

ANNUAL REPORT  
of the  
SECRETARY-BUSINESS ADMINISTRATOR  
for the  
1969-1970 SCHOOL YEAR

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Board of Education  
Nutley, New Jersey

Ladies and Gentlemen:

The business office staff is looking forward with anticipation to the many challenges it expects to take place during the 1970's such as:

- (a) Changing the present accounting procedures to a new concept now under study by school administrators throughout the United States. This new method, which would include not only record keeping of school monies but also a record of objectives in education and their cost, should be in operation within the next five years.
- (b) Providing facilities for the installation of a new computer center to be used by students as well as the business and other administrative offices for the following purposes:

(1) Science Department

A computer to be used to develop methods or procedures for the solution of problems in any of the sciences.

Analysis of any statistical data obtained in any of the sciences to be carried out by a computer.

Such areas as population genetics, orbits of planets, trajectories of rockets, results of experiments can be handled.

An Engineering Concepts Physics Course, which has been developed for high school use, makes extensive use of the computer, if available.

(2) Business Education Department

In the training of computer operators, the students need daily access to the machine.

We have some business students who are interested in learning a computer language.

With the acquisition of a computer, business students would learn COBOL language for job placement in the business world.

(3) Business Office

Financial accounting records, inventory control of equipment and supplies, census records, insurance records, purchasing records and records for maintenance of plant and equipment.

#### (4) Administrators

Testing and scoring records, attendance records for the entire school system, scheduling in the high school and Franklin School, report cards, etc.

- (c) Providing facilities for new innovations in the teaching profession such as team teaching. This type of room of necessity must be larger than the normal classroom, must have good acoustics, electrical outlets installed either in the floor or ceiling to avoid use of extension cords, movable cabinets to be used for storage as well as separators, and new types of electronic equipment.

Nutley's schools, which are fifty or more years old, in most instances will only be able to adapt to the team teaching approach with large size classrooms by taking possibly three classrooms and dividing them into two, or by using storage facilities, etc., adjacent to classrooms to enlarge same.

The 1969-1970 annual report includes a partial 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; comparison of high school costs; and recommendations for future consideration.

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, have been 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 was completed on or about June 30, 1970. These facilities, which were needed by our high school students, are located between Margaret Avenue and Wilson Street.

#### The Maintenance and Grounds Program:

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

##### High School

Installed shelves for library workroom.

Constructed shelves in graphic arts department.

#### Franklin School

Installed shelving and cabinets.

Installed blackboards and corkboards.

Installed fifteen aluminum windows in the rear of the gymnasium.

Constructed a new guidance room.

Plastered where necessary.

Painted the interior and exterior.

Installed lighting in music offices, auditorium, north stairway and cafeteria and increased the stage lighting.

Installed additional lockers in girls' gym.

Installed tile in Rooms 105, 201, 202, 203 and 204.

#### Yantacaw School

Replaced three sets of exterior doors.

Installed univents.

Renovated basement area to provide additional classrooms.

#### Radcliffe School

Installed a counter under bulletin board in main office.

#### Spring Garden School

Installed bulletin boards.

#### Lincoln School

Installed bulletin boards.

Repaired sidewalk in front of and all around building.

Repaired and resurfaced south-east entrance platform.

Replaced and repaired window sash in Rooms 205, 207 and in the north-east boys' court, second floor.

Installed carpeting in women teachers' room and library.

### Washington School

Installed aluminum doors.

Installed shelves.

Installed new plumbing fixtures in boys' and girls' courts.

Installed corkboards.

Installed new paneling and cabinets in teachers' lunchroom.

Constructed a new classroom in a space formerly occupied by the school nurse, and created a new nurse's room.

Brickfaced entire building.

Installed linoleum in teachers' lunchroom.

Installed fluorescent lights in hot and cold lunchrooms.

