

ANNUAL REPORT
of the
SECRETARY-BUSINESS ADMINISTRATOR
for the
1968-1969 SCHOOL YEAR

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Board of Education
Nutley, New Jersey

Ladies and Gentlemen:

The 1968-1969 annual report includes a record of the work accomplished by the business division staff as follows: rental of school buildings; school elections; driver education; summary of operations; cafeteria program; cafeteria financial report; interscholastic athletic program; athletic financial report; football net game receipts; student and athletic insurance; pupil transportation; annual audit; and recommendations for future consideration.

Nutley's schools have been well maintained for the last twenty-five years. Credit for this should be given to the boards of education and the citizens of our community for their support of a preventive maintenance program. Many structural changes have also been made to adapt the school buildings to the expanding and changing educational programs. The preventive maintenance program has been kept as simple as possible and yet sufficiently adaptable to maintain similar annual costs.

The members of the business department staff, including custodians, maintenance and grounds men, secretaries, and cafeteria workers are constantly kept aware of new ideas in their particular fields. They are encouraged to attend workshops, conventions and equipment shows.

The members of the custodial staff have an average of more than ten years of service. Within the past few years, the men have taken courses in modern housekeeping to keep abreast of the latest developments in this field. All of the firemen have passed the test and received their certified fireman's license.

What do these statements mean to the people of Nutley? They indicate that Nutley's schools are staffed by well trained, experienced staff members who have made a career of providing a clean and healthy environment for our professional staff and students.

Although Nutley's schools are believed to be closed during the summer months, this is untrue. Many activities are carried on such as summer school, a recreation program, pre-school programs, etc. This is also a time of activity for the school custodians. Schools must be cleaned and made ready for occupancy on the opening day in September. In addition to normal custodial work such as sweeping, floors are scrubbed, revarnished and rewaxed. Walls are washed, and in some cases painted.

The grounds crew must maintain the grounds and prepare the fields for baseball and other athletic activities. The maintenance crew carried out the preventive maintenance program. Because of this activity during the summer months, many of the men must take their vacations during the spring and fall.

The secretarial staff is also kept aware of new equipment, and they are given the opportunity to attend secretarial workshops and conventions.

The cafeteria staff normally attends seminars each year. They are held at Rutgers University, where menu planning and purchasing procedures are taught. The Board of Education has been very fortunate that the lunch program is run on a self-sustaining basis except for the cafeteria director's salary, which it subsidizes.

The addition to the high school is now under way. The specifications call for the new addition to be completed on or before September, 1970, and the renovation of the interior, which includes a new guidance suite and offices in the 1955 portion of the building, to be ready in 1971. The basketball backstops, which were located on the site of the new addition, will hopefully be erected in the Essex County Park just off Vincent Place.

The athletic complex, which includes a quarter mile track and field events, a football field, one basketball court, four tennis courts and a field house is presently being constructed and should be completed on or about December 30, 1969. These facilities, which are sorely needed by our high school students, are located between Margaret Avenue and Wilson Street.

A parking lot to accommodate the staff at the Lincoln School was built on the southerly end of the school grounds. Basketball backstops will be placed along this macadam area. They will be used by young people in the area.

The Maintenance and Grounds Program:

This year the following work was completed according to our renovation schedule:

Franklin School

Three of the old electric power panels were replaced with modern power panels.

Lincoln School

An old electric switch panel located on the first floor was replaced.

A parking lot was provided at the rear of the school for staff parking.

Spring Garden School

The gymnasium floor was sanded and refinished.

The interior of the school was painted and replastered where necessary.

All three corridor floors were tiled.

To a large extent, this work was completed by outside contractors.

Members of the maintenance and grounds staffs completed the following:

High School

Constructed a data processing room on the second floor in the Business Education Department.

It was necessary to move one wall back approximately six feet and install new walls to provide a room approximately twelve feet by twenty-four feet to house data processing equipment.

Built a display cabinet in a corridor wall opposite Room 122.

Installed bulletin boards.

Franklin School

Installed bulletin boards.

Repaired the concrete landing outside of the north, south and main doors.

Rebuilt the teachers' cafeteria which now has panelled walls, acoustic ceilings and tile floor.

Yantacaw School

Built additional book shelves for the Library.

Lincoln School

Replaced sidewalk on the northeast side of the building, the area outside of the boiler room.

Repaired the front entranceway steps.

Replaced two window sashes.

Replaced return lines in the boiler room.

