

ORGANIZATIONAL AGENDA

MOTION: Trustee Jablonowski
CARRIED UNANIMOUSLY

SECOND: Trustee Stallman

Superintendent Race indicated the first order of business was swearing in of the newly elected board member, Stephen Barrows, and the election of Board Officers for the 2023-24 school year.

Superintendent Race administered the Oath of Office to Board Member Stephen Barrows.

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 2023-24 school year.

The position of President of the Board was open. Nicholas Matyas was nominated by Trustee Martinez 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 Jablonowski and seconded by Trustee Edmondson 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 Stallman and seconded by Trustee Edmondson 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 2023-24 school year are attached to and made part of these minutes.

The Regular Meeting

STATEMENT READ BY SUPERINTENDENT RACE

As I am sure, most of you are already aware our Middle School Principal, Daniel Erickson, was arrested on July 7, 2023, on very serious criminal charges involving a student in the District. Mr. Erickson was arrested on charges of luring a minor, a Class E felony, and attempted rape in the Third Degree, a Class A misdemeanor. The Broome County Sheriff's Department informs us that the investigation remains active and ongoing at this time. Because of that, our comments are limited to what has already been made public.

Upon the arrest, the District immediately placed Mr. Erickson on leave effective July 7, 2023. The District is fully cooperating with law enforcement and providing all the assistance it can to further the investigation.

I can assure our community and the public, the students, and the staff that Mr. Erickson is not permitted on District property, nor is he permitted the use of any District owned equipment or device. The evidence so far established in this matter does not show that any offense occurred on District property. However, this too may be subject to change as the investigation is ongoing.

The District and the Broome County Sheriff's Department have been working in close cooperation on this matter from the very beginning. I, as Superintendent and the Board of Education will continue to fully cooperate with the Sheriff's Department in the investigation. I ask for the understanding of members of the community, public, staff, parents, and students in respecting the delicate nature of this matter as we pledge our full commitment in working with law enforcement, specifically, the Broome County Sheriff's department on this investigation throughout its entirety until completed.

I also wish to mention that if there are other victims of any misconduct by Mr. Erickson, they can confidentially contact me and I will direct them to the Broome County Sheriff's Department or appropriate authority.

I want to take the time to recognize the outstanding police and detective work performed by the individuals involved in this case, and thank the Sheriff and his entire department for their timeliness and diligence in this matter. They are to be highly commended for their work in performing this investigation.

I assure you that the Board and I remain steadfast in our commitment to fully cooperate with law enforcement throughout the ongoing investigation. We understand the profound and unfortunate impacts Mr. Erickson's alleged actions alone are having on our school district, our students, staff and our entire community. As Superintendent, I will continue to do everything within my duties to support our students and staff during this difficult time and to uphold the safety of all students.

PUBLIC
COMMENTS

MOTION: Trustee Jablonowski SECOND: Trustee Stallman
CARRIED UNANIMOUSLY
Frank Miller was introduced as the School Attorney in attendance remotely. Superintendent Race thanked Attorney Frank Miller for his legal counsel. On behalf of the Board of Education and the entire District, Superintendent Race extended his gratitude to Sheriff Fred Akshar, along with the undersheriff, captain and detectives from the Broome County Sheriff's Department for their partnership in acting quickly with this matter. President Matyas echoed his appreciation to all involved.

VISITORS

E. Phelan - 19 David Drive, Johnson City, NY
Came to speak about the coaching appointments. President Matyas stated discussion on this topic will be at another point in the meeting.

ROUTINE MATTERS

MIN. 6/27/23 MINUTES: June 27, 2023 – Regular Meeting approved as presented.

