

Annual Report
of the
Secretary-Business Administrator
1971-1972

Board of Education
Nutley, New Jersey

Ladies and Gentlemen:

The 1971-1972 annual report of the Secretary-Business Administrator includes only a partial record of the work accomplished by the staff of the business division in the following areas: rental of school buildings and grounds, school elections, driver education, summary of operations, cafeteria program, cafeteria financial report, interscholastic athletic program, financial reports, football net game receipts, student and athletic insurance, tuition and pupil transportation, and recommendations for future consideration.

The acquisition of the former Sons of Italy building located at 529 Washington Avenue, known as the Special Education Center, will now make it possible to set up classroom areas for our trainable pupils in the fourteen to twenty year age bracket, who are participating in a sheltered-type workshop program. Since the building is in complete need of renovation, the Board was very fortunate in having the State Department of Education allocate \$8,000 for architectural fees and engineer's plans and specifications.

It is proposed that the building be re-roofed and the classroom and office areas be renovated. It is not definite at the present time whether a new heating system will have to be installed. Toilet facilities will have to be renovated, and a fire escape must be installed. We are uncertain at the present time with respect to the cost of these renovations. We are looking forward, however, to the utilization of our own maintenance staff for the completion of a great deal of the work. With the cooperation of the Nutley Water Department, a two inch water line has been installed from Howe Avenue to the Special Education Center.

The Maintenance and Grounds Program:

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

High School

Pointed cracks at corner entrance to Team Room, at corner entrance to new girls' gym, at old lobby leading to new gym, and installed sidewalk to rifle range.

Installed four electrical outlets.

Renovated art room by taking the former art room and the classroom adjacent to it and combining them into one large classroom.

Installed three practice rooms in the new music center.

Installed wall screens in classrooms.

Built twelve bookcase and storage cabinets to be used in Resource Center.

Constructed office on westerly portion of school gymnasium stockroom for Athletic Director.

Constructed store for students across from the gymnasium area.

Franklin School

Built bookcase for teachers' cafeteria.

Installed bulletin board and corkboard.

Installed shelves in back of storeroom in Arts and Crafts Room.

Lincoln School

Installed sixty-six aluminum windows.

Repaired roof over gym and auditorium.

Increased size of present parking lot.

Repaired chimney.

Replaced flooring in trainable classroom.

Installed five replacement univents.

Washington School

Replaced large curtain on stage in auditorium.

Replaced all railings and steps of building and steps leading to ball field.

Yantacaw School

Painted exterior of building.

Installed two new oil fired boilers.

Enlarged kindergarten room and added a cloakroom and storage facilities.

Renovated a former custodians' room to be used for remedial reading.

Spring Garden School

Repaired steps approaching building from Garden Place.

Board of Education Building

Offices for the accounting department were developed by renovating the former Board meeting room.

In addition to the above, the maintenance crew replaced broken windows at a total cost including labor of \$9,000, repaired leaking pipes, repaired leaking roofs, and made many other minor repairs.

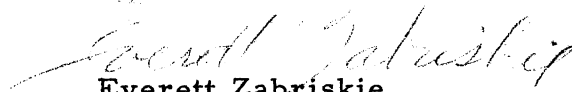
The grounds crew, in addition to maintaining the fields for various sport activities, filled in as custodians when necessary and also repaired and repainted bleachers at the Oval. They cleared grounds of snow in winter, and in the spring and fall, they fertilized and seeded all the properties in the school system.

This is the second year of the operation of the DeMuro Park-Margaret Avenue athletic complex. In cooperation with Mr. Frank A. Cocchiola, Commissioner of Parks and Public Property, we met with a representative of the Department of Housing and Urban Development (H. U. D.) to find out whether money would be available to install a lighting system for the tennis, basketball and bocci courts, as well as to install a watering system over the entire grassed area. With the installation of the watering system, it will be possible to maintain the grass area which has been seriously damaged by lack of water. It is our understanding that the cost of these two projects would be approximately \$50,000; however, the cost to the School Board would be \$12,500, to the Town of Nutley, \$12,500, and to H. U. D., \$25,000.

