

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

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

Date: July 10, 2025

Kind of meeting: Organizational

Place: Sandy Creek Board Room for open public session

Board Members Present:

John Shelmidine
Michele Warner
Kevin Halsey
Andrea Harris
Heidi Metott
Ryan Jones

Others Present:

Kevin Seymour, Superintendent
Cora Harvey, District Clerk
CiTi PR Department – Naomi Himes, Jessica Sorell, Jennifer
Casler, Tayler Sorell

Board Members Absent:

John Macklen

Election of Officers:

For the Office of President

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

6 yes, 0 no, 1 absent
Motion carried

For the Office of Vice President

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

6 yes, 0 no, 1 absent
Motion carried

Appointment of Officers:

It was moved by Warner, seconded by Harris, 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

6 yes, 0 no, 1 absent
Motion carried

Other Appointments:

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

School Physician	Connex Care
School Attorney – General Matters	Jefferson-Lewis BOCES Legal Services
School Attorney – Capital Project & Court Matters	Ferrara Fiorenza
Attendance Officer	Steven Newcombe
District External Auditor	Stackel & Navarra, CPA, PC
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
Committee on Pre-School Special Education (CPSE)	Kimberly Manfredi
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
Dignity Act Coordinator	Steven Newcombe
McKinney-Vento Liaison	Kevin Seymour

6 yes, 0 no, 1 absent

Motion carried

Insurance Agent(s) Of Record:

It was moved by Warner, seconded by Metott, to appoint NYSIR (Eastern Shore Associates) as the **Insurance Agent of Record** for the 2025-2026 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)
 ESO0640392021 (Cyber Liability)
 0009163694M (Student Accident)
 0009496695C(Catastrophic Student Accident)

6 yes, 0 no, 1 absent

Motion carried

Designations:

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

Official Bank Depository	Pathfinder Commercial Bank
Official Newspaper	Syracuse Post Standard

6 yes, 0 no, 1 absent

Motion carried

Authorizations:

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

- A. Business Administrator to certify payroll.
- 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 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 Claims Auditor the following invoices: Principal and interest on bonds, BOCES costs, postage, freight charges, credit card bills and utility bills.

6 yes, 0 no, 1 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.

6 yes, 0 no, 1 absent

Motion carried

Respectfully Submitted,

Cora Harvey
District Clerk