

ORGANIZATIONAL AND REGULAR MEETING  
OF THE BOARD OF EDUCATION – JULY 13, 2021

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 13, 2021.

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

Member absent: Richard G. Martinez, Trustee

Also present were: Eric Race, Superintendent of Schools; Steve Deinhardt, Administrative Consultant, Joseph Guccia, Assistant Superintendent for Teaching, Learning, and Accountability, and Jalynn Doig, Board Clerk.

MOTION: Trustee Farr SECOND: Trustee Jablonowski  
CARRIED UNANIMOUSLY - At 7:01 p.m. the Regular Meeting was recessed to hold the Public Hearing on the Code of Conduct.

PUBLIC HEARING 2021-22 CODE OF CONDUCT

President Edmondson called the Public Hearing to order at 7:01 p.m. Superintendent Race and President Edmondson explained the updates to the Code of Conduct – Policy #5300. President Edmondson then opened the floor for visitor questions/comments. There were no visitor questions or comments.

MOTION: Trustee Jablonowski SECOND: Trustee Farr  
CARRIED UNANIMOUSLY - At 7:04 p.m. the Public Hearing was recessed to reconvene the Regular Meeting.

ORGANIZATIONAL AGENDA

Superintendent Race indicated the first order of business was swearing in of the newly elected board member, Amber Stallman, and the election of Board Officers for the 2021-22 school year.

Superintendent Race administered the Oath of Office to Board Member Amber Stallman.

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

Superintendent Race indicated the next order of business was the election of Board Officers for the 2021-22 school year.

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

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

The position of District Clerk of the Board was open. Matthew Jablonowski was nominated by Trustee Edmondson and seconded by Trustee Barrows and was elected unanimously to the position of District Clerk.

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

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 2021-22 school year are attached to and made part of these minutes.

ROUTINE MATTERS

MIN. 6/22/21            MINUTES: June 22, 2021 – Regular Meeting approved as presented.  
REGULAR              MOTION: Trustee Edmondson                                  SECOND: Trustee Jablonowski  
MEETING              CARRIED UNANIMOUSLY

FINANCIAL              There were no financial statements.  
STATEMENTS

COMMUNI-              There were no direct communications.  
CATIONS

POLLING OF THE BOARD MEMBERS – PROPOSED EXECUTIVE SESSION

MOTION: Trustee Barrows    SECOND: Trustee Edmondson  
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 and CPSE recommendations that are attached to and made part of the official minutes filed in the permanent record along with personnel-legal, and contractual-legal issues.

The following attended Executive Session:

Board Members: Trustees Matyas, Farr, Jablonowski, Barrows, Edmondson, Stallman

Also attending: Eric Race, Joseph Guccia, Jalyynn Doig

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

The Regular Meeting reconvened at 7:35 p.m.

REPORT - SUPERINTENDENT OF SCHOOLS

- A. INSTRUCTIONAL REPORT  
There was no instructional report.
  
- B. BOARD COMMITTEE REPORTS  
Instruction/Curriculum Committee: The committee discussed New Teacher Orientation occurring during the week of August 23. Mr. Guccia provided an update on hiring for the 2021-22 school year.
  
- C. LEGAL ISSUES  
There were no legal issues.
  
- D. CONTRACT AGREEMENTS 2021-22  
MOTION: Trustee Jablonowski                      SECOND: Trustee Edmondson  
CARRIED UNANIMOUSLY  
The Board approved the following contract agreements for student services for the 2021-22 school year:
  - Children’s Unit for Treatment and Evaluation – Summer 2021
  - Valerie Brown – Occupational Therapist – 2021-22
  - Pauline Westcott – Physical Therapist – 2021-22
  - Colleen Williams – Physical Therapist – 2021-22
  - Dorothy Belo – Physical Therapy Assistant 2021-22
  - Paula Loretz – Occupational Therapist – 2021-22
  - Denise Gillin – Teacher of the Deaf – Summer 2021
  - Lynette Shear – Sign Language Interpreter – Summer 2021
  
- E. DISTRICT POLICIES 2<sup>nd</sup> READING  
MOTION: Trustee Barrows                      SECOND: Trustee Stallman  
CARRIED UNANIMOUSLY  
Superintendent Race presented the following policies for a second reading and approval:
  - #5300 – Code of Conduct
  
- F. PERSONNEL - INSTRUCTIONAL  
MOTION: Trustee Jablonowski                      SECOND: Trustee Edmondson  
CARRIED UNANIMOUSLY  
Upon the recommendation of the Superintendent of Schools, the Board approved the following:  
**CORRECTION TO THE MINUTES OF June 8, 2021**  
**APPOINTMENT**

