

ORGANIZATIONAL AND REGULAR MEETING  
OF THE BOARD OF EDUCATION – JULY 14, 2020

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 14, 2020.

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  
    Stephen Barrows, Trustee  
    Heather Gaughan, Trustee  
    Matthew Jablonowski, Trustee  
    Richard G. Martinez, 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 member, Jeannette Farr, and the election of Board Officers for the 2020-21 school year.

Superintendent Roland administered the Oath of Office to Board Member Jeannette Farr.

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 2020-21 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 Martinez 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 Edmondson and seconded by Trustee Matyas 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 2020-21 school year are attached to and made part of these minutes.

ROUTINE MATTERS

MIN. 6/23/20 MINUTES: June 23, 2020 – Regular Meeting approved as presented.  
REGULAR MOTION: Trustee Farr SECOND: Trustee Jablonowski  
MEETING CARRIED UNANIMOUSLY

FINANCIAL STATEMENTS There were no financial statements.

COMMUNI- President Edmondson thanked The Community Foundation for South  
CATIONS Central NY – Stephen & Maureen Feehan Family Fund for their generous  
contribution of \$2,000 to be used for culture/race literacy staff  
development programs at Johnson City Schools.

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 7:10 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 and personnel-legal issues.

The following attended Executive Session:

Board Members: Trustees Edmondson, Matyas, Farr, Barrows, Gaughan, Jablonowski, Martinez  
Also attending: Mary Kay Roland, Eric Race, Joseph Guccia, Jalynn Doig

MOTION to Adjourn Executive Session: Trustee Jablonowski SECOND: Trustee Farr  
CARRIED UNANIMOUSLY

The Regular Meeting reconvened at 7:25 p.m.

REPORT - SUPERINTENDENT OF SCHOOLS

A. INSTRUC- Mr. Guccia provided the Board with an overview of the summer professional  
TIONAL development program, which includes Google Classroom instruction, K-8  
REPORT literacy work, social emotional and student/parent support components, and  
more. Identifying and supporting skills needed for teachers to prepare for a  
successful start-up of the new school year is a priority.

B. BOARD Campus Committee: The committee will work with the Class of 2020 to  
COMMITTEE commemorate the class with a donation from the class for the campus.  
REPORTS Facility Use Requests from outside groups will not be accepted until  
COVID-19 limitations have been lifted.

Project Committee: The committee will pursue offering a land-purchase  
only referendum revote to the district residents. Smart Schools secure

entrances will be complete by August 25. Rescue windows at the K-8 are in the process of completion.

Budget Committee: The committee met with Mark Bordeau, BOCES Food Services Director, to discuss cafeteria fund deficits. The high school is now eligible for free lunch as well as breakfast; and the district will apply for this program which will enable all district students to receive all meals for free.

C. LEGAL  
ISSUES

MOTION: Trustee Gaughan                      SECOND: Trustee Martinez  
Upon the recommendation of the Assistant Superintendent for  
Administration, the Board approved the following:

- Bond

**A RESOLUTION AUTHORIZING THE ISSUANCE OF \$427,000  
BONDS OF THE JOHNSON CITY CENTRAL SCHOOL  
DISTRICT, BROOME COUNTY, NEW YORK, TO PAY THE  
COST OF THE PURCHASE OF BUSES IN AND FOR SAID  
SCHOOL DISTRICT**

**BE IT RESOLVED,** by the affirmative vote of not less than two-thirds of the total voting strength of the Board of Education of Johnson City Central School District, Broome County, New York, as follows:

The purchase of three passenger buses and one passenger school vehicle and incidentals thereto in and for the Johnson City Central School District, Broome County, New York, is hereby authorized at a total maximum estimated of \$427,000. The plan for the financing of such maximum estimated cost shall consist of the issuance of \$427,000 bonds of said School District hereby authorized to be issued therefor pursuant to the provisions of the Local Finance Law. Such bonds are to be payable from amounts which shall annually be levied on all the taxable real property in said School District, and the faith and credit of said School District are hereby pledged for the payment of said bonds and the interest thereon. It is hereby determined that the period of probable usefulness of the aforesaid specific objects or purposes is five years, pursuant to subdivision 29 of paragraph a of Section 11.00 of the Local Finance Law. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said President of the Board of Education, consistent with the provisions of the Local Finance Law. All other matters except as provided herein relating to the bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue serial bonds with substantially level or declining annual debt service, shall be determined by the President of the Board of Education, the chief fiscal officer of such School District. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such

recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the President of the Board of Education shall determine consistent with the provisions of the Local Finance Law. The validity of such bonds and bond anticipation notes may be contested only if: Such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or The provisions of law which should be complied with as of the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or Such obligations are authorized in violation of the provisions of the Constitution.

