

ANNUAL REPORT
DR. JAMES J. FADULE, JR.
SUPERINTENDENT OF SCHOOLS
SCHOOL YEAR 1983-1984

ANNUAL REPORT
TO THE
BOARD OF EDUCATION
NUTLEY, NEW JERSEY
SCHOOL YEAR 1983-1984

NUTLEY PUBLIC SCHOOLS

BOARD OF EDUCATION

| | <u>Term Expires</u> |
|--|---------------------|
| Mr. Gerard T. Restaino, President | 1986 |
| Mr. Charles W. Kucinski, Jr., Vice President | 1985 |
| Dr. Anthony N. Baratta | 1985 |
| Mr. Joseph Malanga | 1985 |
| Mr. Frank V. Hermo | 1986 |
| Mr. Charles J. Piro | 1986 |
| Mr. Sam Battaglia | 1987 |
| Mr. Robert J. Rusignuolo | 1987 |
| Mrs. Rosalie C. Scheckel | 1987 |

ADMINISTRATORS

| | |
|--------------------------|-------------------------------------|
| Dr. James J. Fadule, Jr. | Superintendent of Schools |
| Mr. John L. DeCesare | Assistant Superintendent of Schools |
| Mr. Arnold C. Ramsland | Secretary-Business Administrator |

PRINCIPALS

| | |
|---------------------------|----------------------|
| Dr. Frank T. Votto | Nutley High School |
| Mr. Paul Primamore | Franklin School |
| Mr. Ralph D'Andrea | Lincoln School |
| Miss Rosemarie DiGeronimo | Washington School |
| Mr. H. Evan Powderly | Radcliffe School |
| Mr. John Walker | Yantacaw School |
| Mr. Anthony Stivala | Spring Garden School |

SYSTEM-WIDE DIRECTORS

| | |
|-----------------------|--------------------------------|
| Miss Barbara Hirsch | Director of Special Services |
| Mr. Raymond J. Kohere | Coordinator of Music Education |

September, 1984

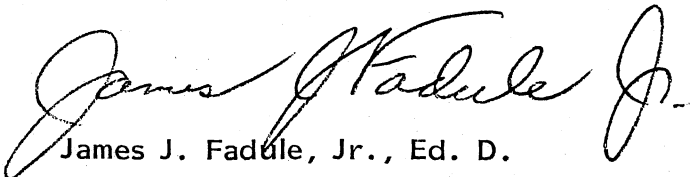
Members of the Board of Education:

The 1983-84 school year was one in which the diligent efforts of our students, staff and Board received much recognition. The elementary schools were distinguished by the excellent scores of their students on the Iowa and Nutley Achievement Tests. Franklin School was honored in general by academic achievement and in particular by the Mathematics Department being cited by the Northeast Regional Exchange as one of thirty exemplary programs in the nation. Finally, the Nutley High School was honored by the New Jersey State Board of Education as one of eight schools in the state whose efforts and results toward improved Scholastic Aptitude Test scores were outstanding. Our high school coaches and students were also very impressive as evidenced by their athletic championships and overall records. Perhaps the most gratifying of all honors was the Community Pride dinner given by the people of Nutley.

The quality of effort which led to the accomplishments just mentioned continued throughout the year. Our entire K-6 science curriculum was changed with great hopes for an improved program. Also, changes were made in our high school guidance program and an educationally sound computer curriculum was developed after a year of concentrated study.

Elsewhere in the system the Compositional Writing Achievement test was implemented, the emphasis on improving supervisory techniques was continued, and the 5-8 social studies program was changed. Other areas such as the Nutley Mathematics and Nutley Reading Achievement Tests, the K-12 intramural program, and the family life curriculum were refined. The kindergarten program with its academic component was reviewed in depth and determined to be educationally sound and productive.

As we begin the 1984-85 academic year, you can be sure that our excellent staff will continue its commitment to our children.



James J. Fadule, Jr., Ed. D.

THE NUTLEY PUBLIC SCHOOLS

ADMINISTRATIVE OFFICE
375 BLOOMFIELD AVENUE
NUTLEY, NEW JERSEY 07110

DR. JAMES J. FADULE, JR.
SUPERINTENDENT OF SCHOOLS

TELEPHONE
201-661-3500

TO: All Schools

June 25, 1984

The entire Nutley School community can be proud of the following outstanding achievements:

State

New Jersey MBS Test
Per Cent Passing and Average Scores

| | <u>Grade 9</u> |
|-------------|--------------------|
| Reading | 97.6% 95.9 Ave. |
| Mathematics | 97.6% 92.0 Ave. |

State

New Jersey High School Proficiency Test
Mean Total Test Score

| | |
|-------------|------|
| Reading | 84.0 |
| Mathematics | 72.7 |
| Writing | 83.8 |
| Essay | 8.2 |

National

Iowa Test of Basic Skills
National Percentile Rank

| <u>Grade</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Reading | 96 | 95 | 95 | 90 | 88 | 92 | 90 | 92 |
| Mathematics | 99 | 99 | 99 | 96 | 99 | 99 | 99 | 99 |
| Composite | 98 | 99 | 97 | 95 | 95 | 97 | -- | -- |

Results such as these are due to a great total effort and I wish to thank everyone involved.

JJF:f

CONTENTS

| | |
|----------------------------------|-----------|
| NUTLEY HIGH SCHOOL REPORT | 1 - 65 |
| FRANKLIN SCHOOL REPORT | 66 - 71 |
| LINCOLN SCHOOL REPORT | 72 - 77 |
| RADCLIFFE SCHOOL REPORT..... | 78 - 95 |
| SPRING GARDEN SCHOOL REPORT..... | 96 - 98 |
| WASHINGTON SCHOOL REPORT..... | 99 - 102 |
| YANTACAW SCHOOL REPORT | 103 - 107 |
| SPECIAL SERVICES REPORT..... | 108 - 111 |

1983-1984 ANNUAL REPORT

NUTLEY HIGH SCHOOL

| | | | |
|--------------------|-------|----|--------------|
| Students enrolled: | Grade | 9 | 365 |
| | | 10 | 364 |
| | | 11 | 372 |
| | | 12 | 391 |
| | | | <u>1,492</u> |

| | | |
|--------|--------------------|----|
| Staff: | Classroom teachers | 96 |
| | Guidance personnel | 6 |
| | Administrators | 4 |
| | Librarian | 1 |
| | AV Coordinator | 1 |
| | Special education | 4 |
| | Supervisors | 10 |

Submitted by:

Dr. Frank T. Votto
Principal

June 29, 1984

NUTLEY HIGH SCHOOL
Nutley, New Jersey

The 1983-84 school year proved to be a time for solid academic and co-curricular growth at Nutley High School. Outstanding educational accomplishments, concomitant with proposed programs, ensured a successful year for our faculty and student body. Numbered among these achievements and developments were:

1. The State Department of Education recognized NUTLEY as one of eight school districts in New Jersey reporting a significant rise in Scholastic Aptitude Test scores for high school students. Board President Restaino led our delegation to Trenton for the official ceremony by the Commissioner's office. The prestigious recognition had significant positive impact on our school community.
2. Curriculum - Advanced Placement courses were instituted in science and math. Advanced level courses were also developed in many Fine and Industrial Arts offerings. Additional computers are slated for usage in business, science and library units. In addition to expanding laboratory offerings in science, a comprehensive greenhouse was erected in our courtyard. The study of all phases of our biology program will be enhanced considerably by this unique addition to the high school.

Courses of study for every subject offered in our curriculum were reviewed throughout the 1983-84 school year. Extensive modifications and updating were effected. The new editions for every department will be ready for publication in September.

3. The ninth grade class again performed exceptionally well on the Minimum Basic Skills testing this past Spring. Passing percentages were listed at:

| | |
|-------------|-------|
| Reading | 97.6% |
| Mathematics | 97.6% |

The new High School Proficiency Test was also administered in March of this year. No official mean standard has been established for these tests by the State. Preliminary investigation appears to indicate that Nutley fared well on the more rigorous testing.

4. Guidance activities

- a. Career Fair - Career schools and institutes were invited to participate in the expanded evening version of our emphasis on post-secondary vocational and technical opportunities for our student body.
- b. Career Day - More than 50 guest speakers visited the high school for a morning session of career exploration lectures for our entire student body. Students responded in excellent fashion to our "visiting faculty".
- c. Higher Education Fair - This event continues to attract more than 100 colleges and universities to the high school to disseminate appropriate information to our young people at a comprehensive evening program. Hundreds of parents attend and participate in this informative event.
- d. Our department members participated in a year-long study of guidance practices in the district. We will continue the assessment into the 1984-85 school year.
- e. Our evening scheduling and financial aid programs proved to be successful guidance efforts again this year.

5. Co-curricular - Student activities program were notably increased to include cultural/informational assemblies in drama, music, science and career education. The entire senior class viewed a presentation of Macbeth staged by a professional theatre troupe from England.

Our participation in the Northern New Jersey Interscholastic League continues to flourish. Our girls won the All-Sports Banner in 1983-84 and many championships were won in numerous sports throughout the year. Our inservice efforts

regarding sportsmanship culminated in Nutley's being named one of the top-ranking schools in the area.

Drug/alcohol assemblies, seminars, and lectures were offered to our students in conjunction with our local and county law enforcement educational agencies. Students responded to the related educational program in fine fashion.

The reports that follow highlight significant events for the respective departments at the high school.

Frank J. Votto

To: Dr. Frank Votto

From: Mrs. Loretta Taylor, English Department Head

I. Testing:

Reading: Analysis of the results of the New Jersey Minimum Basic Skills testing of 342 ninth-grade students showed students satisfactory or better in 107 out of 110 items.

Actions taken to respond to needs of students who fail to achieve at state and district anticipated levels in reading.

- A. Continued use of "intensified" classes at all levels, ninth through twelfth.
 - 1) small classes
 - 2) state compensatory teacher assigned to work with the assigned classroom teacher.
 - 3) two sections of I.C./S.C.E. English at each level.
- B. Students are assigned to I.C./S.C.E. classes by
 - 1) teacher recommendation
 - 2) results of testing (MBS, NJHSPT, or TAP)
 - 3) placement by Child Study Team
- C. New course in reading skills (Basic Skills: Reading)
- D. Continued search for up-to-date materials and approaches for helping the slow learner
 - 1) Curriculum Review - periodical available through N.H.S. Library, provides evaluation of newest materials.

- 2) National Council of Teachers of English publications (English Journal and Notes Plus, for example).
 - 3) meetings with publishers' representatives: at school and at conferences.
 - 4) book exhibits available at conferences and workshops.
- E. More members of English department involved teaching slow learners (seven teachers in 1983-1984 compared to five teachers in 1982-1983).
- F. Organized effort in all English classes to help all students cope with test-taking.
- 1) practical aspects such as the filling out of forms correctly, allotting time available, and the reading of directions.
 - 2) working from the "skills array" materials provided by the state's committee on testing.

II. Management of Department Resources:

A. Departmental Bulletin Board and Showcase:

- 1) Changed monthly
- 2) Teacher-prepared and mounted
- 3) Emphasis for 1983-84 was on reading
- 4) Special presentation in January on selection of subjects for '84-'85 drew student attention.

B. Large group instruction room on third floor, new wing, still presents problems:

- 1) most valuable for an additional large group area on Career Day

2) Still difficult to teach in because the folding wall is not soundproof. Classes in A-321 can hear the lessons in A-325 clearly. The Journalism Workshop (period 8 A-321) is especially difficult to keep quiet, so this year the period 8 English I. class in A-325 was moved to an adjacent, empty history classroom.

3) English department used the room for three career presentations this year for junior/senior classes. (Taylor Business School, the Tobe-Coburn School, and De Vry Institute)

C. English office acquired:

- 1) an electric typewriter which was being disposed of by the attendance office.
- 2) two student typing desks which now allow two teachers to type reports, dittoes, or plans at the same time.

D. Book Inventory:

- 1) teachers participated in counting on-hand texts.
- 2) department recommendations for needed materials were made.
- 3) book rebinds save us ordering books.

E. Files on students:

- 1) department maintains files on testing of students (TAP, DAT etc.) for use in making recommendations of students for special programs.

- 2) files on I.C./S.C.E. students, in the past kept in the English office, now to be maintained in care of Learning Disabilities staff.
- 3) English department maintains a four-year writing folder for each student which includes a piece writing which the student has selected as his/her best effort for the year.
- 4) English department maintains a four-year record of supplementary reading done by each student.

III. Successful efforts for the year:

- 1) The journalism program (Maroon and Gray)
 - a) All students successfully trained on the new Itek equipment.
 - b) Staff selected for 1984-85.
 - c) Itek equipment performing well with help available from the company when it was needed. No major problems have been encountered.
 - d) New advisor is now well aware of problems a school newspaper presents. Mr. Bonadonna has completed the first year with a strong understanding of both equipment and the program. A full schedule of deadlines for 1984-85 is attached.
 - e) Excellent cooperation exists between English and Fine/Industrial Arts Departments in this program. Plans for a terminal in the Graphics Shop will, when realized, provide more efficient cooperation.

- Issue No. 1. Planning - Sept. 7
Photo Requests - Sept. 11
Layouts Complete - Sept. 28
Printing Complete - Oct. 5
(4 pages)
2. Planning - Sept. 24
Photo Requests - Oct. 2
Layouts Complete - Oct. 22
Printing Complete - Oct. 29
(4 pages)
3. Planning - Oct. 16
Photo Requests - Oct. 24
Layouts Complete - Nov. 15
Printing Complete - Nov. 23
(6 pages)
4. Planning - Nov. 6
Photo Requests - Nov. 19
Layouts Complete - Dec. 12
Printing Complete - Dec. 19
(4 pages)
5. Planning - Dec. 14
Photo Requests - Jan. 3
Layouts Complete - Jan. 25
Printing Complete - Feb. 5
(8 pages)
6. Planning - Jan. 18
Photo Requests - Jan. 28
Layouts Complete - Feb. 14
Printing Complete - Feb. 28
(8 pages)
7. Planning - Feb. 8
Photo Requests - Feb. 25
Layouts Complete - Mar. 22
Printing Complete - Apr. 2
(3 pages)
8. Planning - Mar. 15
Photo Requests - Mar. 25
Layouts Complete - Apr. 12
Printing Complete - Apr. 19
(4 pages)
9. Planning - Apr. 8
Photo Requests - Apr. 16
Layouts Complete - May 22
Printing Complete - May 30
(6 pages)
10. Planning - May 20
Photo Requests - May 23
Layouts Complete - May 31 / Printing Complete - June 7 (4 pages)
- Total Pages: 52

Need exists to examine means of making certain fonts (the Italic, for instance) more easily readable. Pictures in the Maroon and Gray this year have improved greatly because of Mr. Perello's help and advice.

f) Maroon and Gray provides a fine service to the school with its annual "orientation" issue prepared by out-going seniors in June for distribution to in-coming freshmen in September.

- 2) The Media Workshop (which produced a twice-monthly video news show), although consisting of only nine students, has functioned well in providing coverage of school life at the high school and also in covering important events in the district's schools. Perhaps one strong value this year lay in student interviews of notable graduates of Nutley High School. We see this workshop of value in achieving an important goal of our school (to develop pride in school and community) and regret that there was insufficient student enrollment to justify its continuance in 1984-1985. This course will be offered in 1985-86, however, when we hope for a larger enrollment.

The local studio should be commended for its willingness to work with our students, providing sophisticated equipment which we could not afford and the training, advice, and opportunity for real "hands-on" career experience. The department is grateful to the O.B.C. for the last three years of help they have offered our instructor, Mrs. Hyland, and the students who have spent many hours at O.B.C.

3. Steps toward computer literacy in the English Department:

- 1) two teachers have received instruction on the word-processor through the cooperation of the Business Education Department.
- 2) the annual (EXIT '84) was, in large part, put out with the help of the Business Education's word-processor (senior write-ups, student reminders and copies of everything sent to the yearbook publisher).
- 3) many teachers have evidenced interest in learning the use of the word-processor

4. Involvement of English Department subjects in the overall assembly programs:

- a) the Hampstead Players presentation of Macbeth on 5/31/84 was well received by the senior class.
- b) the department had prepared the students for the experience by reading or reviewing the play.
- c) recommendation: that consideration be given to including the junior class in any future experiences with Shakespearean presentations.

IV. Concerns for the future:

1. Strive for a procedure which will provide specific information for the classroom teacher when a decision to place a student in Intensified Classes is made by the Child Study Team. The assigned department teacher and the I.C./S.C.E. teacher need a clear picture of the student's problem(s) from the moment of placement. Students who need an ISIP should have such a plan written and duplicated for the use of the classroom personnel from the day of that student's placement.
2. Evaluate the decision to conduct two separate Great Books courses (three sections of the honors and three sections of the elective (open-choice)) in an effort to make a strong "honors" course available to eleventh graders while providing the same material to other college preparatory level students who need to proceed at a slower rate. One teacher has been assigned to work with all the Great Books (Honors) classes. Plans for 1984-85: monthly consultations (probably following the monthly department meeting) of all teachers involved in teaching "honors" courses.
3. Support the teacher who will be assigned the theatre workshop/senior benefit play production responsibility in the continuing absence of Mr. Addes.
4. Strive for more ways to make all members of the department aware of available materials:
 - a) one department meeting in Library-A.V. area with librarian and A.V. specialist providing an up-dating of materials and procedures.
 - b) each teacher in the department will receive:

- (1) list of all films ordered for 1984-1985 and dates films are expected.
 - (2) inventory of all titles in the English department bookrooms and English classrooms with their recommended level of use and their cost.
5. Continued utilization of Madeline Hunter approaches
 - a) department meeting reports: from readings
 - b) teachers employing techniques: Bloom's taxonomy made graphic by use in lesson plans.
 - c) request for more copies of the Madeline Hunter texts (one copy provided for the department, with only four department members plus the chairperson presently "trained.")
6. Investigate the inclusion of the computer (word-processor) in the work of the English Department.
 - a) possible use in department office
 - (1) records
 - (2) inventories
 - (3) final examinations
 - b) inclusion in classroom work
 - (1) journalism program
 - (2) a writing laboratory

Annual Report

To: Dr. Frank Votto

June 27, 1934

From: Max Kletter, Mathematics Department Head

I. Curricular

1. Skills practice tests were developed to provide review and practice prior to administration of MBS and TAP tests. Teachers also noted our past weaknesses and incorporated relevant remediation strategies in their lesson plans.

