

ORGANIZATIONAL AND REGULAR MEETING  
OF THE BOARD OF EDUCATION – JULY 9, 2019

The Organizational and Regular Meeting of the Board of Education of the Johnson City Central School District, held in the Board Room of the Johnson City High School, 666 Reynolds Road, Johnson City, Broome County, New York was called to order by President Edmondson at 7:00 p.m. on Tuesday, July 9, 2019.

President Edmondson led the Pledge of Allegiance to the Flag.

Upon roll call, Board

Members present:                    Shannon M. Edmondson, President  
    Nicholas J. Matyas, Vice President  
    Jeannette Farr, District Clerk  
    Heather Gaughan, Trustee  
    Matthew Jablonowski, Trustee  
    Richard G. Martinez, Trustee

Member absent:                    Stephen Barrows, Trustee

Also present were: Mary Kay Roland, Superintendent of Schools; Eric Race, Assistant Superintendent for Administration, Joseph Guccia, Assistant Superintendent for Teaching, Learning, and Accountability, and Jalynn Doig, Board Clerk.

ORGANIZATIONAL AGENDA

Superintendent Roland indicated the first order of business was swearing in of the newly elected board members, Shannon Edmondson and Matthew Jablonowski and the election of Board Officers for the 2019-20 school year.

Superintendent Roland administered the Oath of Office to Board Members Shannon Edmondson and Matthew Jablonowski.

Superintendent Roland was sworn in by the Notary Public, Melissa Vicari, prior to this meeting.

Superintendent Roland indicated the next order of business was the election of Board Officers for the 2019-20 school year.

The position of President of the Board was open. Shannon Edmondson was nominated by Trustee Jablonowski and seconded by Trustee Martinez and was elected unanimously to the position of President.

The position of Vice President of the Board was open. Nicholas Matyas was nominated by Trustee Edmondson and seconded by Trustee Farr and was elected unanimously to the position of Vice President.

The position of District Clerk of the Board was open. Jeannette Farr was nominated by Trustee Matyas and seconded by Trustee Edmondson and was elected unanimously to the position of District Clerk.

Superintendent Roland administered the Oath of Office to President Edmondson, Vice President Matyas, and District Clerk Farr.

The above signed Oaths of Office are filed with the Clerk of the Board of Education, together with the signed Oaths of Office for Chief Information Officer and Board Clerk.

A summation of the resolution concerning the election of officers and the appointments for the 2019-20 school year are attached to and made part of these minutes.

ROUTINE MATTERS

MIN. 6/25/19 MINUTES: June 25, 2019 – Regular Meeting approved as presented.  
REGULAR MOTION: Trustee Farr SECOND: Trustee Martinez  
MEETING CARRIED UNANIMOUSLY

FINANCIAL STATEMENTS There were no financial statements.

COMMUNICATIONS There were no direct communications.

POLLING OF THE BOARD MEMBERS – PROPOSED EXECUTIVE SESSION

MOTION: Trustee Jablonowski SECOND: Trustee Martinez  
CARRIED UNANIMOUSLY

Upon the polling of the Board, a motion was made to leave open session at 7:15 p.m. to enter into executive session to discuss CSE recommendations that are attached to and made part of the official minutes filed in the permanent record and student discipline issues.

The following attended Executive Session:

Board Members: Trustees Edmondson, Matyas, Farr, Gaughan, Jablonowski, Martinez

Also attending: Mary Kay Roland, Eric Race, Joseph Guccia, Jalyynn Doig

MOTION to Adjourn Executive Session: Trustee Gaughan SECOND: Trustee Matyas  
CARRIED UNANIMOUSLY

The Regular Meeting reconvened at 7:20 p.m.

REPORT - SUPERINTENDENT OF SCHOOLS

A. BOARD COMMITTEE REPORTS Culture & Climate Committee: The committee held a parent meeting to discuss school safety and communication. JC Police Chief Dodge joined the meeting to discuss the role of an SRO. The committee will continue to meet with students and parents to discuss this issue before a recommendation is made.

Instruction/Curriculum Committee: The committee discussed Regents results and Distinction rates.

Project Committee: The Energy Performance Contract work has begun. The new telephones have arrived and are being installed. The baseball field is being monitored.