Name	Position / Location		Effective Dates
Steven Deinhardt	<b>Administrative Consultant</b>	<b>Central Office</b>	7/1/2021-10/1/2021

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

**RESIGNATIONS**

Name	Tenure Area / Location		Effective Date
Kellyn Chapman	Elementary	Elem./MS (K-2)	7/16/2021
Jessica Duff	Elementary	Elem./MS (3-5)	6/30/2021
Elisa Eaton	Dir. Special Services	Central Office	7/13/2021
LaShantel Robertson	Teaching Assistant	High School	8/31/2021

**SUBSTITUTE APPOINTMENTS**

Name	Tenure Area / Certification		Effective Dates
Sean Mullins	Special Education	Uncertified	9/1/2021-6/30/2022

**PROBATIONARY APPOINTMENTS**

\*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.
Jessica Duff	Elementary	Childhood (1-6) - Initial	9/1/2021 – 6/30/2025
Shannon Merrell	Special Education	SWDIS (1-6) - Professional	9/1/2021 – 6/30/2024
LaShantel Robertson	Teaching Assistant	Teaching Asst. - Level I- Initial	9/1/2021- 6/30/2025

**APPOINTMENT**

Name	Position / Location		Effective Date
Elisa Eaton	Assistant Superintendent for Administration	Central Office	7/14/2021

**MARCHING BAND APPOINTMENTS 2021-2022**

Name	Position
Mark Buza	Marching Band Director
Rebecca Buza	Color Guard Instructor
Humbert Godoy	Assistant Director
Stephanie Godoy	Front End Ensemble Director

**MARCHING BAND CONSULTANT APPOINTMENTS 2021-2022**

Paul Buza	Assistant Marching Technique Instructor
Stephen Czumak	Assistant Marching Technique Instructor
Jill Osterhout	Assistant Color Guard Instructor

G. CONTRACT MOTION: Trustee Edmondson SECOND: Trustee Jablonowski  
 E. Eaton A motion was made to approve the negotiated contract for Elisa Eaton, Assistant Superintendent Administration, through June 30, 2025.  
 Upon roll call the vote was as follows:  
 Ayes: (6) Trustees Matyas, Farr, Jablonowski, Barrows, Edmondson, Stallman  
 Noes: (0) None  
 Absent: (1) Trustee Martinez  
 Abstain: (0) None  
President Matyas declared the motion approved.

H. PERSONNEL - MOTION: Trustee Jablonowski SECOND: Trustee Edmondson  
 NONINSTRUC- CARRIED UNANIMOUSLY  
 TIONAL Upon the recommendation of the Superintendent of Schools, the Board approved the following:

**RESIGNATIONS**

Name	Position / Location	Effective Date
Kelly Perry	Teacher Aide, PT Districtwide	6/30/21

**APPOINTMENT**

Name	Position / Location	Effective Date
Diane Fiacco	Substitute Teacher Aide Districtwide	9/8/21

I. CONFERENCE MOTION: Trustee Jablonowski SECOND: Trustee Edmondson  
 REQUESTS CARRIED UNANIMOUSLY  
Upon the recommendation of the Superintendent, the Board approved the following:

Date(s)	Conference	Attendee(s)
7/20/21	2021 NYSSBA Summer Law Conf. Crowne Plaza; Albany, NY	N. Matyas (BOE) E. Race (CO)
7/27, 7/28, 9/29/21	Adult Professional Culture <b>Virtual</b> Course; Research for Better Teaching	P. Grassi (HS)
8/3/21	NYSCOSS New Superintendents Orientation Embassy Suites, Saratoga Springs, NY	E. Race (CO)
9/25 – 9/28/21	NYSCOSS 2021 Fall Leadership Summit Hilton & City Center, Saratoga Springs, NY	E. Race (CO)

