

ANNUAL REPORT

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

SCHOOL YEAR 1984-1985

NUTLEY PUBLIC SCHOOLS

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Mr. Raymond J. Kohere	Coordinator of Music Education

September, 1985

Members of the Board of Education:

The 1984/1985 school year was most rewarding. Once again, the efforts of our students, staff and Board were commendable. The results of the Iowa and Nutley Achievement Tests taken by our elementary and Franklin School students were truly excellent. The Franklin School mathematics team placed fourth in the state in the Mathcounts Competition and our high school students scored very well on the New Jersey Minimum Basic Skills and high school proficiency tests. Also, it is important to note that 51.4% of our graduating seniors will attend four year colleges in September while 8.2% will attend two year colleges and 6.6% will attend business and technical schools. The fact that more than two out of three graduates will attempt to further their education is gratifying.

Our unique curriculum development program was in full operation this past year. A great deal of time and effort was spent in studying our 7-12 non academic program, our elementary handwriting curriculum and some alternatives for students who were retained. Consideration was also given to improving our spelling and computer programs for neurologically impaired children and clarification of our policy on educational trips.

We continued to improve our K through 12 compositional writing skills techniques and our overall guidance program. Special effort was involved in implementing our computer curriculum, 5-8 social studies curriculum and in particular our K-6 science program.

As we begin the 1985/1986 academic year you can be sure that our excellent staff will continue its commitment to children.

A handwritten signature in cursive script, reading "James J. Fadule, Jr.", written in dark ink.

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

May 20, 1985

The entire Nutley school community can be proud of the following outstanding achievements.

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>
Vocab.	96	98	95	90	91	90	84	89
Word Anal.	99	99	-	-	-	-	-	-
Reading	97	92	93	86	88	92	81	87
Spelling	98	97	98	90	98	94	86	89
Math Conc.	99	99	97	95	96	99	98	97
Math Prob.	99	97	99	96	95	99	93	96
Math Comp.	99	99	99	99	99	99	97	99
Math Total	99	99	99	99	99	99	96	97
Comp.	99	99	97	95	95	96	92	95

STATE

New Jersey M.B.S. Test
Per Cent Passing

Grade 9

Reading	97.7%
Mathematics	99.0%

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



JJF:f

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NUTLEY HIGH SCHOOL
Nutley, New Jersey

1984-1985 ANNUAL REPORT

Students enrolled:	Grade	9	353
		10	357
		11	347
		12	359
			<u>1416</u>

Staff:	Classroom teachers	97
	Guidance Personnel	7
	Administrators	3
	Librarian	1
	AV Coordinator	1
	Special Education	5
	Supervisors	10

Submitted by:

Frank T. Votto, Ed.D
Principal

June 30, 1985

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LIBRARY

MEDIA

COOPERATIVE INDUSTRIAL EDUCATION

COOPERATIVE OFFICE EDUCATION

DISTRIBUTIVE EDUCATION

NUTLEY HIGH SCHOOL
Nutley, New Jersey

The 1984-85 school year at Nutley High School was highlighted by a series of activities and programs that depict substantial educational growth and development by our student body, faculty, and administration.

This development was especially prominent in the areas that follow:

1. Curriculum - The Advance Placement Program continued to expand in the sciences. An AP Physics course was approved by the Board of Education and will complement the AP Chemistry course instituted this school year. An AP Biology course at Nutley High School is slated to be developed in the near future. This triad of college-level offerings will provide students with comprehensive science study commensurate with their interest and ability.

The Courses of Study reviewed last year have been completed and published, and will be distributed to the Board by July 1 of this year. These related volumes have been updated for every course emanating from the respective departments. Concomitantly, Proficiency Skills Lists have been formulated to be utilized in planning, teaching, and evaluating for students' progress.

2. The ninth grade class reached our highest ever level of passing percentages on the Minimum Basic Skills testing this spring! Passing scores reported

by the State for Nutley High School were:

Reading 97.7%

Mathematics 99.0%

3. Computer technology - A new, expanded Computer Center is slated to open in Room 101 in September. Additional hardware there will offer our students the latest in state-of-the-art programs. Computers will also be purchased for the science, business, and industrial arts programs. Our faculty have completed many hours of related computer inservice training in the interim. From two (2) pieces of hardware in 1981, the Board-supported effort has resulted in purchase and usage of more than fifty terminals and/or printers for Nutley High School! Summer computer inservice will be effected by Mrs. Rubino and Messrs. Mauro and Sautter.
4. Middle States - The First Report of Progress (FROP) was submitted to the Middle States regional office in Philadelphia on May 1. The comprehensive report responded to every recommendation submitted by the visiting committee in 1982. Major growth and development in computer technology, safety procedures, student activities and equipment purchases have highlighted this broad-based effort.
5. Guidance activities:
 - a. Career Fair - More than sixty (60) new speakers were invited to present

their career forum(s) for our student body.

b. Priorities report - the follow-up report indicated major progress in the development of a Guidance Advisory Committee for NHS. Counselors were also given additional summer hours to service our community.

c. Personal appointments program - the practice of inviting parents in for hour-long conferences continues in fine fashion. This pro-active approach allows for long term scholastic planning.

6. Our drug/alcohol awareness assembly program continued to provide pertinent information for our staff and students. Representatives from the County, MADD/SADD groups, State Unit on Alcoholism, and representatives from our own local police department participated widely throughout the year.

The reports that follow the overview above, point up the salient programs and events that transpired in the respective departments this year.

BUSINESS EDUCATION DEPARTMENT

YEARLY REPORT

School Year 1984-1985

June 13, 1985

The following activity highlights of the academic year 1984-85 present concerns, and recommendations are being submitted for your review and consideration.

ACTIVITIES

1. Staff Workshops: Eleven 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.
2. Guest Speakers: This office made the accommodations for eight speakers of post-secondary schools to address our students about the topic of careers. The speakers made a total of 40 presentations and spoke to 80 class sections.
3. Field Trips: Department staff members conducted a total of nine student field trips. The bulk of them were co-curricular activities of the cooperative programs.
4. One member of the department staff was enrolled in graduate courses of study at Montclair State College.
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
 - Nutley UNICO 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, up-dated 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 '86. Stringent changes in funding policy resulted in our application being limited to partial compensation for cooperative M/DE and COE programs.

<u>Program</u>	<u>Amount</u>
M/DE	\$ 1,210.
COE	<u>1,075.</u>
Total	\$ 2,285.

BUSINESS EDUCATION DEPARTMENT

9. A number 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 department staff of nine members gave instruction to an approximate total of 629 students.
11. Four of the departmental staff were active members of the departmental curriculum study which was conducted on Saturdays.
12. New Equipment: At present, we have five Apple IIe micro's and two printers for use in the accounting programs of study. Prior to the opening of school in the fall, we should have two additional micro's and one additional printer. Proper related furniture should also be on hand. We have recently updated our word processing equipment usage through the acquisition of two Xerox electronic typewriters. Fifty percent of the student chairs in the traditional typing rooms will be replaced prior to the opening of school.
13. Staff:
 - A. Mr. Fraser left the department and is now a member of the administrative family.
 - B. Mrs. Rubino, as reflected in her observations/evaluations, has proven to be a most satisfactory addition to the department staff.
 - C. Mr. Garnett Brantley of Montclair State College concluded his student teaching experience under the tutelage of Mr. Mauro and Mr. Osborn.
14. Installation of the phone in room 215 has increased the efficiency of teacher time on task.
15. The cooperative programs conducted co-curricular activities aimed at the total educational experience of the students. These activities consisted of meetings during school hours, field trips, competitive events, guest speakers and luncheons.

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. Mauro and Mrs. Rubino will be assigned primary accountability for its upkeep.
2. Additional Apple IIe microcomputers will be ordered for the department.
3. The balance of the typing chairs for rooms 205 and 217 will be ordered.
4. To investigate the probability of offering a new course entitled: College Preparatory Accounting.
5. Mrs. Rubino and Mr. Mauro will be investigating micro utilization for a few days during this last week of June.

To: Dr. Frank Votto

From: Mrs. Loretta Taylor, English Department Head

I. Testing:

- A. Minimum Basic Skills results - testing of March, 1984, of 9th graders.
Reading: analysis of skills
341 ninth graders tested showed that students were satisfactory in 106 out of 110 items.
- B. NJHSPT results - testing of March, 1984; 341 9th graders tested.
Reading
Writing
Members of the English department participated in the district analysis of the results through a Saturday morning committee which met three times under the leadership of Mrs. Young, Testing Coordinator.
 1. immediate concern was to make the classroom teacher aware of the results of the tests in reading and writing.
 2. action taken: Mrs. Graziano presented the Reading Test results at the November department meeting attended by members of the English department of the high school and Franklin School. In December, the two departments met again to go over the results of the Writing Section of the HSPT with Mrs. Taylor.
- C. Preparation for testing:
 1. Additional "practice" was provided for the I.C. (intensified classes) English classes.
 2. All ninth graders were practice-tested six weeks before the test dates. Papers were corrected to show the 9th grade class teachers which test items were most troublesome to our students, and drills, exercises, and practice lessons were created by the teachers to address these areas of weakness.
- D. Addressing the needs of students who fail to meet state and district standards.

ENGLISH DEPARTMENT

- 1) Change of Basic Skills: Reading course from one semester to full year for the 1985-1986 school year.
- 2) Continuing search for materials which will interest slow learners through:
 - a) Curriculum Review, a bimonthly periodical
 - b) Conventions, book exhibits, etc.
 - c) book publishers' representatives, their catalogs, and their samples.
- 3) Preparation of ISIPs for the students who have not achieved according to state and district standards; ISIPs provided to I.C. class teachers and to Basic Skills:Reading class teachers at beginning of school year.

E. Cooperation with Summer School

- 1) Magazines (Scope, Voice, Readers' Digest) are saved in class sets for use in summer school English classes.
- 2) Equipment and space in English office is used by staff of summer school.

II. Successful Department Activities:

1. Participation in the Annual Writing Awards Contest sponsored by the National Council of Teachers of English with Mr. Bonadonna as organizer.
2. Preparation of students of the Great Books, the English Literature, and the Humanities classes to view with understanding and perception the stage presentation by Hampshire Players of Shakespeare's Hamlet. This small (6) group of British actors made Hamlet a real person to our students and were, for a second year, well received.
3. Career Awareness activities are primarily in the individual classroom with the language skills of reading, writing, listening and speaking emphasized. The Tobe Coburn School offers an annual communication skills program directed to juniors and seniors. We have found the large group approach in Room A321-A325 is still workable.

4. The Maroon and Gray, the school newspaper, has had a difficult year with staff illness, mechanical breakdowns, and the cancellation of issues. The calendar planned for the year 1984-85 could not be followed, and many technical problems kept the newspaper from meeting its goals of improvement. A schedule for 1985-1986 has been prepared; the orientation issue normally distributed the first day of school has been completed in lay-out form and will be run on the presses as early in September as possible. We must remember that the newspaper project, a cooperative venture of the English and the Fine and Industrial Arts departments, is designed to be a teaching/learning experience; we expect that students will learn through the repetitive process of writing, editing, lay-out, photograph-cropping, plate-making, printing, and distributing, all with schedules and deadlines in mind. Illness and breakdowns have been our obstacles this year.
5. Teachers of department take a turn each year to prepare the monthly display on the bulletin board and showcase on the third floor.
6. Continued support for the "writing process" as designed by the Writing Committee.
7. Continued use of the Madeline Hunter principles.
8. Completion of the English Department Course of Study book and the placing in the English Office of two copies for department perusal.
9. Completion of the proficiency lists for each English course.
10. One student teacher from Montclair State College completed her teacher-training; one junior practicum student from Rutgers University completed her hours of observation. One student teacher and one junior practicum student who had been interviewed and accepted by our department cancelled the arrangements prior to coming to our school. One student teacher from Rutgers has applied, been accepted, and is assigned to a department member for the fall of 1985.
11. Continuation of the use of student reading records, kept for the four years of high school.
12. Continuation of the folders of student writing, with samples for grades seven through twelve.

13. Encouragement of teacher use of professional days for observation of English programs of nearby schools. Seven English teachers utilized fifteen professional days for observation and evaluation of other programs and for workshops on innovative techniques.

III. Future Concerns:

1. Testing: all departments should be made aware of the results of the testing each year. Teachers of all disciplines should be able to reinforce the skills through their course content. Specific information about the results followed by an actual examination of the material of the test. Perhaps at a faculty meeting, all faculty members could have the opportunity to go over an actual test. This could improve the attitude of the faculty members who are critical of the time spent on "testing" if they could first understand the scope and goals of the state-mandated testing and, secondly, actually going over the specific items which Nutley High School students cannot answer correctly might help teachers of all disciplines to reinforce these problem areas.
2. Curriculum:
 - a. Honors sequence:
 - 1) rewriting the Humanities course to reflect the revised directions required by the retirement of the Latin and Greek specialist, Mr. Tiene.
 - 2) continue to investigate ways to encourage our honors students to take the AP English exams.
 - 3) give consideration to reducing the number of junior/senior elective courses

or

to limiting English electives to the seniors with a junior English course emphasizing American Literature as a connection to the American History course of the Social Studies Curriculum.
 - b. continue to seek materials for courses that lack specific culture areas, such as English IV which emphasizes basic skills for the working world but lacks literature of quality that interests the unmotivated student.

- c. need to consider the use of the computer to improve English language instruction:
 - 1) investigate the "storage" possibilities of the computer (inventories, keep copies of finals and/or curricula, or scheduling the sub-master).
 - 2) investigate the use of word-processing programs for students (writing centers, writing workshops, or literary magazine) and teachers (creation of lesson plans, lesson materials, and exams, tests and/or quizzes).
- d. need for a writing center designed to:
 - 1) provide assistance to students in improving writing skills in a one-on-one situation.
 - 2) provide assistance to teachers of other disciplines in creating writing assignments.
 - 3) provide a place to gather writing materials, reference texts on writing, and to store the writing folders kept by all students, grades seven through twelve.

3. House-keeping:

- a. the leaks which make themselves known only on rainy days, although this has been a dry year have, nevertheless, had the following unsettling results:
 - 1) two rooms (301 and 307) where an upper ceiling dropped through the soft dropped-ceiling and fell into the classroom.
 - 2) ceiling stains which in some cases bulge as if the material is disintegrating.
 - 3) ruined bulletin board material because water drips down a wall.
- b. bookrooms: dust is constant, despite twice a year cleaning - lighting is available only if a custodian can be found to switch on electricity in another area of the building.
windows that open would make the task of taking out and returning books and of cleaning book shelves much easier.

