

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

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

Date: December 11, 2025
Meeting: Regular
Place: Sandy Creek Board Room

Board Members Present:

John Shelmidine
Michele Warner
Kevin Halsey
Andrea Harris
Ryan Jones
John Macklen
Heidi Metott
Leia Wall (Ex-Officio Student Member of the Board)

Others Present:

Kevin Seymour, Superintendent
Cora Harvey, District Clerk
Timothy Filiatrault, Elementary Principal
Tonya Trudell, MS/HS Principal
Jessica Blair, Director of Curriculum, Instruction & Data
Jeremy Bellfield, CiTi BOCES Superintendent

Board Members Absent:

None.

CALL TO ORDER:

John Shelmidine, Board President, called the meeting to order at 6:30 p.m. in the Board Room.

PLEDGE OF ALLEGIANCE:

All present recited the pledge of allegiance.

PRESENTATION:

None.

PUBLIC COMMENT:

Jeremy Bellfield, CiTi BOCES Superintendent introduced himself and explained his roll. John Shelmidine welcomed him.

EXECUTIVE SESSION:

Leia Wall, Ex-Officio Student Member of the Board, was excused and will be noted as absent during the executive session portion of the meeting. Timothy Filiatrault, Elementary Principal, Tonya Trudell, MS/HS Principal, Jessica Blair, Director of Curriculum, Instruction & Data, and Jeremy Bellfield were also excused.

It was moved by Metott, seconded by Macklen, to go in to executive session at 6:34 p.m. for the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

7 yes, 0 no, 0 absent
Motion carried

It was moved by Macklen, seconded by Warner, to return from executive session at 6:50 p.m.

7 yes, 0 no, 0 absent
Motion carried

Leia Wall, Ex-Officio Student Member of the Board, rejoined the meeting. Timothy Filiatrault, Elementary Principal, Tonya Trudell, MS/HS Principal, Jessica Blair, Director of Curriculum, Instruction & Data, and Jeremy Bellfield rejoined the meeting as well.

CONSENT AGENDA CHANGES:

None.

RECOMMENDED RESOLUTION:

It was moved by Macklen, seconded by Jones, that the Sandy Creek Central School District Board of Education approves the Consent Agenda.

7 yes, 0 no, 0 absent
Motion carried

APPROVAL OF MINUTES:

The approval of the minutes of the Regular Board of Education Meeting held on November 13, 2025.

APPROVAL OF THE CSE RECOMMENDATIONS:

New York State Education Law and Part 200 of the Regulations of the New York State Commissioner of Education empower Boards of Education to provide suitable educational programs for students with disabilities, upon the recommendation of the Committee on Special Education. The Committee on Special Education has determined that the children listed on the attached possess disabilities to a degree sufficient to warrant placement in a Special Education Program. Based upon the committee’s decision, the Board of Education accepts the Committee on Special Education’s recommendations, and will provide these children with the appropriate programs.

APPROVAL OF FINANCIAL REPORTS:

To approve the Clerk and Treasurer’s Report for the period of October 1, 2025 – October 31, 2025.
To approve the Extracurricular Treasurer’s Report for the period of October 1, 2025 – October 31, 2025.

APPROVAL OF AUTHORIZATIONS/ABOLISHMENTS:

None.

APPROVAL OF RESIGNATIONS/TERMINATIONS:

To accept the **resignation** of **Marguerite Mastascusa** from her position in the special subject area of **Psychology (0.60 FTE)**, effective the end of the day January 8, 2026.

To accept the **resignation** of **Timothy Filiatrault** from his position in the administrative tenure area of **Principal**, effective February 8, 2026.

The Board congratulated Mr. Filiatrault on his new position and thanked him for his years of service to the District.

APPROVAL OF LEAVE OF ABSENCE:

To approve the **Medical Leave of Absence** for **Leone Steele** from his position as a **Cleaner**, to commence November 21, 2025, and concluding approximately January 2, 2026. Mr. Steele plans to use accumulated sick leave during his absence.

APPROVAL OF APPOINTMENTS:

To appoint **Marguerite Mastascusa** to the position of **Psychologist Consultant**. Mrs. Mastascusa will be paid \$500 per day, on an as needed basis.

