



## SILVER CREEK CENTRAL SCHOOL DISTRICT

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This is an unofficial summary of the Silver Creek Central School District Board of Education action on the date shown below. The agenda is available on the District website before the meeting on Thursday. Official minutes are available from the District Clerk.

### **Board Summary Report July 10, 2018 ~ Reorganization & Regular Meeting**

Mrs. Borrello administered the oath of office to re-elected board member Greg Cole and Superintendent of Schools Todd Crandall.

The Board of Education elected Mr. Cole as President and Mr. Boothe as Vice-President for the 2018-2019 school year.

The following appointments and authorizations were approved for the 2018-2019 school year:

- Lisa Rohloff was appointed as District Treasurer.
- The Erie 2 Central Business Office was appointed as the School Tax Collector.
- Lynn Godert was appointed as District Clerk.
- Linda Borrello and Emily Cole were appointed as Deputy District Clerks.
- Jill Valvo was appointed as Internal Claims Auditor.
- Linda Borrello and Emily Cole were appointed as Records Access Officers and Records Retention and Disposition Officers.
- The Director of Pupil Personnel Services was appointed as the Residency Officer.
- The Business Administrator was appointed as the HIPAA Privacy Officer.
- The Director of Pupil Personnel Services was appointed as Title IX and Section 504 Compliance Officer.
- The Superintendent was designated as the Designated Education Officer in compliance with Chapter 181 of the Laws of 2000 and SAVE legislation.
- The Superintendent was appointed as the District's Lead Evaluator.
- The Director of Pupil Personnel Services, Social Worker Beth Miller and Guidance Counselor Mark Baldelli were appointed as Civil Rights Compliance Officers.
- The Superintendent was designated as the Civil Service Section 73 and 71 Officer.
- The High School Principal 9-12, Middle School Principal 6-8, and the Elementary Principal PreK-5 were designated as attendance officials for their grade levels.
- Karielle Case and Beth Miller was appointed as the Dignity Act Coordinators.
- The Business Administrator was appointed as the Impact Aid Application Officer.
- Beth Miller and Karielle Case were appointed as the Homeless Liaisons.
- Jennifer Johnson, RN, was appointed as the Wellness Coordinator.
- Paula Michalak was appointed as the Copyright Officer.
- Social Worker Beth Miller, Guidance Counselor Mark Baldelli and the Director of Pupil Personnel Services were appointed as Sexual Harassment Officers.
- Michael Daniels, Superintendent of Buildings and Grounds, was designated as the School District's pesticide representative.
- Harris Beach, LLP and Hodgson and Russ, LLP were appointed as school attorneys.
- The Superintendent was authorized to enter into professional service agreements with special attorneys, as needed, to meet the District's legal needs.

- Lisa Rohloff was appointed as Central Treasurer for the Extra-Classroom Activity accounts.
- Evans Agency Insurance was appointed as insurance agent.
- Barnes Primary Care was appointed as school physicians.
- JP Morgan Chase, New York Liquid Asset Fund (NYLAF), and M & T Bank were appointed for depositories and certificates of deposit investments.
- The Board delegated power to the Board President to authorize the issuance and sale of Revenue Anticipation Notes for the District.
- The Observer was designated the official newspaper.
- The Superintendent was authorized to certify all payrolls and the District Clerk was authorized in the absence of the Superintendent.
- The Superintendent of Schools was authorized as purchasing agent.
- The District Treasurer was authorized to sign all payroll checks and to sign all accounts payable disbursements, and the Superintendent of Schools and District Clerk were authorized as a back-up signature when the District Treasurer is unavailable.
- The Superintendent was authorized to execute contracts on behalf of the school district in amounts of up to \$10,000, with monthly reports of such contracts submitted to the Board of Education, and with BOCES for service adjustment increase agreements in amounts of up to \$20,000, with monthly reports of such contracts submitted to the Board of Education.
- The Superintendent was authorized to make budgetary transfers up to \$3,000 within the same functional unit. Transfers greater than \$3,000 within the same functional unit or transfers between functional units shall be presented to the Board of Education for approval. The Board shall receive a monthly report of all such transfers of less than \$3,000 with the Treasurer's Report.
- The Superintendent, as Chief Executive Officer of the District, or his designee, was authorized to file applications for available federal and state funds and the District is authorized to participate in the Federal School Free and Reduced Price Lunch Program.
- A petty cash fund of \$250 was created for the Business Office with the Deputy District Clerk as account custodian.
- The Superintendent or his designee was authorized as the voting representative to the Erie II Self-Funded Workers' Compensation Plan, the Chautauqua County School Districts' Medical Health Plan and the School Municipal Energy Cooperative.
- The Superintendent was authorized to employ personnel on a temporary, part-time, per diem or substitute basis, and to set the appropriate wages for such personnel.
- The Superintendent and Board of Education were authorized to attend meetings, conferences and conventions of local, state and national education organizations as budgeted, and the Superintendent is authorized to approve meeting, conference and convention attendance for the District Treasurer, District Clerk, Directors, Principals and other employees within budget limitations.
- Per the insurance program presented by Evans Insurance and approved by the Board of Education, that the District has authorized faithful performance bond for all employees at \$100,000 each, tax collector \$1,000,000; Treasurer \$1,000,000; Internal Auditor \$1,000,000; Assistant Technology Coordinator \$400,000; (1) Payroll/HR Clerk \$400,000; Superintendent \$400,000; Accountant \$400,000; and Business Official \$1,000,000.
- The mileage reimbursement rate for official authorized use of private vehicles was set at the IRS allowable reimbursement rate. (Note: This rate is presently set at \$0.545 per mile.)
- The Board of Education Policy Manual was authorized as Board of Education policy.
- The District Safety Plan was adopted.