There also has been some question by certain people in the town with regard to lighting the Park Oval for evening activities - baseball, football, etc. I strongly urge that careful consideration be given to the merits and form of this request because I personally feel that the area would soon become a mudhole if it were to be used more extensively than it is at the present time. It is almost impossible to keep grass on the field now; in fact, by the time the football season is over, there is little, if any, grass left. Only constant seeding, fertilizing and watering make it possible to keep the small amount of grass and weeds green. Also, additional people in the center of town could cause many other problems. It would be my suggestion that the new complex suggested by Commissioner Cocchiola on the easterly side of town, as well as the DeMuro Park-Margaret Avenue site be considered for night-time use rather than the Oval. Over the years many people have been attracted to Nutley because the Park Oval, along with the buildings surrounding it, is similar to a college campus. I would dislike seeing this asset to the community changed.

This is my last official report after serving twenty-seven years. I want to say that I know the town has been good to me, and I hope that I have been good for the town. I have had a great deal of support from our citizens, members of the boards of education and Town officials, my staff, the Superintendent and his staff, and others with whom I have worked over these many years. For this I am deeply grateful.

Respectfully submitted,


Everett Zabriskie
Secretary

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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 1,899 approved activities for which the school buildings were used during the 1971-1972 school year indicates the following:

There were 826 occasions the schools were used free of charge: 708 of these were used for scouting activities at a cost to the Board of Education for custodial services of \$3,656.42; 58 times by Parent-Teacher Associations at a cost of \$912.87; 53 times for student activities, primarily at the high school level, at a cost of \$746.26; four times by the Town of Nutley Health Department for their Health Fair in April; twice by the Fire Department; and once by the League of Women Voters.

The total for custodial services for the above-mentioned free nights was \$5,475.29. 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	213
Other Recreational Activities	371
Summer School	30
Pre-School Program	60
Summer Program for Atypical Children	20
Summer Enrichment Program	20

The Town Recreation Committee also used school playgrounds for summer recreation	120
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The aforementioned organizations paid for custodial services only.

The schools were also opened 175 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>1972</u>		<u>For</u>	<u>Against</u>
	Current Expense \$5,140,007.85	1641	1576
	Capital Outlay 103,521.42	1553	1630
<u>1971</u>			
	Current Expense \$4,851,518.00	1115	1251
	Capital Outlay 39,357.00	1119	1224
	Acquire Sons of Italy Orphanage	1032	1025
<u>1970</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</u> (June 25)		
	Addition to High School, toilet facilities for Park Oval and addition to Administration Building	543	582
	<u>Special Election</u> (October 8)		
	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

SCHOOL ELECTIONS (cont'd.)

<u>1965</u>			<u>For</u>	<u>Against</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

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 1971-1972 school year 420 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 \$17,881.92, broken down as follows:

Salaries of Instructors	\$15,129.00
Insurance	1,612.00
Maintenance & Supplies	1,140.92

The per pupil cost was \$42.58.

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
1971-1972
REVENUES AND EXPENDITURES

REVENUES

Current Expense

Appro. Bal. 7/1/71	\$ 5,217.28	
Transfers	600.73	
State Appropriations	782,717.70	
District Tax	4,805,332.00	
Tuition	80,260.00	
Interest on Investments	2,979.30	
Miscellaneous	<u>11,381.77</u>	
Total Current Expense		\$5,688,488.78

Capital Outlay

Current Operating

Appro. Bal. 7/1/71	694.02	
State Appropriations	27,962.00	
District Tax	32,707.00	
Federal Appropriations	6,258.19	
State Appropriations	<u>4,550.22</u>	
Total Current Operating		\$ 72,171.43

Improvement Authorizations

Appro. Bal. 7/1/71	323,518.85	
Transfer from W	<u>5,734.47</u>	
Total Improvement Authorizations		\$ 329,253.32

Debt Service

Appro. Bal. 7/1/71	122,379.85	
State Appropriations	45,000.00	
District Tax	<u>213,927.00</u>	
Total Debt Service		\$ 381,306.85

<u>Elem. Secondary Education Act</u>	\$ 37,471.00
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<u>Vocational Education Aid</u>	<u>\$ 8,422.00</u>
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Total Funds Available - All Accounts	<u><u>\$6,517,113.38</u></u>
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CONTRACTUAL ORDERSCurrent Expense

Administration

Salaries (11)	\$ 154,988.23	
Office and Other Expenses	<u>38,517.77</u>	
Total Administration		\$ 193,506.00