B. ATHLETIC SUPPLY BIDS  
 MOTION: Trustee Edmondson                      SECOND: Trustee Jablonowski  
 CARRIED UNANIMOUSLY  
The Board awarded the following Athletic Supply Bids:  
 Gopher Sports - \$4,883.10  
 MEDCO - \$4,982.85  
 MF Athletic - \$2,396.80  
 Riddell - \$15.00  
 Scholastic Sports - \$33,285.93  
 Walter's Swim - \$3,840.90  
 Zappia's - \$127.60  
 Copy – Support Folder July 9, 2019

C. CONTRACT AGREEMENTS 2019-20  
 MOTION: Trustee Martinez                      SECOND: Trustee Matyas  
 CARRIED UNANIMOUSLY  
The Board approved the following contract agreements for student services for the 2019-20 school year:  
 • G & E Therapies – 2019-20; Summer 2019  
 • Children's Therapy Network – Summer 2019  
 • The Langan School – 2019-20  
 Copy - Support Folder July 9, 2019

D. DISTRICT POLICIES 2<sup>nd</sup> READING  
 MOTION: Trustee Martinez                      SECOND: Trustee Farr  
 CARRIED UNANIMOUSLY  
Superintendent Roland presented the following policies for a second reading and approval:  
 • #4121 – Coaches – Hiring of Administrators  
 • #8400 – Transportation Services Management  
 • #8410 – Student Transportation Services  
 • #8411 – School Bus Scheduling and Routing  
 • #8412 – Walkers and Riders  
 • #8413 – School Bus Safety Program  
 • #8414.3 – Student Conduct on School Buses  
 • #8414.3-R – Student Conduct on School Buses – Regulation  
 • #8414.1 – Bus Driver Qualifications and Training

E. PERSONNEL - INSTRUCTIONAL  
 MOTION: Trustee Jablonowski                      SECOND: Trustee Gaughan  
 CARRIED UNANIMOUSLY  
Upon the recommendation of the Superintendent of Schools, the Board approved the following:

**RESIGNATION**

| Name      | Tenure Area / Location |                    | Effective Date |
|-----------|------------------------|--------------------|----------------|
| Sara Cook | Elementary             | Elem./Middle (3-5) | 7/9/2019       |

## F. PERSONNEL – INSTRUCTIONAL (CONT'D.)

**SUBSTITUTE APPOINTMENTS**

| Name         | Tenure Area / Certification  |   | Effective Dates    |
|--------------|------------------------------|---|--------------------|
| Rachel Moses | English as a Second Language | English to Speakers of Other Languages, Pending | 9/1/2019-6/30/2020 |
| Sarah White  | Teaching Assistant           | Teaching Asst. – Level I, Pending               | 9/1/2019-6/30/2020 |

**PROBATIONARY APPOINTMENT**

**\*Tentative and conditioned upon the following:** Except to the extent required by the applicable provisions of § 3012 of the Education Law, in order to be granted tenure, the appointee shall have received composite or overall annual professional performance review ratings pursuant to Education Law § 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years; and if an ineffective composite or overall rating is received in the final year of the probationary period, individual shall not be eligible for tenure at that time.

| Name                  | Tenure Area / Certification |                             | Probationary Appt.   |
|-----------------------|-----------------------------|-----------------------------|----------------------|
| Mari-Jo Salak-Trumino | School Social Worker        | School Social Worker, Perm. | 9/1/2019 – 6/30/2022 |

## G. PERSONNEL - NONINSTRUCTIONAL

MOTION: Trustee Matyas                      SECOND: Trustee Jablonowski  
CARRIED UNANIMOUSLY

Upon the recommendation of the Superintendent of Schools, the Board approved the following:

**CHANGE IN CLASSIFICATION**

| Name         | From / To                      |                         | Effective Date |
|--------------|--------------------------------|-------------------------|----------------|
| Penny Travis | Substitute Food Service Helper | Food Service Helper, PT | 9/11/19        |

**RESIGNATIONS**

| Name               | Position / Location   |                | Effective Date |
|--------------------|-----------------------|----------------|----------------|
| David Hettig       | Substitute Bus Driver | Transportation | 6/30/19        |
| Marilyn Hileman    | Substitute Bus Driver | Districtwide   | 6/30/19        |
| Louann Jewell      | Substitute Bus Driver | Districtwide   | 6/21/19        |
| Nikolay Khalimonov | Bus Driver, PT        | Transportation | 8/30/19        |
| Molly Skinner      | Teacher Aide, PT      | Districtwide   | 6/21/19        |