2. As a continuing SAT Review Program, all Algebra II and Basic Algebra II classes received a short unit on SAT practice tests during the week prior to the March administration. In addition, Saturday morning classes in the fall (prior to November administration) and spring (prior to March administration) were held. It is felt that these programs provide the students with additional test-taking strategies and skills and result in higher SAT scores.

3. The 1973-79 course of study was revised and updated. Changes included

a. One-semester PASCAL course was added. Although enrollment was insufficient to schedule this course for the 1934-35 school year, it is anticipated that future enrollment will support this course for advanced placement credit.

b. Previous one semester courses such as Trig, Computer I and II, Statistics, Probability, and Math of Finance were consolidated into one year courses effective September 1934. The new courses (Computer I/Computer II, Trig/Statistics, Trig/Probability, and Mathematics of Finance/Computer I) were unified to encourage students to take the most challenging combinations of math courses in accordance with

the entrance requirements of the more selective colleges.

4. Four (4) Comp Ed classes have been scheduled for 1984-85. Selected teachers were provided with additional materials to supplement the regular General Math courses. It is strongly recommended that we continue the practice of assigning aides to these Comp Ed classes to enable students to receive small group / quasi-individualized instruction.

II. Managerial

1. Guidelines were developed and monitored for effective supervision of the Computer Center. Teachers were available to supervise students in the Computer Center, maximizing the efficient use of the facility during school hours. Mrs. Rudy opened the center at 7:30 A.M. to allow students additional time to complete their assignments. It is recommended that this practice be continued and expanded to include after school utilization for 1984-85.

2. Except for the third period, teachers were assigned to the Math Resource Center in an effort to make it an integral part of our mathematics program. Students were encouraged to voluntarily seek assistance during study hall or unassigned time. In some instances, students were assigned by their teacher for make-up work and additional instruction. The Math Resource Center room (formerly a custodian storage area) is poorly heated and ventilated. Its location (under Girls Court with exposed waste and water pipes) threatens equipment and software and is esthetically unsuitable for educational purposes. It is recommended that when a suitable room becomes available it be converted to a Math Resource Center/Math Office.

SCIENCE

Science Department - Mr. David Modig, Chairperson

NEW PROGRAMS

Microbiology

The stability of enrollment indicates that we are meeting the the needs and expectations of the students. The targeted students include those interested in careers in allied health fields, a second or third year science elective for non-science majors, and fifth or sixth year of science for science majors.

The curriculum is fulfilling the objectives of a laboratory course which applies the interdisciplinary skills and concepts acquired in Biology, I.P.S., or other science courses while introducing the new skills of Microbiology at the same time.

Biology 9

The Biology 9 lab program was developed more fully this year. With the expanded time frame the students were able to generate and analyze real data through field work and computers as well as the tradidional lab methodology.

Statistics - Sixty-one (61) of the student body was enrolled in one science course (or more)

Physics - teachers, Mr. Mancuso and Mr. Sautter

4 sections meeting 6 periods per week with
76 students.

Chemistry - teachers Miss Naturale, Mr. Mancuso, Mr. Sautter,
Mr. Starrick and Mr. Zintl.

Chemistry - cont'd.

7 sections of Chemistry with 141 students

4 sections of Chem Study with 85 students

2 sections of Advanced Chemistry with 30 students

All sections meet 6 periods per week

Biology - teachers, Mr. Carbone, Mrs. Caulfield/Sloan,

Mr. Jinks, Mr. Kimberley, Mr. Mancuso,

Mrs. MacGregor, Mr. Modig and Mrs. Stave.

13 sections of Biology with 246 students

4 sections of Biology 9 with 90 students

1 section of Advanced Biology with 9 students

6 sections of Microbiology with 132 students

1 section of Human Physiology with 12 students

3 sections of Plant/Animal with 56 students

All sections meet 5 periods per week except

Advanced Biology which meets 6 periods per week.

Environmental Science - teacher Mrs. Thomas

3 sections with 58 students meeting 5 periods

per week

Advance Placement Chemistry

AP Chemistry has been approved by The Board of Education for the 1984-85 school year. Extensive pre-planning by Mr. Starrick (and Mr. Modig) has made the course a reality. Students have been selected on the basis of past performance in related science courses. These students have been given an extensive reading list

for the summer. We have high expectations for testing scores to fall into the appropriate ranges.

Assemblies

Oakridge Universities presented the assembly entitled, "Gas Pipeline To The Future". The entire school population enjoyed the professional presentation.

Biology Club

The Biology Club enabled interested students to explore more fully the various fields of the biological sciences through independent and group hands-on experience.

Greenhouse

The year was spent in construction of the greenhouse and monitoring and adjusting the environmental factors such as temperature, moisture and light intensity. Various plant species have been tested for viability under current conditions and various methods of propagation have been tried for maintaining an experimental stock. Next year is slated for inclusion of greenhouse materials into several of our courses and the C.A.T. program.

I P S - teachers Miss Naturale and Mrs. Caulfield/Sloan
4 sections with 93 students meeting 5 periods
per week

Physical Science - teacher Mrs. Thomas
2 sections with 24 students meeting 5 periods
per week

PROFESSIONAL DAYS

Mr. Kimberley-New Jersey Science Convention Oct. 4, 1983
Mr. Starrick, Mr. Modig - A.P. Chem Workshop Oct. 22, 1983
Mrs. Stave, Mr. Starrick-Analytical Symposium Nov. 5, 1983
Mr. Sautter- Computer Workshop Nov. 18, 1983
Mr. Modig - Science Curriculum Committee Oct. 19, Nov. 5, 1983
Mr. Mancuso - Hoffman LaRoche Workshop Dec. 5, 1983
Mr. Starrick - A.P. Chem Workshop March 1984
Mr. Sautter - Physics Conference March 1984

FIELDTRIPS

Mr. Jinks - Sandy Hook Sept. 19,20,21,22, 1983
Mr. Jinks - Mills Reservation Sept. 27,28,29, 1983
Mr. Kimberley, Mr. Jinks - Meadow Land Environmental Center Feb. 1984
Mr. Starrick - Engineering Career Day March 1984

STUDENT TEACHERS

Mr. George Nixon from Montclair State College did his student
teaching with Mr. Jinks (Bio 9) in the spring of the year.

Miss Lisa Cerligione from Rutgers University did her student teaching
with Mr. Kimberley (Biology) in the spring of the year.

Both students performed in a most adequate fashion.

ASSIGNMENT CHANGES

Mrs. Joyce Thomas will be leaving at the end of the 1983-84 school year. She filled in for Mr. Bonanno who has been on a year's sabbatical. He will return September of 1984 to resume his teaching duties.

BUSINESS EDUCATION DEPARTMENT

YEARLY REPORT

School Year 1983-1984

June 27, 1984

The following activity highlights of the academic year 1983-84 present concerns, and recommendations are being submitted for your review and consideration.

ACTIVITIES

1. Staff Workshops: Twenty-one professional workshops, in which accommodations were made by this office, were attended by one or more of the department staff. All staff participated in at least one of these workshops. It is worthy of note that the bulk of the staff participation was done during after-school hours.
2. Guest Speakers: This office made the accommodations for six speakers of post-secondary schools to address our students about the topic of careers. The speakers made a total of 35 presentations and spoke to 64 class sections. In addition, 11 speakers invited by staff members addressed specific classes.
3. Field Trips: Department staff members conducted a total of ten student field trips.
4. Two members of the department staff were enrolled in graduate courses of study.
5. The following scholastic awards were granted to students of the business department:
Tri-Town Typing Award
Katherine Gibbs School Award
Berkeley School Award
Nutley Rotary Award
6. During Open House last fall, room 215 was open and manned by students of the Word Processing and Office Practice classes and COE program.
7. Word Processing students, under the direction of Mr. McCrohan, prepared a mailing list for the Nutley police department neighborhood watch program.
8. The department head with the help of the department staff determined the needs and submitted the application for federal funding for fiscal '85.
9. Many of the monthly department meetings included in the agenda time for staff instruction as to the methodology of the Madeline Hunter instructional process.
10. The new course for the year "Word Processing" was most successful. I noted a high frequency of equipment usage by students after regularly-scheduled classes. Mr. McCrohan has devoted an extraordinary amount of after-school hours in preparation of instructional materials and course revision.
11. The department staff of ten members gave instruction to an approximate total of 686 students.

12. New Equipment: Three additional stand-alone Decmate II word processors were acquired as a result of funding. Two Apple IIe microcomputers were also acquired as a result of the funding process. We will acquire prior to the opening of school an additional two microcomputers and 32 typewriters for student usage.
13. Miss Vroeginday proved to be a most adequate nine-week replacement during Mrs. Weedo's abbreviated maternity leave.
14. Mr. Garnett Brantley, a Montclair College student, observed members of the department teach for a total of 30 hours. Mr. Brantley will be doing his student teaching at Nutley High School next fall.
15. All teachers certified in the area of typing participated in the hands-on evaluation of six varied brands of typewriters during the course of the school year. Their evaluative input was of extreme value in the determination of the classroom typewriters we are to receive.

PLANS

1. No classes have been scheduled for room 211 next year. This will provide maximum access to the housed microcomputers and related materials by all classes. Mr. Fraser will be assigned primary accountability for its upkeep.
2. The department plans to acquire for the school year 1985-86 new textbooks and consumable student workbooks for the courses Bookkeeping I, Accounting II and Recordkeeping II.
3. Additional microcomputers will be ordered for the department.
4. Replacement typewriters will be acquired for the school year 1985-86 which will be used in Office Practice and in the COE program.

CONCERNS

1. The senior final examination schedule and grade value should be modified.
2. The administrative organization should strive to curtail the paper work explosion. Instruction of students is the main task of classroom teachers and not the performance of clerical duties.
3. I have been informed on a number of occasions that counselors instruct their counselees to not take business education subjects.
4. I have been informed that counselors instruct students who are in jeopardy of failure to exceed the 20 day absence policy.

RECOMMENDATIONS

1. A phone should be installed in the word processing center of room 215. This would provide for more efficient use of teacher energies and time.
2. Assigning a staff member during period eight of the day to room 215 is necessary so that it can be used as a resource room.
3. In-Service workshops should be created. Staff could be informed as to new instructional methodologies, administrative policies and new equipment.

NUTLEY HIGH SCHOOL

NUTLEY, NEW JERSEY 07110

FRANK T. VOTTO
PRINCIPAL

AREA CODE 201
661-3500

June 25, 1984

To: Dr. Frank T. Votto
From: T. C. Gallucci
Subject: Annual Report - Health and Physical Education

Following are some of the activity highlights of the academic year 1983-84, present concerns, and recommendations.

HEALTH: In Health I, we continued with our C.P.R. Program. However, our instructors are concerned with the number of students. Perhaps a review of the C.P.R. Program is in order for the following reasons:

1. Health hazards may be present in the fact that too many students use the mannequins in a short period of time. With the amount of students involved, there should be more time to clean the equipment.
2. With the large number of students, very little time is left for other subjects such as first aid, alcohol, drugs, tobacco, and family life.

The "Family Life" Program started in the fall of 1983. The program will be evaluated in the school year 1984-85.

The Health and Physical Education Department screened 1,431 students for scoliosis. The final screening referred 61 students to their family physicians. The total not processed was 73.

BEHIND-THE-WHEEL: We were not short of teachers at the start of the year or during the year. We are close to being on schedule with the students' needs.

PHYSICAL EDUCATION: This year, we continued the 3-1 schedule. This schedule provided three marking periods in physical education and one in health for each student.

INTRAMURALS: Our intramural program included a volleyball and basketball program in the fall and weight training in the winter and spring.

ATHLETICS: I feel the operation of my responsibilities would improve if I had a larger office close to the health rooms and gymnasium with air conditioning. Rooms 101 or 106 would be fine.

TCG:sp

FINE AND INDUSTRIAL ARTS DEPARTMENT

ANNUAL REPORT

SCHOOL YEAR 1983-84

June 27, 1984

The following activities summary/highlights of the academic year 1983-84 are being submitted for your review.

1. STAFF WORKSHOPS-PROFESSIONAL VISITATIONS:

Eighteen professional workshops were attended by twelve members of this department. One staff member served on a Middle States Committee.

2. GRADUATE CREDITS: Four members of this department participated in graduate courses involving computers.

3. GUEST SPEAKERS: Fourteen guest speakers representing post-secondary schools addressed career potentials.

4. FIELD TRIPS: During this academic year field trips were made to the following sites: ADP - Clifton, Delco-Remy - New Brunswick, Lincoln-Technical Institute - Union, Tesi Studios - Fairfield, Nutley Fire Department, Silk - City - Paterson.

5. SCHOOL/COMMUNITY SERVICES: Various members of this department were involved in many school/community services, such as; Bowl-A-Thon run by Key Club for Leukemia Society, C.I.E. Advisory committee, design of football program cover, repair of audio system in the auditorium, posters contests, guest lecturing across department lines.

6. STUDENT AWARDS/SCHOLARSHIPS

Seven students from this department were the winners of outstanding craftsmen awards and scholarships.

7. PROBLEM (AREA(S))

- A. A need to incorporate computers in our metal's area, particularly in the area of numerical control.
- B. Photography Program - Facility
- C. Exhaust system - metal shop
- D. Auto shop - complete all recommended changes.

8. GOAL(S) (LONG TERM):

- A. Add computer to C.I.E. program
- B. Introduction of a two-year program in C.I.E.
- C. Bring Micro-Computer applications into the electronics program.
- D. Annexing Room 225 for our photography program.
- E. Introduction of computer typesetting and computer aided design into graphic arts.
- F. Explore double period scheduling for 85-86 school year.

9. RECOMMENDATIONS: REGARDING CLASSROOMS, SCHEDULING, EQUIPMENT, SUPPLIES, SAFETY.
- A. Un-do blue windows in rooms 122 and 124.
 - B. Review all instruction procedures regarding safety.
 - C. Complete and install all recommended changes in the auto shop.
 - D. Convert room 225 into a photography room/studio.
10. MADELINE HUNTER INSTRUCTIONAL METHODOLOGY:
All members of this department were given excerpts of this instructional plan each month. From September 83 - May 84. By doing this, the department chairman was able to use this new terminology throughout all discussions and more importantly in all written observation/evaluations.
11. C.I.E. Students earned over \$183,000.00 during 83-84.
12. COURSE OF STUDY REVISIONS: The entire department participated in the revision process.
13. ADVANCED COURSE: Will be offered in Art, Metals and Woods during the 84-85 school year.
14. MIDDLE STATES UP-DATE: During 83-84, we recommended and had approved some significant changes in our Auto Shop facilities. As chairman, I will continue to research all Middle States recommendations. My personal goal is to resolve all or most of these recommendations during the 84-85 school year.
15. MY PERSONAL PROFESSIONAL PERFORMANCE:
My 1982-83 personal evaluation addressed various area's in need of refinement. An overview of the numerous suggestions are as follows:
A. Teacher written evaluations did indeed exhibit additional usage or specific recommendations for teachers to utilize in the teaching process. Through monthly department meetings, I was able to familiarize my staff with the Madeline Hunter Methodology.
B. Throughout the last two years, I have worked with members of this department reviewing and making specific recommendations related to our latest Middle States Report.
C. We have designed and developed an excellent Safety Education Program over the years. Our goal is to continue to up-date, films, state statutes- awareness and indeed reinforce proper methodology of instruction during 84-85.
D. The "84" Fine and Industrial Arts Festival was by far the most efficiently set-up; well planned festival in recent years. We are grateful for our administrative cooperation with moving equipment to and from the Gym.
E. As chairman, I worked very closely with Mr. D'Aloia regarding our C.I.E. program. Throughout the 83-84 school year. We attended the State Funding Orientation meeting, made some specific funding plans and were able to gather some important future funding information. I managed to make a few job site visitations with Mr. D'Aloia. I also participated in our group meetings concerning our C.I.E. Advisory committee.
F. Earlier this year, we did attempt to investigate the rationale behind student course selection in our department. We developed and

distributed a survey to approximately 800 students. The survey information slanted towards the idea of how well the students were versed on course availability, levels offered, and indeed, guidance input or assistance given with electives. Our conclusions indicated total student awareness with all phases of the scheduling process.

John H. Hickey
6/21/87

NUTLEY HIGH SCHOOL

NUTLEY, NEW JERSEY 07110

FRANK T. VOTTO
PRINCIPAL

AREA CODE 201
661-3500

June 27, 1984

NUTLEY HIGH SCHOOL GUIDANCE DEPARTMENT

ANNUAL REPORT

ACCOMPLISHMENTS

The basic objective of the guidance department is to serve students, parents, and staff in the area of guidance and counseling.

Educational development, career development, and personal-social development are the three areas of concern on which the department devotes its main focus.

In designing any portion of a program, it must be determined who the client is. Although it is frequently the student, it may be teachers, other school personnel, parents, or the community. Further, in selecting a program approach any one or more of the following skills may be useful: individual counseling, group counseling, group guidance, consultation, appraisal, information services, placement, or research, and evaluation.

The guidance department hosted an evening program for one and two year schools and colleges. This program was modeled after the Higher Educational Opportunities Fair and close to fifty (50) institutions participated in the affair. These schools and colleges are becoming more popular with our students for many reasons. The increasing cost of four year colleges and the excellent career programs available at these schools, make them a sound investment for some of our students.

The department hosted an evening program relating to the Financial Aid process. Dr. John Fisher spoke in November to students and parents about the proposed changes planned by the state and federal agencies.

Counselors invited parents of students to meet with them. The parents of members of the Class of 1985, conferenced with the counselors in the Spring. The meetings reviewed the need to plan early when considering post secondary opportunities for education or work.

Sophomore parents met with counselors in the Fall to discuss the educational, career, and personal-social needs of their children.

