



AUDIT & FINANCE SUB-COMMITTEE
Meeting Minutes - DRAFT
Thursday, February 13, 2025 4:30 PM
Olean High School BOE Conference Room
410 W. Sullivan Street
Olean, NY 14760

Generated by Jackie Reed on Tuesday, February 18, 2025

1. OPENING ITEMS:

A. Meeting called to order at 4:02 pm

B. Present: Jenny Bilotta, Kevin Stevens, Rene' Garrison, Julio Fuentes (via Zoom),
Jackie Reed

Absent: Lee Filbert (unexcused)

2. DISCUSSION ITEMS:

A. Human Resources Specialist Proposal

- The position will be Civil Service / Confidential Managerial
- The goal is to allow the Business Administrator to focus on Budget and Finance / and the Assistant Superintendent of Academic Services to focus more on Curriculum
- The position will focus on hiring, orientation, onboarding and retention of employees
- There is currently a Staff Analysis being put together and will be shared at the March Audit & Finance meeting
- Based on comparable positions in the area, the pay range would be \$50-80K based on experience
- Would like to present to the BOE by March to have it in place by summer

B. 2025-26 Proposed Budget Presentation

Proposed budget for 2025-2026, with a focus on:

a. Bus Purchases

- Proposal to purchase 3 full-sized buses so all Olean buses will be owned by OCSD by the end of the 26-27 school year
- Currently, Portville pays for the buses, insurance, and repairs with an administrative fee, and we reimburse them
- Locked in prices this year, and using reserve funds

b. Operations/Maintenance Budget

- Salaries for cleaners, maintainers, substitutes, equipment, utilities, and operating expenses with the maintenance side reduced by about 2%
- Electric is expected to increase substantially next year
- The current projected budget does not include current contract negotiations

c. Administrative Budget

- Big increase in business administration
- Costs to BOCES for additional programs that we are purchasing
- Legal costs have increased substantially

d. BOCES Budget (excluding Special Ed)

- We have purchased additional services BoardDocs and Frontline Analytics
- We purchase the services and costs are up, but many of these are aidable
- A general increase in the cost of services through BOCES

C. Policy Review

Policies were reviewed and recommended to move forward for update/adoption:

- 5410 Purchasing: Competitive Bidding and Offering
- 5411 Procurement of Goods and Services
- 5412 Alternative Formats for Instructional Materials
- 5581 (5574) Medicaid Governance
- 5660 Meal Charging and Prohibition Against Meal Shaming

Policies to be reviewed and recommended to move forward for retirement:

- 1338 Duties of the Extraclassroom Activities Funds Treasurer(s)
- 5211 Reserve Funds
- 5240 School Tax Assessment and Collection
- 5241 Property Tax Exemption for Senior Citizens
- 5340 Borrowing of Funds

3. ADJOURNMENT: 4:59 pm

4. NEXT MEETING: Thursday, March 13, 2025, 4:00 PM BOE Conference Room