

**AGENDA**  
**BOARD OF EDUCATION**  
**ODESSA-MONTOUR CENTRAL SCHOOL DISTRICT**

---

**Thursday, February 8, 2024**

**Regular Meeting: 5:30 p.m.**  
(District Conference Room - 305)

- I. Call to Order and Pledge of Allegiance**  
Mr. Robert Halpin, President
- II. Roll Call Attendance: Members of the Board**
- III. Introduction of Special Guests – Dr. Tracy Marchionda**
  - A. Stacy Saglibene – GST Boces District Superintendent
  - B. Michael Siebert – Interim Hanlon Principal
- IV. Approve Agenda**
- V. Approve Minutes**
  - A. Regular Meeting – December 14, 2023
  - B. Workshop Meeting – January 25, 2024

**VI. Public Comment**

The Board of Education invites you to feel comfortable in sharing matters of interest or concern about the District. For those of you who wish to address the Board, we ask that you sign-in and the Board President will call on you.

Those items brought to the attention of the Board during this time may be taken under consideration for future response or action. We ask that individual comments be limited to three (3) minutes in order to accomplish the evening's agenda. Visitors should not expect an immediate Board response to their comments or questions. Public comment time is limited to 20 minutes.

Comments relative to personnel or students are inappropriate to address in open session and will not be allowed. We respectfully ask that issues related to specific school district personnel or students be brought to the attention of the Superintendent privately.

**VII. Board Comment**

**VIII. Reports – Tracy Marchionda**

- A. Report Regarding 2024-2025 Budget Update
- B. Report Regarding an Update on 7 - 12 Principal Search
- C. Report Regarding Recommendations of Investments with NYCLASS – Lisa Kuhnel

**IX. New Business**

- A. Recommendation to Approve the 2024-2025 District Calendar

**B. Resolution Awarding Contract for Capital Outlay Project**

**WHEREAS**, the Board of Education of the Odessa-Montour Central School District (the “Board of Education”) solicited bids from contractors in conjunction with its 2023-2024 Capital Outlay Project (the “Project”); and

**WHEREAS**, bids were received and publicly opened on January 25, 2024; and

**WHEREAS**, the Project Architect, Arcadis, has reviewed the bids and bidders’ qualifications for the Project, discussed the Project with the lowest responsible bidder and by letter dated January 30, 2024, recommends acceptance of the bid and award of a contract to the following lowest responsible bidder:

|                           |
|---------------------------|
| <b>Contractor Name</b>    |
| John Mills Electric, Inc. |

**WHEREAS**, the Board of Education accepts the recommendation of the Project Architect and determines that it is in the best interest of the School District to accept the bid and award the contract in connection with the Project as set forth herein;

**NOW THEREFORE**, the Board of Education hereby resolves to award the following contract for the Project:

1. Capital Outlay Project Contract: Award of a contract to the low bidder, John Mills Electric, Inc., in the following amount:

|              |                           |
|--------------|---------------------------|
| Base Bid     | \$69,290.00               |
| Alternates   | EC-1 \$4,560 EC-2 \$6,640 |
| <b>Total</b> | <b>\$80,490.00</b>        |

2. The Board hereby authorizes its President, the Superintendent of Schools, or their designee to execute a contract in compliance with this Resolution, the bid solicitation documents, the Project scope, and the Project timeline and take all actions necessary or convenient on behalf of the Board of Education to enter into the said contract and complete the Project.
  3. Upon approval by the Board of Education, this Resolution shall take effect immediately.
- C. Recommendation to Approve an addition of an Odessa-Montour Central School District Cross-Country Team for 2024-2025 school year.
- D. Recommendation to Approve an Athletic Merger with Watkins Glen School District for Varsity Softball for 2023-2024 school year.
- E. Recommendation to Approve the Revised Remote Learning Plan
- F. Recommendation to Adopt the Revised Swimming Pool Safety Plan
- G. Recommendation to Approve Tax Refund in the amount of \$75.90 for Parcel 76.20-4-15, owned by John and Patricia Carlson, Town of Montour. Refund for tax years 2023-2024 due to Wrong Assessed Value on Final Roll.

H. Recommendation to Approve the Municipal Cooperation Resolution with New York Cooperative Liquid Assets Securities System (NYCLASS)

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS, the Odessa-Montour Central School District wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS, the Odessa-Montour Central School District wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Dr. Tracy Marchionda, Interim Superintendent on behalf of Odessa-Montour Central School District, is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019.

I. Policy Reading – First Reading

1. Policy #7480: Student Voter Registration and Pre-Registration

J. Policy Reading – Second Reading

1. Policy # 7315: Student Acceptable Use Policy (AUP)
2. Policy # 7316: Student Use of Personal Technology
3. Policy # 3412: Threats of Violence in School

K. Recommendation to Approve CSE Recommendations

L. Recommendation to Accept Financial Reports

1. Treasurer's Monthly Report – December 2023
2. Claims Audit Report
3. Revenue Status Report
4. Budget Status Report

M. Recommendation to Approve Personnel Report

**X. Information and Reminders**

February 9, 2024 – PK-6 Report Cards Issued  
February 9, 2024 – Early Release Day: B.C. Cate-11:10, Hanlon/Jr/Sr HS-11:30  
February 13, 2024 – Hanlon PFO Meeting, 5:30 p.m.  
February 14, 2024 – B.C. Cate PFO Meeting, 5:30 p.m.  
February 19, 2024 – President's Day; No School, All Offices Closed  
February 20-23, 2024 – Mid Winter Recess, No School

February 14, 2024 – B.C. Cate PFO Meeting, 5:30 p.m.  
February 19, 2024 – President’s Day; No School, All Offices Closed  
February 20-23, 2024 – Mid Winter Recess, No School  
March 4, 2024 – B.C. Cate, Hanlon, Jr/Sr HS Faculty Meetings  
March 8, 2024 – B.C. Cate/Hanlon School Picture Day  
March 8, 2024 – Early Release Day: B.C. Cate-11:10, Hanlon/Jr/Sr HS-11:30  
March 12, 2024 – Hanlon PFO Meeting, 5:30 p.m.  
March 13, 2024 – B.C. Cate PFO Meeting, 5:30 p.m.  
March 14, 2024 – OMTA Executive Committee Meeting  
March 14, 2024 – Board of Education Meeting, 5:30 p.m.

**XI. Recommendation to Enter Executive Session to Discuss Matters Related to the Contract for Legal Services for the District**

**XII. Adjourn**

**MINUTES OF THE REGULAR MEETING OF THE ODESSA-MONTOUR  
CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION  
January 11, 2024**

Present: Rob Halpin, Karen Rock, Jen Mosher, Will Shroust, Dana Sgrecci, Kurt Anderson, Kyle VanGalder

Also Present: Almon McCarty Jr, Mike Barbieri, Lisa Kuhnel, Kelly Cain, Roni Lewis, James Nolan, Kevin Murphy, Rob Francischelli, Tracy Marchionda

The following minutes were recorded by OMCS District Clerk\Board Secretary, Jennifer Stevenson.

**I. Call to Order and Pledge of Allegiance**

The meeting was called to order at 5:31 p.m. by President of the Board, Robert Halpin.

**II. Roll Call Attendance**

All members were present.

**III. Approve Agenda**

Mr. Shroust made a motion to approve the agenda, seconded by Mrs. Rock. 7-0 Carried

**IV. Approve Minutes**

A. Regular Meeting – December 14, 2023

Mr. Shroust made a motion to approve the minutes of Regular Meeting on December 14, 2023, seconded by Mrs. Rock. 7-0 Carried

**V. Public Comment**

There was no public comment.

**VI. Board Comment**

Mr. Sgrecci inquired about reopening the OMCS fitness center to the public. The process to open is being worked on, beginning with getting a proctor(s) to oversee the fitness center while open.

Ms. Mosher thanked the BCC and Hanlon PFO, as well as several volunteers, who made the Harlem Wizards event a huge success. She commented that as part of our mission statement, we aim to engage students every day and this was an outstanding example of engagement.

Mr. Halpin read two cards sent to the Board. One was from the Hanlon PFO thanking the Board of Education and Dr. Francischelli for helping with Grandparents Day. The other was from Mary Crippen thanking the Board of Education for her send off and for Mary Crippen day.

Mr. Halpin inquired as to how to resolve the generator issue since it has affected our school days on two occasions this school year. Mr. Cain reported that there is an air code in the panel and he will be meeting with an electrician on January 15 to check on the code. Mr. Halpin asked if the generator was working at 100 percent, would it be enough to keep the whole school running. Mr. Cain said that it would only keep part of the school running and that it would be a great back up for the Hanlon Elementary, with possibly looking into getting another generator to use for the high school. Mr. Cain will give an update after meeting with the electrician.

## **VII. Reports – Dr. Tracy Marchionda**

### **A. Report Regarding Curriculum Update**

Veronica Lewis gave an update on the curriculum using a power point and handouts. Her first slide showed the curriculum process. She explained each step, what it involved, and how not everyone is working on the same step at the same time. The different grade levels, courses, and standards all influence how the steps are completed. Mrs. Lewis gave an overview of what the process looks over the next five years, shared an example of what a year at a glance scope and sequence for Grade 9 ELA looks like, and also shared a 2023-2024 curriculum status showing Teacher/Grade Level/Department, what is completed, what is being worked on and what the next step will be. When asked if she is happy with the outcome so far, she said yes and praised the teachers for all their hard work. The Board thanked Mrs. Lewis for sharing the curriculum update.

### **B. Report Regarding Investment Information Request**

Lisa Kuhnel presented the board with a handout outlining her findings on investing school district funds. She highlighted legality, safety, liquidity, and yield. Ms. Kuhnel stated that several school districts are using NYCLASS adding that they do not merely invest the money, but they make sure we are in compliance while keeping their eye on the market to make sure we get more yield. After a brief discussion of NYCLASS, the board asked Ms. Kuhnel to come back to the board with a recommendation of where the funds should be taken from to invest, the amount that should be invested, and what fees would be involved. She will bring this information to the February board meeting. The board thanked Ms. Kuhnel for sharing the investment information.

### **C. Report Regarding Graduation Pathways**

Dr. Marchionda shared a handout from Blue Ribbon Commission on Graduation Measures. The commission examined what a diploma should represent. They developed a list of 12 recommendations. The Board of Regents will go through the recommendations to see if they need any policy changes and will reconvene in the summer. The OMCS Administrators will look at them, discuss them, and monitor it to see what the state decides.

### **D. Report Regarding Decision Process for Addition of Sports Teams or Clubs**

The Board reviewed the working document of the decision process for addition of sports teams or clubs. The goal is to have a process in place so when a student or adult wants to add a new sport or club, they will have a step-by-step outline of how to proceed. This process will continue to be revised for sharing with students and with staff in the near future.

## **VIII. New Business**

- A. Recommendation to Accept the Mileage Reimbursement Rate of 67.0 cents per mile, the same level as recognized by the Internal Revenue Service, effective January 1, 2024.  
(Increased from 65.5 cents)**

Mr. ShROUT made a motion to approve, seconded by Ms. Mosher. 7-0 Carried.

B. Recommendation to Approve the Agreement with Schuyler County Emergency Management Office to Allow them Access to Security Cameras in Emergency Situations.