The department hosted a Career Day Program. Some sixty speakers visited Nutley High School and discussed their careers with the students. The students had the opportunity to select two speakers they would like to meet with and thus become more knowledgeable about those careers. Feedback from the faculty, students, and participants was very positive.

Counselors continued to visit colleges, attend professional conferences, and host college admissions representatives at Nutley High School. These meetings are extremely valuable to the staff and students when the counselors share their experiences with them.

Each student met with his/her counselor concerning his/her program decisions for this year and their course selections for the 1984-85 year.

Information services were provided to the students in the areas of labor trends, post high school training, and services information, curriculum, class rank, test required for college admissions, and the college search process.

The department hosted the Higher Educational Opportunities Fair this Spring. One hundred and sixty colleges participated in this program. The attendance by parents and students could have been better.

The department developed two brochures dealing with Career Planning and Scholarships.

The guidance department meets weekly with the Child Study Team to discuss students who evidence unique needs.

Counselors responded to many crisis situations this year. Students whose parents were going through a divorce or separation, a death in the family, depression, and poor self-image. The counselors referred the more serious cases to support personnel, e.g. School Social Worker, School Psychologist.

The department continued publishing the Guidance Newsletter this year. There is still a great deal of improvement needed in communicating information to students and parents.

The guidance department hosted an "Instant Decision Program" for Montclair State College, and Seton Hall University. Students who participate in the program are informed that day, after an interview, if they are accepted at Montclair State, and Seton Hall.

The department coordinated the awards program. This year the affair was held in the evening and was well received by parents and guests.

POST-HIGH SCHOOL PLACEMENT/COLLEGE PLACEMENT

Summary of College Admissions/Rejections

| | <u>Class of 1982</u> | <u>Class of 1983</u> | <u>Class of 1984</u> |
|---------------------|----------------------|----------------------|----------------------|
| Enrollment | 462 | 427 | 391 |
| Total Applicants | 292 | 277 | 269 |
| Total Acceptances | 290 (62.6%) | 224 (64.8%) | 248 (70%) |
| *Four Year Training | 200 | 186 | 182 |
| Two Year Training | 17 | 22 | 33 |
| Business/Technical | 35 | 16 | 33 |
| Nursing | See * | See * | See * |
| Undecided | 38 | 56 | 21 |

*Includes students
pursuing a degree program
in nursing.

TRANSCRIPTS

| | <u>1981-82</u> | <u>1982-83</u> | <u>1983-84</u> |
|------------------|----------------|----------------|----------------|
| Transcripts | 2086 | 1871 | 1848 |
| Mid Term Grades | 160 | 145 | 164 |
| Final Grades | 240 | 245 | 248 |
| Total | 2486 | 2261 | 2260 |
| New Registration | 83 | 94 | 83 |

RECOMMENDATIONS

The department would like to publish a brochure on local awards. It is hoped that this can be done over the summer.

The concern over the privacy of counselor's office is very real. Guidance offices should be soundproofed to insure privacy during counseling sessions with students and parents.

The department participated in a review of the guidance program in the Nutley school district. Meetings were held on Saturdays throughout the academic year and a presentation was made to the Nutley Board of Education in June. The major recommendations of the Committee were:

1. Creation of a Guidance Advisory Committee.
2. Expansion of public relations activities.
3. Continue to assess program by use of in-service workshops.
4. Continue to monitor staff time and activities.
5. Develop a district-wide career resource center with satellite centers at high school, middle school, and elementary school.

RECOMMENDATIONS (contd.)

6. The need exists for counselors to meet with teachers in the various instructional departments.
7. The counselors need to make a stronger effort to make students aware of the goals of the guidance department.
8. The need exists to develop programs to increase communication with students, teachers, and parents in regard to test results.
9. Increased availability of guidance services during the summer months.
10. Expand the district guidance program to include grade K-12.
11. Counselors should visit the middle school to meet with students and discuss the educational programs available at the high school.
12. The need exists for more support personnel.
13. Encourage counselors to make more use of interest inventories as tools for stimulating career exploration.
14. Need for an annual follow-up assessment.
15. Need for all new staff members to be given an orientation to the organization and functioning of the guidance department.

There is a sense of satisfaction from having successfully conducted an evaluation program and having acquired the necessary skills to do so. Having become more skilled and knowledgeable about evaluation, we may face new and similar challenges with great confidence.

I feel quite strongly that the information gathered can be used for program improvement. In so doing, one uses the data constructively. Additional satisfaction comes when the data reveals that one is performing successfully or that one is perceived by others to be doing so.

The committee expressed concern about an overemphasis on the one-to-one relationship model of counseling and the tendency for counselors to focus mainly on crises and problems.

The traditional one-to-one relationship in counseling which we have cherished and perhaps overvalued will, of course, continue. However, the conception of the counselor as a roombound agent of behavior must be critically reappraised.

The guidance program should be based on an educational model as opposed to a therapy model. Counselors must be able to make students, parents, and faculty aware of the services offered by the school psychologist, school social worker, and community resources, such as Family Service.

The guidance department must be proactive in meeting the needs of students, parents, and faculty. The long-term movement must be

toward developmental forms of guidance. And, more often than not, career development should be used as the point of departure for such programming. I think we are attempting to offer developmental guidance and counseling to the students in Nutley.

If students are unaware of and misinformed about the services available to them, dramatic problems relative to service delivery are in the offering.

A related problem takes the form of unrealistic expectations. For example, hearing about the services available, students may think that all they have to do is stop in and make a request. When forced with a full guidance office and the need to make an appointment, some students are frustrated, feel rejected, and become disillusioned. The outcomes are loss of potential clients and negative feelings in students about the so-called services of the guidance department.

Other students expect counselors to fulfill illegitimate requests. Examples of this often encountered at the senior high level are those students who use the counselors to fix their schedules. The counselor is seen as a gatekeeper and the counselor's opportunity to provide real guidance is diluted. Student expectations (often shared by parents) that counselors are persons who get students into the college of their choice, perhaps an exclusive one. Still another unrealistic expectation is that counselors should deliver needed financial aid, i.e. scholarship and grants. Inability to deliver these outcomes is seen as a sign of failure and counselor's percentage of hits is the gauge of the quality of services rendered. Counselors who support this kind of service to students deserve the resultant misperceived negative evaluations.

We are not perfect. Damage may be inflicted in the form of misinformation, biased advice, insensitive or non-empathetic responses, and the like.

Counselors influence the number and kind of referrals they receive by the manner in which they behave. Therefore, the onus is on counselors to behave in ways that will accurately demonstrate and publicize the kind of service they wish others to believe that they provide.

June 25, 1984

To: Dr. Votto
From: Mr. Tiene

Subject: Department of Foreign Languages, Annual Report,
School Year 1983 - 1984

1. Statistical Data

a. 722 of our September 1983 school population of 1509 students or 48 % were enrolled in foreign language classes this year.

b. Ten staff members taught 48 sections of 24 different course offerings - French, German and Spanish levels I, II, III, IV and V; Italian and Latin levels I, II, III, and IV; and the Classical Background component of the senior English Humanities course. Of this total one section of German level I was taught at Franklin School.

c. In addition to the high school program two sections of Latin I, grade 7, one section of Latin I, grade 8, and two sections of Latin II, grade 8 as well as two sections of French level I and three sections of Spanish I, grade 8 were taught in Franklin School by the middle school staff.

2. Accomplishments and Notable Achievements

a. Use of new Spanish materials - basic texts and ancillary components, Cuaderno de ejercicios, Cuaderno de actividades, film strips with accompanying cassettes, a recorded listening comprehension series and visual and auditory testing instruments was extended to several level I, II and III classes. Two teachers of Spanish are working together to share their experiences in developing use of the new program. A third teacher has used several units of the new materials.

b. Newly produced programs in Italian have been examined and evaluated; a new text and a recorded supplement will be piloted next year.

c. New materials were used for the first time in Latin level II coordinated with the experience of Latin I in grade 8 last year in the middle school. Periodic informal discussions were held with the teacher of Latin I, grade 8 during the school year.

d. Four foreign language classes have again participated in attendance at three opera performances at the Metropolitan; one French class saw Manon Lescaut; one German class Richard Strass' Arabella; French IV and V and Latin III and IV saw An Evening of Stravinsky including a short opera Le Rossignol and a choral version of Oedipus Rex. Each visit to the opera was preceded by study of background biographical, historical and libretto materials.

e. Our film program in all language areas continued. Highlights were new films on foreign cuisine, Central and South American archaeology and geography, German current events, French art and history and selections from a Great Cities series, Rome and Venice.

f. There were field trips to the Frick Collection and the Guggenheim Museum, others to see Spanish films and theater. One group attended a concert by a "tuna", a student singing ensemble

from the University of Madrid. Several Italian and Spanish students participated in a Poetry Reading Contest held at West Orange High School. One Nutley senior placed second in the Advanced Spanish section.

g. Club activities included the annual holiday observances and a joint picnic in June. A group of Italian students travelled in Italy during the Spring Recess.

h. Two department staff members participated in a one day workshop on teaching beginning language students; the chairman attended a workshop for foreign language supervisors at St. Elizabeth's College sponsored by the New Jersey Foreign Language Teachers Association. The department was also represented at the annual Northeast Conference on the Teaching of Foreign Languages in New York. Mr. Tiene continues as a Trustee of the New Jersey Classical Association and attended the fall and spring meetings of the Association; he was also the recipient of a Fellowship Grant for Independent Study in the Humanities from the Council for Basic Education for the summer of 1983. (Work was done in the fields of classical literature and Roman history.) The school library received a dedicated portion of the grant for the acquisition of selected titles.

i. Two department staff members completed courses and workshops on computer use. The department presently has use of the ESL computer six periods a day. Several programs have been purchased for general use in foreign language and specifically for French and Spanish. Two department meetings sessions were given over to simple theory and practice in use of the computer. The Latin II class has used the computer for vocabulary review of adverbs, conjunctions, prepositions and pronouns. Increased use is planned as quality programs become available and our own expertise develops. Within the next year or two a component on computer use for foreign languages will have to be developed for the curriculum.

j. Students received end of year awards as follows:

- (1) summer of 1983 - a scholarship to study and travel in Spain.
- (2) June 1984
 - (a) 1 Certificate of Excellence in Foreign Language
 - (b) 5 Certificate of Excellence, one each in French, German, Italian, Latin and Spanish
 - (c) 4 Plaques for Excellence in Italian

3. Leading Problems

a. Our greatest difficulty this school year was posed by the prolonged absence of our senior French teacher. A competent young substitute teacher managed the classes in the best possible manner under the circumstances. Two other staff members in Italian and Spanish had a series of absences without any consistent, regular or qualified replacements. This circumstance led to a limitation of planning and execution of varied and appropriate class activities.

b. Shortly after the installation of new student equipment in the language laboratory in the fall of 1981, the efficiency and versatility of lab use became severely limited until the fall of

last year when the personnel of Closkey's Electronic Systems tested and prescribed the installation of amplifiers to boost sound levels in the intercom system. This modification made the lab once again fully functional although rather late in the school year. The lab facilities were used, however, toward the end of the year by the advanced French and Spanish classes and for the listening parts of final exams. A priority for next year will be the revival of full use by other classes.

c. Student schedule conflicts continue to cause loss of opportunity for excellent students who wish to work on the upper levels of language study. Flexibility of scheduling for such students should be actively explored.

d. A falling enrollment in beginning German portend a danger to the future of our program.

4. Goals

Our permanent long range goal is to make foreign language study useful and meaningful to the greatest possible number of our high school students. Our immediate goals concern the maintenance and the development of our present programs. We are particularly aware of the report of the National Commission on Excellence in Education and other reports of similar nature that have recently appeared. We are aware also of the recommendations and the requirements now appearing for preparation both for entrance and for graduation from college programs. We shall attempt to best utilize the preparation, experience and expertise of our teaching staff as well as the best of our resources of materials and equipment for the education of our students.

5. Recommendations

The department recommends the continued study and assessment of the profession towards the realization of our goals.

GJT

June 27, 1984

To: Dr. Frank T. Votto, Principal

Fr: Charles J. Fuccello

Subj: Principal's Report

As usual the academic year was a busy one for all department members. Besides their usually fine preparations many continued to augment their knowledge of their respective subject content by taking course work at neighboring colleges and by reading extensively in their field of expertise. Instructors of low ability groups spent much time using reading diagnostic instruments to monitor student weaknesses and then adjusted instruction to work on improving their ability in this area. I was also pleased to observe that other teachers, specifically Mr. Rhodes and Mr. Chapman, have rearranged their presentational approach in the American History Honors program to follow a topical rather than a chronological approach. By their estimates this procedure should provide a greater in depth study of individual topics by illustrating elements of continuity and change that have taken place over the span of two centuries of American history.

There were numerous field trips organized and supervised by faculty this past year. The New Jersey Studies instructors should be especially commended for their work in this area. Students were not only exposed to the mechanics of our state government but also received a fine reception from the governor, from the presidents of the Senate and the Assembly, who on some occasions introduced them to the respective house of the legislature. In addition, various historical points of interest were visited as were businesses and industrial sites, which offered our students insights into potential career opportunities.

Conferences dealing with subject matter, with reading work, and with advanced programs were attended this year. Although attendance was not as extensive as 1982-83, reports from returning participants indicated that their participation was well worth the time and effort and many have expressed interest in attending more in the year 1984-85.

As might be expected the Department experienced some problems, some old and some new, which will need addressing in the future. Specifically:

1. The PAD textbook is entirely too old for continued use. Appropriate faculty have volunteered to keep alert to a new text that is congruent with our course of study and that meets our standards of excellence.

Principal's Report

2. During the summer of 1984 we will begin to write a New Jersey Studies text. Two publishers have indicated an interest and have asked me to keep them informed of our progress.

3. Shelving in the Department office remains a perennial problem. I have made requests since June 1981 but have seen no action to date.

4. Teachable emergency lesson plans has remained an issue on which we have devoted much thought and attention. Our problem seems to have been partially resolved with the purchase of a packet of ditto masters that fortunately are in harmony with the curriculum and with the content organization of the American history textbook.

5. For the first time in many years the Department experienced some personality conflicts. While they did not prove to be damaging to the instructional process, they did require my attention and mediation and I can report that reason prevailed for the most part. They will, however, require my continual intercession and monitoring in the future.

Respectively submitted,

Charles J. Fucello

Charles J. Fucello

Raymond J. Kohere
June, 1984

The Music Education Department of the Nutley Public Schools has continued to grow and develop despite the general census of declining student personnel in the system. Enrollment in all the performing music organizations has remained constant and in a few cases has slightly increased to give a somewhat higher percentage of students involved in music. However it must be understood that the product of music education does not only concern itself with the performance or "public relations" organizations but also with education and raising the standard of the general student so that music can be appreciated and evaluated from the popular, entertainment oriented level to the deeper and more serious aspects of music. This is a goal which must be continually assessed in the curriculum development for all students in the Nutley educational system. Higher standards are always a result of persistent, all inclusive, value related teaching whether they be in English or in Music. Since music and the other art forms make up so much of contemporary life, it is imperative that we constantly educate our youth in order for them to make value judgments which lead to better and higher standards in all subjects including music.

In the light of this philosophy of perpetuating music education for all students, I have acted as representative of the Metropolitan Opera Guild in arranging for our High School foreign language classes (French, German and Italian) and the Humanities Class to attend three final rehearsal opera performances and one opera performance for students this past year.

Beside the items which are included in my job description and the daily "caretaker" responsibilities of my position as Music Coordinator which are always present and demand resolutions as soon as possible, the following accomplishments have been realized during the 1983-84 school year.

1. Scheduled after school rehearsals for six members of the N.H.S. Choralettes of which three members were selected through highly competitive auditions into membership of the 1984-85 New Jersey All State Chorus.
2. Assisted in the rehearsals and auditions of the 1983-84 New Jersey All State Chorus as adjudicator and sectional rehearsal conductor on six Saturdays.
3. Assessment of the needs of increasing the Nutley Elementary School String Development Program through visitation and observation of well established elementary school programs in West Caldwell-Caldwell, Randolph Township and Tenafly. This report given by Mr. Tobias has been sent to the Superintendent's Office to be initiated at his discretion.
4. Arranged for a professional music assembly (Festival of Brass) in each of the Elementary Schools and the Franklin School which was received by all students, faculty and principals with great enthusiasm and excellent educational benefits.
5. Initiated a monthly General Music Teachers Meeting after school on every second Monday of the month which enables

- discussions, proposals, and necessary information to be disseminated in order to visualize a complete picture of Music Education in Nutley from kindergarten to the twelfth grade.
6. Established an all boys elementary vocal organization (The Nutley Boys" Chorus-62 performing members from Grades 2-6) who were selected from the five elementary schools by each of their respective vocal music teachers to sing their first performance at the N.H.S. Spring Music Festival. Rehearsals were held by each vocal teacher before or after school, during lunch periods and three Saturday mornings. I directed this new endeavor with Mrs. K. Peterson (Spring Garden) assisting as accompanist for this first year. Directors and accompanists for subsequent years will be on a rotating basis from the five elementary school vocal teachers.
 7. With the completion of the instrumental inventory (all schools) this June (1984) all instruments (keyboard, Orff classroom instruments and all instrumental accessories) will be accounted for and assigned an assessment number so they are all covered by insurance.
 8. I continue to fulfill my teaching responsibilities as a member of the Humanities Team with regard to the art forms (Painting, Music Sculpture, Architecture, Dance) and arranged all corresponding field trips to the various New Jersey and New York Cultural institutions (Cloisters, Riverside Church, St. John's Cathedral, N.Y. City Ballet, N.Y. Philharmonic Orchestra, Metropolitan Opera, Guggenheim Museum and the Metropolitan Museum of Art.)
 9. The Choralettes are still a major part of my daily teaching schedule and this past year I conducted fourteen in and out of school performances with this selected vocal ensemble. Along with this musical leadership, I arranged all the programs and necessary transportation to and from concerts from the Nutley "Old Guard" to performances at the N.Y. World Trades Building and Newark Airport.
 10. In addition to arranging field trips for the Humanities Class, I also organized a field trip for the H.S. Orchestra to a N.Y. Philharmonic Orchestra rehearsal and H.S. Orchestra performances for the Nutley community organizations.
 11. Additional activities included attendance at the numerous evening music programs in my capacity as Music Coordinator as well as liaison between the Nutley Public Schools Music Program and the Nutley Music Boosters Association during their executive and general membership meetings.
 12. As in the past, I coordinated the 1984 N.H.S. Graduation activities including rehearsals, the physical ground blueprint, program, music and honor guard.
 13. The Music Education Department and Coordinator continue to maintain a close working relationship with the Athletic Department and Director in mutual concerns which relate to both departments in order to insure a cooperative, amicable, and unified goal for the high standards in music and sports through their coordinated efforts.

