

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

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

**Date:** July 8, 2021

**Kind of meeting:** Organizational

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

**Board Members Present:**

John Shelmidine  
Heidi Metott  
Andrea Harris  
Michele Warner  
Kevin Halsey  
John Macklen

**Others Present:**

Kyle Faulkner  
Shelley Fitzpatrick  
Sue Halbritter, Queen Central  
Pat McDougal

**Board Members Absent:**

Joe Hathway  
John Macklen

**Election of Officers:**

**For the Office of President**

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

5 yes, 0 no, 2 absent  
Motion carried

**For the Office of Vice President**

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

5 yes, 0 no, 2 absent  
Motion carried

**Appointment of Officers:**

It was moved by Warner, seconded by Harris, 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

5 yes, 0 no, 2 absent  
Motion carried

**Other Appointments:**

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

School Physician	Connex Care
Secondary School Physician	Joseph Gianfagna, MD/Watertown Pediatrics
School Attorney – General Matters	Jefferson-Lewis BOCES Legal Services
	Hogan & Sarzynski Law Office (Court Matters)
School Attorney – Capital Project	Alario-Fischer

Attendance Officer	Kevin Seymour
District External Auditor	D'argangelo & Co., LLP
Internal Claims Auditor	Victoria Stoker
Purchasing Agent	Shelley Fitzpatrick
Deputy Purchasing Agent	Michael Cambareri
Administrator of Federal Grants	Shelley Fitzpatrick
Asbestos Designee, Inspector & Mmgmt Planner	Andy Ridgeway
Director for Committee on Special Education	Kevin Seymour
504 Officer(s)	Whitney Oak/Kimberly Manfredi
Records Management Officer	Shelley Fitzpatrick
Records Access Officer	Shelley Fitzpatrick
Title IX Officer	Shelley Fitzpatrick
Tax Repository	Pathfinder Commercial Bank
Census Coordinator	Julie Hemingway
Safety & Risk Officer	Michael Cambareri
Data Protection Officer	Chris Grieco

5 yes, 0 no, 2 absent

Motion carried

### **Designations:**

It was moved by Warner by Harris, to approve the following designees:

Official Bank Depository	Pathfinder Commercial Bank
Official Newspaper	Syracuse Post Standard

5 yes, 0 no, 2 absent

Motion carried

### **Authorizations:**

It was moved by Warner, seconded by Harris, 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.

5 yes, 0 no, 2 absent

Motion carried

### **Other Items:**

None.

### **Action Items:**

It was moved by Harris, 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.

5 yes, 0 no, 2 absent

Motion carried

Respectfully Submitted,

Shelley H. Fitzpatrick  
District Clerk