

**Operations Committee Meeting**  
**Monday, March 10, 2025**  
**Olean High School BOE Conference Room, 410 W. Sullivan Street**  
**Olean, NY 1470**

*Generated by Jackie Reed on Tuesday, March 11, 2025*

**1. CALL TO ORDER**

Meeting called to order at 4:36

Present: Kevin Stevens (Chairperson), Ricky Bee, Elizabeth Burrows, Dr. Genelle Morris, Dr. Michael Irizarry, Jenny Bilotta, Jackie Reed, Jen Kless, Kelly Keller, Jen Mahar (4:52)

Absent: Daniel Farnham (unexcused)

**2. DISCUSSION**

A. Policy Review for General Operations -for Review and Adoption at 3/18 BOE  
The committee reviewed Policy 1210 -Board Members: Nomination and Election and recommended that it be moved to the March 18th BOE agenda.

B. GENERAL OPERATIONS POLICIES Review for Updated the Policy Manual in May

- 1110 School District and Board of Education Legal Status Authority
- 1120 Board of Education Qualification, Numbers and Terms of Office
- 1240 Resignations and vacancies on the Board
- 1310 Powers and Duties of the Board
- 1330 Appointments and Designations by the Board
- 1510 Regular Board Meetings and Rules
- 1640 Absentee, Military, and Early Mail Ballots
- 3230 Public Complaints
- 3271 Solicitation of Charitable Donations
- 3272 Advertising in the Schools
- 4320 Superintendent Board Relations
- 5322 District Cell Phone Use
- 7130 Entitlement to Attend - Age and Residency
- 7132 Non-Resident Students
- 7210 Student Evaluation, Promotion and Placement
- 7220 Graduation Requirements
- 7241 Student Directory Information
- 7242 Military Recruiters and Institutions of Higher Education
- 7260 Designation of Persons in Parental Relation
- 7313 Suspension of Students
- 7420 Sports and the Athletic Program
- 7450 Fundraising by Students
- 7552 Student Gender Identity
- 8220 Career and Technical (Occupational) Education
- 8241 Patriotism, Citizenship, and Human Rights Education
- 8242 Civility, Citizenship, and Character Education Interpersonal Violence Prevention Education
- 8360 Religious Expression in the Instructional Program
- 8430 Independent Study
- 8440 Home Instruction (Home Schooling)
- 8450 Home, Hospital, or Institutional Instruction (homebound Instruction)
- 8460 Field Trips

#### C. SPECIAL EDUCATION POLICIES Review for Updated the Policy Manual in May

7610 Special Education District Plan

7613 The Role of the Board in Implementing a Student's Individualized Education Program

7617 Declassification of Students with Disabilities

7641 Transition Services

7642 Extended School Year Services and or Programs

7650 Identification and Register of Children with Disabilities (Child Find)

7660 Parent Involvement for Children with Disabilities

7670 Due Process Complaints Selection and Board Appointment of Impartial Hearing Officers

7680 Independent Educational Evaluations

7690 Special Education Mediation

#### D. HR OPERATIONS POLICIES Review for Updated the Policy Manual in May

1338 Duties of the School Physician, Nurse Practitioner

3150 School Volunteers

3311 Notification of Disclosure of Employee Disciplinary Records

4110 Administrative Personnel

6130 Evaluation of Personnel

6212 Certification and qualifications

6214 Incidental Teaching

6215 Probation and Tenure

6216 Disciplining a Tenured Teacher or Certified Personnel

6217 Professional Staff Separation

6220 temporary Personnel

6320 Supplementary School Personnel

6420 Employee Personnel Records and Release of Information

6430 Employee Political Activities

6550 Leaves of Absence

6552 Military Leaves of Absence

6560 Determination of Employment Status Employee or Independent Contractor

6562 Employment of Retired Persons

The board reviewed the policies listed and recommended that these move forward to be adopted with the updated policy manual.

Kevin will email the BOE and let them know to take the time to review them as a "homework" policy. Dr. Morris requested to pull policies 5322 and 8440 for further review and updating. All BOE members will be added to all sub-committees in BoardDocs so they can review the attachments before BOE meetings.

#### E. NEW CLUB APPLICATIONS

Honor Roll Recognition Club Application

The Operations Committee felt that this might not meet the requirements of a club, since it is within school hours, there will be no fundraising or regularly scheduled meetings. HR and/or the Business Office will reach out to Mrs. Perry to find a better mechanism in the contract to provide what she is looking for.

Book Club - The committee approved this application and will move forward to the Board of Education on March 18th.

#### F. 2025-26 Calendar

The BOCES calendar was shared and discussed. It was recommended not to have 1/2 days in June due to the disruption of parents' schedules. However, it was clarified that, contractually, the district must have at least 3 half days in June.

A discussion regarding one of the staff days being a Wellness Day

- Professional Development that provides CTLE hours for teachers with Professional and Initial certifications are the priority

- The PD Survey, which will be shared at the March Curriculum & Instruction meeting will give more details on teachers' preferences

- Offerings that were given to faculty and staff were not well received

- The District is providing wellness activities outside of the school day: cooking classes, personal training, swimming, etc.

It was suggested not to provide the 4th 1/2 day in June as it may set a precedent and parents are frustrated with 1/2 days.

This calendar will move forward to the Board of Education for the March 18th meeting.

### **3. ADJOURNMENT**

Adjournment at 5:30 pm

### **4. NEXT MEETING:**

Monday, April 7, 2025, at 4:30 in the BOE Conference Room.