

Metuchen Board of Education  
Budget Presentation  
Budget Year 2018-2019  
January 23, 2018

- |            |  |
|------------|--|
| Handout #1 | Base Line Data                           |
| Handout #2 | Budget Calendar                          |
| Handout #3 | Custodial/Maintenance - Line Item Budget |
| Handout #4 | Custodial/Maintenance - Projects (Excel) |
| Handout #5 | Custodial/Maintenance - Projects (Word)  |

## **BUDGET CALENDAR FOR 2018-2019 SCHOOL YEAR**

December 12, 2017	<ul style="list-style-type: none"><li>• Audit Report</li></ul>
January 23, 2018	<ul style="list-style-type: none"><li>• Discussion of Budget Calendar</li><li>• Baseline Data</li><li>• Maintenance and Custodial</li></ul>
February 13, 2018	<ul style="list-style-type: none"><li>• School Based Budgets</li><li>• Transportation</li></ul>
February 27, 2018	<ul style="list-style-type: none"><li>• Governor's Budget Address</li></ul>
February 27, 2018	<ul style="list-style-type: none"><li>• Special Education</li><li>• Curriculum</li><li>• Technology</li></ul>
March 15, 2018	<ul style="list-style-type: none"><li>• State Releases State Aid Information</li></ul>
March 13, 2018	<ul style="list-style-type: none"><li>• Personnel</li><li>• Athletic Co-Curricular</li><li>• Review and Approval of Preliminary Budget</li></ul>
March 27, 2018	<ul style="list-style-type: none"><li>• Review any changes to the Preliminary Budget</li></ul>
April 10, 2018	<ul style="list-style-type: none"><li>• Review any changes to the Preliminary Budget</li></ul>
April 24, 2018	<ul style="list-style-type: none"><li>• Budget Hearing (tentative)</li></ul>