The grounds crew plowed, fertilized and reseeded the playing field.

Installed five new outside drain covers.

Built a fence.

Spring Garden School

Renovated all boys' and girls' courts (toilet rooms).

Replaced blackboards and corkboards where required.

Installed shelving.

Installed new aluminum windows in the entire school.

This will not only make it possible for the teachers to open the windows, but it should help retain the heat during the wintertime and it will mean that it will no longer be necessary to have the exterior painted. This should certainly result in a saving of money to our community.

Washington School

Installed shelving.

Repaired ceiling blocks where necessary.

Radcliffe School

Leveled off the upper playground.

Park Oval

Seeded, fertilized and aerated the grass.

In addition to the above, the maintenance crew replaced broken windows, repaired broken pipes and did many other minor repairs required by a school system with seven large buildings.

The grounds crew, in addition to maintaining the fields for our various sports, filled in as custodians when necessary and repaired and repainted bleachers. In addition, one of their main jobs during the winter months is to make certain that the school grounds are cleared of snow.

Insurance:

Like any property owner, schools must carry insurance to protect their buildings and possessions. The Nutley Board of Education has available the services of a broker who advises it on its insurance coverage.

Cafeteria:

Nutley has four cafeterias, one at the Washington School, Lincoln School, Franklin School, and the high school. The cafeteria staff is under the supervision of a cafeteria manager who plans the menus, trains the staff and in general is responsible for the cafeteria program.

Nutley has proven itself a good town in which to live, with fine schools and excellent municipal services. It has indeed been a pleasure for me to work with other employees in the school system and to be a part of its development.

I would like to take this opportunity to thank my staff, the members of the Board of Education, the citizens of Nutley, and the staff of our municipal departments for their continued help and support.

Respectfully submitted,


Everett Zabriskie

RENTAL OF SCHOOL BUILDINGS

Nutley's public school buildings and grounds are now being used almost every day and night by its citizens for recreational, educational and other civic activities.

A survey of the 1,905 approved activities for which the school buildings were used during the 1968-1969 school year indicates the following:

There were 1,151 occasions the schools were used free of charge: 772 of these were used for scouting activities at a cost to the Board of Education for custodial services of \$2,444.46; 64 times by Parent Teacher Associations at a cost of \$669.44; 313 times for student activities, primarily at the high school level, at a cost of \$636.36; and twice by the Nutley Police Department.

The total for custodial services for the above-mentioned free nights was \$3,750.26. To this should be added the cost of heat, light and other miscellaneous expenses which were paid for by the Board of Education.

The Board of Education also subsidized the Adult School which used the high school 44 evenings. Other groups partially subsidized by the Board of Education used the various schools as follows:

Town Recreation Committee	241
Other Recreational Activities	195
Summer School	29
Saturday Extension Program	21
Pre-School Program	30
Summer Program for Atypical Pupils	21

The aforementioned organizations, except for the Adult School, paid for custodial services only. The Adult School paid a total fee for the year of \$1,400.00 for the use of the high school building and equipment.

The schools were also opened 149 times for rentals involving civic, fraternal, service organizations, dancing schools, etc., for which the standard fees were charged.

SCHOOL ELECTIONS

Following are the results of the elections for the past nine years:

<u>1969</u>			<u>For</u>	<u>Against</u>
	Current Expense	\$3,592,383.00	1117	564
	Capital Outlay	64,854.00	1092	604
<u>1968</u>				
	Current Expense	\$3,250,059.03	1092	520
	Capital Outlay	1,416.54	1063	544
	<u>Special Election</u>			
	Addition to High School, toilet facilities for Park Oval and addition to Administration Building		543	582
	<u>Special Election</u>			
	Addition to High School and addition to Administration Building		2321	1425
<u>1967</u>				
	Current Expense	\$2,894,335.30	1197	687
	Capital Outlay	4,199.80	1160	722
	Addition to Radcliffe School		1085	664
<u>1966</u>				
	Current Expense	\$2,752,404.06	651	384
	Capital Outlay	17,675.99	662	390
<u>1965</u>				
	Current Expense	\$2,554,869.60	1520	782
	Capital Outlay	15,582.65	1481	831
<u>1964</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

SCHOOL ELECTIONS (cont'd.)

<u>1962</u>		<u>For</u>	<u>Against</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

Nutley is indeed fortunate in having approximately fifty civic-minded citizens who have served at the Annual School Elections without pay. The polls open at 3:30 p.m. and close at 9:00 p.m., which means that these people give six hours of their time to help fellow citizens register their votes.