To appoint the following retroactive to November 17, 2025:

Attendance Officer	Tonya Trudell
Dignity Act Coordinator	Tonya Trudell

REPORTS:

Jessica Blair presented on CDEP and school updates on curriculum and instruction.
John Shelmidine presented an update on the Oswego County BOCES Board of Education (CiTi).
John Shelmidine presented an update on the Oswego County School Boards Association.
John Shelmidine presented an update on the Central New York School Boards Association.
Timothy Filiatrault presented the Elementary Principal’s Report.
Tonya Trudell presented the Middle School/High School Principal’s Report.
James Hunt was absent and did not present the Athletic Director’s Report.
Leia Wall presented the Ex-Officio Students Member of the Board Report.
Kevin Seymour presented the Superintendent’s Report.

DISCUSSION ITEMS:

Kevin Seymour discussed the Class of 2026 Senior Trip.

ACTION ITEMS:

It was moved by Jones, seconded by Warner, to approve the following resolution: RESOLVED, upon the recommendation of the Superintendent, to approve the additions to the **2025-2026 Master List of Substitutes for Instructional Staff and Support Staff**, pending fingerprint approval.

7 yes, 0 no, 0 absent

Motion carried

It was moved by Jones, seconded by Warner, to approve the following resolution: RESOLVED, upon the recommendation of the Superintendent, to approve the attached **Memorandum of Agreement between the Superintendent of Schools and the Sandy Creek Teachers Association** dated November 18, 2025 regarding temporarily filling the vacancy of School Psychologist through an independent contracted provider until a certified candidate is found.

7 yes, 0 no, 0 absent

Motion carried

It was moved by Jones, seconded by Macklen, to approve the following resolution: RESOLVED, upon the recommendation of the Superintendent, to have the **first reading** of the attached **Board Policy 4741 – Class Rankings**, with recommended revisions.

7 yes, 0 no, 0 absent

Motion carried

It was moved by Warner, seconded by Metott, to approve the following resolution: RESOLVED, upon the recommendation of the Superintendent, to have the **second reading and adopt** the following Board Policies: **5010- Harassment, Hazing, and Bullying, 5015 – Concussion Management Policy, 5020.3 – Rights of Students with Disabilities Under Section 504, 5100 – Attendance, 5150 – Homeless Children, 5152 – Admission of Non-Resident Students, 5162 – Student Dismissal Precautions, 5210 – Student Organizations, 5300 – Student Code of Conduct, 5405 – Student Wellness, 5460 – Child Abuse, Maltreatment or Neglect in a Domestic Setting, 5500 – Student Records, 5520 – Grade Promotion and Placement, 5525 – Parent Bill of Rights Relating to Student Data, 5550 – Student Privacy, 5605 – Student Voter Registration and Pre-Registration, 5695 – Students and Personal Electronic Devices.**

7 yes, 0 no, 0 absent

Motion carried

It was moved by Jones, seconded by Harris, to approve the following resolution: RESOLVED, upon the recommendation of the Superintendent, to approve the following resolution to approve the **Class of 2026 – Senior Trip to Virginia Beach/Washington DC**. The trip is from Thursday, April 30, 2025 to Sunday, May 3, 2025, per the attached itinerary.

7 yes, 0 no, 0 absent

Motion carried

It was moved by Harris, seconded by Warner, to approve the following resolution: RESOLVED, upon the recommendation of the Superintendent, to appoint **Victor Correa** on **tenure** to the special subject area of **Music**, effective December 20, 2025.

7 yes, 0 no, 0 absent

Motion carried

It was moved by Harris, seconded by Warner, to approve the following resolution: RESOLVED, upon the recommendation of the Superintendent, to approve the **2025-2026 Terms and Conditions of Employment** for the **Non-Contract Confidential Staff** and making such adoption retroactive to July 1, 2025:

WHEREAS

1. The Sandy Creek Central School District Board of Education (“Board”) is responsible for establishing, adopting, and maintaining terms and conditions of employment for employees not covered by a collective bargaining agreement or individual employment contract (the “Non-Contract Staff”);
2. The Board has reviewed the Superintendent’s recommended Terms and Conditions of Employment for Non-Contract Staff attached hereto as Exhibit A (the “Terms and Conditions”);
3. The Board finds that adopting the Terms and Conditions will promote clarity, consistency, and fairness in administration of wages, benefits, and workplace practices for Non-Contract Staff; and
4. The Board desires to adopt the Terms and Conditions with an effective date retroactive to July 1, 2025, to align with fiscal year and ensure uninterrupted administration of employment matters.