**RESIGNATION FOR REASON OF RETIREMENT**

| Name             | Position/Location |              | Effective Date |
|------------------|-------------------|--------------|----------------|
| Penny Hrostowski | Teacher Aide, PT  | Districtwide | 7/11/19        |

**EMERGENCY CONDITIONAL APPT. PENDING CLEARANCE**

| Name               | Position/Location     |                | Effective Date |
|--------------------|-----------------------|----------------|----------------|
| Christopher Layton | Substitute Bus Driver | Transportation | 7/10/19        |

H. CONFERENCE REQUESTS

MOTION: Trustee Martinez SECOND: Trustee Farr  
 CARRIED UNANIMOUSLY

Upon the recommendation of the Superintendent of Schools, the Board approved the following:

| Date of Trip   | Conference  | Attendee(s)  |
|----------------|---|--|
| 8/6 – 8/8/19   | Project Based Learning: Bing U-Mass; Binghamton University, Binghamton, NY          | B. Hagerman (MS), L. Czeitner (HS)   |
| 8/13 – 8/16/19 | Diversity Symposium of Thought Leaders; Lake Placid Olympic Center; Lake Placid, NY | M. Roland (CO), A. Hankey (MS), D. Geetter, S. Linfoot, S. Bligen, P. Grassi, K. Burke (HS), D. Welsh-Clarke (K-5) |

I. FIELD TRIPS REQUESTS

MOTION: Trustee Gaughan SECOND: Trustee Matyas  
 CARRIED UNANIMOUSLY

Upon the recommendation of the Superintendent of Schools, the Board approved the following:

| Date of Trip   | Destination                            | Requesting Org./Group                       | Purpose                    |
|----------------|--|---|----------------------------|
| 7.10.19        | SUNY Broome<br>Binghamton, NY          | S. Bligen<br>Summer Zone                    | College Tour               |
| 7.18.19        | Greenwood Park<br>Lisle, NY            | S. Bligen<br>Summer Zone                    | Field Trip                 |
| 7.23.19        | Beethoven & Seminary<br>Binghamton, NY | S. Bligen<br>Summer Zone                    | Field Trip                 |
| 7.25.29        | SUNY Morrisville<br>Morrisville, NY    | S. Bligen<br>Summer Zone                    | College Tour               |
| 7.30.19        | Roberson Museum<br>Binghamton, NY      | S. Bligen<br>Summer Zone                    | Field Trip                 |
| 8.1.19         | Planet 3 Air Park<br>Vestal, NY        | S. Bligen<br>Summer Zone                    | Field Trip                 |
| 8.6.19         | Highland Park Pool<br>Endwell, NY      | S. Bligen<br>Summer Zone                    | Field Trip                 |
| 8.8.19         | Binghamton University<br>Vestal, NY    | S. Bligen<br>Summer Zone                    | End of Camp<br>Celebration |
| 7.25 & 8.22.19 | Landers River Trips<br>Narrowsburg, NY | D. Erickson<br>8 <sup>th</sup> Gr. Students | Field Trip                 |

J. BUILDINGS & GROUNDS REQUESTS

MOTION: Trustee Jablonowski SECOND: Trustee Farr  
 CARRIED UNANIMOUSLY  
Upon the recommendation of the Assistant Superintendent for Administration, the Board approved the following:

| Organization                      | Facility Requested                   | Timeframe   | Purpose                    |
|-----------------------------------|--------------------------------------|---|----------------------------|
| OT Consortium                     | HS Rm. 174                           | 7/10/19<br>9:00 AM–12:00 PM   | School Therapists Mtg.     |
| Broome Co. Civil Service          | HS Café,<br>Sm. Café,<br>Rm. 234-235 | 9/14, 9/28, 10/19, 11/23,<br>12/14/2019 and 1/11, 2/1,<br>2/29, 3/14, 3/28, 4/25,<br>5/16, 6/13, 6/27/2020<br>7:00 AM – 5:00 PM | Civil Service Examinations |
| Section IV Athletics              | BOE                                  | 5/05/20 2:00 – 4:00 PM  | Meeting                    |
| Family Planning of So. Central NY | MS FACS Rm.                          | 7/15 – 7/19/19<br>9:00 AM – 4:00 PM<br>7/22 –7/25/19<br>9:00 AM – 4:00 PM   | Annual Teens Count Program |
| ST Smoke Softball                 | Softball Field                       | July – October<br>Varied Dates & Times  | Practice                   |

K. BOARD OPEN DISCUSSION

The Board discusses the successful graduation ceremony and some details to improve for the future. Superintendent Roland discussed her meeting with Rev. Carolyn Stow of Sarah Jane Johnson Church.