14. Because of a music teacher retirement and leave of absence, I have paper screened over one hundred and twenty applicants and with the H.S. Principal interviewed several promising replacements. I hope that the need and importance to replace these two vital persons will be established by the administration and board of education and that both positions will be filled by the beginning of the 1984-85 school year.
15. I sponsored and directed the Nutley High Ski Club and arranged nine Saturday ski trips to Hunter Mt., New York. This was my last year as director of the N.H.S. Ski Club.
16. The Music Education Department initiated the Music Letter Award System this year which is comparable to the Varsity Letter Award of the Athletic Department. All members of the performing music organizations are eligible for this letter award if they meet the requirements, standards and performance and rehearsal commitments.

There are goals which have not been accomplished because of insufficient time and circumstances beyond my control. To initiate these goals which would improve the entire music program, I will require more time to examine the Elementary and Jr. High music programs to be sure they continue to incorporate the "feeder system" upon which the High School is so dependent. From my visits and observations, I have compiled a few long range goals which should be expedited as soon as possible since they will take extensive time to implement them into a working experience.

1. To develop a new General Music Curriculum Content on the Franklin School (Jr. High) level over an extended period of time.
2. To visit other public and private schools in order to observe their music programs at work, especially those who are acknowledged as leaders and excellent resource possibilities.
3. To establish some priorities for scheduling of music students for music courses, especially when the student is considering some kind of music career. To schedule more music students for small ensembles and individual vocal and instrumental lessons during the daily schedule. To schedule courses which are only 2,3 or 4 periods (credits) in order to utilize time and periods which are only partially filled with other courses such as science lab periods etc.
4. To initiate and develop a working string program from Grade 3 through Grade 12 (H.S. Orchestra.)
5. Because of a music teacher transfer and uncertainty in filling the vacant position as of this date, the goal of a "Band Camp" has been delayed until next year. The "Band Camp" which would precede the beginning of each school year would facilitate issuance of instruments, equipment, and uniforms; formulate marching patterns, techniques and formations, and review procedures and policies before becoming involved with the academic studies.

Thank you,

Raymond J. Kohere

M E D I A R E P O R T

School Year 83-84

Joseph Affinito

Media Report

1983-1984 School Year

Projects (In addition to normal routine of Media Department)

1. Slide film and processing for Science Dept.
2. Special video taping for school related curriculum.
3. Increase Video Library.
4. Assist Ms. Hyland's Media Workshop for OBC Broadcasts - including Jr. Olympics, computer presentation to Board of Education, etc.
5. Video taping of special presentations for Mr. Powderly's Radcliffe School with assistance of Media Workshop students (Ms. Hyland).
6. Aid Mrs. Serafino with purchase & operation of video equipment at Board of Education Conference Room.
7. Video equipment organized for operation, at Board request, at Board Office and conferences at other town locations.
8. Establish new Audio Visual Software Preview Policy.
9. Establish Career Audio Visual Software Area of Library Media Center.
10. Meet monthly with different High School Departments to disseminate media information.
11. Assist Guidance Dept. & Administration in program presentation in regard to Audio Visual Software & Hardware.
12. Develop background information for Mr. Gallucci & Athletic Dept. in regard to video taping equipment.
13. Assist Adult School in organization of equipment usage.
14. Aid in audio presentation for graduation rehearsal.
15. Develop slide presentation for Jr. High School orientation.
16. Assist CAT Program & other outside groups in regard to A.V. Hardware and Software.

I

1983-1984 Film Report

| | |
|---------------------|----------------|
| Film Rentals | \$4793.59 |
| Postage & Insurance | 525.00 |
| Total | <u>5318.59</u> |

Total number of films delivered to Nutley High School 433

II

Audio Visual Hardware Request

| | |
|--|------|
| Extended Request (Departmental & Special Groups) | 83 |
| Approximate Daily & Weekly Request | 1680 |

III

Media Room Use

| | |
|----------------------------|-----|
| Individual and Group Study | 600 |
|----------------------------|-----|

Missing - June 1984

Software

MECC File Computer Disk (Apple)

#670 Advanced Applesoft Basic \$40

#675 Applesoft Special Features \$40

#701 MECC Apple Demonstration \$40

Hardware

None

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1984

To: Dr. Votto, Principal
From: Mrs. Carney, Librarian
Subject: Annual Report

Contents

- I. Statistical Analysis
 - A. Strengths
 - B. Weaknesses
- II. Activities
- III. Areas of Concern
- IV. Projection for Next Year
- V. Accumulated Statistics
 - A. Copy Machine Monies
 - B. Class Visits
 - C. Circulation Statistics
 - D. Non-Fiction Circulation Statistics Ranked by Subject
 - E. Overdue Materials by Number of Students Referred for Administrative Action
 - F. Book Inventory
 - G. Bibliography of Newspapers
 - H. Bibliography of Periodicals
 - I. Equipment Inventory

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1984

I. Statistical Analysis

Strengths

The coin operated copy machine continues to support itself.

Class visits continue to increase.

| | |
|---------|------------------|
| 1983-84 | 406 classes + 34 |
| 1982-83 | 372 classes + 41 |
| 1981-82 | 331 classes + 42 |
| 1980-81 | 289 classes |

The English and History Departments continue to dominate library use, but the Science Department has steadily increased use over the last two years. Institution of honors and AP science classes will have a positive effect on this trend.

The circulation of science books to students increased by 94 volumes this year.

Two-hundred and thirty-four students were referred for administrative action because of overdue books. This represents a decrease of 35 students since last year and 283 students since 1981-1982.

Weaknesses

The copy machine must be replaced. Copy quality is poor, parts are obsolete and hard to fine, service calls are frequent.

There was an overall decrease in books circulated of 152 volumes.

The number of books missing after inventory tripled.

| | |
|-----------|-------------|
| June 1983 | 143 missing |
| June 1984 | 435 missing |

Evidently the need for books has not decreased, but more students are taking them without signing them out.

Locker clean-out by custodians is very late this year.

The Junior Class response to administrative action is very poor. Thirty-four of the 42 obligations outstanding are juniors.

I. Statistical Analysis...continued

Strengths

All referrals were held until June because of the decrease in monthly numbers.

Weaknesses

An increase in the book collection of only 129 books was realized this year. One thousand three-hundred and thirty-seven new volumes were received. Of this number, 585 volumes are still being processed.

More hours of clerical and professional time were used this year to catalog and process computer disks.

More hours of professional time were required to assist in supervision of students from study halls and to help visiting classes.

II. Activities

The library opened on Wednesday, September 7, 1983.

From November through April, one department meeting per month was conducted in the library. The departments invited were mathematics, business, fine and industrial arts, science, foreign language and social studies. The librarian prepared appropriate displays of new materials and discussed career materials and class use of the library with each department.

All freshman English classes received an orientation to the library. This project was completed by October 21, 1984. In addition, all sophomore English classes received instruction in the use of the Readers' Guide prior to researching their ten minute speeches and all juniors and seniors received instruction in research strategies appropriate to their theme assignments.

The librarian and her staff cataloged and processed 124 MECC (Minnesota Educational Computing Consortium) diskettes and their guides which were received from the computer coordinator.

A computer implementation plan for the library was completed. Recommendations have been forwarded to the principal.

A project to make mystery, romance, and career books easily identifiable was completed. Student helpers applied stickers with appropriate symbols to these collections.

A similar project for science fiction and sports will be conducted in the next school year.

Four newsletters were published during the year.

III. Areas of Concern

- A. Problem: Supervision of students from study halls.
Students arrive after the bell; often come only because they wanted to take a walk; have no work to do; and spend time vandalizing, stealing, and shifting books around in the stacks.

Suggested Solution: 1. Teachers assigned to the library should be those individuals with a talent for managing large groups.

2. Students coming to the library should obtain passes in advance from the librarian, not on the spot from the study hall teachers.

3. More emphasis on homework and library assignments is needed.

- B. Problem: Increasing work-load.

Suggested Solution: 1. Give a priority to the implementation of computerized library management in 1984-85. This will free some professional and clerical time to deal with cataloging of books, disks, and A-V software in 1985-86.

2. Increase the hours of the clerk-typist.

3. Assign library duty to teachers who can manage large groups. (I can assist in supervision to a point, but I do not get my work done nor can I work with classes effectively if I have to assist in study group supervision for half of every day.)

IV. Projection for Next Year

A. Computerization

The major activity for the next school year will focus on creating a bibliographic data base. By September, 1985, it should be possible to borrow a book in our library by passing a light wand over bar codes on the book and the borrowers' card. (This is the same concept used in super-markets.) Students will have access to a computer, in addition to the card catalog, to search for reference material.

B. Collection Size

The collection suffered a major setback this year due to losses and additional demands on professional and clerical time.

Budgetary support for 1984-1985 book purchases was \$17.00 per student. A significant increase in this allotment would be helpful. Last year in this report \$17.50 was recommended for 1984-1985 and \$20.00 for 1985-1986.

I am hoping my need for additional clerical and professional time to process new books will be met with the help of computers. I do not envision new positions being created to meet the demands here.

(Stronger teachers to assist in supervision of students from study hall would be a big help in increasing my time to catalog new books and in decreasing theft.)

C. Professional Collections

The development of a teacher work room/resource center near the library is still desirable. However, this project has a lower priority than the computer project at this time.

V. Accumulated Statistics

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1984

Circulation Statistics 1983-1984

| MONTH | 000 GENERAL WORKS | 100 PHILOS- OPHY | 200 RELIGION | 300 SOCIAL SCIENCE | 400 LAN- GUAGE | 500 PURE SCIENCE | 600 APPLIED SCIENCE | 700 ARTS & RECREATION | 800 LITERA- TURE | 900-909 930-999 HISTORY |
|-------------------|-------------------------|------------------------|-----------------|--------------------------|----------------------|------------------------|---------------------------|-----------------------------|------------------------|-------------------------------|
| Sept. | | | 1 | 16 | | 8 | 14 | 7 | 17 | 11 |
| Oct. | 1 | 20 | 21 | 88 | 5 | 24 | 57 | 47 | 104 | 60 |
| Nov. | 3 | 21 | 5 | 86 | 4 | 11 | 21 | 16 | 62 | 34 |
| Dec. | 3 | 10 | 6 | 69 | 1 | 15 | 48 | 27 | 134 | 56 |
| Jan. | 25 | 31 | 8 | 152 | 1 | 42 | 96 | 33 | 193 | 50 |
| Feb. | 14 | 26 | 9 | 124 | | 26 | 71 | 59 | 80 | 85 |
| Mar. | 5 | 25 | 8 | 129 | 2 | 7 | 57 | 18 | 87 | 70 |
| Apr. | 2 | 28 | 5 | 75 | 2 | 37 | 45 | 12 | 109 | 47 |
| May | 4 | 23 | 2 | 56 | 1 | 12 | 39 | 31 | 64 | 27 |
| Totals by Subject | | | | | | | | | | |
| 1983-84 | 57 | 184 | 65 | 795 | 16 | 182 | 448 | 250 | 850 | 440 |
| 1982-83 | 19 | 197 | 63 | 767 | 19 | 152 | 384 | 328 | 883 | 462 |
| 1981-82 | 27 | 277 | 64 | 885 | 18 | 163 | 531 | 409 | 807 | 639 |

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1984

Circulation Statistics 1983-1984

| 910-919 TRAVEL | B-920 BIOG- RAPHY | PERIODICALS (Special loan only) | PAMPHLETS | TOTAL NON FICTION | FICTION HARD, PAPERBACK | 1983-84 TOTAL FOR MONTH | 1982-83 TOTAL FOR MONTH | 1981-82 TOTAL FOR MONTH |
|-------------------|-------------------------|---------------------------------------|-----------|-------------------------|----------------------------|-------------------------------|-------------------------------|-------------------------------|
| 12 | 17 | | 1 | 104 | 155 | 63 | 322 | 453 |
| 10 | 58 | | 7 | 502 | 324 | 101 | 927 | 845 |
| 14 | 43 | 3 | 3 | 326 | 207 | 58 | 591 | 633 |
| 10 | 99 | | 27 | 505 | 138 | 30 | 673 | 947 |
| 10 | 33 | | 20 | 694 | 147 | 37 | 878 | 937 |
| 17 | 53 | 1 | 42 | 607 | 169 | 34 | 810 | 778 |
| 17 | 20 | | 85 | 530 | 189 | 40 | 759 | 1,065 |
| 15 | 30 | 4 | 32 | 443 | 121 | 21 | 585 | 459 |
| 11 | 21 | | 55 | 346 | 138 | 40 | 524 | 456 |
| 116 | 374 | 8 | 272 | 4,057 | 1,588 | 424 | 6,069 | |
| 209 | 529 | 9 | 100 | 4,121 | 1,562 | 738 | 6,421 | |
| 137 | 662 | 3 | 127 | 4,749 | 887 | 937 | | 6,573 |

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1983

Non-Fiction Circulation Statistics Ranked by Subject

| 1983-1984 | | | 1982-1983 | | 1981-1982 | |
|-----------|-------------------------|----------------|-----------|----------------|-----------|----------------|
| Rank | Subject | Total for Year | Rank | Total for Year | Rank | Total for Year |
| 1 | Literature | 850 | 1 | 883 | 2 | 807 |
| 2 | Social Sciences | 795 | 2 | 767 | 1 | 885 |
| 3 | Applied Science | 448 | 5 | 384 | 5 | 531 |
| 4 | History | 440 | 4 | 462 | 4 | 639 |
| 5 | Biography | 374 | 3 | 529 | 3 | 662 |
| 6 | Arts & Recreation | 250 | 6 | 328 | 6 | 409 |
| 7 | Philosophy & Psychology | 184 | 8 | 197 | 7 | 277 |
| 8 | Pure Science | 182 | 9 | 152 | 8 | 163 |
| 9 | Travel | 116 | 7 | 209 | 9 | 137 |
| 10 | Religion | 65 | 10 | 63 | 10 | 64 |
| 11 | General Works | 57 | 12 | 19 | 11 | 27 |
| 12 | Language | 16 | 11 | 19 | 12 | 18 |

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1984

Copy Machine Monies

| | 1980 - 81 | 1981 - 82 | 1982 - 83 | 1983 - 84 |
|---------------------|------------|------------|------------|------------|
| *Previous Balance | \$474.00 | \$337.85 | \$359.85 | \$250.89 |
| <u>Income</u> | | | | |
| September | | | | |
| October | 123.00 | 55.00 | | 161.00 |
| November | | 127.00 | 55.00 | |
| December | 64.00 | 91.00 | | 217.00 |
| January | 70.00 | 44.00 | 131.00 | |
| February | 103.00 | 99.00 | | |
| March | | 306.00 | 211.00 | 414.00 |
| April | 129.00 | 134.00 | 117.00 | |
| May | 119.00 | 101.00 | 135.00 | 192.00 |
| June | 119.65 | 91.00 | 119.00 | 124.00 |
| Total Income | \$1,201.65 | \$1,048.00 | \$1,127.85 | \$1,358.89 |
| <u>Expenditures</u> | | | | |
| Supplies | 648.50 | 763.50 | 576.96 | 587.85 |
| Service Contract | 215.00 | 262.50 | 300.00 | 250.00 |
| Total Expenditures | 863.50 | 1,026.00 | 876.96 | 837.85 |
| Balance | \$338.15 | \$22.00 | \$250.89 | \$521.04 |

*from Bookkeeper

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1984

Class Visits

| | 1979 - 80 | 1980 - 81 | 1981 - 82 | 1982 - 83 | 1983 - 84 |
|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|
| September | 9 | 35 | 23 | 16 | 34 |
| October | 54 | 24 | 28 | 40 | 79 |
| November | 21 | 38 | 28 | 47 | 20 |
| December | 25 | 17 | 37 | 51 | 26 |
| January | 50 | 48 | 52 | 50 | 63 |
| February | 38 | 54 | 59 | 42 | 24 |
| March | 43 | 23 | 31 | 57 | 64 |
| April | 52 | 34 | 28 | 33 | 41 |
| May | 16 | 16 | 45 | 32 | 51 |
| June | <u>0</u> 308 | <u>0</u> 289 | <u>0</u> 331 | <u>4</u> 372 | <u>4</u> 406 |

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1984

Overdue Materials by Number of Students Referred for Administrative Action

| Month | 1982-1983 | | 1981-1982 | | 1980-1981 | |
|-----------|---------------------------------|-----------------------------------|---------------------------------|-----------------------------------|---------------------------------|-----------------------------------|
| | Total # of Books Borrowed | # of Students with Overdues | Total # of Books Borrowed | # of Students with Overdues | Total # of Books Borrowed | # of Students with Overdues |
| September | 488 | - | 453 | 8 | 573 | - |
| October | 669 | 9 | 845 | 89 | 796 | 18 |
| November | 682 | 95 | 633 | 66 | 701 | 68 |
| December | 682 | 75 | 947 | 61 | 529 | 54 |
| January | 922 | - | 937 | 61 | 934 | 54 |
| February | 685 | - | 778 | 46 | 693 | 55 |
| March | 1,079 | 52 | 1,065 | 106 | 700 | 50 |
| April | 640 | - | 459 | 32 | 716 | - |
| May | 574 | 38 | 456 | - | 386 | - |
| June | - | - | - | 48 | - | 74 |
| Total | 6,421 | 269 | 6,573 | 517 | 6,028 | 373 |

1983-1984*

| <u>Grade Level</u> | <u># of Students Referred</u> | <u># of Student Obligations Cleared</u> | <u>Outstanding Obligations</u> |
|--------------------|-------------------------------|---|--------------------------------|
| Seniors | 26 | 23 | 3 |
| Juniors | 74 | 40 | 34 |
| Sophomores | 95 | 93 | 2 |
| Freshmen | 39 | 36 | 3 |
| Total | 234 | 192 | 42 |

*All referrals were held until June.

