OLEAN CITY SCHOOL DISTRICT
Board of Education Reorganizational Meeting Minutes
Tuesday, July 8, 2025 – 6:30 p.m.
Olean High School ✦ BOE Conference Room ✦ 410 W. Sullivan St. ✦ Olean, NY 14760
Generated by Jackie Reed on Thursday, July 9, 2025

1. ATTENDANCE
Members Present: Elizabeth Burrows, Alex Calbi, Lee W Filbert, Julio Fuentes, Rene' Garrison, Mary Hirsch-Schena, Aubree Malick, Kevin Stevens, Catharine Young
Others Present: Jenny Bilotta (Business Administrator, Jackie Reed (District Clerk
Guests: Guests: Daphne L. Cotton, Kellen Quigley, Jeff Andreano, Mary Fay, George and Chris Moses

2. OPENING ITEMS
A. Call to Order at 6:30 pm by Dr. Genelle Morris, Superintendent
B. Silent Prayer or Moment of Personal Reflection
C. Pledge of Allegiance led by Mary Hirsch-Schena
D. Approve the Agenda
Upon the recommendation of Dr. Genelle Morris, Superintendent of Schools, to approve the agenda as presented or amended.
Motion by Mary Hirsch-Schena, second by Lee W Filbert.
Final Resolution: Motion Carried
Aye: Elizabeth Burrows, Alex Calbi, Lee W Filbert, Julio Fuentes, Rene' Garrison, Mary Hirsch-Schena, Aubree Malick, Kevin Stevens, Catharine Youn

3. OATH OF OFFICE - SUPERINTENDENT
A. Oath of the office of Superintendent was administered to Dr. Genelle Morris for the 2025-26 school year.

4. OATH OF OFFICE - NEW BOARD MEMBERS
A. Oath of office of Ex Officio Student Board Member was administered to Ava Moses for the 2025-26 school year.
B. Oath of office of Ex Officio Student Board Member was administered to Olivia Black for the 2025-26 school year.
C. Note: Catharine Young Took Oath as Board of Education member on July 2, 2025, in the District Clerk's office.

5. NOMINATION AND ELECTION OF BOE PRESIDENT
A. Nomination and Election of President
Motion to nominate Cathy Young as President of the Board of Education of this District for the 2025-26 school year.
Motion by Kevin Stevens, second by Rene' Garrison.
Final Resolution: Motion Carried
Aye: Elizabeth Burrows, Alex Calbi, Aubree Malick, Kevin Stevens, Catharine Young
Nay: Julio Fuentes, Rene' Garrison, Mary Hirsch-Schena
Abstain: Lee W Filbert

Motion to nominate Julio Fuentes as President of the Board of Education of this District for the 2025-26 school year.
Motion by Mary Hirsch-Schena, second by Rene' Garrison.
Final Resolution: Motion Failed
Aye: Julio Fuentes, Rene' Garrison, Mary Hirsch-Schena
Nay: Elizabeth Burrows, Alex Calbi, Aubree Malick, Kevin Stevens, Catharine Young
Abstain: Lee W Filbert

RESOLVED that Catharine Young was elected president of the Board of Education for the 2025-26 school year.
The Oath of Office of the President of the BOE was administered.

6. NOMINATION AND ELECTION OF BOE VICE PRESIDENT
A. Nomination and Election of Vice-President
A discussion occurred about having an Ex Officio member, but it was decided that with Julio Fuentes as Vice-President, it would not be necessary, as he had previously served as president.