L. VISITORS

Mr. Scott Carpenter inquired about some areas in need of repair in the bleacher and press box areas at Wildcat Stadium. He also inquired whether a larger stage is available for graduation ceremonies at BU.

M. EXECUTIVE SESSION

MOTION: Trustee Martinez SECOND: Trustee Farr  
 CARRIED UNANIMOUSLY  
The Board went into Executive Session at 8:15 p.m. to discuss personnel, contract, and negotiations issues.  
 The following attended Executive Session:  
 Board Members: Trustees Edmondson, Matyas Farr, Gaughan, Jablonowski, Martinez  
 Also attending: Mary Kay Roland, Eric Race, and Joseph Guccia  
 MOTION to Adjourn Executive Session: Trustee Martinez  
 SECOND: Trustee Gaughan  
 CARRIED UNANIMOUSLY  
The Regular Meeting reconvened at 8:55 p.m.

N. REGULAR MOTION: Trustee Matyas SECOND: Trustee Gaughan  
MEETING CARRIED UNANIMOUSLY  
ADJOURNED The Regular Meeting adjourned at 8:56 p.m.

*Jalynn Doig*  
Jalynn Doig  
Board Clerk

**BOARD ORGANIZATIONAL AND REGULAR MEETING**  
**OF THE BOARD OF EDUCATION - July 9, 2019**

**Johnson City Central School District**

**I. APPOINTMENT OF OFFICERS:**

MOTION: Trustee Matyas SECOND: Trustee Jablonowski

Upon roll call the vote was as follows:

Ayes: (6) Trustees Edmondson, Matyas, Farr,  
Gaughan, Jablonowski, Martinez

Noes: (0) None

Absent: (1) Trustee Barrows

Abstain: (0) None

President Edmondson declared the motion approved.

**A. DISTRICT TREASURER**

RESOLVED that **Kelly Tesar** is appointed District Treasurer.

**B. DEPUTY TREASURER**

RESOLVED that **Stephanie Rajnes** is appointed Deputy Treasurer.

**C. TAX COLLECTOR**

RESOLVED that **Wendy Gates** is appointed District Tax Collector for the Towns of Maine, Chenango, Dickinson and Union.

**D. CENTRAL TREASURER - Activity Funds**

RESOLVED that **Martha Williams** is appointed High School Central Treasurer-Activity Funds and **Kelly Rowe** is appointed Middle School Central Treasurer-Activity Funds.

**E. INTERNAL CLAIMS AUDITOR**

RESOLVED that **Central Business Office** is appointed Internal Claims Auditor.

**II. OTHER APPOINTMENTS**

MOTION: Trustee Gaughan  
CARRIED UNANIMOUSLY

SECOND: Trustee Martinez

**A. SCHOOL PHYSICIANS**

RESOLVED that services will be provided by **United Health Services**.

**B. SCHOOL ATTORNEYS**

RESOLVED that legal services will be provided by **Coughlin & Gerhart, LLP**.

RESOLVED that legal services will be provided by **The Law Firm of Frank W. Miller, LLP**



**II. OTHER APPOINTMENTS (Cont'd.)**

**C. CENSUS ENUMERATOR**

RESOLVED that **Elisa Eaton** is appointed Census Enumerator.

**D. ATTENDANCE OFFICER**

RESOLVED that **Laura Toner** is appointed Attendance Officer.

**E. AUDIT COMMITTEE**

RESOLVED that the Audit Committee is comprised of the following members with the following terms:

|                 |                              |
|-----------------|------------------------------|
| Jeannette Farr  | July 1, 2016 - June 30, 2020 |
| Stephen Barrows | July 1, 2018 - June 30, 2021 |
| Heather Gaughan | July 1, 2019 - June 30, 2022 |

**F. INDEPENDENT EXTERNAL AUDITOR**

RESOLVED that independent external auditor services will be provided by **Vieira and Associates, CPAs**.

**G. INTERNAL AUDITOR**

RESOLVED that internal auditor services will be provided by **Ernest Skiadas, CPA**.

