits hoped for in its adoption.

When the class which entered Nutley High School in September, 1959 is ready to graduate, a special diploma will be granted to students who have met the standards of the Nutley ROSA program. The ROSA program has been developed by the heads of departments as a means of stimulating especially capable pupils and also as a means of recognizing them through a mark of honor for their outstanding accomplishment in academic work.

Students who hope to win the special honors ROSA diploma must be eligible by marks and make the election of the required subjects in enrolling in their sophomore year. Only eighth grade honor roll students will ordinarily be eligible to enroll for the course load of this program. As freshmen they must have made honor grades in five major subjects to become eligible to enroll. To be eligible for the ROSA diploma, a student must have maintained an A or B final grade in each major subject, with no final grade less than a C for any one of his eight semesters. The ROSA program is much more strenuous than the usual course, involving five major subjects each year requiring extensive home study. Complete registration materials will be available to all eighth grade pupils before enrolling in the ninth grade.

The usual high school diploma will continue to be awarded at the completion of 80 points of high school credit to all those who meet state requirements. Many colleges will continue to accept students with an 80 point diploma.

The program is a step in the direction of recognizing excellence in scholarly attainment. It is expected that minor adjustments will be made from time to time as experience indicates the need of such revision to provide the highest standards under school working conditions.

LOOKING TO IMPROVEMENT OF BEDSIDE INSTRUCTION

A committee made up of Essex County Superintendents and representatives from the New Jersey Pediatrics Association met in Belleville in April 1960 to discuss the possibility of the improvement of bedside teaching. Your superintendent of schools was a member of that committee. After much discussion and review of the problems relating to the rehabilitation of the chronically-ill child, and having to do with his educational, emotional, recreational and physical needs, it was decided to set up an experimental in-service training program for bedside teachers to acquaint them with devices, techniques, educational approaches and practical methods of dealing with these bedridden children. This will be a new area of educational service and there are no clearly charted courses of action for proceeding. It is hoped that relief can be brought to harried and worn parents and nurses of children who are bound to their beds at a time when they have more energy than is being constructively used under these circumstances.

NUTLEY PARTICIPATES IN OUTSIDE PROGRAMS LEADING TO EDUCATIONAL ADVANCEMENT

Your superintendent of schools was an invited participant in the Tenth Institute of the Edison Foundation in New York City last November 19 and 20. The invitation stated:

"There will be approximately 200 distinguished educational, scientific, and industrial leaders in attendance. They will address themselves to the crucial problems of preparing all youth for scientific literacy in the world of modern science and technology.

"Speakers will include Dr. Polykarp Kusch, winner of the Nobel Prize, and Professor of Physics at Columbia University, Dr. David Goddard, Director of the Division of Biological Science at the University of Pennsylvania; Dr. Carrol V. Newson, distinguished mathematician and President of New York University; Dr. Paul F. Brandewein, Director, Division of Education of the Conservation Foundation, and Senior Editor, Harcourt, Brace and Company; Dr. Clifford Rassweiler, Vice President, Johnsville Corporation; Mr. James C. Zedar, Vice President, Chrysler Corporation, and Mr. Eugene Kettering are among those who will speak and participate in the discussion.

"Vice Admiral H. G. Rickover, USN, Chief of the Naval Reactors Branch of the U. S. Atomic Energy Commission, will speak at the Tenth Institute dinner at the Metropolitan Club on November 19. The conference will conclude with a luncheon address on Friday, November 20, by Dr. Harrison Brown, eminent scientist and Professor of Geochemistry at California Institute of Technology."

This proved to be a highly enlightening and inspiring discussion looking to the future of what ought to be taught in the areas of science and mathematics. The conference produced much information along with many down to earth practical suggestions.

Your superintendent was invited by Dr. Charles E. Bish, Director of the National Education Association's Project for the Academically Talented, to meet at Washington, D. C. on October 12, 1959 with a committee representing U.B.E.A. (The United Business Education Association of the N.E.A.) to discuss the possibility of developing a program for the academically talented in the field of business education. This program was financed with the aid of a grant from the Carnegie Foundation of New York, which has already conducted seven conferences and plans to distribute at least 30,000 copies of each report prepared by those who participated in the conferences. Reports have already been released in the fields of mathematics, science, English, and administration. These go to administrators, teachers, and lay persons. A second meeting of this group was held in

January, 1960. In this second conference the content of the monograph was agreed upon. This conference was attended by representatives from colleges, teachers colleges, schools of business administration, teachers in the field of business education, representatives from the United States Office of Education, from the United Business Education Association, a vice-president of the Federal Reserve Bank, and representatives from business corporations. Your superintendent represented the point of view of school superintendents at the conferences and later in the formulation of the content of the monograph.

As a member of a commission your superintendent has been engaged in a study of the improvement of library service to the youth of Essex County by a more careful coordination of school libraries with town libraries and the large and well-rounded facilities of the Newark Public Library. A number of meetings have been held to outline improved utilization of the total resources of public and school libraries for the benefit of all of the youth involved in their use. The commission has been working toward achieving cooperation in the professional exchange of ideas ideal to the full utilization of the library resources available. The cooperation in Nutley between the schools and the Public Library is among the finest example to come to light in the study. It is believed that new avenues of area cooperation will be opened up as a result of this joint study.

IN-SERVICE GROWTH

A number of Nutley teachers attended the Essex County Teachers Association in-service program on the subject of "Discipline". Dr. Leon Mones, Assistant Superintendent of Schools, Newark, was the keynote speaker and set a high level challenge for the discussion meetings to follow.

Mr. Robert Clark, a sixth grade teacher at the Washington School, received a \$300 grant from the National Science Foundation to study at Rutgers University this summer.

Mr. Henry Gutknecht attended the "In-Service Institute for High School Teachers of Biology, Chemistry, and Physics" at the School of Education, New York University. It was made possible by the Esso Education Foundation.

Mr. Vincent Pecoraro attended the Summer Institute of Biological Science at Claremont, California.

Mr. Max Kletter participated in the 1959-60 National Science Foundation Institute held at Montclair State College.

Nineteen Nutley teachers attended the Language Arts Conference at Trenton October 17, 1959. This program was found to be interesting in view of the language arts curriculum revision now in progress in Nutley. A number of specialists in curriculum study were on the program as speakers and panel members. This participation in the N.J.E.A. sponsored

program stands to enrich Nutley's revision program.

An in-service training conference on the prevention of reading problems at the elementary school level was held January 11, 1960 in the Franklin School with all elementary teachers present. Mrs. Florine Simpson Shertzer, reading specialist with the Scott-Foresman Company, was the speaker. A question period followed.

In-service programs in handwriting have been held in two meetings. Kindergarten through Grade III met in one session while Grade IV through VIII met in a second group. Both of these sessions were held in the Radcliffe School and practical problems in the improvement of handwriting were dealt with in these sessions.