NUTLEY HIGH SCHOOL

LIBRARY-MEDIA CENTER

Bibliography of Newspapers

September 1984

| | | |
|---------------------------|-------------------|-------------------------|
| Christian Science Monitor | daily except Sat. | Sept.-June 30 |
| Education Week | weekly | Sept.-June |
| Herald News | daily except Sat. | Sept.-June 30 |
| New York Times | daily except Sat. | Sept.-June 30 Sunday |
| Nutley Sun | weekly | Sept.-June |
| *Sports Now | monthly | Sept.-June |
| Star-Ledger | daily except Sat. | Sept.-June 30 |
| USA Today | daily | |
| Wall Street Journal | daily except Sat. | Sept.-June 30 |
| *Washington Post Weekly | weekly | Sept.-Aug. |

*New subscription

NUTLEY HIGH SCHOOL
LIBRARY-MEDIA CENTER
Bibliography of Periodicals

September 1984

| | |
|--|--------------|
| +@ Aging | Bi-monthly |
| @ America | Weekly |
| @ American Artist | Monthly |
| @ American Heritage | Bi-monthly |
| American Libraries | Monthly |
| @@ and @ Americas (Spanish Language Edition) | 10 per yr. |
| @@ Antiquity | Quarterly |
| +@ The Atlantic | Monthly |
| Attenzione | Monthly |
| Audio-Visual Communications | Monthly |
| L'Automobile | Monthly |
| @ Better Homes & Gardens | Monthly |
| Bicycle Motocross Action | Monthly |
| Biography Index | Quarterly |
| *@ BioScience | Monthly |
| Booklist | Semi-monthly |
| The Book Report | Semi-monthly |
| Book Review Digest | Monthly |
| Boys' Life | Monthly |
| +@ Business Week | Weekly |
| Butterick Sewing World | Quarterly |
| *@ Byte Magazine | Monthly |
| +@ Changing Times | Monthly |
| +@ Christian Century | Weekly |
| @ Christianity Today | Bi-weekly |

| | | |
|-------------|-----------------------------------|------------------|
| 2a | Civil Liberties | Irregular |
| and @ | Commentary | Monthly |
| @ | Commonweal | Bi-Weekly |
| @ | Congressional Digest | 10 per yr. |
| | Congressional Quarterly | Weekly |
| @ | Consumer Reports | Monthly |
| @ | Consumers' Research Magazine | Monthly |
| | Current Biography | Monthly ex. Dec. |
| +@ | Current History | 10 per yr. |
| | Curriculum Review | 5 per yr. |
| @ | Cycle | Monthly |
| * | Debate Issues | Monthly |
| +@ | Dept. of State Bulletin | Monthly |
| +@ | Ebony | Monthly |
| | Editorial Research Reports | Weekly |
| * | Editorials on File | Weekly |
| @ | Education Digest | 9 per yr. |
| | Educational Comm. & Tech. Journal | Quarterly |
| | El Gran Musical | Monthly |
| * | Electronic Learning | 8 per yr. |
| | Ellery Queen's Mystery Magazine | 13 per yr. |
| | Epigram | Monthly |
| @ | Esquire | Monthly |
| | Facts on File | Weekly |
| @ | Field & Stream | Monthly |
| @ | Focus | Bi-monthly |
| 3a@ and@ | Foreign Affairs | Quarterly (5) |
| @ | Fortune | Bi-weekly |

| | |
|------------------------------------|--------------|
| Games | Bi-monthly |
| @ Good Housekeeping | Monthly |
| +@ Harpers Magazine | Monthly |
| Harvard Medical Sch. Health Letter | Monthly |
| Headline Series | Quarterly |
| +@ Health | Monthly |
| @ High-Fidelity | Monthly |
| @ Horizon | Monthly |
| Hot Rod | Monthly |
| @@ House Beautiful | Monthly |
| and @ The Humanist | Bi-monthly |
| Humanities Index | Quarterly |
| Instructional Innovator | 9 per yr. |
| * Intellectual Freedom Newsletter | Bi-monthly |
| @ International Wildlife | Bi-monthly |
| +@ Ladies Home Journal | Monthly |
| + Library Journal | Semi-monthly |
| +@ Life | Monthly |
| @ McCall's | Monthly |
| @ Mechanix Illustrated | Monthly |
| Media & Methods | 9 per yr. |
| @ Mother Earth News | Bi-monthly |
| Motociclismo | Monthly |
| @ Motor Trend | Monthly |
| @ Ms. | Monthly |
| +@ Nation | Weekly |
| @ National Geographic | Monthly |
| @ National Geographic World | Monthly |

| | |
|---|------------|
| +@ National Review | Bi-weekly |
| and @@ National Wildlife | Bi-monthly |
| +@ Natural History | Monthly |
| @ Negro History Bulletin | Quarterly |
| * New Jersey Law Journal | Weekly |
| New Jersey Legislative News | Bi-monthly |
| New Jersey Monthly | Monthly |
| New Jersey Municipalities | Monthly |
| * New Jersey Outdoors | Bi-monthly |
| New Jersey Reporter | Monthly |
| +@ New Republic | Weekly |
| @ New York Times Book Review | Weekly |
| @ New York Times Magazine | Weekly |
| +@ New Yorker | Weekly |
| +@ Newsweek | Weekly |
| @ Omni | Monthly |
| @@ Opera News (Compliments of Mr. Kohere) | Monthly |
| +@ Outdoor Life | Monthly |
| +@ Parents Magazine | Monthly |
| The People | Weekly |
| * Personal Report for the Professional Sec'y. | Bi-weekly |
| @ Petersen's Photographic Magazine | Monthly |
| Popular Computing | Monthly |
| +@ Popular Mechanics | Monthly |
| +@ Popular Science | Monthly |
| @ Prevention | Monthly |
| +@ Psychology Today | Monthly |
| @ Publishers' Weekly | Weekly |

| | |
|---|--------------|
| @ Radio-Electronics | Monthly |
| +@ Reader's Digest | Monthly |
| Readers' Guide to Periodical Literature | Semi-monthly |
| @ Redbook | Monthly |
| Ritmo | Monthly |
| @ Rolling Stone | Bi-weekly |
| +@ Saturday Evening Post | 9 per yr. |
| +@ Saturday Review | 9 per yr. |
| Scholastic Coach | Monthly |
| +@ Scholastic Update (Formerly Senior Scholastic) | Bi-weekly |
| School Library Journal | Monthly |
| School Librarian's Workshop | Monthly |
| School Media Quarterly | Quarterly |
| * Schwann Record & Tape Guide | Monthly |
| @ Science | Weekly |
| Science Books & Films | 5 per yr. |
| +@ Science Digest | Monthly |
| +@ Science News | Weekly |
| +@ Scientific American | Monthly |
| +@ Seventeen | Monthly |
| Short Story Index | Annual |
| Simplicity Today | Quarterly |
| @ Skiing | 7 per yr. |
| +@ Smithsonian | Monthly |
| Social Sciences Index | Quarterly |
| @ Space World | Monthly |
| @ Sport | Monthly |
| Sports Afield | Monthly |

| | |
|-------------------------------|--------------|
| +@ Sports Illustrated | Weekly |
| +@ Teen Magazine | Monthly |
| TV Guide | Weekly |
| Tennis | Monthly |
| +@ Time | Weekly |
| +@ Today's Education | Quarterly |
| +@ Travel/Holiday | Monthly |
| +@ UN Chronicle | Monthly |
| @ USA Today | Monthly |
| +@ U.S. News & World Report | Weekly |
| Videoplay | Bi-monthly |
| +@ Vital Speeches | Bi-weekly |
| Vocational Guidance Quarterly | Quarterly |
| @ Vogue | Monthly |
| Vogue Pattern Book | Semi-monthly |

* New in September 1984

@ Indexed in the Readers' Guide to Periodical Literature

@@ Indexed in the Humanities Index

@@@ Indexed in the Social Sciences Index

+ On microfilm

| | | |
|--------------|---|----------------|
| Bi-monthly | - | every 2 months |
| Bi-weekly | - | every 2 weeks |
| Semi-monthly | - | twice monthly |

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1984

Equipment Inventory

| <u>Item</u> | <u>Number</u> |
|----------------------------|---------------|
| 1. Atlas Cases | 1 |
| 2. Book Trucks | 3 |
| 3. Card Catalog Units | 5 |
| 4. Carrels - wet | 12 |
| 5. Casual Chairs | 3 |
| 6. Casual Tables | 1 |
| 7. Casual Bench | 1 |
| 8. Chairs | 129 |
| | |
| Molded - red | 20 |
| " - blue | 23 |
| " - orange | 25 |
| " - green | 23 |
| " - gold | 3 |
| Straight Back | 33 |
| Secretarial | 2 |
| | |
| 9. Desks | |
| | |
| Charging | 5 modules |
| Secretarial | 1 |
| Student | 1 |
| Teacher | 1 |
| Typing | 1 |
| | |
| 10. Dictionary Stands | 2 |
| | |
| 11. Filing Cabinets | 19 |
| | |
| Microfilm | 3 |
| Office | 1 |
| Pamphlet/Vertical | 14 |
| Data Card | 1 |
| | |
| 12. Globes | 2 |
| | |
| 13. Library Shelving - oak | |
| | |
| Add-on panels | |
| double 7½' ht. | 42 |
| single 7½' ht. | 16 |
| double 3½' ht. | 11 |
| | |
| Bases | |
| double width | 61 |
| single width | 25 |

| <u>Item</u> | | <u>Number</u> |
|---------------------------|---------------------------|---------------|
| | end panels | |
| | double 7½' ht. | 33 |
| | single 7½' ht. | 18 |
| | double 3½' ht. | 8 |
| | Shelves | |
| | 36" length | 569 |
| | 24" length | 70 |
| | magazine 36" length | 16 |
| | tops | |
| | double 36" length | 61 |
| | single 36" length | 25 |
| | double 24" length | 9 |
| 14. Library Tables | | 26 |
| | rectangular 6 seat-oak | 11 |
| | " 4 seat-oak | 5 |
| | round - oak | 4 |
| | round - walnut | 5 |
| | Workroom - walnut | 1 |
| 15. Microform Readers | | 7 |
| | Manual Microfilm | 3 |
| | Motorized Microfilm | 2 |
| | Microfiche | 1 |
| | Micro cartridge w/printer | 1 |
| 16. Photocopy Machines | | 1 |
| 17. Racks | | 6 |
| | Magazine | 1 |
| | Pamphlet | 1 |
| | Paperback: | |
| | Display | 3 |
| | Circular Tower | 1 |
| 18. Shelf Inventory Units | | 3 |
| 19. Stools | | 2 |
| | Charging Desk | 1 |
| | Step | 1 |
| 20. Trash Cans | | 7 |
| 21. Typewriters - | electric | 2 |

NUTLEY PUBLIC SCHOOLS
FRANKLIN SCHOOL
NUTLEY, NEW JERSEY 07110

MEMORANDUM

To: Dr. Fadule
From: Paul Primamore *P.*
Subject: Annual Report 1983/84

Date: July 17, 1984

The following paragraphs highlight some of the activity and progress that occurred at Franklin School during the 1983/84 school year.

English

During the course of the year, students in the English classes were involved with many varied projects and activities. Students entered writing contests, including Scholastic (national), N.J.C.T.E. (state), N.J. Dept. of Environmental Protection (state), and a contest sponsored by the Nutley Elks in which Denise Caravetta had won honorable mention.

Students in the seventh and eighth grade Vector classes participated in the National Language Arts Olympiads for the first time and scored in the top 25% of those who entered across the nation.

Seventh graders attended Saturday classes in December and January for SAT preparation. Also, Mr. Gibaldi from Columbia University spoke to the seventh grade Vector classes about T.S. Eliot.

The annual spelling bee sponsored by the Herald News was held during the year. Many students at both grades participated.

Original book report projects including taping a film, creating set and costume designs, and writing a report in the form of a newspaper were assigned.

The novels Call It Courage and The Red Pony were taught with emphasis on plot, characterization, and theme. Students wrote a detailed literary analysis of the books.

In addition, students wrote actual business letters to organizations or individuals they did not know and requested information or expressed an opinion. Kara Opanowicz had an abbreviated form of her letter to the editor printed in the Star Ledger.

Finally, College Bowl games were also conducted as a means of reviewing for major tests.

Foreign Language

Latin II was included in this year's course offerings. Thirty one students completed this course. The Latin program is now well established.

Mathematics

Last summer, four mathematics teachers attended a workshop at Franklin School to develop a computer curriculum. The result was the inclusion of a two-week mini course in computer literacy as part of the regular mathematics course that each student takes. Teachers and students were pleased with this program.

Another workshop will be held this summer to develop an additional two week mini-course for grade eight.

The highlight of the school year was the recognition of our math program by the Northeast Regional Exchange. The Community Dinner that followed understandably added to our sense of accomplishment and pride.

In the annual contest sponsored by the New Jersey Math League, the eighth grade math team placed first in Essex County and sixth in the state of New Jersey.

The math club competed in the Math Counts contest and placed first in regional competition and third in the state finals.

Math teachers have recommended new textbooks for the middle level courses at both seventh and eighth grades. This should complete our efforts to upgrade all levels of mathematics instruction at Franklin School.

Science

Three members of the science department attended the 7th Annual New Jersey Science Convention at the Coachman Inn, Cranford, N.J., on October 4 and 5, 1983.

Mr. Baumann and Miss Fujinaka attended two meetings of the Science Curriculum Committee to assist elementary school teachers in developing their science curriculum on October 29, and November 5, 1983.

Mrs. Danchak and Miss Fujinaka attended the N.A.M.E. sponsored microcomputer workshop, Science Teaching with the Microcomputer, at Fallon Center, Wayne, N.J., on November 18, 1983.

Miss Fujinaka's science students went on a field trip to the American Museum-Hayden Planetarium, New York City.

The 7th and 8th grade Vector students participated in the National Olympiad's science quiz contest on May 2, 1984.

Science teachers devoted considerable time to reviewing computer software in an effort to find suitable material for our program.

Social Studies

Three members of the department participated in the fall curriculum workshops that reviewed the social studies curriculum, grades five through eight. Minor revisions in the curriculum will be included next year along with new textbooks at both grade levels.

Vector classes participated in the Social Studies Olympiad and did very well.

There was departmental emphasis on the "Liberty Campaign." This class work supplemented the fine efforts of the Student Council, who donated over \$400.00 to the fund, and the Franklin School History Club.

Throughout the year students entered essay contests sponsored by community organizations.

Physical Education and Health

Two pieces of gymnastic equipment used for vaulting, the long horse and the buck, were repaired and resurfaced.

A storage area was remodeled by the maintenance men, resulting in a complete changeover of storing all of our P.E. equipment. The heavy equipment is now more accessible and our lower storage area in the locker room is much more organized.

The entire P.E. Dept. attended a workshop on our Family Life curriculum.

Mr. Lemma spent six weeks researching material on our recently introduced Family Life curriculum. A step by step outline was presented to the principal and superintendent.

During Drug Awareness Week the Essex County Sherrif's office presented a program to all health classes. At a later date, Det. Sgt. Al Juliano returned for another day and presented a special film for eighth graders.

Franklin School had a total of seventy after school hours of Intramural sports for our seventh and eighth graders. Sports included: Flag football, floor hockey, basketball, volleyball, and kickball.

Special Subjects

Celebration '84, this year's student festival of art, was another success. The program was expanded to include a dance musicale that met with much acclaim. This dance group entered the N.J. Team Arts Festival

in May. Following successful Essex County competition, the group was selected to represent the county at the state finals held in New Brunswick.

In addition, other efforts to display student art work continue. The "Artist of the Week" program was much in evidence again this year. Also, a special display of student art work was organized and set up at the Nutley Public Library in November and December.

Mr. Cusick attended a workshop for special needs students and Ms. Zaretsky-Fakelman attended the state Art Convention. Mr. Ash visited three woodworking plants in N.Y. and N.J. and attended a Woodworking Machine Exposition in Jersey City.

Music

The Debonaires continue to improve as a singing group now that they meet during the school day. They perform both in school and out of school throughout the year. This year, Mrs. Walsh again took a select group of youngsters to perform with the North Jersey Junior High Chorus. She was also honored when selected as the conductor for this group.

Two students from the band brought honor to themselves and Franklin School when selected to the Northern Region I Junior High School Band. Jeffrey Ford, on drums, and Frank Vespa, on saxophone, were recognized for their accomplishments.

I have been particularly pleased with the implementation of the computer for administrative use. In just one school year, scheduling, grade reporting, and attendance were all converted to the district's computer system. The ease with which this was accomplished is a credit

to my secretarial staff and to the cooperation of the central office personnel.

My continued thanks to the central office administration and the Board of Education for their support.

LINCOLN SCHOOL
ANNUAL REPORT

June 1984

Ralph F. D'Andrea —
Principal

Our year began with the "Boss" back at the helm and raring to go. It was like I wasn't gone at all. Everything was in order, my schedule, which I had worked on in July was in place and school began without a hitch.

The sixth graders went on a three day and two night camping trip to Stokes State Forest. This trip had been discontinued for about six years and it was reinstituted this year. The camping experience is great for our youngsters and it gives them the opportunity to live in a compond environmental atmosphere with their classmates and teachers, while learning about ecology and about themselves. We have planned a trip for the school year 1984-85.

The P.T.A. once again held very successful fund raisers this year. Our fashion show and the 50's dance were the two big fund raisers and raised thousands for the school. Santa's Workshop, Book Fair and Plant Sale were also very successful and profitable. Two groups benefited most by the funds raised. The camping trip was given \$1200.00 and the P.T.A. voted to buy robes for the Lincolnnares.

Once again our assembly programs were put on by our own youngsters. They included 2 Thanksgiving, 2 Christmas, and 2 Easter plays. Other programs were the Talent Show, 4, 5 & 6 grade Musicale and the 1,2 & 3 grade music program.