Instruction

Salaries

Prin. & Vice-Prin. (12)	241,941.80	
Supervisors (1)	19,909.00	
Teachers		
Regular (292)	\$3,361,838.11	
Bedside	19,279.50	
Substitutes	65,922.75	
Driver Ed.	15,129.00	
Saturday Program	<u>7,845.00</u>	
Total Teachers' Salaries	3,470,014.36	
Other Instructional Staff (17)	253,235.18	
Secretarial & Clerical Assts. (16)	103,361.71	
Teachers' Aides (13)	30,834.60	
Textbooks	34,266.67	
Library & Audio-Visual Materials	28,575.11	
Teaching Supplies	83,375.97	
Other Expenses	<u>53,451.96</u>	
Total Instruction		\$4,318,966.36

Attendance & Health Services

Salaries (5)	17,965.00	
Other Expenses	<u>3,281.03</u>	
Total Attendance & Health Services		\$ 21,246.03

Transportation

Salaries (6)	17,796.24	
Contracted Services & Public Carriers	5,976.40	
Insurance	1,430.54	
Other Expenses - Oper. & Maintenance	<u>4,562.50</u>	
Total Transportation		\$ 29,765.68

Operation

Salaries (40)	321,867.49	
Contracted Services	738.50	
Fuel	65,836.17	
Utilities	82,150.77	
Supplies	13,138.34	
Other Expenses	<u>4,053.03</u>	
Total Operation		\$ 487,784.30

CONTRACTUAL ORDERS (cont'd.)

Maintenance		
Contracted Services	\$ 76,716.76	
Replacement of Equipment	16,874.36	
Materials	<u>59,246.07</u>	
Total Maintenance		\$ 152,837.19
Fixed Charges		
Employee Retirement Contribution	91,556.13	
Insurance	159,657.16	
Rental of Land	<u>2.00</u>	
Total Fixed Charges		\$ 251,215.29
Expenditures to Other Districts		
Tuition	<u>76,351.63</u>	
Total Expenditures to Other Districts		\$ 76,351.63
Sundry Accounts		
Food Services	8,500.37	
Athletics	<u>64,003.13</u>	
Total Sundry Accounts		\$ 72,503.50
Community Services		
Salaries - Civic Activities	<u>5,199.40</u>	
Total Community Services		\$ 5,199.40
<u>Total Current Expense</u>		<u>\$5,609,375.38</u>
<u>Special Projects (Federal)</u>		
Elem. Secondary Education Act	37,455.75	
Other Projects	<u>8,422.00</u>	
Total Special Projects (Federal)		\$ 45,877.75
<u>Capital Outlay</u>		
Current Operating		
Equipment	<u>34,555.33</u>	
Total Current Operating		\$ 34,555.33
Improvement Authorization		
High School	49,323.57	
Special Education Center	<u>175,550.00</u>	
Total Improvement Authorization		\$ 224,873.57
<u>Debt Service</u>		
Principal	185,000.00	
Interest	<u>141,483.25</u>	
Total Debt Service		\$ 326,483.25
<u>TOTAL CONTRACTUAL ORDERS</u>		<u>\$6,241,165.28</u>

DISTRIBUTION OF BALANCES

	1971-72 Balances	Appropriations for 1972-73 Budget	Unappropriated Balances
Current Expense	\$ 71,113.40	\$.00	\$ 71,113.40
Capital Outlay			
Current Operating	37,616.10	.00	37,616.10
Improvement Authorization	104,379.75	.00	104,379.75
Debt Service	<u>54,823.60</u>	<u>50,000.00</u>	<u>4,823.60</u>
	<u>\$267,932.85</u>	<u>\$50,000.00</u>	<u>\$217,932.85</u>

CAFETERIA PROGRAM

During the 1971-1972 school year 135,387 "A" lunches were served in the eight schools participating in the cafeteria program. In addition to the "A" lunches, soups, salads, sandwiches and an assortment of desserts were sold at the Nutley High School and Franklin School.

Government reimbursement for each "A" lunch served during the 1971-1972 school year was \$.12, and Government reimbursement for those who purchased milk only was \$.04 per half pint. Also, Government reimbursement for each free lunch served was \$.52.

The price charged to students at the high and Franklin Schools for "A" lunches was \$.45, at the elementary schools and the Special Education Center, the charge for "A" lunches was \$.40, and at all schools the price charged for milk was \$.05 per half pint.

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 1972-1973 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>1971-1972</u>
High School	37,774
Franklin	34,255
Lincoln	32,488
Washington	7,111
Radcliffe	1,234
Spring Garden	314
Yantacaw	3,315
Special Education Center	2,803
Free Lunches - All Schools	<u>16,093</u>
Total	135,387

Box lunches, which are made up in the high school cafeteria, are sent to the Radcliffe, Spring Garden and Yantacaw Schools. Tables and milk refrigerating machines have been installed in these schools.