FINE AND INDUSTRIAL ARTS DEPARTMENT

NUTLEY HIGH SCHOOL
Nutley, New Jersey

June 14, 1985

FINE AND INDUSTRIAL ARTS DEPARTMENT

ANNUAL REPORT

SCHOOL YEAR 1984-85

The following activities summary/highlights of the academic year 1984-85 are being submitted for your review.

1. STAFF WORKSHOPS-PROFESSIONAL VISITATIONS:

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

2. GRADUATE CREDITS:

Three members of this department participated in graduate work.

3. GUEST SPEAKERS:

Ten guest speakers representing post-secondary schools addressed career potentials.

4. FIELD TRIPS:

During this academic year, field trips were made to the following sites: Montclair State College, Wayne Computer Center, Condominium Construction Site, Sommerville, NJ, Professional Photography Studio.

5. SCHOOL/COMMUNITY SERVICES:

Various members of this department were involved in school/community services, such as: C.I.E. Advisory Committee, design of football program cover, installation of computers at the elementary level, poster contests.

6. STUDENT AWARDS/SCHOLARSHIPS:

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

FINE AND INDUSTRIAL ARTS DEPARTMENT
ANNUAL REPORT
SCHOOL YEAR 1984-85

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7. PROBLEM (AREA(s)):

- a. Incorporation of computers into our electronics, drafting, and metals programs
- b. Photography program - facility
- c. Exhaust system - metal shop
- d. Auto-shop, complete all Middle States Recommendations.

8. GOAL(s):

- a. Add computers to C.I.E. program and home economics program
- b. Introduction of a two-year program in C.I.E.
- c. Explore double period scheduling for 86-87 school year.

9. RECOMMENDATIONS REGARDING CLASSROOMS, SCHEDULING, EQUIPMENT, SUPPLIES, SAFETY:

- a. Continue to undo blue windows in rooms 122 and 124
- b. Review all instruction procedures regarding classroom safety
- c. Convert Room 225 into a photography room/studio.

10. MADELINE HUNTER INSTRUCTIONAL METHODOLOGY:

All members of this department have become familiar with this instructional plan and incorporate its fine elements into their teaching practices.

11. C.I.E.:

Students earned over \$169,000.00 during 1984-85.

12. COURSE OF STUDY REVISIONS:

The entire department participated in the revision process.

13. MIDDLE STATES UP-DATE:

As chairman, I will continue to research all Middle States recommendations.

FINE AND INDUSTRIAL ARTS DEPARTMENT
ANNUAL REPORT
SCHOOL YEAR 1984-85

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14. MY PERSONAL PROFESSIONAL PERFORMANCE:

My 1983-84 personal evaluation addressed various areas in need of refinement. An overview of the numerous suggestions are as follows:

1. All teacher observation/evaluations were written using Madeline Hunter instructional terminology. The 36-week plan will be continued as a guide to weekly/daily teaching lesson planning, involving goals, objectives, activities.
2. I will make every effort to keep our safety program up-to-date in all areas of instruction within our department. Through in-service workshops, all staff members will review and up-date, methods, procedures and equipment.

Madeline Hunter
6-18-85

June 14, 1985

To: Dr. Votto
From: Mr. Tiene

Subject: Department of Foreign Languages, Annual Report, School Year 1984 - 1985

1. Statistical Data:

- a. 736 of our September 1984 school population of 1444 students or 51 % were enrolled in foreign language classes this year.
- b. Ten staff members taught 45 sections of 25 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.
- c. In addition to the high school program two sections of Latin I, grade 7, one section of Latin II, grade 8 and two sections of French level I and three sections of Spanish level I, grade 8 were taught in Franklin School by the middle school staff. (One class of Italian level I is scheduled for 1985 - 1986.)

2. Accomplishments and Notable Achievements:

- a. Use of new Spanish materials - texts and ancillary components - Cuaderno de ejercicios, Cuaderno de actividades, film strips with accompanying cassettes, a recorded listening comprehension series and visual-auditory testing instruments was extended to Level III classes.
- b. New materials - texts, workbook/lab manuals and recorded supplement has been successfully piloted in level I Italian classes; the new materials will be piloted next year in level II.
- c. The new curriculum for Latin III prepared in the summer of last year was implemented in two sections of Latin III this year; the new curriculum will be implemented in Latin IV next year.
- d. Three foreign language classes again participated in attendance at three opera performances at the Metropolitan; one French class attended La Boheme; one German class the modern work, Wozzek; one Italian class attended Il Barbiere di Sevilla.
- e. Our regular film program for all languages continued. Highlights were several on Mayan and Peruvian archaeology, several appropriate instructional science films with Spanish sound track and a dramatization of a Balzac story for French classes.
- f. There were field trips to the Montclair Art Museum to view the works of a Cuban and Spanish painters followed by lunch at a Spanish restaurant; German classes saw the highly rated film version of Mozart's life, Amadeus.

FOREIGN LANGUAGES DEPARTMENT

- g. Club activities (French, German, Italian and Spanish) included events marking holidays. The groups held in addition an end-of-year picnic in the park which featured a foreign language treasure hunt. Mrs. Camarda accompanied a group of French students to France during the Spring Recess.
- h. Staff members attended several professional workshops: Mrs. Molinaro and Mrs. Scerbo attended a day long series on new techniques and materials for Spanish classes; Mrs. Camarda spent a day at Montclair State to see and hear a presentation by Professor Rassias of Dartmouth describing and demonstrating procedures developed for his method. Mr. Tiene attended the Fall Meeting of the Classical Association of the Atlantic States in Washington as Northern New Jersey Representative; he also attended the Spring Meeting of the New Jersey Classical Association of which he is a Trustee.
- i. Several new computer programs have been acquired of good quality for advanced achievement in French and Spanish. (There is need by the staff for development and implementation of this new ancillary dimension of study.)
- k. Students received end of year awards as follows:
 - (1) Annual Poetry Reading Contest, West Orange High School - one second place in Intermediate Italian.
 - (2) June 1985
 - (a) 1 Certificate of Excellence in Foreign Language Study
 - (b) 4 Certificates of Excellence in French, German, Italian and Spanish
 - (c) 1 Certificate of Excellence in Classic (Latin)
 - (d) 4 awards for Excellence in Italian

3. Leading Problems:

- a. Student schedule conflicts continue to cause loss of opportunity for excellent students who wish to work on the upper levels of foreign language study. Flexibility of scheduling for such students should be actively explored.
- b. We shall have to monitor enrollments in our German program carefully. Last year our initial enrollment was lower than usual. This will affect future class figures.

4. Goals:

Our permanent long range goal has always been to make foreign language study useful and meaningful to the greatest number of our high school students. Our immediate goals are the maintenance and development of our present programs. We are particularly aware of the various reports on the state of secondary education in the United States. We should attempt to utilize the preparation, experience and expertise of our professional teaching staff along with the best of our resources, materials and equipment for the foreign language education of our students.

5. Recommendations:

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

NUTLEY HIGH SCHOOL

NUTLEY, NEW JERSEY 07110

FRANK T. VOTTO
PRINCIPAL

AREA CODE 201
661-3500

June 14, 1985

NUTLEY HIGH SCHOOL GUIDANCE DEPARTMENT ANNUAL REPORT

ACCOMPLISHMENTS

The mission of the guidance department at Nutley High School is to work with individual students and groups of students, directly and through the curriculum, alone and together with the whole educational team, to insure that every student has an opportunity to understand his/her own strengths, needs, and goals; learn about life career options; learn decision making and planning skills; and develop a plan for his/her next step in life.

The role of guidance counselors is to help students. Counselors, as part of the overall district educational team, are responsible for helping students make decisions about career, education and personal life situations. When a student has difficulty with some aspect of life, counselors are there to help. Counselors also see students when other staff members or parents suggest that a student may be having problems and could benefit from professional assistance. In some cases, such as looking over report cards to spot those students who look as if they might be heading for difficulty, counselors initiate actions based on their own professional judgment.

Counselors recognize that students will probably face problems in the future. Therefore, counselors help students learn problem solving skills that are of value not only in handling current problems but also will be useful in the future. (The process of solving problems involves knowing yourself and what is important to you, knowing all you can about the choices that are available to you, and being able to choose and implement a course of action that will meet your needs.) When a student learns the art and skill of solving problems s/he develops confidence in his/her ability to deal with new and different situations. The long range goal of effective counseling is to equip students with the skills they need to cope with future problem situations.

Counselors work with other members of the school team as well as the family to enable students to acquire these skills. They are reactive (helping to deal with problems when they occur) and proactive (taking action before a problem develops). As a department, we are

GUIDANCE DEPARTMENT

trying to increase the amount of time we spend on being proactive. We plan to take more initiative to see to it that all students improve in their ability to successfully deal with life on their own. We will continue to work with all other members of the school team, through all facets of the school program and in cooperation with the home to meet our responsibilities.

GUIDANCE GOALS (partial list)

Help students' to:

- select subjects
- select colleges
- secure financial aid
- solve problems
- cope with social problems
- cope with personal problems
- locate occupational information
- secure part time jobs
- obtain full time jobs
- deal with family problems
- deal with drug/alcohol abuse
- cope with academic problems
- strengthen self concept
- plan for the future
- develop good work habits
- develop career plans

As part of the educational team:

- maintain contact with the home
- work with teachers
- work with child study teams
- monitor attendance
- monitor academic performance
- maintain student records
- be available for emergencies
- administer tests
- maintain contacts with community resources
- maintain contacts with employers
- maintain contact with representatives of post secondary schools
- identify organizational/environmental problems
- collect data on future, present, and past students

The guidance department made a conscious effort to deal with all of the recommendations of the Guidance Priorities Committee. I would like to cite some of our accomplishments in this report.

The Guidance Advisory Committee was formed as a result of a recommendation by the Guidance Priorities Committee. These meetings were held during the 1984-85 academic year and numerous issues were discussed by the committee.

The following is a list of members of the Guidance Advisory Committee:

NAME

ROLE

Mr. Paul McCarthy	Guidance Director
Mrs. Veronica Wheelhouse	Parent
Mrs. Dolores Serio	Parent
Mr. Joseph Cocchiola	Counselor
Mr. William Mink	Nutley Juvenile Aid Bureau
Mr. Al Hoppe	Teacher
Mr. Carmen D'Aloia	Cooperative Education
Mrs. Terry Peccarelli	Parent
Ms. Barbara Hirsch	Special Services
Mr. Jack Drury	Administrative Assistant
Dr. John Fisher	Dean of Admissions/Financial Aid, Bloomfield College
Mr. Arthur Engel	Banker/Business
Ms. Carol DeBenedetto	President Student Council
Mr. Scott Borland	Senior Class President

The Guidance Priorities Committee had two meetings during the year and made a presentation to the Board of Education on May 13, 1985.

The counselors will be available for two days after school ends in June and two days before school begins in September. This will enable the counselors to meet with students and parents to discuss critical end of the year issues. This service was recommended by the Guidance Priorities Committee.

Several of the recommendations dealt with in my opinion, communication in the area of public relations, faculty, students, and parents. The guidance department developed the following programs to increase communication:

1. Orientation programs were held for individual classes in September. The counselors addressed the classes and discussed the goals of the department.
2. Letters were sent home to parents of the freshman, sophomores, and juniors inviting them in for conferences with the counselors. The freshman conferences were scheduled for October in an effort to get to know the students and parents early in the academic year.
3. The first issue of the guidance news listed the goals of the department.
4. A letter was sent home to parents advising them that the results of the Differential Aptitude Test were available and they should call the counselor for an appointment.
5. Conferences were held with the department heads at Nutley High School to review the scheduling process for the 1985-86 year. Counselors from Franklin School participated in the meetings.
6. Counselors made approximately twenty five class presentations about the importance of the MBS/TAP testing programs.
7. Counselors contacted students and parents who failed the M.B.S. Conferences were arranged and the range of services was explained to them by the counselor.
8. Counselors attended various department meeting to share information and bring back any concerns that teachers might have about a particular program.
9. Counselors visited the Franklin School to meet with students and discussed the educational programs available at the high school.

10. Counselors visited Franklin School to meet with their future students in the Class of 1989, and discussed the role of the guidance department.
11. All new staff members were given an orientation to the organization and role of the guidance department.

The career education component was enhanced by the addition of the Harrington-O'Shea Interest Inventory. The interest inventories are given on an individual basis or to a large group. Results are received by the counselor during a student conference.

The counselors continue to submit a copy of their log describing the services provided to students.

The material is in place to conduct an annual follow-up assesment of the guidance program.

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 1986, conferenced with the counselors in the Spring. The meetings reviewed the need to plan early when considering post secondary opportunities for education or work.

Freshman 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. Mr. Mario Cocchiola coordinated the program.

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 1985-86 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 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. Students who participated in the program are informed that day, after an interview, if they are accepted at Montclair State.

The department coordinated the awards program. This year the affair was held in the evening and was well received by parents and guests. Mrs. Mary Tippenreiter and her staff did an excellent job in contacting the scholarship sponsors and organizing the program.

TRANSCRIPTS

	<u>1982-84</u>	<u>1983-84</u>	<u>1984-85</u>
Transcripts	1871	1848	1782
Mid Term Grades	145	164	175
Final Grades	245	248	211
Total	2261	2260	2168
New Registration	94	83	78

MATHEMATICS DEPARTMENT

June 17, 1985

To: Dr. Frank Votto

From: Max Kletter, Mathematics Department Head

Re: Annual Report 1984-85

I. Computer Center

Plans are to relocate the new Computer Center in the math wing by September, 1985. It will contain thirteen terminals, four printers, and student desks and chairs to accommodate twenty students. Computer classes will meet in the Computer Center for instruction (four periods each day). The remaining four periods will be reserved for occasional instruction (Algebra I, II, Geometry, Math of Finance) and student assignments. If usage is such that the Computer Center is overscheduled, it may be necessary to make arrangements to open 7:30 A.M. and possibly 3:00 P.M.

II. Math Resource Center

The Math Resource Center will be renovated during the summer for use in September, 1985. Its proximity to the Computer Center along with mandatory teacher assignments for makeup work and additional instruction will foster increased usage and make it an integral part of our mathematics program.

III. Curriculum

Courses of study were updated and revised. Proficiencies were written for each course based upon the above mentioned curricula changes and state guidelines. New courses for 1985-86 include:

1. A Pascal one-semester computer course which may be taken for AP credit.

2. Basic Math Skills (SCE) for students failing to meet minimum achievement standards on NJHSPT.

We are exploring the feasibility of Trig/Analytic Geometry to serve as a pre-calculus course for non-accelerated juniors/seniors.