Mr. ShROUT made a motion to approve, seconded by Mr. Anderson. 6-1 (Mosher)

C. Resolution Approving Amendment of Architectural/Engineering Services Contract

**WHEREAS**, the Board of Education of the Odessa-Montour Central School District (the "Board of Education") has determined that it is in the best interest of the Odessa-Montour Central School District (the "School District") to retain an architect/engineer to: provide architectural and engineering services; provide design, construction planning, and construction oversight; prepare and update as needed a project milestone schedule; assist with bid solicitation and analysis; provide status reports; and provide related professional services ("Architectural Services") in connection with its 2023 \$22,514,000 Capital Improvement Project (the "Project"); and

**WHEREAS**, the Board of Education previously approved a contract with Arcadis IBI Group ("Arcadis") dated June 15, 2023, for services in connection with the Project ("Contract"); and

**WHEREAS**, the voters of the District approved the Project in a referendum held on December 12, 2023; and

**WHEREAS**, the Board of Education has determined that it is in the best interest of the School District to continue its professional relationship with Arcadis for the purpose of providing Architectural Services for the Project subsequent to voter approval under the terms and conditions of the Contract as amended; and

**WHEREAS**, the form of the Contract amendment ("Amendment") has been approved by the District's legal counsel, Ferrara Fiorenza PC, and accepted by Arcadis; and

**WHEREAS**, the Interim Superintendent of Schools recommends approval of the Amendment as being in the best interest of the School District;

**NOW, THEREFORE**, be it resolved as follows:

1. The Board of Education hereby approves the retention of Arcadis to provide Architectural Services and proceed with the Project in accordance with the terms and conditions of the Contract as amended by the Amendment, for the fees and expenses set forth therein.
2. The Board of Education hereby authorizes the President of the Board or the Interim Superintendent of Schools to enter into the Amendment of the Contract on behalf of the School District in substantially the form presented to the Board of Education with such modifications, additions, and revisions (other than a change to the scope of the Project, the fees, or expenses, as set forth in the Amendment) as may be approved by the

Interim Superintendent of Schools and legal counsel, which approval shall be conclusively shown by the execution thereof and take all actions necessary or convenient to proceed under the Contract as amended by the Amendment in connection with the Project.

3. Upon Board of Education approval, this resolution shall take effect immediately.

Mrs. Rock made the motion to approve, seconded by Mr. Shrout. 7-0 Carried

#### D. Recommendation to Approve Transfer of Funds

RESOLVED, that the amount of \$19,247.90 shall be transferred from the Employee Benefit Accumulated Leave Benefits Reserve (867.00) of the Odessa-Montour Central School District to the Accumulated Sick Leave Account (9070-810-6-00) of the District to reimburse funds expended through January 31, 2024

Mr. Shrout made a motion to approve, seconded by Mrs. Rock. 7-0 Carried.

#### E. Policy Reading – First Reading

1. Policy #6190 Workplace Violence Prevention

Dr. Marchionda reported that this is a new regulation and needs to be an adopted policy by February 3, 2024. The Board discussed the need for further review and feedback. There will be second draft prepared after review and feedback. The second reading to take place on January 25, 2024, at the scheduled workshop meeting.

#### F. Policy Reading – Second Reading

- Policy #7350 – Corporal Punishment/Emergency Interventions
- Policy #7550 – Dignity for All Students

The Board held a discussion on both of these policies and feel there are still pieces of these policies that need further review and revision. Both policies will be reviewed and revised. The third reading to take place on January 25, 2024, at the scheduled workshop meeting.

#### G. Elimination of Policy

1. Policy #7618 Use of Time Out Rooms

Mr. Shrout made the motion to approve, seconded by Mrs. Rock. 7-0 Carried

#### H. Recommendation to Approve CSE Recommendations

Mrs. Rock resolved that the Board of Education has no objections to the recommendations of the Committee on Special Education and that it approve the authorization of funds to implement the special education programs and services consistent with such recommendations as attached, seconded by Mr. Shrout. 7-0 Carried.



I. Recommendation to Accept Financial Reports

1. Extra classroom Activities Fund – December 2023
2. Treasurer's Monthly Report – November 2023
3. Scholarship Report
4. Claims Audit Report
5. Revenue Status Report
6. Budget Status Report
7. Budget Transfer Report

Mr. Shrout made the motion to accept the financial reports, seconded by Mrs. Rock.  
7-0 Carried

J. Recommendation to Approve Personnel Report

Mr. Shrout made the motion to approve the personnel report, seconded by Mrs. Rock.  
7-0 Carried.  
The Board congratulated Mr. McCarty on his retirement.

**IX. Recommendation to Enter Executive Session to Discuss the Employment of a Particular Person or Persons**

Mr. Shrout made a motion to enter into executive session at 7:24 pm, seconded by Mrs. Rock. 7-0 Carried.

**X. Adjourn**

A motion was made at 8:10 pm by Ms. Mosher and seconded by Mr. Anderson to adjourn.  
7-0 Carried

Respectfully submitted,

JENNIFER STEVENSON  
OMCS DISTRICT CLERK/BOARD SECRETARY

**MINUTES OF THE REGULAR MEETING OF THE ODESSA-MONTOUR  
CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION  
January 25, 2024**

Present: Rob Halpin, Karen Rock, Jen Mosher, Will Shrou, Dana Sgrecci, Kurt Anderson,

Absent: Kyle Van Galder

Also Present: Lisa Kuhnel, James Nolan, Charlie Haefner, Tracy Marchionda

The following minutes were recorded by OMCS Alternate District Clerk Tracy Marchionda.

**I. Call to Order and Pledge of Allegiance**

The meeting was called to order at 5:30 p.m. by President of the Board, Robert Halpin.

**II. Roll Call Attendance**

Board member Kyle Van Galder was absent. All other board members were present.

**III. Recommendation to Enter Executive Session to Discuss the Employment of a Particular Person or Persons.**

Mr. Shrou made a motion at 5:31pm to enter executive session. Mrs. Rock seconded. Motion passed 6-0.

Ms. Mosher made a motion at 5:45pm to enter into public session. Mrs. Rock seconded. Motion passed 6-0.

**IV. New Business**

**A. Policy Reading-Second Reading**

**1. Policy #1690 Workplace Violence Prevention**

Mrs. Rock made a motion to accept the policy as revised. Mr. Shrou seconded.

Dr. Marchionda explained that this was a newly required policy and that the Workplace Violence Prevention Committee had reviewed it and all suggestions were noted.

Motion carried; 6-0.

**B. Policy Reading-Third Reading**

**1. Policy #7350-Corporal Punishment/Emergency Interventions**

Mrs. Rock made a motion to accept the policy as revised. Mr. Shrou seconded.

Ms. Mosher reminded the board that this policy was the one with the largest number of revisions due to new regulations. She noted that all changes she requested were made and Mr. Anderson noted that "persons in parental relations" had been changed to "guardians" per his suggestion.

Motion carried; 6-0.

2. Policy #7550 Dignity for All Students

Mr. Shrout made a motion to accept the policy as revised. Mrs. Rock seconded.

Ms. Mosher shared that as with the previous policy, this one had similar changes and needs.

Motion carried; 6-0.

C. Recommendation to Approve Tax Refund in the amount of \$75.90 for Parcel 76.20-4-15, owned by John and Patricia Carlson. Refund for School Tax 2023-24 due to Wrong Assessed Value on Final Roll.

Mrs. Rock made a motion to approve the above resolution. Mr. Shrout seconded.

Motion carried; 6-0

D. Recommendation to Approve the Personnel Report.

Mrs. Rock made the motion to approve the personnel report, seconded by Mr. Shrout.  
Motion carried; 6-0

The Board congratulated Mr. Nolan on his appointment as Deputy Superintendent and Superintendent.

V. Recommendation to Enter into Workshop Meeting

Ms. Mosher made a motion to enter into the workshop meeting at 5:50pm; Mrs. Rock seconded.

Motion carried; 6-0.

VI. Recommendation to Adjourn

Mrs. Rock made a motion to adjourn at 7:55pm; Mr. Shrout seconded.

Motion carried; 6-0.

Respectfully submitted,

Tracy A. Marchionda  
OMCS ALTERNATE DISTRICT CLERK

Regarding NYCLASS, I would recommend depositing the full balance of accounts with a minimal number of annual transactions. That would include the Debt Service Fund and Reserve Funds. Based on the prior year's balances, I'd also feel comfortable investing an additional \$2,000,000 from the District's General Savings account. Currently, those amounts combined come to \$5,626,839.50. Additional sums could be deposited with NYCLASS as they become available and as we determine funds from additional accounts may be appropriate to move.

| FUND              | CURRENT BALANCE | RECOMMENDED TRANSFER |
|-------------------|-----------------|----------------------|
| DEBT SERVICE FUND | \$762,812.49    | \$762,812.49         |
| RESERVE FUNDS     | \$2,864,027.01  | \$2,864,027.01       |
| GENERAL SAVINGS   | \$6,777,663.72  | \$2,000,000.00       |
| TOTAL             |                 | \$5,626,839.50       |

**DRAFT**



**Odessa Montour**

**Central School District  
2024-2025 School Calendar**

**July 2024**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

**January 2025**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

**August 2024**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**February 2025**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

**September 2024**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

**March 2025**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**October 2024**

|    |    |    |    |    |     |    |
|----|----|----|----|----|-----|----|
| S  | M  | T  | W  | T  | F   | S  |
|    |    | 1  | 2  | 3  | 4   | 5  |
| 6  | 7  | 8  | 9  | 10 | 11* | 12 |
| 13 | 14 | 15 | 16 | 17 | 18  | 19 |
| 20 | 21 | 22 | 23 | 24 | 25  | 26 |
| 27 | 28 | 29 | 30 | 31 |     |    |

**April 2025**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

**November 2024**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**May 2025**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**December 2024**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**June 2025**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

- 9/3/2024 Superintendent's Conference Day
- 9/4/2024 First Day of School
- 9/27/2024 Early Release Day
- 10/11/2024 Emergency Go Home Early Drill
- 10/14/2024 Columbus Day
- 10/25/2024 Early Release Day
- 11/11/2023 Veteran's Day (observed)
- 11/22/2024 Superintendent's Conference Day/P/T Conferences
- 11/27-29/2024 Thanksgiving Break
- 12/6/2024 Early Release Day: P/T Conferences
- 12/20/2024 Grizzly Community Day
- 12/23/2024-1/03/2025 Christmas Break
- 1/20/2025 Martin Luther King, Jr. Day
- 1/27/2025 Superintendent's Conference Day
- 1/29/2025 Lunar New Year
- 2/17-21/25 February Break
- 3/7/2025 Early Release Day
- 3/24/2025 Superintendent's Conference Day
- 4/14-18/25 Spring Break
- 5/9/2025 Early Release Day
- 5/26/2025 Memorial Day
- 6/19/2025 Juneteenth
- 6/27/2025 Last Day of School
- \*6/24; 6/25; 6/26; 6/27 PK-6: Half Days
- Regents Exams: January 21/24, 2025

June 4th, 10th, 17-27, 2025

| Calendar Days | Staff      | Students   |
|---------------|------------|------------|
| September     | 20         | 19         |
| October       | 22         | 22         |
| November      | 17         | 16         |
| December      | 15         | 15         |
| January       | 18         | 17         |
| February      | 15         | 15         |
| March         | 21         | 20         |
| April         | 17         | 17         |
| May           | 21         | 21         |
| June          | 19         | 19         |
|               | <b>185</b> | <b>181</b> |

\*\*There are up to four emergency days built into this calendar. Should they not all be used, or should more be needed, the Board will approve changes to the official calendar and communicate those changes as soon as possible.