See the following page for the Cafeteria Financial Report.

CAFETERIA
FINANCIAL REPORT
1971-1972

Cash Balance, July 1, 1971 \$ 158.66

RECEIPTS

Subsidy Receivable (70-71)	\$	6,880.26
High School		47,303.07
Franklin School		30,387.78
Lincoln School		12,804.80
Washington School		3,614.75
Training Center		1,378.70
Radcliffe School		803.60
Yantacaw School		1,655.37
Spring Garden School		146.35
State Subsidies		23,535.40
Board Subsidy		11,500.37
Miscellaneous Receipts		2,166.79
Salary Refund		<u>211.88</u>
		 \$ <u>142,389.12</u>
 Total Receipts		 \$ 142,547.78

DISBURSEMENTS

Salaries	\$	54,210.07
Dairy		33,621.97
Meat		12,240.84
Groceries		13,841.41
Other Foods		18,477.92
Laundry		728.95
Equipment		.00
Supplies		1,951.27
Miscellaneous Expense		4,348.36
Board Subsidy Refund		<u>3,000.00</u>
 Total Disbursements		 \$ <u>142,420.79</u>

CASH BALANCE, June 30, 1972

\$ 126.99

INTERSCHOLASTIC ATHLETIC PROGRAM

The athletic program conducted under the auspices of the Board of Education during the 1971-1972 school year carried to the end of the season the following number of students in each sport:

<u>Football</u>	Varsity	40	
	Junior Varsity	35	
	Sophomore	45	
	Freshmen	<u>65</u>	185
<u>Basketball</u>	Varsity	17	
	Junior Varsity	17	
	Sophomore	20	
	Freshmen	20	
	Girls	<u>18</u>	92
<u>Baseball</u>	Varsity	20	
	Junior Varsity	22	
	Freshmen	<u>26</u>	68
<u>Track</u>	Varsity	<u>97</u>	97
<u>Crew</u>		<u>40</u>	40
<u>Cross Country</u>		<u>37</u>	37
<u>Golf</u>	Varsity	<u>18</u>	18
<u>Rifle</u>		<u>22</u>	22
<u>Marching Band</u>		<u>125</u>	125
<u>Tennis</u>		<u>14</u>	14
<u>Wrestling</u>	Varsity and J. V.	42	
	Freshmen	<u>27</u>	69
<u>Bowling</u>		<u>8</u>	8

INTERSCHOLASTIC ATHLETIC PROGRAM (cont'd.)

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

	<u>Won</u>	<u>Lost</u>
Varsity Football	1	8
Jr. Varsity Football	6	2
Sophomore Football	7	1
Freshman Football	7	1
Varsity Basketball	3	17
Jr. Varsity Basketball	3	17
Sophomore Basketball	6	6
Freshman Basketball	0	13
Girls' Basketball	9	4
Varsity Baseball	5	15
Jr. Varsity Baseball	7	13
Freshman Baseball	9	8
Varsity Wrestling	9	5
Jr. Varsity Wrestling	7	7
Freshman Wrestling	2	5
Varsity Cross Country	4	5
Jr. Varsity Cross Country	6	3
Track	7	6
Rifle	7	7
Golf	3	7
Varsity Bowling	35	13
Tennis	7	8
Varsity Crew	8	4

The following financial data indicates the cost of operating the high school athletic program for the school year 1971-1972.

FINANCIAL REPORT
BOARD OF EDUCATION ATHLETIC ACCOUNT
1971-1972

Cash Balance, July 1, 1971 \$ 26.68

RECEIPTS

Football	\$ 26,926.62	
Basketball	2,629.00	
Baseball	.00	
Wrestling	1,493.50	
Board of Education Subsidy	64,003.13	
Fines	98.00	
Refunds		
Baseball	80.00	
Football	277.35	
Shortages	<u>8.50</u>	
 Total Receipts		 <u>\$ 95,499.10</u>
		 \$ 95,525.78

DISBURSEMENTS

All Sports	\$ 6,078.64	
Band & Cheerleaders	13,609.14	
Baseball	5,593.85	
Basketball	6,616.19	
Bowling	515.75	
Crew	5,730.46	
Football	41,644.90	
Golf	552.85	
Rifle	502.25	
Tennis	679.95	
Track & Cross Country	7,766.96	
Wrestling	5,359.94	
Girls' Athletics	788.70	
Thanksgiving Ticket Refunds	<u>11.00</u>	
 Total Disbursements		 <u>\$ 95,450.58</u>
 CASH BALANCE, June 30, 1972		 <u><u>\$ 75.20</u></u>