IV. SCE

In compliance with state guidelines, students who ~~do~~ not meet minimum standards in basic math skills were assigned one period daily for additional instruction by our SCE staff in Room 106 (Mrs. Cosentino, Mrs. Brill, and Mrs. McLaughlin).

V. Texts

1. New editions: Geometry, Algebra II.
2. New adoption: Basic Geometry

VI. Standardized Testing

All test results are expressed in stanine format except for College Basic Skills scores / MBS/HSPT

1. CAT 10/84 N=358

Quantitative (6.1) Non-Verbal (6.0)

2. TAP

N=333 Grade 10 (6.0)

N=333 Grade 11 (5.9)

3. 1985 MBS

N=316 92.6 (Mean Score)

4. 1985 HSPT

N=319 76.5 (Mean Score)

5. College Basic Skills Course

N=132 Computation (169.3) Elementary Algebra (172.5)

Interpretation: Lack proficiencies in some areas.

MUSIC DEPARTMENT

NUTLEY PUBLIC SCHOOLS

MUSIC EDUCATION DEPARTMENT
300 FRANKLIN AVE., NUTLEY, N.J. 07110

RAYMOND J. KOHERE
MUSIC COORDINATOR

1984-85 Annual Report and Evaluation

AREA CODE 201
661-3500 Ext. 494

The 1984-85 school year has been a year of progressive change and future planning to meet the program requirements and responsibilities of the Music Education Department of the Nutley Public Schools. These changes and plans were all necessary in order to reevaluate and accentuate the specialities of our elementary and secondary music teachers as well as reschedule all our music personnel to meet the demands of the music program in each of the elementary and secondary schools. These alterations resulted from the elimination of an elementary vocal music teaching position, a resignation of an elementary instrumental music instructor which took effect just before the 1985 Spring Music Concert season and the anticipated return of a vocal music teacher presently on leave of absence.

With the exception of the Cadet Band, the enrollment figures for all music classes have remained constant during the 1984-85 school year and in fact have increased slightly in the areas of Music Fundamentals I and Chorus I for the projected 1985-86 school year.

Despite the enrollment decrease of the Cadet Band, both the Cadet Band and the Choralettes have continued to develop their high musical standards and repertoire. The number of students who elect Band B, Orchestra and Chorus II continues to be inadequate. It is possible that a lack of instruction in instrument or voice classes has contributed to this unfortunate situation. The advanced students in the High School Band and Choruses continue to participate in the regional and all-state competitions with the capable assistance of the directors of these public relations organizations.

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 the educating and raising the standard of the general student so that music can be appreciated and valued from the popular, entertainment oriented level to the deeper and more serious aspect of music. This is a goal which must be continually assessed in the curriculum development for all students in the Nutley Public Schools. Higher standards are always a result of persistent, all inclusive, value related teaching whether they be in English or in Music. Since music and 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 the objectives 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 during the 1984-85 school year.

Beside the items which are included in my job description and which enumerate the majority of my responsibilities as Music Coordinator and the daily obligations and decisions which are always present and demand resolutions as soon as possible, the following accomplishments have been achieved during the 1984-85 school year.

1. Scheduled after school rehearsals to prepare eight members of the N.H.S. Choralettes of which three members were selected, through very competitive auditions, into membership of the 1985-86 N.J. All State Chorus.

2. Assisted in the rehearsals and auditions of the 1985-86 N.J. All State Chorus as adjudicator and sectional rehearsal conductor on six Saturdays.
3. Beginning January 2, 1985, we initiated the elementary string (Suzuki) music instruction pilot program in Grades 4 of Radcliffe and Washington School which was highly successful in both interest and productivity. Plans are being made to extend this pilot program into the other three elementary schools (Grade 4) during the 1985-86 school year.
4. Arranged a professional music assembly (Festival of Woodwinds) in each of the elementary and secondary schools which was received by all students, faculty and principals with enthusiasm, excellent educational motivation and maximum standards.
5. Continued the required practice of a monthly General Music Teachers Meeting after school on every second Monday of the month to enable discussions, proposals and distribution of necessary information in order to visualize a complete picture of Music Education in the Nutley Public Schools.
6. I continue to fulfill my teaching responsibilities as a member of the Humanities Teaching Team with regard to the art forms (Painting, Music, Sculpture, Architecture, and Dance) and arranged all corresponding field trips to the various N.J. and N.Y. cultural institutions (Cloisters, Riverside Church, St. John's Cathedral, N.Y. City Ballet, N.Y. Philharmonic Orchestra, Metropolitan Opera, Guggenheim Museum, the Metropolitan Museum of Art and the Museum of Modern Art.)
7. The Choralettes are still a major part of my daily teaching schedule and this past year I conducted twelve 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, Newark Airport and the N.Y. Port Authority Bus Terminal.
8. 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.
9. Additional activities included attendance at the numerous evening music programs and P T A 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.
10. As in the past, I coordinated and directed the 1985 N.H.S. Graduation activities including rehearsals, the physical ground blueprint, program, music and honor guard.
11. 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.
12. As a last good will gesture for requesting former N.H.S. Ski Club Members, I arranged and chaperoned a ski week trip to Utah (Park City, Alta, Snowbird) during the February Vacation for twenty five Nutley High School students.

13. The Nutley High School Cadet Band participated once again in the Herald News Marching Band Festival in Clifton Stadium for the thirty eighth consecutive year as well as pre-game and half time performances at nine football games, four parades and two concerts.
 14. Organized and co-chaired the Music Committee which completely revised the music course of study (Curriculum) from Kindergarten to Grade 12 during six Saturday sessions.
 15. An outgrowth of the revised music curriculum at the high school level were the course proficiencies which were established and recorded for each high school music course in relationship to the objectives set forth for each student. These state mandated proficiencies will be distributed to each student in each music course at the beginning of the 1985-86 school year.
 16. After thorough examination, numerous discussions and publisher consultant presentations, the music department unanimously adopted the Silver Burdett (Centennial Edition) General Music Textbook Series to replace the Discovering Music Together Music Textbook Series. (sixteen years old) Because of budgetary problems, only Grades 4, 5, and 6 will be receiving the new materials during the 1985-86 school year with the remainder being ordered for the next school year.
 17. As part of the Music Fundamental's I and II course of study (N.H.S.), we have initiated use of the micro-computer. Using computers in the N.H.S. Business Department, the students have been working extensively in key signature relationships and melodic dictation. It is hoped that in the very near future, we can acquire a micro-computer for the music department so that we may extend these programs to other music courses.
 18. I served as liaison and program chairperson for the Annual Yuletide Observance (Program) which is sponsored jointly by the Nutley Public Schools and the Town of Nutley.
 19. Because of several music teaching position changes, I revamped the entire working schedule of all the music personnel in order to take full advantage and make full use of the strengths and time of each music teacher during the 1985-86 school year.
- Because of changes and unforeseen circumstances (cause and effect) some of the goals which were proposed for this year have been altered and remain unresolved at present. However, it is hoped that in the near future these goals will again be realized.
1. The goal of a "Band Camp" has been delayed owing to the fact that it is not economically feasible at this time because of the small band enrollment.
 2. Because of increased schedule demands which require itinerant music teachers to spend time in different schools and a vocal teacher on leave of absence, the elementary boys chorus was not able to materialize this year.

It goes without saying that with the successes and plaudits of our music department there are problems which must be addressed and solved. There are errors, indifferences and omissions which must be corrected and changes which will be introduced if we are to continue to build and develop so that our future music students will be able to meet the competition and receive the highest quality music education possible. There are goals which have not been accomplished because of insufficient time and circumstances beyond my control. The following goals are being suggested for the 1985-86 school year with full realization that they should be expedited as soon as possible since many of them will take extensive time to implement.

1. To continue to monitor and explore ways and means to reverse the declining enrollment of the Cadet Band and investigate avenues and conditions which will lead to increased enrollment in Band B, Orchestra and Chorus II.
2. We have developed and revised a new Middle School course of study for the General Music class which was included in the revised Music Course of Study (K-12). However, because of a new (proposed - 1985) course which incorporates four different subjects on a quarterly meeting schedule, it will be necessary to revamp the Middle School General Music Program to fit this new time table.
3. To establish some priorities for scheduling of music students for music courses, especially when the student is considering some kind of music career.
4. To schedule more music students for small ensembles and individual vocal and instrumental lessons during the daily schedule.
5. 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.
6. To reduce the size of many of the elementary general music classes (up to 65 in 1985) so that a workable (normal) class size enrollment may be reached again and to enable a greater music learning potential to exist.

Thank You,



Mr. Raymond J. Kohere

HEALTH AND PHYSICAL EDUCATION

NUTLEY HIGH SCHOOL

NUTLEY, NEW JERSEY 07110

FRANK T. VOTTO
PRINCIPAL

AREA CODE 201
661-3500

June 7, 1985

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 1984-85, 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 1985-86.

The Health and Physical Education Department screened 1,383 students for scoliosis. The final screening referred 31 students to their family physicians. The total not processed was 35.

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.

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.

The Department of Health and Physical Education feels we should teach five classes like all other teachers. This would create accommodations to cover absent gym teachers with certified teachers in physical education.

TCG:sp

Annual report

June 21, 1985

Science Department - Modig

Statistics - 76% of the student body was enrolled in a science course.

Physics - teachers, Mr. Mancuso and Mr. Sautter

4 sections meeting 6 periods per week
with 81 students.

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

7 sections of Chemistry with 153
students

3 sections of Chem Study with 61
students

1 section of Advanced Chemistry with
12 students

All sections meet 6 periods per week

1 section of Advanced Placement
Chemistry with 10 students

Meets 7 periods per week

Biology - teachers, Mr. Carbone, Mr. Jinks,
Mr. Kimberley, Mr. Mancuso,
Mrs. MacGregor, Mr. Modig, and
Mrs. Stave

13 sections of Biology with 255 students

5 sections of Biology 9 with 83 students

1 section of Advanced Biology with 14
students

8 sections of Microbiology with 147
students

1 section of Human Physiology with 18
students

2 sections of Plant/Animal with 47
students.

SCIENCE DEPARTMENT

All sections meet 5 periods per week
except Advanced Biology which meets
6 periods per week.

Environmental Science - teacher, Mrs. Caulfield/
Sloan

3 sections with 60 students meeting 5
periods per week

I P S - teachers, Miss Naturale and Mrs. Caulfield/
Sloan

5 sections with 119 students meeting
5 periods per week

Physical Science - teacher, Mr. Modig

1 section with 16 students meeting 5
periods per week

Professional days

New Jersey Science Convention October 2 & 3 Mrs. Caulfield/
Sloan and Mr. Sautter

Eastern Analytical Symposium November 16 Mr. Starrick

A P Biology conference November 30 Mr. Jinks

New Jersey Marine Consortium June 5 Mr. Jinks

Speakers

Joseph Most spoke on Nuclear Energy December 7.

Linda Leavy spoke on Careers in Computing January 29.

Jane Cyrans spoke on Careers in Microbiology April 3.

Clubs

Biology Club sponsored by Mr. Jinks.

Computer Club sponsored by Mr. Sautter.

Fieldtrips

Environmental Science Classes- Mrs. Cauldfield/Sloan

October 22 New York Aquarium

January 31 New York Aquarium

March 6 Bronx Zoo

Microbiology Classes - Mrs. Stave

May 2 County college of Morris High Tech Career day

Chemistry Classes

March 21 Engineering Career Day at Rutgers - Mr. Starrick

April 19 Anaguest BOC Group Tech - Miss Naturale

Physics Classes- Mr. Sautter

May 3 USS Ling

Biology 9 Classes - Mr. Jinks & Mr. Kimberley

September 15 Mills Resevation

Assessments of new programs

AP courses- We have completed the first year of AP Chemistry and the instructor is very pleased with the academic performance of the students. They were able to cover more topics in greater depth and each

student undertook the AP Examination in May. The students expressed positive comments regarding the content and expectations of the course.

AP Physics has Board approval for next year's offering and the students have been selected on the basis of past performance.

The AP Biology curriculum is in the final stages of evaluation and should be ready for Board approval for the 1986-87 school year.

Microbiology- This is the second year for Microbiology and the instructors report that there is strong student support of the course. The nature of the course is practicable application through a laboratory approach, which more than likely accounts for the course popularity among the students.

June 17, 1985

To: Dr. Frank T. Votto, Principal
From: Charles J. Fuccello
Subject: Principal's Annual Report

1984-85 was another year of active participation in the educational process by department members. Individual staff were involved in endeavors to improve their instructional methodology, expand their knowledge of subject content and research areas thought to be valuable for increasing student performance. Behind each effort was the theme "we can do better for our students" and with the energy and enthusiasm displayed in earlier years, instructors went about the business of organizing field trips, taking graduate courses and working up new ideas for inclusion in various curricula.

Attendance at conferences was part and parcel of internalizing new ideas and educational strategies. Several members attended workshops and seminars dealing with topics such as Latin America, reading, and New Jersey government. Direct subject enrichment for students was operationalized by talks delivered by speakers from churches, local police and sheriff offices and from the Essex County court system. Field trips for students included sojourns to Philadelphia, Waterloo, the Essex County Court House, the United Nations, and the Museum of Natural History in New York City. In addition, trips were taken to the State House in Trenton, Trades and Crafts Museum in Madison, Newark Airport, and the Marine Terminal. Each experience offered students not only the opportunity to personally witness a portion of the nation's past and the economic life of New Jersey, but also exposed them to numerous career opportunities.

Academically the department was busy researching materials. Much time was spent reviewing potential textbooks for the American history honors, for the Problems of American Democracy and for the Sociology courses. Fortunately, our ad hoc textbook committee settled on a New Jersey geography book for implementation in September 1985. Furthermore, the school library started a "Fuccello" collection of works on Blacks in America to augment the present collection. This addition represents the combined donations of this writer and Dr. Anthony Albanese, the latter a former teacher at Nutley and now the principal of Joseph Forum High School in Milford, Connecticut.

For the benefit of several course offerings, arrangements have been made with the audio-visual coordinator to tape selective mass-media productions for immediate use in the classroom. By moving in this direction the Department is hoping to develop a reservoir of contemporary aids in order to eliminate the hassle of renting from commercial distributors who cannot always deliver what is

SOCIAL STUDIES

germane to our curricula. Two faculty have volunteered to do the taping and as they complete each their titles will be added to our list and distributed to appropriate faculty.