Thirteen Nutley teachers attended the Winter Mathematics Conference of the Association of Mathematics Teachers of New Jersey at Millburn Senior High School February 6. There they heard of recent developments in mathematics as well as of problems in math teaching, with special emphasis being placed on the instruction of the gifted.

Among other speakers from universities, colleges and schools was Dr. Foster E. Grossnickle of Jersey City State College, a Nutley resident, whose topic for elementary teachers was "The Gifted in Arithmetic". Dr. Bernard H. Grundlach of Bowling Green (Ohio) State University addressed Junior High teachers on "Creative Number Construction".

LEARNING OPPORTUNITIES OUTSIDE OF THE CLASSROOM

Not all of the experiences which provide growth in knowledge, skills, interests, and understanding took place in a classroom during 1959-1960. Good programs of education make the most of every resource at hand. Visits to the Nutley schools at any given moment will provide examples of enriching experiences in programs in the libraries, the school auditoriums, physical education, art, music classes, and field trips integrated with curriculum materials being covered in the classrooms. Also, the visitor will find many instances of encouragement of special talents of children brought to light through these activities.

A few examples of making the most of resources are given. A fifth grade class visited the Newark Museum with the prime object to see the Planetarium where a program "Northern Skies" was scheduled. This furnished a climax to a unit of study in the school on "The Earth in Space". High School classes have also visited the Metropolitan Museum of Art, the Museum of Natural History, the United Nations, and the national capitol, Washington, D. C., to name a few.

Visits to outside places of interest have been found to be valuable as a resource for obtaining wider understanding. It requires planning and follow-up to have full meaning. A few of these trips are cited to illus-

strate this kind of educational experience. Visits to the Post Office, banks, dairies, museums, the Nutley Public Library, and numerous other such places have added materially to the knowledge children gain from books. Themes, short talks, and discussions follow. These activities sharpen the capacity to observe and to describe, and in many cases add a host of other skills in carefully planned activities.

Instruction in Nutley has been enriched by visits and talks in the schools by Mayor Harry Chenoweth, by Captain Harry Jacques of the Fire Department, by Mr. Michael Lenson, and Mrs. Vivian Fikus, artists, and a host of other visitors, the list of whom is long and illustrious.

DO NUTLEY HIGH SCHOOL STUDENTS TAKE DEMANDING COURSES?

This question, in more general terms, has been widely asked in communities and in publications throughout the country. To answer this question, a study of the Nutley graduating class of 1959 was made. This class was used because it was the latest class for whom complete class rank and I.Q. data were available.

The study was stimulated by the Conant Report, an evaluation of the American high school, developed by Dr. James Conant, former president of Harvard University. The Conant Report, widely circulated, suggested that many high schools were failing to offer courses of sufficient difficulty to challenge the better pupils, or if the courses were offered there was little evidence that pupils were availing themselves of their opportunities. Especially, the report implied that foreign languages, science and mathematics were not studied by a sufficiently large group of capable boys and girls.

The Nutley study tabulated its material in various ways. Working first with the class of 1959, for whom complete records were available since they had been graduated, it was found that those with an I.Q. of 115 or above had worked diligently. For these studies, "solid" subjects were considered those demanding outside preparation, such as English, algebra, chemistry, and the like.

A comparison was made with a school identified by Conant as one he felt was successfully challenging its better pupils. For comparison, the selection of Nutley pupils was on exactly the same basis as in the "model" school. A "unit" of work here means a year's work in a subject meeting five times a week. One exception, advanced math, meets three times a week and is given 3/5 of a unit.

The over-all picture shows that 42 of Nutley's 45 young people considered in this study took 16 or more solid subjects, compared to only 17 who did so in the Conant Study school of nearly the same size. Indeed, one Nutley student took 21-3/5 solid subjects, while none in the other school did so much.

Moreover, 83% of the Nutley pupils in this study were attaining the achievement that might be expected from their ability, while only 45% of the talented group of 47 pupils in the Conant school were so doing.

ACHIEVEMENT

The graduating class of 1960 made a fine record in school citizenship and cooperation, and were successful in college admissions to an outstanding degree.

Miss Patricia Fleming achieved a semi-final rating on the National Merit Scholarship Tests, and for this she received a "Certificate of Merit".

Fourteen seniors were cited for outstanding performances on the National Merit Scholarship Qualifying Test and each received a "Formal Letter of Commendation" from the National Merit Scholarship Corporation.

The seniors so honored were: Robert Blanchard, Diane Carter, Carolyn Cessano, Kenneth Earl, Barbara Franklin, Nancy Gilbert, Nancy Hoffman, Elizabeth Keigher, Henry Klein, William Lipkind, John Peddieson, George Sher, Fred Snyder, and Joseph Thor.

Mr. John M. Stalnaker, President of the National Merit Scholarship Corporation, states: "Letters of Commendation are being awarded to some 27,000 students from all over the United States in recognition of high performance on the National Merit Scholarship Qualifying Test. While these bright youngsters did not achieve the status of semi-finalists in the 1959-60 merit program, they are so outstanding that we wish to single them out for special attention."

Turning to the elementary grades, one statistical measurement which has been reported over a period of years offers a basis for comparing the past with the present status of achievement. This is, to be sure, only one of many measures to be considered in an index or a standard of achievement. It is reported here because this test is widely administered in American schools and the norms are considered to have a degree of reliability and validity worthy of use in reporting. Since all Nutley children have taken these tests for a period of years it is not a sample study. In considering the following data, if Nutley children were achieving exactly at the norms, 48.8 per cent would be above the norms and 48.8 percent would be below with 2.4 per cent of this year's class would be at the norm. In abridged form, the past ten years is shown:

<u>Academic Year</u>	<u>No. Tested</u>	<u>At or Above Norm</u>	<u>No. of Pupils Below Norm</u>
1949-50	1206	534 (44%)	672 (56%)
1954-55	1469	1004 (68%)	465 (32%)
1959-60	1435	1136 (79%)*	299 (21%)

*Thirty-five (35) children were at the norm.

CLASS SIZE

As of September 30, 1959, the date generally used in comparing school attendance figures, the median size of elementary school classrooms was 27 pupils per teacher. This is the same as last year.

The range in classroom enrollment was rather closely clustered around the median with four classrooms under 22 and only 3 enrolling more than 33. On this date, no first or second grade class had more than 30 pupils enrolled. Three fifth grade classes numbered more than 33. The elementary school enrollment had a net gain of 34 pupils from September, 1959 to June, 1960 as contrasted with a drop in secondary school enrollment of 72. Changes invariably take place during every school year. These changes are reflected in the individual classrooms throughout the town.

