ANNUAL REPORT of the SECRETARY-BUSINESS ADMINISTRATOR 1970-1971

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Board of Education Nutley, New Jersey

Ladies and Gentlemen:

The 1970-1971 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, and recommendations for future consideration.

The addition to the high school is now complete except for some equipment requirements. In addition to the new wing, a new guidance suite and offices, a new home economics room, the combining of two classrooms into one large art room, and the renovation of one of the classrooms into a practice room with three music practice areas and an area for classroom music instruction were completed in time for the September, 1971 opening of school.

The Maintenance and Grounds Program:

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

High School

Constructed cabinets with locks in six rooms.

Built dressing room in sewing room.

Franklin School

Installed 36 aluminum windows in gymnasium area.

Erected 85 new lockers for students.

Installed new rug in teachers' room.

Installed new roof on garage behind school.

Installed additional blackboards and bulletin boards.

Yantacaw School

Installed 228 aluminum windows.

Constructed two new classrooms and a nurse's room by using space formerly occupied by the nurse, custodians, a lavatory and portions of two cloakrooms.

Four lavatories were completely refurbished.

A new clock system was installed.

Installed bulletin boards.

Radcliffe School

Macadam surfaced play area around school.

Spring Garden School

Installed nine new univents.

A basketball backstop was constructed on playground, and the large backstop to the rear of the playground was renovated.

Installed bulletin boards.

Lincoln School

Teachers' room was refurbished; this included the kitchen and dining area, the installation of new seating, and the room was made larger by using a portion of a former cloak-room.

Renovated six lavatories.

Special reading room was renovated and enlarged by using a portion of the custodians' room.

Installed bulletin boards.

Washington School

Made cabinets and installed bulletin boards.

Special Education Center

Repaired roof.

In addition to the above, the maintenance crew replaced broken windows, repaired leaking pipes, repaired leaking roofs, and made many other minor repairs.

The grounds crew, in addition to maintaining the field for the various sports, filled in as custodians when necessary and also repaired and repainted bleachers. They cleared grounds of snow in winter, and in the spring and fall, they fertilized and seeded all Board of Education properties.

This year the Essex County Park Commission installed lights around the basketball backstops which they had installed in the County Park adjacent to Vincent Place at the Board's request. This now makes it possible to use the court in the evening. I am taking this opportunity to thank the members of the Essex County Park Commission for the installation of the basketball court and lights.

The citizens of Nutley, at the annual school election held February 9, 1971, voted a sum not to exceed \$195,000. to acquire a building and property owned by the Grand Lodge of the State of New Jersey, Sons of Italy in America, located at 529 Washington Avenue, Nutley. The building and property were purchased on August 10, 1971 at a cost of \$175,000. The building will be used to house trainable students. It needs a great deal of renovation including painting, new toilet facilities, new windows, a fire detection system, and improvements in the classroom areas.

I would like to take this opportunity to thank the members of 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 1,642 approved activities for which the school buildings were used during the 1970-1971 school year indicates the following:

There were 854 occasions the schools were used free of charge: 684 of these were used for scouting activities at a cost to the Board of Education for custodial services of \$2,635.76; 63 times by Parent-Teacher Associations at a cost of \$1,040.00; 101 times for student activities, primarily at the high school level, at a cost of \$902.55; three times by the Nutley Police Department; twice by the Town of Nutley Health Department; and once for a Town program on narcotics.

The total for custodial services for the above-mentioned free nights was \$4,694.49. 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, and the Saturday Extension Program which used the high school 20 Saturday mornings. Other groups partially subsidized by the Board of Education used the various schools as follows:

| Town Recreation Committee | 275 |
|-------------------------------|-----|
| Other Recreational Activities | 339 |
| Summer School | 30 |
| Pre-School Program | 60 |
| Summer Program for Atypical | |
| Pupils | 20 |

The aforementioned organizations paid for custodial services only.