C. LEGAL ISSUES  
(CONT'D.)

This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein. This resolution, which takes effect immediately, shall be published in summary form in the official newspaper of said School District for such purpose, together with a notice of the School District Clerk substantially in the form provided in Section 81.00 of the Local Finance Law.

Upon roll call the vote was as follows:

- Ayes: (7) Trustees Edmondson, Matyas, Farr, Barrows, Jablonowski, Gaughan, Martinez
- Noes: (0) None
- Absent: (0) None
- Abstain: (0) None

President Edmondson declared the motion approved.

Copy – Support Folder July 14, 2020

D. DISTRICT  
POLICIES  
2<sup>nd</sup> READING

MOTION: Trustee Gaughan                      SECOND: Trustee Jablonowski  
CARRIED UNANIMOUSLY  
Superintendent Roland presented the following policies for a second reading and approval:

- #5130 – Compulsory Attendance Ages
- #5140 – Entrance Age – Update
- #5152 – Admission of Resident and Non-Resident Students
- #5152-R – Admission of Resident and Non-Resident Students Regulation

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

**CORRECTION TO THE MINUTES OF 11/12/2019  
 LEAVE OF ABSENCE FOR REASON OF CHILD-REARING**

Name	Tenure Area / Location		Effective Date
Abbey Spencer	Art	Elem./Middle (3-5)	5/22/2020 – 6/12/2020 <b>Ext. of probationary period until 9/15/2022</b>

**CORRECTION TO THE MINUTES OF 8/13/2019  
 LEAVE OF ABSENCE FOR REASON OF CHILD-REARING**

Name	Tenure Area / Location		Effective Date
Sabrina Eggleston	Special Ed. – General	Elem./Middle (6-8)	1/22/2020 – 2/17/2020 <b>Ext. of probationary period until 9/16/2022</b>

**RESIGNATIONS**

Name	Tenure Area / Location		Effective Date
Hunter Reed	Social Studies	Elem./Middle (6-8)	8/3/2020
Brandi Scott	Home Economics, LTS	High School	7/18/2020

**SUBSTITUTE APPOINTMENTS**

Name	Tenure Area / Certification		Effective Dates
Jose Camilo-Estrella	Spanish (60%)	Spanish 7-12, Initial, Pending	9/1/2020 - 6/30/2021
Eleanor Grewal	English Second Lang.	ESOL, Initial, Pending	9/1/2020 – 6/30/2021
Junior Tine	School Social Worker	School Social Worker, Provisional, Pending	9/1/2020 – 6/30/2021

**APPOINTMENT**

Name	Position / Location		Effective Date
Joseph Schieve	Coordinator of Related Arts	High School	7/1/2020

- F. PERSONNEL - MOTION: Trustee Martinez SECOND: Trustee Farr  
 NONINSTRUC- CARRIED UNANIMOUSLY  
 TIONAL Upon the recommendation of the Superintendent of Schools, the Board approved the following:

**RESIGNATION FOR REASON OF RETIREMENT**

Name	Position / Location		Effective Date
Carol Cummings	Teacher Aide, PT	Districtwide	7/30/20
Holly Dennis	Typist	Districtwide	10/30/20

F. PERSONNEL- NONINSTRUCTIONAL (CONT'D.)

**RESIGNATIONS**

Name	Position / Location		Effective Date
Michael Andrako	Bus driver Part-time	Districtwide	6/30/20
Leola Thomas	Substitute Typist	Districtwide	6/30/20
Faith Jenks	Substitute Teacher Aide	Districtwide	6/30/20
Barbara Carpenter	Substitute Typist	Districtwide	6/30/20
James Riley	Substitute Laborer	Districtwide	6/30/20
Lori Vandermark	Substitute Nurse	Districtwide	6/30/20

**EMERGENCY CONDITIONAL APPT. PENDING CLEARANCE**

Name	Position / Location		Effective Date
Ashley Nolan	Substitute Bus Driver	Transportation	6/8/20

G. BOARD  
OPEN  
DISCUSSION

Superintendent Roland thanked Board members for attending graduation ceremonies. The Superintendent recommends that there be no field trips for the 2020-21 school year due to COVID restrictions. She explained the process that the district is using to formulate reentry plans for the 2020-21 school year. Several plans are needed to prepare for different scenarios including in-person, hybrid, and remote learning, transportation, and employee considerations using CDC and SED guidance.

H. VISITORS

There were no visitors that wished to speak.