The following table indicates the number of classes and the number of children in each elementary grade as of September 30, 1960:

Kindergarten	14 classes	403
1st grade	15 "	360
2nd grade	14 "	378
3rd grade	13 "	351
4th grade	13 "	342
5th grade	12 "	366
6th grade	13 "	364
Special Classes	2 "	<u>24</u>

Total 2588

The secondary school class medians were for English 25; for history 28, for science 24; for mathematics 26; and for foreign languages 25.

ELEMENTARY CLASS SIZE
September 30, 1959

	<u>Grade</u>						<u>Total Classes of this size</u>
	1	2	3	4	5	6	
21 and under	4			1			5
22	2			1		2	5
23	3		1	1		1	6
24	4	3	2	1	1		11
25		1	2		1		4
26		1	1		1		3
27		1	2	3		2	8 (median)
28		4		2	2		8
29	1	2		3		1	7
30	2	2	5	1		4	14
31						2	2
32					1	1	2
33					3		3
34					2		2
35							
36					1		1
Total	16	14	13	13	12	13	81

RECOGNITION BENEFICIAL TO STUDENTS

The Lincoln and Yantacaw schools were among the 800 schools in the country to participate in the Traveling Elementary School Library Program which was set up to appraise the teaching value of certain science books in the teaching of elementary science. This program was undertaken by the American Association for the Advancement of Science at the request of the National Science Foundation and financed by a grant of funds from the U. S. Government.

The purposes and objectives of the program were to develop an interest upon the part of elementary school pupils to read books (other than textbooks) in the field of science and mathematics, and to learn more about scientists. From use of this group of books should come collateral reading to supplement instruction and general reading to stimulate interest in scientific careers.

Three members of the Nutley High School Orchestra were named to the Jersey All-State Orchestra. This is a gain over one selected the previous year and none in some recent years. The orchestra provided the marching music for commencement in 1960, receiving many favorable comments from music lovers in the audience.

Bruce Burgermaster, a sixteen year old Nutley High School junior won regional honors in the 1959 Fisher Body Craftsman's Guild model car competition. He received a plaque and his school also was awarded a trophy. He was also given a trip to Detroit as one of the 20 finalists.

The Nutley High School was featured in the final report of a series of articles on education in the Newark News Magazine Section. Pictures of instructional situations served to emphasize instruction taking place in the school.

The Conant Report and Commissioner Raubinger are quoted in statements about what constitutes a strong high school program. The students in Nutley High School have good reason to be proud of having their school featured in this article.

PERSONNEL PROBLEMS OF THE YEAR

The year 1959-60 has been one of mishap, followed by emergency. The year got off to an ominous start with Miss Katherine Sonne, Director of Guidance, being dangerously injured in an automobile accident. Month by month her return was hoped for, planned, then postponed. Temporary, then more long range plans were developed to carry on in her absence. The fine cooperation, devotion to duty, and infinite care by all the guidance staff to see that every detail was cared for has been greatly appreciated.

Late October found Mr. Edward F. Assmus, Principal of the High School, in failing health. When he finally agreed to a few days off, his physician found it necessary to send him to the hospital for a complete checkup. After a series of examinations, the physician expressed the opinion that a line of treatment had been decided upon which was expected to be effective. Mr. Assmus, too, expressed optimism and began making specific plans for a return to his duties. The administration, teachers, and staff alike were deeply shocked at his unexpected passing on Saturday, December 5, 1959.

In appreciation of his many years of faithful service and in token of the high esteem in which he was held, the flags of all schools flew at half-mast Monday through Wednesday, December 7 through December 9. There was no school in the High School on the day of the funeral. The administrative staff, department heads, colleagues of long standing, presidents of student organizations, and others closely connected to the late Mr. Assmus attended the funeral. Two memorial services were held in the High School. On Thursday, December 10, a memorial service was held for Juniors and Seniors. On Friday, December 11, a memorial service was held for the Freshmen and Sophomores. The Rev. Henry J. Berkobin spoke at both services.

The plans made for operating the Nutley High School while expecting the return of the late principal remained in force until the close of school. The temporary re-alignment of the duties of the position were in force and the Superintendent was in daily, sometimes hourly communication with the operating plans. The Superintendent met with the high school staff and also the department heads to clarify the immediate plans of operation and to make clear what steps were to be taken should emergencies arise. Mr. David Broffman acted as principal and was generously supported by the dean of girls, department heads, guidance staff, teachers, special teachers, Miss Elsie Ciccone, office manager, and her staff, custodians, cafeteria workers, and all others having duties connected with the High School. The thanks of the Superintendent go to all who cooperated so well and worked so tirelessly.

During the February, 1960 vacation, your Superintendent visited Dartmouth, Amherst, Holy Cross, Tufts, Radcliffe, Boston University, Simmons, Pine Manor, Brown, Brandeis, and Harvard. Many talks were held with admission officers and the Nutley seniors who were seeking admission in these respective schools were discussed. Everywhere the guidance records were in good condition. In several schools, the admissions officers sent for records and made favorable comments about Nutley graduates attending.

The problem of naming a high school principal was one of the high priority items on the agenda for the Board of Education and the Superintendent during the winter and early spring. A wide geographic area was covered in considering possible candidates. The credentials of more than

fifty professional people both inside and outside the system were reviewed in considering the experience and training most likely to be suitable to fill this highly important post. Finally, nine persons were scheduled for appearance before the Board of Education.

The list was later reduced to four after preliminary interviews. A more intensive study and evaluation of these four resulted in the election of Dr. Robert D. Fleischer, principal of the Salem-Greensburg High School, Greensburg, Pennsylvania. He had served in two communities as high school principal. He had earned his bachelor's, master's and doctorate degrees at the University of Pittsburgh and had been involved in several high school evaluations as a part of his academic training and active experience in the principalship. He began his new duties in July, 1960.

The retirement of ten veteran teachers, nine of which came after the first of March, 1960, has posed a problem of replacing outstanding skills and capacities to carry on instruction. These teachers are:

Miss Ina B. Allen, Spring Garden
 Miss Araminta E. Ayers, Radcliffe
 Mrs. Annie M. Chasteney, Spring Garden
 Mr. Roy M. Girard, High School
 Miss Mona M. Potter, Lincoln
 Mrs. Ruth Pryor, Yantacaw
 Mr. Norman E. Risser
 Director of Physical Education
 Miss Grace M. Taylor, Franklin
 Miss Anne Wallace, High School
 Miss Blanche V. Weisel, Washington

The problem of finding an experienced English Teacher has been the most difficult, as a shortage of well prepared experienced English teachers is widely reported by superintendents discussing their employment problems. Many talented candidates have been available in other fields. It will take time and painstaking supervision, as it always does, to realize the full potential of the new additions to the staff.

The problem of operating with a long series of bomb scares had to be faced both at the administrative level and in the classroom. The teachers, principals, special teachers, clerical staff, and custodians are all to be commended for their calm and good judgment in what might have panicked a less steadfast staff. It is hoped that this ordeal will never be repeated under the new laws of the state.