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

The grounds crew, in addition to maintaining the field 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 was to make certain that the school grounds were cleared of snow. They also fertilized and seeded all Board of Education properties in the spring and fall.

### 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.

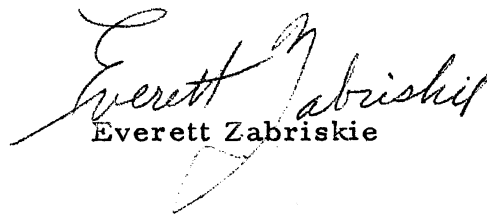
### Special Education:

Provisions were made to house several of the special education pupils formerly housed at Lincoln School in the Sons of Italy Orphanage on Washington Avenue. A portion of the building was also occupied by the Occupational Center of Essex County. It is anticipated that this workshop center will provide facilities to handle those students from Nutley who are fourteen years of age or older.

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 1,986 approved activities for which the school buildings were used during the 1969-1970 school year indicates the following:

There were 1,188 occasions the schools were used free of charge: 867 of these were used for scouting activities at a cost to the Board of Education for custodial services of \$2,744.55; 70 times by Parent-Teacher Associations at a cost of \$721.79; 249 times for student activities, primarily at the high school level, at a cost of \$665.64; and twice by the Nutley Police Department.

The total for custodial services for the above-mentioned free nights was \$4,131.98. To this should be added the cost of heat, light and other miscellaneous expenses which were paid 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	273
Other Recreational Activities	242
Summer School	30
Saturday Extension Program	21
Pre-School Program	60
Summer Program for Atypical Pupils	19

The aforementioned organizations paid for custodial services only.

The schools were also opened 109 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>1970</u>			<u>For</u>	<u>Against</u>
	Current Expense	\$4, 153, 035.00	621	375
	Capital Outlay	70, 401.00	618	380
<u>1969</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 (June 25)</u>			
	Addition to High School, toilet facilities for Park Oval and addition to Administration Building		543	582
	<u>Special Election (October 8)</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

SCHOOL ELECTIONS (cont'd.)

<u>1963</u>		<u>For</u>	<u>Against</u>
	Current Expense	\$2,265,882.43	752
	Capital Outlay	23,208.01	762
<u>1962</u>			
	Current Expense	\$2,062,695.01	1094
	Capital Outlay	20,260.86	1065
	Addition to H. S. building	1034	484
	Acquire Margaret Ave. site	1019	405

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 years.

## DRIVER EDUCATION

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

During the 1969-1970 school year 448 students participated in the "Behind the Wheel" portion of the program, including 60 students who participated in the summer driver education program. The cost of this was \$17,986.57, broken down as follows:

Salaries of Instructors	\$16,146.00
Insurance	1,020.00
Maintenance & Supplies	820.57

The per pupil cost was \$40.15.

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  
1969-1970  
REVENUES AND EXPENDITURES

REVENUES

Current Expense

Appro. Bal. 7/1/69	\$ 257,550.95	
Adjustments	34.16	
State Appropriations	692,874.00	
District Tax	3,592,383.00	
Federal Appropriations	22,616.41	
Tuition	72,520.00	
Interest on Deposits and Investments	11,295.07	
Miscellaneous	10,037.10	
Total Current Expense		\$ 4,659,310.69

Capital Outlay

Current Operating		
Appro. Bal. 7/1/69	35,521.64	
District Tax	64,854.00	
Federal Appropriations	4,907.02	
Total Current Operating		\$ 105,282.66
Improvement Authorizations		
Appro. Bal. 7/1/69	1,622,109.56	
Total Improvement Authorization		\$ 1,622,109.56

Debt Service

Appro. Bal. 7/1/69	10,485.19	
State Appropriations	84,727.00	
District Tax	222,410.00	
Interest on Deposits and Investments	42,825.94	
Total Debt Service		\$ 360,448.13

