

1962 - 1963

ANNUAL REPORT

ON THE

NUTLEY PUBLIC SCHOOLS

TO THE

**BOARD OF EDUCATION**

**Robert D. Fleischer**  
**Superintendent of Schools**

**Everett Zabriskie**  
**Secretary-Business Administrator**

## CONTENTS

### SUPERINTENDENT'S REPORT:

Pages 1 - 18

Enrollment Data	1 - 3
Drop-out Rate	4
Personnel	4
Salaries and "Staffing"	5 - 7
Nutley's Financial Effort	8 - 10
Curriculum	10 - 12
Dual Control	12 - 14
Recommendations	15 - 18

### SECRETARY - BUSINESS ADMINISTRATOR REPORT:

Pages 19 - 45

Introduction	19 - 21
Driver Education	21
Maintenance	22 - 24
Financial	25 - 29
Cafeteria Program including Profit and Loss Statement	30
Interscholastic Athletic Program	31 - 34
Transportation Report	35 - 36
Student Insurance Program	37
Attendance Department Report	38 - 41
Summary of Annual Audit	42 - 44
Recommendations for Future Consideration	45
In Appreciation	45

August 1, 1963

Board of Education  
Nutley, New Jersey

Ladies and Gentlemen:

The annual report for the 1962-63 school year is presented for your information. This report is an attempt to summarize the year's activities and note the progress made in our schools. We have also pointed out existing problems and have listed recommendations which may serve as guide lines in their resolution. Some of the recommendations involve future budgetary consideration, but others can be implemented without an increase in expenditures.

We are appreciative of the support, encouragement, and cooperation received from the Board of Education, the staff and the community. The enthusiastic support for the school system was evidenced by an overwhelming approval of the school budget and the high morale of the professional staff.

You, as a Board of Education, should take pride for having created an educational atmosphere in which the staff may work productively and effectively for the boys and girls of Nutley.

Respectfully submitted,

*Robert D. Fleischer*  
Superintendent of Schools

Enrollment Data

It has become increasingly apparent that we should revise enrollment projections on an annual basis. The variables have not remained constant, and as such, wise planning necessitates annual revision. We have no control as to parochial school transfers and this number has increased so that it will significantly affect the public school student projections. In addition, there has been a rise in the "holding power" of the high school in the past three years.

Our most recent projection was made on November 8, 1962, and was based on the following variables:

- (1) a constant elementary enrollment
- (2) the 1963-64 through 1969-70 kindergarten enrollment is an average of the previous five years
- (3) 100 per cent of kindergarten will enroll in the first grade
- (4) a three per cent enrollment increase in the seventh grade based on previous five year experience.
- (5) 90 students added to the ninth grade to provide for transfers from parochial schools
- (6) high school enrollments based on three per cent dropout per year per grade

TABLE I  
Projected Enrollment

Year	K	1	2	3	4	5	6	7	8	9	10	11	12
1969-70	382	382	382	382	382	382	382	403	393	439	448	441	471
1968-69	382	382	382	382	382	382	391	393	344	467	455	486	416
1967-68	382	382	382	382	382	391	382	349	377	469	499	429	419
1966-67	382	382	382	382	391	382	339	377	379	514	441	432	450
1965-66	382*	382	382	391	382	339	366	379	424	454	445	464	452
1964-65	382*	382	391	382	339	366	368	424	364	459**	478	466	466
1963-64	382*	391	382	339	366	368	412	364	369	493	480	480	414
1962-63	391	382	339	366	368	412	353	369	393	495	494	427	354
1961-62	396	376	341	376	379	366	356	389	393	571	442	352	347

\*5 year average

\*\*additional 90 from parochial  
three per cent drop out

TABLE II  
Projections by School Organization

	<u>K-6*</u>	<u>7-8</u>	<u>9-12</u>	<u>Total</u>
1961-62	2600	782	1716	5098
1962-63	2611	762	1770	5143
1963-64	2640	733	1867	5240
1964-65	2610	788	1869	5267
1965-66	2624	803	1815	5242
1966-67	2640	756	1837	5133
1967-68	2683	726	1816	5225
1968-69	2683	742	1824	5249
1969-70	2674	794	1799	5267

\*Does not include special education

These projections indicate that the "war babies" have now passed through the elementary schools and will soon be graduated from the high school. Unless the nature of the community changes, or there is a drastic alteration in the variables previously mentioned, we are faced with a relatively stable school population.

### Class Size

The average size of elementary class was 25.3 on September 30, 1962 as compared to a median of 26 a year ago September 30. There were four classes under 22 pupils per classroom as compared to six as of September 30, 1962. Classes over 33 numbered one as compared to four a year ago. There were only eight classes over 30 as compared to 15 a year ago.

The average class size in the high school decreased in most areas because additional classrooms and personnel were made available. Table III shows a comparison between 1961-62 and 1962-63 in this respect.

TABLE III  
Nutley High School Class Size

<u>Subject Area</u>	<u>Average Class Size</u>	
	<u>1961-62</u>	<u>1962-63</u>
English	27	27
Social Science	30	29
Science	25	25
Mathematics	28	25
Foreign Languages	21	21
Business Education	22	23
Special Areas	18	18

Additional personnel in the fields of English and the social sciences will further improve this picture for 1963-64.

The average class size by subject area for the Franklin School in 1962-63 was as follows:

	<u>8th Grade</u>	<u>7th Grade</u>
English	28	26
Social Science	28	26
Science	29	26
Mathematics	29	27

#### Kindergarten Enrollments

The enrollment for 1963-64 is slightly below comparable figures for the previous year. Table IV clearly points out that we have reached capacity for state approval at Radcliffe School. We should take steps to insure wise planning for possible expansion of this school.

TABLE IV  
Kindergarten Enrollments

<u>Capacity for automatic approval</u>		<u>1962-63</u>		<u>1963-64</u>	
		<u>Registered</u>	<u>Actual</u>	<u>Registered</u>	<u>Actual</u>
100	Yantacaw	81	86	73	--
100	Washington	81	89	77	--
100	Lincoln	89	95	84	--
100	Spring Garden	65	67	74	--
50*	Radcliffe	<u>55</u>	<u>54</u>	<u>59</u>	<u>--</u>
		371	391	366	--

\*State approval given for 30 per class if there are extenuating circumstances. Automatic approval given for classes 25 or under.

A careful pre-school census should be made in the Radcliffe district prior to any decision as to possible expansion of the physical plant or alteration of school district lines.

### Dropout Rate

The holding power of the Nutley High School continues to be good. This year's graduating class graduated nearly nine out of every ten that started as ninth graders. The low dropout rate can be attributed to a flexible and diversified curriculum, a staff sensitive to the basic philosophy of the universality of secondary education, full-time counselors, and a rigid dropout procedure.

### Personnel

A number of changes were made in the basic organizational structure during the current school year. The positions of Vice-Principal and Dean of Girls were abolished in the high school and replaced by three administrative assistants. Additional administrative help for the principal has relieved him and the department heads for more supervisory functions. Mr. Zwirek and Mr. Lupien were the newly designated administrative assistants and they fulfilled their new responsibilities well.

Mr. Fowler was named as Supervisor of Special Services in Elementary Education during the current year. He has been invaluable in this role and has been of great help to the Superintendent of Schools.

Morale is high among the professional staff. This can be attributed to a feeling that the community and the Board of Education want good schools and are willing to support the effort for good schools. This feeling pervades the community and the teaching staff, and has developed a very healthy situation. Teachers feel they are appreciated and as a result, do a little bit more, which, in turn, develops more appreciation. It is a good "vicious" cycle to be in, and one in which the children benefit greatly.