RESOLVED, that Julio Fuented be elected Vice-President of the Board of Education of this District for the 2025-26 school year.
Motion by Catharine Young, second by Kevin Stevens.
Final Resolution: Motion Carried
Aye: Elizabeth Burrows, Alex Calbi, Lee W Filbert, Julio Fuentes, Rene' Garrison, Mary Hirsch-Schena, Aubree Malick, Kevin Stevens, Catharine Young

7. APPOINTMENT OF BOARD OFFICERS
A. 2025-2026 Officers
District Clerk Jacqueline Reed $10,000
Pro-tem District Clerk Superintendent no stipend
Tax Collector Sara Williams no stipend
Pro-tem Tax Collector Jenny Bilotta no stipend
District Claims Auditor Daniel Stetz $30/hr

Treasurer Teresa Wesley no stipend
Deputy Treasurer Jenny Bilotta no stipend
Data Privacy Officer Marc Friends $5,000

Upon the recommendation of Dr. Genelle Morris, Interim Superintendent of Schools, that the following list of 2024-2025 appointments are approved:
Motion by Rene' Garrison, second by Lee W Filbert.
Final Resolution: Motion Carried
Aye: Elizabeth Burrows, Alex Calbi, Lee W Filbert, Julio Fuentes, Rene' Garrison, Mary Hirsch-Schena, Aubree Malick, Kevin Stevens, Catharine Young

8. APPOINTMENT OF OTHERS
A. Appointment of Others
Upon the recommendation of Dr. Genelle Morris, Superintendent of Schools, that the attached list of 2025-2026 appointments are approved:

Physicians	Olean Medical Group		
Attorneys	Hodgson and Russ		
	Harris Beach		
	Webster Szanyi LLP		
	Bond, Schoeneck & King, PLLC		
	Lippes Mathias, LLP		
High School Classroom & Activity Funds Comptroller	Jeff Andreano		
High School Classroom & Activity Funds Treasurer	Jen Pace		
Intermediate/Middle School (OIMS) Funds Comptroller	Maureen DiCerbo		
Intermediate/Middle School (OIMS) Funds Treasurer	Jen Pace		
Attendance Officer	Jeff Andreano		
District External Auditor	Dreschler & Malecki		
District Internal Auditor	Buffamante, Whipple & Buttafaro, CPA		
Records Access Officer	Jacqueline Reed		
Asbestos LEA Designee	Mark Huselstein		
Purchasing Agent	Jenny Bilotta		
Records Management Officer	Rose Sosnowski	2024-25	2025-26
		$647.35	$647.35
Newspaper	Olean Times Herald		
District Compliance Officer	Assistant Superintendent		
Title IX Coordinator	Assistant Superintendent		
Homeless Liaison	Jennifer Mahar		
Chief Emergency Officer	Superintendent		
Medidaid Compliance officer	Assistant Superintendent		
Copyright Officer	Jennifer Kless		
Pesticide Designee	Mark Huselstein		
Dignity for All Students Coordinators	Jeff Andreano, Maureen DiCerbo, and Lauren Stuff, EV Principal, Josh Austin, Rich DiMartino		
Financial Consulting Services	Bernard P. Donegan, Inc.		

Motion by Rene' Garrison, second by Lee W Filbert.
Final Resolution: Motion Carried
Aye: Elizabeth Burrows, Alex Calbi, Lee W Filbert, Julio Fuentes, Rene' Garrison, Mary Hirsch-Schena, Aubree Malick, Kevin Stevens, Catharine Young

9. CONSENT AGENDA
A. Approve the 25-26 Reorganizational Consent Agenda
Upon the recommendation of Dr. Genelle Morris, Superintendent of Schools, to approve the Consent Agenda.
Motion by Mary Hirsch-Schena, second by Rene' Garrison.
Final Resolution: Motion Carried
Aye: Elizabeth Burrows, Alex Calbi, Lee W Filbert, Julio Fuentes, Rene' Garrison, Mary Hirsch-Schena, Aubree Malick, Kevin Stevens, Catharine Young