The schools were also opened 121 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>1971</u> | Current Expense Capital Outlay | \$4,851,518.00 39,357.00 | For 1115 1119 | Against 1251 1224 |
|-------------|---|-----------------------------|---------------------|-------------------------|
| | Acquire Sons of Ita | aly Orphanage | 1032 | 1025 |
| <u>1970</u> | Current Expense Capital Outlay | \$4,153,035.00 70,401.00 | 621 618 | 375 380 |
| 1969 | Current Expense Capital Outlay | \$3,592,383.00 64,854.00 | 1117 1092 | 564 604 |
| 1968 | Current Expense Capital Outlay | \$3,250,059.03 1,416.54 | 1092 1063 | 520 544 |
| | Special Election (J | June 25) | | |
| | Addition to High Sc facilities for Park addition to Adminis | : Oval and | 543 | 582 |
| | Special Election (0 | October 8) | | |
| | Addition to High Sc addition to Adminis | | 2321 | 1425 |
| 1967 | Current Expense Capital Outlay | \$2,894,335.30 4,199.80 | 1197 1160 | 687 722 |
| | Addition to Radclif | fe School | 1085 | 664 |
| <u>1966</u> | Current Expense Capital Outlay | \$2,752,404.06 17,675.99 | 651 662 | 384 390 |
| 1965 | Current Expense Capital Outlay | \$2,554,869.60 15,582.65 | 1520 1481 | 782 831 |
| <u>1964</u> | Current Expense Capital Outlay | \$2,422,595.96 32,800.46 | 664 674 | 273 299 |

SCHOOL ELECTIONS (cont'd.)

| <u> 1963</u> | | | For | <u>Against</u> |
|--------------|-----------------|----------------|-----|----------------|
| | Current Expense | \$2,265,882.43 | 752 | 293 |
| | Capital Outlay | 23,208.01 | 762 | 316 |

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 1970-1971 school year 440 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 \$18,035.64, broken down as follows:

| Salaries of Instructors | \$15,759.00 |
|-------------------------|-------------|
| Insurance | 1,429.00 |
| Maintenance & Supplies | 847.64 |

The per pupil cost was \$40.99.

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 1970-1971 REVENUES AND EXPENDITURES

REVENUES

| Current Expense | | |
|--------------------------------------|--|--------------------|
| Appro. Bal. 7/1/70 | \$ 144,746.75 | |
| State Appropriations | 729,266.00 | |
| District Tax | 4,153,035.00 | |
| Tuition | 73,746.25 | |
| Interest on Deposits and | | |
| Investments | 2,976.39 | |
| Miscellaneous | 5,728.67 | |
| Total Current Expense | | \$ 5,109,499.06 |
| Capital Outlay | | |
| Current Operating | | |
| Appro. Bal. 7/1/70 | 54,182.21 | |
| *Transfer from Imp. Author. Rad. | 21,546.82 | |
| District Tax | 70,401.00 | |
| Total Current Operating | anagan gara angakan nakasak Makakatar inter dan nagagbanta | \$ 146,130.03 |
| Improvement Authorizations | | • |
| Appro. Bal. 7/1/70 | 241,819.72 | |
| Transfer to Capital Outlay | 21,546.82 | |
| Bonds Authorized | 195,000.00 | |
| Total Improvement Authorizations | | \$ 415,272.90 |
| Debt Service | | |
| Appro. Bal. 7/1/70 | 88,703.05 | |
| State Appropriations | 81,002.00 | |
| District Tax | 222,500.00 | |
| Interest on Deposits and | • | |
| Investments | 18,785.73 | |
| Premium and Accrued Interest - | | |
| Sale of Bonds | 8,664.96 | |
| Total Debt Service | | \$ 419,655.74 |
| Elem. Secondary Education Act | | \$ 27,196.55 |
| Total Funds Available - All Accounts | | \$ 6,117,754.28 |
| | | |