**Tentative Calendar – Subject to Change**

**Revised  
February 2, 2018**

Metuchen Board of Education  
Line Item Budget  
2018 / 2019

	A	B	C	D	E	F	G	H	I
1									
2			Column A	Column B	Column C	Column D	Column E	Column F	Column G
3						(B+C)		(E - D)	(F/D)
4									
5						Adjusted		Amount	
6			Actual	Appropriations	Adjustment	Appropriation	Appropriations	Change	
7	Account Number	Account Title	2016 / 2017	2017 2018	2017 2018	2017 2018	2018 2019	2018 - 2019	% Change
8		Regular Programs - Distributed Instruction							
9									
10									
11		Operation and Maintenance of Plant Services							
12		Allowable Maintenance for School Facilities							
13	11-999-261-100-71	Maint Salaries	\$ 79,277	\$ 103,857		\$ 103,857	\$ 112,611	\$ 8,754	
14	11-999-261-100-71	Maint O/T	\$ 40,789	\$ 15,000		\$ 15,000	\$ 20,000	\$ 5,000	
15	11-999-261-420-75	Cleaning, Repair and Maint Serv	\$ 378,841	\$ 225,000	\$ -	\$ 225,000	\$ 225,000	\$ -	
16	11-999-261-610-75	General Supplies	\$ 61,134	\$ 60,000		\$ 60,000	\$ 62,000	\$ 2,000	
17		Total Allowable Maintenance for School Facilities	\$ 560,041	\$ 403,857	\$ -	\$ 403,857	\$ 419,611	\$ 15,754	3.90%
18									
19									
20		Other Operations and Maintenance of Plant Services							
21	11-999-262-110-61	Salary Custodian MHS / Manager Buildings and Grounds	\$ 433,116	\$ 421,779		\$ 421,779	\$ 438,691	\$ 16,912	
22	11-999-262-110-61	Sal Cust - Campbell	\$ 175,851	\$ 219,784		\$ 219,784	\$ 228,553	\$ 8,769	
23	11-999-262-110-61	Sal Cust - Edgar	\$ 293,872	\$ 310,172		\$ 310,172	\$ 327,346	\$ 17,174	
24	11-999-262-110-61	Sal Cust - Moss	\$ 90,774	\$ 105,044		\$ 105,044	\$ 97,437	\$ (7,607)	
25	11-999-262-110-61	Summer Custodians	\$ 1,853	\$ 10,000		\$ 10,000	\$ 10,000	\$ -	
26	11-999-262-110-61	Substitute Custodians	\$ 69,027	\$ 45,000		\$ 45,000	\$ 35,000	\$ (10,000)	
27	11-999-262-110-61	Custodians Over time	\$ 47,215	\$ 52,000		\$ 52,000	\$ 52,000	\$ -	
28	11-999-262-110-61	Noontime Aides	\$ 9,267	\$ 15,000		\$ 15,000	\$ 15,000	\$ -	
29	11-999-262-420-00	Contra Serv Bldgs - Moss	\$ 7,745	\$ 5,000		\$ 5,000	\$ 5,000	\$ -	
30	11-999-262-420-00	Contra Serv Bldgs - Campbell	\$ 15,499	\$ 7,200		\$ 7,200	\$ 7,200	\$ -	
31	11-999-262-420-00	Contra Serv Bldgs - Edgar	\$ 5,598	\$ 8,000		\$ 8,000	\$ 8,000	\$ -	
32	11-999-262-420-00	Contra Serv Bldgs - MHS	\$ 9,152	\$ 8,000		\$ 8,000	\$ 8,000	\$ -	
33	11-999-262-420-00	Contra Serv Equip - Maint	\$ -	\$ 2,000		\$ 2,000	\$ 2,000	\$ -	
34	11-999-262-420-00	Contra Serv Equip - ADM	\$ 19,818	\$ 21,000		\$ 21,000	\$ 21,000	\$ -	
35	11-999-262-420-00	Contra Serv Equip - MHS	\$ 17,792	\$ 21,000		\$ 21,000	\$ 21,000	\$ -	
36	11-999-262-420-00	Contra Serv Equip - Campbell	\$ 5,409	\$ 8,000		\$ 8,000	\$ 8,000	\$ -	
37	11-999-262-420-00	Contra Serv Equip - Edgar	\$ 16,871	\$ 16,500		\$ 16,500	\$ 16,900	\$ 400	
38	11-999-262-420-00	Contra Serv Equip - Moss	\$ 3,067	\$ 2,000		\$ 2,000	\$ 2,000	\$ -	
39	11-999-262-490-00	Water - MHS	\$ 22,478	\$ 25,000		\$ 25,000	\$ 25,000	\$ -	