CONSENT AGENDA ITEMS

a. **RESOLVED, that Five Star Bank, M&T Bank and Community Bank be designated as the Depositories for funds during the 2025-2026 school year.**

b. **RESOLVED, that the Treasurer is authorized to make payments of wages of all personnel of the school district in accordance with the agreed and contracted amounts deducting there from any obligation required by law or agreement. The Superintendent of Schools is authorized and directed to certify payrolls for the Board of Education.**

c. **RESOLVED, that Superintendent of Schools or designee is authorized to approve staff personal days, vacation days, professional days, visitation days, travel days, and all other time off pursuant to contracts and as provided for in the budget during the 2025-2026 school year.**

d. **RESOLVED, that the regular meetings of the Olean City School District Board of Education shall be held at 6:30 p.m. in the Olean High School Board Room, as shown on the agenda, unless otherwise noted. The 2025-2026 Board of Education Meeting Calendar is as follows:**

DATE	COMMITTEE	TIME	LOCATION
07/08/25	BOE Regular Meeting	After Re-Org	BOE Conf. Room
07/29/25	BOARD RETREAT		Holiday Valley
08/12/25	BOE Regular Meeting	6:30	BOE Conf. Room
09/09/25	BOE Regular Meeting	6:30	BOE Conf. Room
10/14/25	BOE Regular Meeting	6:30	Cafeterial - EV
11/18/25	BOE Regular Meeting	6:30	Cafeteria - WW
12/02/25	BOE RETREAT	5:30	BOE Conf. Room
12/09/25	BOE Regular Meeting	6:30	LGI - OIMS
01/13/26	BOE Regular Meeting	6:30	BOE Conf. Room
02/03/26	BOE Regular Meeting	6:03	BOE Conf. Room
03/10/26	BOE Regular Meeting	6:30	BOE Conf. Room
04/14/26	BOE Regular Meeting (BOCES Budget)	6:30	BOE Conf. Room
04/28/26	BOE RETREAT	5:30	BOE Conf. Room
05/12/26	BOE Regular Meeting	6:30	BOE Conf. Room
05/20/26	BOE Special Meeting (Certify Votes)	6:30	BOE Conf. Room
06/09/26	BOE Regular Meeting	6:30	BOE Conf. Room
06/23/26	BOE Regular Meeting	6:30	BOE Conf. Room
07/14/26	Annual Reorganizational	6:30	BOE Conf. Room

e. **RESOLVED, that the Superintendent of Schools, be authorized to approve the travel and other business expenses of teaching and non-teaching personnel under adopted Board policy including advanced payments and reimbursements.**

f. **RESOLVED, that the authorization for Board members to attend a conference, convention and the like shall be by Board resolution adopted prior to such attendance. The Superintendent of Schools will then be authorized to approve the travel and other related expenses including advanced payments and reimbursements.**

g. **RESOLVED that members of the Board of Education be approved to attend Fiscal Oversight Fundamentals Training, Governance Training, Rural Schools Annual Conference and Workshops, NYSSBA Annual Conference and Workshops and Allegany/Cattaraugus School Board Association meetings and dinners.**

h. RESOLVED, that Treasurer is authorized to sign all checks from all accounts including payroll checks. The Business Administrator is designated as the alternate to sign all checks from all accounts including payroll checks for emergency situations.

i. RESOLVED, that Treasurer is authorized to use a facsimile signature, to wit, to use a check writer. The Business Administrator is designated as the alternate to use a facsimile signature, to wit, to use a check writer for emergency situations.

j. RESOLVED, that Business Administrator is authorized to make necessary budget transfers up to $50,000 with the approval of the Superintendent of Schools as authorized by New York State Department of Audit and Control regulations and recommended by the New York State Commissioner of Education guidelines and brief explanation for any item over $50,000 and that such transfers be reported to the Board of Education.

k. RESOLVED, that the Superintendent of Schools, or designee, be authorized to apply for, accept and administer Federal Funds.

l. RESOLVED, that the Vice-President will have the authority to act on behalf of the President, including signatory powers in the absence of the President.

m. RESOLVED, that petty cash funds be established as outlined below:

	2024-2025	2025-2026
Tax Collector (Sara Williams)	$100	$100

n. RESOLVED, that Business Administrator is authorized to purchase coverage for fidelity bonds required by law for the Treasurer, Tax Collector, District Clerk, Business Administrators, three Account Clerks, Central Treasurer Activity Fund, Internal Claims Auditor, and Superintendent.

o. RESOLVED, that District Treasurer is authorized to invest such portion of district monies as they may determine in U.S. Treasury Securities to be held to maturity and maturing in one year, in special time deposit accounts, in certificates of deposits issued by a bank or trust company, provided, however, that such investments shall be payable within such time as the proceeds shall be needed to meet expenditures for which such money was obtained and, further, that such transaction meets all the requirements outlined in Education Law 1723-A.

BE IT ALSO RESOLVED, that the District Treasurer must require any bank or trust company, which has district deposits over $250,000 to provide state approved securities as collateral on aggregate deposits in excess of $250,000.

Such collateral must be held in a collateral account at an independent third-party bank with the account registered in the name of the Olean Board of Education. All transactions from this account are to be controlled by the District Treasurer to ensure continued adequate collateralization.

p. RESOLVED, that the automobile mileage reimbursement rate be set at the Internal Revenue Service per mile rate, effective with the 2025-2026 school year.

q. RESOLVED, that all the Policies and Code of Ethics in effect as of June 30, 2025, be readopted for the 2025-2026 school year.

r. RESOLVED, that the School Physician, or their designee, be authorized at their discretion to provide influenza inoculations for school district personnel choosing to receive and pay for same. The Hepatitis B inoculation is also provided to school district personnel in high-risk positions choosing to receive and pay for same.

s. RESOLVED, that the Superintendent of Schools be authorized to require an employee to submit to a medical examination to determine their fitness to continue employment, and to make such arrangements as necessary to effectuate this resolution.

t. RESOLVED, that the Superintendent of Schools be authorized to act as the representative of the school district and to sign all applications in conjunction with any and all Federal and State aid projects, BOCES Contracts and Agreements as well as local agency contracts with Board approval.

u. RESOLVED, that the Superintendent be authorized to sign the Municipal Cooperative Agreement between the Olean City School District and CABOCES to provide Workers Compensation Benefits.

v. RESOLVED, that the Treasurer be authorized to pay invoices or billings offering discounts and to pay billings for retirement, federal and state taxes, scholarships, liability and health insurance, employee voluntary deductions, and other invoices or billings the Business Administrator deems necessary to be in the best interest of the District.

w. RESOLVED, that the Board of Education adopts the State Education Department's current list and/or the list as amended from time to time of certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are identified as available to serve in this District, will constitute the District's list of the names and statement of the qualifications of each Hearing Officer.

BE IT ALSO RESOLVED that the District Clerk and Superintendent or Superintendent's designee shall select certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are available to serve in the District from the list of Impartial Hearing Officers who are certified by the Commissioner of Education of New York State; and document the rotational selection process and engage in the ministerial acts necessary to determine the first available impartial hearing officer for selection in each particular case.

BE IT ALSO RESOLVED that when an Impartial Hearing Officer must be appointed at a time when the Board of Education is not in session or between board meetings, the Board President or Vice-President are authorized to appoint the first available hearing officer to serve in a particular case. In the event that neither the Board President nor Vice President is available to make such an appointment, any member of the Board may appoint the first available hearing officer to serve on a particular case. Board member appointment of an Impartial Hearing Officer to conduct a hearing shall be promptly reported to the Board.

x. RESOLVED, that the Superintendent of Schools, or designee, be authorized, on behalf of the District, to apply for, accept, administer and participate in the Free and/or Reduced School Lunch, School Breakfast Programs, and Community Eligibility Program.

y. RESOLVED, that the following Five Star Bank credit card debt limit during the 2025-2026 school year be renewed:

NAME	INDIVIDUAL CREDIT LIMIT
(1) Genelle Morris	$8,000
(2) Jenny Bilotta	$8,000
(3) Asst. Superintendent of Academic Services	$3,000

z. RESOLVED, that June 1, 2026, be set as the last date for submission of Third-Party Notification Applications for the 2026-2027 school tax billings.

aa. the following appointments of Committees on Special Education and Pre School Education be approved:

Olean City School District
Committee on Special Education
Part 200 Regulations
Section 200.3

1. Parent of child
2. Regular education teacher of the student whenever the student is or may be participating in the regular education environment.
3. Special Education provider(s) for the child
4. Carolyn Crosson, Kristen Nawrot – School Psychologists
5. Katie Camp – CSE Chairperson and local educational agency representative of the school district
6. Marcie Johnson, Carolyn Crosson, Kristen Nawrot, Kelly Andreano- Alternate CSE Chairpersons and local educational agency representatives
7. School physician if requested by the parent or a member of the school at least 72 hours prior to the meeting.
8. Parent representative- Elida Green

Sub-Committee on Special Education
Part 200 Regulations
Section 200.3

1. Parent of child
2. Regular education teacher of the student whenever the student is or may be participating in the regular education environment.
3. Special Education provider(s) for the student
4. Katie Camp – CSE Chairperson and local educational agency representative of the school district
5. Carolyn Crosson, Kristen Nawrot– School Psychologists
6. Marcie Johnson, Carolyn Crosson, Kristen Nawrot, Kelly Andreano- Alternate CSE Chairpersons and local educational agency representatives

Committee on Preschool Special Education
Part 200 Regulations
Section 200.3

1. Parent of child
2. Regular education teacher of the student whenever the student is or may be participating in the regular education environment.

3. **Special Education provider(s) for the student**
4. **Kelly Andreano – CPSE Chairperson and local educational agency representative of the school district**
5. **Carolyn Crosson. Kristen Nawrot - School Psychologists**
6. **Marcie Johnson, Katie Camp, Carolyn Crosson, Kristen Nawrot - Alternate CPSE Chairpersons and local educational agency representatives**
7. **Parent Representative- Sandra Blade Pomeroy**
8. **A representative from Early Intervention if the child is transitioning.**
9. **A representative of the municipality of the preschool child's residence.**

bb. RESOLVED, that the Superintendent of Schools be granted authority to create committees in accordance with all State and Federal regulations for Curriculum Instruction Assessment Council, Safety, Technology, School Health Team, Professional Development, Comprehensive District Education Plan/Shared Decision Making, Academic Intervention Services, and all others ad hoc committees as deemed appropriate.

cc. the Superintendent is authorized to enter into Contracts for the billing and/or Health and Welfare Services between the Olean City School District and any other districts for the 2025-2026 school year.

dd. RESOLVED, that the 2025-2026 hourly charge for use of district buildings is as follows:

Olean City School District
2025-2026
USE OF DISTRICT BUILDINGS

SUNDAY AND NATIONAL/SCHOOL HOLIDAY USE
Organizations will be charged current labor costs for coverage of event.

WHEN SCHOOL BUILDING IS OPEN	
For Facilities (excluding Swimming Pool)	No Charge
For Swimming Pool – Lifeguard Services	$23 PER HOUR

WHEN SCHOOL BUILDING IS NOT OPEN FOR SCHOOL FUNCTIONS
FOLLOWING HOURLY CHARGES SHALL APPLY

For Facilities (excluding Swimming Pool)	
Organizations charging NO entrance fee	$30 Per HOUR
Organizations charging entrance fee	$48 Per HOUR
For Swimming Pool	$62 Per HOUR

