

# WI

## West Islip Public Schools

Bernadette M. Burns  
Superintendent of Schools

James Bosse  
Director of Buildings and Grounds

### Buildings & Grounds Committee Meeting Minutes

Date: Thursday, June 12, 2014  
Time: 7:00 p.m.  
Location: High School Counseling Office Conference Room

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

#### Discussion Items

1. Potential bond projects
  - a. Items to be incorporated into a potential bond project were discussed, including building roofs, cameras, and a technology infrastructure upgrade. Mr. Bosse continues to work with BBS to discuss potential future projects and elicit general cost estimates. Feedback will also be obtained from other stakeholders
2. Permits
  - a. At the beginning of each year, various groups request permits to hold meetings in district facilities. However, the B & G Department is not always prepared to finalize availability until early October. This year, groups (ex. Boy Scouts/Girl Scouts) will be provided a date in September to hold an organizational meeting so as not to delay the groups from coordinating fall activities.
  - b. PTA events will be reflected on the district calendar once the unit provides the appropriate permits to the B & G Office. There may be rare circumstances when an event needs to be added or changed. PTAs will be requested to provide one week's notice to effect a change in the scheduled use of district facilities. This will provide the B & G Department with an opportunity to inform and reschedule other community groups into other locations, when necessary.
  - c. The Girl Scouts were recently charged and paid a \$47 cleaning fee for overtime charges associated with an extreme mess left in the Manetuck cafeteria. This is an anomaly, and the West Islip coordinator has been proactive with the troops in addressing the incident.
  - d. The Food Service Director recently received information from the Department of Health delineating the requirements for any person or organization requesting use of West Islip School District kitchens. Additionally, if a kitchen is open, a person in charge who holds a valid "Food Manager's Certificate" will be required to be on the premises for the duration of the event.
3. School buildings
  - a. The high school will be closed from Friday, July 4 through Sunday, July 6 for pest control treatment (focused on roaches). No one will have access to the interior of the building at any time on those days.

- b. On Tuesday, June 3, the “ID card” door access system failed at the high school. This issue has been resolved.
  - c. The high school electronic sign is once again broken (not vandalism). The sign is nine years old, and it is becoming more expensive to repair each time it fails.
4. Rental buildings
- a. Eastern Suffolk BOCES is planning to install a sidewalk at Masera to connect the rear staff parking lot to the front entrance of the building. Mr. Bosse has reviewed and approved the proposed design and installation plan, which is an improvement to the site. SCC has also reviewed and approved it (working for BOCES). The installation contractor is Laser Industries, and the value of this project is approximately \$15,000.
  - b. Divine Dance and South Shore Children’s Center would like to install air conditioning in most of their rooms. They will provide and pay for all materials and labor. SCC and Mr. Bosse are working with them to coordinate the approval of contractors, scope of work, etc. Electricity charges will apply, as per lease agreement.
  - c. Since NY Rising has reduced their operations, parking congestion has not appeared to be a major problem at Westbrook this spring.
  - d. Ms. Schmich from Divine Rhythms has provided the district with a list of five businesses with which she has sublet rooms with a one-year “lease”. She will seek district’s approval before engaging in a sublet with any other businesses.
    - i. Thyme out (massage therapist)
    - ii. South Shore Theatre Experience
    - iii. Dry Bar and Dusting (hair and nails)
    - iv. Momentum School of Music
    - v. Jete Café

Additionally, since the Jete Café has another opportunity, Europa of West Islip has expressed an interest in having an annex at Westbrook.

The meeting adjourned at 7:22 p.m.