The following teachers retired on June 30, 1963:

<u>Name</u>	<u>School</u>	<u>Years of Service in Nutley</u>
Mr. Herbert Fritch	High	35
Mr. Erman Lamb	High	37 1/2
Mrs. Matilda Harth	Franklin	38
Mrs. Martha Kahley	Yantacaw	22
Mrs. Lenore Naab	Yantacaw	40
Miss Rosa Hasenzahl	Lincoln	40
Mrs. Mabel Hurley	Lincoln	26

Two new department heads have been appointed in the high school. Mr. Henry Gutknecht will be the head of the science department, replacing Mr. Lamb who has retired. Mr. Guy Tiene became the head of the language depart-



ment on February 1, 1963. He replaced Mr. Lupien, who was named as an administrative assistant to the high school principal. We are fortunate that competent men of this type were available to fill these key positions.

### Salaries and "Staffing"

Your Superintendent commented on this subject at a conference meeting on November 21, 1962 and in his report at a public meeting on December 19, 1962. Excerpts from those reports are included in this report.

Instructional salaries constitute the largest single item of expenditure in public education. Most budgetary considerations by board members come back to a lively discussion of salaries, salary schedules, increments, minimums, maximums, merit pay, and the like.

Salary guides attempt to attract competent people into teaching, to hold these people in the profession, and to motivate professional self-development. The current inflationary pressures and the shortage of teachers have brought about annual general increases in teacher salaries. This shortage will be more acute in the next few years and the competitive economic picture of teachers will continue to improve. The inflationary pressures show no sign of lessening. Federal deficits of billions of dollars are inflationary. In a free economy, supply and demand affect wages and salaries. "Salaries in the scarce fields have risen tremendously in relation to teachers' salaries. For example, in 1939 chemical engineers received, on the average, an annual salary of \$2640 - 16 per cent less than the average salary of high school teachers in large cities. Twenty years later the average salary in chemical engineering was \$11,000 - 65 per cent more than that of the high school teachers." /1/

The use of salary guides has both disadvantages and advantages. Each year one hears the same concern about the "across the board" increases for teachers as specified in a guide. This probably would occur in our present free economic structure with or without a guide because of the shortages in the profession and the inflationary pressures in our economy. Actually, a salary guide has tended to place ceilings on maximum salaries, which are lower than in other professions.

There are pitfalls and certain dangers in comparing teachers' salaries with salaries of other fields of endeavors. Nevertheless, we must realistically appraise the competition for talent. We are faced with the problem of getting teachers in our schools and the alert college graduate can see the monetary rewards of the various professions.

---

/1/ McKean, Roland N., and Kenshaw, Joseph A., "A Solution for Teacher Shortages" Saturday Review. (November 17, 1962) p. 63



Benson /2/ has pointed out a number of bases to defend recommendations for a salary increase. They include:

1) School authorities have to enter the market for teachers' services each year. This condition is related not solely to the increase in size of pupil population, but also to the rate of separation from public school teaching.

2) The quality of newly hired teachers is very important because

- (a) the probationary period in classroom teaching is comparatively long
- (b) the child goes through the school system once only and in many cases the child has but one teacher for the whole year
- (c) a teacher who does not 'fit' - for whatever reason - may seriously damage the morale of a whole school. Teachers are always building on what someone else has done
- (d) if a district makes a number of wrong choices in a short period of time, and has to refuse reappointment to a high proportion of its newer personnel, the word may get out that the working conditions are not good

3) In attracting numbers of well-qualified applicants each year, the level of salaries offered by a district in its schedule is an important factor. Under our decentralized school system there are normally a number of districts in a given area competing for the services of qualified applicants. The salary schedule is visible and tangible while other factors such as reputation for excellence and working conditions may not be visible to the applicant.

We are competing for teachers with the surrounding communities. The salary levels of engineers and of scientists are, in reality, as irrelevant as the salaries of teachers in California or Mississippi. The real relevancy is what the teachers in Bloomfield, Orange, and Montclair earn. How does Nutley compare with its "competition?" The chart which follows attempts to give some indication of our competitive position in regard to salaries.

---

/2/ Benson, Charles S., The Economics of Public Education. Boston Houghton-Mifflin Co. (1961) pp. 418-420

**Salary Data of Those Essex County School Districts  
With More Than 2500 Students**

	<u>Median Salary 1962-63</u>	<u>Average Salary 1962-63</u>	<u>Actual Salary Guide Range 1962-63</u>
High	\$8500	\$8100	\$4900-10400
Median	6950	6926	4800- 9300
Low	6300	6529	4700- 8900
Nutley	6300	6690	4800- 9000

These Essex County districts were selected because they were comparable to Nutley in most respects. Although our average teacher salary approaches the median of our "competition," we had the lowest average teacher salary for the 1962-63 school year.

The actual salary range of the varying districts reflects the competitive nature of the problem. Each school district has attempted to remain competitive in this respect and you see little difference in the salary ranges. Nutley was at the median for beginning salaries and slightly below the median for maximum salaries.

There has been a slow but sure rise in student population in the past eight years with the high school bearing the brunt of this rise (66.3 per cent increase since 1955). This has brought about an increase in staff, but the increase in staff has been less than the corresponding increase in enrollment.

It is generally agreed and recommended that a ratio of 50 professional staff persons for each 1000 pupils be a minimum number of staff to provide adequate educational services to pupils. Experience has indicated that below this ratio adequate professional services cannot be supplied. The recent Middle States High School Evaluation report recommended that we should seriously evaluate our staffing policies and procedures because we had about 50 (slightly less) professional staff members for every 1000 students. In so-called "high quality" districts in the metropolitan area the professional staff ranges up to 60 or more professionals per 1000 students.

Nutley is, by any recommended standard, adequately staffed, however, we must keep close watch on this situation or we may find ourselves understaffed to provide needed educational services.

These thoughts, comments, and data led to some obvious recommendations for your consideration. They were:

- (1) that the salary guide or schedule remain the basic operational machinery in the administration of salary determinants (Board concurred)
- (2) that the minimum and maximum salaries on the guide be at least at the median of our "competition" (Board concurred, and subsequently implemented in 1963-64 budget)
- (3) that we should regard the neighboring school districts in Essex County as our "competition" (Board concurred)
- (4) that our staffing not fall below recognized minimum standards of 20 students per professional staff member. (50 staff members per 1000 students) (Board concurred, approved additional personnel and provided for in the 1963-64 budget)

#### Nutley's Financial Effort\*

The recent Middle States Evaluation report indicated that the high school was hampered in several areas by being undermanned. It was suggested that the financial capacity of the community as measured by equalized assessed valuations was such that Nutley could and should make a greater financial effort to provide for its schools.

The 1962 edition of the NJEA publication of "Basic Statistical Data of New Jersey School Districts" includes information which lends itself to a study of Nutley's financial capacity and effort as compared to the financial capacity and effort of other school districts.

Included in the comparative study were the new indices used for the first time by the NJEA. These new measures took into consideration the relative number of guidance, special services and supervisory personnel used in the modern school system.

#### Findings of the Study

1. Nutley's 1962 full value school tax rate was \$1.19. One school district in Essex County (Millburn) had a lower tax rate.

The state median full value school tax rate was \$1.62. Nutley residents paid a significantly lower school tax than did the typical New Jersey property owner.

\* copies of this full study are available upon request.

2. The 1960-61 equalized valuation per pupil in Nutley was \$34,427. This was slightly below the Essex County median of \$34,588 and \$6,113 higher than the state median of \$28,314.
3. The 1960-61 Nutley teacher salaries cost per pupil was \$262.20. One school district in Essex County (Livingston) had a lower cost in this category. Nutley teacher salary was slightly higher than the state average of \$258.32.
4. Nutley had the lowest 1960-61 total expenditure per weighted pupil in Essex County. The cost per pupil of \$421.40 was also less than the state median of \$438.60.
5. Nutley had fewer professional staff members per 1000 pupils in 1960-61 than any Essex County school districts. The state median of 45 professional staff members per 1000 pupils was slightly above Nutley's 44.

#### Implications of the Study

1. Nutley is not making the financial effort to provide for its schools which most Essex County and New Jersey school districts are presently making.
2. Nutley's ability to pay as based on equalized valuation back of each pupil is about the same as the typical Essex County school district and better than the typical New Jersey school district. However, Nutley has one of the lowest tax rates in Essex County.
3. Nutley's teacher salaries cost and the total expenditure per pupil is significantly lower than the Essex County or state medians.
4. Nutley has fewer staff members per 1000 pupils than any other Essex County school district and is below the state median in this respect.