**H. RECORDS ACCESS OFFICER**

RESOLVED that **Eric Race** is appointed Records Access Officer.

**I. RECORDS RETENTION & DISPOSITION OFFICER**

RESOLVED that **Eric Race** is appointed Records Retention and Disposition Officer.

**J. DISTRICT COMPLIANCE OFFICER (Sexual Harassment and Antidiscrimination)**

RESOLVED that **Jeffrey Paske** is appointed District Compliance Officer.

**K. POLICY MANUAL MAINTENANCE OFFICER**

RESOLVED that **Mary Kay Roland** or designee is appointed Policy Manual Maintenance Officer.

**L. ASBESTOS DESIGNEES**

RESOLVED that **Dean Simmons** is appointed Asbestos Designees.

**M. EMERGENCY COORDINATOR AND DISASTER DESIGNEE**

RESOLVED that **Eric Race** is appointed Emergency Coordinator and Disaster Designee.

**N. HEALTH AND SAFETY OFFICER**

RESOLVED that **Eric Race** is appointed Health and Safety Officer.

**O. INTEGRATED PEST MANAGEMENT COORDINATOR**

RESOLVED that **Eric Race** is appointed Integrated Pest Management Coordinator.

**II. OTHER APPOINTMENTS (Cont'd.)**

**P. LIAISON FOR HOMELESS CHILDREN AND YOUTHS**

RESOLVED that **Elisa Eaton** is appointed Liaison for Homeless Children and Youths.

**Q. BOARD CLERK**

RESOLVED that **Jalynn Doig** is appointed Board Clerk.

**R. CHIEF INFORMATION OFFICER**

RESOLVED that **Sherri Yagley** is appointed Chief Information Officer.

**S. MEDICAID COMPLIANCE OFFICER**

MOTION: Trustee Jablonowski      SECOND: Trustee Martinez

CARRIED UNANIMOUSLY

RESOLVED that Medicaid Compliance Officer will be appointed at a later date.

**T. DIGNITY ACT COORDINATORS**

RESOLVED that the following are appointed Dignity Act Coordinators:

|                |                  |
|----------------|------------------|
| High School    | Robert Fauver    |
| Middle School  | Fred Deinhardt   |
| K-5 Elementary | Carlye Dobransky |

**III. DESIGNATIONS**

MOTION: Trustee Gaughan

SECOND: Trustee Martinez

CARRIED UNANIMOUSLY

**A. OFFICIAL BANK DEPOSITORIES**

RESOLVED that the following Banks are designated as the official depositories:

M & T Bank - Endicott  
Chase Manhattan – Johnson City  
NBT – Johnson City  
Chemung Canal Trust Co. – Johnson City  
Key Bank – Johnson City  
Citizens Bank – Johnson City

**B. REGULAR MONTHLY MEETINGS**

RESOLVED that the second and fourth Tuesdays are designated as the official times for the regular meetings of the Board of Education. Regular Board Meetings shall begin at 7:00 p.m. Visitors will be allowed to question and/or comment.

**C. OFFICIAL NEWSPAPER**

RESOLVED that the *Press & Sun-Bulletin* is designated as the Official Newspaper.

**IV. AUTHORIZATIONS**

MOTION: Trustee Jablonowski

SECOND: Trustee Matyas

CARRIED UNANIMOUSLY

**A. CHIEF SCHOOL OFFICER TO CERTIFY PAYROLLS**

RESOLVED that **Superintendent Mary Kay Roland** is authorized as Chief School Officer to certify payrolls.

**IV. AUTHORIZATIONS (Cont'd.)**

**B. SCHOOL PURCHASING AGENT**

RESOLVED that **Tracy Baker** is authorized as School Purchasing Agent. In her absence, **John Read** is designated to sign purchase orders as needed.