- Regular meetings of the Board of Education will be held on the second and fourth Thursday of each month for the 2018-2019 school year starting at 7:00 p.m., unless scheduled otherwise on the following dates:

2018	2019
July 10, 2018 (Reorganization & regular meeting)	January 10 & 24
August 2 & 23	February 14 & 28
September 13 & 27	March 14 & 28
October 11 & 25	April 11
November 8	May 9 & 23
December 13	June 13 & 27

Meetings to be canceled:

July 26, 2018
November 22, 2018 (Thanksgiving)
December 27, 2018 (Holiday Recess)
April 25, 2019 (Spring Recess)

- There will be a workshop session held on August 28, 2018 from 5:30 to 7:00 p.m.
- The Board established the standard workdays for calculating days worked for ERS in accordance with NYSERS "Guidelines for Reporting Days Worked" for the following positions:
  - Secretary/District Clerk
  - Secretary/Deputy District Clerk
  - District Treasurer
  - Transportation Supervisor
  - Supt. of Buildings & Grounds
  - Technology Information Manager
  - Bus Driver
  - Bus Monitor
  - Mechanic I & IV
  - Building Maintenance Mechanic
  - Groundskeeper
  - Custodian
  - Cleaner - 10 month
  - Cleaner - 12 month
  - Cleaner - Part Time
  - School Secretary - 10 month
  - School Secretary - 12 month
  - Clerk II - 10 month
  - Clerk II - 12 month
  - Database Clerical
  - Lifeguard
  - Fitness Guard
  - Registered Nurse
  - Licensed Professional Nurse Part-Time
  - Teacher Aide - LPN
  - School Monitor A.M & P.M.
  - Teacher Aide
  - Lunch Monitor
  - Substitute Teacher Aide
  - Substitute Clerical
  - Substitute Driver, Monitor, Cleaner
  - Substitute LPN
  - Substitute RN
  - Media Center Assistant
  - Certified Occupational Therapist ES
  - Certified Occupational Therapist

**\* \* \* \* End of the Reorganization Meeting \* \* \* \***

## REPORTS

There was discussion on Board Committees for the 2018-2019 school year. The following Board members will serve on Board Committees:

CDEP Committee	Marge Foxton, Martha Howard, Greg Cole
Capital Project Committee	Matt Bogosian, Greg Cole, Scott Pulver
Audit Committee	Martha Howard, Greg Cole, Steve Boothe
Policy Committee	Jerry Cross, Marge Foxton, Martha Howard
SCTA Negotiations	Jerry Cross, Matt Bogosian, Steve Boothe
Board Development Team	Martha Howard, Matt Bogosian, Jerry Cross
CCSBA Legislative Representative	Greg Cole

## **ACTIONS TAKEN BY THE BOARD:**

- Board minutes and monthly reports were received.
- Courtney McIntyre and Trina West were granted FMLA leave.
- Ryan Rocque was appointed as a lifeguard and fitness guard.
- Alesha Helman was appointed as a WSI lifeguard.
- Walter Uhlendorff was appointed to a probationary position as a Bus Driver.
- Substitute and non-bargaining pay rates were established for the 2018-2019 school year.
- Karen Hopkins was appointed as a substitute cleaner.
- Pam Postle was appointed as the Substitute Assistant Transportation Director.
- Donna Roof was appointed as the Director of Community Education.
- Tami Faraci was appointed as the Site Coordinator for the WNY Food Bank Back Pack Program.
- Beth Miller was appointed as the Community Center Coordinator.
- Sean Helmer was appointed as the Director of Athletics.
- Elementary Summer School appointments were amended and Kayla Wiskup, Josh Sadler and Zachary Palcic were appointed to High School summer school positions.
- Anne Tahamont was appointed as a teacher of record.
- The appointment of Russell Faraci was amended.
- CSE and CPSE recommendations were approved.
- Scott Herdzik was appointed to a probationary position as an Elementary teacher.
- Elizabeth Bromsted was appointed to a probationary position as a Special Education teacher.
- Erin Cole was appointed to a probationary position as a Special Education teacher.
- Scott Rudnicki was authorized to attend the NYCASE 2018 Summer Institute.
- Budget transfers were approved.
- A transfer from the Vehicle Reserve to the General Fund was authorized.
- Miscellaneous equipment was declared excess.
- The Superintendent was authorized to execute a service adjustment agreement with Erie 1 BOCES for an Apple Summer order.

## **Upcoming Meetings**

(Meetings are held in the Board Room unless otherwise stated)

Board Workshop/Meeting	August 2	6:00/7:00 p.m.
Board Workshop/Meeting	August 23	6:00/7:00 p.m.
Workshop	August 28	5:30 p.m.
Board Workshop/Meeting	September 13	6:00/7:00 p.m.
Board Workshop/Meeting	September 27	6:00/7:00 p.m.