Metuchen Board of Education  
Line Item Budget  
2018 / 2019

	A	B	C	D	E	F	G	H	I	
			Column A	Column B	Column C	Column D	Column E	Column F	Column G	
						(B+C)		(E - D)	(F/D)	
							Adjusted		Amount	
			Actual	Appropriations	Adjustment	Appropriation	Appropriations	Change		
	Account Number	Account Title	2016 / 2017	2017 2018	2017 2018	2017 2018	2017 2018	2018 2019	2018 - 2019	% Change
2										
3										
4										
5										
6										
7										
40	11-999-262-490-0C	Water - Campbell	\$ 10,096	\$ 11,000			\$ 11,000	\$ 11,000	\$ -	
41	11-999-262-490-0C	Water - Edgar	\$ 10,600	\$ 11,000			\$ 11,000	\$ 11,000	\$ -	
42	11-999-262-490-64	Water - Moss	\$ 4,821	\$ 5,000			\$ 5,000	\$ 5,000	\$ -	
43	11-999-262-520-82	Insurance	\$ 153,048	\$ 250,000			\$ 250,000	\$ 255,000	\$ 5,000	
44	11-999-262-580-0C	Supv B&G Travel	\$ 1,350	\$ 1,500			\$ 1,500	\$ 1,500	\$ -	
45	11-999-262-610-6E	General Supplies	\$ 87,877	\$ 85,000			\$ 85,000	\$ 88,000	\$ 3,000	
46	11-999-262-610-6E	Exp Maint Vehicles	\$ 22,612	\$ 35,000			\$ 35,000	\$ 32,000	\$ (3,000)	
47	11-999-262-621-0C	Heat - MHS	\$ 46,716	\$ 61,000			\$ 61,000	\$ 58,000	\$ (3,000)	
48	11-999-262-621-0C	Heat - Campbell	\$ 32,124	\$ 32,000			\$ 32,000	\$ 34,184	\$ 2,184	
49	11-999-262-621-0C	Heat - Edgar	\$ 44,072	\$ 52,000			\$ 52,000	\$ 49,000	\$ (3,000)	
50	11-999-262-621-0C	Heat - Moss	\$ 25,100	\$ 30,000			\$ 30,000	\$ 29,000	\$ (1,000)	
51	11-999-262-622-0C	Electric - Campbell	\$ 90,500	\$ 95,000			\$ 95,000	\$ 95,000	\$ -	
52	11-999-262-622-0C	Electric - Moss	\$ 41,900	\$ 49,000			\$ 49,000	\$ 46,000	\$ (3,000)	
53	11-999-262-622-0C	Electric - MHS	\$ 142,065	\$ 145,000			\$ 145,000	\$ 147,000	\$ 2,000	
54	11-999-262-622-0C	Electric - Edgar	\$ 85,150	\$ 97,000			\$ 97,000	\$ 97,000	\$ -	
55	11-999-262-800-0C	Other Build Exp - Moss	\$ -	\$ 1,500			\$ 1,500	\$ 1,500	\$ -	
56	11.999.262.800.00	Other Build Exp - Dist	\$ 4,526	\$ 8,000	\$ -		\$ 8,000	\$ 8,000	\$ -	
57	11.999.262.800.00	Other Build Exp - MHS	\$ -	\$ 8,000			\$ 8,000	\$ 8,000	\$ -	
58	11.999.262.800.00	Other Build Exp - Edgar	\$ 1,485	\$ 2,000			\$ 2,000	\$ 2,000	\$ -	
59	11.999.262.800.00	Other Building Expense - Campbell	\$ 2,566	\$ 2,000			\$ 2,000	\$ 2,000	\$ -	
60	11-999-262-800-0C	Uniforms	\$ 17,658	\$ 18,500			\$ 18,500	\$ 18,500	\$ -	
61		<b>Total Custodial</b>	<b>\$ 2,068,670</b>	<b>\$ 2,301,979</b>	<b>\$ -</b>		<b>\$ 2,301,979</b>	<b>\$ 2,326,811</b>	<b>\$ 24,832</b>	<b>1.08%</b>
62										
63										
64										
65	11-999-263-100-71	Salaries	\$ 118,840	\$ 121,216			\$ 121,216	\$ 128,808	\$ 7,592	
66	11-999-263-300-71	Purch Prof and Tech Services	\$ -	\$ -			\$ -	\$ -	\$ -	
67	11-999-263-420-0C	Contra Serv Grounds - Edgar	\$ -	\$ 6,500			\$ 6,500	\$ 6,500	\$ -	
68	11-999-263-420-0C	Contra Serv Grounds - Campbell	\$ 750	\$ 800			\$ 800	\$ 800	\$ -	
69	11-999-263-420-0C	Contra Serv Grounds - MHS	\$ 23,425	\$ 17,500			\$ 17,500	\$ 17,500	\$ -	
70	11-999-263-420-0C	Other Grounds Exp - MHS	\$ 7,026	\$ 7,000			\$ 7,000	\$ 7,000	\$ -	
71	11-999-263-420-0C	Other Grounds Exp - Campbell	\$ 2,330	\$ 3,500			\$ 3,500	\$ 3,500	\$ -	
72	11-999-263-420-0C	Other Grounds Exp - Edgar	\$ 842	\$ 4,643			\$ 4,643	\$ 4,643	\$ -	