It should also be noted that several faculty have opted to use current magazines in courses involving high and low ability students. U.S. News and World Report has proven valuable for not only familiarizing students with contemporary world problems, but also for linking their articles with issues of historical concern. Many of the graphs and charts are often used for exercises that teach analytical and evaluative skills and to expose our students to different and often conflicting value systems.

For the moment the most pressing problem facing the Department is shelving in the Resource Center. Books and periodicals are scattered everywhere due to the lack of adequate housing. An immediate resolution of this issue should bring a great deal of order and efficiency to the Center, which despite the present chaotic situation, has been used to its maximum by both faculty and students.

As I mentioned in my 1984 Report I was concerned with the conduct of two members of the Department—one for my suspicion that the wall-of-separation between teacher and student had been breeched and the other for a rather negative attitude in the professional setting. To my knowledge both "problems" were not openly in evidence this year. The first has given no proof of continual contact, while the second has, for whatever reasons, changed appreciably for the better. Nevertheless, despite these two "resolutions" other issues have developed. From reports from the Main Office I have learned the one member failed to check in at the appropriate time choosing instead of going directly to homeroom. This will bear some watching next year. The other concern relates to another member who does not insist on students being on time for class. This was brought to his attention on at least one occasion during the year with no apparent remedial action being taken on his part. Next year I will look for this socializing in "bad habits" early in the first semester and will take immediate action to correct it.

Respectively submitted,

Charles J. Fuccello

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1985

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. Number of Overdue Materials
 - F. Book Inventory
 - G. Bibliography of Newspapers
 - H. Bibliography of Periodicals
 - I. Equipment Inventory

LIBRARY

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1985

Equipment Inventory

<u>Item</u>	<u>Number</u>
1. Atlas Cases	1
2. Book Trucks	2
3. Card Catalog Units	5
4. Carrels - wet	12
5. Casual Chairs	3
6. Casual Tables	1
7. Casual Bench	1
8. Chairs	128
Molded - red	19
" - blue	23
" - orange	25
" - green	23
" - gold	3
Straight Back	33
Secretarial	2
9. Computer Equipment	
Computers	Apple 2e 1
Computer Printers	Brother HR-15 XL 1
Computer Monitor	Apple-Green 1
Computer Drives	Apple Duo-disk 1
10. Desks	
Charging	5 modules
Secretarial	1
Student	1
Teacher	1
Typing	1
11. Dictionary Stands	2
12. Filing Cabinets	19
Microfilm	3
Office	1
Pamphlet/Vertical	14
Data Card	1
13. Globes	2
14. Ladders	
Safety Lock	1

ItemNumber

15. 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

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

16. Library Tables

26

rectangular 6 seat-oak	11
" 4 seat-oak	5
round - oak	4
round - walnut	5
workroom - walnut	1

17. Microform Readers

7

Manual Microfilm	3
Motorized Microfilm	2
Microfiche	1
Micro cartridge w/printer	1

18. Photocopy Machines

1

19. Racks

6

Magazine	1
Pamphlet	1
Paperback:	
Display	3
Circular Tower	1

<u>Item</u>	<u>Number</u>
20. Shelf Inventory Units	3
21. Stools	2
Charging Desk	1
Step	1
22. Trash Cans	7
23. Typewriters	
Electric	2

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1985

I. Statistical Analysis

Strengths

The coin operated copy machine is self-supporting. The increased volume of copying is reflected in increased income. An increase in income of \$242.15 was realized. The cost of supplies and service increased by \$20.25.

The total of class visits remains higher than the totals for 1980-1981 through 1982-1983.

Circulation statistics show an increase of 229 volumes between 1983-1984 and 1984-1985.

Social Sciences dominated in book circulation this year. Literature was second. These subject areas are always in the top two when circulation statistics are ranked by subject.

-On June 21, 1985, only seven students had outstanding library obligations.

Only 73 books are missing from the library collections. Four-hundred and thirty-five books were missing in June, 1984.

The library owns 19,347 books as of June, 1985. This is an increase of 1,101 volumes.

The purchase program to strengthen the science collections is reflected in the inventory this year. An increase of 68 volumes in the pure sciences and 209 volumes in the applied sciences was realized.

This program will continue.

Weaknesses

The machine was inoperable during the month of June.

Parts are no longer available for this machine.

A request for a leased replacement, made after considerable research, was endorsed by the principal; however, the disposition of this request is unknown at this time.

Class visits decreased by 11 classes between 1983-1984 and 1984-1985.

Book loans from the foreign language collection ranked twelfth for the third straight year. The number of volumes loaned to students from this category this year was two.

The total number of volumes overdue this year was 558. In a ratio to the total number of books borrowed, this figure represents 8.86% of all books borrowed.

II. Activities

The library opened on Wednesday, September 6, 1985.

All freshman English classes received an orientation to the library. All sophomore English classes were instructed in the use of the Readers' Guide. All junior and senior English classes received instruction relevant to their themes.

Four newsletters were published during the year.

Computer hardware was purchased with federal funds. A plan for circulation management using the computer is ready for implementation.

Catalog card production and magazine control are already operable. Word processing and mailing list functions were used extensively for collection of overdue books from March through June.

A second computer is necessary. The one available will be used full-time for conversion to computerized circulation during the 1985-1986 school year. It will be set up to check out books all day when the conversion is complete and the computerized circulation system operable.

Many gifts were received by the library this year. Two special collections of gifts were the Osborn Collection of books about chess (17) and the Fuccello Collection of books about history and Afro-American history (72). The latter collection is large and is still being catalogued and processed.

Mrs. Kirsten donated paperback books from the library of her late brother (11).

Mr. Falken, from Highfield Lane, Nutley, gave several expensive reference books (5) to the library.

One-hundred and five gifts were received in all. This has been a record year for gifts.

Mrs. Carlucci, library secretary, and Mrs. Scala, library clerk, served lengthy simultaneous terms on jury duty in the Fall. The library operated with substitutes during this time.

Supervision of the library changed hands with the appointment of Mr. Conrad to the principalship at Lincoln School. Mr. Fraser assumed the pleasant responsibility of supervising library operations on February 25, 1985.

Period two was the busiest period of the day this year and the most pleasant. In addition to the 60 students from study hall, a group of 28 seniors elected to spend their unstructured time in the library every day.

Reference work was the major activity of students using the library, followed by book borrowing, and then studying.

The librarian has been engaged in monitoring and reporting on the developing New Jersey Library Network. Mr. DeCesare is the liaison with the State for this project.

Preparing collections of books for use in the classrooms has become a significant activity for the librarian. The teaching staff has requested this service frequently during the year. Twenty-seven classroom collections were provided this year. The materials for the requested topic were selected by the librarian on the basis of reading level and subject matter, displayed on a library book truck or rolling display rack, and delivered to the classroom. The librarian presented a lesson on booktalk relevant to the collection on request.

Two additional book trucks have been approved for purchase for the 1985-1986 school year. With this equipment, more classroom collections can be made available.

Subjects for classroom collections included career materials; New Jersey; high interest low reading level fiction, nonfiction, and biography; scientists; mysteries; ancient history; ecology; and biology. Career materials are requested most often.

April was chess month in the library. Mr. Osborn and Mr. Zintl, resident chess enthusiasts, played a game with the huge chess set constructed on the library bulletin board. Books about chess were displayed, chess sets were made available during the lunch periods, and instruction was provided by members of the chess club. Seventy-three students participated.

Working with the Great Books classes was very rewarding this year. Distributing these classes to several teachers increased the diversity of approaches to research for the students and provided many avenues for teaching research strategy in the library.

III. Areas of Concern

- A. Problem: Time to convert to computerized circulation.
A typist will be needed to input bibliographic data. The librarian must assign each book a unique number within a range available for each subject before the typist can begin.

Suggested Solution: 1. Provide summer time for the librarian.
2. Hire two typists for the summer.

- B. Problem: Increasing work-load.

Suggested Solution: 1. Hire a full-time aide to shelve, clean, and maintain books and magazines in the stacks.

2. Replace the part-time clerk typist, who is leaving, with a full-time aide.

- C. Problem: Weak biography collection.

A complete title-by-title inventory of the biography collection revealed a disturbing loss of significant biographies since the last inventory in 1976.

Suggested Solution: 1. Dedicate a larger percentage of the book budget to the biography collection.

2. Conduct an aggressive search of the standard lists for replacement and new biographies.

IV. Projection for Next Year

A. Computerization

Computerized circulation must be implemented. This system will provide a much needed measure of collection security, accuracy, and procedure simplification. It will be faster than the manual system. Students will not be delayed at the desk when the library is crowded.

B. Collection Size

A pleasing decrease in the number of books missing (stolen) was noted this year! If the efforts to reduce theft continue to be effective, collection size in June, 1986, should surpass 20,400 volumes. The standard is 20 books per student.

C. Professional Collections

The development of a centralized professional library is still desirable. However, this project has a lower priority than the computer project.

V. Accumulated Statistics

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1985

Copy Machine Monies

	1981 - 82	1982 - 83	1983 - 84	1984 - 85
*Previous Balance	\$337.85	\$359.85	\$250.89	\$521.04
<u>Income</u>				
October	55.00		161.00	
November	127.00	55.00		223.00
December	91.00		217.00	130.00
January	44.00	131.00		
February	99.00			195.00
March	306.00	211.00	414.00	255.00
April	134.00	117.00		153.00
May	101.00	135.00	192.00	94.00
June	91.00	119.00	124.00	30.00
Total Income	\$1,048.00	\$1,127.85	\$1,358.89	\$1,601.04
<u>Expenditures</u>				
Supplies	763.50	576.96	587.85	583.10
Service Contract	262.50	300.00	250.00	275.00
Total Expenditures	1,026.00	876.96	837.85	858.10
Balance	\$22.00	\$250.89	\$521.04	\$742.94

*From Bookkeeper

Nutley Hi School
Nutley, New Jersey
Library - Media Center

June, 1985

Class Visits

	1980 - 81	1981 - 82	1982 - 83	1983 - 84	1984 - 85
September	35	23	16	34	41
October	24	28	40	79	52
November	38	28	47	20	45
December	17	37	51	26	35
January	48	52	50	63	61
February	54	59	42	24	36
March	23	31	57	64	60
April	34	28	33	41	31
May	16	45	32	51	34
June	$\frac{0}{289}$	$\frac{0}{331}$	$\frac{4}{372}$	$\frac{4}{406}$	$\frac{0}{395}$

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1985

Circulation Statistics 1984-1985

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.	10	6	1	21		16	13	29	19	15
Oct.	10	30	10	100		26	67	70	33	27
Nov.	4	22	12	97		18	56	36	88	48
Dec.	8	29	9	70		30	92	38	71	27
Jan.	3	22	8	129		24	75	35	140	39
Feb.	6	25	23	192	1	33	81	45	93	49
Mar.	9	22	18	99		39	45	97	158	91
Apr.	5	11	2	51		7	35	50	97	84
May	2	12	8	58	1	20	45	29	52	50
Totals by Subject										
1984-85	57	179	91	817	2	213	509	429	751	430
1983-84	57	184	65	795	16	182	448	250	850	440
1982-83	19	197	63	767	19	152	384	328	883	462

Nutley Hi School
Nutley, New Jersey
Library - Media Center

June, 1985

Circulation Statistics 1984-1985

910-919 TRAVEL	B-920 BIOG- RAPHY	PERIODICALS (Special loan only)	PAMPHLETS	TOTAL NON FICTION	HARD FICTION	FICTION PAPERBACK	1984-85 TOTAL FOR MONTH	1983-84 TOTAL FOR MONTH	1982-83 TOTAL FOR MONTH
10	74		5	219	241	30	490	322	488
15	74	1	12	475	352	44	871	927	669
12	88		7	488	251	36	775	591	682
5	76		14	469	146	22	637	673	682
8	49	7	29	568	207	30	805	878	922
10	67	5	79	709	119	22	850	810	685
35	83	1	27	724	177	47	948	759	1,079
10	19	1	11	383	144	15	542	585	640
14	18		10	319	56	5	380	524	574
119	548	15	194	4,354	1,693	251	6,298		
116	374	8	272	4,057	1,588	424		6,069	
209	529	9	100	4,121	1,562	738			6,421

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1985

Non-Fiction Circulation Statistics Ranked by Subject

1984-1985			1983-1984		1982-1983	
Rank	Subject	Total for Year	Rank	Total for Year	Rank	Total for Year
1	Social Sciences	817	2	795	2	767
2	Literature	751	1	850	1	883
3	Biography	548	5	374	3	529
4	Applied Science	509	3	448	5	384
5	History	430	4	440	4	462
6	Arts & Recreation	429	6	250	6	328
7	Pure Science	213	8	182	9	152
8	Philosophy & Psychology	179	7	184	8	197
9	Travel	119	9	116	7	209
10	Religion	91	10	65	10	63
11	General Works	57	11	57	12	19
12	Language	2	12	16	11	19

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1985

Number of Students with Overdue Materials

	<u>Total # of Books Borrowed</u>	<u>Total # of Books Overdue</u>
September	490	6
October	871	56
November	775	23
December	637	38
January	805	66
February	850	68
March	948	82
April	542	95
May	<u>380</u>	<u>124</u>
	6,298	558

Number of Students with Obligations in June 63

Number of Students with Obligations on June 21, 1985 7

Nutley High School
Nutley, New Jersey
Library - Media Center

June, 1985

Book Inventory

	<u>1984</u>	<u>1985</u>
June Total:	18,246 vols.	
New books 1984-1985:		+ 1,587
Projected 6/85 total		<u>19,833</u> vols.

Classification

000-099 General Works	734	799
100-199 Philosophy, Psychology	342	348
200-299 Religion/Mythology	213	234
300-399 Social Sciences	2,689	3,063
400-499 Language	193	203
500-599 Pure Science	1,294	1,362
600-699 Applied Science	1,341	1,550
700-799 Arts, Recreation	1,456	1,533
800-899 Literature	2,600	2,752
900-999 History/Geography	2,621	2,742
920-929 Collected Biography	606	614
B Biography	1,221	1,167
Large Print	42	40
Careers	419	*
Fiction	<u>2,475</u>	<u>2,940</u>

Actual Total:	18,246	19,347
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Difference between projected and actual totals	1,318	486
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Discarded	- 215	-104
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Lost	- 45	- 43
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Vandalized	- 38	- 11
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In processing	<u>- 585</u>	<u>-255</u>
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Books missing	435	73
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*Career books were counted with their subject areas.