Outside programs included March of Dimes program on disabilities, Public Service program on energy, Festival of Brass and Festival of Jazz, Drug awareness program by the Essex County Sheriff's Dept., Bicycle program and T.I.P.S. program by the Nutley Public Safety Dept and kids on the block.

All of these programs provided information, learning experiences and entertainment for our youngsters at Lincoln school.

The Junior Olympics were held again and they went off without a hitch. This is a worthwhile activity and I hope that it continues after I leave. This activity provides for healthy competition between the schools, as well as a spirit of comradeship and the chance to establish a sense of pride in our school and our town.

The patrol picnic was a huge success and the youngsters had a great time playing, eating and socializing. A big thanks to the Nutley Elks for providing the food and refreshments.

While I'm on patrol business, I was rather disappointed in the attitude of the youngsters who make up the patrol squad. The dedication on the part of the youngsters is waning and the parents do not help by giving all kinds of excuses as to why the kid cannot take post. Too cold, too hot, too long, has to go to dancing class, has to go to the dentist, etc.

We will have to re-establish a sense of pride, dedication and responsibility in serving as a patrol.

The Special Ed. program under the able leadership of Miss Barbara Hirsch and a very capable teaching staff, again did a good job giving the young people in the program proper learning experiences and teaching important vocational skills.

Our Super Citizen award program was again extremely popular and the youngsters strive to get this award by being helpful in the classroom and around school. The program has established pride in the youngsters, his family, his class and his school. Because of the program the vandalism,

so prevalent in most schools, has been kept to a minimum.

Another thing which has created a great deal of interest has been the posting of the Honor Roll on the front bulletin board.

There has been a renewed interest in academic achievement over the past 5 years. The constructing of the Reading, Math, and Writing tests, plus the honors awards in those tests, are responsible for this interest.

The kindergarten program has settled in and has proven very successful. The program which is academic, makes learning fun and the enthusiasm for learning shown by the youngsters is something to behold. The Alpha people are now part of our big Nutley family and learning has become fun. I'm a bit disappointed that we have not adopted "all day kindergarten," but being a "team player," I will go along with the majority and hope that somewhere down the line the thinking will change and the finances found to make the program the well rounded program that Nutley deserves.

I think that I have achieved my goals for the year. We have improved our scores on our local tests and though we received only 17 honors, we did have 27 scores of 99 and 36 scores of 98; so over all, we did fairly well and the improvement shown by the students in general was satisfying.

We kept vandalism to a minimum. Poor behavior was almost non-existent. We improved home-school communication. We maintained a positive attitude toward learning and continued our efforts for good academic achievement.

I still cannot figure out why the achievement goes down after third grade. Maybe we can devote a principal's meeting to this subject and come up with a few concrete answers.

We went on the usual amount of field trips this year. The highlights of these trips were sixth grade camping trip, 5 & 6 to Montclair State college to see Pirates of Penzance, K, 1, 2, 3 & 4 to the Paper Mill Playhouse

to see Winds in the Willows. 1st grade trip to Van Rippers farm, Special Ed. to Camp Hope and to the Special Olympics. Field trips are a very important part of a youngsters education. The anticipation of the trip solicits much thinking and discussion and the discussions which take place after the trip, make for a great learning device.

This has been a good year for all of us at Lincoln school and I would like to give credit to the Central office administrators for their cooperation in letting me run Lincoln school to the best of my ability. The Board of Education representatives, Mr. Kucinski and Mrs. Hermo .. were highly supportive of our efforts.

My thanks to a very efficient staff of teachers, my secretary, Norma Senneca, "Vic" Sibilia, Lucy Tripoldi, Michael Robinson, custodial staff, our aides Peggy Cullari, Diane Giangeruso, Linda Tomas, all our cafeteria personnel, Mr. Reddington who was a tremendous help. The child study team, S.C.E. & Chapter I personnel, the itinerants, the maintenance crews and Kathy Sarafino administrative assistant to Mr. De Ceasare.

Concerns:

1. My main concern at this time is the affect that the unrest among teachers in our system will have on the smooth opening and operation of my school in Sept.
2. The security of Lincoln school remains a problem. Anyone can get in at anytime.
3. The difficulty in getting substitute teachers.
4. I'm concerned about the changing attitude of the parents toward education. Almost everything is more important than homework and school work in general for some parents.

5. I am very concerned with the negative affect that special interests groups are having on administrative prerogatives of making the educational decisions.
6. Will we be able to supervise the lunch room adequately now that teachers are no longer going to have lunch duty?

Goals

1. To maintain a safe, happy and educationally sound atmosphere for the Lincoln school district.
2. Try to analyze the reason that scores on our local tests go down after third grade.
3. Improve the Safety Patrol.
4. Keep monitoring all the programs to see that they are doing what we want them to.
5. Strive for better academic achievement.
6. Continue the on-going goal of maintaining good public relations by having regular communications with the parents.

Radcliffe School experienced a very successful 1983/84 school year. Even though Radcliffe School was a very effective school, our goal is always to improve; seeking program equality, excellence and efficiency. Excellence can be achieved, but the maintenance of excellence is more difficult. The Radcliffe School has done this as measured by any criteria. An overall goal , which we strive for also , was improved communication to the public we serve.

We have attained the following goals this year:

1. Continue Radcliffe Rap (weekly newsletter) and parent volunteers.
2. Target non- parent audience of Radcliffe District for various activities, i.e. pre- school parent program, and know your school, by door- to- door curriculum brochure.
3. Publish curriculum brochure and Kindergarten brochure.
4. In-Service on clinical supervision - Hunter Techniques
5. Began evening office hours for Principal on Thursday evenings.
6. High expectations for student achievement.
7. Increase use of test data for diagnosis- Pupil Progress Chart attached.
8. Increase student awareness of safety, especially pedestrian, and improve performance of Safety Patrols through recognition.
9. Continue Great Books - expand to average readers on pilot basis for Third Grade.
10. Decrease vandalism of building.
11. Continue staff development at Faculty meetings using Hunter techniques.
12. Monitored teacher and student absenteeism as per new 'thorough and efficient requirements.

13. Maintain, rigorously, Writing process, math program and reading program (especially content reading) and comprehension.
14. Supplement math program with more enrichment, especially problem solving.
15. Implemented new Spelling program, grades 1 - 6; Family Life, K-6, and Computer Curricula for grades five and six.
16. Continue remediation and enrichment periods. This year we had a one-act play festival, which was scheduled as follows:

Monday, June 18th

1:00 to 2:00 p.m.

Mrs. Gurney

"The Circus Parade"

Miss Tangorra

"Up With People"

Mrs. James

"The Muffin Dragon"

Tuesday, June 19th

Miss Tsairis

"The Trial of the Big Bad Wolf"

Mrs. Schmid

"Dr. Frankenstein and Friends"

Miss Hagert

"The Seven Silly Simons"

Mr. Meyers

"The King of the Jungle"

Mrs. Tennis

"Pecos Bill"

As part of the Volunteer Assembly program, the Kindergartners presented "The Songs of the Letter People" and Mrs. Zabriskies' Fourth graders read poetry.

17. Improve positive reinforcement, i.e., ribbons for Honor Roll, and High Honor Roll are given each marking period and for the whole year. An added reinforcement is the presentation of birthday ribbons to individual students.

Radcliffe had some changes in the 1983/84 school year. We had a unique situation, whereby, we only had one second grade, but with the addition of an aide, Mrs. Audrey Paolino, it was a successful learning experience. Mrs. Aileen Hresko, a fine teacher, went on a child rearing leave and was replaced by Mrs. Nancy Szura in January '84.

Mrs. Connie Schmid, a third grade teacher, for sixteen years at Radcliffe, retired after a very successful teaching career. Her professional service and dedication will be missed.

Radcliffe also began a Student Council. A very successful learning experience in democracy for our sixth grade students.

Some of the Special activities at Radcliffe , this year, were:

| | |
|-------------------------|---|
| February 16 | Student/Faculty Basketball Game sponsored by the Student Council |
| February 15 | In honor of American History month a Capitol and Presidential Bee was held. |
| November 1 - December 1 | Tangorra Read- a- thon was conducted. The students collected \$ 1,818.00 |
| May 18 | The Student Council sponsored a student Talent Show. It was video-taped. |

The students at Radcliffe School participated in the following
Field trips:

| | |
|----------------------|---|
| Kindergarten | Visited Van Reyper's Farm to see Halloween display. |
| First & Fifth Grades | Memorial Auditorium: "The Nutcracker" |
| Second Grade | The Planetarium, N.Y.C. |
| Third Grade | Newark Museum |
| Fourth Grade | Museum of Natural History, N.Y.C. |
| Fifth Grade | John Harms Englewood Plaza: "The Wind in the Willows" |
| Sixth Grade | Morris Museum of Arts & Sciences" "The Amazing Einstein" |
| Radcliffe Chorale | Newark Symphony Hall: "Hansel and Gretel" |

Special P. T. A. Events and Assemblies for the children:

| | |
|-------------------|---------------------------------|
| December 19, 1983 | Pushcart Players |
| January 23, 1984 | Festival Brass Assembly |
| February 17, 1984 | Pegasus Production: King Arthur |
| April 18, 1984 | Reptile Assembly: Clyde Peeling |

Other Special Events conducted by the P.T.A.

| | |
|--------------------|----------------------------|
| October 4, 1983 | Student Pictures |
| October 17, 18, 19 | Book Fair |
| November 8, 1983 | Bake Sale |
| December 9, 1983 | Santa Sale |
| May 7, 1984 | Fashion Show at the Fiesta |
| May 11, 1984 | Plant Sale |

P.T.A. Meetings

| | |
|--------------------|---|
| September 27, 1983 | Open House |
| November 15, 1983 | Presentation: Computers and Handwriting Skills |
| March 27, 1984 | School Budget Presentation and Candidates Choral Music Program |
| May 22, 1984 | Spring Instrumental Musical Program |

Radcliffe School has a very active Parent Volunteer program, directed by Mrs. Dolores Haines. Thirty -five parents volunteered approximately one hour, and sometimes three hours per week, working in the classrooms in various capacities. A special Volunteer Assembly was held on June 15, 1984 to honor the faithful volunteers.

Radcliffe School conducted the following special activities for parent awareness during National Education Week, November 14 - 18, 1984:

| | |
|------------------------|--|
| Monday, November 14 | 7:00-8:30p.m.- Library was open |
| Tuesday, November 15 | Classroom Visitation 9:00 to 11:00 and 1:00 to 3:00 8:00 p.m.- P T A Meeting Computers and Handwriting Skills |
| Wednesday, November 16 | Classroom visitation - same schedule as Tuesday 7:00 - 8:30 p.m.- Open Gym under the direction of Mr. Strouse |
| Thursday, November 17 | 7:00- 9:00 p.m. - Have coffee with the Principal. |

Parental involvement and support are essential to an effective school. Parents need to be informed of school goals and student responsibilities. Parental involvement and support are major factors in student achievement. This year, to keep parents continually informed, the "Radcliffe Rap" was sent home every Friday. (A copy is attached); also the P T A publishes the 'Radcliffe Review', containing children's writings and school wide events. Radcliffe also has a very active P T A Executive consisting of twenty five members.

Some of our special student achievements for 1983/84 were:

Cheryl Laudadio- 6th grade- participated in the Herald News Northeast regional Spelling Bee, placing 19th out of 65 participants.

Steven Politi received Honorable Mention in the Essex County Dental Slogan contest.

Dia Dalianis and Cheryl Laudadio won awards for essays in the Benedetto Croce Educational Society contest.

For the 1984/85 school year, I recommend the following for consideration as goals and priorities for Radcliffe School:

1. Equity in use of fine and physical arts specialists; through time analysis of all subject areas for equity and priority.
2. Investigate off level spelling of new Harcourt, Brace, and Javonovich Spelling series.
3. Rejuvenation and expansion of Great Books program.
4. Investigate possibility of establishing standards of expected writings quality and quantity.
5. Establish consistency of homework expectations and method of sending completed work to Parents.
6. Institute and implement new science text series with appropriate schedule to insure success.
7. Implement new social studies text at grades five and six.
8. Implement new academic deficiency and behavior forms to notify parents earlier of such evidence.
9. Conduct thorough analysis of furniture in Radcliffe for replacement, and recommend long range plan for budgetary purposes.
10. Conduct ongoing evaluation to improve upper level playground.
11. Implement expanded computer curriculum, grades K- 6.

Radcliffe was an effective school in 1983/84, and I look forward to the challenges of 1984/85.

| | | Reading | Math | English | Spelling | Penmanship |
|-----------------------|------|-------------|-------------|------------|------------|------------|
| Grade 1 P. Tangora | 1st | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 4 11 7 0 0 | 18 4 0 0 0 | 0 8 13 1 0 | 10 9 3 0 0 | 1 7 12 2 0 |
| | 2nd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 8 3 3 0 0 | 14 9 0 1 0 | 9 11 4 0 0 | 17 3 4 0 0 | 4 7 10 3 0 |
| | 3rd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 14 8 2 0 0 | 5 7 2 0 0 | 6 5 3 0 0 | 20 3 1 0 0 | 7 12 4 1 0 |
| | 4th | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 18 5 1 0 0 | 18 6 0 0 0 | 17 4 3 0 0 | | |
| Grade 1 C. Gurney | 1st | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 0 9 11 1 0 | 7 11 4 0 0 | 0 9 9 3 - | 7 8 4 1 1 | 1 5 14 2 0 |
| | 2nd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 0 10 7 2 0 | 3 8 7 1 0 | 0 9 9 1 0 | 6 10 2 1 0 | 0 2 16 1 0 |
| | 3rd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 1 8 8 3 0 | 5 6 9 0 0 | 0 7 10 3 0 | 1 9 6 4 0 | 0 0 14 6 0 |
| | 4th | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 1 7 9 0 3 | 6 11 1 2 0 | 1 7 11 1 0 | 8 3 7 1 1 | 0 5 13 2 0 |
| Grade 2 H. James | 1st | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 7 14 5 - - | 8 15 3 - - | 11 8 7 - - | | |
| | 2nd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 12 11 3 0 0 | 11 10 5 - - | 10 7 9 - - | | |
| | 3rd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 10 15 1 - - | 12 12 2 - - | 9 10 7 - - | | |
| | 4th | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 13 11 2 0 0 | 10 14 2 0 0 | 13 5 8 0 0 | | |

| | | Reading | | | | Math | | | | English | | | | Spelling | | | | Penmanship | | | |
|-----------------------|------|---------|----|---|---|------|----|---|---|---------|---|----|----|----------|---|---|---|------------|---|---|---|
| Grade 3 C. Schmidt | 1st | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 7 | 6 | 1 | - | - | 11 | 6 | - | - | - | 1 | 8 | 3 | 2 | - | | | | | |
| | 2nd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 6 | 8 | - | - | - | 11 | 5 | 1 | - | - | 0 | 10 | 4 | - | - | | | | | |
| | 3rd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| Grade 3 P. Tsairis | M.P. | 3 | 10 | 1 | - | - | 13 | 4 | - | - | - | 2 | 11 | - | 1 | - | | | | | |
| | 4th | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 2 | 11 | 1 | 0 | 0 | 13 | 4 | 0 | 0 | 0 | 5 | 8 | 1 | 0 | 0 | | | | | |
| | 1st | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 12 | 7 | - | - | - | 8 | 5 | 3 | - | - | 7 | 10 | 1 | 0 | 1 | | | | | |
| | 2nd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 15 | 4 | 0 | - | - | 7 | 5 | 5 | - | - | 8 | 10 | 1 | - | - | | | | | |
| | 3rd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 8 | 9 | 2 | - | - | 12 | 2 | 3 | - | - | 10 | 8 | 1 | - | - | | | | | |
| | 4th | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 9 | 10 | 0 | 0 | 0 | 1 | 4 | 8 | 4 | 1 | 6 | 8 | 3 | 1 | 1 | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |

| | | Reading | Math | English | Science | Social Studies |
|--------------|------|--------------|-------------|-------------|---------------|----------------|
| Grade 4 | 1st | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| S. Hagert | M.P. | 1 12 2 1 | 5 7 5 | 1 4 3 8 | 7 8 2 | 3 3 9 1 |
| | 2nd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | - 13 3 - - | 4 8 4 1 - | 3 6 6 - 1 | 2 8 7 - - | 8 5 4 |
| | 3rd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 2 10 3 1 | 2 8 5 1 | | | |
| | 4th | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 3 12 1 0 0 0 | 9 4 1 2 0 5 | 9 2 0 4 3 8 | 2 0 8 7 2 0 0 | |
| Grade 4 | 1st | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| B. Zabriskie | M.P. | 8 8 3 | 7 9 2 | 8 10 1 | 2 10 4 2 | 1 13 2 2 |
| | 2nd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 8 10 1 - - | 9 7 2 | 9 9 1 | 3 8 6 1 | 4 8 6 |
| | 3rd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 6 11 2 - - | 3 11 4 1 - | 2 13 4 - - | 4 5 5 3 1 | 3 10 3 1 1 |
| | 4th | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 7 12 0 0 0 | 7 9 3 0 0 | 12 7 0 0 0 | 4 7 5 2 0 | 3 9 3 3 0 |
| Grade 5 | 1st | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| J. Tennis | M.P. | 6 11 0 0 0 | 4 8 5 - - | 4 7 6 - - | 13 7 6 3 - | |
| | 2nd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 3 4 10 | 1 8 5 2 1 | 3 8 6 | 11 8 5 1 1 | |
| | 3rd | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 6 7 4 - - | 5 7 4 - - | 5 9 3 - - | 10 9 7 2 1 | |
| | 4th | A B C D F | A B C D F | A B C D F | A B C D F | A B C D F |
| | M.P. | 5 9 3 0 0 | 4 7 5 0 0 | 7 9 1 0 0 | 8 12 7 0 1 | |