#### Conclusions of the Study

The typical New Jersey resident has less ability to support his schools and pays more than does the Nutley resident.

Nutley could make a greater financial effort! Whether Nutley should make a greater financial effort can be answered only by the wishes, desires, and demands of its citizens.

There is ample evidence that Nutley school administrators have been prudent and efficient. Nutley has received good value for its educational expenditure.

SUMMARY  
ESSEX COUNTY SCHOOL DISTRICTS WITH HIGH SCHOOLS

	School Full Value Tax Rate 1962	Eq. Value Per Pupil 1960-61	Teacher Salary Per Pupil 1960-61	Exp. per Weighted Pupil 1960-61	Staff per Weighted 1000 pupils 1960-61
County Wide					
High	1.97	65,283	356.46	620.42	53.3
Median	1.60	34,588	302.43	520.05	48.2
Low	1.17	22,439	244.97	421.40	44.0
Nutley	1.19	34,427	262.20	421.40	44.0
State Average	1.62	28,314	258.32	438.60	45.0

### Curriculum

A number of curriculum revisions, innovations, and developments have been and are taking place in the Nutley school system. We have listed below the curricular developments.

1. For the 1963-64 school year, a school nurse with health education certification has been employed. It is hoped that we will be able to use this person, in addition to her school nursing duties, as a resource person in the elementary schools. She will develop a health education course of study, gather materials and resources for the teaching of health, and eventually, with the employment of a school nurse in 1964-65, be assigned some teaching duties.

2. A modified team teaching approach will be made in the elementary reading instructional program during the next school year. This has been done successfully, on an experimental basis, in the Washington School.

The reading expectancy study made in 1962-63 will be utilized in the program. In essence, a student's reading program will be developed on the basis of what we can reasonably expect him to do rather than on the basis of grade norms. His grade, however, will continue to be competitive with those who are in the same grade.

3. The employment of one additional music teacher in the elementary schools will provide additional services in this area.

4. Spanish and French will be offered on a credit basis in the 8th grade for the first time in 1963-64. This is a result of our experimental exploratory offerings in Spanish and French which was done in 1961-62 and 1962-63. Mr. Tiene and Mr. Lupien will teach the classes, but it is planned to relieve them of this assignment in 1964-65 with the teaching to be done by teachers assigned to Franklin School.

3. The mathematics department proposes the introduction of Trigonometry, Solid Geometry and Probability/statistics as one-semester senior math courses. This would permit any senior who has completed Algebra II to select one or a combination of the three. Probability and statistics is included in the accelerated program, but those students who pursue a traditional sequence do not have an opportunity to formally study this important aspect of mathematics.

Use of the slide rule was introduced in the Algebra II class and will now become a required two week unit in these classes.

4. A six-week Saturday seminar on computer programming was initiated this year in cooperation with the I. T. T. Federal Laboratories. This can be a spring-board for similar programs in Chemistry and in Physics.

5. It is planned to develop Commercial Law and Business Mathematics into full year subjects. They are now taught on a semester basis.

6. The science department plans to develop a new course of study for General Science, with the possible development of an additional course (Earth and Space Science) for "above average" ninth graders. It is also planned to develop a two year Physical Science sequence for the 11th and 12th grade non-college bound.

7. Mr. Gilligan, in conjunction with Mr. Broffman and the various elementary school principals, initiated a formalized articulation program.

Department heads from the high school have met, and will continue to meet with their counter parts in the Franklin School.

8. We are continuing a regular program for new textbook adoptions. For the 1963-64 school year the following texts were adopted:

<u>School</u>	<u>Publisher</u>	<u>Text</u>	<u>Authors</u>
High	Harcourt, Brace & World (1962)	<u>Your Biology</u>	Smith & Lisonbee
High	J. B. Lippincott (1961)	<u>Living in Safety &amp; Health</u>	Jones
High	Van Nostrand (1962)	<u>Physics, a Basic Science</u>	Verwiebe, Vanhooft & Suchy
High	Holt, Rinehart & Winston (1962)	<u>Modern Chemistry</u>	Dull, Metcalfe, & Williams
Franklin	D. C. Heath (1960)	<u>Junior English in Action</u>	Tressler and others
Elementary	MacMillan (1962)	<u>Social Studies Series</u>	Cutright, Jarolimek, general editors

More extensive use of paperbacks is planned in the high school, particularly for the English classes. We have found that the use of paperbacks has given flexibility, depth and breadth to the program.

9. One class in CHEM Chemistry was offered in 1962-63. There will be three (3) sections of CHEM Chemistry in 1963-64.

CHEM Chemistry puts great emphasis on models and model systems. The course begins with an introductory section designed to help the student gain some familiarity with scientific methods, and with such concepts as uncertainty in measurement, phase changes, chemical reactions, energy, molecules, conservation of atoms, kinetic theory, the electrical nature of atoms and ions, and chemical periodicity.

A second major section is devoted to the development, based on laboratory experience, of these principles of chemistry. Atomic structure and bonding are treated in some detail and related to molecular architecture, properties of substance, and the periodic table.

The final section uses organized descriptive chemistry as a means of applying and reinforcing the concepts developed earlier.

10. The course of study for our trainable program, which has gained national attention, is in need of revision. We now find that there is a large range of abilities and talents in trainable youngsters. The more effective one's program becomes, the larger the range. Miss Kelly and her staff have included this revision high on their "priority list."

### Dual Control

The Nutley Board of Education has chosen to divide responsibilities among two executives, each of whom is considered coordinate with the other. Your superintendent of schools has now completed one year under these arrangements and feels obliged to make some comments which will lead to some recommendations.

Essentially, the superintendent of schools is the educational administrator, who, "under the direction and control of the Board, ... shall have general supervision over all educational matters affecting directly or indirectly the operation of the school system." /1/ The business manager, "under the direction and control of the Board, ... shall have general supervision over all matters affecting directly or indirectly the business operations of the school system." /2/

---

/1/ By-Law #9210, Nutley Board of Education

/2/ By-Law #9211, Nutley Board of Education



The Board of Education has established a clearcut list of duties and responsibilities for both the Superintendent of Schools and the Business Manager. Dual control has worked well and effectively in Nutley. This can be attributed to the fact that there are carefully spelled out lines of authority and responsibility and that the Superintendent of Schools and the Business Manager completely understand and respect these lines of authority and responsibility.

Business management, as used in public education, has a meaning different from the rather broad definition found in the private, commercial or industrial fields.

"Business administration of the public schools is recognized as a well-defined segment of educational administration. As a part, it is subordinate to the objectives of educational institutions as well as educational administration in general. Business administration of public schools can be defined as that phase of school administration that is primarily concerned with procuring, expending, accounting for, protecting, organizing, and maintaining fiscal and material resources in an efficient manner so that human resources and efforts are aided in achieving educational goals. Among the many tasks in business management are included budget-making, procuring and handling funds, purchasing or the expending of funds, inventorying, accounting, auditing, financial reporting, cost analysis, maintaining property, insurance programming, and cafeteria operation. The purpose behind these activities should be kept clearly in mind lest the activity become an end in itself.

"The very nature of business administration is such that it permeates all aspects of public education. Sooner or later the fiscal and material resources necessary to realize the objectives of any portion of the educational program must gain the attention of the administrators. Business Management is not purely a mechanical chore involving material things and inanimate systems. Business management is as much concerned with the people involved in and influenced by this aspect of administration as it is with things, forms, and systems." /1/

In essence, the Superintendent of Schools is responsible for the control, supervision, and administration of the educational program while the Business Manager is responsible for the control, supervision, and administration of the business operations. In view of the fact that business administration, by its nature, permeates all aspects of the educational system, great care must be taken that there not be any infringement of the authority of the Superintendent of Schools in the carrying out of his responsibilities.