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

@ 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
@@ 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
@ Mechanics 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

M E D I A R E P O R T

.School Year 1984-1985

Joseph Affinito

MEDIA REPORT

Media Report
1984-85 School Year

Special Projects(in addition to normal Media Dept. routine)

1. Coordinate t.v. cable installation and repairs throughout school system
2. Video taping assistance for Salute to Greatness
3. Increase video library
4. Prepare audio visual needs for principal meetings
5. Coordinate audio visual lamp supplies for elementary schools
6. Prepare sport slides for Dr. Votto in conjunction with Mr. Zarra
7. Instruct Yantacaw School with use of video equipment and cable t.v.
8. Cover study halls
9. Coordinate AV equipment for Nutley Adult School in conjunction with Mrs. Ryan
10. Assist in coordination of video tape for school play
11. Responsible for Media Club field trip to New Jersey Television Studios in Trenton
12. Prepare survey and study for Dr. Fadule on the operation and utilization of a copy machine in the high school
13. Aid in audio presentation for graduation rehearsal
14. Coordinate AV supplies for CAT program and other outside groups
15. Assist in organization of Junior Olympics

1984-85 Media Report

I. Nutley High School Film Rental Report

Total number of film rentals.....384
Film rental fees.....\$4921.17
Postage and insurance fees..... 547.60
Outstanding fees(approximate)..... 120.00
Total.....\$5588.77

II. Audio Visual Hardware Request

Our video library has greatly expanded; less films ordered

Extended request(departmental & special)...\$ 79.00
Approximate daily and weekly requests..... 1500.00
Total..... 1579.00

III. Media Room Use

Individual and Group study.....\$ 600.00

C.I.E. - C.O.E. M/DE PROGRAMS

NUTLEY, NEW JERSEY 07110

AREA CODE 201
661-3500

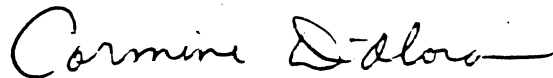
DATE: June 18, 1985

SUBJECT: End of Year Report for C.I.E. Programs.

1. C.I.E. Program I Regular, PROGRAM I Disadvantaged, C.I.E. II Advanced, and the Hoffmann-LaRoche SCIENCE PROGRAM for the GIFTED and TALENTED.
2. Began with 53 students and finished with 53 students.
3. The 53 students break down as follows:
 - 30 will remain at the same work station--either full time or as juniors and will continue through the summer and next school year in our advance C.I.E. program.
 - 12 will go to college. (4) year schools.
 - 4 will go to trade school. (2) year schools.
 - 5 will enter different occupations.
 - 2 will join the armed services.
 - 53 TOTAL
4. All students remained with the program from the beginning of the year until the end of the year. There were no school dropouts and no students were placed on a full schedule.
5. Total earnings of these students during 1984-1985 school year amounted to \$163,249.
6. The disadvantaged program consists of students that have poor attendance records and are possible dropouts. This program along with our attendance policy has improved their attendance and enabled them to stay in school. It has also given many of them the opportunity to acquire a marketable skill, valuable experience, and full time employment upon graduation.

7. Several of our C.I.E. students participated in a scholarship program offered by the State Coordinators Association. 1 Nutley C.I.E. student won a \$3000, scholarship to the National Education Center.
8. This year's student load was very large but manageable, mainly due to the cooperation of the administration and the job stability of the students. The economy was also very good and the jobs were plentiful. The one month of summer employment was very helpful in establishing work stations and job placement. This time also gave me a head start toward class room preparation. All of these factors were very beneficial to the smooth operation and success of this year's C.I.E. program.
9. A new curriculum for 2nd year C.I.E. students was established and incorporated this year and proved to be very successful.
10. I administered the SYETP program during the summer of 1984. This program consisted of 19 students placed in jobs with the Town and the Nutley Board of Education. All money was provided by Federal and State funding.
11. I administered a winter youth employment program during 1984-85. 2 students were placed in jobs. 1 with the Nutley Board of Education, and 1 with Norwest Financial Co. of Nutley. All money was provided by Federal and State funding.
12. Because of increased administrative duties with funding and State youth employment programs, I'm asking for the possibility of more release time necessary to handle this work. Hopefully through scheduling, I may be relieved of one teaching class to allow for administrative duties.

Sincerely yours,



Carmine D'Aloia
C.I.E. Coordinator

ANNUAL REPORT - COOPERATIVE OFFICE EDUCATION

Mrs. Rita Greenberg

June 13, 1985

The 1984-85 Cooperative Office Education program enjoyed an excellent year--twenty students successfully completed the program.

After graduation, thirteen students will remain with their cooperating employers in either full-time permanent positions or temporary summer positions.

In September, the twenty students plan to be involved in the following activities:

Business school	3
Two- or four-year colleges	3
Full-time employment	12
Undecided	2

Our Cooperative Office Education Club was active. We held three meetings during the school year, visited Katharine Gibbs School in Montclair, and enjoyed an end-of-the-year luncheon at the San Carlo Restaurant.

Attached are the following:

Copy of State Report submitted 6/12/85

Program from the end-of-the-year luncheon

List of 1984-85 Cooperating Employers and Students

COOPERATIVE OFFICE EDUCATION

1984 - 1985

Cooperating Employers and Students

Asfor Steel Corporation
400 Broadacres Drive
Blomfield, NJ

Doreen Falcetano
Melanie Merritt

Citrino, DiBiasi, and Katchen
345 Centre Street
Nutley, NJ

Lisa Wojciechowski

Hoffmann-LaRoche, Inc.
340 Kingsland Street
Nutley, NJ

Patricia Cerbone
Lisa Clark
Lisa Follet
Marcia Gaeta
Joanne George
Patricia Hoelzel
Lenore Intindola
Michelle Isenburg
Christina Morrell
Cathleen Nilsson
Linda Scarola
Carolyn Verlingo
Tina Vitale

Majestic Auto Body
151 River Road
Nutley, NJ

Lisa Wojciechowski

Malcolite Corporation
415 Alwood Road
Clifton, NJ

Charlene Nicastro

M.O.R.E., Inc.
242 Washington Avenue
Nutley, NJ

Doreen Falcetano

Nutley Heating & Cooling Supply
156 Chestnut Street
Nutley, NJ

Sheri Peters

Nutley Savings & Loan Association
371 Franklin Avenue
Nutley, NJ

Diana Scarpelli
Sheri Peters

Nutley Town Hall
One Kennedy Drive
Nutley, NJ

Marjorie Wauchek

NUTLEY HIGH SCHOOL

NUTLEY, NEW JERSEY 07110

DR. FRANK T. VOTTO
Principal

AREA CODE 201
661-3500

Date: June 18, 1985

To: Dr. Votto

From: James A. Mauro

Subject: End of Year Report for M/DE

The M/DE program this year resulted in achieving its greatest success.

5 students received awards in the DECA competitions. This represents the highest total in Nutley's 6 year history of competitions.

1 student received the highest level of award by placing second in male modeling formal wear.

In the classroom 2 new projects proved to be quite motivational. The projects included creating both a television and radio commercial.

The program began with 23 students and ended with 20.

2 students left the program to find positions with the CIE program.

1 student dropped from the program in favor of a full schedule.

16 students stated that they will remain with their jobs at least through the summer.

At least 12 students will be starting school in September. Many have interests in cosmetology, hair design, and fashion design.

The use of the school store as a lab was very effective as the result of having an adult assistant to oversee cash register training as well as inventory procedures.

The end of year banquet for employers was greatly appreciated and done in grandeur fashion. Employers were treated to a luncheon at the Gondolia restaurant.

The M/DE program provided several students the opportunity to gain work experience and acquire a marketable skill.

NUTLEY PUBLIC SCHOOLS
FRANKLIN SCHOOL
NUTLEY, NEW JERSEY 07110

MEMORANDUM

To: Dr. Fadule **Date:** June 20, 1985
From: Paul Primamore P
Subject: Annual Report 1984/1985

The following paragraphs highlight some of the activity and progress that occurred at Franklin School during the 1984/1985 school year.

English

Several English teachers were involved in the analysis and revision of the seventh and eighth grade writing tests.

Two English teachers and one reading teacher were members of the committee that analyzed the High School Proficiency Test.

The 1984 High School Proficiency Test was administered to all eighth grade students as a practice exercise. The results of the ninth grade test and the eighth grade test were studied by English teachers and a curriculum analysis followed.

Intensified Classes (I.C.) were scheduled, replacing Unit English classes. The emphasis in these classes is placed on improving basic skills.

A team of Vector students entered the National Language Arts Olympiad and scored in the top twenty-five percent nationally.

A member of English students participated in contests sponsored by Scholastic Magazine, the N.J. Council of teachers of English, the Herald News Spelling Bee, and the Pride in Nutley Essay Contest.

The eighth grade reading course that previously met for two marking

periods was expanded to a full year course entitled Comprehension Strategies. The emphasis is now on study skills and thinking skills, using the Strategic Reasoning Program developed by Innovative Sciences.

Social Studies

New textbooks were purchased this year. History of the American Nation was used in grade seven and World Neighbors was used in grade eight. Teachers found these books an improvement over the ones used in previous years.

As part of the revised curriculum, the entire Civil War period was taught in seventh grade.

Since 1984 was an election year, social studies teachers concentrated on the political process during the campaign and the election period.

All social studies classes were instructed in the use of a voting machine, and on the day preceding the presidential election, students had the opportunity to participate in a mock election using a voting machine donated by the Essex County Board of Elections.

As part of the district's computer curriculum, the historical development of the computer was taught. The technological advancement of the computer was seen through its historical backdrop, and its development viewed as a part of the historical process. Again this year, "Women's History Week" was celebrated with a display of posters on the first floor. This display was published in the New Jersey State Department of Education Bulletin and in Occo Equity News Bulletin, April 1985.

Intensified Classes (I.C.) were scheduled, replacing Unit social studies classes.

Science

Four members of the science department attended the Eighth Annual New Jersey Science Convention at the Ramada Inn in East Brunswick, N.J., on October 2 and 3, 1984.

Mrs. Danchak's and Miss Fujinaka's classes attended planetarium shows at the Glenfield School, Montclair.

Miss Fujinaka's Vector students visited the Hayden Planetarium, New York City, to see the sky show.

Eighth grade Vector students participated in an energy essay contest sponsored by the National Energy Foundation, New Jersey Chapter.

Seventh and eighth grade Vector science students participated in the National Olympiad Science Contest. The teams performed exceptionally well this year. The eighth grade team was designated a "Leading School" for the 1984-85 school year.

Intensified Classes (I.C.) were scheduled this year, replacing Unit science classes.

Mathematics

Miss Pinto represented the math department on the committee that analyzed the High School Proficiency Test. The results of the effort were thoroughly reviewed with the math department to identify areas of student strengths and weaknesses. A review of the current curriculum was also completed.

A study of the computer literacy units in math classes led to the conclusion that computer instruction should be taught as a separate course. As a result, a ten week elective has been included in the seventh grade beginning this fall.

Both the seventh and eighth grade math teams participated in the annual N.J. Math League Contests.

The Math Club competed in the Math Counts Contest. For the second year in a row the team finished first in regional competition. At the state level, the team finished fourth of seven teams that had qualified.

Special Subjects

Several members of this department agreed to serve on the district's non-academic/Vocational Education Curriculum Committee. While this committee met on Saturday mornings, teachers had the opportunity to visit other schools in the surrounding area to compare course offerings and programs. This experience proved to be beneficial for Franklin School teachers.

The Annual Arts Festival was held in the gymnasium again this year. Ms. Minkoff coordinated this effort with the assistance of Ms. Hill Trovato. All special subject teachers contributed to this day-long program.

Mr. Kocum, Miss Santiago, Ms. Hill Trovato, and Mrs. Zuccaro directed a dance musicale that was performed both for students during the day and for parents in the evening. This activity again proved to be very popular with the student body and faculty. The dance group also entered the N.J. Teen Arts Festival held in May.

Mrs. Arant took a group of her clothing students to Yantacaw School and presented a "Mini Fashion Show" to students.

Health and Physical Education

Since there is no textbook for family life, supplemental materials are used for instructional purposes. This year, in an effort to enrich the curriculum, additional tapes and filmstrips were purchased dealing with drugs, alcohol, and family life.

A weight lifting unit was added to the P.E. curriculum. Both seventh and eighth grades participated in the program.

The intramural program is working best on an "open gym" basis. This year's activities were held from January to May and included kickball, volleyball, basketball, and floor hockey.

Music

Mrs. Walsh represented Franklin School on the K-12 Music Curriculum Committee.

The General Music curriculum has been revised and the course will be offered as a marking period elective beginning this fall.

The Annual Spring Musicale was held in May. Students in the Chorus, Debonaires, and Band/Orchestra performed.

The Debonaires performed on several occasions for community groups in the surrounding area.

Again this year Mrs. Walsh took a select group of youngsters to perform with the Northern Regional Junior High Chorus.

Field Trips - 1984/1985

10/19/84 - Hyde Park and Vanderbilt Estate - Resource Room - Mr. Landy, Mrs. Levine and Miss Simmons.

11/21/84 - Yantacaw School - Mrs. Arant, Mrs. Murray and 10 girls from home ec program.

11/29/84 - Stevens Institute, Hoboken - Mr. Cummings - Math Conference.

12/20/84 - Reformed Church Home, Irvington - Mrs. Walsh and Debonaires.

1/24/85 - Planetarium at Glenfield School, Montclair - Science 8- Mrs. Danchak.

2/9/85 - N.J.I.T. Newark - Mathcounts - Mrs. Peele and Miss Pinto.

3/7, 3/15, 3/22, 3/39, 1985 - Northern Regional Jr. High Chorus, Bloomfield. Mrs. Walsh

- 4/16/85 - Americal Museum - Hayden Planetarium, N.Y. - Miss Fujinaka
Science Grade 8-Vector.
- 4/20/85 - Princeton University - Mathcounts State Competition - Mrs.
Peele and Miss Pinto.
- 5/6/85 - Brookdale Community College, Lincroft, N.J.-Grade 8 (Gifted
Arts) - Mrs. Mutch.
- 5/8/85 - American Museum - Hayden Planetarium, N.Y. - Resource Room -
Mr. Landy and Miss Simmons.
- 5/13/85 - Montclair Planetarium - Miss Fujinaka - Science Grade 8
(21 pupils)
- 5/17/85 - Westminster Choir College, Princeton, N.J. - Debonaires -
Mrs. Walsh
- 5/21/85 - Rutgers Newark - Essex County Team Arts Festival - Mr. Kocum & Co.
- 5/23/85 - New York Experience, N.Y.,N.Y. - Resource Room - Mr. Landy and
Mrs. Levine.
- 6/3/85 - Philadelphia, Pa.-Independence National Historical Park -
Student Council - Mrs. Williams, Mrs. Gebbie and Mrs. Meloni.