**Tentative Give Back Snow Days:**

- 1st to go: May 22nd
- 2nd to go: April 21st
- 3rd to go: April 11th
- 4th to go: May 23rd

**DRAFT**

**Calendar Color Code Key**

- Holiday/School Closed
- NYS Regents Exams
- Early Release Day
- Emergency Go Home Early Drill
- Superintendent's Conference Day
- Grizzly Community Day

Draft Version: 2/1/24

## **Odessa-Montour Central School District**

Proposal for the creation of a new team/club

**Name of proposed sport/club:** Cross Country (Grades 7-12)

**Person proposing sport/club:** Lexi Strobel

**If a student, grade level:** 7th

**Address:** 108 Hanlon Drive, Odessa, NY

**Phone number:** 607-742-5209

**Define the purpose of this sport/club:**

To reintroduce cross country as a sport at Odessa-Montour

**What are some of the proposed activities?**

Modified, junior varsity, varsity cross country teams to compete at IAC, Section IV and Invitational Meets

**Who have you identified as potential advisors/coaches?** Skip Strobel

**What are their qualifications to coach/advise this team/club?**

Several years of cross-country and track coaching experience

**In one to two paragraphs, please discuss how this sport/club aligns to the district's vision, mission and priorities and the impact it could have on students.**

When trying to answer the question about aligning to the district's vision, I found this quote on the district website: "At Odessa-Montour, we collaborate to engage, empower an education every student, every day." Bringing back a cross country team will help students meet this very vision.

Students will be engaged by being a part of a school and community sport. My own experience has shown how participating in the sport of cross country has empowered me to be more confident. I would love for other kids to experience this. Science has proven that physical activity helps improve focus. With improved focus, students tend to be more successful at school.

The board of education has a priority this year of offering a reasonable selection of sports and extracurricular activities. Reintroducing cross-country to our choices for fall sports would meet this goal. It would also get more students involved in activities.

**Student Interest:** Please complete the chart below with potential student participants that you have spoken to personally and have indicated interest in joining the team/club. Add more lines as needed.

**PLEASE SEE ATTACHED CHART**

**Budget:** Please use the chart below to estimate budget requirements for equipment, uniforms, travel, and any operational costs. The business administrator is able to help you with these estimates.

| Item  | Potential Cost-Year 1 | Potential Annual Cost |
|---|-----------------------|-----------------------|
| Coach/Advisor stipend (per OMTA contract)     | \$5000                | \$5000                |
| Initial Equipment investment (Year 1)         | \$0                   |                       |
| On-going equipment budget needed              |                       | \$0                   |
| Initial uniform investment (Year 1)           | \$5000                |                       |
| Transportation costs to/from games/activities | TBD                   | TBD                   |
| Fees for games, events, etc.                  | \$250                 | \$250                 |
| Other:  |                       |                       |
| Other:  |                       |                       |
| Other:  |                       |                       |
| Other:  |                       |                       |
| Total estimated cost for Year 1:              | \$10,250              |                       |
| Total estimated cost annually:                |                       | \$5250                |

**Discuss potential funding options like grants, sponsorships, or fundraising efforts.**

- Moose Club breakfast
- Reach out to running clubs and/or stores for assistance
- Reach out to alumni for potential contributions

**Is there anything else you want us to know about this proposal?**

I would like to share the enjoyment I got from cross country with others.

**Approvals**

Building Principal:

2/1/24  
Date of Discussion Meeting

  
Signature

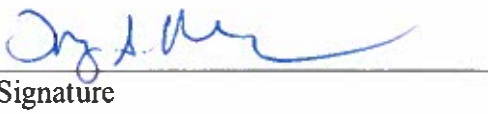
Athletic Manager:

2/1/24  
Date of Discussion Meeting

  
Signature

Superintendent:

2/2/24  
Date of Discussion Meeting

  
Signature



## Fall Sports Participation

| Sport                   | O-M roster total | Grade12 | 11 | 10 | 9 | 8 | 7 |
|-------------------------|------------------|---------|----|----|---|---|---|
| <b>Varsity Football</b> |                  |         |    |    |   |   |   |
| 2023                    | 10               | 5       | 2  | 1  | 4 |   |   |
| 2024                    | 13               | 2       | 2  | 9  |   |   |   |
| <b>Mod Football</b>     |                  |         |    |    |   |   |   |
| 2023                    | 20               |         |    | 1  | 5 | 7 | 7 |
| 2024                    | 19               |         |    |    | 7 | 7 | 5 |
| <b>Var. Volley</b>      |                  |         |    |    |   |   |   |
| 2023                    | 9                | 1       | 6  | 2  |   |   |   |
| 2024                    | 11               | 6       | 5  |    |   |   |   |
| <b>JV Volley</b>        |                  |         |    |    |   |   |   |
| 2023                    | 10               |         |    | 5  | 5 |   |   |
| 2024                    | 10               |         |    | 5  | 5 |   |   |
| <b>V Girls Soccer</b>   |                  |         |    |    |   |   |   |
| 2023                    | 16               | 4       | 4  | 3  | 3 | 2 |   |
| 2024                    | 14               | 3       | 3  | 6  | 2 |   |   |
| <b>Mod G Soccer</b>     |                  |         |    |    |   |   |   |
| 2023                    | 16               |         |    |    | 5 | 6 | 5 |
| 2024                    | 15               |         |    |    | 6 | 5 | 4 |
| <b>V Boys Soccer</b>    |                  |         |    |    |   |   |   |
| 2023                    | 18               | 2       | 5  | 9  | 2 |   |   |
| 2024                    | 13               | 3       | 7  | 2  | 1 |   |   |
| <b>Mod B Soccer</b>     |                  |         |    |    |   |   |   |
| 2023                    | 10               |         |    |    |   | 5 | 5 |
| 2024                    | 10               |         |    |    |   | 4 | 6 |
| <b>V Girls Swim</b>     |                  |         |    |    |   |   |   |
| 2023                    | 5                |         | 2  |    | 3 |   |   |
| 2024                    | 5                | 2       |    | 3  |   |   |   |
| <b>Mod G Swim</b>       |                  |         |    |    |   |   |   |
| 2023                    | 0                |         |    |    |   |   |   |
| 2024                    | ?                |         |    |    |   |   |   |

SECTION IV MERGER COMMITTEE

Application for Merger of Schools for Athletic Activity

This application form must:

- (A) Be completed by each school involved in the sport described.
- (B) Be reviewed and approved by the athletic league involved.
- (C) Be submitted to the Section IV Merger Committee after A and B have been resolved.

A separate application must be submitted for each activity. Requests should be for a one-year period of time only.

School District Odessa-Montour  
 Address of School Involved 306 College Ave.  
Odessa Ny 14869  
 Athletic Director of School Involved Greg Ganich  
 Phone Number 607-227-1789  
 Other School(s) Involved Watkins Glen

Sport to be considered Softball  
 Level(s) being merged (circle) Varsity JV Modified  
 School Year 2023-24

Describe conditions which prompted your school to request or support a merger--provide all appropriate rationale which will assist the league and merger committee in reaching a decision considered most beneficial to all:

O-M has too few varsity level players.

What will be the identity of the combined team? Watkins Glen  
 Where will practices be held? Watkins Glen  
 Where will competition be held? Watkins Glen

Attach a copy of the action item from your school Board of Education meeting minutes which includes the approval of this application.

Signed: Principal [Signature]  
 Superintendent [Signature]  
 Board of Education \_\_\_\_\_  
 Date: \_\_\_\_\_

Submit to Athletic League (This step must precede the Section action!):

League Action \_\_\_\_\_ Approved  
 \_\_\_\_\_ Not Approved  
 Date \_\_\_\_\_

Forward to: League Secretary \_\_\_\_\_  
 Section IV Athletic Association

276 State Hwy 7  
Sidney, NY 13838  
mcweenej@dcmoboces.com

- by: **January 30, 2024** for Football
- August 28, 2023** for Fall activity
- November 20, 2023** for Winter activity
- March 18, 2024** for Spring activity

**NYSPHSAA COMBINING OF TEAMS: (NYSPHSAA Handbook, pages 30-31)**

The joining together of students from two or more-member schools in the same district or proximity to form a single team shall be permitted subject to the following conditions:

1. Permission must be obtained from their league and section on an annual basis.
2. Section approval must be annually reported to the NYSPHSAA staff. (May 2021) NOTE: If a combined school team goes beyond sectional level competition their boys and girls grade 9/10 and an average of 9/10 enrollment shall be combined, using the below criteria, for state level competition.

The school(s) with the higher(est) classification number will have a percentage of the other school(s) classification number added according to the graduated scale below.

The percentage is dependent upon the association's "Sport Specific classification cut-off numbers" (July 2018)

- Six Classes** (Class AAA 100%, Class AA 100%, Class A 100%, Class B 100%, Class C 40%, Class D 30%)
- Five Classes** (Class AA 100%, Class A 100%, Class B 100%, Class C 40%, Class D 30%)
- Four Classes** (Class A 100%, Class B 100%, Class C 40%, Class D 30%)
- Three Classes** (Class A 100%, Class B 40%, Class C 30%)
- Two Divisions** (Division I 100%, Division II 40%)

The graduated scale is used for up to 3 "team" mergers and mergers with 4 or more "teams" take 100% of their BEDS, ONLY in team sports. (July 2017)

NOTE: If two or more schools are located within the same physical building, 100% of their BEDS will be used if they are following the Combining of Teams process. (Feb. 2019)

3. Section shall determine the deadlines for schools to merge or demerge programs.
4. If a non-public school is part of the merger, the "merged" team may be subject to the Section's Classification of Non-Public School Committee.
5. If a merger is denied by the Section, schools have the ability to resubmit a merger using 100% of all schools' BEDS enrollment numbers. (July 2016)

**Reporting Procedure: All violations shall be reported to the League and Section**

=====

**Action of Section IV Merger Committee**

The above request for merger is \_\_\_\_\_ Approved  
 \_\_\_\_\_ Not Approved

for the activity of \_\_\_\_\_ for the school year \_\_\_\_\_  
 Classification    AAA    AA    A    B    C    D    Division I / Division II

**Odessa-Montour Central School District**  
**Remote Learning Plan**  
**2023-2024**  
**Addendum to District-Wide Safety Plan**

The Odessa-Montour Central School District is committed to providing every student with the best instructional opportunities every day. In emergency situations where in-school learning is not possible, the district will first implement traditional emergency days (“snow days”) however, if all emergency days have been exhausted in a school year, the district will then move to REMOTE LEARNING days in accordance with all New York State regulations and as outlined in this plan.

New York State Department of Education (NYSED) allows districts that would otherwise close due to an emergency to remain in session and provide instruction through remote learning, therefore counting these instructional days towards the annual hours and days requirement for State Aid purposes. A district’s plan *must* include the methods by which it will ensure the availability of devices, internet access, provision of special education and related services for students with disabilities, and the expectations for time spent in different remote modalities (i.e., synchronous and asynchronous learning). Per NYSED, remote instruction “*requires regular and substantive teacher-student interaction with an appropriately certified teacher.*”

According to NYSED, “the plan **must** include the following:

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction;
2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity;
3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction;
4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate;
5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education; and
6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.”

The district’s remote instructional plan will be implemented to maintain the required number of hours and days per NYSED requirements. If not used after the exhaustion of all snow days for the year, the result would be the take-back of days from a scheduled break (e.g., the Friday of a Spring Break), to maintain NYSED requirements. The plan below details the expectations for student learning when the district elects to activate this plan.

Results from our connectivity survey in 2022 indicated a majority of students in Odessa-Montour have connectivity and devices available in the home. For 2023-2024 school year, students in grades 7-12 will be assigned one-to-one devices for their use at school and at home. The district also maintains an inventory of devices so that all students in grades PK-6 have device access. When the notice of inclement weather affords the district the time, devices will be distributed to those students who need them. Expectations of student asynchronous work are found in the chart for those that might not be able to connect due to the inclement weather affecting infrastructure or various issues resulting from the cancellation of in-person education. The district remains committed to providing students access to learning from their homes. We will continue to survey our students and families to gain more accurate information.