I. EXECUTIVE  
SESSION

MOTION: Trustee Jablonowski SECOND: Trustee Gaughan  
CARRIED UNANIMOUSLY  
The Board went into Executive Session at 8:50 p.m. to discuss employee discipline and superintendent evaluation issues.  
The following attended Executive Session:  
Board Members: Trustees Edmondson, Matyas Farr, Barrows, Gaughan, Jablonowski, Martinez  
Also attending: Mary Kay Roland  
MOTION to Adjourn Executive Session: Trustee Martinez  
SECOND: Trustee Gaughan  
CARRIED UNANIMOUSLY  
The Regular Meeting reconvened at 9:29 p.m.

J. REGULAR  
MEETING  
ADJOURNED

MOTION: Trustee Jablonowski SECOND: Trustee Gaughan  
CARRIED UNANIMOUSLY  
The Regular Meeting adjourned at 9:29 p.m.

*Jalynn Doig*  
Jalynn Doig  
Board Clerk

**BOARD ORGANIZATIONAL AND REGULAR MEETING  
OF THE BOARD OF EDUCATION - July 14, 2020**

**Johnson City Central School District**

**I. APPOINTMENT OF OFFICERS:**

MOTION: Trustee Gaughan SECOND: Trustee Jablonowski

Upon roll call the vote was as follows:

Ayes: (7) Trustees Edmondson, Matyas, Farr, Barrows  
Gaughan, Jablonowski, Martinez

Noes: (0) None

Absent: (0) None

Abstain: (0) None

President Edmondson declared the motion approved.

**A. DISTRICT TREASURER**

RESOLVED that **Dustin McClure** 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 Jablonowski

SECOND: Trustee Martinez

CARRIED UNANIMOUSLY

**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:

Matt Jablonowski	July 1, 2020 - June 30, 2023
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 **Joseph Guccia** is appointed Chief Information Officer.

**S. MEDICAID COMPLIANCE OFFICER**

MOTION: Trustee Jablonowski      SECOND: Trustee Martinez

CARRIED UNANIMOUSLY

RESOLVED that Michele Gregor is appointed Medicaid Compliance Officer.

**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 Farr

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 Gaughan

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	\$12,500.00
Eric Race	Chase	\$12,500.00

**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 2020-21 school year.

**V. OFFICAL UNDERTAKINGS (BONDING)**

MOTION: Trustee Farr  
CARRIED UNANIMOUSLY

SECOND: Trustee Martinez

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  
CARRIED UNANIMOUSLY

SECOND: Trustee Farr

**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 2020-21 for nonresident students who are children of district employees is set at \$1,100.00 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> <u>[Monday – Friday]</u>	<u>Recommended Fee*</u> <u>[Monday – Friday]</u>
-High School Auditorium -High School Cafeteria -K-8 Cafetorium -High School Large Gym -K-5 Gym -6-8 Gym -Swimming Pool -Athletic Fields	\$300.00 for one day \$50.00 each additional day	\$300.00 for one day \$50.00 each additional weekday
-High School Small Gym -K-5 Gym (one-half) -6-8 Gym (one-half)	\$100.00 for one day \$15.00 each additional day	\$100.00 for one day \$15.00 each additional weekday
-High School Library/Classroom -K-8 Library/Classroom -High School Cafeteria (meetings only) -K-8 Cafetorium (meetings only)	\$40.00 per hour	\$40.00 per hour \$60.00 per OT hour
Turf Field	\$400 (2.5 hours) \$50.00 each additional hour	\$400 (2.5 hours) \$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> <u>[Weekend/Holiday]</u></b>	<b><u>Recommended Fee*</u> <u>[Weekend/Holiday]</u></b>
-High School Auditorium -High School Cafeteria -K-8 Cafetorium -High School Large Gym -K-5 Gym -6-8 Gym -Swimming Pool	\$600.00 for one day	\$600.00 for one day \$50.00 each additional holiday/weekend day
-High School Small Gym -K-5 Gym (one-half) -6-8 Gym (one-half)	\$200.00 for one day	\$200.00 for one day \$50.00 each additional holiday/weekend day
-High School Library/Classroom -K-8 Library/Classroom -High School Cafeteria (meetings only) -K-8 Cafetorium (meetings only)	\$60.00 per hour	\$60.00 per hour
Athletic Feilds	\$300.00 for one day \$50.00 each additional day	\$300.00 for one day \$50.00 each additional weekend/holiday day
Turf Field	\$400 (2.5 hours) \$50.00 each additional hour	\$400 (2.5 hours) \$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 Daig*  
Board Clerk