

ADMINISTRATIVE REPORT
TO THE
BOARD OF EDUCATION
NUTLEY, NEW JERSEY
FOR THE
SCHOOL YEAR 1963-1964

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CONTENTS

SUPERINTENDENT'S REPORT: Pages 1 - 24

Enrollment Data	2 - 6
Personnel	6 - 8
Nutley's Financial Effort	8 - 10
Salaries & Staffing	10 - 12
Reading Program	12 - 13
Programed Math Study	14
Special Education	14 - 16
High School Athletic Program	16 - 17
Curriculum	17 - 21
Status of Projects	21 - 22
Recommendations	22 - 23
Concluding Statement	23 - 24

SECRETARY-BUSINESS ADMINISTRATOR'S REPORT 25 - 53

Maintenance and Operation	25 - 26
Cafeterias	26 - 27, 38
Transportation	27, 44 - 45
Rental of School Buildings	27 - 28
School Elections	28 - 29
Driver Education	30
Budget	30 - 31
Personnel	31
Census	32 - 33
Financial Statement	34 - 37
Interscholastic Athletic Program	39 - 43
Attendance Department Report	46 - 48
Summary of Annual Audit	49 - 51
Recommendations for Future Consideration	52 - 53
In Appreciation	53

THE PUBLIC SCHOOLS
Nutley, New Jersey

August 15, 1964

Board of Education
Nutley, New Jersey

Ladies and Gentlemen:

This 1963-64 annual report attempts to summarize the year's activities and note the progress made in our schools. We have also pointed out existing problems and listed recommendations which may serve as guide lines in their resolution. We are pleased to note that the recommendations listed in last year's report provoked thoughtful consideration on your part. It is hoped that this document will serve in a similar fashion.

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

We are impressed with the dedication given to the concept of universal public education and the realistic approach taken in fulfilling this ideal. This Board of Education has faced the hard fact that there is no easy way to educate a human being and that a free society cannot endure without educated men.

Respectfully submitted,


Robert D. Fleischer

RDF:a

ENROLLMENT DATA

Enrollment projections should be revised annually. The variables do not remain constant, and as such, wise planning necessitates annual revision. There are many factors of which we have no control. Changes in population and parochial school transfers could significantly affect public school projections. The rise in the high school "holding power" has also had a significant effect on our enrollment projection.

Our most recent projection was made on September 23, 1963 and was based on the following variables:

- (1) a constant elementary enrollment
- (2) the 1964-65 through 1970-71 kindergarten enrollment is an average of the five year period 1959-60 through 1963-64
- (3) there is a loss of 1.2 per cent from kindergarten to first grade, based on the experience of the five year period, 1958-59 through 1962-63
- (4) a 4.5 per cent enrollment increase in the seventh grade, based on the 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 drop-out per year, per grade

TABLE I
Projected Enrollment

Year	K	1	2	3	4	5	6	7	8	9	10	11	12
1970-71	387	382	382	382	382	382	382	408	390	500	442	449	468
1969-70	387	382	382	382	382	382	390	390	410	456	463	483	460
1968-69	387	382	382	382	382	390	373	410	366	477	498	474	408
1967-68	387	382	382	382	390	373	392	366	387	513	489	421	418
1966-67	387*	382	382	390	373	392	350	387	423	504	434	431	459
1965-66	387*	382	390	373	392	350	370	423	414	447	444	473	438
1964-65	387*	390	373	392	350	370	405	414	357	458**	488	452	456
1963-64	395	373	392	350	370	405	396	357	368	503	466	470	425
1962-63	391	382	339	366	368	412	353	369	393	495	494	427	354

*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>
1962-63	2611	762	1770	5143
1963-64	2681	725	1864	5270
1964-65	2667	771	1854	5292
1965-66	2644	837	1802	5283
1966-67	2656	810	1828	5294
1967-68	2688	753	1841	5282
1968-69	2678	776	1857	5311
1969-70	2687	800	1862	5349
1970-71	2679	798	1859	5336

*Does not include special education

These projections indicate a relatively stable school population. The dramatic rise in high school enrollment has slowed and it appears that this enrollment has stabilized around 1850 students. Community changes or an alteration in the variables previously mentioned, of course, could affect this projection.

Enrollment Trends by School

Table III attempts to show enrollment trends by school. You will note that there has been a steady upward trend at Yantacaw school since 1958-59. We are at or near capacity at both Yantacaw and Radcliffe schools. A careful pre-school census should be taken in these school areas during the next school year. Additional classrooms could now be used at Radcliffe school and an increase in enrollment would "force" the issue.

The high school enrollment (grades 9-12) shows a continued and dramatic rise in enrollment since 1955-56.

TABLE III
ENROLLMENT TRENDS BY SCHOOL*

<u>School</u>	<u>55-56</u>	<u>56-57</u>	<u>57-58</u>	<u>58-59</u>	<u>59-60</u>	<u>60-61</u>	<u>61-62</u>	<u>62-63</u>	<u>63-64</u>
Lincoln	650	656	646	661	664	646	685	672	707
Spring Garden	589	603	591	570	592	569	557	541	543
Washington	493	505	499	468	464	453	469	508	513
Yantacaw	525	514	516	488	489	515	524	553	562
Radcliffe	<u>348</u>	<u>392</u>	<u>399</u>	<u>382</u>	<u>379</u>	<u>386</u>	<u>382</u>	<u>363</u>	<u>373</u>
K-6	2605	2670	2651	2569	2588	2659	2617	2637	2698
7 & 8	764	743	699	759	859	834	782	762	722
9-12	<u>1123</u>	<u>1212</u>	<u>1369</u>	<u>1499</u>	<u>1533</u>	<u>1578</u>	<u>1716</u>	<u>1770</u>	<u>1852</u>
Total	<u>4492</u>	<u>4625</u>	<u>4719</u>	<u>4827</u>	<u>4980</u>	<u>5071</u>	<u>5115</u>	<u>5169</u>	<u>5272</u>

*As of September 30

CLASS SIZE

5.

The average size of elementary classes was 25.3 on September 30, 1963. This is identical to the average class size in the previous year. Classes over 33 numbered two as compared to one a year ago. There were 12 classes over 30 as compared to eight a year ago.

There has been a conscious effort to keep class size lower in the primary grades (25 or less) and under 30 at the intermediate grade levels. This is not always possible because of facilities or unanticipated enrollment changes.

The average class size in the high school decreased in English and the social sciences because additional personnel were made available. There were slight increases in the average class size in the fields of foreign languages, business education, and in the special areas. Table IV shows a comparison for the past three years in this respect.

TABLE IV
Nutley High School Class Size

<u>Subject Area</u>	<u>1961-62</u>	<u>1962-63</u>	<u>1963-64</u>
English	27	27	25
Social Science	30	29	25
Science	25	25	25
Mathematics	28	25	25
Foreign Languages	21	21	23
Business Education	22	23	24
Special Areas	18	18	19

The average class size by subject area for the Franklin school in 1963-64 is comparable to the previous year:

	<u>8th Grade</u>	<u>7th Grade</u>
English	27	26
Social Science	27	25
Science	27	26
Mathematics	27	26

Kindergarten Enrollments

The enrollment for 1964-65 is below comparable figures for the previous year. On the basis of the census taken this year we can expect 358 kindergarten pupils. Although this is below the actual enrollment of the past three years, it is higher than the enrollment of 1958-59 and 1960-61. Table V is a summary of kindergarten enrollment data.

TABLE V
Kindergarten Enrollments

<u>School</u>	1963-64		1964-65	
	<u>Registered</u>	<u>Actual</u>	<u>Registered</u>	<u>Predicted*</u>
Yantacaw	73	76	68	71
Washington	77	81	61	70
Lincoln	84	93	74	87
Spring Garden	74	79	74	79
Radcliffe	<u>59</u>	<u>66</u>	<u>44</u>	<u>51</u>
Totals	366	395	321	358

*On basis of pre-school census and previous experience

PERSONNEL

The changes made in the administrative and organizational structure last year continued to work well. There appears to be a need for further refinement of the supervisory structure in the elementary schools. This can be done without additional personnel, by broadening the supervisory and "line" functions of the present Supervisor of Special Services. The high school administrative organization established last year has been effective. We should, however, develop fuller "coverage" in the summer with a "back-up" man for our high school principal. This is a basic principle of sound administration.

Mr. Ralph D'Andrea has been transferred for the next school year to the newly created vice-principalship at the Lincoln school. More than 700 students and the classes for trainable pupils are housed in this school. Miss Kelly, the principal, sorely needed administrative and supervisory help. Mr. William Shergalis has been appointed as an administrative assistant in the Franklin school, replacing the transferred Mr. D'Andrea.

Mr. Harold Schnitzer was appointed as the head of the high school guidance department, replacing Miss Sonne, who retired.

Morale continues to be high among the professional staff. There is a feeling that the community and the Board of Education desire quality schools and that they are willing to support the effort for these schools.