### **3Pre-K and 4Pre-K Expectations:**

The District's 3 Pre-K and 4Pre-K programs are non-compulsory, and students are enrolled in these programs voluntarily. The district also believes that learning for 3PK and 4PK students should be play-based, hands-on and follow the guidelines of NYSED's early learning programming. It is not developmentally appropriate for these students to be instructed via synchronous, virtual learning. Therefore, the following procedures will be followed should the district need to move to a remote learning day:

- Students will be provided at home activities that they can engage in with their families. These activities will be based on the approved school curriculum and will include all content areas that are in the typical day for the students.
- These activities will be sent home prior to the need for a remote learning day. They will include directions and any materials families would need to complete them.
- Completed activities should be returned to school the next day and the teacher will provide feedback to the student.
- On a remote learning day, the 3PK and 4PK teachers will make contact with each family either through Apptegy Rooms, a phone call, or email. This contact will count as the student being present for instruction on the remote learning day.
- Additionally, the teachers will be available for the full workday to support learning at home and/or answer parents' questions.

## All Instructional Staff (K-12) Expectations

1. Remote Learning Days will only be used after the district has exhausted all potential snow/emergency closing days. The district will communicate this clearly to all staff, students and families.
2. Microsoft Teams is the district's selected platform for synchronous instruction. The teacher will provide access to the live video instruction link via Microsoft Teams Meet. All students will access Microsoft Teams through ClassLink at [www.omschools.org](http://www.omschools.org). QR codes will be made available for BC Cate Students. All others will use their district login to access ClassLink.
3. Class Kick may be used as an additional support for synchronous instruction. It is optional by teacher.
4. It is the responsibility of the teacher to instruct students on accessing ClassLink, Microsoft Teams and Classkick (when used by the teacher) in advance of needing a remote learning day.
5. Teachers should survey their students at the beginning of the year to determine who has connectivity.
6. The daily classroom schedules must be followed, including normal start time, to ensure that all services (e.g., Response to Intervention, English as a New Language, Occupational Therapy, Physical Therapy, Speech, Social Worker, special education, instrumental lessons, etc.) are provided to every student on that day.
7. During synchronous sessions, the teacher will assign work to be completed by students asynchronously.
8. Because there may be students that, for a variety of reasons, cannot connect synchronously, teachers are to prepare equivalent and substantive work available on their Class Kick/Teams page or sent home prior to the remote day when possible.
9. Work assigned is to provide reinforcement and mastery of previously introduced knowledge and skills.
10. Work completed while on remote instruction will be submitted within two days of returning to in-person instruction. Teachers are expected to provide feedback on this work.

11. If the notice of the district's intent to implement this plan allows, physical materials will be distributed to students on the in-person day prior to the remote day. A technology distribution process will be created for all to follow.
12. If in the case of three or more continuous days in remote instruction:
  - a. learning will move to initial instruction of knowledge and skills; and
  - b. options will be provided for the submittal of completed student work.
13. Consideration will be given to grade-level appropriateness of work assigned and submitting process.
14. Daily/Period attendance is taken. A student is marked present when they appear for live instruction. For students who do not have connectivity, they will be marked present once work assigned is completed and handed in.
15. Times noted below are *minimum* expectations of time with students.
16. Review the expectations for a remote day with your students which includes cameras on during live instruction; how to access live instruction and course materials; Code of Conduct applies in this instructional setting and the way in which work should be submitted.
17. In the event that a teacher does not have connectivity in their home, the teacher will provide students with paper/pencil learning activities prior to the emergency day (whenever possible) or following the return to school. Should the remote learning continue more than three days, the teacher may be asked to report to their classroom and teach remotely. This situation must be communicated to the principal and families prior to the need for a remote learning day.
18. The recording of synchronous and/or asynchronous streaming is prohibited at all times. Screenshots and/or any type of picture is prohibited at all times.

## Grades K – 6 Expectations

### **Teachers of general education, 12:1.1, and 15.1 classrooms**

- Daily minimum synchronous live expectations
  - 10 minutes of a morning meeting
  - 20 minutes of ELA
  - 20 minutes of math
  - 20 minutes additional learning (e.g., science or social studies planned for that day, or additional time given to math and/or ELA, etc.)
- Synchronous instruction will be the beginning of each block of instruction; asynchronous instruction will follow to the completion of the block.
- During asynchronous instruction, a live link is to be kept open during designated learning times, after instruction windows noted (e.g., stay live after the 20 minutes of ELA for students to ask questions).
- The recording of synchronous and/or asynchronous streaming is prohibited at all times. Screenshots and/or any type of picture is prohibited at all times.
- Teacher's schedule for a remote learning day should be sent home to students and families prior to the need for a remote day and it is to be posted on Class Kick/Teams page to ensure students and parents know times. The schedule is to be typical for that particular day (e.g., Day 3).
- For 12:1.1 teachers, the length of time in each subject is dependent upon student's identified needs based upon their individual disability. Alterations to the above outlined times will be coordinated with the Principal, and the Director of Special Education and will be communicated to students/families.
- Teachers will record attendance and document the instruction that occurred.

### **Teachers of AIS and resource room**

- Minimum live expectations



- 20-minute lesson/session at the normally scheduled time for that day starting at the beginning of the normal block of instruction. This schedule should go home to parents in advance.
  - Attendance and instruction/session is to be documented.
  - During asynchronous instruction, a live link is to be kept open during designated learning times, after instruction windows noted (e.g., stay live after the 20-minute lesson for students to ask questions).
- OT, PT, Speech providers, school social workers, and social worker assistants:**
- Minimum live expectations
    - 15 to 30-minute session at the normally scheduled time for that day.
    - Length of time is dependent upon student's identified needs based upon their individual disability
  - Follow the schedule you had planned for that particular day, with an understanding that certain functions will have to be rescheduled due to the type of session planned. This schedule must be communicated with families in advance.
  - During asynchronous instruction, a live link is to be kept open during designated learning times, after instruction windows noted (e.g., stay live after the 20-minute lesson for students to ask questions).
  - Attendance and instruction/session is to be documented.

**School psychologists**

- Follow the schedule you had planned for that particular day, with an understanding that certain functions will have to be rescheduled due to the type of event planned (e.g., evaluations, meetings).
- Complete tasks related to responsibilities, these may include, but are not limited to, evaluation scoring, report writing, parent communication, and BIP updates.
- Keep a log of work completed and/or meetings attended.

**Teachers of art, library, music, and physical education:**

- Minimum Live Expectations
  - 15-minute lesson at the normally scheduled time for that day.
- During asynchronous instruction, a live link is to be kept open during designated learning times, after instruction windows noted (e.g., stay live after the 15 minutes of art lesson for students to ask questions).
- Attendance and instruction/session is to be documented.

**Grades 7 – 12 Expectations**

**Teacher of general education, 12:1.1, and 15.1 classrooms**

- Minimum synchronous live expectations
  - 25-minute lesson at the normally scheduled time.
- Synchronous instruction will be the beginning of each block of instruction; asynchronous instruction will follow to the completion of the block.
- During asynchronous instruction, a live link is to be kept open during designated learning times, after instruction windows noted (e.g., stay live after the 20 minutes of ELA for students to ask questions).
- The recording of synchronous and/or asynchronous streaming is prohibited at all times. Screenshots and/or any type of picture is prohibited at all times.
- Teacher's schedule for a remote learning day should be sent home to students and families prior to the need for a remote day and it is to be posted on Class Kick/Teams page to ensure students and parents know times.
- 7-12 will follow the expected letter day as if school was in-person. (e.g., A Day/B Day, etc).
- For 12:1.1 teachers, the length of time in each subject is dependent upon student's identified needs based upon their individual disability. Alterations to the above outlined times will be coordinated with the Principal, and the Director of Special Education and will be communicated to students/families.

- Teachers will record attendance and document the instruction that occurred.

### **Teachers of AIS and resource room**

- Minimum live expectations
  - 25-minute lesson/session at the normally scheduled time for that day.
  - at the normally scheduled time for that day starting at the beginning of the normal block of instruction. This schedule should go home to parents in advance.
- Attendance and instruction/session is to be documented.
- During asynchronous instruction, a live link is to be kept open during designated learning times, after instruction windows noted (e.g., stay live after the 20-minute lesson for students to ask questions).

### **OT, PT, Speech providers, school social workers, and social worker assistants:**

- Minimum live expectations
  - 15 to 30-minute session at the normally scheduled time for that day.
  - Length of time is dependent upon student's identified needs based upon their individual disability
- Follow the schedule you had planned for that particular day, with an understanding that certain functions will have to be rescheduled due to the type of session planned. This schedule must be communicated with families in advance.
- During asynchronous instruction, a live link is to be kept open during designated learning times, after instruction windows noted (e.g., stay live after the 20-minute lesson for students to ask questions).
- Attendance and instruction/session is to be documented.

### **School psychologists**

- Follow the schedule you had planned for that particular day, with an understanding that certain functions will have to be rescheduled due to the type of event planned (e.g., evaluations, meetings).

- Complete tasks related to responsibilities, these may include, but are not limited to, evaluation scoring, report writing, parent communication, and BIP updates.
- Keep a log of work completed and/or meetings attended.

#### **School counselors**

- Follow the schedule you had planned for that particular day, with an understanding that certain functions will have to be rescheduled due to the type of event planned (e.g., evaluations, meetings).
- Complete tasks related to responsibilities, these may include, but are not limited to, evaluation scoring, report writing, parent communication, and BIP updates.
- Keep a log of work completed and/or meetings attended.

Name of Facility Odessa-Montour Central School District

Site Address 300 College Ave, Odessa, NY 14869

Telephone 607-594-3341

Prepared By Jack McCauley

Title Pool Director

Signature \_\_\_\_\_ Date 2/1/2024

New York State Sanitary Code 6-1 requires that swimming pool operators develop, update and implement a written safety plan. This plan must be submitted to your local health department for their review and approval. The plan must include procedures for daily bather supervision, injury prevention, reacting to emergencies, injuries and other incidents, providing first aid and summoning help.

Please review and complete this document. Include any attachments (i.e. photos), as necessary. Once completed, it will serve as your facility's comprehensive written safety plan, which will meet the requirements of the State Sanitary Code (SSC). This plan must meet the specific conditions of your facility and operations, as well as serve as a training and reference document for you and your staff. Local rescue, police and fire personnel should be consulted when developing your pool safety plan.