---

/1/ Harris, Chester, editor, Encyclopedia of Educational Research, New York, Macmillan Company (1960) p. 161.  
(Underlining superintendent's)

The present incumbents are cognizant of this danger, get along well and there is complete cooperation and understanding between the two officers. Despite this healthy relationship, there have been occasions of "fuzziness" because of a lack of spelled out procedures to insure the prerogatives of both the Superintendent of Schools and the Business Manager.

On occasion, either office would have been by-passed, quite inadvertently, if it had not been for the cooperation which now exists.

Your Superintendent of Schools, in conjunction with the Business Manager, is taking steps to spell out procedures to insure that the Superintendent of Schools will control and have jurisdiction of the budgetary allotments of the educational categories. /1/ In the exercise of this control, all educational requisitions and/or expenditures must be approved by the Superintendent of Schools prior to submission to the Business Office for servicing.

---

/1/ This is consistent with a recommendation of the Middle States Evaluation, see page 29 of the Evaluation Report

Recommendations to Guide Future Action

1. The variables used for enrollment projections have not remained constant. In view of this fact, we should make enrollment projections annually.
2. It has become increasingly apparent that the Radcliffe school is near capacity. The kindergarten enrollments indicate that some action may be necessary in that district. We can a) rezone the district, or b) add classrooms to the Radcliffe school. A careful pre-school census should be made in the Radcliffe district prior to any decision as to expansion of the physical plant or alteration of school district lines.
3. The salary guide or schedule should continue to be the basic operational machinery in the administration of salary determinants.
4. The minimum and maximum salaries on the guide should be at least at the median of our competition. Recent data on the 1963-64 salaries show that Nutley is competitive at the minimums, but lags in regard to maximum salaries.
5. The neighboring school districts in Essex County should continue to be regarded as Nutley's "competition."
6. Great care should be given to our staffing policy so that we can continue to be a quality school district which provides adequate professional services, services which will insure effective classroom instruction of classes of various sizes and which will support the work of the classroom teacher with services rendered by specialists in remedial work, counselors, librarians, supervisors, and principals. Nutley should not permit its staffing to fall below recognized minimum standards of 20 students per professional staff member (50 staff members per 1000 students).
7. Provisions should be made for an additional elementary school nurse in 1964-65 so that the present nurse can devote more time in the field of health education.
8. The elementary supervisor and the elementary principals should visit Pittsburgh, Pennsylvania, and Norwalk, Connecticut, to observe, study, and evaluate the team teaching efforts in those systems.
9. Serious consideration should be given to the expansion of the Saturday seminar type of educational experience to include more students, more industries and more academic disciplines.
10. Serious consideration should be given to having the summer school under the Board of Education auspices. Mr. Zwirek has been directed to make a study to ascertain the costs and offerings of such a program.

11. The Franklin school program should continue to emphasize exploratory experiences. An additional "station" is necessary in Home Economics and in Industrial Arts to provide adequate exploratory experiences for all the students. Provisions for these additional "stations" should be included in the 1964-65 budget.
12. We should continue the policy of encouraging teacher visitations of other schools. Nutley should also be represented at the educational conferences and conventions. There should be adequate budgetary provisions for this type of activity.
13. The student permanent records now stored in the warehouse, and those permanent records on file in the high school should be microfilmed. In addition, a reader-printer for microfilms should be purchased.
14. To insure the effective functioning of the dual control type of administrative organization, clearcut procedures as to the requisitioning and expenditure of funds for educational purposes should be spelled out so that the superintendent of schools has not only the responsibility for the procedure, but commensurate authority.
15. Interschlastic athletics is part of the educational program and the control, supervising, and administering of the program is a responsibility of the Superintendent and his delegated functionaries. As such, copies of the supplemental contracts issued to the athletic coaches should be filed with the Superintendent. All supplemental contracts, whenever possible, should be issued at the same time as the regular teachers' contracts.
16. Serious consideration should be given to the development of a teacher internship program for the 1964-65 school year.

#### Concluding Statement

Nutley boys and girls have been provided a quality school district. The Board of Education and the community have adopted budgets which provide for

- (1) individualized instruction and good class size
- (2) specialists to aid teachers

- (3) educational program to meet the needs of certain special groups, such as the physically handicapped, the slow learners, and the academically talented
- (4) counseling and guidance programs to aid students and parents in planning educational and vocational careers
- (5) a salary schedule which will attract and retain quality teachers -- one which pays beginning and average salaries comparable to those paid teachers in surrounding communities
- (6) a sufficient number of fully qualified school administrators to provide the school system with dynamic educational leadership
- (7) a policy of making school-plant repairs and improvements as needed to increase the schools' attractiveness, safety, and educational effectiveness

Good schools do not just happen! All the ingredients for a good school system not only are in Nutley, but they are functioning.

Good schools happen when

- (1) there is community support for good education
- (2) the community values education
- (3) there are good teachers
- (4) there is a Board of Education which is non-political and which has no ax to grind except that of good education
- (5) there are appreciative and cooperative students

These ingredients are closely interrelated and they exist in Nutley! The enthusiasm and pride exhibited by the students, staff, and community is exhilarating to your Superintendent of Schools. The education of the boys and girls of our community is vital to the boys and girls, and vitalizing to the community and to the nation.

---

It has been both pleasurable and challenging to serve this community. The support and encouragement given has been appreciated. The Board of Education should be commended for its zealous, continuing, and successful efforts to provide a quality school district.

Respectfully submitted,

*Robert D. Fleischer*  
Superintendent

SECRETARY'S ANNUAL REPORT FOR THE SCHOOL YEAR ENDING  
JUNE 30, 1963

This has been a very stimulating year due to the many challenges faced by the staff assigned to the Business Division in trying to be of real service in the areas of maintaining and operating our school plant which daily houses more than 5,200 pupils.

In addition to the regular school program, Nutley's public schools and grounds are used extensively by its citizens for recreational, educational and other civic activities. These activities are excellent and should be supported but they are an additional drain on our maintenance time and budget.

Purchasing, accounting of school monies, transporting the district's physically handicapped children and operating the school cafeterias are other important areas of the business division.

In the area of purchasing, the department assists in the standardization of supplies and equipment as well as getting the most and best for each educational dollar spent. Master supply lists for school supplies, manual art supplies, art supplies, tests, social studies supplies, custodian supplies, magazine and others are to be revised by the educational department this coming year. Ordering from master lists not only saves time for the professional staff but it also standardizes the materials used in the school system. It is the policy of the department, with the approval of the Board of Education, to buy locally when the local merchants are able to supply the required equipment or supplies at a price equal to out-of-town vendors.

Records for the accounting of school monies, including payroll with its many ramifications of deductions for pensions, hospitalization and savings, accounts payable, budget control and accounts receivable for the past fifteen years have been kept on a bookkeeping machine. The present machine which was purchased in 1956 is now too small to handle the amount of work entailed in keeping these financial records. However, I have withheld requesting a larger machine until it is determined whether or not it might be more feasible to purchase or rent some form of data processing equipment which, in addition to handling the financial records, could be used for student accounting, report cards, programming, census taking, inventory control and other things. This idea is being carefully studied, including costs, its value to improving the educational system as well as the physical area required to house the equipment.

Transporting our physically handicapped students is more than just providing physical equipment and a driver. The driver plays a most important role in this project. He must be a skilled driver, alert to traffic problems, trained in first aid and have a real interest in those students he is transporting. Several of our students are "carry cases". Many times during the snowy season the driver must carry these students some distance because of the impossibility of reaching the normal parking area. The staff has an excellent safety record with no cases reported during the past ten years. From all indications, both the parents and the students respect and like the drivers.



The Board now has one bus and two station wagons used daily in transporting the handicapped to several schools in Newark, one in Bloomfield and the Lincoln School in Nutley.

Students attending the vocational schools in Newark, Irvington and Bloomfield are reimbursed for travel expenses as well as those students attending private, non-profit schools using the same routes of travel as the vocational school students.

Transportation costs for the physically and mentally handicapped amounted to \$10,152.13 this year. Transportation costs to vocational schools was \$1,235.90. Transportation costs for those attending private, non-profit schools was \$4,609.42.