State legislation, making "premature" retirement financially attractive for many of our teachers, resulted in the retirement of 23 teachers this year. We will miss this fine group and wish them well in their retirement.

The following teachers retired on June 30, 1964:

<u>Name</u>	<u>School</u>	<u>Years of Service in Nutley</u>
Miss Zell Baer	High	37
Mrs. Alma Dollard	"	36
Mr. Robert Harrell	"	38
Miss Ruth Holen	"	36
Mr. Harold Kahley	"	34
Mr. George Lenaghan	"	29
Miss Edna Lentini	"	35
Miss Katherine Sonne	"	36
Miss Mary Sprague	"	35
Miss Wilhelmina Miller	Franklin	36 1/2
Miss Loretta Hemmer	Yantacaw	40
Miss Helen Sullivan	"	42
Miss Elizabeth Ferrara	Washington	38
Mrs. Mildred McIntyre	"	37
Miss Lucille Nichol	"	18
Miss Adelaide Walker	"	38
Mrs. Elsie Brownell	Lincoln	12
Mrs Sarah Hayne	"	8
Miss Gladys Paxton	"	39
Miss Irene Robinson	"	32 1/2
Mrs. Laura Spalding	Spring Garden	37
Mrs. Florentine Fischbeck - Radcliffe		18 1/2
Miss Evelyn Corlew	Librarian	39

Sixteen (16) teachers were offered their tenure contracts:

High School

Mr. Barrie Beaver
 Mrs. Mary Franklin (as of October 1, 1964)
 Mrs. Eleanor Rudy
 Miss Jeanette Terhorst
 Mr. Vincent Turturiello
 Mr. Richard Vacca

Franklin School

Mr. Andrew Befumo
Miss Elizabeth Einsiedler
Mr. Paul Greff (as of February 1965)
Miss Jean Robinson

Elementary

Mrs. Josephine Daniels
Mrs. Mary Buontempo
Miss Rae Fabiano
Mr. Bruce Phillips
Mrs. Geraldine Intiso
Miss Arleen Kirst

Nearly 37 per cent (95) of the Nutley professional staff have a master's degree or higher. This compares favorably with both state and national statistics. Last summer, 30 teachers (11.5 per cent) attended summer school for further education. During the course of the 1963-64 school year, 56 of our teachers, comprising 21.5 per cent of the staff, attended late afternoon, evening and/or Saturday sessions.

NUTLEY'S FINANCIAL EFFORT*

Last year a study was made relative to Nutley's financial ability to support schools as measured by equalized assessed valuations. This study was done as a result of a specific recommendation made by the Middle States Evaluation report.

Tax rates, assessments, and school spending change each year. Studies on school support should be made on an annual basis.

The 1963 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 this comparative study are the new indices used last year for the first time by the NJEA. These new measures take 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 1963 full value school tax rate was \$1.20. This is the lowest tax rate in Essex County. (Districts with High Schools only).

*Copies of this full study are available upon request.

The state median full value school tax rate was \$1.65. Nutley residents paid a significantly lower school tax than the typical New Jersey property owner.

2. The 1961-62 equalized valuation per pupil in Nutley was \$33,720. This was slightly below the Essex County median of \$33,805 and \$5,149 higher than the state median of \$28,571.
3. The 1961-62 Nutley teacher salaries cost per pupil was \$276.24. 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 \$269.16.
4. Nutley had the lowest 1961-62 total expenditure per weighted pupil in Essex County. The cost per pupil of \$436.03 was also less than the state median of \$456.52.
5. Nutley had 44.1 professional staff members per 1000 pupils in 1961-62. One school district (Newark) had fewer professionals per 1000 pupils (43.4). The state median of 45.2 was slightly above Nutley's 44.1.

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 the lowest school tax rate in Essex County.
3. Nutley's teacher salaries cost and the total expenditures per pupil are lower than the Essex County or state medians.
4. Nutley has less staff members per 1000 pupils than any other Essex County school district, with the exception of Newark, 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 the Nutley resident.

Nutley can 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.

TABLE VI
ESSEX COUNTY SCHOOL DISTRICTS WITH HIGH SCHOOLS

	School Full Value Tax Rate 1963	Eq. Value Per Pupil 1961-62	Teacher Salary Per Pupil 1961-62	Exp. per Weighted Pupil 1961-62	Staff per Weighted 1000 pupils 1961-62
County Wide					
High	1.93	64,687	384.26	673.17	60.8
Median	1.68	33,805	318.72	557.13	49.8
Low	1.20	22,471	250.32	436.03	43.4
Nutley	1.20	33,720	276.24	436.03	44.1
State Median	1.65	28,571	269.16*	456.52	45.2

*State average, median not available

SALARIES & STAFFING

The actual salary ranges of the varying school districts in Essex County reflect the fierce competition for teachers. Table VII shows that Nutley is above or at the median for maximum salaries. We lag in beginning salaries for those teachers with a master's degree and beyond. Consideration should be given to making a wider differential between the various levels of training in 1965-66. Nutley is in a relatively good competitive position in beginning and ending salaries. You will note that in Table VII Nutley's deviation from the median is slight in each of these categories, the largest being \$200 for the six-year level, but this is relatively unimportant because few beginning teachers are at this level of training.

The middle part of our salary guide, however, is not competitive. Table VIII shows that the typical Essex County teacher at Step 8 earns \$250 more at the B.A. level, \$400 more at the M.A. level, and \$500 more at the six year level than the Nutley teacher at the same step. We can ill afford to lose this type of teacher to our neighboring school districts. Steps should be taken to correct this situation in the 1965-66 salary guide.

It is important that constant analysis of our salary guide be made so that we remain competitive. In attracting numbers of well-qualified applicants each year, the salary guide is an overriding factor. Under our decentralized school system, a number of districts in Essex County are competing for the services of qualified applicants. The salary guide is visible and tangible while other factors, such as reputation for excellence and working conditions, may not be visible to the applicant.

TABLE VII
Salary Guide Ranges*

	B. A. Level		M. A. Level		Six-Year Level	
	Min.	Max.	Min.	Max.	Min.	Max.
High	5200	10,700	5616	11,100	6050	11,500
Median	5100	8,800	5400	9,450	5700	10,000
Low	5000	8,500	5200	9,050	5400	9,450
Nutley	5100	9,000	5300	9,500	5500	10,000
Difference from median	None	/ 200	-100	/50	-200	None

*Essex County School Districts with high schools

TABLE VIII
8th Step on Salary Guide*

<u>District</u>	<u>B. A. Level</u>	<u>M. A. Level</u>	<u>Six Yr. Level</u>
Belleville	6500	6800	7100
Bloomfield	6700	7000	7300
Caldwell	6700	7000	7500
Cedar Grove	6750	7150	7550
East Orange	7100	7400	7600
Glen Ridge	6900	7200	7250
Irvington	6850	7150	7450
Livingston	7176	7592	8008
Millburn	7050	7450	7850
Montclair	6800	7350	7750
Nutley	6600	6800	7000
Orange	6600	6800	7000
So. Orange-Mplwd.	6900	7200	7600
Verona	6950	7200	7450
W. Orange	6900	7200	7500
State Minimum	6450	6750	7050
High	7176	7592	8008
Median	6850	7250	7500
Low	6500	6800	7000
Nutley	6600	6800	7000
Difference from median	-250	-400	-500

*Essex County School Districts with High Schools

There has been a slow but sure rise in student population in the past few years. This has brought about an increase in staff, but this increase has, in general, corresponded with the 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 for adequate educational services to pupils. Experience has indicated that below this ratio adequate professional services cannot be supplied. Nutley has about 50 professional staff members for every 1000 students. In so-called "high quality" districts in the metropolitan area the professional staff ranges to 60 or more professionals per 1000 students.

Using the weighting factors developed by the NJEA¹ the number of professional staff members per 1000 students in Nutley for the 1962-63 school year was 45.4. Nutley has fewer staff members per 1000 than any other Essex County school district, with the exception of Newark and Livingston, and is below the state median in this respect.

Nutley is, by any recommended standard, not overstaffed. We must keep a close and careful watch on this situation so that we may not find ourselves inadequately staffed to provide needed educational services.

READING PROGRAM IN GRADES 4-5-6

Homogeneous grouping for reading instruction was used in grades 4, 5 and 6 this year. The bases for grouping were teacher recommendations and the results of the Gates Reading survey tests which were administered during the previous spring.

The administration of the reading program was revised so that Mr. Fowler had clearcut line authority in the supervision of the program. Grouping was done on the basis of the actual achievement level. We found the reading level of the median student in the "slow" reading group was about at grade norm.² This is indicative of the healthy situation which exists in regard to reading achievement and instruction in Nutley.

Remedial reading referrals were made on the basis of retardation in reading expectancy. The role of the remedial reading teachers was expanded so that they could be utilized, in addition to remedial work, as resource personnel for the regular classroom teacher and as observation teachers.