<u>Elem. Secondary Education Act</u>	<u>\$ 18,258.00</u>
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Total Funds Available - All Accounts	<u><u>\$ 6,765,409.04</u></u>
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CONTRACTUAL ORDERSCurrent Expense

Administration		
Salaries (11)	\$ 131,963.92	
Office and Other Expenses	23,802.76	
Total Administration		\$ 155,766.68
Instruction		
Salaries		
Prin. & Vice-Prin. (12)	206,001.96	
Supervisors (1)	17,027.00	
Teachers		
Regular (274.5)	\$2,714,181.66	
Bedside	21,322.50	
Substitutes	46,577.50	
Driver Ed.	16,146.00	
Total Teachers' Salaries	2,798,227.66	
Other Instructional Staff (16)	201,856.70	
Secretarial & Clerical Assts. (16)	81,972.84	
Teachers' Aides (15)	20,277.35	
Textbooks	30,204.94	
Library & Audio-Visual Materials	26,072.46	
Teaching Supplies	63,117.99	
Other Expenses	42,829.71	
Total Instruction		\$ 3,487,588.61
Attendance & Health Services		
Salaries (6)	14,025.89	
Other Expenses	2,493.79	
Total Attendance & Health Services		\$ 16,519.68
Transportation		
Salaries (6)	14,722.36	
Contracted Services & Public Carriers	3,007.56	
Vehicle Replacement	3,022.00	
Insurance	1,021.54	
Other Expenses - Oper. & Maintenance	3,232.50	
Total Transportation		\$ 25,005.96
Operation		
Salaries (37)	259,208.52	
Contracted Services	3,297.70	
Fuel	28,799.57	
Utilities	51,785.73	
Supplies & Other Expenses	16,233.75	
Total Operation		\$ 359,325.27

CONTRACTUAL ORDERS (cont'd.)

7.

## Maintenance

Contracted Services	\$ 143,225.39
Replacement of Equipment	25,882.06
Materials	46,942.04

Total Maintenance \$ 216,049.49

## Fixed Charges

Employee Retirement Contribution	69,053.38
Insurance	61,068.31
Rental of Building	2,001.00

Total Fixed Charges \$ 132,122.69

## Expenditures to Other Districts

Tuition	58,582.27
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Total Expenditures to Other Districts \$ 58,582.27

## Sundry Accounts

Food Services	6,200.00
Athletics	45,168.89

Total Sundry Accounts \$ 51,368.89

## Community Services

Salaries - Civic Activities	3,422.40
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Total Community Services \$ 3,422.40

Total Current Expense\$ 4,505,751.94Special Projects (Federal)

Elem. Secondary Education Act	17,627.45
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Total Special Projects (Federal) \$ 17,627.45

Capital Outlay

## Current Operating

Sites	14,000.00
Buildings	3,988.00
Equipment	41,924.45

Total Current Operating \$ 59,912.45

## Improvement Authorization

Buildings	1,370,733.84
Equipment	9,556.00

Total Improvement Authorization \$ 1,380,289.84

Debt Service

Principal	175,000.00
Interest	96,745.08

Total Debt Service \$ 271,745.08

TOTAL CONTRACTUAL ORDERS\$ 6,235,326.76

DISTRIBUTION OF BALANCES

	1969-70 Balances	Appropriations for 1970-71 Budget	Unappropriated Balances
	<hr/>	<hr/>	<hr/>
Current Expense	\$153,558.75	\$120,000.00	\$ 33,558.75
Capital Outlay			
Current Operating	45,370.21	.00	45,370.21
Improvement Authorization	241,819.72		241,819.72
Debt Service	88,703.05	10,000.00	78,703.05
	<u>\$529,451.73</u>	<u>\$130,000.00</u>	<u>\$399,451.73</u>

## CAFETERIA PROGRAM

During the 1969-1970 school year 126,793 "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 1969-1970 school year was \$.09, and Government reimbursement for those who purchased milk only was \$.04 per half pint.