| | | Reading | | | Math | | | English | | | Science | | | Social Studies | | |
|----------------------|------|---------|----|---|------|---|---|---------|---|----|---------|---|---|----------------|---|---|
| Grade 5 S. Meyers | 1st | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 1 | 10 | 4 | - | - | 3 | 4 | 7 | 1 | 0 | 1 | 8 | 3 | 1 | 2 |
| | 2nd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 5 | 5 | 1 | 0 | * | 1 | 2 | 5 | 2 | 1 | 2 | 5 | - | 1 | 0 |
| | 3rd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| Grade 6 N. Szura | M.P. | 3 | 6 | 4 | 1 | 0 | 1 | 6 | 8 | - | - | 3 | 6 | 3 | 1 | 2 |
| | 4th | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 1 | 9 | 3 | 2 | 0 | 1 | 5 | 6 | 2 | 1 | 3 | 7 | 2 | 1 | 2 |
| | 1st | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 0 | 6 | 7 | 5 | 3 | 4 | 1 | 6 | 3 | 0 | 0 | 1 | 1 | 8 | 1 |
| Grade 6 G. Intiso | 2nd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 1 | 5 | 1 | 3 | 2 | - | 5 | 9 | 7 | 2 | - | 2 | 1 | 3 | 3 |
| | 3rd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | - | 8 | 1 | 1 | 2 | 1 | 9 | 1 | 3 | 1 | - | - | 1 | 1 | 6 |
| | 4th | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| Grade 6 G. Intiso | M.P. | 1 | 1 | 6 | 3 | 1 | 1 | 1 | 2 | 9 | 2 | 0 | 0 | 0 | 9 | 1 |
| | 1st | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 5 | 1 | 1 | 7 | - | - | 1 | 7 | 10 | 3 | - | 4 | 1 | 6 | 3 |
| | 2nd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 1 | 1 | 9 | 3 | - | - | 1 | 7 | 10 | 3 | - | 1 | 1 | 7 | 5 |
| Grade 6 G. Intiso | 3rd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 5 | 8 | 9 | - | - | 2 | 7 | 8 | 5 | - | 6 | 1 | 4 | 3 | 0 |
| | 4th | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 1 | 2 | 1 | 0 | 0 | 0 | 5 | 5 | 8 | 4 | 0 | 5 | 1 | 4 | 4 |
| | 1st | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 5 | 8 | 9 | - | - | 2 | 7 | 8 | 5 | - | 6 | 1 | 4 | 3 | 0 |
| Grade 6 G. Intiso | 2nd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 1 | 1 | 9 | 3 | - | - | 1 | 7 | 10 | 3 | - | 1 | 1 | 7 | 5 |
| | 3rd | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 5 | 8 | 9 | - | - | 2 | 7 | 8 | 5 | - | 6 | 1 | 4 | 3 | 0 |
| | 4th | A | B | C | D | F | A | B | C | D | F | A | B | C | D | F |
| | M.P. | 1 | 2 | 1 | 0 | 0 | 0 | 5 | 5 | 8 | 4 | 0 | 5 | 1 | 4 | 4 |

| | | | | | | | | | | ITBS SCORES | | | | | | | | | | | |
|-------|----|----|----|------|----|----|---------|----|----|-------------|----|----|----------|----|----|----------|----|----|--------|------------|-----------|
| | 82 | 83 | 84 | 82 | 83 | 84 | 82 | 83 | 84 | 82 | 83 | 84 | 82 | 83 | 84 | 82 | 83 | 84 | 82 | 83 | 84 |
| | WA | | | Voc. | | | Reading | | | Spelling | | | Concepts | | | problems | | | Compu. | Total Math | Composite |
| Gr. 1 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 |
| Gr. 2 | 99 | 99 | 99 | 97 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 93 | 99 | 99 | 99 | 99 | 99 |
| Gr. 3 | | | | 90 | 98 | 95 | 94 | 99 | 99 | 98 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 |
| Gr. 4 | | | | 87 | 93 | 96 | 92 | 90 | 95 | 96 | 97 | 99 | 98 | 99 | 95 | 97 | 97 | 98 | 98 | 99 | 99 |
| Gr. 5 | | | | 90 | 92 | 95 | 81 | 92 | 94 | 93 | 98 | 99 | 95 | 98 | 98 | 95 | 98 | 98 | 99 | 99 | 99 |
| Gr. 6 | | | | 92 | 95 | 92 | 96 | 96 | 94 | 98 | 98 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 | 99 |

COMPUTER INSERVICE

| <u>NAME/COURSE</u> | <u>DEPT/GRADE</u> | <u>SCHOOL</u> |
|---|-------------------|---------------|
| 1. Bicknell, Mrs. Saundra '83 Fall Grad. Course Basic Prog. I GE 552 N.A.M.E. Workshop "Music and the Microcomputer" | Music teacher | Radcliffe |
| 2. Burns, Miss Robyn '83 Fall Grad. Course Basic Prog. I GE 552 | Art Teacher | |
| 3. Gurney Carol '84 Spring After School Inser. | Grade 1 | |
| 4. Hagert, Suzanne '84 Spring After School Inser. N.A.M.E. Workshop "Implementing Logo in the Classroom" | Grade 4 | |
| 5. Hresko, Mrs. Aileen '83 Spring Inservice | Grade 6 | |
| 6. Intiso, Mrs. Geraldine '83 Spring Inservice '83 Fall Grad. Courses Comp. in Society GE 550 Basic Prog. I GE 552 Spring: Selecting Ed. Software N.A.M.E. Workshop "Implementing Logo in the Classroom" | Grade 6 | |
| 7. James, Honor '84 Spring After School Inser. | Grade 2 | |
| 8. Lofrano, Miss Camille '82 Fall Inservice N.A.M.E. Workshop "Media specialists and the Microcomputer" | Librarian | |
| 9. Meyers, Sidney Spring: Intro. to Computers in Ed. | Grade 5 | |
| 10. Szura, Nancy '84 Spring After School Inser. | Grade - Comp. Ed. | |
| 11. Tangorra, Miss Rosanna '83 Fall After School Inser. N.A.M.E. Workshop "Implementing Logo in the Classroom" | Grade 1 | |
| 12. Tennis, Mrs. Jean '82 Fall Inservice '83 Fall Grad. courses Comp. in Society GE 550 Basic Prog. I GE 552 N.A.M.E. Workshop | Grade 5 | |

COMPUTER INSERVICE

| <u>NAME/COURSE</u> | <u>DEPT/GRADE</u> | <u>SCHOOL</u> |
|--|-------------------|---------------|
| 13. Zabriskie, Betty '84 Spring After School Inser. | Grade 4. | Radcliffe |

TEACHER _____

GOALS

1982-83 School Year

| BASAL READER | | | | MATH | | | | SOC. STUD. | | | | SCIENCE | | | | Goals for Performance (Class, group, Indiv) | Measurement Criteria | Instructional Approach | Target Completion Date-Evaluation of Constraints or Improvement Required |
|--------------|-----|-----|-----|------|-----|-----|-----|------------|-----|-----|-----|---------|-----|-----|-----|---|-------------------------|---------------------------|---|
| NOV | FEB | APR | JUN | NOV | FEB | APR | JUN | NOV | FEB | APR | JUN | NOV | FEB | APR | JUN | | | | |
| PROJECTED: | | | | | | | | | | | | | | | | | | | |
| ACTUAL: | | | | | | | | | | | | | | | | | | | |

1983/84 School Year

-94-

RADCLIFFE RAP

From the desk of H.E.P.

| Vol. # 20 | Radcliffe School | Nutley, N.J. | March 2, 1984 |
|---------------------------|---|--|---------------|
| MARCH CALENDAR OF EVENTS: | | Sixth Grade/Faculty Basketball game ... | |
| March 12- 16 | Kindergarten registration | will be held at 2:00 p.m. on Friday, March 16th. Parents are invited to attend. Donations for admission to this game will be given to the newly formed Student Council treasury. The game will be run by the Student Council. | |
| March 13 | 9:00p.m.- PTA Exec. Mtg. | | |
| March 16 | 2:00p.m.- Sixth Grade/Faculty Basketball Game | | |
| March 27 | P T A General Meeting: Presentation of Budget and meeting the Candidates; Special musical program | SPECIAL PROGRAM | |
| March 31 | AM- Nutley High School, C.A.T. Open House | At the March 27th PTA Meeting, in addition to Budget presentation and candidates speeches, the Radcliffe Chorale will present a special program of music from "Cats" . There is also a special surprise by the Fifth Grade Chorus. | |
| March is YOUTH ART MONTH | | | |

KINDERGARTEN REGISTRATION

The week of March 12 - 16 has been set aside for kindergarten registration. Children , being registered, must be five years of age by December 31, 1984. Parent must bring a birth certificate and record of immunizations when registering. Hours for registration are 9:00 to 11:00am and 1:00 to 3:00 pm.

When you register your child, you will receive a copy of the new kindergarten brochure. It is extremely important that all children be registered at this time. Academic plans for the upcoming school year are based on this enrollment.

There will be a new Parent Orientation session held Tuesday evening, 7:00 p.m. on April 3, 1984. It is extremely important that you plan to attend.

Sorry.....

My sincere apologies to the Cook, Shaw and Russniello families. I was not able to be at Radcliffe for the Thursday evening computer program. These sessions will continue at 7:45 p.m.. If you would like to see me, please call to let me know that you are coming.

APRIL 3 - SPECIAL EVENTS

Many special events are being planned for School Board Election Day, April 3rd. Amongst them are:

Classroom visitation

Science/Art/Social Studies Fair

Kdgn. parent orientation -7:00 p.m.

Intra-mural demonstration- 3:30 p.m.

7:30 - 9:00pm Fair visitation

ADDITIONAL WINNERS

There were two omissions in the list of Presidential Bee winners. They are:

Vincent Nardiello

Brian Miesieski

If there were any other errors, please let us know.

NUTLEY PUBLIC SCHOOLS

SPRING GARDEN SCHOOL

NUTLEY, NEW JERSEY 07110

ANTHONY J. STIVALA
Principal

AREA CODE 201
661-3500

To: Dr. James J. Fadule

Date: June 29, 1984

From: Anthony J. Stivala

Subject: Annual School Report 1983-84

Another school year has come to an end -- a year where the high quality of education in the Nutley school district has been maintained, and additionally, has improved.

It was exciting and gratifying for me to have been a part of this effort -- a collective effort of administrators, teaching and supportive staff, the Board of Education, parents, students, and the community. Evidence of success has been affirmed by the outstanding achievements of our students on various measuring instruments -- the Iowa Tests of Basic Skills, the New Jersey MBS Test, the New Jersey High School Proficiency Test, and the Nutley Achievement Tests.

For example, Spring Garden students scored as follows on the Iowa Tests of Basic Skills (National Percentile Rank):

| Grade | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> |
|----------------|----------|----------|----------|----------|----------|----------|
| Reading | 96 | 98 | 94 | 92 | 96 | 94 |
| Mathematics | 99 | 99 | 99 | 98 | 99 | 99 |
| Test Composite | 97 | 99 | 96 | 96 | 98 | 97 |

Additionally, grade equivalent scores on the ITBS indicate that all but a very few students scored above grade level, with many scoring well above grade level.

While we are very pleased with pupil achievement, we also realize there are areas that require our attention. We also recognize that there are some students who are not performing to expectancies for a number of reasons, and that all youngsters have a variety of needs to be addressed -- individual and group needs. The improvement of instruction will continue to be our major objective.

ACTIVITIES

A brief description of various activities follows:

1. Educational Field Trips --

Grade one classes -- Van Riper's Farm, Woodcliffe Lake, N.J.

Grade two classes -- Bronx Zoo, New York City

Grade three classes -- Land of Make Believe, Hope, N.J.

Grade four classes -- Museum Village, Monroe, N.Y.

Grade five classes -- Museum Village, Monroe, N.Y.

Grade six classes -- Paper Mill Playhouse, Millburn, N.J.

2. Assembly Programs --

Several excellent educational and entertaining programs arranged and financed by the P.T.A.

Special student musical programs, student talent show, and a musical play (performed by grades 1,2,3.)

Special programs -- Crime prevention (TIPS) program, conducted by Nutley Police Department; KIDS ON THE BLOCK, sponsored and performed by the Nutley Junior Women's Club; Drug and alcohol education program, conducted by the Essex County Sheriff's Department and the Nutley Police Department; Bicycle safety program, by the Nutley Police Department.

3. Senior Citizen Volunteer Helpers -- Helped students with reading and mathematics skills, grades one and two.

4. Several parents discussed their occupations/hobbies in classrooms.

5. Fifty-three students participated in the Read-A-Thon for the Frank v. Tangorra Scholarship Fund -- 644 books were read -- \$554.17 collected.

6. Several students received awards/recognition for their participation in various county sponsored contests.

7. Parent Volunteers -- A number of parents assisted in our library, shelving and cataloging books; fourteen parents helped to conduct our book fair; twelve parents helped us during the kindergarten screening program.

8. Parent-Teacher Association -- The P.T.A. has been a very active, involved, interested, and supportive group. Their fund raising activities (cake sales, Christmas Boutique, Dinner-Fashion Show, Strawberry Festival) have helped to foster a spirit of understanding, and cooperation between the home and school, and among parents. The monies realized from these activities have helped to enrich our school programs -- purchase of an Apple IIe

micro-computer and other instructional equipment and materials, arranged and funded several excellent educational assembly programs, arranged and funded several educational/informational programs for parents (Communications Committee), a luncheon for our school safety patrol, the annual sixth grade send-off activity (ice skating and luncheon), teacher appreciation luncheon, refreshments for the sixth grade promotion program, appreciation gifts for the senior citizen volunteers and adult school crossing guards, and refreshments for the general P.T.A. meetings. The P.T.A. officers and all P.T.A. committees have been most cooperative and a pleasure to work with.

PROGRAM

This has been a challenging, eventful, and successful school year -- the introduction and implementation of the computer program has been exciting for students and teachers, and is progressing extremely well; the Pre-school special education class has been very successful, as attested by my observation, as evaluated by the teacher, by Miss Hirsch, county staff, observable progress of the pupils, and as lauded by their parents; the district curriculum study committee work (science, social studies, guidance program, kindergarten, the Nutley Writing Achievement Test, review and revision of the Nutley Reading and Mathematics Tests); the participation of many teachers in In-service courses and workshops, and their participation in out-of-district workshops and seminars; the implementation of the new Art curriculum; the district's commitment to high standards -- gratifying feeling of accomplishment and fulfillment to have shared in these efforts.

I extend to my staff -- teachers, secretary, custodians, and aides -- my appreciation for their cooperation. They display a sincere interest in the students, are responsible, hard-working, dedicated, and professional.

Appreciation is extended to the Board of Education, principals, central office personnel, the Child Study Team, and the maintenance, grounds, food service, and health service staffs -- for their cooperation and support.

I have enjoyed the professional and personal relationships with you and Mr. DeCesare, and I extend a sincere "Thank you" to you both for your guidance, understanding and support.

I look to the 1984-85 school year with my pledge to work to the best of my ability to maintain and improve the quality of education our children and their parents expect and deserve.



WASHINGTON SCHOOL
155 Washington Avenue
Nutley, New Jersey

June, 1984

To: Dr. James J. Fadule, Jr.,
Superintendent of Schools

From: R. Di Geronimo, Principal

Re: Annual Report 1983-84

The 1983-84 school year was a true challenge. Much was accomplished to achieve the goals and priorities set forth by the Central Administration and School Principals.

CURRICULUM

Science: A committee of elementary teachers was formed to review the K - 6 Science curriculum and textbook. Two teachers from the Middle School and the head of the High School Science Department were also called in for consultation. Through much time and effort a new curriculum was written and Charles E. Merrill's Accent on Science was chosen as the textbook for Grades one - six. It also was decided that the Kindergarten would use the Merrill Poster Kit to develop Science awareness.

Computer Curriculum: Teachers from all levels, K - 12, met and developed a comprehensive computer curriculum. Two teachers represented Washington School on this committee.

Thirteen Washington School teachers attended workshops or training sessions to become proficient in computer awareness and programs. These teachers, in turn, utilized the computers with various grade groups in the school. It was an enjoyable experience that caused stimulation for more opportunities to work with the computer.

Reading: This year the Nutley Reading Test was revised to better evaluate pupil progress in this subject. Overall, the children did well on the test, which indicates that our teachers are doing a very good job in this area.

The Great Books' program was introduced to some average reading students this year. Unfortunately, this project was not as successful as expected. These students found it very difficult to think beyond the basic facts. The teachers had to reword many questions in order for these youngsters to understand what was asked of them. Continued work is necessary with this project. More experience in inferential and critical reading is a must in order to see improvement.

Mathematics: The Nutley Mathematics Test was also revised this year. Minor changes were made at each grade level. Again, most of the students did well in this subject.

Language Arts: Grades 1 - 6 have used the Harcourt, Brace, Jovanovich Speller for one year. In checking with the teachers, the series, overall, is good, but does not challenge the lower grade pupils enough. The teachers must supplement the word lists since the Lippincott Reading Series is a more advanced program that exposes the youngsters to many sophisticated words.

The Composition/Writing Committee completed the test in this area by adding some objective questions and a spelling exercise. This makes the test more rounded and covers all that is taught in Composition/ Writing. The teachers have worked very hard in developing the skills necessary in expressing thoughts orally or in written form. They have stressed spelling and writing everyday in all subjects.

Social Studies: This administrator greatly appreciates the work done by the Social Studies committee. They have found books and altered the curriculum to better serve the youngsters in grades five and six. Maybe with these changes the children and teachers will not become frustrated in covering the necessary material.

Kindergarten: The Kindergarten program continues to progress very well. The children appear to understand the material more readily and the parents have accepted the value of the program.

Full day Kindergarten was considered, but after much investigation it was decided that it would not be advantageous at this time.

School Activities

Three P.T.A. meetings were held this year, Open House, Budget Presentation and May Musicale. All were very well attended.

The Mothers' Club met every month to discuss numerous fund raising activities. They also helped in publishing the school paper twice this year. They provided two shows for the children. The Christmas program was good but the New Jersey Ballet Company in April was excellent. The youngsters really enjoyed it.