Additional information may be obtained at <http://www.health.ny.gov/>

**Please send a copy to:**

NYS Department of Health-Hornell District Office  
107 Broadway  
Hornell, NY 14843

**And, please retain a copy of this document for your use.**

**FOR LHD USE ONLY**

Approved  Yes  No

Reviewer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

## SECTIONS

|  |    |
|--|----|
| <b>Pool Characteristics</b> .....                    | 3  |
| <b>Bather Supervision</b> .....                      | 4  |
| Homeowner Associations .....                         | 6  |
| Supervision Level IIa or IIb .....                   | 7  |
| Supervision Level III or IV .....                    | 15 |
| <b>Certifications</b> .....                          | 17 |
| <b>Injury Prevention</b> .....                       | 18 |
| Waterfront Hazards .....                             | 18 |
| Lighting and Electrical .....                        | 19 |
| Maintenance .....                                    | 19 |
| Rules and Regulations .....                          | 20 |
| Diving Areas .....                                   | 20 |
| Starting Block Use .....                             | 21 |
| Pool Slides .....                                    | 21 |
| Environmental Conditions and Weather .....           | 21 |
| <b>Illness Prevention</b> .....                      | 22 |
| Fecal, Vomit and Blood Contamination Incidents ..... | 22 |
| <b>Chemical Storage and Handling</b> .....           | 23 |
| Spas .....   | 24 |
| <b>Emergency Response</b> .....                      | 24 |
| Search Procedures .....                              | 25 |
| Communication .....                                  | 25 |
| Reporting .....                                      | 26 |
| Training .....                                       | 27 |
| <b>Sketch/Diagram of Pool</b> .....                  | 28 |

**POOL CHARACTERISTICS**

Name of Facility Odessa-Montfour Central School District

1. Please indicate what your swimming pool operation is associated with:

- Homeowner Association  
  Campground  
  Temporary Residence  
  Municipality  
 School  
 Other

2. Please fill in the table below for each pool:

| Pool No. | Type of Bathing Facility<br>(Outdoor Pool, Indoor Pool, Outdoor Spa, Indoor Spa, Wading Pool) | Square Footage | Minimum Depth (Feet) | Maximum Depth (Feet) | Bather Capacity | Diving Allowed?  | Slides?  | Supervision Level<br>(IIa, IIb, III, IV) |
|----------|---|----------------|----------------------|----------------------|-----------------|--|--|--|
| 1        | Indoor Pool   | 2204           | 4                    | 11                   | 84              | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | IIA, III                                 |
| 2        | Pool deck   | 2438           |                      |                      |                 | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |  |
| 3        |   |                |                      |                      |                 | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |  |
| 4        |   |                |                      |                      |                 | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |  |
| 5        |   |                |                      |                      |                 | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |  |

## BATHER SUPERVISION

- The effective supervision of all bathers is essential to safety. *Inadequate supervision has been determined to be a contributing cause in over half of all drownings at regulated bathing facilities in New York State.*
- A system is to be established that allows for continuous supervision and adequate visual surveillance of the bathers. This system will vary depending on the level of supervision required at each facility type.
- When a swimming pool, spa pool or wading pool is part of a temporary residence or campground as defined in SSC Subparts 7-1 and 7-3, the operator must provide either Supervision Level IIa, IIb, III, or IV aquatic supervision, as defined in SSC Subpart 6-1.
- For other pools, not associated with a temporary residence or campground, the supervision level required at each is dependent on water depth, size of the pool, diving boards, deck slides, and flotation devices used.
- Additional supervisory staff may be required by the permit-issuing official (PIO). Factors, including but not limited to, pool shape, diving board use, patron decorum, patron alcohol consumption, and, bathing facilities used primarily for the developmentally disabled may be the basis for increased coverage.
- Homeowner swimming pools are exempt from the supervision requirements, **except:**
  - If a homeowner swimming pool is used by people other than the owner/residents, their friends, renters or guests, then the operator must comply with applicable regulations during those periods of use. (Please refer to SSC Sections 6-1.2(o) and 6-1.23(a)(2).)

Is your pool(s) operated by a Homeowner Association?  Yes  No

If "yes" to question above, please continue with questions 3-5 and 28-70.

### Supervision Level IIa or IIb -- Pool (Only) or Pool and Beach Lifeguard

- Unless associated with a temporary residence or campground, Supervision Level IIa or IIb must be provided at all whitewater slides, wave pools or aquatic amusements and when any of the following are present: water depth is five feet or greater; diving boards; flotation devices other than U.S. Coast Guard Type I-III; pool deck slides; surface area of the pool exceeds 2,000 square feet.

Do you provide Supervision Level IIa or IIb at your facility?  Yes  No

If "yes" to question above, please continue with questions 6-17 and 28-70.



### Supervision Level III or IV

- Are supervisory staff, provided by the facility, who possess certain skills and requirements per Section 6-1.31.
- May be selected when the bathing facility is part of a temporary residence or campground.
- If part of a temporary residence or campground, when Supervision Level III or IV is selected, on-premise CPR is not required.
- If a temporary residence or campground operator *allows persons other than registered overnight patrons and their guests to use the pool*, then the operator must provide a level of supervision during that period of use which is consistent with the pool characteristics. (Please refer to Subpart 6-1.23(a)(2).)
  - Pools with surface area greater than 2000 square feet, water depth 5 feet or more, diving boards, flotation devices (other than U.S. Coast Guard Type I–III Label), or pool deck slides must provide Supervision Level II, a lifeguard.
  - When a pool otherwise qualifies for Supervision Level III or IV, on-premise CPR certified staff are required.

### Supervision Level III

- Supervision Level III is required at all spas and wading pools, if not associated with a temporary residence or campground.

### Supervision Level III Staff for Instructional Activities

- When instructional activities occur and the lifeguard is also providing the instruction, additional staff must be provided who have at least the Supervision Level III required certification.
  - This Level III staff is not expected to perform as a lifeguard, i.e. water rescues, etc., but to provide additional surveillance and possess victim recognition skills to assist the lifeguard during these instructional activities.

### Supervision Level IV

- Supervision Level IV may be selected if the water depth within the designated bathing area is less than five feet and the surface area of the pool is less than or equal to 2000 square feet.
- At Supervision Level IV, the aquatic staff shall be on premises at all times the pool or spa is in use with periodic visual checks of the pool or spa conducted and logged.

Do you provide Supervision Level III at your facility?  Yes  No

If “yes” to question above, please continue with questions 18-21 and 28-70.

Do you provide Supervision Level IV at your facility?  Yes  No

If “yes” to question above, please continue with questions 18-70.

**Homeowner Associations**

- Subpart 6-1 of the State Sanitary Code exempts homeowner association pools from **bather supervision requirements only**.
  - *If the pool is used by people other than the owner/residents, their friends, renters, or guests, the operator of the pool is no longer exempt and must comply with applicable regulations during those periods of such use.*
  - Homeowner associations are required to develop and implement a written safety plan, which includes a description of the notification to homeowner members of the method of supervision provided at the pool.
  - All members must be aware of the type of supervision provided, if any.
  - Safety plan must specify the type of supervision supplied.
  - If the association provides a lifeguard, it is recommended that the individual meet the qualifications for Supervision Level II. This is to protect the individual acting as a lifeguard and to ensure the members do not put themselves at risk by relying on unqualified staff. (Please refer to SSC Section 6-1.31 for Level II qualifications.)

3. Do you allow people other than the members, their friends, renters or guests to use the pool?     Yes     No  
(If "Yes," please complete a. and b.)

a. When do you allow others to use the pool? \_\_\_\_\_  
\_\_\_\_\_

b. During this time, what level of supervision is provided?     II     III     IV  
(Please complete the appropriate Supervision Level section(s).)

4. What type of supervision do you provide for homeowner association members?

None     Facility Manager     Lifeguard     Other (Specify) \_\_\_\_\_

5. How are homeowner association members notified of the method of supervision provided at the pool?

- Brochure/Newsletter
- Posting/Sign (Specify where) \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

## **Supervision Level IIa or IIb**

When developing your supervision and surveillance system for your facility, many factors must be considered to ensure total visual coverage of the bathing area and that the lifeguards are able to perform their duties when bather density is high:

### ***Number of Lifeguards***

- **SSC requires at least one lifeguard for every 3400 square feet of pool surface area or fraction thereof. 6-1.23(a)(4)**
- Additional lifeguards may be necessary depending on the shape of the pool, diving board use, patron decorum, patron alcohol consumption, and usage by developmentally disabled patrons.
- Bathers tend to congregate in shallow water areas.
- Consider peak uses such as exceptionally warm weather, holidays, etc.
- Swim classes or use of the facility by outside groups may necessitate additional staff.
- There should be enough lifeguards to provide coverage during breaks or when other lifeguards take days off.

### ***Supervising Lifeguards***

- **When a pool is required to provide three or more aquatic staff, a supervising lifeguard is required. 6-1.23(a)(8)**
- The supervising lifeguard must oversee and manage lifeguards to ensure proper positioning, zones of coverage and that in-service training/drills are performed.

### ***Lifeguard Positioning***

- **At Supervision Level IIa or IIb facilities, elevated lifeguard chairs are required at all pools greater than 2000 square feet. 6-1.23(b)(2)**
- **A minimum of one elevated lifeguard chair is required for every 3400 square feet of supervised pool. 6-1.23(b)(2)**
- Chairs must be located to compensate for glare and blind spots, provide a clear view of the pool bottom, and in positions which provide complete surveillance coverage of the pool area.
- Lifeguards must have designated areas of responsibility and be able to have total visual surveillance of that swim area.
- Consider bather densities and locations, which may require additional lifeguards and various positioning schemes.

### ***Lifeguard Rotations***

- **Proper chair rotation procedures must be followed to ensure no interruption in surveillance.**
- Rotating lifeguards must maintain constant surveillance of the area of responsibility and not be distracted during a chair rotation.

### ***Lifeguard Breaks***

- **Lifeguards should take frequent breaks to avoid fatigue, but there must be enough coverage during these times or the pool, or sections of it, must be closed and posted as such.**

Please refer to SSC Section 6-1.23.

**Number of Lifeguards**

6. How many lifeguards will you use to properly supervise your bathing facilities?  
 (Please list all your pools with the number of lifeguards for each below.)

| <i>Pool No.</i> | <i>Bathing Facility (Name and Type)</i>     | <i>Square Footage</i> | <i>Number of Lifeguards</i> | <i>Number of Elevated Lifeguard Chairs</i> |
|-----------------|---|-----------------------|-----------------------------|--|
| 1               | Odessa-Montour Central School - Indoor Pool | 2204                  | 1                           | 1  |
| 2               |   |                       |                             |  |
| 3               |   |                       |                             |  |
| 4               |   |                       |                             |  |
| 5               |   |                       |                             |  |

7. Will you use additional lifeguards at any time during your season?  Yes  No  
 (If "Yes," please complete a. and b.)

a.

| <i>Pool No.</i> | <i>Number of Lifeguards</i> |                |                  |                 |               |                 |               |
|-----------------|-----------------------------|----------------|------------------|-----------------|---------------|-----------------|---------------|
|                 | <i>Monday</i>               | <i>Tuesday</i> | <i>Wednesday</i> | <i>Thursday</i> | <i>Friday</i> | <i>Saturday</i> | <i>Sunday</i> |
| 1               |                             |                |                  |                 |               |                 |               |
| 2               |                             |                |                  |                 |               |                 |               |
| 3               |                             |                |                  |                 |               |                 |               |
| 4               |                             |                |                  |                 |               |                 |               |
| 5               |                             |                |                  |                 |               |                 |               |

b. Please explain why/when you will use additional lifeguards: \_\_\_\_\_

Additional lifeguards will be added any time the pool occupancy exceeds 25 people. One lifeguard added for every 25 patrons in the pool.

\_\_\_\_\_

\_\_\_\_\_

**Supervising Lifeguards**

- Supervising lifeguards are required:
  - When a pool is required to provide three or more aquatic staff;
  - If employing a 15 year old lifeguard.
- The supervising lifeguard must be on-site, in the pool area, to oversee and manage lifeguards.

8. Is your pool(s) required to have a supervising lifeguard?  Yes  No  
(If "Yes," please complete a.)

a. Indicate the duties of your supervising lifeguard:

- Supervise the lifeguard staff
- Scheduling of lifeguards to ensure adequate coverage
- Ensure implementation of lifeguarding policies and procedures
- Coordinate in-service training/drills of lifesaving skills and emergency response procedures
- Other (List):

1) \_\_\_\_\_ 3) \_\_\_\_\_  
2) \_\_\_\_\_ 4) \_\_\_\_\_

- **Glare and poor water clarity are key contributing factors in many drownings.**

**Lifeguard Positioning**

9. How will staff compensate for glare and blind spots and obtain complete visual coverage?  
(Check all that apply.)

- Not a problem at my pool
- Move lifeguard chairs
- Other (Specify) \_\_\_\_\_

**Lifeguard Rotations**

- **NYS drowning data indicates that many drowning incidents have occurred directly before, during, and directly after a chair rotation because the lifeguards were distracted and did not provide constant patron surveillance during the rotation procedure.**
- During that period when lifeguards rotate their chair positions, if proper chair rotation procedures are not followed, a lifeguard can be temporarily distracted.
- Lifeguard rotations should take place on a regular schedule and should follow a defined pattern.
- Continuous coverage must be provided when changing or rotating lifeguards.
- Additionally, periodic rotations to different stations helps keep lifeguards alert.