My thanks once again to the central office administration and the
Board of Education for the support I have received during this past year.

LINCOLN SCHOOL

Nutley, New Jersey 07110

ANNUAL REPORT 1984-85

I am convinced that is is of primordial importance to learn more every year than the year before. After all, what is education but a process by which a person begins to learn how to learn?

P. Ustinov, Dear Me

The 1984-85 school year was a transitional one. Change has its own built-in inertia. Each of us is reluctant to let go of what is known for the new. The anxieties of transition were lessened and bridged by the cooperation of Mr. Ralph D'Andrea, dean of the administrative family. He carefully orchestrated the transition and anticipated contingencies. I wish to publicly acknowledge my gratitude to Mr. D'Andrea for his thoughtfulness and cooperation. He saw to it that the 1984-85 school year began on sound footing and planned for its successful completion.

The staff has been most cooperative and professional. Faculty meetings are constructive. Dialogue is the norm; the aggregate expertise of the staff is shared. Educational concerns, innovative programs are addressed. Faculty dialogue has been and will be a part of each faculty meeting. Educational issues of particular moment for Lincoln School will be aired.

An overview of the school year follows:

Curricula

Members of the Lincoln School staff participated in curriculum development either as a continuation of recently completed curriculum or the development of new curriculum. Individual reports were given to the staff on library skills, computer usage and software, music, physical education, handwriting, science, reading, alternative education, career education, and non-academic/vocational education. The implementation of these new and updated curricula has become or will be a part of each teacher's lessons.

Inservice Programs, Workshops, and Conferences

The Lincoln School staff has been active in curriculum development, workshops, and educational conferences. The knowledge gained through this participation is shared with the staff. Members of the Lincoln School staff participated in the following:

Inservice Programs, Workshops, and Conferences (cont'd.)

Alexander Conrad	- P.S.A. Conference Academy Workshop
Beverly Apple	- Computer inservice workshop, Logo I
Carol Bender	- Music workshops, N.J.E.A. Convention Two day conference, N.J. Music Educators' Association
Grayce Berk	- Computer course, Bergen Technical School, Hackensack, New Jersey
Lorraine Danchak	- Computer course, Kean College, Union, New Jersey Bank-Street-Writer inservice program
Debbie DiBuono	- Holistic scorer, Nutley Writing Test
Robert Ehrhardt	- Member, Physical Education Curriculum Committee
Anne Gingerelli	- Symposium, "Coping with the Conduct of Disorderly Students," Rutgers University, New Brunswick, New Jersey
Patricia Griffin	- Representative, Superintendent's Advisory Council Member, Handwriting Curriculum Committee Member, Reading Curriculum Committee Holistic scorer, Nutley Writing Test E.A.N. representative
Janet Langston	- Member, Science Curriculum Committee Holistic scorer, Nutley Writing Test
Nancy Lee	Workshop, "Using Both Hemispheres of the Brain" Workshop, "Advanced Language in Action" Workshop, "Entrepreneurial Tools" E.A.N. representative P.T.A., staff representative Holistic scorer, Nutley Writing Test
Camille Loffredo	- Computer inservice workshop, Logo I Editor, Language Test Holistic scorer, Nutley Writing Test E.A.N. blood bank representative
Florence Meyers	- Symposium, "Coping Skills for the Problematic Student," Rutgers University, New Brunswick, New Jersey

Inservice Programs, Workshops, and Conferences (cont'd.)

- | | |
|----------------|--|
| Eileen Mattone | - Computer inservice workshop, Logo I Inservice workshop, Mastery Education Reading Program |
| Stephen Parigi | - Computer network representative Member, Computer Curriculum Committee Conducted workshop on computers for fourth, fifth, and sixth grade teachers. |

The active participation of the Lincoln School staff is a testament to their professionalism. They are willing to serve on committees, attend workshops and conferences, and involve themselves in the total educational program of Lincoln School and the Nutley school district.

Testing

Discussions on test scores and test-taking were a major part of faculty meetings. Individual student profiles highlighting test scores (Iowa Test of Basic Skills, Cognitive Abilities Test, and Nutley Achievement Tests) were analyzed. Copies of the present M.B.S. and the new H.S.P.T. were given to each staff member for review. A copy of Improving Test-Taking Skills was made available to the staff for implementation. Thirty students scored a perfect (100%) score on at least one of the Nutley Achievement Tests. The improvement of test scores will be a priority that is always in continuum.

Field Trips

Field trips are a viable part of a sound educational program. Teachers have been and will be encouraged to take advantage of the rich cultural, scientific, and aesthetic offerings available in our immediate area. Field trips for 1984-85 were:

The Nutcracker, New Jersey Ballet Company, Montclair State College, Montclair, New Jersey. The entire school went to see this performance.

Linwood-MacDonald Environmental Education Center, Branchville, New Jersey. All sixth grade students went on a three day environmental camping trip.

Museum of Natural History, New York City. Fifth grade classes spent a day here.

Garden State Cultural Center, Holmdel, New Jersey. All fourth, fifth, and sixth grade students went to see a performance of Play to Win, a story about Jackie Robinson.

Nutley Public Library, Nutley, New Jersey. Third grade students toured the library and secured individual library cards.

Field Trips (cont'd.)

Van Saun Park, Paramus, New Jersey. All second grade students spent the day here.

Van Riper's Farm, Woodcliff Lake, New Jersey. All first grade students went on this trip to pick out their individual pumpkins.

Newark Museum, Newark, New Jersey. All first grade students were given a tour and lecture at the museum.

Assembly Programs

Of particular excitement for the students of Lincoln School were the shared assembly programs with the Old Guard of Nutley. Their choral group performed for us. Our fifth and sixth grades' production of "The Greatest Showman on Earth," an adaptation of Barnum, was performed for the Old Guard.

Other assembly programs were:

Bicycly Safety Program	New Jersey-Our Abundant Heritage
Christmas Program	Pedestrian Safety Program
Dental Hygeine Program	Promotion Program
Easter Program	Recycling Program
Festival of Woodwinds	Spring Musicale
Kids on the Block	Talent Show
Magic Show	Thanksgiving Program

P.T.A. Activities

Mr. Frank Hermo was the Board representative to the Lincoln School P.T.A. We are most appreciative of his interest and concern for Lincoln School needs and publicly thank him in this annual report. The Lincoln School P.T.A. sponsored the following:

Book Fair	Plant Sale
Fashion Show	Santa's Workshop
Fifties Nite	Teacher Appreciation Day

Working with the Lincoln School P.T.A. has been constructive and professional. The students and staff are grateful to the P.T.A. for all that they have done for us.

Summary

Academic excellence and cultural enrichment well permeate the lessons for all grade levels. Every effort will be made to improve learning and retention. The knowledge gained by the Lincoln School staff participation in the Academy (October 1985) will be utilized to improve teaching. High expectations, creative teaching, academic growth: these will be Lincoln Schools' objectives for 1985-86.

26 June 1985

Alexander B. Cunningham

NUTLEY PUBLIC SCHOOLS

RADCLIFFE SCHOOL

379 BLOOMFIELD AVENUE

NUTLEY, NEW JERSEY 07110

KATHLEEN C. SERAFINO

Principal

Tel. 201 - 661-3500, Ext. 271

June 27, 1985

TO: Dr. James J. Fadule, Jr.

FROM: Mrs. Kathleen C. Serafino, Principal of Radcliffe School

RE: Principal's Annual Report, 1984-85

The following annual report for Radcliffe School contains information gathered from the school curriculum; school activities; student achievements; parent activities; concerns and recommendations.

Curriculum Activities

1. The 1984-85 school year saw the successful implementation of our new K - 6 science curriculum. Many hands- on experiments were demonstrated at all grade levels. A very successful science fair, where the students displayed their projects, was conducted.

2. This school year also saw the successful implementation of the new social studies curriculum grades 5 - 8. The fifth and sixth grade teachers have prepared many materials and lessons to enable this to occur.

3. The approved computer curriculum was implemented grades K - 6. The continued support by the Board of Education of inservice for the staff in the area of computers has helped to make the integration of the computer into the classroom extremely successful. In addition, the computer network person in each school has been the key facilitator in providing on site support to the staff. Radcliffe School has established a computer lab in its library media center.

4. This year has seen the continuation of our K- 12 compositional writing skills curriculum with increased success at the elementary level, as demonstrated by the scores in the Nutley Writing Test.

School Activities

1. Special Young Adults Read-a-thon was held during December 1984. Approximately 100 students participated.

2. National Education Week , November 12 - 16, 1984

During National Education week, Radcliffe School had the following special activites:

School Activities - continued

Classroom visitation

Kindergarten parent workshop

First grade parent workshop

Media Center: Computer Lab presentation

Plays

Kindergarten Our first Kindergarten Graduation was held June 21, 1985. The children presented a program on the "Letter People".

First Grade
 Tangorra Special Assembly for Parent Volunteers-"Up With People"

 Gurney Frosty the Snowman

Second Grade

 James Pinocchio

 McCaw Too Much Turkey

Third Grade

 Tsairis Cinderella

Fourth Grade

 Hagert Leprechauns

 Zabriskie February on Trial

Fifth Grade

 Meyers Flag Day in poetry and prose

 Tennis Christmas Vacation

Sixth Grade

 Intiso These sixth grade teachers guided their students through an excellent promotion program, the theme of which was friendship.
 Szura

SPECIAL SPEAKER - Math Education Week

 Dr. Mary Hesselgrave , A. T. T.

 Topic: "What's Inside a Computer" - Spoke to sixth graders

Field Trips

Students at Radcliffe School participated in the following field trips:

Kindergarten	Visited Van Reyper's Farm to see Halloween Display "Rapunzel" at Memorial Auditorium
First Grade	"Merlin" at Memorial Auditorium
Second Grade	Newark Museum: Live Animals and School House
Third Grade	Newark Museum: Electricity Program
Fourth Grade	Museum of Natural History and Hayden Planetarium, New York City
Fifth Grade	South Street Venture "Alice in Wonderland" at John Harms Englewood Plaza
Sixth Grade	Philadelphia, Pa.- Franklin Institute, Liberty Bell

Student Council

The Radcliffe School Student Council was active this year. They sponsored the sale of Radcliffe School badges. The profit of \$ 50.00 was sent to the Statue of Liberty Fund.

During the last week of school they sponsored a popcorn sale for lunchers and a wiffle ball game ; the Faculty vs the sixth graders.

Student Achievements

1. Grade Distribution Final Marks - see attached page
2. Iowa test scores - see attached page
3. Nutley Achievement Tests - Distinctions

<u>GRADE</u>	Number of Distinctions		
	<u>MATH</u>	<u>READING</u>	<u>WRITING</u>
First Grade	12	11	13
Second Grade	3	3	6
Third Grade	2	-	-
Fourth Grade	1	-	-
Fifth Grade	4	-	-
Sixth Grade	4	1	1

4. Honor Roll and High Honor Roll

In order to recognize high academic achievement, assemblies were conducted at the end of each marking period and ribbons were awarded to students on the honor roll.

5. V. I. P. Showcase

This year , a V. I. P. (Very Important Person) showcase featured one or more students from each homeroom who exhibited good citizenship, manners, courtesy and behavior. Their pictures, along with a short autobiography, were showcased at the entrance to the school. They were treated to a reception with cookies and juice, in the principal's office.

June 85

Final marks

	READING					MATHEMATICS					ENGLISH					SPELLING					PENMANSHIP				
	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
Gr.1 - GURNEY																									
1 Marking Pd.																									
2nd Marking Pd.																									
3rd Marking Pd.																									
4th Marking Pd.																									
FINAL	-	9	9	1	2	9	8	4	-	-	-	10	9	1	1	1	8	1	1	-	4	6	9	-	2
Gr.1 - Tangorra																									
1st Marking Pd.																									
2nd Marking Pd.																									
3rd Marking Pd.																									
4th Marking Pd.																									
FINAL	8	10	2	0	0	13	7	0	0	0	9	9	2	0	0	18	2	0	0	0	6	10	4	0	0
Gr. 2- James																									
1st Marking Pd.																									
2nd Marking Pd.																									
3rd Marking Pd.																									
4th Marking Pd.																									
FINAL	11	10	0	0	0	17	4	0	0	0	10	11	0	0	0	21	0	0	0	0	7	13	1	0	0
GR.2 - McCaw																									
1st Marking Pd.																									
2nd Marking Pd.																									
3rd Marking Pd.																									
4th Marking Pd.																									
FINAL	1	7	6	5	0	7	7	3	2	0	0	8	7	3	1	5	10	3	0	1	0	6	12	1	0
GR.3 - Tsairis																									
1st Marking Pd.																									
2nd Marking Pd.																									
3rd Marking Pd.																									
4th Marking Pd.																									
FINAL	18	16	1	0	0	9	13	2	1	0	9	8	6	2	0	15	4	6	0	0	9	8	7	1	0

June '85

Final Marks

	READING				MATHEMATICS				ENGLISH				SOC. STUDIES				SCIENCE								
GR. 4-HAGERT	A	B	C	D	F	A	B	C	D	F	A	B	C	D	F	A	B	C	D	F					
1st Marking Pd.																									
2nd Marking Pd.																									
3rd Marking Pd.																									
4th Marking Pd.																									
FINAL	0	6	5	3	0	1	9	5	3	0	0	5	6	2	0	5	6	2	3	0	7	3	3	0	0
GR. 4- ZABRISKIE																									
1st Marking Pd																									
2nd Marking Pd																									
3rd Marking Pd																									
4th Marking Pd																									
FINAL	1	1	0	0	0	9	7	1	0	0	9	9	3	0	0	4	4	7	3						
GR. 5 - MEYERS																									
1st Marking Pd.																									
2nd Marking Pd.																									
3rd Marking Pd.																									
4th Marking Pd.																									
FINAL	0	6	9	0	0	1	8	7	0	0	1	7	7	0	0	0	3	7	4	2	0	5	6	6	0
GR. 5 - TENNIS																									
1st Marking Pd.																									
2nd Marking Pd.																									
3rd Marking Pd.																									
4th Marking Pd.																									
FINAL	5	1	3	0	0	6	9	4	0	0	8	10	1	0	0					6	15	10	4	0	
GR. 6- INTISO																									
1st Marking Pd.																									
2nd Marking Pd.																									
3rd Marking Pd.																									
4th Marking Pd.																									
FINAL	6	12	0	0	0	1	3	4	3	2	7	11	0	0	0					6	14	6	3	4	
Gr. 6- SZURA																									
1st Marking Pd.																									
2nd Marking Pd.																									
3rd Marking Pd.																									
4th Marking Pd.																									
FINAL	1	4	5	3	2	10	7	1	0	0	0	5	5	3	2	10	13	5	2	3					

NUTLEY PUBLIC SCHOOLS

RADCLIFFE SCHOOL

NUTLEY, NEW JERSEY 07110

RADCLIFFE SCHOOL

Iowa Test of Basic Skills

<u>Grade</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Vocab.	99	98	93	94	93	93
Word Anal.	99	99				
Reading	98	94	93	95	90	96
Spelling	98	98	99	96	99	99
Math Conc.	99	99	99	99	97	99
Math Prob.	99	99	97	99	97	99
Math Total	99	99	99	99	99	99
Comp.	99	99	97	98	97	99

Teacher Achievements

Radcliffe School Staff continues to grow professionally. During the school year 1984-85, many attended conferences, workshops, inservice and graduate courses. A number worked on curriculum committees for district priorities. In addition:

1. Grace McCaw was a presenter at the Reading Association Convention held in Atlantic City. She presented her Master's Thesis.