The cafeteria program is aimed at providing all of our students who wish to use the cafeterias a nutritious luncheon including milk at a minimum cost. The program is run for the sole benefit of the students under the direction of a trained dietician.

Cafeterias are located in the High, Franklin, Lincoln and Washington Schools. The High School, which now has four cafeteria periods, feeds an average of 260 pupils per day. Franklin School, with three cafeteria periods, averages 160 daily. Lincoln School, with one lunch period, averages 160 daily. Washington School, with one lunch period, averages 74 daily.

The staff consists of one director, four cooks, and eleven general workers. In addition to the staff, several teachers give up part of their lunch hour to aid in administering the program.

The cost for an A lunch, complete with milk is 30¢. Half-pint containers of milk this year were 15¢ a week, and it is expected the cost for milk this coming year will be 10¢ per week. The schools are able to provide excellent lunches at these moderate prices due to good management, capable personnel and the subsidy of 6¢ received from the Federal government for each A lunch served. In addition, the Board of Education receives 3 to 4¢ for each one-half pint of milk sold separately from the A lunch program as well as a considerable amount of surplus food during the year.

I want to publicly thank Mr. Lewis Stager, maintenance foreman, Mr. Louis Phillips, grounds foreman, Mr. William Hoffmeister, accountant in charge of transportation and finance, Mrs. Charlotte Boyer, Cafeteria Manager, my secretary, Mrs. Robert Kendall, and the other members of my staff for their untiring efforts in improving the business services to the Nutley School System.

I also wish to thank Mr. Archie Barbata for his assistance in aiding our department in investing the monies of the school district. This year, by carefully investing Board Funds, the business department realized an income of \$8,736.67.

This also completes the first year of working and cooperating with our new Superintendent of Schools, Dr. Fleischer. I find him to be a man who is definitely interested in all of our children; in improving the curriculum and teaching techniques; and providing the finest tools for his staff. I am certain that under his leadership Nutley will remain one of the finest school systems in the country.

I am also proud of the fact that for the past six months I have enjoyed the position of being President of the Association of School Business Officials of the United States and Canada.

It has been my good fortune to attend state meetings, seminars held at some of our leading universities and to participate in programs with the U. S. Office of Education designed to aid education to keep pace with the fast moving age we live in. I have had the opportunity to see the latest equipment used at teacher colleges to train our future teachers. This included in most cases the areas of special education for the handicapped, manual and graphic arts, home economics and business administration.

It is my intent to utilize all of the information gained to further help to improve our Nutley School System.

#### DRIVER EDUCATION

The Board of Education now has three driver education cars which are replaced annually at no cost to the Board.

This past year there were 97 boys and 101 girls who participated in the "Behind the Wheel" portion of the program. The total cost of this portion of the program was \$4,439.09. This includes the following:

Salaries of Instructor	\$3,555.00
Insurance	335.59
Gas, Oil	320.35
Maintenance	228.15

The average per pupil cost was \$22.43.

The per pupil costs would of necessity show an appreciable increase if the Board had to rent or purchase the vehicles used in the program. I would like to thank Mr. Johnson, owner of the Wayne K. Johnson Ford Agency, Mr. Symonds of the Belleville-Nutley Buick Agency and Mr. Casciano of the Schifter Rambler Agency for providing the driver education cars at no cost to the school district.

The 1962-63 School Year was an eventful one in the areas of maintenance and repairs. The following are some of the major areas of renovation completed during this year.

High School: The last portion of the renovation of the wooden floors in the 1936 portion of this building was completed this year when ten wooden classroom floors were replaced with new flooring and covered with vinyl asbestos tile.

A storage room was developed in the music suite for choral and instrumental supplies as well as for the musical instruments.

The eight-room addition to the building was completed in early spring. Classes started to use the facilities in late March. All of the rooms were equipped at that time except for the room in which the language laboratory equipment was to be installed. This equipment was finally installed during the month of June. With the installation of this equipment Nutley High School now has the finest and most modern equipment available today in this field.

In addition to the normal repairs, and the replacing of broken windows, several of the sidewalk areas around the school had to be replaced.

Park Oval: The concrete walk on the westerly side of the field was widened by adding an additional three feet to the present walk.

The baseball backstop was repaired and the field limed, fertilized, disced and seeded.

Franklin School: Some time during the night of January 2nd, a hot water line located in the attic of the schools burst. The break was not discovered until the morning of the 3rd, when the custodians arrived at the building. There was considerable damage to the walls, ceiling and floors in the rooms. 201, 202, 203, 301, 302, the music room and main offices located on the first floor as well as the boiler room. The maintenance crew repaired the water line and in so doing covered the pipe with an asbestos and fiberglass coating.

Three of these rooms were painted, ceilings replaced and floors repaired during the winter vacation. The balance except for the offices were renovated during the month of April.

New ceilings were installed in the offices, however the walls which are covered with a vinyl coated fabric has not been renovated until it is certain that the walls have definitely dried out.

Two of the drinking fountains and a sink in the women teachers room were replaced.

New railings were installed adjacent to the front steps. The linoleum in the first floor corridor floor was replaced.

Lincoln School: Practically most of the return lines of the heating system had to be replaced due to corrosion. This was a good sized job to large for the maintenance crew to handle. In addition to repairing the return lines it was necessary to replace the vacuum pump and two valves in the boiler room.

An incinerator was installed to burn refuse especially the empty milk containers which have a tendency to sour in a short period of time.

The fence along Brown Street as well as the baseball backstop were painted.

The old wooden floors in three classrooms were replaced with new flooring and covered by vinyl asbestos tile. The principals office was also covered with tile.

Mats were purchased for the entranceways.

Twenty-two and one half yards of cement were used to replace damaged walks and steps around the school.

Washington School: The exterior of the building was completely renovated by repairing all cracks and coating all surfaces with a waterproof mastic material which has a ten year guarantee. All wooden and metal surfaces were painted.

A new door, door buck and frame leading to the playground from the gymnasium was installed.

Five and one half cubic yards of concrete was used to repair sidewalks and steps. The walk along Park Avenue was not repaired by our crew. If the Town department does not replace this walk our maintenance crew will replace it this fall.

Spring Garden: Many of the wooden window sash had to be repaired or replaced prior to painting the interior of the building.

The wooden floor in Room 101 was replaced by a new wood floor covered with vinyl asbestos tile.

Window cabinets and shelving were installed in many of the classrooms.

Four yards of concrete was used to repair and replace damaged walks.

**Yantacaw School:** The cornices and overhangs were cauthed, and window frames repaired prior to painting the exterior of the building.

The floor in the second floor corridor was replaced with a new floor covered with vinyl asbestos tile.

The entire interior of the building was painted.

A parking lot for the staff was built on the southerly end of the property adjacent to Brookfield Avenue.

Thirteen and one half yards of concrete was used to replace damaged sidewalks and to construct a new sidewalk from the parking lot to the school steps.

**Radcliffe:** New cabinets and shelving was installed in the all-purpose room across the hallway from the kindergarten. This room is used for art, music, visual aids and other special class activities.

Drains leading from the upper playgrounds were installed as well as drain pipes along the lower portion of the hill. This should cure the serious erosion problem in this area.

In addition to the above planned repairs the maintenance crews had to replace hundreds of broken windows, at least thirty plumbing repairs, six roofing jobs, nine major building repairs and four electrical repairs including the replacement of two motors.

The grounds crew has been attempting to renovate our school playgrounds as well as the front yards of the schools. This has been a tremendous job due to the fact that little if any work has been done in these areas as far as planting grass during the past five years.

Most of the outside work has been accomplished in building retaining walls, filling in the areas and coating the surface with macadem material. It was also necessary to build large retaining walls along the westerly side of the play field at Yantacaw School. Most of the schools have been fenced in except the southerly side of the Radcliff School property.

It is our hope that for the next few years we can use the grounds crew in restoring the grass areas on our play fields, as well as planting shrubry around the building and renovating the front lawns.

