

**SANDY CREEK CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
ORGANIZATIONAL MEETING AGENDA FOR 2017-2018**

MEETING DATE: Thursday, July 13, 2017  
MEETING PLACE: District Board Room

**1. ADMINISTRATION OF OATH TO NEWLY ELECTED BOARD MEMBER**

**2. ELECTION OF OFFICERS AND ADMINISTRATION OF OATH TO BOARD OFFICERS**

- A) President of Board
- B) Vice-President

\_\_\_\_\_

\_\_\_\_\_

**3. APPOINTMENT OF OFFICERS**

- A) District Treasurer
- B) Deputy District Treasurer
- C) District Clerk of the Board of Education
- D) Deputy District Clerk
- E) Tax Collector

**Michael Cambareri**  
**Kyle Faulkner**  
**Shelley Fitzpatrick**  
**Kyle Faulkner**  
**Holly Kelly**

**4. OTHER APPOINTMENTS**

- A) School Physician **Pulaski Health Center**
- B) School Attorney – General Matters **Jefferson-Lewis BOCES Legal Services**  
**Hogan & Sarzynski Law Office (Court Matters)**  
School Attorney – Capital Project **Lindenfeld Law Firm**
- C) Central Treasurer **Teresa Crast**  
(Extra-curricular activity accounts)
- D) Attendance Officer **Emily Wemmer**
- E) District External Auditor **Insero (new name for Ciaschi, etal)**
- F) Internal Claims Auditor **Victoria Stoker**
- G) Purchasing Agent **Shelley Fitzpatrick**  
Deputy Purchasing Agent **Michael Cambareri**
- H) Administrator of Federal Grants **Shelley Fitzpatrick**
- I) Asbestos Designee, Inspector & Management Planner **Andy Ridgeway**
- J) Chairperson for Committee on Special Education **Janice Burns**
- K) 504 Officer(s) **Whitney Oak/Kimberly Manfredi**
- L) Records Management Officer **Lori Krebs**
- M] Records Access Officer **Shelley Fitzpatrick**
- N] Title IX Officer **Shelley Fitzpatrick**
- O) Tax Repository **Pathfinder Commercial Bank**
- P) Census Coordinator **Linda White**
- Q) Safety & Risk Officer **Michael Cambareri**

**5. DESIGNATIONS**

- A) Official Bank Depository(s) **Pathfinder Commercial Bank**
- B) Official Newspaper(s) **Syracuse Post Standard**

6) **AUTHORIZATIONS**

- A) Business Administrator to certify payrolls.
- B) Superintendent or Designee to approve attendance and travel expenses for Conferences and Workshops.
- C) Superintendent to authorize Petty Cash accounts as follows:

Superintendent	\$200.00
School Cook Manager	50.00
- D) Chief School Officer authorized to approve budget transfers within limits of Education Law, totaling not more than \$20,000 per transfer.
- E) Board President to approve the attendance and travel expenses of board members to conferences and workshops.
- F) The District Treasurer to pay prior to approval by Internal Claims Auditor the following invoices: Principal and interest on bonds, BOCES costs, postage, freight charges, and utility bills.

7) **OTHER ITEMS**

8) **ACTION ITEMS**

- A) Re-adoption of the Board of Education Code of Ethics.
- B) Re-adoption of all current District policies, codes, regulations and procedures.
- C) Re-adoption of the Organizational Chart and Job Descriptions.

**Adjournment to Regular Meeting**