ADDITIONAL CHARGES WILL BE ADDED FOR THE FOLLOWING:	
AUDITORIUM AIR CONDITIONING	$60 Per DAY
LIFEGUARD SERVICES PROVIDED	$23 Per HOUR
ADDITIONAL DISTRICT HOURS	$52 Per HOUR
SECURITY HOURS	$65 Per HOUR
TURF FIELD LIGHTING	$25 Per HOUR

ee. RESOLVED, that the Business Administrator, or designee, be authorized to approve the afterschool use of school buildings and property by groups and organizations under adopted Board policy.

ff. RESOLVED, that for 2025-2026 school year, the Board of Education hereby authorizes the taking of testimony by virtual meeting platform(s), in Student Education Law 3214 Hearings provided such testimony does not offend the student's due process.

gg. RESOLVED, that for the 2025-2026school year, the Superintendent be granted the authority to appoint personnel and accept personnel resignations for the purpose of posting for and filling vacancies.

hh. for the 2025-2026 school year, the Superintendent be granted the authority to approve unpaid leaves of absences for District employees for a period up to thirty (30) calendar/school days.

ii. RESOLVED, that the Director of Special Education and/or designee be authorized to sign CSE/CPSE recommendations on behalf of the Board of Education.

jj. RESOLVED, that the District Special Education Plan and Guidance Plan be accepted for the 2025-2026 school year.

kk. RESOLVED, that the District be authorized to pay the fingerprinting fees of volunteer coaches and non-instructional employees for the 2025-2026 school year.

ll. RESOLVED, that the following Substitute rates of pay for the 2025-2026 school year be approved:

Substitute Nurse	$28.00
Substitute Teacher Aide	$15.50
Substitute Cleaner	$15.50 Substitute
Food Service	$15.50
Retired District Support Staff	**hourly rate at time of retirement.
Retired District Teacher	$185 per day
Certified Teacher	$150 per day
Bachelor Degree Non-Certified Teacher	$135 per day
Non-Certified Teacher	$120 per day
Long-Term Substitute Teacher	$185 per day

mm. RESOLVED, that That the price of half-pints of milk for the 2025-2026 school year be $.60 per carton.

2024-2025 Rates	2025-2026 Rates
$.60 Grades 9-12	$.60 Grades 9-12
$.60 Grades 4-8	$.60 Grades 4-8
$.60 Grades PreK-3	$.60 Grades PreK-3

nn. RESOLVED, that the School Business Official be appointed as the delegate, and the Chief School Officer as the alternate delegate, to the Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan for the 2025-2026 fiscal year.

oo. RESOLVED, that the Audit Committee Charter be approved as presented.

pp. **RESOLVED, that Genelle Morris is hereby certified as a Qualified Lead Evaluator of classroom teachers and building principals having successfully completed the training requirements prescribed in 8 NYCRR §30-2.9(b).**

BE IT ALSO RESOLVED, that Jeffrey Andreano, Michael Martel, Maureen DiCerbo, Rich DiMartino, Lauren Stuff, Joshua Austin, Jennifer Kless, Jennifer Mahar, Marcie Johnson are hereby certified as a Qualified Lead Evaluators of classroom teachers having successfully completed the training requirements prescribed in 8 NYCRR §30-2.9(b).

qq. **RESOLVED, that the Non-Financial Collaborative Partnership between the Olean City School District and Cattaraugus and Wyoming Counties Project Head Start to promote collaborative working relationships between major providers of preschool education be approved.**

rr. **Upon the recommendation of Dr. Genelle Morris, Superintendent of Schools, that the School Business Official be appointed as the delegate, and the Chief School Officer as the alternate delegate, to the Workers' Compensation Plan Board of Directors for the 2025-26 school year.**

10. ADJOURNMENT
Motion to adjourn from the reorganizational meeting at 6:52 p.m.
Motion by Lee Filbert, second by Kevin Stevens.
Final Resolution: Motion Carried
Aye: Elizabeth Burrows, Alex Calbi, Lee W Filbert, Julio Fuentes, Rene' Garrison, Mary Hirsch-Schena, Aubree Malick, Kevin Stevens, Catharine Young