2. Sue Hagert has been accepted to a National Science Foundation summer graduate course on Chemistry for Elementary Students.

3. Jean Tennis will pilot the use of telecommunications and data bases, during the school year 1985-86, as part of our computer curriculum.

The staff has been encouraged to share their experiences at our faculty meetings.

P T A Activities

Radcliffe School P T A President Carol Cook led the organization through a very successful year.

1. Special Assembly Programs

- a. Pegasus Productions: The Magical Tales of Hans Christian Anderson
Tuesday, November 13, 1984
- b. Alaska - presented by Leonard Lee Rue
Thursday, December 13, 1984
- c. Spotlight on Opera
Friday, February 15, 1985
- d. Steven Kellogg - Author, Illustrator
May 1985

2. Activities and Meetings

September '84	Open House
November 27, 1984	M.A.D.D. Program
March 26, 1985	Candidates Night
May 28, 1985	Spring Musical

The following were Fund raising events:

October '84	Student Pictures
October '84	Book Fair
November '84	Cake Sale
December '84	Santa Sale
May, 1985	Plant Sale
May, 1985	Fashion Show

P T A Activities - continued

3. Parent Volunteer Program

Radcliffe School continues to have an active volunteer program under the direction of Mrs. Marie Peavy. Their help and support are very important to the goals of our school program.

Concerns

1. The need for more supervision at lunchtime. Although Radcliffe School is the smallest elementary school, one lunch room aide and one teacher are not enough to provide adequate supervision for as many as 130 students.
2. The condition of the playground area and stairs leading to same are not always the safest for our students.

Recommendations:

1. Hire an additional lunch room aide for Radcliffe School.
2. Closer supervision of the playground area needs to be provided.

In conclusion, on behalf of the Radcliffe School staff, I would like to thank the Board of Education, Dr. James J. Fadule, Jr., Superintendent of Schools, Mr. John DeCesare, Assistant Superintendent, Miss Barbara Hirsch, Director of Special Services, and Mr. Arnold Ramsland, School Business Administrator for all the help and support they and their staffs provided to make this a rewarding and successful school year for all.

In addition, I would personally like to thank my staff and the other building principals for all their support and encouragement during my first year as principal of Radcliffe School.

Respectfully submitted,


Kathleen C. Serafino, Principal

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: July 1, 1985

From: Anthony J. Stivala

Subject: Annual School Report 1984-85

This school year has been very gratifying -- a year of successes in terms of educational progress.

We are pleased and proud of the achievements of the Spring Garden students as measured by Iowa Tests of Basic Skills and the Nutley Achievement Tests.

Iowa Tests 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>
Reading	97	96	98	89	94	93
Mathematics	99	99	99	97	99	99
Test Composite	99	99	98	95	97	99

Nutley Achievement Tests (Average Scores)

<u>Grade</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Reading	93	95	93	80	86	90
Mathematics	95	94	93	85	89	93
Writing	91	90	90	86	87	89

While we are pleased with pupil achievement, we can not allow ourselves to become complacent. The improvement of instruction is our major goal and a continuing process.

We recognize that there are skill areas that require our attention. We also realize that there are some students who are not performing to expectancies for various reasons, and that all youngsters have needs to be addressed -- individual and group needs. We employ the following procedures, methods, and activities to address these needs:

1. Daily evaluation of pupil performance by teachers -- cognitive

and affective -- motivate, teach and re-teach, positive reinforcement counsel.

2. Textbook tests and teacher-made tests -- to assess skill mastery.
3. Standardized tests -- Group/student results are analyzed and used diagnostically to identify and address needs.
4. A variety of teaching modalities are employed by teachers -- large group instruction, small group instruction, ability level groupings, individualized instruction.
5. Our program provides for ability level groupings in reading and mathematics at all grade levels --

Grades one and two group within their self-contained classes.

Grades three through six -- lateral exchange of ability level groups (Modified Joplin Plan).

6. Supplemental (Remedial) Instruction Programs --

Chapter 1 and State Compensatory Education programs -- Chapter 1/SCE teacher works with students identified as needing help in basic skills development (reading and/or math).

Resource Room Program -- Special education teacher works with students classified as learning handicapped (prescribed program for each child).

Corrective Speech.

Adaptive Physical Education.

English as a Second Language (ESL).

7. Pupils with special abilities/talents are encouraged and guided toward activities which help to provide for further development of their abilities/talents (e.g., creative writing, musical activities, science projects, art projects, research, etc.). A number of grade five and grade six students participate in the district CAT program.

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 -- Montclair State College (performance: Young Man Edison)

Grade four classes -- American Museum-Hayden Planetarium, New York, N.Y.

Grade five classes -- Garden State Arts Center, Holmdel, N.J.
(performance: Oklahoma)

Grade six classes -- American Museum-Hayden Planetarium, N.Y.C.

Grade six classes -- End-of-Year Activity (June 18)-- Ice skating
at South Mountain Arena, West Orange, followed
by lunch and games -- all funded by our P.T.A.

2. Assembly Programs--

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

Student performances (for the school and for P.T.A. meetings) --
Holiday Season Musicale (grades 5 and 6 performing); Musical Play
(grades 1,2,3 performing); Spring Musicale (grades 4,5,6 performing)

Special programs -- KIDS ON THE BLOCK, a human relations play using
puppets with physical handicaps, performed for the grade three
classes by the Nutley Junior Women's Club; Bicycle Safety Program,
by the Nutley Police Department; Safety (regarding strangers),
conducted by the Nutley Police Department; FESTIVAL OF WOODWINDS,
a musical performance arranged by the district music department;
a vocal music presentation by the Montclair-Kimberley Singers;
several educational and entertaining films; several educational
video-tapes (taped by teacher) were viewed by grade level groups.

3. Forty students participated in the Read-A-Thon to benefit the Nutley
Special Young Adults Program -- 950 books were read and \$604.66 was
collected.
4. A number of students received awards/recognition for their partici-
pation in community sponsored contests -- first, second, and third
place winners in an essay contest sponsored by the Nutley Chapter
of the D.A.R.; First, third, and fourth place winners (townwide) in
the KEEP NUTLEY CLEAN Logo contest; a number of grade level winners
and many Honorable Mention recipients in the KEEP NUTLEY CLEAN poster
and essay contests (Spring Garden had the largest number of entrants
in these contests).
5. Senior Citizen Volunteers -- two volunteers, under teacher direction,
helped students in grade one classes with reading and math skills.
6. Parent Volunteers -- Several parents assisted in our library, perform-
clerical tasks, shelving and cataloging books; thirteen parents helped
conduct our book fair; twelve parents assisted during our kindergarte
screening program.
7. Several parents discussed their occupations/hobbies to classes.

8. Our P.T.A. has been a very active, involved, interested, and supportive group. With monies realized from their fund-raising activities (carnival, sales, Christmas Boutique, Dinner-Fashion Show, Strawberry Festival), they have enriched our educational program by purchasing instructional equipment and materials; funded several excellent student assembly programs, luncheon for our school safety patrol, luncheon for "Teacher Appreciation," annual "end-of-year" activity for sixth graders, gifts of appreciation to the senior citizen volunteers and adult school crossing guards; arranged an evening information program for parents (drug and substance abuse). The P.T.A. officers and all committees have been most cooperative and a pleasure to work with.

PROGRAM

The work of the district priorities committees and the curriculum study committees will impact positively on our educational programs. The new science curriculum is functioning well; the changes in the social studies program in the fifth and sixth grades have had noticeable results; we are extremely pleased with computer education program -- children and teachers are enjoying their experiences; the kindergarten program is enjoying continuing success; the pre-school special education classes is functioning very well.

Most of our teachers have participated in in-service courses, have served on district curriculum study committees, and have participated in out-of-district workshops and seminars. Their interest in extending their knowledge and improving their skills is admirable and appreciated.

The students seem happy in their educational environment and have a positive attitude toward school and learning. Parents are interested, active, and involved with their children and the school.

We note with sadness the retirement of a truly outstanding teacher, Mrs. Elizabeth Chapin. She has served the school children of Nutley for 26 years -- 25 in Spring Garden School. Her dedication, knowledge, understanding, and compassion were guiding influences on the academic and social growth for the nearly 600 Nutley youngsters who were fortunate to have had Mrs. Chapin as their teacher. We extend to Mrs. Chapin our very best wishes for many, many years of health and happiness in her well-deserved retirement.

My heartfelt appreciation for the cooperation of the school staff -- teachers, secretary, custodians, aides, and nurse. They displayed a sincere interest in the children, were very responsible, dedicated, and hard-working. The staff enjoys a fine, trusting and wholesome relationship with children and their parents.

My appreciation for the cooperation of the Board of Education, central office personnel, the Child Study Team, administrative colleagues, and the maintenance, grounds, food service, health service, and transportation staffs. A very sincere "Thank you" for your fine leadership, guidance, understanding, and support.

I look forward to the 1985-86 school year and pledge to work to the best of my ability to maintain and improve the quality of education our children deserve and their parents expect.



NUTLEY PUBLIC SCHOOLS

WASHINGTON SCHOOL

NUTLEY, NEW JERSEY 07110

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

FROM: R. DiGeronimo, Principal

RE: ANNUAL REPORT 1984-85

It is hard to believe that another school year has passed. With many goals and objectives to accomplish, time moved quickly. The following covers the priorities of the district, plus those specifically for Washington School.

CURRICULUM

READING: This year it was noted that the reading curriculum of Nutley needed up-dating. The kindergarten alpha program and the logical thinking course at Franklin were added. Extra supplemental materials were inserted too, especially the Great Books.

At Washington School the reading program continues to get top priority. Specific skills are always emphasized due to noted weaknesses in the I T B S and Nutley Reading Achievement Test. Inferential and critical reading areas receive much attention.

MATHEMATICS:

The overall elementary mathematics program is still successful. The children are maintaining high proficiency in this subject. The requirement of daily homework assignments reinforces skills and insures easy mastery of new concepts. However, word problems continue to give most pupils difficulty. All teachers work very hard to overcome this weakness.

ENGLISH:

It is very evident that the writing, spelling and grammar skills of Nutley's students have improved over the past four years. The English text and workbook provides various exercises which develop outstanding skills, and techniques. The spellers, adopted two years ago, give the youngsters the experiences they need to master specific spelling rules.

NUTLEY PUBLIC SCHOOLS

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NUTLEY, NEW JERSEY 07110

This year the handwriting committee wrote an extensive curriculum with suggestions for handwriting workbooks for each level, one through six. It is hoped that the handwriting will improve and be more legible.

SCIENCE:

With the existance of the extended day, the science program has greatly improved. The teachers and children have more time to utilize and do the experiments suggested in the newly adopted science books. In Washington School, with our science equipment in one location, the teachers readily performed all experiments with ease. Through these activities, concepts were understood and enjoyed greatly.

SOCIAL STUDIES:

This year the fifth and sixth grades implemented the adjusted social studies curriculum with new text. Overall, the program ran smoothly, but still is not the best. This principal would rather have the geography of the United States taught at the fifth grade, then sixth grade pick-up on the history, as is recommended for this grade level. Ancient history should be at the eight grade level or higher. The younger children just cannot grasp the time period sufficiently enough to really benefit from the lessons.

COMPUTER CURRICULUM:

This program is progressing very well in Washington School. The network person is efficient and helps all of the teachers to utilize the computer to their full capacity. The children are enjoying this activity very much. Some are beyond the curriculum's objectives.

It would be most advantageous if every first, second and third grade classroom had a computer. The teachers could easily use them as learning centers for the reinforcement of concepts being taught in reading, math, English, science, or social studies.

KINDERGARTEN:

Pupil performance at kindergarten level has been excellent. The children enjoy the alpha curriculum and are better prepared for the first grade reading program. The youngsters are also doing very well with the mathematics and science readiness activities. It was evident this year that some were writing little stories already, utilizing the phonic skills acquired through the alpha program.

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WASHINGTON SCHOOL

NUTLEY, NEW JERSEY 07110

ACHIEVEMENTS:

Washington School students' scores continue to improve in the I T B S and the Nutley Achievement tests. Fewer pupils are failing and do not need to be retained in their current grades. The teachers, parents and children have worked hard to raise the performance level in all subjects.

Those who need extra help receive it through the S.C.E. and Chapter I programs. Others have private tutors or receive academic counseling after school. The major goal is to have all pupils build up enough confidence and skills to succeed in all areas.

SCHOOL ACTIVITIES:

Three P.T.A. meetings were held this year. They were Open House, Budget Presentation (Grades 1, 2, and 3 performing) and May Musicale, (Grade 4, 5, and 6 featuring flutophones, band, orchestra, and vocal skills).

The Mothers' Club met every month to discuss numerous fund raising activities. With the money accumulated they provided two shows for the youngsters and donated a V.C.R. and Mita copier to the school. The also helped in publishing the school paper twice this year.

