



# Southampton Public Schools District Office

**WHAT YOU SHOULD KNOW**



# CURRENT DISTRICT OFFICE BUILDING

---





# WHO WORKS IN THE DISTRICT OFFICE?

---

Currently we have 22 full time employees with 2-4 part time state-mandated auditors working on occasion. Hours of operation are M-F from 7:30 am-4:00pm.

- Superintendent
- Assistant Superintendent for Instruction
- Assistant Superintendent of Business
- Business Office Personnel
- District Clerk
- Human Resources Personnel
- District Registrar
- Director of PPS
- CSE/CPSE Chairperson
- Special Education Support Personnel
- Security



# WHAT HAPPENS IN A DISTRICT OFFICE BUILDING?

---

**The District Office is the Central Nervous System of the District.** It's the first encounter most people have with our District as a potential/new employee, a parent/guardian new to our District, and community members seeking information. Some additional services provided include:

- Student Admissions & Registration from Pre-k-12 grade
- Ordering of classroom & teacher supplies
- Management of district programs and curriculum
- Hiring of teachers, aids, security, custodial, support staff
- Special education parental and team meetings
- State mandated auditing
- Employee attendance record keeping
- Maintenance of all district employee certifications
- Employee benefits managed
- Processing of all payroll and contractual obligations
- Processing of all district-wide purchase orders
- Communication to district families
- Budget Transfers
- Coordination of special education services and out-of-district programs
- Maintenance scheduled for all buildings
- Voter registration and obtainment of absentee ballots
- Requesting of records
- Board of Education committee meetings
- APPR Scheduling of staff
- All accounts payable
- Human resources reporting and maintenance
- Coordination of Employee Assistance Program (EAP)
- Calculations of timesheets
- Coordination of Civil Service
- Management of McKinney-Vento information
- Processing payroll entries for Federal, State, FICA, TRS/ERS
- ACA hours tracking and submission
- Coordination of substitute custodians
- Coordination and maintenance of capital project records, forms, and payments
- Processing monthly retirement reports and coordination of visits from retirement representatives
- Maintaining employee records for taxes, tax shelters, garnishments, new personnel files from HR
- Coordinating with OMNI for all tax shelters to maintain compliance with federal regulations
- Processing quarterly state and federal district taxes
- Assistance with Frontline/IEP Direct Issues
- Generation of all requisitions, scheduling of services, ordering materials, preparing invoices, payments, collection of certified payroll for facilities and security departments
- Meet with all bid applicants to receive proposals
- Coordination and maintenance of essential district records such as asbestos, fire safety systems, integrated pest management, hazardous waste, gym and stage equipment, elevators and lifts, building usage, insurance liability certificates.



# HISTORY OF DISTRICT OFFICE BUILDING

---

Current trailers placed on site 1969 as temporary structures to last 3 years. The conditions of the district office include:

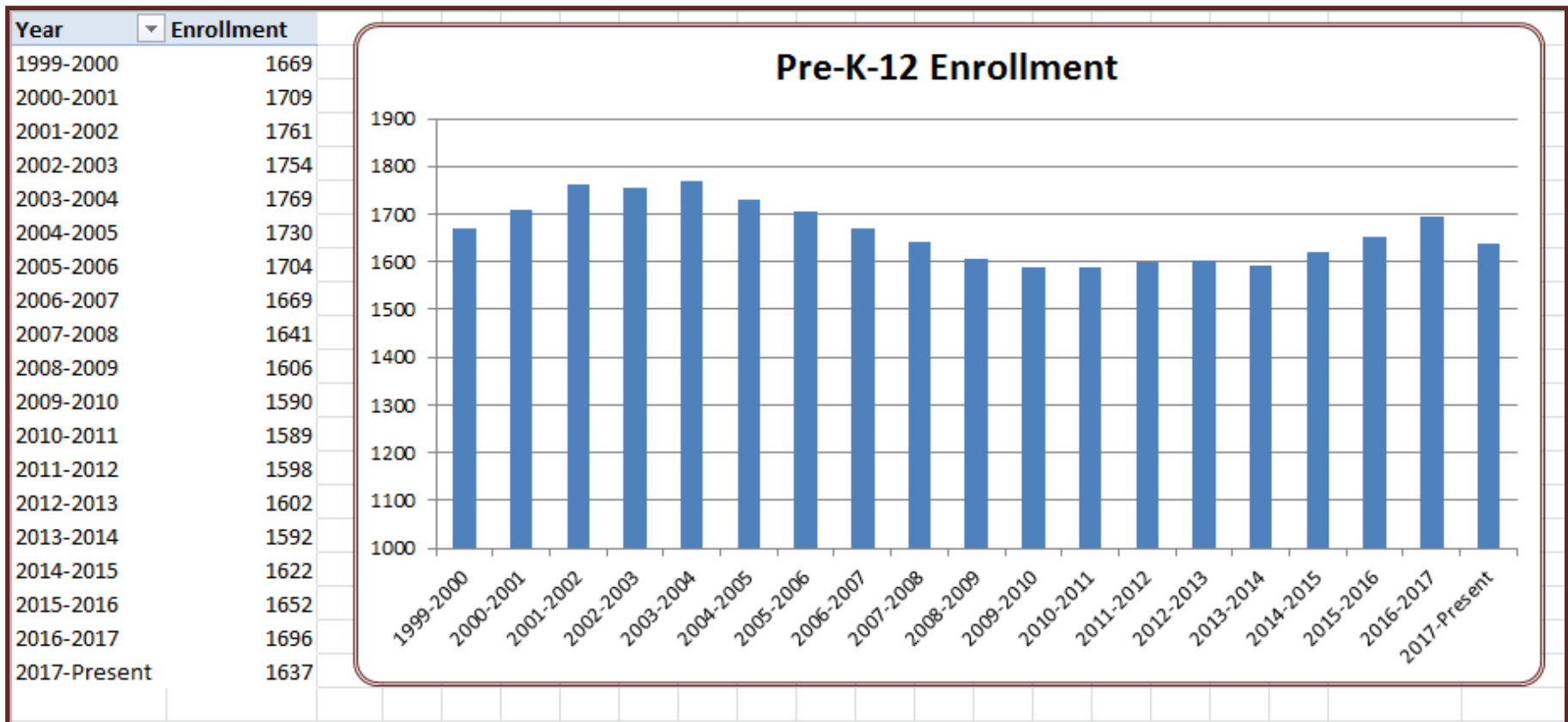
- A 48 year old building in disrepair
- Offices that are not ADA compliant
- Bathrooms not ADA compliant
- Multiple health and building code violations
- Water and power supply tapped from SIS
- Septic system is insufficient for building occupants
- Substandard office spaces for employees
- Inadequate parking
- Funds being used annually to address emergency repairs and facility problems