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2018 / 2019

	A	B	C	D	E	F	G	H	I
2			<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>	<b>Column F</b>	<b>Column G</b>
3						<b>(B+C)</b>		<b>(E - D)</b>	<b>(F/D)</b>
4									
5									
6						<b>Adjusted</b>		<b>Amount</b>	
7	<b>Account Number</b>	<b>Account Title</b>	<b>Actual</b>	<b>Appropriations</b>	<b>Adjustment</b>	<b>Appropriation</b>	<b>Appropriations</b>	<b>Change</b>	
			<b>2016 / 2017</b>	<b>2017 2018</b>	<b>2017 2018</b>	<b>2017 2018</b>	<b>2018 2019</b>	<b>2018 - 2019</b>	<b>% Change</b>
73	11-999-263-420-0C	Other Grounds Exp - Moss	\$ 842	\$ -		\$ -	\$ -	\$ -	
74	11-999-263-610-75	General Supplies	\$ 800	\$ -		\$ -	\$ -	\$ -	
75	11-999-263-800-0C	Other Objects( Maint Only )	\$ -	\$ -		\$ -	\$ -	\$ -	
76			\$ -	\$ -		\$ -	\$ -	\$ -	
77		Total Care and Upkeep of Grounds	\$ 154,055	\$ 161,159	\$ -	\$ 161,159	\$ 168,751	\$ 7,592	4.71%
78									
79									
80									
81		Total Maintenance , Custodial , and Grounds	\$ 2,782,766	\$ 2,866,995	\$ -	\$ 2,866,995	\$ 2,915,173	\$ 48,178	1.68%

Metuchen Board of Education  
 Punch list Items  
 2018 - 2019

	Comp. 6/7	Comp. 7/8	Comp. 8/9	Comp. 9/10	Comp. 10/11	Comp. 11/12	Comp. 12/13	Comp. 13/14	Comp. 14/15	Comp. 15/16	Comp. 16/17	Comp. 17/18	Planned 18/19
<b>Moss School</b>													
Window Repairs									\$ 11,845				
Replace two doors	\$ 10,000												
Replace two windows	\$ 3,000												
Replace 3 outside doors								\$ 30,000					
Exterior doors to school								\$ 20,000					
Pave parking lot			\$ 250,000										
Re-point Bricks												bid	
Metal Fascia									\$ 8,025				
Landing Steps and rail by stage door								\$ 3,000					
Rebuilt out side stairs								\$ 10,000					
Test pit for drainage/district adm offices												bid	
Fill gaps in asphalt													
New locks and card access.						\$ 4,000							
Cameras.							\$ 5,000						
Renovation of bathrooms on ground floor		\$ 10,000											
Renovation of multipurpose room				\$ 30,000									
New Air handler on stage													
Repair drainage issue												bid	
Refinish Gym Floor									\$ 4,620				
Install Cafeteria tables									\$ 52,641				
Roof Multi-Purpose Room					\$ 125,000								
Repair Moss School parapet	\$ 10,000												
Entrance Matting	\$ 2,500												
Partial roof replacement												bid	
Install Water coolers												bid	
New Hot water heater												bid	
Building perimeter seal vents and louvers												bid	
Misc. Exterior repointing,												bid	
Exterior FRP door replacements												bid	
repair water infiltration first floor												bid	
Exterior Railing Replacements												bid	
Stage Railings												bid	
Roof Replacement - Multi-Purpose Room							bid						



Metuchen Board of Education  
 Punch list Items  
 2018 - 2019

	Comp.	Comp.	Comp.	Comp.	Comp.	Comp.	Comp.	Comp.	Comp.	Comp.	Comp.	Comp.	Planned
	6/7	7/8	8/9	9/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
Main office carpet replacement												bid	
New Sidewalk and Exit Ramp at Durham Avenue										bid			
Miscellaneous Curb and Sidewalk Replacements										bid			
Interior Lobby Renovation										bid			
Miscellaneous Floor Replacements										bid			