*Transfer by Board Resolution June 30, 1971, Radcliffe Improvement Authorization Balance

CONTRACTUAL ORDERS

Current Expense

| Administration | | | |
|---------------------------------------|--|------|--------------|
| Salaries (11) | \$ 144,434.51 | | |
| Office and Other Expenses | 24,063.39 | | |
| Total Administration | ************************************** | \$ | 168,497.90 |
| | | | |
| Instruction | | | |
| Salaries | | | |
| Prin. & Vice-Prin. (12) | 229,180.84 | | |
| Supervisors (1) | 19,118.00 | | |
| Teachers | | | |
| Regular (286) \$3,083,738.59 | | | |
| Bedside 19,821.00 | | | |
| Substitutes 49,463.75 | | | |
| Driver Ed. 15,759.00 | | | |
| Saturday Program 7,544.50 | | | |
| Total Teachers' Salaries | 3,176,326.84 | | |
| Other Instructional Staff (17) | 236,960.50 | | |
| Secretarial & Clerical Assts. (16) | 95,797.55 | | |
| Teachers' Aides (13) | 27,377.21 | | |
| Textbooks | 32,986.70 | | |
| Library & Audio-Visual Materials | 28,437.41 | | |
| Teaching Supplies | 76,832.96 | | |
| Other Expenses | 41,055.80 | | |
| Total Instruction | | \$ 3 | 3,964,073.81 |
| | | · | |
| Attendance & Health Services | | | |
| Salaries (5) | 17,827.50 | | |
| Other Expenses | 3,069.56 | | |
| Total Attendance & Health Services | | \$ | 20,897.06 |
| | | | |
| Transportation | | | |
| Salaries (6) | 16,839.47 | | |
| Contracted Services & Public Carriers | 7,378.16 | | |
| Vehicle Replacement | 4,257.00 | | |
| Insurance | 1,529.35 | | |
| Other Expenses - Oper. & Maintenance | 3,764.03 | | |
| Total Transportation | | \$ | 33,768.01 |
| | | | |
| Operation | | | |
| Salaries (39) | 293,352.21 | | |
| Contracted Services | 3,093.05 | | |
| Fuel | 52,263.60 | | |
| Utilities | 60,423.78 | | |
| Supplies | 12,830.04 | | |
| Other Expenses | 1,163.40 | | |
| Total Operation | | \$ | 423,126.08 |
| | | | |

| CONTRACTUAL ORDERS (cont d.) | | | |
|---|--|-------------|-------------------------|
| Maintenance Contracted Services Replacement of Equipment Materials Total Maintenance | \$ 59,689.25 15,755.70 40,079.54 | \$ | 115,524.49 |
| Fixed Charges Employee Retirement Contribution Insurance Rental of Building Total Fixed Charges | 83,644.21 151,116.39 1,675.03 | \$ | 236,435.63 |
| Expenditures to Other Districts Tuition Total Expenditures to Other Districts | 73,566.00 | \$ | 73,566.00 |
| Sundry Accounts Food Services Athletics Total Sundry Accounts | 14,952.42 49,910.95 | \$ | 64,863.37 |
| Community Services Salaries - Civic Activities Total Community Services | 3,529.43 | \$ | 3,529.43 |
| | | | 10/ 001 70 |
| Special Projects (Federal) Elem. Secondary Education Act Total Special Projects (Federal) | 27,195.82 | \$ <u>5</u> | 27,195.82 |
| Special Projects (Federal) Elem. Secondary Education Act Total Special Projects (Federal) Capital Outlay Current Operating Sites Buildings Equipment | 27,195.82 8,380.00 72,489.52 64,566.49 | \$ | 27,195.82 |
| Special Projects (Federal) Elem. Secondary Education Act Total Special Projects (Federal) Capital Outlay Current Operating Sites Buildings | 8,380.00 72,489.52 | ÷ | |
| Special Projects (Federal) Elem. Secondary Education Act Total Special Projects (Federal) Capital Outlay Current Operating Sites Buildings Equipment Total Current Operating Improvement Authorization Sites Buildings Euildings | 8,380.00 72,489.52 64,566.49 9,567.32 11,713.74 70,472.99 | \$ | 27,195.82 |
| Special Projects (Federal) Elem. Secondary Education Act Total Special Projects (Federal) Capital Outlay Current Operating Sites Buildings Equipment Total Current Operating Improvement Authorization Sites Buildings Equipment Total Improvement Authorization Debt Service Principal | 8,380.00 72,489.52 64,566.49 9,567.32 11,713.74 70,472.99 | \$ \$ | 27,195.82 145,436.01 |