¹Kindergarten 0.5; Elementary 1.0; Secondary 1.2; Special Classes 2.1

²Standardized norms as determined by the publishers of the Gates Reading Test.

Students were again tested this spring and we were able to ascertain growth in reading on an objective basis. Tables IX and X summarize the results.

The median gain in reading for the system was 1.4 years. "Normal" growth would be .9 year. The typical Nutley school child, in other words, gained five (5) months more in one year in reading than the typical school child in the United States. Sixty-five (65) per cent of the Nutley children showed a net gain of more than one year.

TABLE IX
Median Growth in Reading
by grade

<u>Grade</u>	<u>Number of Classes</u>	<u>Range of Net Growth</u>	<u>Median Net Growth</u>
Fourth	13	.8 to 2.4	1.4
Fifth	13	.2 to 1.6	1.3
Sixth	<u>13</u>	<u>.8 to 2.9</u>	<u>2.0</u>
Total	39	.2 to 2.9	1.4

TABLE X
Frequency Distribution
Net Reading Growth

<u>Net Growth</u>	<u>Number</u>	<u>Per Cent</u>	<u>Accum. Per Cent</u>
Two or more years	284	28.8	28.8
1.9	34	3.5	32.3
1.8	24	2.4	34.7
1.7	41	4.2	38.9
1.6	35	3.6	42.5
1.5	57	5.9	48.4
1.4	50	5.1	53.5
1.3	37	3.8	57.3
1.2	36	3.7	61.0
1.1	38	3.9	64.9
One or less years	<u>345</u>	<u>35.1</u>	<u>100.0</u>
Totals	981	100.0	

PROGRAMED MATH STUDY¹

A randomly selected programed learning class of 27 students was formed in September, 1961 in the Nutley High School to determine the effectiveness of programed learning compared with conventional learning.

Twenty-seven students from the remaining ninth grade classes were paired with the experimental group on the basis of sex, I. Q., and previous arithmetic grades. The TEMAC math program, published by the Encyclopedia Britannica Press has been used throughout the study. These students have now completed the eleventh grade and we can make some comparisons at this time.

The programed learning group received tests developed by Encyclopedia Britannica Press while the conventional group received teacher-prepared tests. Standardized mathematics tests were administered to both groups at various times. The results are summarized below:

	<u>Programed Group</u>	<u>Conventional Group</u>
Number of students at start	27	27
Median I. Q.	118	118
Number of students at present	23	23

<u>Test</u>	<u>Median %ile</u>	<u>Median %ile</u>
Seattle (1st Semester Algebra)	84	86
Lankton First Year Algebra	89	89
Shaycoft Plane Geometry	89	84
Blythe Second Year Algebra	82	75
P. S. A. T. Median Math Score	48	52

There appears to be little difference between the results. The median percentile for the conventional group was higher for the Seattle Algebra test, but lower for the Shaycoft Plane Geometry and Blythe Second Year Algebra tests. We can safely conclude that there was no significant difference in the results.

Mr. Kletter will prepare a final analysis after the mathematics achievement tests of the CEEB are taken during the 1964-65 school year.

SPECIAL EDUCATION

Nutley has a long and illustrious history in the education of the severely mentally retarded (program for trainable children). Classes for these children were established prior to the passage of the 1953 Beadleston Act, which mandated such programs. This program continues to expand and improve.

¹This study has been carried on under the direction of Mr. Max Kletter, head of the high school mathematics department. Much of the material appearing here has been published previously by Mr. Kletter

A recent newsletter from the U. S. Department of Health, Education and Welfare listed completed research in education. It was interesting to note that more than half the research was in the field of mental retardation and/or about programs for educable or trainable children. The number of special classes in New Jersey since the passage of the Beadleston Act has increased from 402 in 1953 to 1327 in 1963.¹

There seems to be a general consensus that trainable programs should be nongraded, that there should be considerable use of "team teaching", and that there should be further consolidation (regionalization) of facilities and staff.

More emphasis is now being placed on sensory motor training. In the past, the physiological aspects of the problem have been overlooked. A cursory review of this report points up that the Nutley program is "up-to-date" and that we are moving in directions which appear to be basically sound.

Miss Kelly, principal of Lincoln school, and her staff are now completing a curriculum study which is a revision of a previous report which is now nationally known. The revised report will be available for general use in the fall. We have had numerous requests for this report from school districts throughout the United States, which is indicative of the leadership role Nutley has played in this field.

POPULATION CHANGE AND SPECIAL EDUCATION

Population shifts which are taking place in the metropolitan area are having and will have a considerable impact on the various suburban school districts in relation to their responsibilities on special education.

Newark, a relatively large school district, has been very active in the field of special education. Their various programs and schools for the hard-of-hearing, the blind, the retarded, and the like, have been regarded as prestige programs. These schools and programs have served well the various Essex County school districts. Many handicapped children from Nutley received their education in Newark, which were the finest schools of this kind in the country.

Newark, over the past ten years, has changed. The Negro migration and the ensuing exodus of whites and middle class Negroes has altered the picture drastically. Newark now has the highest school tax rate in Essex County and the lowest amount of taxable wealth back of each child, a complete reversal of Newark's fiscal structure of ten years ago. No longer can Newark "care for" suburbia's special education problems; they have more than they can handle now with their growing number of special problems coupled with decreasing means to care for them. In addition, in the flight to the suburbs are included some special education cases which were previously Newark's responsibilities.

¹"Classes for Handicapped Children Tripled in 10 years", Public Health News N. J. Department of Health, (July 1964), p. 163.

Nutley alone cannot take care of its relatively few special education cases. The other Essex County school districts are in the same dilemma. The existing programs are good as far as they go, but they are inhibited because of limitations placed on them because of size. The staff and program are "thinned out" to such an extent that we are, more often than not, doing an ineffective job.

Suburban school districts must meet their special education responsibilities. Newark can no longer be expected to "carry" us and we cannot do it alone. Cooperative action is necessary. Consolidation of staffs, facilities, and programs appear to be in order if we are truly to meet our responsibilities in this area.

HIGH SCHOOL ATHLETIC PROGRAM

In 1960, the high school principal made a study of the organization and structure of the Nutley High School interscholastic athletic program. The recommendations as to organization and structure were adopted in practice and these practices undergird the present program.

We feel that certain portions of this study* need constant emphasis and should serve as a basis for any possible revision of rules and regulations or policy in regard to interscholastic athletics.

High school interscholastic athletics make a valuable contribution to the educational program. This was not, however, always the case. State high school athletic associations are chiefly responsible for the elimination of many vicious, unwholesome practices in interscholastic competition and standards are constantly being raised.¹ The progress which interscholastic athletics have continued to make is encouraging. More and more of this phase of the physical education program is being brought under control of school authorities. The abuses found in intercollegiate athletics can be attributed to the fact that the educational leadership does not control this aspect of the college program.²

The detail work and many arrangements connected with preparing for an interscholastic event are enormous. No one job in itself is difficult to accomplish, nor is it necessarily time-consuming, but it has to be done, and done right. Rightly or wrongly, the public often makes its evaluation of the school system on the basis of what they see during an athletic event. These details include, in part, getting information for the program, sale of advance, season, and regular tickets, securing police protection, ticket takers, ticket sellers, game officials, eligibility problems, junior varsity games, freshman games, practice facilities, purchase of equipment, band performance, twirlers, cheerleaders, refreshment stand facilities for visiting team, contact with newspapers, making reports, scoreboard operation, and transportation problems. More, we

*Copies of the full report are available upon request

¹Morland, R. B., Trends in the Policies of State High School Athletic Associations of the United States. Master's Thesis, Spring College (1947)

²Monroe, Walter S., editor, Encyclopedia of Educational Research, New York, MacMillan Co., (1952), pp. 825-828

are sure, could be added, and no mention has been made concerning the important contribution of the coaches. The key to an effective program is personnel and the organizational structure which establishes the proper implementation and use of the available personnel.

Interscholastic athletics should be an integral part of Nutley High School's physical education program. Other facets of this program should include extensive intramural activities for both boys and girls and separate organized physical education classes for both sexes. The physical education program, in turn, should be an integral part of Nutley's overall educational program. The high school principal's responsibilities and authority toward this portion of the educational program should not be different from any other aspect of the educational program.

Nutley school policy states: All professional employees of the school district shall be appointed only upon the recommendation of the Superintendent. Should a person be nominated by the Superintendent and rejected by the Board, it shall be the duty of the Superintendent to make another nomination.¹

Athletic personnel should be regarded as part of the educational staff and the appointment of such personnel should be consistent with the school board policy stated above. Great care should be taken that there be no deviation from this policy, which has as its basis sound educational and administrative philosophy.