The price charged to students at the high school and Franklin School for "A" lunches was \$.40, at the Lincoln and Washington Schools the charge for "A" lunches was \$.35, and at all schools the price charged for milk was \$.05 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>1969-1970</u>
High School	42,555
Franklin	39,317
Lincoln	35,968
Washington	<u>8,953</u>
All Schools	126,793

See the following page for the Cafeteria Financial Report.



CAFETERIA  
FINANCIAL REPORT  
1969-1970

Cash Balance, July 1, 1969 \$ 1,935.39

RECEIPTS

Subsidy Receivable (1968-69)	\$	3,145.98
High School		44,385.73
Franklin School		31,690.99
Lincoln School		12,820.95
Washington School		3,940.50
Training Center		1,049.10
Subsidies		14,250.37
*Board Subsidy		6,200.00
Miscellaneous Receipts		831.12
Cash Overage		16.98
		\$ 118,331.72
 Total Receipts		 \$ 120,267.11

DISBURSEMENTS

Salaries	\$	44,879.31
Dairy		33,552.42
Meat		9,854.32
Groceries		12,353.81
Other Food		14,368.13
Laundry		572.48
Equipment and Supplies		1,584.88
Miscellaneous Expenses		2,452.94
		\$ 119,618.29
 Total Disbursements		 \$ 119,618.29

CASH BALANCE, June 30, 1970 \$ 648.82

\*Cafeteria Director's Salary

# INTERSCHOLASTIC ATHLETIC PROGRAM

The athletic program conducted under the auspices of the Board of Education during the 1969-1970 school year carried to the end of the season the following number of students in each sport:

<u>Football</u>	Varsity	44	
	Junior Varsity	22	
	Sophomore	44	
	Freshmen	<u>50</u>	160
<u>Basketball</u>	Varsity	17	
	Junior Varsity	15	
	Sophomore	20	
	Freshmen	<u>20</u>	72
<u>Baseball</u>	Varsity	20	
	Junior Varsity	22	
	Freshmen	<u>24</u>	66
<u>Track</u>	Varsity	<u>82</u>	82
<u>Crew</u>		<u>64</u>	64
<u>Cross Country</u>		<u>28</u>	28
<u>Golf</u>	Varsity	<u>18</u>	18
<u>Rifle</u>		<u>48</u>	48
<u>Marching Band</u>		<u>135</u>	135
<u>Tennis</u>		<u>16</u>	16
<u>Wrestling</u>	Varsity	60	
	Junior Varsity	30	
	Freshmen	<u>50</u>	140
<u>Bowling</u>		<u>14</u>	14

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	5	3	1
Jr. Varsity Football	5	2	
Sophomore Football	5	2	1
Freshman Football	5	0	1
Varsity Basketball	2	17	
Jr. Varsity Basketball	5	14	
Sophomore Basketball	2	7	
Freshman Basketball	9	8	
Varsity Baseball	11	10	
Jr. Varsity Baseball	8	9	4
Freshman Baseball	8	7	
Varsity Wrestling	11	3	1
Jr. Varsity Wrestling	14	1	
Freshman Wrestling	11	0	
Varsity Cross Country	10	1	
Jr. Varsity Cross Country	5	3	
Track	12	1	
Rifle	10	1	
Golf	7	3	1
Varsity Bowling	5	7	
Tennis	12	4	
Varsity Crew	6	4	1
Jr. Varsity Crew	11	2	
Third Boat	2	2	
Freshman Crew	3	6	

The following financial data indicates the cost of operating the high school athletic program for the school year 1969-1970.

