

**SANDY CREEK CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
ORGANIZATIONAL MEETING AGENDA FOR 2023-2024**

MEETING DATE: Thursday, July 13, 2023  
MEETING PLACE: District Board Room

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

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

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

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**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  
Kevin Seymour  
Shelley Fitzpatrick  
Kevin Seymour  
Brittany Willson**

**4. OTHER APPOINTMENTS**

- A) School Physician **ConnexCare**  
Secondary School Physician **Joseph Gianfagna, MD/Watertown Pediatrics**
- B) School Attorney – General Matters **Jefferson-Lewis BOCES Legal Services**  
**Frank Miller (Court Matters)**  
School Attorney – Capital Project **Alario-Fischer**
- C) Attendance Officer **Steven Newcombe**
- D) District External Auditor **D’Arcangelo & Co., LLP**
- E) Internal Claims Auditor **Victoria Stoker**
- F) Purchasing Agent **Shelley Fitzpatrick**  
Deputy Purchasing Agent **Kevin Seymour**
- G) Administrator of Federal Grants **Shelley Fitzpatrick**
- H) Asbestos Designee, Inspector & Management Planner **Andy Ridgeway**
- I) Director for Committee on Special Education **Steven Newcombe**
- J) 504 Officer(s) **Nick Netto/Kimberly Manfredi/Whitney Oak**
- K) Records Management Officer **Shelley Fitzpatrick**
- L) Records Access Officer **Shelley Fitzpatrick**
- M) Title IX Officer **Shelley Fitzpatrick**
- N) Tax Repository **Pathfinder Commercial Bank**
- O) Census Coordinator **Julie Hemingway**
- P) Safety & Risk Officer **Michael Cambareri**
- Q) Data Protection Officer **Chris Grieco**

**5. DESIGNATIONS**

- A) Official Bank Depository(s)
- B) Official Newspaper(s)

**Pathfinder Commercial Bank  
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 the Internal Claims Auditor the following invoices: Principal and interest on bonds, BOCES costs, postage, freight charges, credit card bills 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, plans and procedures.
- C) Re-adoption of the Organizational Chart and Job Descriptions.
- D) Adopt the District-Wide Safety Plan after no comment during the public comment period.
- E) Adopt the Reserve Plan.

**Adjournment to Regular Meeting**