NUTLEY SCHOOLS COMMUNICATE

The Nutley Schools Bulletin, printed four times per year, was awarded honorable mention among a number of house organs evaluated by the School Boards Publication Association. The judges were made up chiefly

of representatives of Rutgers University, school administrators, and representatives of the printing industry. Mrs. Maxine Hoffer, editor, has worked tirelessly and effectively to produce this fine publication. The thanks of the administration are gratefully extended to her. A number of favorable comments have reached this office regarding the news contained in this release. The administration appreciates suggestions and continues to experiment with length of article, pictures, and topics reported in an effort to increase its value to parents and other citizens who wish to receive it.

The most effective effort of the year in communication was that made by the Board of Education in presenting the budget message during the fall and early winter. The pictorial presentation received much favorable comment and a favorable vote on the budget. This effort bids fair to be widely followed by other school districts.

NUTLEY ORGANIZATIONS HELP SCHOOLS

It is a source of great satisfaction to your superintendent when so many community leaders and organizations come forward with thoughtful programs and offers to give of their time and talents to recognize student achievement and to provide opportunity for student growth and development by providing opportunity for utilizing student talents.

To mention any of these names is to risk leaving out equally valuable services rendered. At the risk of such over-sight we thank all who have done worthwhile things, and their number is legion. The following organizations, among the many, are cited for specific contributions this past year.

The A. A. U. W. sponsored and organized the "Young People's Art Exhibit", the purposes of which are to revive an interest in Nutley's considerable heritage in the field of the arts and to display the best of this creative work as a public service. The A. A. U. W. performed a leadership function in this endeavor and the administration thanks this organization for a fine contribution.

The American Legion Auxiliary gave an award to the highest ranking girl in history and sent two girls to Girls' State. The American Legion cooperated with other organizations in sponsoring five delegates to "Boys' State", awarded a medal to a student for highest achievement in history, and performed many services valued by the schools. These contributions by the Legion and Auxiliary are appreciated.

The American Red Cross continues to be helpful with a swim program as well as helping in safety programs.

The Nutley Band Parents offer many and varied forms of encouragement to our band program and sponsor the "Tops in Talent" show.

Each year the Elks sponsor a dinner for marching organizations, a picnic for school patrols, a trip to their convention on the "Board Walk", and lend us much helpful furniture and equipment. Our task is made easier by their thoughtful and generous gifts.

The Kiwanis program of recognizing outstanding achievement in the Franklin School Science Fair is an inspiration for students and a generous and helpful act toward promoting better scholarship.

The Lions Club has a long history of service in eyesight conservation and generous scholarship aid for which the schools thank them most heartily.

The Optimist Club gives valuable assistance to youth with a scholarship award. For this new program, the schools thank you.

The Rotary Club, by scholarship grants, dinners for new teachers, entertaining honor students, and having students produce programs for the club, perform a lasting and greatly valued program for teachers and for the youth of the town. Our thanks to the Rotary Club.

The Nutley Historical society keeps the schools aware of the resources available and cheerfully and effectively helps with schedules of visits to the museum to profit from these collections when they are on display.

The Nutley Speakers Club, by sponsoring the presentation of a loving cup to the winner of the Annual Memorial Speaking Contest, encourages the preservation and development of an art which is in danger of being lost.

The Tri-Town Business and Professional Women's Club awarded a scholarship to a Nutley girl this year. Thanks for this fine contribution.

Other organizations contributed scholarships, for which we extend our thanks.

American Association of University Women
I. T. T. Laboratories
Nutley Teachers Association
Atlantic Chemical Corporation (Nutley)
Yungers Lodge

The Bank of Nutley provides the opportunity for display of outstanding school projects where parents and friends can see them. Also, through their thoughtfulness the superintendent and principals have had the opportunity to keep abreast of the latest findings of the Forum of School Savings conducted by the American Bankers Association. These are greatly appreciated.

The Third Half Club is our source of continued encouragement and reward for Nutley athletes and marching organizations. For this consistent, thoughtful, generous backing the school administration offers its heartiest thanks.

The Nutley Public Library offers the most constructive kind of cooperation and coordination in enriching the educational opportunities of children. This is gratefully acknowledged.

The Family Service Bureau has worked along with our special services office to enlarge the services possible to children and parents of children having special problems. This assistance is highly beneficial and gratefully acknowledged.

The Health Department works year in and year out in organizing immunization programs, providing vaccine, and providing health services for children and youths. To the department and commissioners, our thanks.

The Recreation Committee has, over a period of years, taken steps to provide many programs, the facilities and equipment for recreation. These benefits to the youth of the Town are gratefully acknowledged.

The Veterans Bureau has encouraged our youth on many occasions. Their good offices are acknowledged with thanks.

To all of those, and to others not specifically mentioned this year, go the thanks of the administration for sharing in the program to provide for the growth of Nutley's youth.

RECOMMENDATIONS

The curriculum study in the field of English and Language Arts has made some progress in the testing and try-out stage. At budget time, some two thousand hours of conference, study, and research time has been spent by principals, teachers, and special staff members working as committees, individuals and groups. While there has been some released time, no full day of instruction has been given over to this activity. The present method of having this work added to the already heavy duties of line officers in particular leads to a drawn-out process.

While it is generally agreed that an outstanding value to be gained from curriculum study is the teacher growth which takes place in the process, it seems clear that in Nutley the time has arrived when a professional person with specialized training in curriculum study should be added to the staff to take over the heavy load of arranging committee study groups, writing copy, and bringing curriculum studies to a fruitful conclusion. It is recommended that curriculum study will become a continuing process to keep Nutley instruction fully abreast of the best techniques, pro-

cedures, content, and implementation toward effective results. To meet this need, a new position is recommended.

The Director of Curriculum Services and Special Services, or other approved title covering the function needed to be covered, is to organize, schedule, and to participate in curriculum meetings of the principals, teachers, and other staff members, and to supply summary reports of these for the Superintendent's use in operating the schools, and to facilitate his reports to the Board of Education. This person would write or cause to be written drafts for final approval by the Superintendent and adoption by the Board of Education as the curriculum in being for the Public Schools of Nutley.

IN APPRECIATION

To the principals, vice-principals, department heads, guidance counsellors, directors, teachers, clerical staff, and students, who did so many things during the year in both the High and Franklin Schools to carry through the details of making a success out of the change-over in use of buildings, I extend my thanks and deep appreciation. The programs in each school went along so well that the hopes of the Board of Education were realized to a degree far beyond a reasonable hope for the first year of operation. Both schools opened in very efficient fashion, for which both principals are to be highly commended.