FINANCIAL REPORT  
BOARD OF EDUCATION ATHLETIC ACCOUNT  
1969-1970

Cash Balance, July 1, 1969 \$ 198.11

RECEIPTS

Football	\$ 24,774.72	
Basketball	1,372.00	
Baseball	162.40	
Wrestling	1,650.00	
Board of Education Subsidy	45,168.89	
Fines	75.00	
Nutley Third Half Club	<u>44.04</u>	
 Total Receipts		 <u>\$ 73,247.05</u>
		 \$ 73,445.16

DISBURSEMENTS

All Sports	\$ 5,276.00	
Band & Cheerleaders	2,123.30	
Baseball	5,842.42	
Basketball	4,715.69	
Bowling	409.00	
Crew	10,152.43	
Football	32,472.46	
Golf	396.04	
Rifle	514.50	
Tennis	539.70	
Track & Cross Country	6,910.79	
Wrestling	<u>4,069.97</u>	
 Total Disbursements		 <u>\$ 73,422.30</u>
 CASH BALANCE, June 30, 1970		 <u><u>\$ 22.86</u></u>

FOOTBALL NET GAME RECEIPTS  
1969

September	27	Garfield	Away	\$ 722.50
October	11	Belleville	Home	1,906.55
	18	Montclair	Away	2,384.05
	25	Columbia	Home	1,182.30
November	1	Westfield	Home	1,094.42
	8	Clifton	Away	1,779.12
	15	Bloomfield	Home	1,474.30
	22	East Orange	Away	116.75
	27	Kearny	Home	<u>3,249.70</u>
Total Net Receipts				<u><u>\$ 13,909.69</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, 1969-1970	1,273
Total number of accidents	48
Total number of claims paid	36

Franklin School

Total number of students enrolled for insurance, 1969-1970	293
Total number of accidents	35
Total number of claims paid	25

High School

Total number of students enrolled for insurance, 1969-1970	857
Total number of accidents	120
Total number of claims paid	112

ATHLETIC INSURANCE:

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

Total number of boys insured, 1969-1970	160
Total number of accidents	57
Total number of claims paid	29

## 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 53 students. Complete resume follows:

	<u>District</u>	<u>No. of Pupils</u>	<u>Type of Class</u>	<u>Tuition</u>
***	Newark	1	Deaf	\$ 2,300.00
*	Newark	1	Sight-Saving	1,650.00
***	Bloomfield	18	Educable	25,725.00
***	Belleville	6	Orthopedic	7,200.00
		1	Emotionally Disturbed	3,275.00
***	Glen Ridge	3	Emotionally Disturbed	8,400.00
***	Nutley-Lincoln	12	Trainable	.00
**	Newark	9	Vocational	.00
*	Non-Profit Jersey City	1	Blind	3,000.00
*	Jersey City	<u>1</u>	Orthopedic	<u>1,500.00</u>
TOTALS		53		\$ 53,050.00

CARRIERSTRANSPORTATION COST

*	Contracted	\$ 2,626.68
**	Public Carrier	\$ 380.88
***	Board of Education	<u>\$ 19,792.75</u>
		<u><u>\$ 22,800.31</u></u>

PUPIL TRANSPORTATION (cont'd.)

The total transportation cost for the 1969-1970 school year was \$25,822.31. Resume follows:

Salaries	\$ 14,722.36
Contracts	3,007.56
Other Operational Costs	5,070.39
Vehicles Purchased	3,022.00
	<hr/>
TOTAL	<u>\$ 25,822.31</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, and Newark are as follows:

Bus Drivers - 5  
Bus Attendants - 1

It might be interesting to note that of the total of five 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**

When the firm of A. M. Hart and Company, 99 Washington Street, East Orange, New Jersey, completes the 1969-1970 audit, copies will be sent to members of the Board of Education for their information.

# INFORMATION

## COMPARISON OF HIGH SCHOOL COSTS

1967-68 and 1968-69

This survey is compiled from information obtained through reports made to the Commissioner of Education by the local boards of education. It is made each year in order to supply the public with important data regarding the cost of secondary education in New Jersey.

### Types of Secondary Schools 1968-69

There were:

- (a) 142 four-year high school districts
- (b) 52 six-year high school districts
- (c) 48 senior high school districts
- (d) 63 junior high school districts

### Four Year High Schools

In the 142 districts operating four-year high schools the median enrollment was 1,113.0.