# ENROLLMENT

Keep in mind that new state mandates require additional instructional space. All our current spaces being efficiently utilized & some teaching is occurring in less than ideal locations.

2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
1,589	1,598	1,602	1,592	1,622	1,652	1,696	1,637





# WHERE WILL THE MONEY COME FROM?

---

- In May 2009 the Southampton Community voted on and approved the creation of a **Capital Reserve** for the specific purpose of a new District Office and Bus Garage.
- A portion of the **Capital Reserve** Fund was used to update and renovate the Bus Garage at its current location in Water Mill.
- There is \$8.2 million left in the **Capital Reserve** which require voter approval to access.
- The building of the District Office will not affect tax payers, **NO** new taxes.



# ADDITIONAL FACTS TO CONSIDER

---

- Any unused balance of the **Capital Reserve Fund**, if any, cannot be returned to the taxpayers and would go towards reducing the outstanding district debt of \$29,000,000.
- The district owns two pieces of property on Majors Path. 1023 Majors Path is currently being used as the district machine workshop and storage and cannot be used for a district office based on size. 1020 Majors Path cannot be used for a district office based the legal covenant bestowed to the district that only allows usage for direct instruction of children.
- The number of students is expected to remain at about the 1600 level for the foreseeable future.
- Southampton requires almost 3,000 square feet of storage for state-mandated paper records, half of which are in SIS basement. Even if New York State moves to electronic records, only 1,500 sq. ft of basement storage space would be freed up.
- Any costs for leasing space would be an operating expense and not deductible against the capital reserve. Thus, the annual operating budget would either increase or educational, administrative and/or programing expenses would have to be cut.
- The school is using all available space in the existing 3 buildings today; some closets and stairwells are also being used as instructional space.





# WICKS LAW

---

Wicks Law was enacted in 1924 by the New York State Legislature. It mandates separately bid contracts for various trades such as electrical, wiring, steam heating, hot water heating, ventilation, HVAC, plumbing and gas fitting on all publicly funded projects over \$1,500,000 (Suffolk County). This results in different contracts for various trades which must be awarded rather than allowing the public entity to hire a general contractor who can then hire all of the various subcontractors. This makes the project more expensive and the responsibility for overseeing the project then falls back on the public entity.



# DISTRICT OFFICE BUILDING REQUIREMENTS

---

- ADA Compliant
- Proximity to current campuses
- 8,000-10,000 square feet of office space
- 25 dedicated parking spots which includes 4 handicapped spots
- An adequate parking spot requires 320 sq ft per space
- Climate controlled basement for storage of mandated records
- Minimum disruption to students and playing fields



# COMMUNITY FORUM REVIEW

---

The Southampton School District invited the community in on July 13<sup>th</sup> for the first of a series of focused discussions to review the past vote and how to move forward with the successful planning of a new district office. The main points discussed included:

## **LOCATION**

- Needs to be on somewhere on campus
- Reconfigure or add to Southampton Intermediate School
- Parking in front circle at SIS
- Zoning & converting should not be repeated

## **COST**

- Stay on campus
- Look into prefab construction building
- Avoid extra maintenance costs by staying on campus
- Dual purpose building

## **PROCESS/COMMUNICATION**

- Entire process needs to be transparent
- Find an efficient way to communicate
- Creating a formal community committee

## **TRUST/MISINFORMATION**

- Shared decision making from beginning
- Hire P.R for current BOE image enhancements and improve district communication
- Bring all stakeholders together, include part-time residents in process



# WHERE DO WE GO FROM HERE?

---

We need your help to create a committee that includes representation from our entire community. If you are interested in joining the committee please email your intention and contact information to [DOC@southamptonschools.org](mailto:DOC@southamptonschools.org)

Our Next Meeting is:

August 9<sup>th</sup> 6pm at Southampton Intermediate School – Architects Presentation



# Discussion Topics at August 9<sup>th</sup> Community Forum

---

- Possible Options for building an 8000 sq ft on-site. Addition? Stand-alone building?
- Possible Options for additional parking to accommodate the employees and visitors to the building
- Definition of the interior space that an 8000 sq. ft to include # of offices, conference rooms, size of offices, lobby, filing space, etc
- Restrictions placed on school construction ( approvals needed, State Ed codes, Wicks law, local codes, etc)
- Definitions of estimate cost per sq ft., soft codes, built in contingencies, bidding processes, etc
- Potential differences in cost, time, function, sustainability of stick built vs. modular. Advantages and disadvantages of each.
- Provide time estimates from voter approval through occupancy of building.
- Questions and answers