REGULAR MOTION: Trustee Edmondson SECOND: Trustee Stallman
MEETING CARRIED UNANIMOUSLY

FINANCIAL There were no financial statements.
STATEMENTS

COMMUNI- There were no direct communications.
CATIONS

REPORT - SUPERINTENDENT OF SCHOOLS

A. CSE MOTION: Trustee Jablonowski SECOND: Trustee Edmondson
CARRIED UNANIMOUSLY

B. INSTRU- There was no instructional report.
TIONAL
REPORT

C. BOARD There were no committee reports.
COMMITTEE
REPORTS

D. LEGAL ISSUES (CONT'D.)

thereof on forms showing by Town the total assessed valuation, tax rate, the total tax levy, the total amounts remaining uncollected as required by 1330 of the Real Property Tax Law.

This warrant is issued and delivered in accordance with 1306 and 1318 of the Real Property Tax Law. It is effective immediately after it is properly signed by a majority of the Board of Education. This warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with 1318, subdivision 3 of the Real Property Tax Law.

Upon roll call the vote was as follows:

Ayes: (7) Trustee Edmondson, Farr, Barrows, Jablonowski, Martinez, Stallman, Matyas

Noes: (0) None

Absent: (0) None

Abstain: (0) None

President Matyas declared the motion approved.

Copy – Support Folder July 11, 2023

E. DISTRICT POLICY
1ST READING

Superintendent Race presented the following policy for a first reading:

- #5300 – Code of Conduct

F. PERSONNEL - INSTRUCTIONAL

MOTION: Trustee Jablonowski SECOND: Trustee Martinez
CARRIED UNANIMOUSLY

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

DAILY SUBSTITUTE APPOINTMENT

Name	Certification	Effective Date
Mary Tokos	Library Media Special/Professional	9/7/2023

SUBSTITUTE APPOINTMENT

Name	Tenure Area / Certification	Effective Dates
Alexandra Laletina	English Second Lang. Uncertified	9/1/2023 – 6/30/2024

EVERYDAY SUBSTITUTE APPOINTMENT

Name	Certification/Location	Effective Dates
Chris Sinicki	Uncertified Elem/.Middle (6-8)	9/5/2023 – 6/30/2024

F. PERSONNEL - INSTRUCTIONAL (CONT'D)

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.
Juliana Tobin	English	English 7-12 – Internship certificate	9/1/2023 – 6/30/2027

APPOINTMENTS

Name	Position / Location		Effective Dates
Steven Deinhardt	Administrative Consultant	Central Office	7/1/2023 – 6/30/2024
Samantha McCloe	Yearbook Designer	High School	7/1/2023 – 6/30/2024
Mary Surdey	Staff Development Consultant	Central Office	7/1/2023 – 6/30/2024
Wes Thompson	Administrative Consultant	Central Office	7/1/2023 - 6/30/2024

APPOINTMENTS

Position	Effective Dates
Coordinator of Science - 6-12	9/1/2023 – 6/30/2024
Coordinator of Music K-12	9/1/2023 – 6/30/2024
Coordinator of Guidance	9/1/2023 – 6/30/2024
Lead Teacher – ENL - K-12	9/1/2023 – 6/30/2024
Coordinator of English 9-12	9/1/2023 – 6/30/2024
Coordinator of Math - 6-12	9/1/2023 – 6/30/2024
Lead Teacher – Special Ed. - 6-8	9/1/2023 – 6/30/2024
Lead Teacher – Special Ed. - 3-5	9/1/2023 – 6/30/2024
Coordinator of Related Arts - 6-12	9/1/2023 – 6/30/2024
Coordinator of Soc. Studies - 6-12	9/1/2023 – 6/30/2024
Lead Teacher – Special Ed. - K-2	9/1/2023 – 6/30/2024
Coordinator of Special Ed. - 9-12	9/1/2023 – 6/30/2024

F. PERSONNEL - INSTRUCTIONAL (CONT'D)

COCURRICULAR APPOINTMENTS 2023-2024 – High School

Extra-Classroom Activity	
Agriculture Club	Outdoor Club
Art Club	Philosophy Club
Boys’ Volleyball Club	Photography Club
Bible Club	SADD/ADSIP
Chess Club	Science Club
Dungeons & Dragons	Science Olympiad
E-Sports	Senior Class
French Club	Show Choir
Freshman Class	Ski Club
Gay-Straight Alliance	Sophomore Class
Hello Club	Spanish Club
High School News Team	Special Olympics Club
High School Science Fair	Student Government
Honor Society	Tri-M Music Honor Society
Jazz Ensemble I	Varsity Club
Junior Class	Wildcat Reading Den Book Club
JC Spirit Cheer Club	Write Club
Key Club	
Mathletes	