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) An additional elementary school nurse with health education certification has been employed for the 1964-65 school year. This will enable our elementary nurses (two) to be assigned some teaching duties. It is hoped that this additional educational service will give more depth to health education in the elementary schools.
- 2) Arts and Crafts and Typing have been added to the Franklin school program. Arts and crafts will be required for all seventh graders and typing will be required for all eighth graders. These additional courses will give both more depth and flexibility to the exploratory fine and industrial arts program. It also "forces" the use of the 8th period for academic work which, in turn, brings about fuller and more effective use of plant and personnel.
- 3) The language laboratory was in full operation at the high school. Sixty-four different lab sessions were scheduled for the various German, French and

¹School policy, #4111, adopted May 23, 1962

Spanish classes. Mr. Tiene, head of the foreign language department, should be commended for the effective step-by-step orientation program in the use of the laboratory for both teachers and students.

4) A Saturday Reading Clinic will be in operation for the 1964-65 school year. Remedial work will be offered initially and it is hoped that we will also be able to offer developmental reading at the Clinic. Mrs. Lucy Bather has been appointed as director of this program.

5) A committee on elementary mathematics is expected to submit its report in the fall of 1964. Implementation of any recommendations will not be made until the 1965-66 school year. This committee, under the chairmanship of Mr. Thomas O'Rourke, was established a) to determine the need to alter our elementary program, and b) if so, to recommend for adoption a textbook series.

6) Hoffman La-Roche Company will join the Nutley Public Schools venture in Saturday seminars next year. For the past two years, seminars were held under the joint auspices of Nutley High School and the I. T. T. Company. Two different groups of students will be involved: the selected group with Hoffman La Roche will study chemistry and the selected group with I. T. T. will continue in the field of mathematics. This is an excellent example of industry and the schools cooperating to enrich an educational program. We are appreciative of these efforts by these local industrial concerns.

7) Mr. Glyn Fowler, supervisor of Special Services, prepared a complete health code for the Nutley school system.

8) An after school "club" will offer instruction in the Japanese language next year. Mr. Charles Fuccello, a member of the high school staff, will be the instructor. Mr. Fuccello is fully qualified to teach Japanese and he has been participating for the past several years in the Carnegie Corporation program.

9) Key punch machines will be installed in the high school business education department as a first step to up-date our offerings in the data processing field. We plan to rent a tabulator in 1965-66 to further enrich our business education program. This equipment will also be used for data processing services which are now contracted for by the school system.

10) We are continuing a regular program for new textbook adoptions. For the 1964-65 school year the following texts were adopted:

<u>School</u>	<u>Publisher</u>	<u>Text</u>	<u>Authors</u>
Elementary	Silver-Burdett	<u>Music for Living</u> series	Mursell, Laudeck & others
Franklin	Allyn-Bacon (1964)	<u>Our Environment</u> series	Carpenter & Wood
High School	MacMillan	<u>Goals of Democracy</u>	McCutchen & others

<u>School</u>	<u>Publisher</u>	<u>Text</u>	<u>Authors</u>
High School	Addison-Wesley	<u>Probability, A</u> <u>First Course</u>	Mosteller & others
High School	W. H. Freeman	CHEMS Study materials	
High School	Van Nostrand	<u>Earth Science</u>	Namovitz & Stone
High School	Holt, Rinehart & Winston	<u>Two Ways of Life</u> <u>the Communist Challenge</u> <u>to Democracy</u>	Ebenstein

11) CHEM Study Chemistry will be used in all chemistry classes next year. One class in CHEM Chemistry was offered in 1962-63 and this expanded to three classes last year.

The Chemical Education Materials Study stemmed from an ad hoc committee appointed by the American Chemical Society to study the need for revising the chemistry course at the high-school level. Until the summer of 1963, J. Arthur Campbell of Harvey Mudd College served as project director. Headquarters were then transferred to the University of California, Berkeley, where the work is being carried on by George C. Pimentel, who served as editor of the textbook.

Considering that the first meeting of the CHEM Study steering committee was not held until January, 1960, the production of several experimental paperbound editions, leading to the publication of a hard-cover book, available for the school year 1963-64, was an amazing accomplishment. The first draft of a text was produced in six weeks during the summer of 1960 and used in 25 high schools during the 1960-61 school year. After three revisions, the final textbook and laboratory manuals were in the hands of more than 100,000 students during 1963-64.

The project set out to reduce the gap between scientists and teachers in the understanding of science; to stimulate able high school students to continue the study of science in college; to encourage teachers to keep up with their fields through courses on the advancing frontiers of science; and to develop an understanding of the importance of science for students who will discontinue their chemistry after high school. These purposes were to be accomplished through the preparation of effective teaching materials: textbooks, a manual of laboratory experiments, a teacher's guide, films, and supplementary reading materials.

The course begins with an overview of chemistry, emphasizing the atomic-molecular nature of substances. Explanations of the behavior of substances are developed according to the theory of

atoms and of energy changes. Students are introduced to the periodic table, its uses and how it was actually devised. The course then moves into the topics of energy, equilibrium, acids, and bases. Later, the student studies structural relationships in the various states of matter, together with their influence on chemical reactivity. Throughout, the concepts are introduced in the laboratory and then are further developed and tied together through kinetic theory and atomic-molecular concepts of behavior and matter.

The CHEMS course relies heavily on experimentation in the laboratory. CHEMS builds the laboratory right into the sequence of the text; principals are developed through students' laboratory discoveries. Many of the kinds of things which can be done neither by teachers nor by students are presented in a series of films. Like the laboratory activity, these films are designed to be used not casually, but at specific times during the course. Subject matter of the films was developed by specialists and the films were then produced commercially. Several of these productions have won coveted awards.

Present plans call for the textbook to remain as it is through 1965, when the desirability of a revision will be considered. Although the present text has been released in collaboration with a commercial publishing house, the materials are under the control of the project. Since the project's main purpose has always been to bring chemistry up to date in every possible way, there had been no thought of it ever becoming a producer of materials.¹

12) The Franklin school will have the services of a full-time guidance counselor for the 1964-65 school year. This service was offered on a part-time basis for the past two years.

13) There will be five (5) sections of Spanish and/or French in the Franklin school in 1964-65. Last year there were two (2) sections.

14) A fourth driver education car has been added at the high school to take care of the pressures of an increased enrollment. Local car dealers supply these cars at no cost to the school district and we are appreciative of their thoughtfulness.

15) Significant progress was made in the efforts to improve the educational experiences offered to the low-academic ability students in grades 7-12. A semi-self contained classroom organization has operated effectively at the Franklin school and special groupings were set up in English, civics, general

¹Goodlad, John I., School Curriculum Reform in the United States, New York: The Fund for the Advancement of Education (1964), pp. 32-33

mathematics and general science in the high school. The staff is developing specialized procedures and additional staff members will be involved in this worthwhile educational project next year.

STATUS OF PROJECTS

A number of new developments have and are taking place in the Nutley school system. The chart below attempts to summarize the developmental stage of the various projects.

<u>Project</u>	<u>Developmental State</u>							
	<u>Planning</u>		<u>Try-out</u>		<u>Proving</u>		<u>Spreading</u>	
	<u>Beg.</u>	<u>Adv.</u>	<u>Beg.</u>	<u>Adv.</u>	<u>Beg.</u>	<u>Adv.</u>	<u>Beg.</u>	<u>Adv.</u>
Elementary Math Study		X						
Saturday Seminars							X	
Reading Clinic		X						
Change in Summer Sch.			X					
Kdgn. Curr. Study		X						
Accelerated Math in High School						X		
8th Grade Foreign Language				X				
Data Processing				X				
Elem. Reading Grouping Plan					X			
Programed Learning						X		
Arts & Crafts (Frklin)			X					
Typing (Franklin)			X					
Teacher Visitation					X			
Language Laboratory						X		
Trainable Kindergarten				X				
Child Study Team				X				
Dev. Phys Ed. Elem			X					
New Spelling Series	X							

	Planning Beg. Adv.	Try-out Beg. Adv.	Proving Beg. Adv.	Spreading Beg. Adv.
Health Specialist Elem.	'	X	'	'
Team Teaching	'	'	'	'
Phys. Ed. - High School	'	X	'	'
Specialized Program	'	'	'	'
for non-academic	'	'	X	'

RECOMMENDATIONS TO GUIDE FUTURE ACTION

1. The school census should be up-dated annually so that we can ascertain population trends. A number of our schools are at or near capacity and slight changes in population trends may force a rezoning and/or building problem.

A careful pre-school census should be taken in the Yantacaw and Radcliffe school zones.

2. Serious study should be made as to the possibility of adding to the Radcliffe school. This school is operating at capacity and it lacks an art room, a central library, and a music room.

3. Serious consideration should be given to broaden Mr. Fowler's "line authority" and that he be appointed as Assistant Superintendent in charge of elementary education for the 1965-66 school year. This position should be on a twelve-month basis so that the central office will be "covered" at all times.

4. One of the high school administrative assistants should be placed on a twelve-month basis so that there will be a "back-up" person for the principal and full professional coverage of that office.

Recommendations #3 and #4 could be done at very little annual expense (less than \$500) under our ratio plan.