I would like to take this opportunity to express my thanks and appreciation to these wonderful people for their assistance over the past years.

DRIVER EDUCATION

The driver education course given at the high school prior to and after school hours and during the summer requires four vehicles. These automobiles were furnished this past year to the Board of Education free of charge by the Belleville-Nutley Buick Agency (2) and Newark Dodge, Inc. (2).

During the 1968-1969 school year 361 students participated in the "Behind the Wheel" portion of the program, including 65 students who participated in the summer driver education program. The cost of this was \$17,489.13, broken down as follows:

Salaries of Instructors	\$ 14,955.00
Insurance	1,040.00
Supplies	842.57
Maintenance of Vehicles	651.56

The per pupil cost was \$48.44

I wish to express my thanks and appreciation to Mr. George Symonds of the Belleville-Nutley Buick Agency, and to Mr. Douglas Conaway of Newark Dodge, Inc., for providing the required number of cars free of charge to our school district.

SUMMARY OF OPERATIONS
1968-1969
REVENUES AND EXPENDITURES

REVENUES

Current Expense

Appro. Bal. 7/1/68	\$ 260,864.26	
Transfers	303.36	
State Appropriations	517,658.00	
District Tax	3,250,059.03	
Federal Appropriations	14,362.47	
Tuition	61,727.50	
Interest on Deposits and Investments	9,046.31	
Miscellaneous	10,794.11	
Total Current Expense		\$ 4,124,815.04

Capital Outlay

Current Operating		
Appro. Bal. 7/1/68	23,050.54	
State Appropriations	65,690.50	
District Tax	1,416.54	
Federal Appropriations	9,710.26	
Total Current Operating		\$ 99,867.84

Improvement Authorizations		
Appro. Bal. 7/1/68	41,612.48	
Transfers	1,078.92	
Bonds Authorized	1,655,000.00	
Total Improvement Authorization		\$ 1,697,691.40

Debt Service

Appro. Bal. 7/1/68	9,985.19	
State Appropriations	10,795.50	
District Tax	175,379.00	
Interest on Deposits and Investments	500.00	
Total Debt Service		\$ 196,659.69

<u>Elem. Secondary Education Act - (1968-1969)</u>	<u>\$ 36,874.00</u>
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Total Funds Available - All Accounts	<u>\$ 6,155,907.97</u>
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CONTRACTUAL ORDERSCurrent Expense

Administration

Salaries (11)	\$ 120,199.13	
Office and Other Expenses	22,930.24	
Total Administration		\$ 143,129.37

Instruction

Salaries

Prin. & Vice-Prin. (12)	185,277.93
Supervisors (1)	15,600.00

Teachers

Regular (262.5)	\$2,323,905.78
Bedside	21,387.00
Substitutes	34,419.00
Driver Ed.	14,955.00

Total Teachers' Salaries	2,394,666.78	
Other Instructional Staff (16)	165,233.50	
Secretarial & Clerical Assts. (15)	77,614.41	
Teachers' Aides (5)	6,623.98	
Textbooks	33,240.55	
Library & Audio-Visual Materials	21,705.45	
Teaching Supplies	59,449.95	
Other Expenses	39,833.06	
Total Instruction		\$ 2,999,245.61

Attendance & Health Services

Salaries (7)	25,891.92	
Other Expenses	2,162.57	
Total Attendance & Health Services		\$ 28,054.49

Transportation

Salaries (4)	10,739.87	
Contracted Services & Public Carriers	2,876.90	
Vehicle Replacement	3,309.16	
Insurance	505.00	
Other Expenses - Oper. & Maintenance	1,188.19	
Total Transportation		\$ 18,619.12

Operation

Salaries (36)	241,204.25	
Contracted Services	3,330.50	
Fuel	25,724.06	
Utilities	49,621.05	
Supplies & Other Expenses	14,586.33	
Total Operation		\$ 334,466.19

CONTRACTUAL ORDERS (cont'd.)