**C. AUTHORIZATION TO ESTABLISH PETTY CASH FUNDS**

RESOLVED that establishment of the following petty cash funds are authorized:

|  |          |
|--|----------|
| District-Wide Start Up – Paul Cerasaro         | \$100.00 |
| Food Services Start Up – Paul Cerasaro         | \$643.50 |
| Johnson City Senior High School – Paula Grassi | \$ 50.00 |
| Johnson City Middle School - Daniel Erickson   | \$ 50.00 |
| Central Administration – Eric Race             | \$100.00 |
| Superintendent’s Office – Mary Kay Roland      | \$100.00 |
| Athletics – Jeffrey Paske                      | \$600.00 |

**D. CREDIT CARD LIMITS**

RESOLVED that the following are credit card limits:

| <u>Name on Card</u> | <u>Issued By</u> | <u>Max. Limit</u> |
|---------------------|------------------|-------------------|
| Mary Kay Roland     | Chase            | \$22,000.00       |
| Eric Race           | Chase            | \$22,000.00       |

**E. AUTHORIZED SIGNATURE OR FACSIMILE ON CHECKS**

RESOLVED that **Kelly Tesar** is designated to sign, or use a facsimile to sign, all payroll and other checks. In her absence, **Stephanie Rajnes** is designated to sign payroll and other checks as needed.

**F. TRANSFER OF FUNDS - Authorization for Superintendent to make Inter-fund Transfers up to \$5,000.00 Commissioner's Regulations, Section 170.2(1)**

RESOLVED that **Superintendent Mary Kay Roland** is authorized to make Inter-fund transfers up to \$5,000.00 (Commissioner's Regulations Section 170.2(1)).

**G. STAFF ATTENDANCE AT CONFERENCES**

RESOLVED that the Superintendent of Schools is authorized to approve requests from the Instructional and Non-instructional staff to attend conferences, institutes and workshops when the estimated expenditures do not exceed \$1,000.00 and it is within budgetary allocations for the 2019-20 school year.

**V. OFFICAL UNDERTAKINGS (BONDING)**

MOTION: Trustee Jablonowski                      SECOND: Trustee Martinez  
CARRIED UNANIMOUSLY

RESOLVED that the bonding of the District Treasurer, Deputy Treasurer,  
District Tax Collector and Internal Claims Auditor is authorized as follows:

|                         |   |                |
|-------------------------|---|----------------|
| District Treasurer      | - | \$1,000,000.00 |
| District Tax Collector  | - | \$1,000,000.00 |
| Internal Claims Auditor | - | \$1,000,000.00 |

**VI. OTHER ITEMS**

MOTION: Trustee Gaughan                                      SECOND: Trustee Jablonowski  
CARRIED UNANIMOUSLY

**A. READOPTION OF ALL BOARD POLICIES**

RESOLVED that all Board Policies in effect during the previous year  
are readopted.

**B. ESTABLISH MILEAGE REIMBURSEMENT RATE**

RESOLVED that the maximum rate allowed by IRS without being declared  
income is established.

**C. GROUP BIDS**

RESOLVED that the District is authorized to participate in group bids with  
BOCES, other school districts, Broome County and other municipalities,  
as allowed by law.

**D. TUITION RATES FOR NONRESIDENT STUDENTS WHO ARE CHILDREN OF  
DISTRICT EMPLOYEES**

RESOLVED that the tuition rate for 2019-20 for nonresident students who are children of  
district employees is set at \$1,080.00 per child, per year.

VI. OTHER ITEMS

E. **FACILITY USE FEES**

RESOLVED that the following fees will be charged when “For Profit” organizations request to use district facilities:

| <u>Facility</u>  | <u>Present Fee*</u><br><u>[Monday – Friday]</u>     | <u>Recommended Fee*</u><br><u>[Monday – Friday]</u>        |
|--|---|--|
| -High School Auditorium<br>-High School Cafeteria<br>-K-8 Cafetorium<br>-High School Large Gym<br>-K-5 Gym<br>-6-8 Gym<br>-Swimming Pool<br>-Athletic Fields | \$300.00 for one day<br>\$50.00 each additional day | \$300.00 for one day<br>\$50.00 each additional<br>weekday |
| -High School Small Gym<br>-K-5 Gym (one-half)<br>-6-8 Gym (one-half)   | \$100.00 for one day<br>\$15.00 each additional day | \$100.00 for one day<br>\$15.00 each additional<br>weekday |
| -High School<br>Library/Classroom<br>-K-8 Library/Classroom<br>-High School Cafeteria<br>(meetings only)<br>-K-8 Cafetorium<br>(meetings only)               | \$40.00 per hour                                    | \$40.00 per hour<br>\$60.00 per OT hour                    |
| Turf Field   | \$400 (2.5 hours)<br>\$50.00 each additional hour   | \$400 (2.5 hours)<br>\$50.00 each additional hour          |
| Field Lights   | \$50.00 per hour                                    | \$50.00 per hour   |