COCURRICULAR APPOINTMENTS 2023-2024 – Middle School

Extra-Classroom Activity	
Art Club	Science Olympiad
Chess Club	Science/ Physics Club
FACS (Family & Consumer Sci.)	Show Choir
KOAK (Kids of All Kinds)	Special Olympics Club
Jazz Band	6 th grade advisor
Middle School News Team	7 th Grade advisor
National Juniors Honor Society	8 th Grade advisor
Photography Club	Wildcats on the Run
Robotics Club	

F. TABLED
 -COACHING
 APPTS.
 2023-24

MOTION: Trustee Edmondson SECOND: Trustee Jablonowski
 CARRIED UNANIMOUSLY
A motion was made to lay on the table any action related to the coaching appointments for 23-24.

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

RESIGNATIONS

Name	Position / Location		Effective Date
Ronald Yurecka	Sub. Bus Monitor	Transportation	6/30/23
Erica Lynch	Teacher Aide, PT	Districtwide	6/30/23

CHANGES IN CLASSIFICATION

Name	From / To		Effective Date
Joseph Roma	Bus Driver, PT	Bus Driver, FT	8/1/23
Anita Portelli	Sub. Food Service Worker	Sub. Bus Monitor	7/12/23
Lisa Carlin	Monitor, PT	Typist, FT	7/31/23

CORRECTION TO MINUTES OF 5/16/23

CHANGES IN CLASSIFICATION

Name	Position / Location		Effective Date
Stacey Monico	Typist, FT (10 Mo.)	Typist, FT (12 Mo.)	8/14/23

RESCIND RESIGNATION OF 5/16/23

RESIGNATION

Name	Position / Location		Effective Date
Joseph Roma	Bus Driver, PT	Transportation	7/1/23

H. CONFERENCE MOTION: Trustee Martinez SECOND: Trustee Jablonowski
 REQUESTS CARRIED UNANIMOUSLY

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

Date(s)	Conference/Workshop/Training	Attendee(s)
7/6 – 7/7/23	19A Certified Examiner	M. McDonald
7/16 – 7/21/23	Erie 1 BOCES; West Seneca, NY	
7/17 – 7/19/23	Asbestos Inspector and Management Planner Training Chittenango, NY	E. Eaton B. Butler

- I. FIELD TRIP REQUESTS MOTION: Trustee Stallman SECOND: Trustee Edmondson
CARRIED UNANIMOUSLY

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

Date of Trip	Destination	Requesting Org./Group	Purpose
7/13/23	Highlands Senior Housing Johnson City, NY	ENL Summer C. Kline	Local Entrepreneurs
7/17/23	Villa Thai Endicott, NY	ENL Summer C. Kline	Local Entrepreneurs
8/1/23	Broome County Landfill Binghamton, NY	Summer Camp T. D'Arpino	Field Trip
8/8/23	Ross Park Zoo Binghamton, NY	Summer Camp T. D'Arpino	Active Play in Community

- J. BOARD OPEN DISCUSSION The Board discussed facility use fees, overnight field trips, and the public hearing for the Code of Conduct and Districtwide Safety Plan which is scheduled for Tuesday, August 15.

Superintendent Race publicly thanked the Board of Education and administrative team for their support during recent events. President Matyas publicly thanked the Board of Education, administrative team and Superintendent Race for all their efforts, and thanked all the staff, students and community for their support.

- K. REGULAR MEETING ADJOURNED MOTION: Trustee Jablonowski SECOND: Trustee Stallman
CARRIED UNANIMOUSLY
The Regular Meeting adjourned at 7:42 p.m.