10. Do you use multiple lifeguards at your swimming pool?  Yes  No  
(If "Yes," please complete a, b and c.)

- a. Do you have an established chair rotation procedure?  Yes
- b. Does your chair rotation procedure ensure that there is continuous lifeguard surveillance of patrons during the change?  Yes
- c. How frequently do your lifeguards rotate?
  - Every 30 minutes
  - Every 60 minutes
  - Other (Specify) \_\_\_\_\_

### Lifeguard Breaks

- Failure to take breaks has been identified as a contributing factor in drownings in NYS.
- Lifeguards need to take frequent breaks to avoid mental and physical fatigue.
- Research indicates that lifeguard attentiveness declines after 30 minutes.
- Scheduled breaks and rotating to different stations can keep lifeguards alert and ready to respond.
- If another lifeguard is not available to cover during breaks, (at single guard facilities), the pool must be closed during the breaks.

11. How frequently do your lifeguards take breaks (include lunch)?

- Every 30 minutes     Every 60 minutes     Other (Specify) \_\_\_\_\_

12. What is your protocol for bather supervision during lifeguard breaks or when a lifeguard takes the day off?

- Use other lifeguards to cover     Close the pool/sections (Please answer a. and b.)

a. Who is responsible for clearing and closing the pool during these breaks?

- Lifeguard     Maintenance Staff     Facility Operator

Other (Specify) \_\_\_\_\_

b. Who assures that no one enters the water while the pool is closed?

- Lifeguard     Maintenance Staff     Facility Operator

Other (Specify) Pool doors are locked unless there is a lifeguard on duty.

### Distractions

- Lifeguard distractions and intrusions have been identified as contributing factors in drownings.
- Distractions occur when lifeguards engage in activities such as using cell phones, reading or having lengthy conversations with patrons or others.
- Many lifeguards are assigned additional duties at a bathing facility. These duties must not intrude upon the lifeguard's primary responsibility of guarding.

13. Are your lifeguards assigned any additional duties at your facility?     Yes     No

Please list other duties below:

- a. instructing/teaching - with a level III staff on deck    d. \_\_\_\_\_  
b. \_\_\_\_\_    e. \_\_\_\_\_  
c. \_\_\_\_\_    f. \_\_\_\_\_

14. Will you restrict the lifeguards from performing these other duties while guarding?     Yes     N/A

### Use of Pool by Outside Groups

- If you allow outside groups to use your pool and they use their own lifeguard, there must be a plan for coordination of supervision, emergency response procedures and water quality issues during these times.

15. Do you allow outside groups who provide their own lifeguard to use your pool?  Yes  No  
(If "Yes," please complete a.-f.)

- a. Is the outside group's lifeguard familiar with your safety plan and emergency procedures?  Yes
- b. Is the emergency telephone and safety and first aid equipment available for use during these periods?  Yes
- c. Who is responsible for activating the emergency response plan, if needed?  
 Outside Group's Lifeguard  Other (Specify) \_\_\_\_\_
- d. What is the availability of this person (indicated in c. above)?  
 On-site  On-call  Other (Specify) \_\_\_\_\_
- e. Who is responsible for addressing water treatment issues at your pool during the time an outside group is using the pool?  
 Maintenance Staff  Facility Operator  Other (Specify) \_\_\_\_\_
- f. What is the availability of this person (indicated in e. above)?  
 On-site  On-call  Other (Specify) \_\_\_\_\_

### Use of Pool by Developmentally Disabled (DD) Groups

- Groups of developmentally disabled (DD) patrons may require additional assistance and supervision.
- Disabilities can include a loss, absence, or impairment of sensory, mental or motor function.
- Patrons with impaired motor function may have difficulty navigating around a pool area. Those with hearing, vision, or mental function impairments may not be able to hear, read or understand directions provided verbally or in signs.
- Emergency response may need to include both auditory and visual signals and care and evacuation of patrons with disabilities may require additional assistance.
- Additional supervisory staff, including lifeguards and others, may be needed to assist groups of DD patrons.
- If an outside group of DD patrons uses the bathing facility, the operator must ensure that adequate supervision and emergency response is in place.

**Guidance for DD Staff**

- **An analysis of the NYSDOH's investigation of 10 drowning incidents of DD patrons revealed several common factors.**
- **In response to these factors, additional recommendations were developed for the group's staff responsible for the care of DD individuals.**
- **The operator of a swimming pool should coordinate with the DD group's staff to ensure that the following guidance is addressed:**
  - DD staff responsibilities should be clear.
  - Those responsible for providing supervision must be at poolside directly supervising patrons.
  - DD staff must not be distracted by conversations or other activities that interfere with their responsibility of supervising the patrons assigned to them.
  - DD staff to patron assignments should be specific.
  - DD staff to patron ratio should be consistent with level of disability.
  - One on one supervision should be provided for patrons with seizure disorders, with the DD staff person in the water providing direct supervision of that patron.
  - Non-swimmers should be restricted to water depths no greater than chest deep with a process for implementing this developed and which may include positioning of DD staff in the water.
  - Personal flotation devices (PFDs) must be properly sized and fitted to be effective; however, they are not a substitute for close supervision. PFDs can be removed, rendering them ineffective and potentially leaving the patron in water deeper than is appropriate for their height or abilities.
  - Patron supervision should not be interrupted by DD staff performing other duties, such as escorting patrons to the restroom.

16. Do groups of DD patrons use your pool?     Yes     No  
(If "Yes," please complete a. and b.)

a. Does the DD group provide additional supervision of these patrons as specified above?     Yes     No  
(If "No," explain how adequate supervision is provided.)

---

---

---

---

b. How do you ensure that there is adequate supervision for DD patrons?  
 Written agreement with the group's organization/responsible staff  
 Other (Specify) \_\_\_\_\_

---

---

---



**Instructional Activities**

- Investigations of student drownings that occurred during school swim physical education classes have determined that if the lifeguard is performing instructional activities, it distracts from lifeguarding duties and has been a contributing factor in drownings.
- As a result, when the instructor/coach is the certified lifeguard, a second person must be provided for bather supervision:
  - Another Supervision Level II (lifeguard dedicated to guarding only); or
  - A Supervision Level III (responsible person with Level III training)
- At least one additional qualified staff must be provided for each required lifeguard engaging in instructional activities.
- When a Supervision Level III staff is used to assist a Supervision Level II staff with direct supervision of bathers during instruction, the Supervision Level III staff must possess certification in aquatic injury prevention and emergency response as specified in SSC Section 6-1.31(c)(2).

17. Is your bathing facility used for instructional activities, such as learn to swim programs, physical education classes (open and instructional classes), and swim team activities (practices and meets)?  Yes  No  
(If "Yes," please complete a.)

a. Who is the second person used for bather supervision?  Lifeguard  Level III Staff  
(If you use a Level III Staff, please complete 1), 2), 3), 4.)

1) Please list the duties of the Level III supervisory staff. (Please list below.)

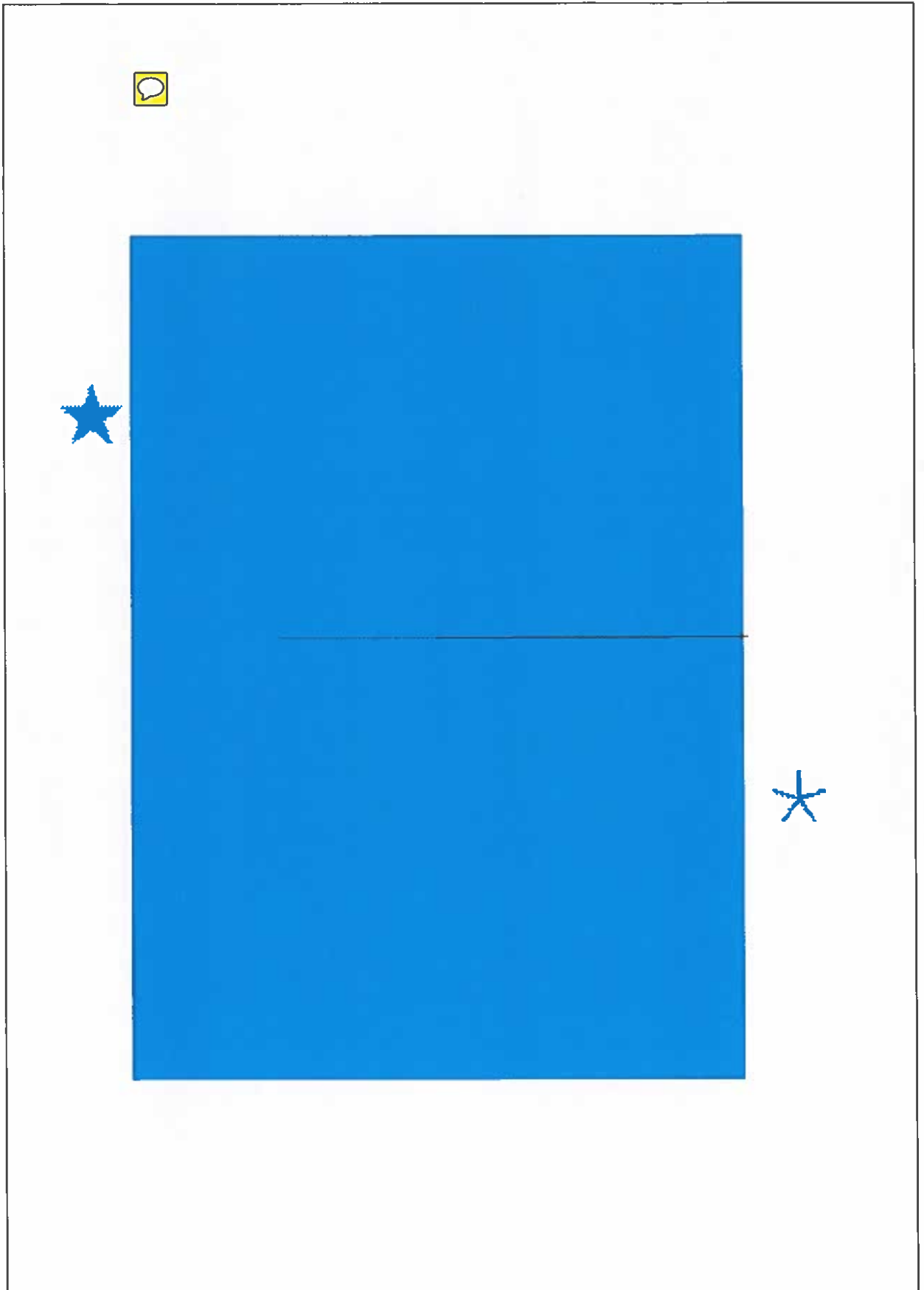
- a) Assist with bather surveillance
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_

2) Does the Level III staff work under the direction of the lifeguard, providing additional surveillance, to ensure adequate bather supervision and emergency response?  Yes

3) If the Level III staff notes an aquatic emergency, how does he/she communicate this to the lifeguard?

Level III staff uses verbal communication to alert the lifeguard.

4) Please provide a sketch below to show the poolside positioning of the Level III and Level II Supervision staff.