5. An annual study should be made of Nutley's financial ability to support its schools as measured by equalized assessed valuations. It is imperative that Nutley, in the middle of a changing metropolitan area, maintain quality schools.

6. The minimum and the maximum salaries on the guide should be at least at the median of our competition. Recent data on the 1964-65 salaries shows that Nutley is competitive in this regard.

7. The middle steps on the salary guide should also be at least at the median of our competition. We lag significantly in this regard. The Nutley teacher at the 8th step is paid from \$250 to \$500, dependent upon level of training, less than his counterpart in Essex County. Serious consideration should be given to correcting this inequity in any revision of the salary guide.

8. The neighboring school districts in Essex County should continue to be regarded as Nutley's "competition."

9. 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 size 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)

10. We should take steps to evaluate and develop plans for more extensive facilities for special education. This will necessitate cooperation with other suburban Essex County school districts. Foundation and/or federal money may be available for such projects.

11. Athletic personnel should be regarded as part of the educational staff and the appointment of such personnel should be consistent with the present school board policy. Great care should be taken that there be no deviation from this policy, which is based on sound educational and administrative philosophy.

12. Serious study should be given toward the introduction of some type of work-experience program in the high school.

13. Developmental reading and/or speech should be added to the high school program. Work in these areas should be done through the regular English classes rather than by the procedure of adding courses.

14. The new teaching approaches in biology and physics should be thoroughly explored by the high school science department for possible adoption.

15. There should be continued study and evaluation of data processing instruction in the business education department. We should plan for the rental of a sorter and a tabulator as the logical next step in this development.

16. We should continue the policy of encouraging teacher visitations of other schools. Elementary teachers should participate more fully in this important "in-service" program. Nutley should also be represented at educational conferences and conventions. There should be adequate budgetary provisions for this type of activity.

CONCLUDING STATEMENT

We live in a changing world. Critical and crucial decisions have and will have to be made by Nutley citizens--but none will be more important than a decision about the continuation of a quality educational program in Nutley.

The Nutley community now stands at the crossroads--great changes have and are taking place in the metropolitan area. A quality school system tends to insure that any change which takes place will result in an even stronger and better community.

It is imperative that the citizens of Nutley face the problems and challenges of the next few years honestly and with insight. There should be a full realization that no tax dollar is better spent than the dollar for education, and no expenditure contributes more to the stability of the economy, the improvement of the general welfare, and the betterment of the community.

It has been both pleasurable and challenging to serve this community. The Board of Education should be commended for its zealous dedication to quality education.

August 15, 1964

Board of Education
Nutley, New Jersey

Ladies and Gentlemen:

This report has been prepared to summarize the activities of the Business Division for the 1963-64 school year.

I am happy to report that this year has been a happy and productive one and that the planned program to combat obsolescence of your school buildings and equipment is not only proving a stop-gap against deterioration -- but it is also improving our school facilities to such a degree that they are comparable to those in new and modern structures.

The results of this program are visible to anyone visiting the schools. Careful planning, a good staff and the support of the Board of Education and our citizens have made this possible.

I want to take this opportunity to thank my staff, the members of the Board of Education and our citizens for their help and support.

Respectfully submitted,

Everett Zabriskie

Everett Zabriskie
Secretary-Business Administrator

EZ:gmc

ANNUAL REPORT 1963-64

Another year has passed and one wonders whether or not it was a year of productivity or just another year.

Your Secretary-Business Administrator is happy to say that this year has been a productive one and that the program to combat obsolescence of your school plant, grounds and equipment is not only proving a stop-gap against deterioration but it also is improving our schools' facilities to such a degree that they are comparable to those in new and modern structures.

Each year at least one and, in some years, two schools are renovated. This renovation includes painting the interior and exterior of the building, repairing walls, providing acoustic treatment, repairing and, in some cases, replacing worn-out floors, removing outmoded or non-working unit ventilators, enlarging rooms and replacing worn-out plumbing fixtures.

Maintenance and Operation

The planned program of renovation and modernization of its schools, new equipment and the repair and replacement of old equipment has been financed by funds from the Board's current budget. This included such major items as converting basement and other areas into modern classrooms; conversion of coal-fired boilers to oil-fired; macadamizing playground areas; erecting several thousand feet of retaining walls; erecting fences; building playgrounds; replacing all of the old type screwed-down furniture; providing parking areas at the Spring Garden, Yantacaw and Franklin schools; major repair of several roofs including the tiled roof of the present high school; renovation of the exterior of the Washington School; plus many others too numerous to mention.

This year the following work was completed at the High School: new language laboratory completed and put into operation, construction of a new guidance office by erecting a plaster wall, installation of a new chemistry lab including new drain lines, not only installed new equipment in the art room but practically rebuilt the entire area setting it up not only for art but also for ceramics, rubber mat installed on the ramp leading to the new addition.

The following work was completed at the Franklin School: installation of science demonstration desks and the necessary piping, new floodlights for outside the school were installed, linoleum was installed on the second floor corridor, rear flight of stairs replaced, new sidewalk and curbing installed as well as resurfacing the macadam areas, new fluorescent fixtures installed in all stairwells.

The following work was completed at Lincoln School: old wooden floors removed and areas covered with plywood and vinyl tile in two kindergarten and one first grade classrooms, new drains installed in front of the school, cyclone fence in rear painted, new hot water boiler installed, major repairs to the heating system, the auditorium floor was repaired.

The following work was completed at Washington School: fence and baseball backstop were painted, corkboard and pegboard were installed, heating system repaired and 26 chairs were purchased due to increased enrollment.

The following work was completed at Spring Garden School: a six foot walk along the driveway was installed, the entire school painted on the interior and exterior, the teachers' room was enlarged, one classroom floor was removed and replaced with plywood and covered with vinyl tile, corkboard, blackboard and cabinets were installed, traps and steam lines were repaired, room B2 was completely renovated and the auditorium floor was repaired.

The following work was completed at Yantacaw School: the first floor corridor was tiled, the area on the southerly side of the school was repaired in order to cover the coalbin which protruded, and the cyclone fences around the school were painted.

Cafeterias

Nutley is very fortunate in having a cafeteria manager who is a trained dietician, as well as a competent staff whose sole interest is to provide the students with a well-balanced, nutritious luncheon.

The cafeterias are located in the High, Franklin, Lincoln and Washington schools. The High School, which now has four cafeteria periods, feeds an average of 350 daily; Franklin School, with three cafeteria periods, averages 200 daily; Lincoln School, with one lunch period, averages 175 daily; Washington School, with an average of only 75 served daily, raises the question as to whether or not the hot lunch program should be continued at that school.

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

The cost for a hot lunch complete with milk is 30¢. Half-pint containers of milk this year were 10¢ per week and it is expected the cost for milk this coming year will be the same. The schools are able to provide excellent lunches at these moderate prices due to good management, capable personnel and a subsidy of six cents received from the

Federal government for each hot lunch served. In addition, the Board of Education received three to four cents for each half-pint of milk sold separately from the hot lunch program, as well as a considerable amount of surplus food.

Transportation

Transporting students has grown from the use of one vehicle (station wagon) to two station wagons, a school bus and a taxi -- with the possibility of a second bus for 1964-65.

This year, 5 students were transported daily to the ,Elliott Street and Bruce Street Schools in Newark; 16 to George Morris and 9 to North Junior High in Bloomfield; and 14 to the trainable classes at Lincoln School in Nutley.

Students who attend the vocational schools in Newark, Irvington and Bloomfield are reimbursed for their 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 \$16,262.14 this year. Transportation costs to vocational schools were \$1,021.12. Transportation costs for those attending private, non-profit schools were \$4,780.13.

Rental of School Buildings

Nutley's public schools are now being used to such an extent by its citizens for recreational, educational and other civic activities that it requires almost a full-time secretary to handle the rental applications, custodians' overtime assignments, making out of vouchers, etc.

A survey of the 895 approved applications for evening use of our school buildings during the 1963-64 school year indicates the following:

There were 337 nights the schools were used free of charge by Scouts(166), parent-teacher associations (78) and student activities (93).

The Board also subsidizes, to a certain extent, other groups such as the Adult School (42), the Town Recreation Committee (198) and Summer School (23) who, by and large, pay for custodial services only.

The schools also opened 319 other nights for civic, fraternal and service organizations, dancing schools, etc., for which the standard fee was charged.

During the previous year, 1962-63, the schools were open a total of 902 times, 166 of these nights were used free of charge by Scouts, 78

by parent-teacher associations and 175 by student activities. The schools were also used 42 nights for Adult School, 189 by the Town Recreation Committee and 303 times 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, starting July 1, 1964, is \$2.50 per hour for weeknights and \$3.00 on Saturdays, Sundays and holidays, plus the cost of heat, light and wear and tear on the buildings.

This year, based on an overtime rate of \$2.00 per hour, the sum of \$1516.50 was expended for custodial services for the 337 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.