The largest job in the future is the building of a track on the property owned by the Board of Education in the Town of Nutley in the Southwest section of town between Margaret Avenue and Wilson Street. It is hoped that with the assistance of the Town Engineering Department that a track may be completed during the 1963-64 School Year.

This year the cost of the maintenance and renovations to our school buildings and grounds totaled: \$74,515.39; the cost of purchasing new instructional, office, and custodial equipment totaled: \$32,320.55; and, the cost for the general operation of the school plant totaled: \$230,027.03, broken down as follows:

Salaries for Operation of Plant	\$151,253.66
Contracted Services	3,702.30
Heat	23,868.49
Utilities	41,149.40
Supplies	<u>10,053.18</u>
	\$230,027.03

A survey of the 902 approved applications for evening use of our school buildings during the 1962-1963 school year indicates the following:

There were 366 nights the schools were used free of charge by Scouts (123), Parent-Teacher Associations (68), and our student activities (175).

The Board also subsidizes to a certain extent other groups such as the Adult School (44), and the Town Recreation Committee (189), who by and large pay for custodian services only.

The schools also opened 303 other nights for civic, service, and fraternal organizations, dancing schools, etc., for which the standard fee was charged. Summer School was held in the High School for 29 days.

During the previous year 1961-1962, the schools were open a total of 803 nights, 102 of these nights were used free of charge by scouts, 85 by Parent-Teacher Association, and 173 by our student activities. The schools were also used 44 nights for Adult School, 70 by the Town Recreation Committee, and 329 by civic, service, and fraternal organizations and dancing schools, etc.

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

This year the sum of \$1,647.00 was expended for custodial services for the 366 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  
1962-1963  
REVENUES AND CONTRACTUAL  
ORDERS

## REVENUES

### Current Expense

Appro. Bal. 7-1-62                      \$    83,553.15

## Receipts

State Aid	296,982.00
-----------	------------

District Tax	2,062,695.01
--------------	--------------

Nat'l. Defense Ed. Act	4,435.44
------------------------	----------

Tuition	13,941.35
---------	-----------

Sale of Furniture	10.00
-------------------	-------

### Interest on Deposits and

Investments	6,041.27
-------------	----------

Miscellaneous	5,955.10
---------------	----------

Total Funds Available	\$2,473,613.32
-----------------------	----------------

## Capital Account

Appro. Bal. 7-1-62                      \$       8,598.53

District Tax	20,260.86
--------------	-----------

Nat'l. Defense Ed. Act	11,024.54
------------------------	-----------

Total Funds Available	\$ 39,883.93
-----------------------	--------------

## Debt Service

Appro. Bal. 7-1-62                      \$     3,931.47

## Receipts

State Aid	64,010.00
-----------	-----------

District Tax	117,831.00
--------------	------------

### Interest on Deposits and

Investments and premium

on Sale of Bonds	3,154.47
------------------	----------

Total Funds Available	\$ 188,926.94
	<u>\$2,702,424.19</u>

**Adjustment:**

1961-1962 Contractual Order

**Cancelled**

68.80

Adjusted Total Funds Available	<u>\$2,702,492.99</u>
--------------------------------	-----------------------



CONTRACTUAL ORDERSCurrent Expense

## Administration

Salaries (9)	\$ 68,615.55	
Office and Other Expenses	<u>13,215.88</u>	
Total Administration		\$ 81,831.43

## Instruction

## Salaries

Prin. & Vice-Prin. (10) \$ 100,728.50

Supervisors (2) 17,012.00

## Teachers

Regular (224.5) \$1,478,985.95

Bedside 4,627.64

Substitutes 20,791.50

Driver Ed. (3) 3,555.00

Total Teachers' Salaries \$1,625,700.59

Other Instructional Staff (12) 88,106.50

Secretarial & Clerical Assts. (13) 47,661.53

Total Salaries \$1,761,468.62

Textbooks 23,051.72

Library & Audio-Visual Materials 12,622.63

Teaching Supplies 37,625.20

Other Expense 15,243.11

Total Instruction \$1,850,011.28

## Attendance &amp; Health Services

Salaries (7.5) \$ 16,441.60

Other Expense 1,440.67

Total Attendance & Health Services \$ 17,882.27

## Transportation

Salaries (3.5) \$ 7,758.50

Contracted Services & Public Carriers 5,980.52

Insurance 325.39

Other Expenses - Operation and Maintenance 1,933.04

Total Transportation \$ 15,997.45

## Operation

Salaries (33) \$ 151,253.66

Contracted Services 3,702.30

Fuel 23,868.49

Utilities 41,149.40

Supplies 10,053.18

Total Operation \$ 230,027.03

## FINANCIAL STATEMENT - 1962-1963 (cont'd)

Maintenance		
Contracted Services	\$ 58,991.97	
Equipment	14,789.31	
Materials	<u>15,523.42</u>	
Total Maintenance		\$ 89,304.70
Fixed Charges		
Pensions	\$ 31,850.03	
Insurance	18,683.36	
Rental of Land and Building	<u>843.75</u>	
Total Fixed Charges		\$ 51,377.14
Expenditures to Other Districts		
Tuition	\$ <u>33,782.63</u>	
Total Expenditures to Other Districts		\$ 33,782.63
Sundry Accounts		
Food Services	\$ 6,000.00	
Athletic Deficit	<u>16,856.64</u>	
Total Sundry Accounts		\$ 22,856.64
Community Services		
Salaries	\$ <u>882.99</u>	
Total Community Services		\$ 882.99
Total <u>Current Expense</u>		\$2,393,953.56
<u>Capital Outlay</u>		
Buildings	\$ 395.00	
Equipment	<u>17,531.24</u>	
Total <u>Capital Outlay</u>		\$ 17,926.24
<u>Debt Service</u>		
Principal	\$ 122,000.00	
Interest	<u>57,654.00</u>	
Total <u>Debt Service</u>		\$ 179,654.00
Total CONTRACTUAL ORDERS		\$2,591,533.80
Current Expense, Current Operating and Debt Service Appropriation Balance June 30, 1963		\$ 110,959.19

## FINANCIAL STATEMENT - 1962-1963 (cont'd)

Balance Brought Forward \$ 110,959.19

IMPROVEMENT AUTHORIZATIONS

Balance 7-1-62	\$ 183,280.30
Adjustment 1961-1962	
Contractual Orders Cancelled	583.67
Total Appro. Available	\$ 183,863.97

1962-1963 Expenditures	
Construction of Additions	
and Alterations to New	
High School	\$ 144,705.60
Equipment for Instruction	32,873.40
Total Expenditures	\$ 177,579.00

Improvement Authorization	
Appropriation Balance	
June 30, 1963	\$ 6,284.97
Total Appropriation Balance	
June 30, 1963	\$ 117,244.16

DISTRIBUTION OF BALANCES

	1962-1963 Balances	Appropriations for 1963-1964 Budget	Unappropriated Balances
Current Expense	\$ 79,728.56	\$30,000.00	\$49,728.56
Capital Outlay			
Current Operating	21,957.69	.00	21,957.69
Improvement			
Authorization	6,284.97	.00	6,284.97
Debt Service	9,272.94	5,000.00	4,272.94
	\$117,244.16	\$35,000.00	\$82,244.16

## CAFETERIA PROGRAM

108,132 hot lunch meals were served this year (complete with milk). This is an increase of 2,705 over the previous year.

