

**MINUTES OF THE MEETING OF  
THE BOARD OF EDUCATION**

SANDY CREEK CENTRAL SCHOOL DISTRICT  
SALISBURY STREET  
SANDY CREEK, NEW YORK

**Date:** July 12, 2018

**Kind of meeting:** Organizational

**Place:** Sandy Creek Board Room for open public session

**Board Members Present:**

John Shelmidine  
Deanna Soule  
James Dowlearn  
Heidi Metott

**Others Present:**

Kyle Faulkner  
Shelley Fitzpatrick  
Emily Wemmer  
Carolyn Shirley  
Timothy Filiatrault  
Amy McCormack

**Board Members Absent:**

Brian MacVean  
Joe Hathway  
Mark Haynes

**Election of Officers:**

**For the Office of President**

It was moved by Shelmidine, to nominate MacVean, for the office of President of the Board of Education, seconded by Metott. Having received no other nominations, MacVean was appointed to the office of President of the Board of Education.

4 yes, 0 no, 3 absent  
Motion carried

**For the Office of Vice President**

It was moved by Soule, to nominate Shelmidine, for the office of Vice-President of the Board of Education, seconded by Metott. Having received no other nominations, Shelmidine was appointed to the office of Vice President of the Board of Education.

Shemidine was appointed to the office of Vice-President of the Board of Education and took over running the meeting.

4 yes, 0 no, 3 absent  
Motion carried

**Appointment of Officers:**

It was moved by Soule, seconded by Metott, to approve the appointments of the following officers:

District Treasurer	Michael Cambareri
Deputy District Treasurer	Kyle Faulkner
District Clerk of the Board of Education	Shelley Fitzpatrick
Deputy District Clerk	Kyle Faulkner
Tax Collector	Holly Kelly

4 yes, 0 no, 3 absent  
Motion carried

**Other Appointments:**

It was moved by Dowlearn, seconded by Soule, to approve the following appointments:

School Physician	Pulaski Health Center
School Attorney – General Matters	Jefferson-Lewis BOCES Legal Services
	Hogan & Sarzynski Law Office (Court Matters)
School Attorney – Capital Project	Lindenfeld Lawfirm
Central Treasurer	Teresa Crast
(Extra-curricular activity account)	
Attendance Officer	Emily Wemmer
District Auditor	Insero (new name for Ciaschi, etal)
Internal Claims Auditor	Victoria Stoker
Purchasing Agent	Shelley H. Fitzpatrick
Deputy Purchasing Agent	Michael Cambareri
Administrator of Federal Grants	Shelley H. Fitzpatrick
Asbestos Designee, Inspector & Mmgmt Planner	Andy Ridgeway
Chairperson for Committee on Special Education	Janice Burns
504 Officer(s)	Whitney Oak/Kimberly Manfredi
Records Management Officer	Lori Krebs
Records Access Officer	Shelley H. Fitzpatrick
Title IX Officer	Shelley H. Fitzpatrick
Tax Repository	Pathfinder Commercial Bank
Census Coordinator	Linda White
Safety & Risk Officers	Michael Cambareri

4 yes, 0 no, 3 absent

Motion carried

**Designations:**

It was moved by Soule, seconded by Dowlearn, to approve the following designees:

Official Bank Depository	Pathfinder Commercial Bank
Official Newspaper	Syracuse Post Standard

4 yes, 0 no, 3 absent

Motion carried

**Authorizations:**

It was moved by Dowlearn, seconded by Soule, to approve the following authorizations:

- A. Business Administrator to certify payroll.
- B. Superintendent to authorize attendance at Conferences and Workshops.
- C. Superintendent to authorize Petty Cash accounts as follows:
 

Superintendent	\$200.00
School Lunch 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 Claim Auditor the following invoices: Principal and interest on bonds, BOCES costs, postage, freight charges, and utility bills.

4 yes, 0 no, 3 absent

Motion carried

**Other Items:**

None.

**Action Items:**

It was moved by Dowlearn, seconded by Metott, to approve the following authorizations:

- 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.

4 yes, 0 no, 3 absent  
Motion carried

Respectfully Submitted,

Shelley H. Fitzpatrick  
District Clerk