Purchasing

This department is constantly seeking methods for improving the purchasing procedures and specifications for supplies and equipment, as well as the receipt and checking in of same -- all aimed at getting the most and best for the tax dollar.

School Elections:

I thought the Board members might be interested in the results of the elections for the past ten years:

<u>1964</u>		<u>For</u>	<u>Against</u>
Current Expense	\$2,422,595.96	664	273
Capital Outlay	32,800.46	674	299
<u>1963</u>			
Current Expense	\$2,265,882.43	752	293
Capital Outlay	23,208.01	762	316
<u>1962</u>			
Current Expense	\$2,062,695.01	1094	405
Capital Outlay	20,260.86	1065	425
Addition to H. S. building		1034	484
Acquire Margaret Ave. site		1019	405
<u>1961</u>			
Current Expense	\$1,962,604.90	901	319
Capital Outlay	29,465.65	873	358

<u>1960</u>			<u>For</u>	<u>Against</u>
Current Expense	\$1,896,158.37	1469	777	
Capital Outlay	19,969.16	1403	886	

<u>1959</u>				
Current Expense	\$1,688,680.65	1365	595	
Repairs & Replace.	65,059.56	1289	640	
Capital Outlay	27,447.10	1251	648	

<u>1958</u>				
Current Expense	\$1,555,873.38	511	1318	
Repairs & Replace.	115,405.30	571	1287	

Resubmitted as follows:

Current Expense	\$1,528,073.38	605	1562
Repairs & Replace.	103,082.30	634	1555

Approved by Commissioners: \$1,614,155.68

<u>1957</u>			
Current Expense	\$1,398,992.65	410	86
Repairs & Replace.	108,004.25	412	100

Public Question			
Administration Bldg.		273	100

<u>1956</u>			
Current Expense	\$1,183,017.86	388	83
Repairs & Replace.	96,913.00	386	80

<u>1955</u>			
Current Expense	\$1,112,637.42	1091	283
Repairs & Replace.	109,610.00	1129	294

Public Question			
Warehouse		616	203

Nutley is very fortunate in having so many outstanding, interested citizens who are willing to serve at the annual elections without pay. Over the years, they have done an excellent job. My thanks and appreciation for their assistance.

Financial Records

The task of accounting of school monies, including payroll with its many ramifications of deductions for pensions, hospitalization, savings, accounts payable, budget control and accounts receivable has almost

doubled during the past five years due to an increase in students, a larger staff, an increasing number of deductions, as well as a larger number of accounts payable. I am happy to report that with increased efficiency it has not been necessary to increase the size of the staff (2) in this department.

Driver Education

The driver education course given at the High School now requires four vehicles. These automobiles have been furnished to the Board of Education free of charge by the Belleville-Nutley Buick Agency (1), Wayne K. Johnson Ford Agency (2) and the Wolf Rambler Agency (1).

Many of our neighboring districts have been forced to buy or rent their driver education cars. Our special thanks and appreciation to the three agencies for their generous assistance.

This past year, there were 144 boys and 82 girls who participated in the "Behind the Wheel" portion of the program. The cost of this portion of the program was \$4,964.97. This includes the following:

Salaries of Instructors	\$4,118.25
Insurance	375.00
Gas, oil	286.77
Maintenance	184.95

The average cost per pupil was \$21.96.

Budget

New Jersey state financial support is given largely on an equalization basis, favoring communities with so-called inadequate assessed valuation. Nutley raises 87 cents of each dollar spent for education from local real estate and personal property taxes.

It appears certain that expenditures for education in New Jersey will continue to increase. This is evidenced by increased pressure on the state to accept a larger share of the cost of education in order to protect local real estate and personal property from greater burdens.

Nutley's Board of Education should be ready, as responsible lay leaders, to marshal public opinion for sound proposals relating to increased state support.

Your business staff is cognizant of rising costs and it has attempted to somewhat alleviate this load by asking for bids for most of the supplies, equipment and repairs for our schools. Most of the maintenance work is done by the Board's maintenance staff including major classroom alterations.

Cafeteria costs are kept to a minimum. The Board in no way subsidizes this program except for the salary of the director, custodial services, heat and light. All of the major equipment has been purchased out of cafeteria funds. It is estimated that five thousand dollars (\$5,000) will be spent out of cafeteria funds for new equipment for the Franklin School cafeteria in 1964.

Transportation costs are kept to a minimum even though 75% of the money spent in this area is reimbursed by the State. Part-time personnel are employed on an hourly basis to drive the Board-owned vehicles.

Financial - For many years the Board of Education has received its monies from the Town on a scheduled basis. These monies were carefully invested and in some years earned ten to twelve thousand dollars which was used by the Board to offset the following year's budget increase. This has now changed -- the Board no longer receives its monies in advance. The Commissioner of Finance for the Town of Nutley is now investing the Town of Nutley's monies as well as those approved by the voters for the use of its schools. The money earned, which should be considerable, is used to reduce the Town's budget.

Personnel

The non-professional staff members are aware of the support of the Board and our community. They are dedicated to assist our professional staff in providing clean, healthy and desirable facilities and equipment for Nutley's students.

Administrative Personnel

The position of school clerk, district clerk, secretary and now Secretary-Business Administrator as the head of the secretarial and Business divisions, as it has been known throughout the years, has never had an assistant even though the position's responsibilities have grown as the school system has grown.

New and up-to-date methods in addition to modern equipment have helped to minimize an increase in staff, but it has not reduced the problems of the administrator who has had to personally supervise the many areas assigned to him. Most, if not all, of the school districts the size of Nutley have an assistant-secretary or business administrator. In order to use the business administrator to his fullest capability and to have a back-up man if necessary, it is suggested that the Board considers the advisability of employing a man trained, and holding a certificate or letter of eligibility, for the position as an assistant to its administrator.

Census

This year, for the first time in many years, a census of the town was taken by the staff of the Board of Education to get the answers to the following:

1. Total number of school-age children.
2. Total number of pre-school children.
3. Number attending public schools.
4. Number attending non-public schools.
5. Number of pre-school children who indicated they intended to enroll in the public schools and those who indicated they were going to enroll in a non-public school.
6. Public school children who intended to transfer after the kindergarten, after the sixth grade, and after the eighth grade to other than a public school.
7. Number of non-public school children who indicated they intended to transfer after kindergarten, after sixth grade and after eighth grade to the public schools.

Forms were devised to get this information and they were mailed to every home in the Town of Nutley. In some cases, it was necessary to send out two or three notices before we received a response. Many did not respond at all.

Four of the staff members were sent to visit each of the homes not returning their forms. After many visits, we did get approximately a 90% return which indicated the following:

<u>Census</u>	<u>Actual</u>
4,814 students	5,269
1,936 non-public school	

Thirty-four students in the public schools intended to transfer after kindergarten -- 19 after sixth grade -- 280 after eighth grade.

Those intending to transfer from the non-public schools to a public school after kindergarten - 2, after sixth grade-24, after eighth grade - 781.

There were 1,083 pre-school students who indicated they were going to attend public school -- 898 indicated non-public schools -- 63 indicated transfers after kindergarten to other than a public school -- 8 after sixth grade -- and 94 after eighth grade.

There were 12 who intended to attend non-public school and were going to transfer after kindergarten to a public school -- 10 after sixth grade -- and 252 after eighth grade.

These census results, as indicated, show that we have to pick up about 10% in order to get a total and complete survey of the town. Further, in order to keep the census data as up to date as possible, a plan has been worked out with the assistance of the Town Clerk's office, the Building Department office and the Health office whereby they will submit to the Board office once a month a list of moving and occupancy permits and children born to Nutley parents. Forms will then be mailed to these homes followed by a personal visit if they do not return the form.

I. B. M. cards will then be punched with the new data processing machines now being installed in the High School business education department. Once a year, these census forms will be sent to a service bureau for compilation of new census figures. I would recommend that a complete house-to-house canvass be made at least every ten years -- preferably every five.

It might be of some interest to know that there were 36 moving permits issued during the month of July and 2 certificates of occupancy. I have not as yet received the number of children who were born during July.

