

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

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

**Date:** July 11, 2024

**Kind of meeting:** Organizational

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

**Board Members Present:**

John Shelmidine  
Joseph Hathway  
Kevin Halsey  
Andrea Harris

**Others Present:**

Kevin Seymour, Superintendent  
Cora Harvey, District Clerk

**Board Members Absent:**

Heidi Metott                      John Macklen  
Michele Warner

**Election of Officers:**

**For the Office of President**

It was moved by Halsey, to nominate John Shelmidine, for the office of President of the Board of Education, seconded by Hathway. Having received no other nominations, John Shelmidine 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 Halsey, to nominate Joseph Hathway, for the office of Vice-President of the Board of Education, seconded by Harris. Having received no other nominations, Joseph Hathway was appointed to the office of Vice President of the Board of Education.

4 yes, 0 no, 3 absent  
Motion carried

**Appointment of Officers:**

It was moved by Hathway, seconded by Halsey, to approve the appointments of the following officers:

District Treasurer	Brittany Willson
Deputy District Treasurer	Kevin Seymour
District Clerk of the Board of Education	Cora Harvey
Deputy District Clerk	Kevin Seymour
Tax Collector	Holly Kelly

4 yes, 0 no, 3 absent  
Motion carried

**Other Appointments:**

It was moved by Hathway, seconded by Halsey, to approve the following appointments:

School Physician	Connex Care
School Attorney – General Matters	Jefferson-Lewis BOCES Legal Services
	Frank Miller (Court Matters)
School Attorney – Capital Project	Ferrara Fiorenza
Attendance Officer	Steven Newcombe
District External Auditor	D’Arcangelo & Co., LLP
Claims Auditor	Victoria Stoker
Purchasing Agent	Cora Harvey
Deputy Purchasing Agent	Kevin Seymour
Administrator of Federal Grants	Cora Harvey

Asbestos Designee, Inspector & Mmgmt Planner	Andy Ridgeway
Director for Committee on Special Education	Kevin Seymour
504 Officer(s)	Kimberly Manfredi/Whitney Oak
Records Management Officer	Cora Harvey
Records Access Officer	Holly Kelly
Title IX Officer	Cora Harvey
Tax Repository	Pathfinder Commercial Bank
Census Coordinator	Carolyn Nicholson
Safety & Risk Officer	Andrew Ridgeway
Data Protection Officer	Chris Grieco

4 yes, 0 no, 3 absent  
Motion carried

### **Insurance Agent(s) Of Record:**

It was moved by Hathway, seconded by Halsey, to appoint NYSIR (Eastern Shore Associates) as the **Insurance Agent of Record** for the 2024-2025 school year.

NYSIR (Eastern Shore Associates - policy numbers listed below):  
 SSPSCK001 (Property, Boiler & Machinery, General Liability, Inland Marine)  
 CAPSCK001 (Business Auto)  
 SBLSCK001 (School Board Legal Liability)  
 ECLSCK001 (Excess Liability)  
 106320237 (Crime)  
 ESN05399885608 (Cyber Liability)  
 WRH000020 (Student Accident)  
 WRH900013 (Catastrophic Student Accident)

4 yes, 0 no, 3 absent  
Motion carried

### **Designations:**

It was moved by Hathway, seconded by Halsey, 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 Hathway, seconded by Halsey, 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 Harris, seconded by Halsey, 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, plans and procedures.
- C. Re-adoption of the Organizational Chart and Job Descriptions.

4 yes, 0 no, 3 absent

Motion carried

Respectfully Submitted,

Cora Harvey  
District Clerk