

**SANDY CREEK CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
ORGANIZATIONAL MEETING AGENDA FOR 2025-2026**

MEETING DATE: Thursday, July 10, 2025  
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

**Brittany Willson  
Kevin Seymour  
Cora Harvey  
Kevin Seymour  
Holly Kelly**

**4. OTHER APPOINTMENTS**

- A) School Physician **ConnexCare**
- B) School Attorney – General Matters **Jefferson-Lewis BOCES Legal Services**
- School Attorney – Capital Project & Court Matters **Ferrara Fiorenza**
- C) Attendance Officer **Steven Newcombe**
- D) District External Auditor **Stackel & Navarra, CPA, PC**
- E) Claims Auditor **Victoria Stoker**
- F) Purchasing Agent **Cora Harvey**
- Deputy Purchasing Agent **Kevin Seymour**
- G) Administrator of Federal Grants **Cora Harvey**
- H) Asbestos Designee, Inspector & Management Planner **Andy Ridgeway**
- I) Director for Committee on Special Education **Kevin Seymour**
- J) Committee on Pre-School Special Education (CPSE) **Kimberly Manfredi**
- K) 504 Officer(s) **Kimberly Manfredi/Whitney Oak**
- L) Records Management Officer **Cora Harvey**
- M) Records Access Officer **Holly Kelly**
- N) Title IX Officer **Cora Harvey**
- O) Tax Repository **Pathfinder Commercial Bank**
- P) Census Coordinator **Carolyn Nicholson**
- Q) Safety & Risk Officer **Andrew Ridgeway**
- R) Data Protection Officer **Chris Grieco**
- S) Dignity Act Coordinator **Steven Newcombe**
- T) McKinney-Vento Liaison **Kevin Seymour**

**5. INSURANCE AGENT(S) OF RECORD:**

- A) 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)  
ESO0640392021 (Cyber Liability)  
0009163694M (Student Accident)  
0009496695C (Catastrophic Student Accident)

**6. DESIGNATIONS**

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

**7. 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.

**8. OTHER ITEMS**

**9. 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.

**Adjournment to Regular Meeting**