DISTRIBUTION OF BALANCES

| | 1970-71 Balances | Appropriations for 1971-72 Budget | Unappropriated Balances |
|--------------------------------|---------------------|--|-------------------------|
| Current Expense Capital Outlay | \$ 5,217.28 | \$.00 | \$ 5,217.28 |
| Current Operating | 694.02 | .00 | 694.02 |
| Improvement Authorization | 323,518.85 | .00 | 323,518.85 |
| Debt Service | 122,379.85 | 60,000.00 | 62,379.85 |
| ESEA | .73 | .00 | .73 |
| | \$451,810.73 | \$60,000.00 | \$391,810.73 |
| | | | |

CAFETERIA PROGRAM

During the 1970-1971 school year 149,004 "A" lunches were served in the five 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 1970-1971 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 School, Washington School and the Special Education Center, 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.

For the first time it appears that the Board might run into a small deficit. Due to the high cost of food, it will certainly be necessary to increase the price of the "A" lunches and milk during the 1971-1972 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:

| | 1970-1971 |
|----------------------------|-----------|
| High School | 45,837 |
| Franklin | 41,683 |
| Lincoln | 36,745 |
| Washington | 10,269 |
| Special Education Center | 3,090 |
| Free Lunches - All Schools | 11,380 |
| Total | 149,004 |

See the following page for the Cafeteria Financial Report.

CAFETERIA FINANCIAL REPORT 1970-1971

| Cash Balance, July 1, 1970 | | \$ | 648.82 | |
|--|--|--------|---------|-----------|
| RECE | IPTS | | | |
| Subsidy Receivable (1969-70) High School Franklin School Lincoln School Washington School Training Center State Subsidies Board Subsidy Miscellaneous Receipts | \$ 4,647.04 47,265.07 32,267.20 12,001.30 3,604.45 1,366.20 16,866.83 14,952.42 1,861.16 | | | |
| | | \$ 134 | ,831.67 | |
| Total Receipts | | \$ 135 | ,480.49 | |
| DISBUR | SEMENTS | | | |
| Salaries Dairy Meat Groceries Other Food Laundry Equipment and Supplies Miscellaneous Expense | \$ 51,109.86 32,925.82 10,542.47 13,226.03 17,735.51 719.65 6,332.56 2,729.93 | | | |
| Total Disbursements | | \$ 135 | ,321.83 | |
| CASH BALANCE, June 30, 1971 | | | | \$ 158.66 |
| Accounts Payable as of June 30, 1971 | | \$ 4,0 | 004.43 | |
| Accounts Receivable as of June 30, 1 (State Subsidies) | 971 | \$ 7,0 | 83.46 | |