Metuchen Board of Education  
 Punch list Items  
 2018 - 2019

	Comp. 6/7	Comp. 7/8	Comp. 8/9	Comp. 9/10	Comp. 10/11	Comp. 11/12	Comp. 12/13	Comp. 13/14	Comp. 14/15	Comp. 15/16	Comp. 16/17	Comp. 17/18	Planned 18/19
Replace carpet in music suite/practice rooms/office											bid		
Replace carpet in media center											bid		
Replace carpet in media office/AV storage office											bid		
Split Technology Room									\$ 20,675				
Add railing at stage stairs-each side											bid		
Repair railing second floor by science lab #201											bid		
Renovation of multi purpose room			\$ 30,000										
New Kiln	\$ 10,000												
Locker Room Window Replacements										bid			
Security Entrance Renovation										bid			
<b>Metuchen High School</b>													
Asbestos Abatement project									\$ 11,195				
Fill in gaps in asphalt											bid		
Reset settled pavers at drain by cafeteria patio											bid		
Replace Sidewalks											bid		
Repair canopy											bid		
Install roof leader transition at leaders											bid		
Replace leader at main office											bid		
Replace side canopy fascia/replace roof drain											bid		
Add drain at wrestling room canopy													
Install exterior expansion joint by classroom 124											bid		
Recoat track		\$ -	\$ 25,000										
Entrance Matting	\$ 2,500	\$ 2,500											
Lighting Overflow parking lot											bid		
Repair doors									\$ 32,915				
Fence for baseball bullpen									\$ 3,400				
Pump for boilers									\$ 22,950				
A/C IDF - 3 rooms									\$ 14,700				
Replace water cooler in cafeteria											bid		
New Floor in Boys Locker room											bid		
Repair lockers in locker rooms											bid		
Repoint CMU at locker rms/fitness center/paint											bid		
Scrape and paint door lintels											bid		
Scrape and paint door lintels at wrestling area											bid		



**METUCHEN SCHOOL DISTRICT**

**LIST OF PROJECTS 2013-2018**

**2018:**

- Science Lab Addition.

**2017:**

- MHS: Main Corridor Painting
- MHS: Classroom Renovations-Second Floor (Rooms 208/209)
- MHS: Boys Locker Room Epoxy Floor Finish
- MES: Roof Replacement - Classroom Wing
- MES: Water Infiltration at Lower Floor Level – Playground Side
- MES: Miscellaneous Exterior Repointing, Masonry Repairs and Painting
- MES: Exterior FRP Door Replacements
- MES: Exterior Railing Replacements
- MES: Stage Railings
- CES: White Board Installations.
- CES: Corridor Door Frames, Partial Corridor and Main Office Painting
- CES: Main Office Suite Carpet Replacement
- District Wide Feasibility Study

**2016:**

- MHS: Emergency Generator
- MHS: Miscellaneous Sections of Sidewalk Replacements
- MHS: Front Entry Plaster Replacement
- MHS: Miscellaneous Exterior Repointing, Masonry/Lintel Repairs and Painting - Gym Wing
- MHS: Miscellaneous Terra Cotta Panel Replacements Front Wing
- MHS: Roof Leader and Expansion Joint Repairs
- Insulated Panel Replacements – Cafeteria Door 30
- MHS: Canopy Roof Replacement – Wrestling Wing
- MHS: Carpet Replacements - Music Suite
- MHS: Drinking Fountain Replacement – Cafeteria
- MHS: Classroom #129 Renovation
- MHS: Vinyl Flooring - Front Office
- CES: New Sidewalk and Exit Ramp at Durham Avenue
- CES: Miscellaneous Curb and Sidewalk Replacements
- CES: Roof Replacement – Media Center
- CES: Partial Exterior Repointing and Painting – Media Center
- CES: Rooftop Ductwork Painting
- CES: Interior Lobby Renovation
- CES: Miscellaneous Floor Replacements
- CES: Drinking Fountain Replacements

- CES: Hot Water Heater Replacement
- EMS: Front Entry Curb and Sidewalk Replacements
- EMS: Exterior Exit Ramp Replacement at Front Entry
- EMS: Exterior Sidewalk Replacement - Gym Entry
- EMS: Locker Room Window Replacements
- EMS: Rooftop Ductwork Painting
- EMS: Security Entrance Renovation
- EMS: Railing for Exit Stairs - Multi-Purpose Room to Courtyard
- EMS: Interior Railing Installations – Exit Corridor, Stage
- EMS: Carpet Replacements – Media Center, Music Room Faculty Room, Office/Guidance Suite, Computer Room
- EMS: Vinyl Flooring Replacements – 5<sup>th</sup> Grade Wing, office
- EMS: Hot Water Heater Replacement
- EMS: Drinking Fountain Replacements
- EMS: Toilet Room Faucet Replacements – 5<sup>th</sup> Grade Wing

**2015:**

- Facility Assessment Update

**2014:**

- CES: Two Modular Classrooms and Interior Renovations
- CES: Boiler Replacements
- EMS: Boiler Replacements

**2013:**

- CES: Roof replacement – At Existing Modular Classroom
- MES: Roof Replacement – Multi-Purpose Room