

# WI

## West Islip Public Schools

Bernadette M. Burns  
Superintendent of Schools

James Bosse  
Director of Buildings and Grounds

### **Buildings & Grounds Committee Meeting Minutes**

Date: Tuesday, April 8, 2014  
Time: 8:00 p.m.  
Location: District Office

Members in attendance: S. Brady, K. O'Connor, R. Ulrich, B. Burns, W. Duffy, J. Bosse  
Others in attendance: S. Gellar, R. Maginniss, A. LaRosa

#### 1. Grounds Update

Spring athletics have begun. All necessary fields were groomed and prepared as appropriate to the sport. Note that seed and fertilizer were put down this past fall.

#### 2. Rental Buildings

According to its lease, BCBA does not have use of Westbrook on Sundays, although there is evidence that the lessee has attempted to obtain access. A letter was sent reminding BCBA of its obligation to adhere to the terms of the lease.

Divine Dance holds scheduled instruction on Saturdays and frequent dance parties for children on Sundays. Due to the significant building usage on both weekend days, custodial support will be increased, and the cost will be assumed by the tenant.

The posting of a tenant identification sign for Westbrook was discussed. Tenant interest will be assessed before proceeding.

Recently, some doors and/or windows were left open or unlocked after tenants exited the leased buildings. SCC has emailed all tenants about building security, informing them of their responsibility and obligation to secure all building windows and doors at the end of each day.

ES BOCES has proposed adding a sidewalk at Masera to connect the rear parking lot to the front door at their expense. Mr. Bosse is in the process of collecting the required insurance and other information necessary for Board approval.

#### 3. Permit fees

The committee discussed the current fee structure for all issued permits. Adjustments will be made for the 2014-2015 school year commensurate with the cost to the district for maintenance of the facilities and custodial overtime.

#### 4. Buildings and Grounds Organizational Structure

Due to the separation of one of the chief custodians, the district is considering a reorganization to ensure appropriate support is being provided to the custodial, grounds and maintenance departments, as well as the facilities director.

The meeting adjourned at 8:20 p.m.