NOW, THEREFORE, BE IT RESOLVED

5. The Board hereby adopts the Terms and Conditions of Employment for Non-Contract Staff in the form presented to the Board and attached as Exhibit A, together with any non-substantive formatting or clerical edits approved by the Superintendent prior to publication;
6. The Board hereby establishes effective date of the adopted Terms and Conditions as July 1, 2025, and expressly makes this adoption retroactive to that date.
7. Ratifies and Confirms any personnel actions taken on or after July 1, 2025 that are consistent with the Terms and Conditions, including but not limited to wage increases, benefits administration, and leave usage, and directs that any necessary adjustments be made to ensure conformity with the retroactive effective date;
8. Authorizes and Directs the Superintendent to implement and administer the Terms and Conditions, provide notice to affected staff, and take such further actions as may be necessary and proper to carry out this resolution;
9. Supersedes any prior resolutions, memorandum, handbooks, or policies addressing the same subject matter to the extent of any conflict with the Terms and Conditions adopted herein; and
10. Provides for Severability, such that if any provision of this resolution or the Terms and Conditions is held invalid; the remaining provisions shall remain in full force and effect.

7 yes, 0 no, 0 absent
Motion carried

It was moved by Harris, seconded by Warner, to approve the following resolution: RESOLVED, upon the recommendation of the Superintendent, to **RESCIND** the following resolution that was approved by the Board of Education as part of the consent agenda on October 9, 2025, due to lack of student participation:

*RESOLVED, upon the recommendation of the Superintendent, to appoint the following **Winter Coaches** for the 2025-2026 school year, subject to student need and verification of valid certification:*

<i>JV Winter Cheerleading</i>	<i>Autumn Zehr</i>	<u>Step</u>	<u>Stipend</u>
		<i>1</i>	<i>\$3,955</i>
<u>7</u> yes, <u>0</u> no, <u>0</u> absent			
Motion carried			

It was moved by Harris, seconded by Warner, to approve the following resolution: RESOLVED, upon the recommendation of the Superintendent, to approve the **increased substitute rates and Extracurricular Event Staff effective December 31, 2025** as follows (see attached for further detail):

- Certified Teacher \$155 daily
 - Non-certified Teacher \$120 daily
 - Registered Nurses \$155 daily
 - Support Staff (except bus drivers) \$16 hourly
 - Bus Drivers \$25.55 hourly, \$27.60 hourly after 540 hrs
 - Extra-Curricular Event Staff \$36 per game
 - Homebound Instruction – Tutors \$35 hourly plus mileage
- 7 yes, 0 no, 0 absent
Motion carried

It was moved by Harris, seconded by Warner, to approve the following resolution: RESOLVED, upon the recommendation of the Superintendent, to accept the **General Construction Bid Award from the low bidder, Window Repair Systems, Inc.** and the **Site Signage Contract Award from the low bidder, Toth’s Sports** based on their Cooperative Purchasing quote through Sourcewell Contract Pricing, as recommended by the District Architects, King & King for the 2025-2026 Capital Outlay Project as follows:

General Construction Base Bid:	\$25,840.00
Alternate GC-01:	\$ 1,216.00
Alternate GC-02:	\$ 1,216.00
Alternate GC-03:	\$ 3,040.00
Total:	\$31,312.00

Site Signage Contract Base Bid and Total: \$54,000.00

TOTAL CAPITAL OUTLAY COST: \$85,312.00
7 yes, 0 no, 0 absent
Motion carried

EXECUTIVE SESSION:

None.

ADJOURNMENT:

It was moved by Harris, seconded by Halsey, to adjourn at 7:40 p.m.

7 yes, 0 no, 0 absent
Motion carried

Future Board Meeting Dates

Regular Meeting: Thursday, January 8, 2026

Respectfully Submitted,

Cora Harvey
District Clerk