SUMMARY OF OPERATIONS
1963-1964
REVENUES AND EXPENDITURES

REVENUES

Current Expense

Appro. Bal. 7/1/63	\$	79,728.56	
State Aid		301,358.00	
District Tax		2,265,882.43	
Nat'l. Defense Ed. Act		3,988.57	
Tuition		15,038.75	
Sale of Furniture		30.00	
Interest on Deposits and Investments		4,609.03	
Miscellaneous		6,280.76	
Total Funds Available			\$2,676,916.10

Capital Account

Appro. Bal. 7/1/63	\$	21,957.69	
District Tax		23,208.01	
Nat'l. Defense Ed. Act		7,008.29	
Total Funds Available			\$ 52,173.99

Debt Service

Appro. Bal. 7/1/63	\$	9,272.94	
Transfer from Improvement Authorization		5,173.22	
State Aid		67,188.00	
District Tax		116,866.50	
Interest on Deposits and Investments		1,073.45	
Total Funds Available			\$ 199,574.11
Total Funds Available - All Accounts			\$2,928,664.20

CONTRACTUAL ORDERSCurrent Expense

Administration

Salaries (9)

\$ 67,403.17

Office and Other Expenses

17,850.54

Total Administration

\$ 85,253.71

Instruction

Salaries

Prin. & Vice-Prin. (11)

120,990.00

Supervisors (2)

20,257.50

Teachers

Regular \$ 1,587,041.50

Bedside 6,353.01

Substitutes 20,672.00

Driver Ed. (4) 4,118.25

Total Teachers' Salaries

1,618,184.76

Other Instructional Staff (12)

102,700.00

Secretarial & Clerical Assts. (14)

56,998.13

Textbooks

22,974.79

Library & Audio-Visual Materials

14,433.26

Teaching Supplies

40,182.47

Other Expense

16,452.97

Total Instruction

\$2,013,173.88

Attendance & Health Services

Salaries (9-1/2)

20,152.26

Other Expense

1,982.30

Total Attendance & Health Services

\$22,134.56

Transportation

Salaries (3-1/2)

8,553.65

Contracted Services & Public Carriers

5,933.40

Insurance

333.63

Other Expenses - Operation and Maintenance

1,441.46

Total Transportation

\$16,262.14

Operation

Salaries (34)

168,802.85

Contracted Services

2,456.07

Fuel

25,140.56

Utilities

42,859.79

Supplies & Other Expenses

10,051.29

Total Operation

\$249,310.56

CONTRACTUAL ORDERS (cont'd.)

Maintenance		
Contracted Services	\$ 36,790.99	
Equipment	17,960.53	
Materials	<u>20,395.91</u>	
Total Maintenance		\$ 75,147.43
Fixed Charges		
Pensions	\$ 38,014.15	
Insurance	<u>17,040.76</u>	
Total Fixed Charges		\$ 55,054.91
Expenditures to Other Districts		
Tuition	\$ <u>33,209.50</u>	
Total Expenditures to Other Districts		\$ 33,209.50
Sundry Accounts		
Food Services	\$ 6,400.00	
Athletics	<u>15,884.95</u>	
Total Sundry Accounts		\$ 22,284.95
Community Services		
Salaries	\$ <u>1,017.00</u>	
Total Community Services		\$ <u>1,017.00</u>
Total <u>Current Expense</u>		2,572,848.64
<u>Capital Outlay</u>		
Equipment	\$ <u>25,794.28</u>	
Total <u>Capital Outlay</u>		\$ 25,794.28
<u>Debt Service</u>		
Principal	\$ 132,000.00	
Interest	<u>57,054.50</u>	
Total <u>Debt Service</u>		\$ <u>189,054.50</u>
Total CONTRACTUAL ORDERS		\$2,787,697.42

Current Expense, Current Operating and
Debt Service Appropriation Balance
June 30, 1964

\$140,966.78

Improvement Authorization
Appro. Bal. 7/1/63

\$6,284.97

1963-1964 Expenditures

1,111.75

5,173.22

5,173.22

Transfer to Debt Service

Improvement Authorization Bal. 6/30/64

00

Total Appropriation Bal. 6/30/64

\$140,966.78

DISTRIBUTION OF BALANCES

	1963-1964 Balances	Appropriations for 1964-1965 Budget	Unappropriated Balances
Current Expense	\$104,067.46	\$35,000.00	\$ 69,067.46
Capital Outlay	26,379.71	.00	26,379.71
Debt Service	<u>10,519.61</u>	<u>4,000.00</u>	<u>6,519.61</u>
	\$140,966.78	\$39,000.00	\$101,966.78

CAFETERIA PROGRAM

105,705 hot lunch meals were served this year (complete with milk). This is a decrease of 2,427 under the previous year.

The following is the cafeteria profit and loss for the School Year 1963-1964.

CAFETERIA
PROFIT AND LOSS
1963-1964

INCOME

Receipts:

High School	\$27,694.32
Franklin	21,902.60
Lincoln	8,561.28
Washington	2,996.57
Federal Subsidy	12,167.09
Miscellaneous	<u>1,223.71</u>

Net Receipts \$74,545.57

Accounts Receivable:

May & June '64 Lunch Subsidy	\$ 620.57	
May & June '64 Milk Subsidy	<u>1,311.05</u>	
Total Accounts Receivable		\$ 1,931.62

Total INCOME \$76,477.19

EXPENDITURES

Inventory July 1, 1963 \$ 1,041.09

Purchases:

Dairy	21,772.13
Groceries	10,459.14
Misc. Food	10,229.18
Meat	<u>5,317.83</u>
	48,819.37
Less Inventory 6/30/64	<u>1,147.38</u>

Cost of Food Sold \$47,671.99

General Expenses

Laundry	\$ 309.86
Salaries	26,334.31
Supplies & Equipment	923.70
Miscellaneous	<u>1,666.40</u>

Total General Expenses \$29,234.27

Total Expenditures \$76,906.26

Net LOSS \$ 429.07

INTERSCHOLASTIC ATHLETIC PROGRAM

The athletic program conducted under the auspices of the Board of Education during the 1963-64 School Year carried on to the end of the season the following number of students in each sport:

Football	43 Varsity	
	28 Junior Varsity	
	40 Sophomore	
	40 Freshmen	151
Basketball	16 Varsity	
	17 Junior Varsity	
	16 Freshmen	49
Baseball	16 Varsity	
	17 Junior Varsity	
	28 Freshmen	61
Track	70 Varsity & Jr. Varsity	70
Crew	22 Varsity	
	23 Junior Varsity	
	15 Freshmen	60
Cross Country	30	30
Golf	8 Varsity	8
Swimming	1	1
Rifle	20	20
Marching Band	105	105
Tennis	10	10
Wrestling	55	55
Bowling	22	22

Interscholastic Athletic Program (cont'd)

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

	<u>Won</u>	<u>Lost</u>	<u>Tied</u>
Varsity Football	5	3	1
Jr. Varsity Football	3	2	1
Sophomore Football	5	2	
Freshman Football	4	2	
Varsity Basketball	2	16	
Jr. Varsity Basketball	8	10	
Freshman Basketball	2	14	
Varsity Baseball	12	9	
Jr. Varsity Baseball	10	6	
Freshman Baseball	6	3	1*
Wrestling	4	8	
Varsity Cross Country	5	5	
Jr. Varsity Cross Country	3	5	
Track	2	8	
Rifle	15	2	1
Golf	1	9	
Varsity Bowling	36	6	
Jr. Varsity Bowling	6	12	
Tennis	6	7	
Crew	Poughkeepsie Regatta at Poughkeepsie, N. Y. - Placed 3rd.		
	Tri-Meet - Rutgers Freshmen - Nutley - Belleville - placed 2nd.		
	National Championships :		
	Eliminated in heat for four-man shell.		
	Placed 6th in final Jr. eight-man shell.		

(*called - darkness)

The following financial data indicates the cost of operating the High School athletic program for the School Year 1963-1964.

FINANCIAL REPORT
NUTLEY HIGH SCHOOL ATHLETIC ASSOCIATION
AS OF JUNE 30, 1964

Balance July 1, 1963	\$ 777.78
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Receipts

Football	\$25,244.60	
Basketball	2,245.30	
Baseball	543.73	
Wrestling	130.50	
Refunds	517.89	
	28,682.02	
Board of Education Subsidy	15,884.95	
Total Receipts		\$44,566.97
		45,344.75

Expenditures

All Sports	\$ 3,999.45	
Football	25,716.59	
Tennis & Swimming	178.97	
Band & Cheerleader	2,188.65	
Baseball	3,384.19	
Basketball	3,300.09	
Track & Cross Country	1,687.14	
Rifle, Golf, Bowling	495.51	
Crew	2,958.46	
Wrestling	1,065.13	
Total Expenditures		\$44,974.18

Cash Balance, June 30, 1964	\$ 370.57
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FOOTBALL NET GAME RECEIPTS
1963

September 28	East Side	Home	\$1,490.72
October 5	East Orange	Away	1,854.50
12	Belleville	Home	2,205.30
19	Montclair	Away	1,974.25
26	Passaic	Away	368.50
November 2	Orange	Home	595.90
9	Clifton	Away	1,757.10
16	Bloomfield	Home	1,221.66
28	Kearny	Home	<u>3,481.90</u>
Total Net Receipts			\$14,949.83

Crew

Crew has had its ups and downs since its inception primarily due to lack of good housing facilities. Following the loss of the Nereid Boat Club two years ago, a group of interested citizens from the Towns of Belleville and Nutley organized themselves as a non-profit organization known as the Belleville-Nutley Rowing Association. Its officers are William Bennett, president; James Bailey, vice president; Edward Kearny, secretary, and Richard LaCompte, treasurer. Mr. Carl Ohlson, Nutley Board member, and chairman of the Nutley High School Athletic Committee is a member of the Board of Directors.