To the Board of Education who labored so long to have the plans complete in every detail and to assure an efficient operation, my thanks for this outstanding effort. For a remarkable job of presenting the budget to the public, congratulations to each one.

To the office staff for careful work on so many details and for meeting emergencies which arose during the year with resourcefulness and good cheer, I give you my heartiest thanks. The administration office was aided by fine cooperation from the clerical staffs in each school. The High School and Guidance Offices were most heavily pressed by these emergencies and did a most commendable job at all times.

To Mr. Everett Zabriskie and his staff go our thanks for the usual fine job in handling the multitude of business problems in a year of many unusual occurrences.

Respectfully submitted,

Anson B. Barber

Anson B. Barber
Superintendent

Enrollment by Schools

	<u>1959-60</u>
Senior High *	1523
Franklin	858
Lincoln	658
Radcliffe	386
Spring Garden	588
Washington	465
Yantacaw	<u>486</u>
Total	2583

Enrollment by Grades

Kindergarten	401
Grade 1	360
Grade 2	374
Grade 3	345
Grade 4	345
Grade 5	367
Grade 6	368
Grade 7	452
Grade 8	406
Grade 9	408
Grade 10	416
Grade 11	376
Grade 12	323
Special Class	<u>23</u>
Total	4964

Total Elementary	3441
Total Secondary *	<u>1523</u>

Total Enrollment	4964
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* Grades 9 through 12

SECRETARY'S ANNUAL REPORT FOR THE SCHOOL YEAR ENDING JUNE 30, 1960

The creed of the Business Division of the Nutley Public Schools is, "Be alert in recommending the finest practical facilities in which to teach our students and to maintain the present buildings and equipment to increase their years of usable service."

We firmly believe that money wisely spent on continued maintenance will pay itself back in less need for costly replacement.

The calibre of Nutley's educational program is considered to be one of the finest in this area. This is the way it should be as the education our students receive today is more important than it has ever been before, and Nutley cannot afford to lose its educational standing due to the fact that jobs to which our students aspire are becoming increasingly more difficult and technical.

If this generation of students is to measure up to what will be required of them, we must provide them with not only the finest instructors, but also adequate buildings and modern equipment.

Dr. Barber and his staff carefully screen all applicants for teaching positions in order that we may get the finest instructors. He also provides in-service training facilities, workshops for all staff members, and is constantly alert to needed curriculum changes.

We in the business division work with and try to provide the finest facilities, materials, and equipment at the lowest cost for our professional staff. This is done by recognizing needed alterations of our buildings, the need of maintaining these buildings, the need of providing the finest type of non-professional and skilled workers, the need of keeping our schools clean and safe, and the need of keeping aware of new materials and equipment available for school use.

Many visitors to our schools are amazed when we tell them that, except for the Radcliffe School and the major portion of our High School, all of our buildings are at least thirty-two years old, and that portions of our elementary schools are fifty or more years old.

With a modest budget of approximately 1.6% of the value of our school buildings, the Board of Education, for the past fifteen years, has not only maintained its schools, but has also replaced antiquated lighting, provided acoustic ceilings, installed oil-fired heating equipment, built new classrooms, health suites, and new offices by remodeling poorly used school space. In fact, two classrooms were built in what was once a coal bin. (This renovation job was given national publicity on the basis of design and functional use.) We also replaced eighty per cent of our equipment such as desks, chairs, etc., and purchased additional thousands of dollars worth of modern science, audio-visual, and other equipment.

This year it was necessary to change over two schools, because of increased enrollment; the former Junior High School is now known as the High School (grades nine through twelve), and the former High School is now known as the Franklin School (grades seven and eight).

In making the transfer it was necessary to remodel four or five different classroom areas in the new High School because of specialized equipment used at that level. Three of the former classrooms located on the second floor of the 1927 section of the new Senior High School were remodeled into two classrooms, one for Secretarial Practice, and the second for Bookkeeping classes. This renovation necessitated the tearing out of two walls, the closing of two doors, repairs to wooden floors and covering them with vinyl tile, repainting, relighting, and installing new ventilating equipment and controls. In the printing room the necessary renovations included the tearing out of the old wooden floor, installing a new concrete floor with vinyl tile, lowering the fluorescent lights, and installing new ventilating equipment. Two science rooms, which were formerly used for general science classes, were equipped with laboratories. We were able, by careful planning of these rooms, to use the existing drains, water, gas, and electric services. In the manual arts room we installed the equipment which was formerly located in the former High School. Although the Junior and Senior High School equipment is similar, the machines used on the High School level are larger, consequently, these were moved from the old Senior High School to the manual arts room in the new Senior High School.

As part of a two-year program, 134 aluminum windows were installed on the north side of the High School, and glass block was installed in the cafeteria window openings. The installation of these windows meant tearing out old frames, installing new blocking to which the aluminum frames are fastened, replastering the interior walls (which in most cases were damaged when the wooden frames were removed), painting these walls, installing new window sills, and caulking the exterior walls around the perimeter of the frame. This installation has made a big improvement in the overall architectural appearance of the building. The balance of the windows which are located on the southerly side of the 1927 portion of the school will be completed during the next school year.

The following equipment was purchased for the High School: 11 electric typewriters, 19 standard typewriters, and 100 utility trays for the Business Education Department; 200 fibreglass chairs for the cafeteria; file cabinet for the clothing department; legal record card files, electric plate burner, miscellaneous equipment, such as jars, tubes, forceps, etc., for the medical department; files and letter boxes for the guidance department; an oboe and 25 choir robes for the music department; and an electric duplicator for the main office.

This change in physical facilities not only makes it possible to handle our fast-growing High School enrollment, but also makes it possible to enrich our educational program.

The Franklin School was completely renovated. This renovation consisted of installing new lights in the auditorium, new lights in the gymnasium, new lights in the first floor corridor, installing new electric panels on three floors, painting the complete interior and exterior of the building, repairing acoustic ceilings, and changing the name of the school from Senior High School to Franklin School.

New wiring and fixtures were installed for a steam table and an ice cream box in the basement hallway, for the purpose of improving and speeding up a closed-school cafeteria program.

It was necessary to repair twenty-one tubes in the boilers, which because of age, have deteriorated. These boilers should be replaced. An automatic water heater was installed in the cafeteria.