VI. OTHER ITEMS

E. Facility Use Fees (Cont'd.)

| <b>Facility</b>  | <b><u>Present Fee*</u><br/><u>[Weekend/Holiday]</u></b> | <b><u>Recommended Fee*</u><br/><u>[Weekend/Holiday]</u></b>            |
|--|---|--|
| -High School Auditorium<br>-High School Cafeteria<br>-K-8 Cafetorium<br>-High School Large Gym<br>-K-5 Gym<br>-6-8 Gym<br>-Swimming Pool       | \$600.00 for one day                                    | \$600.00 for one day<br>\$50.00 each additional<br>holiday/weekend day |
| -High School Small Gym<br>-K-5 Gym (one-half)<br>-6-8 Gym (one-half)   | \$200.00 for one day                                    | \$200.00 for one day<br>\$50.00 each additional<br>holiday/weekend day |
| -High School<br>Library/Classroom<br>-K-8 Library/Classroom<br>-High School Cafeteria<br>(meetings only)<br>-K-8 Cafetorium<br>(meetings only) | \$60.00 per hour  | \$60.00 per hour   |
| Athletic Feilds  | \$300.00 for one day<br>\$50.00 each additional day     | \$300.00 for one day<br>\$50.00 each additional<br>weekend/holiday day |
| Turf Field   | \$400 (2.5 hours)<br>\$50.00 each additional hour       | \$400 (2.5 hours)<br>\$50.00 each additional hour                      |
| Field Lights   | \$50.00 per hour  | \$50.00 per hour   |

\*If extra staffing services are required, charges will be \$40.00 per hour/per person. If event occurs when extra staff is not regularly scheduled, overtime rate of \$60.00 per hour/per person will be charged. Staffing needs will be determined by the district.

**F. WORK DAY**

Employees who work in excess of five (5) hours per day will be entitled to a minimum lunch period of thirty (30) minutes and two (2) fifteen (15) minute breaks. The thirty minute lunch period shall be granted as duty free time.

Employees who work between four (4) and five (5) hours per day will receive one (1) fifteen (15) minute break and one (1) thirty (30) minute duty free lunch.

Employees who work less than four (4) hours per day will receive one (1) fifteen (15) minute break.

The work day for each employee group will be established on an annual basis through resolution by the Board of Education.

| Title                  | Hours/Day | Lunch      | Breaks                    |
|------------------------|-----------|------------|---------------------------|
| Clerical I             | 7 hours   | 1 hour     | Two (2) fifteen (15) min. |
| Clerical II (12 month) | 7 hours   | 1 hour     | Two (2) fifteen (15) min. |
| Clerical II (10 month) | 7 hours   | 1 hour     | Two (2) fifteen (15) min. |
| Cleaner                | 8 hours   | 30 minutes | Two (2) fifteen (15) min. |
| Custodian              | 8 hours   | 30 minutes | Two (2) fifteen (15) min. |
| Maintenance            | 8 hours   | 30 minutes | Two (2) fifteen (15) min. |
| Grounds                | 8 hours   | 30 minutes | Two (2) fifteen (15) min. |
| Mechanics              | 8 hours   | 30 minutes | Two (2) fifteen (15) min. |
| Head Mechanic          | 8 hours   | 30 minutes | Two (2) fifteen (15) min. |
| Head Groundsman        | 8 hours   | 30 minutes | Two (2) fifteen (15) min. |
| Head Custodian         | 8 hours   | 30 minutes | Two (2) fifteen (15) min. |
| Network Specialist     | 8 hours   | 1 hour     | Two (2) fifteen (15) min. |
| Aides                  | Varies    |            |                           |
| Monitors               | Varies    |            |                           |
| Bus Drivers            | Varies    |            |                           |
| Head Cook              | 6 hours   | 30 minutes | Two (2) fifteen (15) min. |
| Food Service Helper    | Varies    | 30 minutes | Two (2) fifteen (15) min. |
| Delivery Driver        | 8 hours   | 30 minutes | Two (2) fifteen (15) min. |
| School Nurse           | 7 hours   | 1 hour     | Two (2) fifteen (15) min. |
| PC Lan Technician      | 8 hours   | 1 hour     | Two (2) fifteen (15) min. |
| Cook Manager           | 8 hours   | 30 minutes | Two (2) fifteen (15) min. |

*Jalynn Doig*  
Board Clerk