James Bailey, architect, agreed to draw the plans and specifications at no cost to the Association for a new crew house estimated to cost approximately thirty-five thousand dollars (\$35,000).

The members of the new corporation put on a drive in both towns and up to the present time have raised approximately eighteen thousand dollars (\$17,679.10).

They are planning a drive to collect the balance of the funds during the fall of 1964. In addition to the money collected, they have been promised building materials such as brick, concrete blocks, steel, cement, etc., as well as free labor and equipment for excavating trench walls.

Up until the present time, they have had constructed a float and ramp at a cost of about five thousand dollars (\$5,000).

This group should be complimented for their interest in this sport and their willingness to give of their time, money and energy to provide a new crew home.

A special thanks is due Mr. James Bailey, architect, for the many hours he has devoted to planning the facilities.

TRANSPORTATION REPORT

During the 1963-1964 School Year, transportation was provided for 219 students. 48 of these youngsters were handicapped. 145 attended non-profit schools beyond the 2-1/2 mile limit and 26 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	4	Deaf	\$ 5,500.00
** Newark	1	Braille	n/c
** Bloomfield	25	Educable	23,467.50
** Belleville	3	Orthopedic	3,750.00
* Nutley	1	Regular Classes (Physically Handicapped)	.00
** Nutley-Lincoln	14	Trainable	.00
* Vocational	26	----	.00
* Non-Profit Private Schools	145	----	.00
TOTALS	219		\$ 32,717.50

CARRIERSTRANSPORTATION COST

* Contracted or Public Carrier	\$ 5,933.40
** Board of Education	<u>10,328.74</u>
	\$ 16,262.14

TRANSPORTATION REPORT (cont'd)

The \$16,262.14 cost for transporting youngsters by the Nutley Board of Education consists of the following:

Salaries	\$ 8,553.65
Contracts	132.15
Other Operational	
Costs	1,775.09
Public Carrier Fares	<u>5,801.25</u>
TOTAL	\$ 16,262.14

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.

ATTENDANCE DEPARTMENT REPORT

<u>1962-63</u>	General Information	<u>1963-64</u>
193	Transfers Investigated	244
17	Pupils taken home ill or injured	14
--	Pupils taken to doctor - emergency	1
41	Parents called to school	42
79	Parents interviewed as requested	84
2	Suspensions	3
139	Pupils reprimanded	131
38	Pupils called to office	41
13	Tuition cases investigated	15
12,029 mi. Mileage		12,731 mi.
3	Cases with police department	1
74	Five day notices served	73
2	Court cases	5
250	Vacation certificates issued	285
44	Regular certificates issued	63
1	Agriculture certificates issued	2
7	Street trades certificates issued	5
21	Date of birth certificates issued	10
16	Certificates revoked or refused	20
26	Lost and stolen library and school books recovered	21
13	Cases with labor department	21
37	Pupils transported (local)	28
3	Children reported missing	4
230	Parents warned	194
100	Other investigations	52
50	Trips out of town for Business Office	48
35	Trips out of town for other departments	33

Attendance Report (cont'd)

TRANSFERS

<u>Received out of town</u>	<u>School</u>	<u>Issued out of town</u>
72	High	44
37	Franklin	31
53	Lincoln	61
24	Radcliffe	30
14	Spring Garden	16
54	Yantacaw	55
<u>41</u>	Washington	<u>43</u>
295	Total 1963-64	280
264	Total 1962-63	275

<u>Received Within District</u>	<u>School</u>	<u>Issued Within District</u>
95	High	--
11	Franklin	--
18	Lincoln	22
15	Radcliffe	9
26	Spring Garden	33
30	Yantacaw	28
9	Washington	25
<u>51</u>	Parochial	<u>138</u>
255	Total 1963-64	255
220	Total 1962-63	220

OFF ROLL

<u>Reason</u>	<u>1963-64</u>	<u>1962-63</u>
Illness	10	2
Emigrants	19	8
Attending other schools	25	22
Over-age	40	38
Deceased	3	--
Enlisted	2	10
Married	6	4
Home Instruction	9	4
Committed	<u>6</u>	<u>2</u>
Total	120	90
Immigrants	15	16
Re-entered	31	19

The above report is the last to be submitted to the Board of Education by Mr. Ralph Hollenbeck, who served as attendance officer for 35 years.

Mr. Hollenbeck was respected and admired by his fellow school employees, members of the Police Department and the boys and girls who came into contact with him during his years of service.

Mr. Hollenbeck, in addition to his responsibilities as attendance officer, transported physically handicapped children to out-of-town schools. Many of these students were carrying cases and during severe, snowy weather when it was impossible to drive up to the entranceway of the school he carried the students several hundred feet into the school.

Mr. Hollenbeck is a man who was dedicated to his task. We hope that he will enjoy many years of good health during his retirement.

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 Moneys, the fiscal activities of the Board of Education, Athletic Activities, the various school activities and the Cafeteria Fund.

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
Radcliffe 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	--	1,100.00
Administration Building	37,500.00	--	37,500.00
Memphis Ave. storage bldg.	30,000.00	5,500.00	35,500.00
Memphis Ave. 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, 1965	\$1,502,140.00
January 30, 1966	1,502,140.00
January 30, 1967	1,502,140.00
January 30, 1968	1,502,140.00
January 30, 1969	<u>1,502,140.00</u>
	\$7,510,700.00

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	\$220/2,250,000.00
Comprehensive General Liability Policy	\$100/ 300,000.00
Comprehensive Auto Liability	\$250/ 500,000.00
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

Effective July 1, 1964, Fire, Inland Marine and Casualty coverage is all incorporated in an Institutional Special Multi-Peril Policy in the Globe Indemnity Company. Comprehensive General Liability is increased to \$1,000,000.00 under this policy. The policy was still in process at date of audit and therefore not examined at this time.

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 issued by the Hartford Accident and Indemnity Company. 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.

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 all reports were filed prior to the tenth of each month following the end of each quarter.

Summary of Annual Audit (cont'd)

The net school debt at the end of the 1963-64 school year of \$2,178,000 divided by the average assessed valuation of real property of \$170,093,323.33 is 1.28%. Our allowance under the present law is 8%.

Recommendations

That the position of Custodian of School Moneys be named in the Bond of the Town Treasurer.

That the Status of Surety Bond Coverage for Assistant Custodian of School Moneys be determined.

RECOMMENDATIONS FOR FUTURE CONSIDERATION

Provide funds over and above the normal maintenance budget for the following:

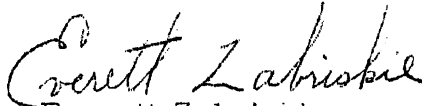
1. Recommend the employment of an assistant to the Secretary-Business Administrator.
2. Tennis courts should be built for use by our tennis team as well as other interested persons. The area to the rear of the High School is too small for building courts in that area. It will, therefore, be necessary to find another site. At the present time, there are several possibilities:
 - a. The area to the rear of the Historical Building which is not leased to the Historical Society.
 - b. Margaret Avenue site.
 - c. Yantacaw's lower playfield.
3. Recommend that the Margaret Avenue site owned by the Board in conjunction with DeMuro Park owned by the Town be developed as a unit to provide facilities for:
 - a. Track
 - b. Football field
 - c. Baseball field
 - d. Tennis Courts
 - e. Field house with toilet and sink facilities.
4. Replace the balance of the ten-tier wooden bleachers in the Park Oval with fifteen-tier steel bleachers - approximately twelve sections are required.
5. Construct a brick refreshment stand in northeast corner of the Park Oval, including toilet facilities. Erect brick ticket booths in the Oval.
6. Construct a sidewalk on Brookfield Avenue.
7. Many of the town's sidewalks and curbs including those owned by the Board of Education show considerable deterioration. This past winter, I tried an idea I had of treating one of our sidewalks. This spring the area treated showed no indications of spalling. I recommend that all of our concrete areas be treated as soon as possible.

8. Replace the auditorium floor and install new seating in the Franklin School. Floors in the auditoriums of the Lincoln and Spring Garden Schools may require replacing due to dry rot and termites.
9. Continue the program of installing 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.
10. Replace all wooden window and door frames in our older schools with aluminum. One school a year for the next four years would complete this job. In the long run, this will do two things: Windows may be opened easier and without a draft problem; saving in painting as well as replacing broken windows. Present windows are very large, hard to handle and expensive to replace. Aluminum windows would have smaller panes of glass.

In Appreciation

In closing, may I again express my thanks to the members of my office, cafeteria, transportation, maintenance, grounds and custodial staff for the efficient handling of the functions of their positions; to extend to Mr. Richard Quigley, Custodian of School Moneys, my appreciation for his services; to the members of the Board of Education for their advice and assistance; and to the citizens of our community for their support of the Nutley School System.

Respectfully submitted,


Everett Zabriskie
Secretary