Also as in the High School it was necessary to renovate and enlarge the following classroom areas. In the science rooms located on the third floor, existing plumbing, electrical, and other service lines had to be removed, floors patched and sanded, and walls which were damaged when the old type cabinets were removed had to be repainted. Also on the third floor, a room was enlarged to include an additional area formerly used as a language room and prior to that time as a closet. Neither of the areas individually were large enough to take care of the class size for the seventh and eighth grades. In the renovation it was necessary to remove one wall, repair the floors, ceilings, install new blackboard and corkboard areas, and change the heating controls. In repairing the floor, it was necessary to build up the floor of the small room to meet that of the new room. This was done by covering the area with sheets of 3/4 inch plywood. After this was completed the entire area was covered with vinyl tile. On the second floor, the classroom formerly used as a Business Education room was transformed into an art room. It was necessary in this room to completely rebuild the area. This not only included the ceiling, floors, walls, but also the building and installing of new art room cabinets. The former art room which was located on the third floor and is now being used as a regular classroom required only minor renovations. On the first floor, the home economics room (sewing room), due to increased student participation, had to be enlarged. Here again, two small rooms were made into one large one. Included in the renovation was the tearing out of a wall, repairing the floors, ceiling, new lighting, installing additional blackboard areas, and installing and building new tote tray cabinets. The former mechanical drawing room was converted into a regular classroom. Here again the change required only minor renovations. The former print shop was added to the manual arts room in order to increase the size of this area. Manual training equipment moved from the former Junior High School has been installed in the Franklin School. Electric service has been installed in all of the work benches. A new circuit box was installed due to the fact that the previous one had been overloaded. In making the change, we also included the possibility of shutting off the equipment from four different points in the classroom. This will make it possible for the teacher in charge to control and shut off the equipment from various parts of the room in case of an emergency. Renovations in this room included setting up a small space for mechanical drawing, a project storage room, and a varnishing room.

All of the above mentioned changes have increased the possibility of offering a finer educational program to our seventh and eighth grade students.

The following equipment was purchased for the Franklin School: a long carriage typewriter for the office; science equipment, mathematics equipment, filing cabinets and paper cutter for the art department; maps

and globes for the social studies department; buckets, extension ladders, receptacles, garbage cans, hand truck, scrubbing machine, and brushes for the custodians; seven sewing machines and tables, and 270 utility trays for the sewing department; instructional equipment; and two teachers' desks and chairs.

There were only minor renovations made on the elementary level; these renovations included painting several rooms, fixing floors, and repairing several roofs.

The Spring Garden School playground adjacent to Garden Avenue was enlarged approximately five thousand square feet. This was done by building a retaining wall and filling in the area. Following this the entire area between the southerly side of the school and the new wall located near Garden Avenue was macadam surfaced.

At Lincoln School, a portion of the playground area was macadam surfaced for use by trainable classes.

At Radcliffe School, the hill in the rear of the school was leveled off for a future playground area, in order that softball and other types of sports may be played by the students. This is only the start of this project. It will be necessary to grade the field, lay out a baseball area, install a basketball backstop, fence in the entire area, install a flight of steps and a drainage system.

New fences were installed at both Spring Garden and Lincoln Schools.

The steps at the Park Oval which have deteriorated over the years were repaired.

This year the cost of the maintenance and renovations to our school buildings and grounds totaled: \$82,908.25; the cost of purchasing new instructional, office, and custodial equipment totaled: \$43,366.28; and, the cost of operation of our school plant totaled: \$204,923.00, broken down as follows:

Salaries for Operation of Plant	\$136,200.00
Contracted Services	3,550.00
Heat	19,460.00
Utilities	36,700.00
Supplies	<u>14,000.00</u>
	\$204,923.00

A study of the 901 approved applications for evening use of our school buildings during the 1959-1960 School Year is as follows:

There were 285 nights the schools were used free of charge by scouts (104), Parent-Teacher Associations (58), and our student activities (81).

The Board also subsidizes to a certain extent other groups such as the Adult School (42), and the Town Recreation Committee (178), who by and large pay for custodian services only.

The schools were also open 396 other nights for civic, service, and fraternal organizations, dancing schools, etc., for which the standard fee was charged.

In the previous year 1958-1959, the schools were open a total of 820 nights, 138 of these nights were used free of charge by scouts, 39 by Parent-Teacher Associations, and 109 for student activities.

The schools were also used 25 nights by the Adult School, and 148 nights by the Town Recreation Committee; 396 nights were used for civic, service, and fraternal organizations, dancing schools, etc.

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.

This year the sum of \$1,282.50 was expended for custodial services for the 285 times the schools were opened free of charge. This sum is based on an average use of two and one quarter hours per night; to this must be added the cost of heat, light, and other expenses as mentioned above.

FINANCIAL STATEMENT 1959-1960 REVENUES AND CONTRACTUAL ORDERS

REVENUES

Current Expense

Appro. Bal. 7-1-59	\$ 37,234.57	
*Adjustments & Transfers	-- 6,979.85	
Receipts		
State Aid	261,926.00	
District Tax	1,753,740.21	
Federal Aid	1,334.00	
Nat'l. Defense Ed. Act	350.44	
Tuition	7,417.50	
Interest on Deposits and		
Investments	8,871.41	
Athletics	18,196.99	
Cafeteria	69,993.63	
Miscellaneous	6,712.27	
Total Funds Available		\$2,158,797.17

Capital Account

Appro. Bal. 7-1-59	\$ 7,614.90	
District Tax	27,447.10	
Nat'l. Defense Ed. Act	11,113.83	
Total Funds Available		\$ 46,175.83

FINANCIAL STATEMENT 1959-1960 (Con't.)

Debt Service

Appro. Bal. 7-1-59	\$	3,834.22	
Receipts			
State Aid		72,381.00	
District Tax		106,945.00	
Interest on Deposits and Investments		<u>1,159.38</u>	
Total Funds Available	\$	<u>184,319.60</u>	
Total of All Funds Available			\$2,389,292.60

*Transfer of Cafeteria Balance to Clearing Account

CONTRACTUAL ORDERSCurrent Expense

Administration			
Salaries (8)	\$	54,677.42	
Office & Other Expense		<u>9,722.83</u>	
Total Administration			\$ 64,400.25

Instruction

Salaries			
Prin. & Asst. to Prin. (9)	\$	75,015.00	
Supervisors		20,562.50	
Teachers			
Regular (208)	\$1,216,788.50		
Bedside	2,242.50		
Substitutes	17,888.00		
Driver Ed. (3)	<u>1,728.00</u>		
Total Teachers' Salaries		1,238,647.00	
Librarians (5) & Guidance (4)		64,053.57	
Psychologist & Social Worker		4,597.50	
Secretarial & Clerical Assts. (11)		<u>38,269.95</u>	
Total Salaries			\$1,441,145.52
Textbooks			10,939.13
Library & Audio-Visual Materials			5,542.49
Teaching Supplies			37,620.72
Other Expense			<u>8,264.95</u>
Total Instruction			\$1,503,512.81

Attendance & Health Services

Salaries (7)	\$	11,542.42	
Other Expense		<u>973.15</u>	
Total Attendance & Health Services			\$ 12,515.57

Transportation

Salaries (3)	\$	4,808.65	
Contracted Services & Public Carriers		6,841.00	
Replacement of Vehicle		2,873.42	
Insurance		254.28	
Other Expenses - Operation & Maintenance		<u>1,491.27</u>	
Total Transportation			\$ 16,268.62

FINANCIAL STATEMENT 1959-1960 (Con't.)