### Supervision Level III or IV

- If the pool is part of a temporary residence or campground, when Supervision Level III or IV is selected, the operator shall not allow the use of the pool by persons other than registered overnight patrons of the temporary residence or campground and their guests.
- If a temporary residence or campground operator allows persons other than registered overnight patrons and their guests to use the pool, then the operator must provide a level of supervision during that period of use which is consistent with the pool characteristics. (Please refer to Subpart 6-1.23(a)(2).)
  - Pools with surface area greater than 2000 square feet, water depth 5 feet or more, diving boards, flotation devices (other than U.S. Coast Guard Type I–III Label), or pool deck slides must provide Supervision Level II, a lifeguard.
  - When a pool otherwise qualifies for Supervision Level III or IV, on-premise CPR certified staff are required.

18. Is your bathing facility part of a temporary residence or campground?  Yes  No  
(If "Yes," please complete a.)

- a. Do you allow persons other than registered overnight patrons to use your pool?  Yes  No  
If "Yes," and you are required to provide Supervision Level II (see text box above), please complete the Supervision Level II questions.

19. Is your facility required to provide on-premise CPR certified staff?  Yes  No  
(If "Yes," please complete a., b., and c.)

a. Who is the on-premise CPR certified staff?

- Owner/Operator  Facility Manager  Other (Specify) lifeguard \_\_\_\_\_

b. How is this person summoned to the emergency?

- This person is always within hearing distance of the pool area  By telephone  
 Cell phone that the person carries at all times  Other (Specify) \_\_\_\_\_

c. What is the response time for this person in the event of an emergency at the pool area?

- Within 1 minute  1-3 minutes  Other (Specify) \_\_\_\_\_

• ***A drowning victim has the greatest chance of survival if CPR is initiated immediately.***

- If a drowning victim is rescued and effective ventilation and circulation is restored within 0-3 minutes of submersion, the victim has an excellent chance of normal survival.
- The longer the time period, the more probable it is that permanent neurological damage or death will occur.

Please refer to the Emergency Response section on pages 24-27 for additional information.

**Daily Monitoring**

- **Supervision Level III** aquatic staff must be at pool side, providing direct supervision of pool patrons.
- At spa pools, the Supervision Level III aquatic staff must be on the premises and provide periodic supervision as specified in the safety plan.

20. Who is the Supervision Level III or IV staff who provides visual surveillance/periodic supervision and is on the premises during the times the pool or spa is in use?

- Owner/Operator     Facility Manager     Other (Specify) level III certified Pool Aide

21. How often does the Level III or Level IV staff monitor the bathing facilities throughout the day?

- 1-2 times per day     More than 5 times per day  
 2-5 times per day     Other (Specify) \_\_\_\_\_

**Supervision Level IV**

- **Supervision Level IV** includes a combination of daily monitoring, posting required warning signs, providing patrons with the required rules in writing, enforcing all rules, providing conveniently located emergency communication and providing required safety equipment. To be in compliance with Supervision Level IV requirements, all of these components must be in place. (Please refer to SSC Section 6-1.23(a)(10).)

**Daily Monitoring**

22. Who monitors to see that the rules are being followed?

- Owner/Operator     Maintenance Staff     Facility Manager     Other (Specify) Level III Certified Pool Aide

23. Who is responsible for performing the daily compliance check (including safety equipment, water conditions, and hazard checks), prior to the pool opening each day?

- Owner/Operator     Maintenance Staff     Facility Manager     Other (Specify) \_\_\_\_\_

24. Who maintains the daily log?

- Owner/Operator     Maintenance Staff     Facility Manager     Other (Specify) Level III Certified Pool Aide

**Rules and Regulations**

- **Supervision Level IV** facilities must post specific pool rules which state:
  - Two or more adults (18 years or older) must be present at the pool when pool is in use, with at least one adult on the pool deck.
  - Children less than 16 years must at all times be accompanied by a parent or guardian or similar adult responsible for their safety and behavior while at the bathing facility.
  - Shallow Water – No Diving (for pools with water depths less than 8 feet.)
  - Method of summoning on-premise CPR staff (only where CPR trained staff is required.)
  - Location of free telephone and emergency numbers

**Required Sign**

25. Where is the required sign located?

- Pool Entrance     Poolside     Other (Specify) \_\_\_\_\_

**Required Notification of Patrons**

- Patrons must be provided with a written statement or brochure before they use the bathing facility. (Please refer to SSC Section 6-1.23(a)(10)(vii).)
- *It is recommended that patrons be provided this information at the front desk at the time of check-in or at the time a lease agreement is signed with periodic reminder notices.*
- **In drowning investigations at Supervision Level IV facilities, failing to provide patrons with the written statement or brochure has been documented in many of the incidents.**

26. Is a written statement or brochure indicating the required rules provided to all patrons?     Yes

27. How and when is this information provided? (Check all that apply.)

- At the front desk at the time of check-in  
     Patrons must sign saying they have received it
- At the time of the lease agreement  
     Tenants must sign saying they have received it  
     Periodic notifications are provided to tenants (Specify how and frequency) \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

**Please enclose a copy of this brochure.**

**CERTIFICATIONS – SUPERVISION LEVEL IIa, IIb, III AND IV**

- It is the responsibility of the facility owner/operator to make sure that the supervisory aquatic staff they hire have the proper skills and certifications.
- Copies of these certifications must be maintained on-site and be available for inspection by DOH staff. *(Please contact your LHD for a list of acceptable courses.)*
- Please refer to Section 6-1.31 for aquatic supervisory skill requirements.

## INJURY PREVENTION

- **The most important responsibility of a bathing facility operator and supervisory staff is the prevention of injuries at the facility. There should be an on-going comprehensive safety program at your facility.**

### ***Voluntary Hyperventilating and Extended Breath Holding***

- **The practice of voluntarily hyperventilating (taking a series of deep breaths in rapid succession and forcefully exhaling) followed by underwater swimming or holding your breath for extended periods of time is dangerous and has led to deaths.**
  - When you hyperventilate, you lower the percentage of carbon dioxide in the air that always remains in your lungs.
  - The carbon dioxide in the bloodstream is what triggers that part of the brain that controls breathing to initiate taking a breath.
  - By decreasing the available carbon dioxide, you can remain underwater because you delay the point at which the brain signals the need to take a breath.
  - When the oxygen level in the blood runs low before the carbon dioxide level rises to the point that triggers the breathing reflex, the swimmer loses consciousness.
  - The swimmer never actually feels as though a breath is needed.

### ***Shallow Water Blackout***

- Swimmers who practice prolonged underwater breath-holding are at risk for Shallow Water Blackout (SWB).
- SWB results from an insufficient amount of carbon dioxide to activate the body's natural impulse to breathe.
- ***Victims of hyperventilation and SWB are often skilled swimmers.***
- ***Victims can also be children and others who participate in 'hold your breath' games.***
- ***Lifeguards and other supervisory staff should be alert for this safety hazard and should discourage this behavior.***
- ***Operators should consider posting a sign explaining this hazard and prohibiting it at their pool.***

### ***Waterfront Hazards***

- Identify potentially hazardous areas such as entrance areas to pools, which can be slippery, diving boards, deck slides, starting blocks, fill spouts, etc. Such areas should be eliminated, marked to help patrons avoid the areas, or additional supervision provided for these areas.

28. Are there any potentially hazardous areas at your pool?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Entrance areas    | <input type="checkbox"/> Diving boards              | <input type="checkbox"/> Other (Specify) _____ |
| <input type="checkbox"/> Deck slides       | <input checked="" type="checkbox"/> Starting blocks |  |
| <input type="checkbox"/> Underwater slopes | <input type="checkbox"/> Fill spouts                |  |

29. What are your plans for controlling or eliminating the hazards associated with these areas?

(Please specify hazards and how you will eliminate or control. Example: Slide – Put an additional lifeguard here.)

- Eliminate Hazard(s) \_\_\_\_\_  
Specify how \_\_\_\_\_
- Mark Hazard(s) starting blocks  
Specify how starting blocks will have signs, cones placed on the starting blocks
- Supervise Hazard(s) starting blocks  
Specify how only trained swimmers are permitted to use starting blocks
- Other Hazard(s) \_\_\_\_\_  
Specify how \_\_\_\_\_

30. Who is responsible for addressing the hazards listed above?

- Owner/operator       Maintenance staff       Other (Specify) \_\_\_\_\_  
 Facility manager       Lifeguard

### Lighting and Electrical

- Any defects in the electrical system, including underwater or overhead lights must be immediately repaired.
- Portable electrical devices, such as radios and announcing systems within reach of the bathers are prohibited.
- Underwater lights must allow an observer on deck to clearly see the whole pool, including the bottom.
- If night swimming is allowed, lighting must be sufficient to allow an observer on deck to clearly see the pool bottom.
- Adequate emergency lighting must be provided at swimming pools where night swimming is allowed and at indoor pools where no natural light is present. For outdoor pools, a portable battery powered artificial light source (i.e. flashlight) is acceptable if adequate and maintained to assist during pool evacuation.

31. Do you allow night swimming at your facility?     Yes     No

32. Does your pool have underwater lights?     Yes     No

33. What do you have for emergency lighting?

- Mounted lights     Flashlight     Other \_\_\_\_\_

### Maintenance

- Daily inspections of the facility are necessary to assure that adequate safety levels are maintained. Any problems, such as unsafe water conditions, broken equipment, loose ladders, electrical equipment malfunctions, broken/loose main drain grates, etc. are to be reported and immediately corrected. If the problem cannot be immediately corrected, the specific area or entire bathing facility should be closed, as appropriate.

34. Who is responsible for performing the daily compliance check (including safety equipment, emergency lighting, water conditions, and hazard checks), prior to the pool opening each day?

- Owner/operator       Maintenance staff       Other (Specify) Level III certified pool aide  
 Facility manager       Lifeguard

35. To whom will maintenance issues and unsafe conditions be reported?

- Owner/operator       Maintenance staff       Other (Specify) \_\_\_\_\_  
 Facility manager       Lifeguard

36. How is the main drain grate inspected each day?

- Visually       Reach pole       Other (Specify) \_\_\_\_\_

**Rules and Regulations**

- Operators must post signs stating the maximum capacity of the pool, hours during which the pool is open and that swimming at other times is prohibited.
- Signs stating general rules must be posted conspicuously at the pool, dressing rooms and facility offices. These rules should prohibit urination, discharge of fecal matter, spitting and nose blowing, as well as govern the use of diving boards and slides. These rules may also include prohibitions against running, horseplay, the use of alcohol, etc.
- Spas have additional requirements including that warning signs stating specific cautionary statements must be conspicuously posted in the vicinity of the spa. (Please refer to SSC Section 6-1.29, item 14.13.)

37. Where are your rules posted? (Check all that apply.)

- Pool entrance       Poolside  
 Near spa       Other (Specify) \_\_\_\_\_

38. Who is responsible for enforcing the rules at your bathing facility?

- Owner/operator       Maintenance staff       Other (Specify) Level III certified pool aide  
 Facility manager       Lifeguard

**Diving Areas**

- Diving areas require extra attention due to the potential for serious injury. Rules for the use of diving equipment should be developed, posted at the diving area and enforced.
- Diving from the pool deck is prohibited in water less than 8 feet deep except during competitive swimming or swimmer training activities. (Please refer to SSC Section 6-1.10(l).)
- Warning signs stating "No Diving" must be clearly posted in areas where diving is not allowed.

39. Do you allow diving at your pool?       Yes       No

a. If no, are warning signs stating "No Diving" clearly posted?       Yes

b. Where are the diving rules clearly posted? poolside

c. Who enforces these rules?