Maintenance		
Contracted Services	\$ 84,002.88	
Replacement of Equipment	15,022.38	
Materials	<u>30,982.78</u>	
Total Maintenance		\$ 130,008.04
Fixed Charges		
Employee Retirement Contribution	62,127.83	
Insurance	44,929.79	
Rental of Building	<u>1,000.00</u>	
Total Fixed Charges		\$ 108,057.62
Expenditures to Other Districts		
Tuition	<u>60,062.85</u>	
Total Expenditures to Other Districts		\$ 60,062.85
Sundry Accounts		
Food Services	5,400.00	
Athletics	<u>36,875.54</u>	
Total Sundry Accounts		\$ 42,275.54
Community Services		
Salaries - Civic Activities	<u>3,345.26</u>	
Total Community Services		\$ 3,345.26
<u>Total Current Expense</u>		<u>\$ 3,867,264.09</u>
Special Projects (Federal)		
Elem. Secondary Education Act	<u>36,874.00</u>	
Total Special Projects (Federal)		\$ 36,874.00
<u>Capital Outlay</u>		
Current Operating		
Sites	23,000.00	
Buildings	2,088.00	
Equipment	<u>39,258.20</u>	
Total Current Operating		\$ 64,346.20
Improvement Authorization		
Buildings	64,311.58	
Equipment	<u>11,270.26</u>	
Total Improvement Authorization		\$ 75,581.84
Debt Service		
Principal	130,000.00	
Interest	<u>56,174.50</u>	
Total Debt Service		\$ 186,174.50
<u>TOTAL CONTRACTUAL ORDERS</u>		<u>\$ 4,230,240.63</u>

DISTRIBUTION OF BALANCES

	<u>1968-69 Balances</u>	<u>Appropriations for 1969-70 Budget</u>	<u>Unappropriated Balances</u>
Current Expense	\$ 257,550.95	\$120,000.00	\$ 137,550.95
Capital Outlay			
Current Operating	35,521.64	.00	35,521.64
Improvement Authorization	1,622,109.56		1,622,109.56
Debt Service	10,485.19	.00	10,485.19
	<u>\$1,925,667.34</u>	<u>\$120,000.00</u>	<u>\$1,805,667.34</u>

CAFETERIA PROGRAM

During the 1968-1969 school year 119,838 "A" lunches were served in the four schools participating in the cafeteria program. In addition to the "A" lunches soups, salads, sandwiches and an assortment of desserts were sold at Nutley High School and Franklin School.

Government reimbursement for each "A" lunch served during the 1968-1969 school year was \$.09 and Government reimbursement for those who purchased milk only was \$.04 per half pint.

The price charged to students for "A" lunches remained at \$.35 and the price charged for milk was \$.03 per half pint during the school year.

The school cafeterias are run on a self-sustaining basis except for the salary of the Cafeteria Manager which is paid by the Board of Education. The lunch program complies with all Government regulations. Bids are taken monthly by the Cafeteria Manager for such items as fresh meats, vegetables and dry groceries, and the Business Office takes bids yearly for bread, milk, and ice cream.

Following is a resume of the number of "A" lunches served during the past year:

	<u>1968-1969</u>
High School	38,053
Franklin	37,178
Lincoln	36,425
Washington	<u>8,182</u>
All Schools	119,838

See the following page for the Cafeteria Financial Report.

CAFETERIA PROGRAM (cont'd.)

Following is the Cafeteria Financial Statement for the school year 1968-1969.

CAFETERIA
FINANCIAL REPORT
1968-1969

Cash Balance, July 1, 1968 \$ 43.61

RECEIPTS

Subsidy Receivable (1967-68)	\$	2,463.62
High School		38,996.93
Franklin School		28,997.24
Lincoln School		12,838.41
Washington School		3,378.00
Subsidies		16,647.06
* Board Subsidy		5,400.00
Cash Overage		15.13
Miscellaneous Receipts		<u>720.43</u>
 Total Receipts		 <u>\$ 109,456.82</u>
		 \$ 109,500.43

DISBURSEMENTS

Salaries	\$	40,663.99
Dairy		28,961.86
Meat		7,573.56
Groceries		11,240.01
Other Food		14,716.72
Laundry		753.88
Equipment and Supplies		1,458.51
Miscellaneous Expenses		<u>2,196.51</u>
 Total Disbursements		 <u>\$ 107,565.04</u>

CASH BALANCE, June 30, 1969 \$ 1,935.39

* Cafeteria Director's Salary

INTERSCHOLASTIC ATHLETIC PROGRAM

The athletic program conducted under the auspices of the Board of Education during the 1968-1969 school year carried to the end of the season the following number of students in each sport:

<u>Football</u>	Varsity	77	
	Junior Varsity	69	
	Sophomore	45	
	Freshmen	<u>80</u>	271
<u>Basketball</u>	Varsity	15	
	Junior Varsity	30	
	Freshmen	<u>20</u>	65
<u>Baseball</u>	Varsity	20	
	Junior Varsity	23	
	Freshmen	<u>20</u>	63
<u>Track</u>	Varsity	<u>86</u>	86
<u>Crew</u>		<u>62</u>	62
<u>Cross Country</u>		<u>30</u>	30
<u>Golf</u>	Varsity	<u>16</u>	16
<u>Rifle</u>		<u>52</u>	52
<u>Marching Band</u>		<u>125</u>	125
<u>Tennis</u>		<u>15</u>	15
<u>Wrestling</u>	Varsity	55	
	Junior Varsity	45	
	Freshmen	<u>37</u>	137
Bowling		<u>10</u>	10

INTERSCHOLASTIC ATHLETIC PROGRAM (cont'd.)

Following is a recap of the wins and losses in the following sports:

	<u>Won</u>	<u>Lost</u>	<u>Tied</u>
Varsity Football	3	5	1
Jr. Varsity Football	5	2	2
Sophomore Football	2	5	1
Freshman Football	4	4	
Varsity Basketball	3	15	
Jr. Varsity Basketball	7	10	
Freshman Basketball	9	7	
Varsity Baseball	9	11	1
Jr. Varsity Baseball	15	6	
Freshman Baseball	7	6	
Varsity Wrestling	8	5	
Jr. Varsity Wrestling	11	0	
Varsity Cross Country	7	4	
Track	5	6	
Rifle	9	2	1
Golf	5	4	2
Varsity Bowling	26	10	
Tennis	4	10	
Varsity Crew	5	9	1
Jr. Varsity Crew	7	5	
Second Boat	8	3	
Freshman Crew	3	7	

The following financial data indicates the cost of operating the high school athletic program for the school year 1968-1969.

**FINANCIAL REPORT
BOARD OF EDUCATION ATHLETIC ACCOUNT
1968-1969**

Cash Balance, July 1, 1968 \$ 28.89

RECEIPTS

Football	\$ 21,478.87
Basketball	1,989.50
Baseball	195.60
Wrestling	1,798.00
Board of Education Subsidy	36,875.54
Fines	103.00
Refunds	<u>366.40</u>

Total Receipts \$ 62,806.91

\$ 62,835.80

DISBURSEMENTS

All Sports	\$ 5,413.50
Band & Cheerleaders	4,695.70
Baseball	5,134.88
Basketball	4,334.94
Bowling	421.50
Crew	6,242.46
Football	26,934.22
Golf	373.40
Rifle	529.29
Tennis	768.36
Track & Cross Country	4,248.40
Wrestling	<u>3,541.04</u>

Total Disbursements \$ 62,637.69

CASH BALANCE, June 30, 1969 \$ 198.11

FOOTBALL NET GAME RECEIPTS
1968

September	28	Garfield	Home	\$ 1,564.00
October	5	East Orange	Home	1,698.75
	12	Belleville	Away	1,708.62
	19	Montclair	Home	864.37
	26	Columbia	Away	400.00
November	2	Westfield	Away	901.25
	9	Clifton	Home	1,252.37
	16	Bloomfield	Away	385.00
	28	Kearny	Away	<u>5,195.00</u>
Total Net Receipts				<u><u>\$ 13,969.36</u></u>

STUDENT AND ATHLETIC INSURANCE

STUDENT INSURANCE:

The Nutley Board of Education is to be commended for making student insurance available to the students who attend our schools. This insurance coverage protects the boys and girls on the way to and from schools, during the school day and for other school activities.

Elementary Schools

Total number of students enrolled for insurance, 1968-1969	1,236
Total number of accidents	42
Total number of claims paid	22

Franklin School

Total number of students enrolled for insurance, 1968-1969	317
Total number of accidents	21
Total number of claims paid	12

High School

Total number of students enrolled for insurance, 1968-1969	911
Total number of accidents	292
Total number of claims paid	77

ATHLETIC INSURANCE:

The Board of Education provides insurance coverage for those students who participate in football activities.

Total number of boys insured, 1968-1969	155
Total number of accidents	35
Total number of claims paid	35

In discussing our insurance coverage with a representative of the C. W. Bollinger Company, he commented that Nutley pays the lowest premium available for football insurance because of its low number of accidents.