The following financial information indicates the cafeteria profit and loss for the School Year 1962-1963:

CAFETERIA  
PROFIT AND LOSS  
1962-1963

INCOME

## Receipts:

High School	\$31,601.65
Franklin	22,041.05
Lincoln	8,086.18
Washington	3,686.96
Federal Subsidy	11,794.53
Miscellaneous	<u>1,425.26</u>

Net Receipts \$78,635.63

## Accounts Receivable:

May & June '63 Lunch Subsidy \$ 1,000.86

May & June '63 Milk Subsidy 1,109.08

Total Accounts Receivable \$ 2,109.94

Total INCOME \$80,745.57

EXPENDITURES

Inventory July 1, 1962 \$ 710.83

## Purchases:

Dairy	23,893.82
Groceries	10,777.36
Misc. Food	11,376.38
Meat	<u>6,275.53</u>
	53,033.92
Less Inventory 6-30-63	<u>1,041.09</u>

Cost of Food Sold \$51,992.83

## General Expenses

Laundry	\$ 330.18
Salaries	25,075.55
Supplies & Equipment	2,259.45
Miscellaneous	<u>907.08</u>

Total General Expenses \$28,572.26

Total Expenditures \$80,565.09

Net PROFIT \$ 180.48

# INTERSCHOLASTIC ATHLETIC PROGRAM

The athletic program conducted under the auspices of the Board of Education during the 1962-63 School Year carried on to the end of the season the following number of students in each sport:

Football	53 - Varsity, Junior Varsity 48 - Sophomore 35 - Freshman	136
Basketball	30 - Varsity and Jr. Varsity 18 - Freshman	48
Baseball	44 - Varsity & Jr. Varsity 23 - Freshman	67
Track	84 - Varsity & Jr. Varsity	84
Crew	54 - Varsity & Jr. Varsity	54
Cross Country	42	42
Golf	7 - Varsity	7
Swimming	2	2
Rifle	25	25
Marching Band	88	88
Tennis	11	11
Wrestling	46	46

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

Varsity Football	Won 5	Lost 2	Tied 2
Jr. Varsity Football	3	2	1
Sophomore Football	2	4	
Freshman Football	3	2	1
Varsity Basketball	Won 1	Lost 17	
Jr. Varsity Basketball	3	14	
Freshman Basketball	4	12	

# INTERSCHOLASTIC ATHLETIC PROGRAM (cont'd)

Varsity Baseball	Won 17	Lost 6
Jr. Varsity Baseball	12	4
Freshman Baseball	6	4

## Crew

Lower Merion - dual meet - First place and tied for 2nd

Blessed Sacrament - second place

Hun School - second place

Heat National - third place

Wrestling	Won 1	Lost 9
Varsity Cross Country	Won 7	Lost 3
Jr. Varsity Cross Country	3	5

Track	Won 3	Lost 5
Rifle	Won 14	Lost 1
Golf	Won 0	Lost 11

Varsity Bowling	Won 30	Lost 9
Jr. Varsity Bowling	Won 24	Lost 3
Tennis	Won 5	Lost 5

The following financial data indicates the cost of operating the High School athletic program for the School Year 1962-63:

FINANCIAL REPORT  
NUTLEY HIGH SCHOOL ATHLETIC ASSOCIATION  
AS OF JUNE 30, 1963

Balance July 1, 1962		\$86.04
Receipts		
Football	\$25,830.94	
Basketball	1,466.53	
Baseball	766.70	
Wrestling	121.30	
Refunds	833.79	
	<u>29,019.26</u>	
Board of Education Subsidy	16,856.64	
Total Receipts		<u>45,875.90</u>
		\$45,961.94
Expenditures		
All Sports	\$ 3,644.66	
Football	26,653.07	
Tennis & Swimming	110.03	
Band & Cheerleader	1,264.70	
Baseball	4,823.19	
Basketball	2,905.70	
Track	1,908.07	
Rifle, Golf, Bowling	244.75	
Crew	2,409.32	
Wrestling	<u>1,220.67</u>	
Total Expenditures		\$45,184.16
Cash Balance, June 30, 1963		\$777.78



## FOOTBALL NET GAME RECEIPTS

September 22, 1962	East Side	Home	\$ 1,345.33
September 29, 1962	East Orange	Home	1,744.00
October 13, 1962	Montclair	Home	2,159.35
October 20, 1962	Passaic	Home	1,067.53
October 27, 1962	Orange	Away	514.63
November 3, 1962	Clifton	Home	3,262.15
November 10, 1962	Bloomfield	Away	704.46
November 17, 1962	Belleville	Away	2,633.28
November 22, 1962	Kearny	Away	<u>1,491.80</u>

*Total Net Receipts			\$14,922.53
---------------------	--	--	-------------

\*Gross receipts less game expenses for ticket sellers and takers, police, groundsmen, umpires, and guarantors to opponent (normally 1/2% net).

## TRANSPORTATION REPORT

During the 1962-1963 School Year, transportation was provided for 225 students. 47 of these youngsters were handicapped, 140 attended non-profit schools beyond the 2-1/2 mile limit and 38 went to the Essex County Vocational Schools. Complete resume follows:

<u>District</u>	<u>No. of Pupils</u>	<u>Type of Class</u>	<u>Tuition</u>
** Newark	5	Deaf	\$6,875.00
** Newark	1	Hard of Hearing	600.00
** Bloomfield	21	Educable	19,267.50
** Belleville	5	Orthopedic	5,875.00
** Belleville	1	Emot Maladjusted	1,165.13
* Nutley	2	Regular Classes (Physically Handicapped)	.00
** Nutley-Lincoln	12	Trainable	.00
* Vocational	38	- - -	.00
* Non-Profit Private Schools	140	- - -	.00
TOTALS	225		\$33,782.63

<u>CARRIERS</u>	<u>TRANSPORTATION COST</u>
* Contracted or Public Carrier	\$ 5,980.52
** Board of Education	<u>10,016.93</u>
	\$15,997.45

## TRANSPORTATION REPORT (cont'd)

The \$15,997.45 cost for transporting youngsters by the Nutley Board of Education consists of the following:

Salaries	\$ 7,758.50
Contracts	135.20
Gas and Oil and	
Repairs	1,179.82
Public Carrier Fares	5,845.32
Insurance	325.39
Supplies	60.18
Maintenance	<u>693.04</u>
 TOTAL	 \$15,997.45

In two years 75 per cent of the total transportation and 50% of the tuition cost in excess of \$200.00 per pupil will be reimbursed to Nutley from the State of New Jersey.

## STUDENT INSURANCE PROGRAM

The Nutley Board of Education in 1960 requested the State Federation of District Boards of Education to appoint a special committee to study all available student insurance plans available to school districts and to make its findings available to local Boards of Education.

A committee of nine was appointed. Two members of this committee are Warren Davis, Member of the Nutley Board of Education and Everett Zabriskie, Secretary-Business Administrator of the Nutley Board of Education.

At one of its early meetings the committee recognized that student accident insurance has been made available by Boards of Education because of local demand for it, and that although the board assumes no responsibility for the program, it has a moral obligation to make sure parents are getting the best program available for the money spent. Public Schools are not liable for injuries to students in accordance with 18:5-30 of Title 18 of the Laws of New Jersey which states, "No School District shall be liable for injury to the person from the use of any public grounds, buildings or structures, any law to the contrary notwithstanding". On this basis it is suggested that parents carefully consider the policy offered through the schools for the protection of their children.

Statistics indicate that of the 5,000 students enrolled in Nutley's Public Schools only 2,579 enrolled in the Student Insurance Program, or about 50%. Total Number of Accidents during the year were 552 to both insured and non-insured students. Total number of claims paid was 174. Total sum of claims paid was \$5,430.77. Total Amount of premiums paid was \$6,900.50.