J. BUILDINGS & GROUND REQUESTS

MOTION: Trustee Edmondson SECOND: Trustee Barrows  
 CARRIED UNANIMOUSLY

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

Organization	Facility Requested	Timeframe	Purpose
USPS Boating Club	HS Classroom	10/18/21 – 11/15/21 6:30 – 9:00 PM Mon.	Safe Boating Class
USPS Boating Club	HS Café.	9/13/21- 10/4/21 6:30 – 9:00 PM Mon. 10/12/21 6:30–9:00 PM Tues.	Safe Boating Class
Post 1305 BB Amer. Legion	HS Baseball Field	6/14– 8/9/21 3:00–8:30 PM M–F 10:00 AM – 6:00 PM Sat./Sun.	American Legion Baseball
SUNY Binghamton	HS-Room 248	7/26/21 – 8/13/21 Tues.-Thurs. 9:00 AM – 12:00 PM	Literacy Skills w/BU Students
NY Titans Red (Softball)	HS Softball Field	7/14/21, 8/25/21 5:00 – 7:00 PM Wed.	Softball Games/Practice

K. BOARD OPEN DISCUSSION

Mr. Guccia reported on changes to school start times for the 2021-22 school year. Information will be disseminated as soon as possible to parents regarding student start times for planning purposes. He also provided the board with June 2021 Regents data.

Superintendent Race thanked everyone involved in making 2021 Graduation and other year-end ceremonies hugely successful. The collaboration needed to make these events special for students, families, and the community is much appreciated.

Superintendent Race and Mr. Deinhardt explained how the K-8 drainage system functioned well, as intended, during the recent heavy rain storm. Other minor damage to roadways will be repaired, and a plan will be put in place to help prevent future problems.

Superintendent Race thanked Mr. Deinhardt. Mr. Deinhardt is a true leader, role model and mentor. He also congratulated Elisa Eaton on her appointment as Assistant Superintendent for Administration. Superintendent Race expressed confidence in the amazing team he is privileged to work with helping to contribute to a smooth transition.

L. VISITORS Wes (no last name given) – 27390 State Rte. 267, Friendsville, PA – Inquired as to the usual amount of engagement/number of visitors at regular board meetings. Also inquired as to whether the board has a stance on Critical Race Theory. President Matyas responded that meeting size varies, and if it is anticipated that more space is needed, meetings are moved to the auditorium. He also stated that the district follows all guidance on curriculum from the State Education Department and the Board of Regents. No guidance has been received to date regarding CRT.

M. REGULAR MOTION: Trustee Jablonowski SECOND: Trustee Edmondson  
MEETING CARRIED UNANIMOUSLY  
ADJOURNED The Regular Meeting adjourned at 8:25 p.m.

*Jalynn Doig*  
Jalynn Doig  
Board Clerk

**BOARD ORGANIZATIONAL AND REGULAR MEETING  
OF THE BOARD OF EDUCATION - July 13, 2021**

**Johnson City Central School District**

**I. APPOINTMENT OF OFFICERS:**

MOTION: Trustee Edmondson

SECOND: Trustee Jablonowski

Upon roll call the vote was as follows:

Ayes: (6) Trustees Matyas, Farr, Jablonowski, Barrows  
Edmondson, Stallman

Noes: (0) None

Absent: (1) Trustee Martinez

Abstain: (0) None

President Matyas 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 **Eileen Osick** 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 Edmondson

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 **TBD** 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, 2022
TBD	July 1, 2021 - June 30, 2024

**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 **TBD** is appointed Records Access Officer.

**I. RECORDS RETENTION & DISPOSITION OFFICER**

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

**N. HEALTH AND SAFETY OFFICER**

RESOLVED that **TBD** is appointed Health and Safety Officer.

**O. INTEGRATED PEST MANAGEMENT COORDINATOR**

RESOLVED that **TBD** is appointed Integrated Pest Management Coordinator.

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

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

RESOLVED that **TBD** 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**

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 Jablonowski

SECOND: Trustee Edmondson

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 Edmondson

CARRIED UNANIMOUSLY

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

RESOLVED that **Superintendent Mary Kay Race** 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, **Dale Ball** 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 – TBD	\$100.00
Superintendent’s Office – Eric Race	\$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>
Eric Race	Chase	\$12,500.00
TBD	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 Eric Race** 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 2021-22 school year.

**V. OFFICAL UNDERTAKINGS (BONDING)**

MOTION: Trustee Jablonowski  
CARRIED UNANIMOUSLY

SECOND: Trustee Stallman

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

All Treasurers	-	\$1,000,000.00
All Tax Collectors	-	\$1,000,000.00
Internal Auditor	-	\$1,000,000.00

**VI. OTHER ITEMS**

MOTION: Trustee Jablonowski  
CARRIED UNANIMOUSLY

SECOND: Trustee Stallman

**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 2021-22 for nonresident students who are children of  
district employees is set at \$1,122.00 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 (Transportation)	8 hours	1 hour	Two (2) fifteen (15) min.
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