INTERSCHOLASTIC ATHLETIC PROGRAM

The athletic program conducted under the auspices of the Board of Education during the 1970-1971 school year carried to the end of the season the following number of students in each sport:

| Football | Varsity Junior Varsity Sophomore Freshmen | 40 24 42 <u>50</u> | 156 |
|-----------------|--|-----------------------------|-----|
| Basketball | Varsity Junior Varsity Sophomore Freshmen | 15 15 20 <u>20</u> | 70 |
| <u>Baseball</u> | Varsity Junior Varsity Freshmen | 20 20 <u>18</u> | 58 |
| Track | Varsity | <u>86</u> | 86 |
| Crew | | <u>70</u> | 70 |
| Cross Country | | <u>30</u> | 30 |
| Golf | Varsity | <u>15</u> | 15 |
| Rifle | | 42 | 42 |
| Marching Band | | <u>120</u> | 120 |
| Tennis | | <u>14</u> | 14 |
| Wrestling | Varsity Junior Varsity Freshmen | 65 35 <u>45</u> | 145 |
| Bowling | | 12 | 12 |

INTERSCHOLASTIC ATHLETIC PROGRAM (cont'd.)

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

| | <u>Won</u> | Lost | Tied |
|---------------------------|------------|--------|------|
| Varsity Football | 7 | 2 | |
| Jr. Varsity Football | 5 | 1 | _ |
| Sophomore Football | 8 | 0 | 1 |
| Freshman Football | 6 | 2 | |
| Varsity Basketball | 4 | 15 | |
| Jr. Varsity Basketball | 5 | 14 | |
| Sophomore Basketball | 2 | 12 | |
| Freshman Basketball | 8 | 9 | |
| Varsity Baseball | 14 | 9 | |
| Jr. Varsity Baseball | 11 | 8 | |
| Freshman Baseball | 8 | 7 | |
| TI CSIMATI BASCUATI | V | , | |
| Varsity Wrestling | 9 | 4 | |
| Jr. Varsity Wrestling | 13 | 0 | |
| Freshman Wrestling | 9 | 0 | |
| Varsity Cross Country | 6 | 4 | |
| Jr. Varsity Cross Country | 5 | 2 | |
| or. Variety Gross Country | | 4 | |
| Track | 11 | 2 | |
| D • 63 | • | · • | |
| Rifle | 6 | 5 | |
| Golf | 8 | 4 | |
| | | · | |
| Varsity Bowling | 4 | 7 | |
| Tennis | 9 | 5 | |
| - | | | |
| Varsity Crew | 7 | 3 | |
| Jr. Varsity Crew | 8 | 2 | |
| Third Boat | 4 | 4 | |
| Freshman Crew | 8 | 1 | |

The following financial data indicates the cost of operating the high school athletic program for the school year 1970-1971.

FINANCIAL REPORT BOARD OF EDUCATION ATHLETIC ACCOUNT 1970-1971

Cash Balance, July 1, 1970

\$ 22.86

RECEIPTS

| Football | \$ 30,367.88 |
|--------------------|--------------|
| Basketball | 2,248.00 |
| Baseball | .00 |
| Wrestling | 1,969.00 |
| Board of Education | 49,910.95 |
| Fines | 63.00 |
| Refunds | |
| Football | 230.82 |
| Crew | 196.99 |

Total Receipts

\$ 84,986.64

\$ 85,009.50

DISBURSEMENTS

| \$ 7,090.72 |
|----------------|
| 3,761.62 |
| 6,069.44 |
| 5,568.26 |
| 478.20 |
| 10,429.86 |
| 39,525.13 |
| 542.59 |
| 766.45 |
| 658.30 |
| 5,636.46 |
| 4,455.79 |
| |

Total Disbursements

\$ 84,982.82

CASH BALANCE, June 30, 1971

\$ 26.68

FOOTBALL NET GAME RECEIPTS 1970

| September | 26 | Garfield | Home | \$ | 1,414.31 |
|--------------------|----|-------------|------|-----------|-----------|
| October | 3 | East Orange | Home | | 1,678.94 |
| | 12 | Belleville | Away | | 3,979.50 |
| | 17 | Montclair | Home | | 2,096.93 |
| | 24 | Columbia | Away | | 400.00 |
| | 31 | Westfield | Away | | 2,197.00 |
| November | 7 | Clifton | Home | | 2,132.43 |
| | 14 | Bloomfield | Away | | 2,394.63 |
| | 26 | Kearny | Away | | 4,439.50 |
| | | | | | |
| Total Net Receipts | | | | \$ === | 20,733.24 |