ATTENDANCE DEPARTMENT REPORT1961-621962-63

266	Transfers investigated	193
29	Pupils Taken home ill or injured	17
1	Pupils taken to Dr. Emergency	--
37	Parents called to school	41
82	Parents interviewed as requested	79
8	Suspensions	2
112	Pupils reprimanded	139
64	Pupils called to office	38
17	Tuition cases investigated	13
13, 130	Mileage	12, 029
9	Cases with Police Department	3
95	Five day notices served	74
5	Court Cases	1
4	Summons served	1
161	Vacation certificates issued	250
69	Regular certificates issued	44
--	Agriculture certificates issued	1
6	Street Trades certificates issued	7
16	Certificates date of birth issued	21
19	Working Certificates revoked or refused	16
20	Lost and stolen school & library books recovered	26
40	Cases with Labor Department	13
48	Pupils transported (Local)	37
1	Children reported missing	3
224	Parents warned	230
7	Children attending no schools	6
127	Truants	145
584	Absentees reported by principals	606
146	Other investigations	100
123	Trips out-of-town for Business Office	50
41	Trips out-of-town for other departments	35

## ATTENDANCE REPORT (CONT'D.)

GENERAL INFORMATIONOFF ROLL

<u>1961-62</u>	<u>Reason</u>	<u>1962-63</u>
5	Illness	2
23	Attending schools	22
46	Over age	38
9	Emigrants	8
11	Enlisted	10
1	Married	4
5	Home Instruction	4
<u>1</u>	Committed	<u>2</u>
101	TOTAL	90
12	Immigrants	16
<u>23</u>	Reentered	<u>19</u>
35	TOTAL	35

TRANSFERSReceived Out-of-Town

<u>1961-62</u>	<u>School</u>	<u>1962-63</u>
73	High	47
35	Franklin	47
78	Lincoln	34
13	Radcliffe	12
33	Spring Garden	43
43	Yantacaw	45
<u>30</u>	Washington	<u>36</u>
305	TOTAL	264

TRANSFERS Cont'dIssued Out-of - Town

<u>1961-62</u>	<u>School</u>	<u>1962-63</u>
42	High	49
48	Franklin	50
55	Lincoln	58
23	Radcliffe	22
56	Spring Garden	32
37	Yantacaw	20
<u>33</u>	Washington	<u>44</u>
294	TOTAL	275

Received Within the District

<u>1961-62</u>	<u>School</u>	<u>1962-63</u>
82	High	88
8	Franklin	5
12	Lincoln	12
5	Radcliffe	4
13	Spring Garden	19
19	Yantacaw	20
6	Washington	24
<u>22</u>	*Parochial	<u>48</u>
167	TOTAL	220

Issued Within the District

<u>1961-62</u>	<u>School</u>	<u>1962-63</u>
4	High	--
1	Franklin	12
15	Lincoln	19
11	Radcliffe	10
15	Spring Garden	16
5	Yantacaw	7
7	Washington	18
<u>107</u>	*Parochial	<u>138</u>
165	TOTAL	220

\*Parochial schools: St. Mary, Holy Family, St. Thomas, St. Valentines

## ATTENDANCE DEPARTMENT REPORT (cont'd)

Listed above is the Attendance Department Report for the year 1962-63 as compared with the year 1961-1962.

Some important facts to note are as follows:

1. A decrease in the number of cases with the Labor Department. The majority of which were straightened out to the advantage of the pupils employed or about to be employed.
2. An increase of truancy over last term. The majority of the truants were from Franklin and High School.
3. All transfers received via mail are closely checked to be sure pupils from out of town are not tuitioned. Homes on surrounding boundaries are constantly checked to prevent outside pupils from attending our schools without paying tuition.
4. Fewer pupils off roll this term than last.
5. An increase of immigrants over last year.
6. Public schools transferred 22 pupils to Parochial Schools. Parochial Schools transferred 138 pupils to Public Schools. This meant an increase of 116 pupils over-all to the Public Schools. This was 78 pupils more than transferred from the Parochial a year ago.

Another census should be taken some time this coming year similar to the one taken in 1948-49 whereby High School students were used to cover the town. If this could be done, and an accurate continuous census be established as was in force thirty years ago, it would be of great help to the Board of Education in determining the number of moving within the town as well as those moving out of town, the number of births, deaths, drop outs, etc.

The previous census helped the Board to see into the future in planning new sites in studying the shifting and growing population, etc.

Our last census taken gave us an insight of children residing here between the ages of 1 day to 5 years, thus enabling us to plan more accurately our kindergarten program from year to year.

Respectfully submitted,

Ralph Hollenbeck



## SUMMARY OF ANNUAL AUDIT

Copies of the annual audit made by the auditing firm of A. M. Hart and Company of East Orange, 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 Money, 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 laws requiring the advertisement for bids.

The insurance program indicated that we carry a total of \$7,510,700.00 of fire insurance coverage as follows:

<u>Unit</u>	<u>Buildings</u>	<u>Contents</u>	<u>Total</u>
Nutley High School	\$2,735,000.00	\$106,250.00	\$2,841,250.00
Franklin School	1,540,000.00	60,000.00	1,600,000.00
Lincoln School	975,000.00	28,750.00	1,003,750.00
Radcliff School	610,000.00	31,250.00	641,250.00
Spring Garden School	795,000.00	25,000.00	820,000.00
Washington School	600,000.00	22,500.00	622,500.00
Yantacaw School	720,000.00	18,750.00	738,750.00
Private Garage Rear of Franklin School	1,100.00	0	1,100.00
Administration Building	37,500.00	0	37,500.00
Memphis Avenue Storage Bldg.	30,000.00	5,500.00	35,500.00
Memphis Avenue Shed	2,500.00	1,100.00	3,600.00
	<u>\$8,046,100.00</u>	<u>\$299,100.00</u>	<u>\$8,345,200.00</u>
90% Co-Insurance Clause			<u>834,500.00</u>
			<u>\$7,510,700.00</u>

Expirations on above are as follows:

January 30, 1964	\$1,502,140.00
January 30, 1965	1,502,140.00
January 30, 1966	1,502,140.00
January 30, 1967	1,502,140.00
January 30, 1968	<u>1,502,140.00</u>
	<u>\$7,510,700.00</u>

## SUMMARY OF ANNUAL AUDIT (cont'd)

Insurance as evidenced by Standard Fire Insurance Policies, was also carried on the following properties:

<u>Unit</u>	<u>Insurance</u>
Contents - Administration Building	\$10,000.00
Fences at Athletic Field and Washington School	8,850.00
Brick and Frame Building - Church Street (Jointly with Nutley Historical Society)	36,000.00

Other insurance, evidenced by policies in force during the period under review, was carried as follows:

<u>Unit</u>	<u>Insurance</u>
Standard Workmen's Compensation and Employer's Liability	
Comprehensive General Liability Policy	
Comprehensive Auto Liability	
Property Floater	69,271.30
Athletic Association two Shells and Accessories	3,100.00
Depositors Forgery Bond	10,000.00
Boiler and Machinery Policy	100,000.00
Personal Articles Floater Policy	2,659.50

Other insurance, evidenced by policies in force during the period under review, was carried as follows:

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 Unifors	56,935.10
Athletic Association Rowing Shells	3,100.00
Depositors Forgery Bond - Outgoing Checks	10,000.00
Boiler and Machinery Policy	100,000.00

The new addition to the High School did not increase the above insurance schedule due to it being completed after; January 30, 1963, evaluation date for insurance purposes. Though the addition and its contents are covered by this insurance, since the insurance covers the school system as a whole and the schedule is only a guide to maximum loss.

## SUMMARY OF ANNUAL AUDIT (cont'd)

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 \$2,850.00.

As of July 1, 1963 Frank E. Drake; Town Treasurer and Custodian of School Moneys, retired. Upon Mr. Drake's retirement, RICHARD A. QUIGLEY was appointed to complete the unexpired term of Town Treasurer and Custodian of School Moneys.

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.

The net school debt at the end of the 1962-1963 School Year of \$2,310,000.00 divided by the average assessed valuation of real property of \$63,224,783.00 is 3.653 per cent. Our allowance under the present law is 8 per cent.

## RECOMMENDATIONS

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

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

## RECOMMENDATIONS FOR FUTURE CONSIDERATION

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

1. 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. Set up at least two handball courts at each school. These courts may also be used for stick ball.
2. Erect a fence on the southerly boundary of the Yantacaw School.
3. Replace the auditorium seating in the Franklin School.
4. Replace the balance 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. However, in most cases, it will be necessary to replace the wooden floors.
9. Replace all wooden window and door frames in our older schools with aluminum.
10. Erect tennis courts in the rear of the High School adjacent to the new wing.
11. Seal the macadam-surfaced areas at all of the schools. This will protect the areas as well as smoothing the surfaces.

---

### In Appreciation

In closing may I again express 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 the wish that he may enjoy his retirement, 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