Operation		
Salaries (30)	\$ 136,199.63	
Contracted Services	3,547.70	
Fuel	19,458.02	
Utilities	36,736.27	
Supplies	9,040.68	
Total Operation		\$ 204,982.30
Maintenance		
Contracted Services	\$ 74,484.03	
Replacement of Equipment	19,206.07	
Other Expenses	13,528.46	
Total Maintenance		\$ 107,218.56
Fixed Charges		
Pensions	\$ 28,228.66	
Insurance	14,132.10	
Total Fixed Charges		\$ 42,360.76
Expenditures to Other Districts		
Tuition	\$ 20,522.50	
Total Expenditures to Other Districts		\$ 20,522.50
Cafeteria		
Salaries (15)	\$ 24,547.87	
Other Expenses	47,887.63	
Total Cafeteria		\$ 72,345.50
Athletics		
Salaries (20)	\$ 8,185.00	
Other Expenses	24,284.89	
Total Athletics		\$ 32,469.89
Community Services		
Salaries	\$ 804.00	
Total Community Services		\$ 804.00
Total <u>Current Expense</u>		\$2,077,400.76
<u>Capital Outlay</u>		
Buildings	\$ 13,914.99	
Equipment	24,160.21	
Total <u>Capital Outlay</u>		\$ 38,075.20
<u>Debt Service</u>		
Principal	\$ 117,000.00	
Interest	64,526.00	
Total <u>Debt Service</u>		\$ 181,526.00
Total CONTRACTUAL ORDERS		\$2,297,001.96
Appropriation Balance June 30, 1960		\$ 92,290.64

FINANCIAL STATEMENT 1959-1960 (Con't.)

DISTRIBUTION OF BALANCES

	1959-60 Balances	Appropriations for 1960-1961 Budget	Unappropriated Balances
Current Expense	\$81,396.41	\$.00	\$ 81,396.41
Capital Outlay	8,100.63	.00	8,100.63
Debt Service	<u>2,793.60</u>	<u>1,000.00</u>	<u>1,793.60</u>
	\$92,290.64	\$ 1,000.00	\$ 91,290.64

CAFETERIA PROGRAM

83,898 hot lunch meals were served this year (complete dinner with milk). This is an increase of 7,872 over the previous year.

The cafeteria management is still not satisfied that we are reaching all of the students who should or would like to participate in this program. It is their opinion that if the present counter serving equipment was renovated and overhauled, it would be possible to pass more students through the waiting line quicker, and by this method, get more of our students to participate. It was recommended by the Cafeteria Director and myself that we replace the antiquated serving counter at the Franklin School, in order to overcome the time lost in serving hot lunches. The Board of Education included this request in its 1961-1962 budget.

Many of our students participate in what is called the cold lunch program, mainly because they are served quicker, and consequently, are able to leave the cafeteria area sooner, in order to participate in the noon-time activities. With a new counter we are sure that the participation in our hot lunch program will increase.

The Washington School cafeteria program has up until the end of this year instituted the serving of both hot and cold lunches. However, it was recommended by a representative group of mothers that we no longer carry on a cold lunch program. This will, of course, increase the hot lunch program in that school. Lincoln School, which is the largest elementary school in town, serves approximately 77 lunches a day. We feel that this total could be increased by enlarging its cafeteria to hold a greater number of students. If the above changes are made during the 1960-1961 School Year, we are confident that our report at the end of that period will show an increase in the number of "A" lunches served.

I wish to compliment Mrs. Boyer, cafeteria director, and her staff who prepare the balanced lunches for our students, and for the cooperation they have given me during this year.

The following financial information indicates the cafeteria profit and loss for the School Year 1959-1960:

CAFETERIA
PROFIT AND LOSS
1959-1960

INCOME

Receipts:

High School	\$24,781.27
Franklin	23,515.50
Lincoln	4,546.18
Washington	2,143.89
Federal Subsidy	11,446.97
Miscellaneous	<u>1,167.65</u>

Net Receipts \$67,601.46

Accounts Receivable:

May & June '60 Lunch Subsidy	\$ 1,073.17	
May & June '60 Milk Subsidy	<u>1,319.00</u>	
Total Accounts Receivable		\$ 2,392.17

Total INCOME \$69,993.63

EXPENDITURES

Inventory July 1, 1959 \$ 970.69

Purchases:

Milk	18,608.65
Dairy	763.03
Vegetables	1,202.06
Groceries	11,626.10
Dessert	8,229.13
Meat	<u>4,062.91</u>
	45,462.57
Less Inventory 6-30-60	<u>954.10</u>

Cost of Food Purchased \$44,508.47

General Expenses

Laundry	\$ 262.86
Waste Removal	360.00
Salaries	24,457.87
Social Security	587.71
Supplies & Equipment	1,773.60
Miscellaneous	<u>411.58</u>

Total General Expenses \$27,853.62

Total EXPENDITURES \$72,362.09

NET LOSS \$ 2,368.46*

* To offset this loss the cafeteria received subsidies totaling \$4,925.00 from the Board of Education.

INTERSCHOLASTIC ATHLETIC PROGRAM

Our athletic program conducted under the auspices of the Board of Education during the 1959-1960 School Year carried on to the end of the season the following number of students in each sport:

Football	42 - Varsity	
	33 - Jr. Varsity	113
	38 - 9th Grade	
Basketball	15 - Varsity	
	15 - Jr. Varsity	47
	17 - Freshman	
Baseball	23 - Varsity	
	22 - Jr. Varsity	45
Track	46 - Varsity	
	8 - Jr. Varsity	54
Crew	60	
Cross Country	35	
Rifle	20	
Marching Band	85	

This year the Athletic Committee reinstated Cross Country as part of its program, due to the great amount of interest shown by our students. This activity had been curtailed two years ago due to lack of interest.