PUPIL TRANSPORTATION

A steady increase is being noted in the utilization of the services of this department by our local students. This includes those students for whom transportation is provided or a reimbursement given for travel expenses.

This year transportation was provided for 61 students. Complete resume follows:

	<u>District</u>	<u>No. of Pupils</u>	<u>Type of Class</u>	<u>Tuition</u>
***	Newark	3	Deaf	\$ 6,095.00
*	Newark	1	Sight-Saving	1,650.00
***	Newark	1	Blind	210.00
***	Bloomfield	20	Educable	22,470.00
***	Belleville	5	Orthopedic	6,800.00
		3	Emotionally Disturbed	9,140.85
***	Verona	1	Blind-Retarded	4,000.00
***	Glen Ridge	1	Emotionally Disturbed	2,800.00
***	Nutley-Lincoln	14	Trainable	.00
**	Newark	10	Vocational	.00
*	Non-Profit Jersey City	2	Blind	6,000.00
TOTALS		61		<u>\$ 59,165.85</u>

CARRIERSTRANSPORTATION COST

*	Contracted	\$ 2,321.78
**	Public Carrier	\$ 555.12
***	Board of Education	<u>\$ 13,084.41</u>
		<u><u>\$ 15,961.31</u></u>

PUPIL TRANSPORTATION (cont'd.)

The total transportation cost for the 1968-1969 school year was \$19,270.47. Resume follows:

Salaries	\$ 10,739.87
Contracts	2,321.78
Other Operational Costs	2,899.66
Vehicles Purchased	<u>3,309.16</u>
 TOTAL	 <u><u>\$ 19,270.47</u></u>

Nutley received reimbursement from the State Department of Education in the amount of 75% of all monies spent for transportation. The local staff responsible for transportation of Nutley students to the Lincoln School in Nutley, and schools in Belleville, Bloomfield, Glen Ridge, Newark and Verona are as follows:

Bus Drivers - 4
Bus Attendants - 1

It might be interesting to note that of the total of four bus drivers, all are women.

The employees who drive our vehicles must have a bus driver's license, be interested in children, and of good health and character. The department must maintain a close personal relationship with the County Superintendent of Schools, who, by law, must approve all requests for transportation, and the Transportation Bureau of the State Department of Education, which is constantly evaluating new safety equipment for buses and other vehicles used in the transportation program.

Mr. Hoffmeister, who acts as Transportation Coordinator, and his staff are to be complimented for the excellent service provided for our students.

ANNUAL AUDIT

The firm of A. M. Hart and Company, 99 Washington Street, East Orange, New Jersey, is presently working on the 1968-1969 audit.

Upon receipt of the audits, copies will be sent to members of the Board of Education for their information.

RECOMMENDATIONS FOR FUTURE CONSIDERATION

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

1. Continue to replace the worn out wooden floors in our schools by covering them with waterproof plywood and vinyl asbestos tile.
2. Continue the program of replacing all of the old wooden window frames and sash in all schools with aluminum. At the present time, Washington, Spring Garden, Radcliffe, the high school and a portion of the Franklin School have aluminum window frames.

If we were to replace the windows at one school per year, this job could be completed within the next three years. This would not only make it possible to open and close the windows, which are very difficult to open at the present time, but there would also be a saving in oil as there are little or no drafts with this new type of window, and exterior painting would be eliminated.

3. Continue to replace the old ventilating units in the classrooms in all of our schools. Many of these units are obsolete.
4. Continue the replacement of plumbing equipment such as toilets, lavatories and urinals, return lines and water lines. The majority of our schools are at least fifty years old with obsolete equipment.

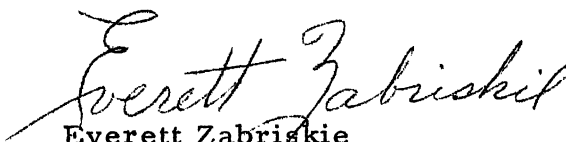
The Spring Garden and Washington School lavatories have been completely renovated.

5. The playground facilities should be improved including the possibility of installing additional playground equipment.
6. Recommend that the Board of Education consider acquiring additional property in the area of the high school and Franklin School for parking and other school needs.
7. Recommend that the Board of Education also consider the purchase or construction of a separate facility for the atypical pupils. This would free the present facilities at the Lincoln School for regular classroom use.

In Appreciation

In closing, may I again express my thanks to the members of my office, cafeteria, transportation, maintenance, grounds, and custodial staffs 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-Business
Administrator