Other Activities

Assemblies

Christmas (Grades 1 & 5 combined)

Bicycle Safety Program

Fire Prevention

Drug Program

Assemblies - cont'd

Tips Program (KDG, 1st, 2nd, 3rd, & N.I.)
Kids on the Block (3rd & N.I.)
Musicales (periodically)
Festival of Brass
Awards Program (Honor Roll, Attendance & Music)

Field Trips

October, 1983 - First Grade & Mrs. Schop
Van Riper's Farm, Woodcliffe Lake, N.J.
December, 1983 - Fourth Grade
Morristown National Historical Park, Morristown, N.J.
March, 1984 - Third Grade and Mrs. Chanson
Montclair State College, Montclair, N.J.
Performance of "Young Tom Edison"
April, 1984 - Second Grade
Montclair State College, Montclair, N.J.
Performance of "Wizard of Oz"
April, 1984 - Mrs. Chanson and Mrs. Schop
Center for Environmental Studies in Roseland, N.J.
May, 1984 - Sixth Grade
Clairidge Operating Co., Inc. Montclair, N.J.
Motion Picture "1776"
• May, 1984 - Fourth Grade Miss O'Loughlin's reading class
Visit with Golden Age Group - Elks Building, Nutley, N.J.
June, 1984 - First Grade
Visit Nutley Public Library, Nutley, N.J.

Achievements

The Washington School scores have continued to improve on the IOWA and Nutley tests. The sixth graders especially showed the greatest gains in Mathematics. Finally, a few fourth and fifth graders received one hundred on the Nutley Tests. This was due to the teachers' concerted effort to improve daily performances and test taking skills.

A number of pupils entered varied Art contests. One sixth grade youngster won second place in the First Aid Poster Contest.

The Honor Roll list of students has increased. There were more academic awards this year as compared to last year. There were also more children who completed daily homework assignments.

We are pleased with the youngsters' progress and will continue to reinforce skills that will maintain the high standards set forth by the Nutley School System.

Problems

1. Parking around school during dismissal time.
2. Lack of sidewalk on school side of Walnut Street. Area much too narrow for children to walk to parents' cars.

Problems - cont'd

3. Erosion of land in rear of building. Potentially dangerous for a play area.
4. Increasing number of pupils staying for lunch. Hot lunch room facilities inadequate.

Concerns

1. Lunch time (length of period and increasing number of children)
2. A need to review Math textbook to determine if it is still serving our needs after five years.
3. Better method of scoring Composition/Writing Test.
4. Continued indifferent attitude of some parents toward homework and greater achievement.

The faculty, staff and I would like to thank Dr. Fadule, Mr. DeCesare, and the members of the Board for their endless support and encouragement. We are all looking forward to another outstanding year.


Rosemarie DiGeronimo

NUTLEY PUBLIC SCHOOLS

YANTACAW SCHOOL

NUTLEY, NEW JERSEY 07110

JOHN WALKER

Principal

June 28, 1984

To: Dr. James Fadule, Jr., Supt. of Schools

From: Mr. John Walker, Principal of Yantacaw School

Subject: Principal's Annual Report - 1983-84 School Year

The following annual report will include information gathered from the curriculum; school activities; achievements; parent and community involvement; concerns and recommendations.

The Board of Education wisely accepted the Science Committee's recommendations to adopt a new textbook series K-6. This step towards improving a nationwide problem in addition to reviewing teaching schedules, seeking to find more time for instruction in science, should greatly aid in enhancing our program K-6. I will closely evaluate and monitor the use of the new materials and establish periodic inservice for teachers as a follow-up to the mass group program planned for the beginning of the 1984-85 school year.

We were also pleased to hear that the social studies program (5-8) was reviewed and a comprehensive examination of textbooks and related materials was conducted. The teachers who served on the committee representing Yantacaw were pleased with the decision to change the textbook without making drastic revisions in the curriculum guide. Once the implementation of the above starts, continual meetings with fifth and sixth grade teachers will take place. These meetings will focus on how effective these materials are when used for and by our children in the classroom.

After a careful study and discussion of student performances; scores of the various achievement test in the area of math and results of the Iowa Basic Skills Test, it is obvious that our students are continuing to improve. It was noted through screening and clustering of skills in need of consideration during the Summer Enrichment Program, that primary emphasis has slowly shifted from math to reading. More students taking one subject were recommended for reading. This was not the case a few years ago. Naturally, some students in need of refinement are still required to participate in the total summer program (reading and math).

In the reading program, a gradual improvement has been noted in the vocabulary section grades 4-6(Iowa Test). As mentioned in previous reports, although the scores were competitive, given our standards and the hard work of so many people, we felt that our students should perform even better.

Another point of interest is the result of our Nutley Reading Test(grades 4-6). Many children district-wide achieved above 95. However, very few were able to achieve distinction or score 100. The lower grades continued to show a system-wide representative number of children receiving 100 in reading. I know this

has been brought to the attention of the Reading Committee, teachers and administrators. In spite of the success, there may be a need to take a close look at this situation.

Generally, we were well satisfied with the results of the newly administered Writing Achievement Test (grades 1-8). Most of the children, district-wide, passed the test. At this time, the evaluation of the results has not been totally completed. However, I am confident that if any revisions are in order, we (teachers and administrators) will be notified and everything should be in its proper place by our next testing date.

During the past school year, I was afforded an opportunity to become part of a team consisting of Dr. Fadule, Mr. DeCesare, principals and teachers, charged with the responsibility to visit and evaluate all day kindergarten programs in different school districts. We had several conferences following these visitations in order to discuss and make recommendations to the board.

The recommendations were to continue with what we are now doing and keep reviewing and evaluating other options for future consideration.

One of our 1983-84 priorities was the computer awareness program for grades five and six. By now you have received many favorable reports from teachers, parents and most of all the learners. The teachers, under the direction of Mrs. Kathleen Serafino, Administrative Assistant, attended workshops and inservice programs conducted out of as well as in the district. They wrote the K-12 computer curriculum and managed to spread enthusiasm as well as operational knowledge among fellow staff members and students. My network team, Mrs. Wilhelm, Mrs. Reddington and Mrs. DeRosa, played an important role in helping to accomplish the aforementioned. For the 1984-85 school year, we intend to continue the recommended program and include grade four. Other productive ways to use the computer most effectively with the students will also be taken into consideration.

One phase of our school program that seems to have grown to include something for for all of our students K-6 are the various school activities. We have continued to provide opportunities for students to work, during part of their lunch time, in the area of research.

The R.A.M.P. (Reading and Math Appreciation Program - senior citizens) coordinated by Mr. Brewster Spencer, a volunteer, provides countless opportunities for the learners and volunteers to share meaningful experiences; learn from each other; and, most of all, establish a sincere level of caring. Several staff members have also volunteered their services and time in helping to make this program most beneficial to all involved.

Teachers, on a routine basis, involved their students in a positive teaching/learning communication experience through writing and establishing contact with others through "Pen Pals". Some of their contacts have been with high school age youngsters; senior citizens; relatives; business and government agencies and their own peer groups.

Our Parent for Partners Program, where parents or adult members of the community come to the school to share their crafts and experiences with our children, is still being implemented. The learners are thrilled and the enthusiasm flows every time an adult enters the classroom to talk about a variety of interesting and sometimes intriguing experiences.

The intramural program, under the capable supervision of Mr. Peter LaBarbiera, in its second year, has brought a dimension of a highly competitive but realistic form of team and/or individual sports participation. Some of these fifth and sixth graders will not become members of a varsity team, however, the intramurals afford all an equal opportunity to compete on their own level, eliminating the fear that the caliber of performance may limit an individual's chances of playing. These bi-weekly activities are supervised by Mrs. Eileen O'Mara, who also assisted in coaching our Olympic Team.

The Chess Club added a new component as an option between games of Dungeons and Dragons. Both activities are very popular with our students and have become an essential part of our lunch time offerings.

Last week we had our tenth Annual Awards Assembly. This program, organized by Miss Anello, cited recognition in the areas of physical education, art, academics, music, library, citizenship, patrols, civic and special achievement categories. The student body used this time to acknowledge the contributions made by Mr. Leonard Laubach, instrumental music teacher retiring after 36 years of dedicated service to our school community.

Approximately 65 students were selected for Student Council, as a result of interviews conducted by Mrs. Doreen Holland and Mrs. Mary Wilhelm, our Student Council advisors. Listed below is a sampling of activities accomplished by these students:

The Earth Day Project - More than two hundred students, teachers and parents participated in this Saturday activity. The cleaning of the campus, the main focus of the day, enabled all an opportunity to work together in accomplishing a common goal. We ended the day replenishing the greenhouse and enjoying snacks and soft drinks furnished by the Student Council.

Grandparent Day - The children and parents of Yantacaw, guided by the Student Council, celebrated Grandparent Day. The activities began when patients from the Geriatrics Center in Belleville, who were able to travel, arrived for lunch to spend time talking to the children, teachers and members of the community. Later, our natural grandparents and senior volunteers became our other welcome guests at an afternoon assembly program. Buttons with the slogan "Grandparents Are Great" were given to our very special people. We ended the day exchanging thoughts after school in the gym, while snacking on doughnuts and drinking punch and apple cider.

Year-end Trip by the Council - On Saturday, June 2, 1984 the Student Council, consisting of 65 members, plus fifteen other students took a trip to Washington, D.C. They visited the White House, Washington Monument, the Capitol, Smithsonian Institute, and the Lincoln Memorial. This eventful day ended with a picnic dinner in the park across the street from the museum.

All of the aforementioned activities and more could not have been successful without the help and support of our teachers, mainly, Mrs. Holland and Mrs. Wilhelm; all of the Student Council members and special credit to the officers of the Student Council: President, Joe Pellegrino; Vice President, Percy Cayanan; Secretary, Tiffany Lee; Treasurer, Jermont Chen; Sergeant at Arms, Douglas Harrison; Historian, Carol Chen.

The high standards advocated system-wide have reinforced the achievements accomplished by our children and should prove even more beneficial in the future.

I would like to extend, once more, my congratulations to all of the students who did their best in taking our three achievement tests (reading, math and writing). Many scored in the high nineties and there were many who achieved distinction by scoring 100 in one or more categories. There were cases where a student scored 100 in all three areas.

Many thanks to Mr. D'Andrea for organizing, once again, the 1984 Olympics. All of the participants reached a highly competitive level and the spectators conducted themselves in a manner in which we all shared a sense of pride.

Some of the concerns I expressed in previous reports have been addressed or are presently under consideration. However, the condition of the playground area, after school hours, especially on the weekends and holidays, continues to be a problem. There has also been an increase in the dog walking population on the campus. I have notified the proper authorities frequently concerning this health problem. There must be something that can be done for the sake of our children.

On December 27, 1983, a devastating, never to be forgotten incident occurred at Yantacaw School. A fire almost destroyed our school. One might, as I have often done, as the question - Why? We, the students, teachers, parents and members of the community have moved beyond that plateau. We now have regrouped, evaluated and arrived at the following: Through hard times, we must rise to the occasion and carry on; students and teachers refused to allow the acts of a few prevent them from continuing their educational responsibilities in their neighborhood school; parents and members of the community followed and supported us during this time; the Superintendent, Assistant Superintendent, Business Administrator and members of the Board of Education saw the need to assign a high priority to the restoration and occupancy of our building. Lastly, on April 30th we had an open house for the community to see our "new look". With pride I say we all continued our approach to quality education and maintaining the high standards of the Nutley School System.

In conclusion, I hope every consideration will be given in hiring those non-tenure teachers, system-wide, who walked that extra mile. Proudly, I mention that some of them are part of the Yantacaw faculty. My parent organizations, P.T.A. and Mothers' Club, and their leadership, continue to be most helpful and supportive of our school. Many thanks, on behalf of all the people connected to Yantacaw, to our outstanding secretary and friend of our children, for making a difference in our daily office routines and connections. I sincerely hope, as I recommended before, that the Board of Education give a serious look at the position of the elementary school secretary. For a long time I have felt that their position level and just compensation should be considered and appropriately adjusted.

May I convey my sincere appreciation to Mr. Leonard Laubach, with 36 years of teaching in Nutley, for all his hard work and for being so thoroughly attuned to the very special needs of the youngsters and parents he served so well. He will be missed and warmly remembered as an outstanding educator, person and role model.

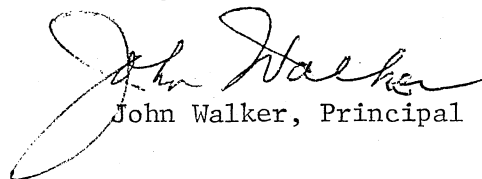
Thanks to Mr. Giua, supervisor of the grounds, maintenance crews and custodians as well as the individual workers for their support and a job well done.

I also appreciate the assistance and help from Miss Hirsch, Director of Special Services and the members of the Child Study Team; Mrs. Serafino, Administrative Assistant, and her team for their guidance with computers, Chapter I, SCE and the testing program.

In closing, we, the Yantacaw family, appreciated sharing many positive experiences under the leadership of our Superintendent of Schools, Dr. James Fadule, Jr.

On behalf of all of us at Yantacaw School, thanks to the Board of Education, Dr. Fadule, Superintendent, Mr. DeCesare, Assistant Superintendent, Mr. Ramsland, Business Administrator and their staffs for all the services and support for the 1983-84 school year.

Respectfully submitted,



John Walker, Principal

NUTLEY PUBLIC SCHOOLS
CHILD STUDY TEAM
Department of Special Services
Nutley, New Jersey 07110

BARBARA HIRSCH
Director of Special Services

661-3500

July 5, 1984

To: Dr. Fadule
Re: Special Services Annual Report 1983-84
From: Barbara Hirsch

| <u>New Referrals</u> | <u>1983-84</u> | <u>1984-85</u> |
|---|----------------|----------------|
| Nutley High School | 14 | 10 |
| Franklin | 10 | 14 |
| Yantacaw | 7 | 7 |
| Lincoln | 11 | 9 |
| Radcliffe | 4 | 9 |
| Spring Garden | 5 | 7 |
| Washington | 17 | 7 |
| Pre-School Handicapped | 9 | 13 |
| Early Kindergarten Admissions | 3 | 2 |
| Referral Backlog | 0 | 0 |
| Referrals Pending | 5 | 0 |
| New Referrals plus three year re-evaluations | 105 | 119 |

| <u>New Classifications</u> | | |
|-----------------------------|-----------|-----------|
| Perceptually Impaired | 12 | 18 |
| Trainable Mentally Retarded | 1 | 0 |
| Neurologically Impaired | 5 | 5 |
| Auditorily Handicapped | 1 | 0 |
| Communication Handicapped | 1 | 1 |
| Emotionally Disturbed | 11 | 11 |
| Chronically Ill | 1 | 0 |
| Multiply Handicapped | 0 | 2 |
| Orthopedically Handicapped | 0 | 1 |
| Socially Maladjusted | 0 | 2 |
| Eligible for Day Placement | 0 | 1 |
| Pre-School Handicapped | 8 | 7 |
| | <u>40</u> | <u>48</u> |

Students De-classified1983-84(1)1984-853

In-District - Anticipated 1984-85 - Numbers in parentheses indicate 1983-84 totals.

| | | | |
|---------------------------|---------------|------|----|
| <u>Nutley High School</u> | Resource (PI) | (57) | 58 |
| <u>Franklin</u> | PI Classes | (17) | 29 |
| | IC | (9) | 6 |
| <u>Lincoln</u> | TMR | (42) | 34 |
| | Resource | (11) | 15 |
| <u>Spring Garden</u> | Resource | (7) | 5 |
| | Pre-School | (7) | 12 |
| <u>Radcliffe</u> | Resource | (4) | 6 |
| <u>Yantacaw</u> | Resource | (10) | 12 |
| <u>Washington</u> | N.I. | (14) | 17 |
| | Resource | (10) | 9 |

Projections (1984-85)1983-841984-85

| | | |
|--------------------------------|-------|-----|
| Day Placements | (47) | 47 |
| Residentials | (9) | 6 |
| Received from other districts | (38) | 31 |
| Eligible for Speech Correction | (151) | 151 |
| Non-public Classified | (15) | 22 |

The following Special Services Issues were addressed during the 1983-84 school year:

1. A class for the pre-school handicapped was established at Spring Garden School.
2. A swimming program for the neurologically impaired was initiated.
3. The pre-vocational (COATS) assessment program for Nutley High School students was expanded.
4. The counseling component at Nutley High School in conjunction with the Nutley Family Service Bureau was expanded to two sessions per week.
5. A Teenage Depression/Suicide Prevention Workshop was offered to the staff. (31 teachers participated)
6. A physical and occupational therapy component was established district wide in conjunction with the C.P. Center at Belleville.
7. The hardware and software necessary to develop a computerized management system in special education is in place.
8. Apple computers are in all resource rooms and the intermediate N.I. Class.
9. The case manager concept was established to enhance delivery of child study team services.
10. A fourth resource room was established at Nutley High School.
11. The "Kids On The Block" program was fully implemented at all public and non-public schools with the cooperation of the Nutley Junior Woman's Club.
12. A competitive grant of over \$12,000 was received to implement the pre-school program.
13. More specific monitoring of non-public school classified students was initiated.
14. Parent workshop series (SKIP) was expanded and a special component for parents of the pre-school handicapped was established.
15. A major presentation on the Nutley Academically Talented program was presented at the Pennsylvania Association for Gifted Education in Philadelphia (April 1984)
16. Expenditures were positively maintained in reference to tuition increases and some reduction of state funding.
17. Blood pressure screenings were provided for all employees.
18. Funding was received from the Township of Nutley for evening and summer recreation programs for the handicapped.

Special Services Priorities 1984-85

1. To expand pre-school and Franklin School programs for the handicapped.
2. To fully implement a computerized managerial system for special services.
3. To computerize district hearing screenings. (K-12)
4. To develop a special education parent handbook.
5. To revise the district health manual.
6. To implement a student computer curriculum in special education.
7. To initiate a community oriented learning program for special education students.
8. To familiarize all school personnel with the new special education rules and regulations.
9. To conduct a needs assessment among parents of students currently placed out of district.
10. To explore counseling services at the elementary level.
11. To expand awareness programs for non-handicapped students.

Respectfully submitted,
Barbara Hirsch
Barbara Hirsch