There were:

- (a) 3 school districts with enrollments of 1 to 399
- (b) 4 school districts with enrollments of 400 to 599
- (c) 47 school districts with enrollments of 600 to 999
- (d) 61 school districts with enrollments of 1000 to 1999
- (e) 27 school districts with enrollments of over 2000

The average cost for tuition purposes for the approved four-year high school districts were as follows:

<u>Year</u>	<u>Per Pupil In Average Enrollment</u>
1963-64	\$ 624.99
1964-65	670.89
1965-66	730.02
1966-67	798.06
1967-68	854.00
1968-69	951.19

COMPARISON OF HIGH SCHOOL COSTS (cont'd)

	High School Costs for Tuition Purposes Per Pupil in Average Enrollment		1968-69 Average Daily Enrollment
	1967-68	1968-69	
1. Cedar Grove	\$ 1,113.25	\$ 1,186.04	873.7
2. East Orange	990.22	1,083.43	2,847.9
3. Irvington	805.28	853.42	2,217.0
4. Nutley	719.15	751.61	2,098.4
5. Orange	949.25	1,048.41	943.9
6. Verona	1,020.83	1,045.62	930.2

To determine the High School Costs for tuition purposes the following formula has been the standard procedure for many years:

$$T = C - M - S + R$$

- T = Cost for tuition purposes.  
 C = Total cost of operating high schools (day schools only).  
 M = Maintenance costs, debt service, capital outlay.  
 S = Salaries and expenses of attendance officers, transportation and tuition costs.  
 R = A five per cent rental charge based on the original cost of the building and subsequent additions to date.

## RECOMMENDATIONS FOR FUTURE CONSIDERATION

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

1. All painted corridor floors should be scraped and covered with vinyl tile.
2. The program of replacing the wooden window frames and sash in the Lincoln School and Franklin School should be completed within the next two years.

At the present time Washington, Spring Garden, Radcliffe, Yantacaw, the high school and a portion of the Franklin School have aluminum window frames. This replacement program has now made it possible to open and close the windows which had been almost impossible because of the many times they had been painted.

A study of the use of oil indicated that we have had a saving in this area because there are little or no drafts with this type of window. Exterior painting will also be eliminated at a saving of \$5,000 to \$10,000 per year, depending upon which school is to be painted.

3. Continue to replace the very large and antiquated ventilating units in the classrooms in all of our schools. Many of these units are obsolete, and it is impossible to purchase parts for them.
4. Complete the program of replacing plumbing equipment such as toilets, basins and urinals, return lines and water lines.

The lavatories at the Spring Garden, Washington and Yantacaw Schools have been completely renovated with new basins, urinals and toilets. The walls have been tiled and new toilet compartments installed. Radcliffe School and the high school, the newest schools, do not require this type of work at the present time; however, Lincoln School and the Franklin School should be done within the next two years.

5. All playground facilities should be improved. The grounds should be covered with at least three inches of top soil and sodded. This could be done on the basis of one school per year.
6. Recommend that consideration be given to re-roofing the schools, excluding Radcliffe School. Nutley's schools are over fifty years old, and although they have been re-roofed since they were originally built, thought should be given to replacing the present roofs with twenty-year bonded roofs.

**RECOMMENDATIONS FOR FUTURE CONSIDERATION (cont'd.)**

7. Recommend that the Board of Education consider acquiring property in the area of the high school and Franklin School for parking and other school needs.
8. Recommend that the Board of Education consider the purchase or construction of a separate facility for the atypical pupils. These pupils are now housed in the Lincoln School and the Sons of Italy Orphanage on Washington Avenue.

### 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,

A handwritten signature in cursive script, reading "Everett Zabriskie".

Everett Zabriskie  
Secretary-Business  
Administrator