Laurie Akulis
Laurie Akulis
Board Clerk

**BOARD ORGANIZATIONAL AND REGULAR MEETING
OF THE BOARD OF EDUCATION - July 11, 2023**

Johnson City Central School District

I. APPOINTMENT OF OFFICERS:

MOTION: Trustee Martinez

SECOND: Trustee Stallman

Upon roll call the vote was as follows:

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

Noes: (0) None

Absent: (0) None

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 **Lisa Wascalis** 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 **TBD** is appointed High School Central Treasurer-Activity
Funds and **Conrado Mato** 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 Martinez

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 **Hancock Estabrook, LLP**

C. CENSUS ENUMERATOR

RESOLVED that **Paula Grassi** 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:

Amber Stallman	July 1, 2021 - June 30, 2024
Nicholas Matyas	July 1, 2022 - June 30, 2025
Rocky Martinez	July 1, 2023 - June 30, 2026

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 **Elisa Eaton** 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.

II. OTHER APPOINTMENTS (Cont'd.)

L. ASBESTOS DESIGNEES

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

M. EMERGENCY COORDINATOR AND DISASTER DESIGNEE

RESOLVED that **Elisa Eaton** is appointed Emergency Coordinator and Disaster Designee.

N. HEALTH AND SAFETY OFFICER

RESOLVED that **Elisa Eaton** is appointed Health and Safety Officer.

O. INTEGRATED PEST MANAGEMENT COORDINATOR

RESOLVED that **Elisa Eaton** is appointed Integrated Pest Management Coordinator.

P. LIAISON FOR HOMELESS CHILDREN AND YOUTHS

RESOLVED that **Paula Grassi** is appointed Liaison for Homeless Children and Youths.

Q. BOARD CLERK

RESOLVED that **Laurie Akulis** 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	Fred Deinhardt
Middle School	Julie Beard
K-5 Elementary	Carlye Dobransky

III. DESIGNATIONS

MOTION: Trustee Stallman
CARRIED UNANIMOUSLY

SECOND: Trustee Martinez

A. OFFICIAL BANK DEPOSITORIES

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

- M & T Bank
- Chase Manhattan
- NBT
- Chemung Canal Trust Co.
- Key Bank
- Citizens Bank

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 or following the schedule approved by the Board of Education and posted on the district website. Regular Board Meetings shall begin at 6:30 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 Stallman
CARRIED UNANIMOUSLY

SECOND: Trustee Edmondson

A. CHIEF SCHOOL OFFICER TO CERTIFY PAYROLLS

RESOLVED that **Superintendent Eric Race** is authorized as Chief School Officer to certify payrolls.

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	\$600.00
Johnson City Senior High School – Paula Grassi	\$ 50.00
Johnson City Middle School - Julie Beard	\$ 50.00
Central Administration – Elisa Eaton	\$100.00
Superintendent’s Office – Eric Race	\$100.00
Athletics – Jeffrey Paske	\$600.00

IV. AUTHORIZATIONS (Cont'd)

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
Elisa Eaton	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 2023-24 school year.

V. OFFICIAL UNDERTAKINGS (BONDS)

MOTION: Trustee Edmondson
CARRIED UNANIMOUSLY

SECOND: Trustee Stallman

A. Authorization to Bond the District Treasurer and District Tax Receiver as follows:

All Treasurers	-	\$1,000,000
All Tax Receivers	-	\$1,000,000
Internal Auditor	-	\$1,000,000

VI. OTHER ITEMS

MOTION: Trustee Edmondson
CARRIED UNANIMOUSLY

SECOND: Trustee Martinez

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.

VI. OTHER ITEMS (Cont'd)

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

RESOLVED that the tuition rate for 2023-24 for nonresident students who are children of district employees is set at \$1,166.00 per child, per year.

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 (Cont'd)

E. FACILITY USE FEES (Cont'd.)

<u>Facility</u>	<u>Present Fee*</u> <u>[Weekend/Holiday]</u>	<u>Recommended Fee*</u> <u>[Weekend/Holiday]</u>
-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.

VI. OTHER ITEMS (Cont'd)**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/Comp. Services)	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.