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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, 1970-1971 | 1,268 |
|--|-------|
| Total number of accidents | 56 |
| Total number of claims paid | 33 |
| | |
| Franklin School | |
| | |
| | 200 |
| Total number of students enrolled for insurance, 1970-1971 | 328 |
| Total number of accidents | 25 |
| Total number of claims paid | 11 |
| Total Hamber of Olderno para | |
| | |
| High School | |
| | |
| m . 1 . 1 . C . 1 | 200 |
| Total number of students enrolled for insurance, | 828 |
| 1970-1971 | 102 |
| Total number of accidents | 102 |

ATHLETIC INSURANCE:

Total number of claims paid

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

| Total | number | of | boys insured, | 1970-1971 | 177 |
|-------|--------|----|---------------|-----------|-----|
| Total | number | of | accidents | | 37 |
| Tota1 | 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 61 students. Complete resume follows:

| | Distoriat | No. of | Type of | Tuition |
|-----|-------------------------------------|-------------|----------------------------|--------------|
| | District | Pupils | Class | Tuition |
| *** | Newark | 1 | Deaf | \$ 2,700.00 |
| * | Newark | 1 | Sight-Saving | 1,950.00 |
| *** | Bloomfield | 21 | Educable | 32,160.00 |
| *** | Belleville | 4 | Orthopedic | 6,208.29 |
| *** | C.P. Center | 1 | Orthopedic | 2,100.00 |
| *** | Glen Ridge | 4 | Emotionally Disturbed | 10,328.00 |
| *** | Nutley-Lincoln | 11 | Trainable | .00 |
| ** | Essex County | 13 | Vocational | .00 |
| * | St. Joseph's Jersey City | 1 | Blind | 3,000.00 |
| * | A. Harry Moore Jersey City | 1 | Orthopedic | 1,500.00 |
| * | Community School Englewood | 1 | Neurologically Impaired | 3,000.00 |
| * | Summit Speech Summit | 1 | Hard of Hearing | 960.00 |
| *** | N.J. Assn. for Retarded Children | 1 | Trainable | 400.00 |
| | East Orange | Additional | | |
| | | 61 | | \$ 64,306.29 |
| | Four children not | transported | | 9,259.71 |
| | | | | \$73,566.00 |
| | | | | |

PUPIL TRANSPORTATION (cont'd.)

| | CARRIERS | TRANSPORTATION COST |
|-----|----------------|--|
| * | Contracted | \$ 6,542.13 |
| ** | Public Carrier | \$ 836.03 |
| *** | Board Vehicles | \$ 24,276.27 |
| | | \$ 31,654.43 |
| | | The second secon |

The total transportation cost for the 1970-1971 school year was \$35,911.43. Resume follows:

| Salaries | \$ 16,839.47 |
|-------------------------|--------------|
| Contracts & Agreements | 6,542.13 |
| Other Operational Costs | 8,272.83 |
| Vehicles Purchased | 4,257.00 |
| | |
| TOTAL | \$ 35,911.43 |
| | |

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 is 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.

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.

- 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, Yantacaw and Lincoln 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, Franklin School should be done within the next year.

- 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.
- 7. Recommend that parking facilities be made available at the Washington School by utilizing the property south of the building.
- 8. 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.

In Appreciation

In closing, may I again express my thanks to my office, cafeteria, transportation, maintenance, grounds, and custodial staffs for their efficient handling of the functions of their positions; to extend to Mr. Richard Quigley, Custodian of School Moneys, my appreciation for his services; to Mr. Carl Anlas, Town Engineer, and Francis Buel, Chief of Police, my thanks for their cooperation and assistance; 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