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

Varsity Football	Won 5	Lost 4	
Jr. Varsity Football	Won 4	Lost 3	Tied 1
Freshman Football	Won 4	Lost 2	Cancelled 2
Varsity Basketball	Won 4	Lost 14	
Jr. Varsity Basketball	Won 8	Lost 7	
Freshman Basketball	Won 3	Lost 7	
Varsity Baseball	Won 13	Lost 8	
Jr. Varsity Baseball	Won 13	Lost 5	
Crew	Won 3	Lost 2	
2nd in Final - Poughkeepsie (Varsity)			
2nd in Heat - National Championships			
Track	Won 5	Lost 4	
Rifle	Won 15	Lost 1	Tied 1
Bowling	Won 13	Lost 11	
Golf	Won 3	Lost 4	

The following financial data indicates the cost of maintaining our athletic program for the School Year 1959-1960:

FINANCIAL REPORT
NUTLEY HIGH SCHOOL ATHLETIC ASSOCIATION
AS OF JUNE 30, 1960

Gross Receipts		
Baseball	\$ 604.80	
Football	16,461.40	
Basketball	<u>1,130.79</u>	
	18,196.99	
Board of Education Subsidy	<u>14,272.90</u>	
Total Gross Receipts		\$32,469.89
Expenditures		
All Sports	\$ 2,445.17	
Football	14,028.94	
Football Guarantees	5,990.17	
Band & Cheerleader	1,415.66	
Baseball	3,453.13	
Basketball	2,274.83	
Track	1,125.49	
Rifle, Golf, etc.	94.39	
Crew	<u>1,642.11</u>	
Total Expenditures		\$32,469.89
Cash Balance, June 30, 1960		.00

FOOTBALL NET GAME RECEIPTS

September 26, 1959	Dover	Home	\$1,182.38
October 3, 1959	East Orange	Away	780.19
October 10, 1959	Belleville	Home	1,491.63
October 17, 1959	Montclair	Away	1,258.33
October 31, 1959	Orange	Away	36.25
November 7, 1959	Clifton	Away	559.35
November 14, 1959	Bloomfield	Home	691.23
November 21, 1959	Passaic	Away	253.23
November 26, 1959	Kearny	Home	<u>3,033.13</u>
Total Net Receipts			\$9,285.72

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 scope of the audit covered the financial transactions of the Secretary of the Board of Education and the Custodian of School Moneys, the fiscal activities of the Board of Education, athletic activities, the various school activities funds, and the cafeteria account.

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 \$6,594,000.00 of fire insurance coverage as follows:

	<u>Buildings</u>	<u>Contents</u>	<u>Total</u>
High School	\$2,188,000.00	\$ 65,000.00	\$2,253,000.00
Franklin School	1,232,000.00	48,000.00	1,280,000.00
Lincoln School	780,000.00	23,000.00	803,000.00
Radcliffe School	488,000.00	25,000.00	513,000.00
Spring Garden School	636,000.00	20,000.00	656,000.00
Washington School	480,000.00	18,000.00	498,000.00
Yantacaw School	<u>576,000.00</u>	<u>15,000.00</u>	<u>591,000.00</u>
	\$6,380,000.00	\$214,000.00	\$6,594,000.00

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

January 30, 1961	\$1,262,700.00
January 30, 1962	1,271,200.00
January 30, 1963	1,262,700.00
January 30, 1964	1,262,700.00
January 30, 1965	1,262,700.00
April 28, 1965	<u>272,000.00</u>
	\$6,594,000.00

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

Contents of High School (Additional Coverage)	\$20,000.00
Administration Building	30,000.00
Contents of Administration Building	10,000.00
Garage, Franklin Avenue	1,000.00
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 Nutley Historical Society	36,000.00

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 Arts Policy - Cups and Trophies	\$ 1,769.50
*Property Floater - Musical Instruments and Uniforms	48,187.75
Athletic Association Rowing Shells	4,475.00
Depositors Forgery Bond - Outgoing Checks	10,000.00

*Increased to \$54,487.58 on July 27, 1960

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 in the sum of \$50,000.00. The Secretary of the Board of Education is bonded in the amount of \$2,000.00.

An examination of 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 should be approved by the Superintendent of Schools and 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.

National Defense Education Act reports submitted by the Secretary to the State Department of Education were reviewed and original claims based on contractual orders amounting to \$22,931.35 were found to be in agreement with the records. Expenditures under the above claims amounted to \$23,578.60 and proved that district funds expended were sufficient to match Federal reimbursement of \$11,464.27.

The net school debt at the end of the 1959-1960 School Year divided by the average assessed valuation of real property is 5.321%. Our allowance under the present law is 8%.

RECOMMENDATIONS

That minute record be made of all authorizations for contract additions or change orders.

That each payroll be approved by the Superintendent and certified by the President and Secretary of the Board.

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.

That transactions with the school photographer be made uniformly in each school activity account.

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.

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

The above report indicates that the control of our financial accounting system is adequate but it does not indicate areas which have been improved in the past several years such as:

1. Standardizing payroll periods on a semi-monthly basis for all employees.
2. The investing of all school monies in excess of one month's normal operating costs.
3. Standardization of order and voucher forms.
4. A system of property accounting is now being developed for control of all equipment in the schools.
5. Increased number of students participating in cafeteria program.
6. Transfer of day custodian workers to a night shift at the High School and Franklin School.
7. Increased utilization of our present maintenance staff to make capital improvements such as construction of equipment, masonry work, remodeling classrooms and other areas.
8. The transportation program for the physically and mentally handicapped is increasing each year. We now have 23 children attending:

School #10, Passaic	1
School #11, Passaic	8
School #12, Passaic	1
Bloomfield Center Annex School, Bloomfield	3
Cerebral Palsy Center, Belleville	1
Branch Brook School, Newark (orthopedic)	4
Bruce Street School, Newark (deaf)	2
Wilson Avenue School, Newark (hard of hearing).	3

In order to cope with these increased responsibilities without adding additional help we were forced to reorganize some of the duties of the Business Office personnel, modernize our equipment, and develop standardized forms for reporting and purchasing.

Even with all of these improvements, it is now apparent that we should have additional secretarial help in the Business Office. With additional staff we could improve our community relationship, our contact with new materials, our contact with other school districts, our need of sending out questionnaires regarding salaries, duties and responsibilities of staff members, our writing of policy, rules and regulations, and the possibility of completing board minutes shortly after each board meeting.

I wish to extend my thanks to the members of my office, cafeteria, transportation, maintenance, grounds, and custodian staffs for the efficient handling of the functions of their positions, and to extend to Mr. Frank Drake, Custodian of School Moneys, my appreciation for his services, and to Mr. Archie Barbata, President of the Bank of Nutley, for his advice and help in investing our school monies, to the members of the Board of Education for their advice and help, and to the citizens of our community for their support of the Nutley School System.

Respectfully submitted,



Secretary

RECOMMENDATIONS FOR FUTURE CONSIDERATION

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

1. Complete the fencing in of the school grounds at Lincoln, Spring Garden, and Radcliffe Schools.
2. 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.
3. Replace the auditorium seating in the Franklin School.
4. Replace all of the ten-tier wooden bleachers in the Park Oval with fifteen-tier steel bleachers.
5. Construct a brick refreshment stand in northeast corner of the Park Oval including toilet facilities.
6. Erect brick ticket booths in the Oval.
7. Construct a sidewalk on Brookfield Avenue.
8. 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.
9. Replace the last of the old manually-controlled unit ventilators (12) in the High School with new thermostatically-controlled unit ventilators.
10. Replace all wooden window and door frames in our older schools with aluminum.