FOOTBALL NET GAME RECEIPTS
1971

September	25	Essex Catholic	Home	\$ 1,768.62
October	2	East Orange	Away	499.25
	9	Belleville	Home	2,105.00
	16	Montclair	Away	1,095.75
	23	Columbia	Home	802.50
	30	Westfield	Home	1,299.12
November	6	Clifton	Away	1,969.88
	13	Bloomfield	Home	1,313.87
	27	Kearny	Home	2,437.00
				<hr/>
Total Net Receipts				<u><u>\$ 13,290.99</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, 1971-1972	1,150
Total number of accidents	57
Total number of claims paid	30

Franklin School

Total number of students enrolled for insurance, 1971-1972	293
Total number of accidents	31
Total number of claims paid	19

High School

Total number of students enrolled for insurance, 1971-1972	746
Total number of accidents	69
Total number of claims paid	51

ATHLETIC INSURANCE:

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

Total number of boys insured, 1971-1972	190
Total number of accidents	50
Total number of claims paid	36

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 75 students. Complete resume follows:

<u>District</u>	<u>No. of Pupils</u>	<u>Type of Class</u>	<u>Trans. Cost</u>	<u>Tuition</u>
Route 1				
Nutley - Lincoln	11	Trainable	\$9,709.46	\$.00
Bloomfield - George Morris	15	Educable		20,800.00
Route 2				
Bloomfield - High School	1	Educable-Work-Study	6,288.03	960.00
Bloomfield - So. Jr. High	3	Educable		4,800.00
Glen Ridge - Central	4	Emot. Disturbed		10,328.00
Belleville - C. P. Center	3	Orthopedic		8,100.00
Route 3				
Newark - Bruce Street	1	Deaf	2,657.73	2,700.00
Newark - Elliott Street	1	Blind		1,950.00
Newark - Mt. Carmel Guild	1	Neur. Impaired		3,550.00
Route 4				
Nutley - Franklin	1	Handicapped	4,359.58	.00
Nutley - High School	5	Handicapped		.00
Newark - Branch Brook	1	Orthopedic		920.00
Ridgewood - N. J. Develop. Center	1	Emot. Disturbed		925.00
Route 5				
Nutley - Washington	3	Handicapped	3,417.88	.00
Nutley - Yantacaw	2	Handicapped		.00
Nutley - Special Ed. Center	8	Trainable		.00
Essex County Vocational Bloomfield & Newark	7	Vocational	628.40	.00
Essex County Hospital Cedar Grove, N. J.	1	Emot. Disturbed		2,632.93

PUPIL TRANSPORTATION (cont'd.)

<u>District</u>	<u>No. of Pupils</u>	<u>Type of Class</u>	<u>Trans. Cost</u>	<u>Tuition</u>
Community School Englewood, N. J.	1.6	Neur. Impaired	\$2,904.50	\$ 5,460.00
Jersey City State A. Harry Moore Lab. School	1	Orthopedic	2,443.50	1,500.00
Bancroft School Haddonfield, N. J.	1	Emot. Disturbed		3,700.00
Woods School Langhorne, Pa.	1	Emot. Disturbed		3,400.00
Blythedale Children's Hospital Valhalla, New York	.4	Neur. Impaired		1,835.70
Greenbank School Glenmore, Pa.	1	Emot. Disturbed		2,790.00
	<u>75</u>		<u>\$32,409.08</u>	<u>\$76,351.63</u>

CARRIERSTRANSPORTATION COST

Contracted	\$ 5,348.00
Public Carrier	628.40
Board Vehicles	26,432.68
	<u>\$32,409.08</u>

The total transportation cost for the 1971-1972 school year was \$32,409.08.
Resume follows:

Salaries	\$17,796.24
Contracts & Public Carriers	5,976.40
Other Operational Costs	8,636.44
	<u></u>
TOTAL	<u>\$32,409.08</u>

PUPIL TRANSPORTATION (cont'd.)

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 Franklin School should be completed within the next two years.

At the present time Washington, Spring Garden, Radcliffe, Lincoln, 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 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, and to Captain Harry Jacques, Mr. Philip Heffelfinger, and Mr. Charles Luxton of the Fire Department and to all the others who participated in helping to make the In-Service Training Program for custodians such a success; and a special grateful thank you 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