ASSEMBLIES:

Film for Unicef
Public Service Puppet Show
Christmas Musicale
Kids on the Block
Read-a-thon Awards
Little League Film
Primary Play (Valentine's Day)
Primary Musicale
Vandalism (Tips Program)
Festival of Woodwinds
Spring Musicale
Bicycle Safety
Pedestrian Safety
Pushcart Players (American Sampler)
Olympic Awards
Choral Group from Montclair-Kimberly Academy
Awards Assembly (Honor Roll, Physical Fitness,
Attendance, and Music)

NUTLEY PUBLIC SCHOOLS

WASHINGTON SCHOOL

NUTLEY, NEW JERSEY 07110

FIELD TRIPS:

September, 1984--N.I. Class--Mrs. Chanson
Newark Museum

November, 1984--N.I. Class--Mrs. Chanson
Museum of Natural History

December, 1984--Third Grades
Planetarium of County College of Morris

March, 1985--First Grade and Mrs. Schop's
Montclair State--"Rapunzel"

March, 1985--Fourth Grade
Montclair State--"Look at the Stars"

May, 1985--Second Grade
Montclair State--"Merlin"

May, 1985--Fourth Grade
Bronx Zoo, New York

GOALS ACHIEVED:

Higher scores in I T B S and Nutley Achievement Tests.

Less retentions due to better study habits.

School interior completely painted.

Many classroom walls replastered and painted.

Small walkway added to school side of Walnut Street.

New gate opening to alliviate problem of children crossing
teachers parking lot.

Land erosion, in rear of the building, corrected with new
soil and grass.

Shorter lunch period has lessened the number of bodily
injuries due to shorter free play period.

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WASHINGTON SCHOOL

NUTLEY, NEW JERSEY 07110

GOALS FOR 1985-86

Continue to raise test score results at all levels.
Continue to monitor reading, math, English, science,
and social studies curriculum.

Implement new hand writing program and monitor.

Implement revised physical education curriculum and
monitor.

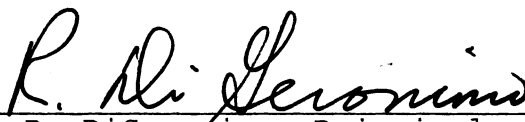
Continue to improve teaching techniques by presenting films
purchased by Central office at Faculty meetings.

Continue to change indifferent attitude of some parents
toward academic achievement and homework.

Continue to monitor parking situations around
Washington School during dismissal time.

Continue to enforce safety rules around building
and its grounds.

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

A handwritten signature in cursive script, reading "R. DiGeronimo", written over a horizontal line.

R. DiGeronimo, Principal

NUTLEY PUBLIC SCHOOLS
YANTACAW SCHOOL
NUTLEY, NEW JERSEY 07110

JOHN WALKER
Principal

June 27, 1985

To: Dr. James Fadule, Superintendent of Schools

From: Mr. John Walker, Principal of Yantacaw School

Re: Principal's Annual Report - 1984-85 School Year

The information included in this report is representative of the district priorities; curriculum; school activities; achievements; parent and community involvement; concerns and recommendations.

PRIORITIES

The new science curriculum was successfully implemented during the school year. Suggested hands-on material recommended, mainly, to complete some of the experiments and projects were ordered. Similar materials have been ordered for the coming year. Some of our staff members attended workshops/in-service programs offered outside the district. Information concerning these programs has been shared, sorted and, in many cases, used in enhancing our curriculum.

We took time to focus on the effect the new social studies series would have on the fifth and sixth grade program. Teachers have met, sharing concerns within our building. At this point, we have experienced little or no negative responses. Most of this could be as a result of the limited amount of time the teachers used the new materials. During the 1985-86 school year some thought should be given to a district-wide meeting reviewing and discussing the implementation of the new series.

The Board of Education accepted the recommendation of the Handwriting Committee to adopt the Zaner-Bloser program for the 1985-86 school year. Preliminary in-service programs were held for the committee and several members from Yantacaw School. Additional workshop/in-service programs, free of charge, will be offered starting in September 1985. This program and the supportive and supplemental materials will be closely monitored.

Our computer program, under the direction of Mrs. Mary Wilhelm, network person, has continued to improve. We have established, as have the other schools, a computer room set-up, offered continual in-service programs within the building, and have sent several staff members to workshops outside the district. During the Summer Enrichment Program we plan to pilot the use of the computer in reinforcing and refining math/reading skills. The results will be included in the summer school report.

TESTING

We were pleased to note an increase in the number of learners receiving certificates of distinction (100%) in the math, reading and writing Nutley Achievement Tests. Most of these were in the lower grades (especially one and two). Therefore, we should take a good look at our upper grades. While our average scores are more than respectful, there is still some room for improvement.

As mentioned before, the vocabulary section of the Iowa Basic Skills Test has shown a steady improvement. However, we will continue to monitor and develop means to encourage additional improvement. This concern will be reviewed and discussed during our summer workshops for administrators.

The writing test, for the first time, was included as part of the English grade. Thus far we have had no concerns brought to our attention. Most parents feel very satisfied with the district's aim to raise our standards through a challenging curriculum with input from our educational family.

ACTIVITIES

R.A.M.P. Program (Reading Appreciation and Math Program with senior citizens) This program continues to provide opportunities for the learners, volunteers and staff members to work together and share meaningful experiences.

Pen Pals - Our pen pal program involving high school aged youngsters, senior citizens, relatives, business and government agencies and peer groups provided worthwhile experiences for those who participated. This year we communicated with an elementary school in Belleville. Visitations were made by both fifth grade classes.

Parents and Others for Partners - This program, in its twelfth year, has afforded our students and volunteers countless opportunities to share in many meaningful experiences and has enhanced their lives.

Intramural Program - The intramural program, under the supervision of Mr. Peter LaBariera, has created a positive competitive but realistic form of team and/or individual sports participation. These bi-weekly activities are under the direction of Miss Marita McDermott, our physical education teacher.

Awards Assembly - Our annual awards assembly was held under the direction of Miss Lucy Anello, sixth grade teacher. This program gave recognition in the areas of physical education, art, library, citizenship, music, patrols, civic and special achievement categories for the 1984-85 school year.

Lunch Program - Other than the traditional program, we offer a research activity for volunteers in grades 1 through 6. These participants, according to the grade, interest and performance level, will go through a step by step procedure leading to the completion of some phase of a project. Some, after starting, may alter their mission and play chess, Dungeons and Dragons, complete class projects, or just read for enjoyment.

ACTIVITIES (cont'd)

The Big Brothers/Sisters Club - This club, for fifth and sixth graders, was developed in 1984 to provide a positive approach to problems before they escalated into more serious ones. The twelve membered club "adopted" twelve younger children. They met on Thursdays during the second part of the lunch hour.

Some of the events shared by the group were: educational games; films; puppet shows; tennis lessons (provided for the older students by Mr. Andrew Ruffo, adult volunteer, during the month of April; trips to the Meadowlands and the U.S.S. Ling in Hackensack.

Mr. Charles Piro shared his school and business experiences with the club and contacted several people in the community who will be helping in the future.

The I.M.C. (library) Council - This group consisted of twenty-five students. Listed among their various duties are making decorations, carding and shelving books, preparing materials for special projects, as well as many other valuable activities. It is hoped that each student will be provided with a sense of importance, develop cooperation and responsibility, as well as strengthen each child's self-esteem.

Student Council - All the students are represented by the council. The active participants are selected from grades two through six, however, some of these students speak for and meet periodically with the kindergarten and first grade classes. Mrs. Holland, fifth grade teacher for the third year, spearheaded this group and aided in the accomplishments of several worthwhile activities as follows:

1. Earth Day Project - Approximately twenty students, parents and staff members celebrated Earth Day (Saturday) by cleaning the campus. Approximately 100 plastic bags of leaves, branches, paper, bottles, cans, etc. were filled. Our school greenhouse was officially opened that day.
2. Contact With New Students - Efforts were made by members of the Student Council to familiarize new students with the school and our activities. Greeting cards were sent to the infirmed or bereaved.
3. Social Events - The Student Council sponsored two fifth and sixth grade classes. This pilot project not only proved to be a social and learning success, but helped in financing our year end trip to Washington, D.C.
4. Staff Appreciation Day - The council sponsored special programs for teachers, the secretary, aides and custodians.
5. Senior Citizen Programs (Parkside Apartment Complex) - Approximately fifty Student Council members shared holiday activities with the seniors (evening program).

6. Holiday Caroling - Two hundred students, parents, teachers and members of the community walked through the Yantacaw district singing and helping others to bring in the holiday flavor. The two groups ended this project, which started at 7:00 p.m., drinking hot chocolate at Yantacaw School about 8:30 p.m.
7. Year-end Trip - The group of sixty-eight students and fourteen adults participated in an overnight trip to Washington, D.C. We left at 6:00 a.m. on June 1 and returned at 7:30 p.m. on June 2, 1985. By now I am certain the Board of Education has heard all the comments, mostly positive, about this worthwhile experience.

I am mostly concerned with the outstanding comments received from outsiders throughout our two day experience; the learning atmosphere; outstanding supervision; and lastly, personally spending 36 hours with some super people (our children and adult volunteers). A very special thank you to Mrs. Holland for the planning and leading this worthwhile activity.

Special Project - As the culmination of the social studies program in grade 3, the students of that grade participated in a play entitled "Journey Through New Jersey - Past and Present". They also learned the crafts of colonial people of New Jersey and made a project in the field after researching the process.

CONCLUSION

Once again I would like to extend my congratulations to all of the students who did their very best in taking the three Nutley Achievement Tests. Many scored in the nineties and received distinction by scoring 100 in one or more categories. A special note to those who failed a test last year but passed this year. The high standards advocated system-wide have reinforced the achievements accomplished by our children and should continue to be beneficial in the future.

The number of retentions have continually declined and shifted to the lower grades. Out of the three at Yantacaw (two in grade one, the other in grade two), two transferred from other districts and one was much younger than his peer group.

The Yantacaw Parent Teacher Association and the Mothers' Club and their leadership continue to be most helpful and supportive of our school. Many thanks to Mrs. Van Schoick, outstanding secretary and friend of our children, for making a difference in the daily office routines and concerns.

Many thanks to Mr. Leonard Laubach for finishing the year as an instrumental music teacher in his usual high level of responsibility and performance.

CONCERNS

The campus area and playground, although better, are still used on weekends for congregating. Beer cans, bottles and other waste are continually strewn about. This causes some concerns from the school's point of view.

CONCERNS (cont'd)

Our outside areas still need work in terms of cracks in the cement sidewalks and the large cemented railing leading to the playground (campus) area.

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

I also appreciate the assistance, support and help from Miss Barbara Hirsch, Director of Special Services and members of the Child Study Team; and my fellow principals for guiding the implementation of our system-wide programs.

In closing, this has been a great year, with the tragic fire behind us, and we appreciated sharing the many positive experiences under the leadership of our Superintendent of Schools, Dr. James Fadule Jr.

On behalf of the Yantacaw family, thanks to the Board of Education; Dr. Fadule, Superintendent of Schools; Mr. John DeCesare, Assistant Superintendent of Schools; Mr. Arnold Ramsland, Secretary-Business Administrator and their staffs for all the services and support for the 1984-85 school year.

Respectively submitted,


John Walker

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

BARBARA HIRSCH
Director of Special Services

661-3500

June 30, 1985

To: Dr. Fadule
Re: Special Services Annual Report 1984-85
From: Barbara Hirsch

<u>New Referrals</u>	<u>1983-84</u>	<u>1984-85</u>
Nutley High School	10	8
Franklin	14	18
Yantacaw	7	6
Lincoln	9	9
Radcliffe	9	3
Spring Garden	7	7
Washington	7	12
Pre-School Handicapped	13	9
Early Kindergarten Admissions	2	4
Referral Backlog	0	0
Referrals Pending	0	0
New Referrals plus three year re-evaluations	119	105

New Classifications

Perceptually Impaired	18	14
Trainable Mentally Retarded	0	0
Neurologically Impaired	5	6
Auditorily Handicapped	0	0
Communication Handicapped	1	2
Emotionally Disturbed	11	14
Chronically Ill	0	3
Multiply Handicapped	2	0
Orthopedically Handicapped	1	1
Socially Maladjusted	2	1
Eligible for Day Placement	1	0
Pre-School Handicapped	7	7
	<u>48</u>	<u>48</u>

	<u>1983-84</u>	<u>1984-85</u>
<u>Students De-classified</u>	1	1

In-District - Anticipated 1985-86 - Numbers in parentheses indicate 1984-85 totals.

<u>Nutley High School</u>	Resource	(54)	55
<u>Franklin</u>	PI Classes	(25)	31
	NI Classes	(-)	4
<u>Lincoln</u>	TMR	(34)	25
	Resource	(18)	19
<u>Spring Garden</u>	Resource	(6)	4
	Pre-School	(16)	14
	CH (new class)	(-)	6
<u>Radcliffe</u>	Resource	(0)	6
<u>Yantacaw</u>	Resource	(13)	10
<u>Washington</u>	N.I.	(18)	16
	Resource	(16)	14

<u>Projections</u> (1985-86)	<u>1984-85</u>	<u>1985-86</u>
Day Placements	(57)	44
Residentials	(7)	5
Received from other districts	(31)	24
Eligible for Speech Correction	(151)	150
Non-public Classified	(14)	30

The following Special Services issues were highlighted during the 1984-85 school year.

1. The pre-school program at Spring Garden School was expanded to include an a.m. and p.m. session.
2. The curriculum for the neurologically impaired was revised in reference to spelling and computer usage.
3. A computerized hearing screening program for all students grades K-12 and staff was initiated.
4. The pre-vocational program at Nutley High School (COATS) was expanded to sixteen modules.
5. A competitive grant of \$2500.00 was received to expand the pre-school program.
6. A competitive grant of \$3800.00 was received to initiate in-service training for administrators in reference to gifted and talented education.
7. A vocational grant of \$10,000.00 was received to purchase equipment at Nutley High School.
8. A presentation on the CAT/VECTOR programs was made at the PSA conference in Atlantic City (November 1984.)
9. Additional funding for evening and summer recreation programs was received from the Township of Nutley.
10. Workshops for administrators, teachers, and parents were held to familiarize individuals with the new state special education rules and regulations.
11. Physical, occupational and speech therapy were provided to handicapped students during the summer program.
12. All referrals were completed in the mandated time frame and no back log exists.
13. Special education supplemental funds (6B) were increased by over \$20,000.00.
14. Presentations were made to all local service clubs in reference to special education programs in Nutley.

Special Services Presentation 1985-86

1. To implement an elementary communication handicapped program.
2. To establish a class for the neurologically impaired at Franklin School.
3. To implement a cooperative work experience program for handicapped students at Nutley High School.
4. To establish specific program opportunities for gifted and talented primary (grades 1-4) and secondary (grades 9-12) students.
5. To conduct a pilot program at Nutley High School in reference to computerizing medical information.
6. To reduce the number of students in out-of-district placement.
7. To review and revise the special education curriculum.
8. To develop a special education descriptive brochure for parents.