- Owner/operator       Maintenance staff       Other (Specify) \_\_\_\_\_  
 Facility manager       Lifeguard

- **Most spinal cord injuries associated with diving incidents occur in water depths less than 6 feet.**



### Starting Block Use

- Spinal cord injuries from using starting blocks can occur.
- Use of starting blocks is prohibited except during competitive swimming or swimmer-training activities.
- Operators should have a method to restrict their use during all other times.
- There should be a physical/visual barrier when starting blocks are not in use.

40. Do you have starting blocks at your pool?  Yes  No  
(If yes, please answer a.)

a. How do you restrict their use when not competitive swimming or swimmer-training activities? (Check all that apply.)

Covers  Signs  Lifeguard  Other \_\_\_\_\_

### Pool Slides

- Improper use of deck slides can result in serious injuries similar to those for diving boards.
- Sliding should not be performed in water less than four feet deep and it should only be performed in the sitting position facing forward.
- Rules for use of slides should be developed, posted at the slide and enforced.

41. Do you have slides at your pool?  Yes  No

a. If yes, where are the rules clearly posted? \_\_\_\_\_

### Environmental Conditions and Weather

- Environmental conditions must be constantly evaluated at all bathing facilities. Conditions which may require that the pool be cleared of bathers include: unsanitary water conditions, inadequate disinfection levels, cloudy pool water, glare, spa water temperature over 104°F, power outages, and thunderstorms.
- Each facility should have procedures in place for clearing the water when necessary. These procedures should include who is responsible for monitoring pool closure and what type of communication system will be used.

### Lightning Tips

- The National Lightning Safety Institute (NLSI) recommends closing both indoor and outdoor bathing facilities during a thunderstorm.
- The NLSI recommends that bathing facilities monitor storm activities, suspend swimming activities when lightning is within 6-8 miles and wait until 30 minutes after lightning has been observed before resuming water activities.
  - Designate a responsible person as the weather safety lookout. That person should keep an eye on the weather. Use a “weather radio” or the Weather Channel or other TV program to obtain good localized advanced weather information.
  - When thunder and/or lightning are first noticed, use the Flash-To-Bang (F-B) method to determine its rough distance and speed. This technique measures the time from seeing lightning to hearing associated thunder. For each five seconds from F-B, lightning is one mile away. Thus, a F-B of 10 = 2 miles; 15 = 3 miles; 20 = 4 miles; etc. At a F-B count of thirty, the pool should be evacuated. People should be directed to safe shelter nearby.
  - Swimming activities should remain suspended until thirty minutes after thunder or lightning were last observed.

42. When unsafe conditions occur, who is responsible for monitoring pool closure at your facility?

- Owner/operator       Maintenance staff       Other (Specify) \_\_\_\_\_  
 Facility manager       Lifeguard

43. When will you close the pool for thunderstorms?

- At the first sign of thunder or lightning       Other (Specify) \_\_\_\_\_

44. What communication system is used for clearing the pool?

- Whistle (Specify signal) one long loud blast  
 Bullhorn (Specify signal) \_\_\_\_\_  
 Voice (Specify) lifeguard yells "clear the pool"  
 Other (Specify) \_\_\_\_\_

45. When will you allow re-entry into the water?

- After at least 30 minutes without any thunder or lightning       Other (Specify) \_\_\_\_\_

## ILLNESS PREVENTION

### *Fecal, Vomit and Blood Contamination Incidents*

- Fecal, vomit and blood incidents which occur at pools pose a potential risk of infection to bathers. Feces, vomit and blood may contain pathogenic or harmful bacteria, viruses and parasites that are resistant to chlorine at concentrations found in a pool under normal operating conditions. Special precautions must be taken to ensure that the water is made safe for bathers.
- Swimming pool operators must respond differently to formed stool vs. diarrhea in the swimming pool. Diarrhea may be an indication that the person is ill with pathogens such as the highly chlorine-resistant parasite, *Cryptosporidium*. More stringent measures must be taken to sanitize the pool when diarrhea discharges occur.
- Please refer to the NYS DOH fact sheets, "Fecal Incident Response Recommendations for Pool and Spray Ground Staff" at: [http://www.nyhealth.gov/environmental/outdoors/swimming/docs/fs\\_fecal\\_incident.pdf](http://www.nyhealth.gov/environmental/outdoors/swimming/docs/fs_fecal_incident.pdf) and "Vomit and Blood Contamination of Pools and Spray Grounds" at: [http://www.nyhealth.gov/environmental/outdoors/swimming/docs/fs\\_vomit\\_blood\\_contamination.pdf](http://www.nyhealth.gov/environmental/outdoors/swimming/docs/fs_vomit_blood_contamination.pdf)

## CHEMICAL STORAGE AND HANDLING

- Improper handling of pool chemicals can result in explosions, fires or poisonous gas. Procedures for safe storage and handling must be developed and staff trained in safe practices. Safety rules should be prominently posted in the chemical use area.
- Safety rules should include:
  - Follow manufacturer's instructions.
  - Never add water to chemicals. Always add chemicals to water.
  - Wear eye protection when handling chemicals and breathing protection for chlorine gas.
  - Never mix any chemical with chlorine products. A dangerous chlorine gas could develop immediately.
  - Always use a clean scoop when dispensing powdered chlorine as a potential fire hazard exists.
  - All chemicals, including dispensing crocks, must be clearly labeled.
  - An evacuation plan for facilities using chlorine gas.

46. What type of disinfection do you use in your pools/spas? (Check all that apply.)

- Sodium hypochlorite (Liquid)                       Chlorine gas  
 Calcium hypochlorite ( Powder /  Tablet)                       Bromine (Solid)  
 Other (Specify) \_\_\_\_\_

47. How are chemicals for pH adjustment added to the pool/spa?

- Mechanical feed equipment     By hand when the pool is closed, with the pool remaining closed until chemicals are evenly distributed and the pH is acceptable and determined by testing

48. Where do you store your chemicals? basement of the school

49. Is this storage area inaccessible to the public and kept locked?     Yes     No

a. If No, please explain how unauthorized access is prevented? \_\_\_\_\_

50. Do you have established safety rules and are they posted in the storage area?     Yes

51. Who is responsible for maintaining the chemical levels in your pool/spa?

- Owner/operator                       Maintenance staff                       Other (Specify) \_\_\_\_\_  
 Facility manager                       Lifeguard

## Spas

- Spas must be chlorinated to 10 mg/L at least once a week when the pool is not in use.
  - This is true for spas using either chlorine or bromine as the disinfectant.
- Spas must be drained and cleaned when needed, and at least once every two weeks.
  - The need to replace the water is based on bather load.
  - This water replacement interval can be calculated as follows:

$$\text{Water replacement interval (Days)} = \frac{\text{Spa gallons}}{200} + 3 + \text{Average users per day}$$

Example: 600 spa gallons  $\div$  200 = 3 + 25 average users per day = 8 days (Water replacement interval)

52. How often is the spa drained and cleaned?

- N/A    Once every 2 weeks    Once a week    Other (Specify) \_\_\_\_\_

53. How often is the spa chlorinated to 10 mg/l?

- N/A    Once a week    Twice a week    Other (Specify) \_\_\_\_\_

## EMERGENCY RESPONSE

- An effective prevention program will greatly reduce the occurrence of injuries. Any delay in response may increase the degree of injury or lead to death. A written procedure responsive to potential incidents or emergency situations must be developed and practiced.
- An emergency should be considered as any situation that jeopardizes the health and safety of a patron or diverts the supervisor's attention from general supervision of bathers.
- The facility name and street or 911 number should be clearly posted for emergency personnel to easily identify the address.
- Local rescue, fire and police personnel should be consulted when developing an emergency response plan.

## Seizures

- Any person who suffers a seizure in the water and submerges should be transported to a medical facility regardless of apparent recovery.
- They should not be allowed back in the water for the rest of the day.

• **Emergency response procedures** must include:

- Clearing the waterfront area
- Emergency care of the victim
- Contacting emergency personnel
- Crowd control
- Meeting and guiding emergency personnel to the site and/or victim
- Directing traffic
- Drills for emergency response situations

**Search Procedures**

- Time can be critical when searching for a lost bather. Lifeguards are trained in proper search methods and these can vary depending on the facility characteristics. Specific water search procedures should be established. Obtain a description of the missing individual and last location seen. A simultaneous land and water search should be initiated immediately.

54. Who is responsible for performing a lost bather search at your facility?  
(Please answer a. or b. or both, if applicable.)

**a. Supervision Level IIa or IIb Facilities**

Lifeguard     Other (Specify) \_\_\_\_\_

1) Is there an established search procedure for the lifeguards?     Yes     No

2) How often do the lifeguards practice the search procedures and other emergency response drills?

Once a week     Other (Specify) several times during the school year

**b. Supervision Level III or IV Facilities/Homeowner Associations**

Owner/operator     Maintenance staff  
 Facility manager     Other (Specify) \_\_\_\_\_

55. Describe your lost bather search procedure \_\_\_\_\_

~~Lifeguard will visually scan, beginning at the south end (deep end) working their way to the north end (shallow end) doing a visual check after the pool is clear of bathers at the end of each class. If a student is missing during class: clear the pool immediately and perform a visual check. If a bather is found submerged, 9-1-1 will be notified immediately. School Administrator will call 9-1-1 if bather cannot be located elsewhere in the building.~~

**Communication**

- Communication is essential during an emergency. A chain of command should be developed as part of an emergency response plan. A phone or other acceptable means of communication must be provided at a convenient location at all pools. All staff should know the location of the nearest telephone. Emergency phone numbers must be prominently posted at the telephone(s). A method of communication between staff such as whistles or hand signals should be established and staff should be familiar with it.

56. Is there a chain of command established for your facility during an emergency?     Yes

57. Is a telephone or other means of communication readily accessible at the pool?     Yes

a. Describe other \_\_\_\_\_

58. Where is the emergency phone with emergency numbers located?

Pool Area     Bathhouse  
 Facility Office     Other (Specify) \_\_\_\_\_

• *In a near-drowning emergency, the sooner the rescue and first aid begin, the greater the victim's chance of survival.*

- *If a drowning victim is rescued and effective ventilation and circulation is restored within 0-3 minutes of submersion, the victim has an excellent chance of normal survival.*
- *Within 3-5 minutes, survival may be likely, but the more probable it is that permanent neurological damage will occur.*
- *5 minutes or more, normal recovery is uncommon unless the water temperature is below 70°F.*

59. How far is the emergency phone from the pool area?

- Poolside       51 to 100 feet       More than 200 feet  
 5 to 50 feet       100 to 200 feet       Other (Specify) \_\_\_\_\_

60. Please indicate the emergency numbers 8-9-1-1,

61. Where is the first aid room or first aid kit located?

- Poolside       Bathhouse       Facility office       Other (Specify) \_\_\_\_\_

• *Usually a large number of people congregate at the scene of an emergency. The emergency plan must include crowd control and on-going supervision of the facility. Access for emergency personnel should be evaluated with an access route pre-determined. During an emergency it is extremely important to provide rescue personnel with detailed directions to your bathing facility.*

62. Who is responsible for performing crowd control duties in the event of an emergency at the pool?

- Owner/operator       Maintenance staff       Other (Specify) Administrator or Level III supervisor  
 Facility manager       Lifeguard

63. What is your planned route to be used for emergency response and evacuation at your facility? \_\_\_\_\_

Emergency vehicles go to the back pool door, bathers exit into the locker rooms.

64. Who is responsible for meeting the emergency vehicle and directing it to the site?

- Owner/operator       Maintenance staff       Other (Specify) EMTs will respond to the back door of the pool  
 Facility manager       Lifeguard

### Reporting

• *The operator must keep daily records which indicate the number of bathers, number of lifeguards on duty, weather conditions, water clarity, water quality, any reported rescues, injuries and illnesses. These records must be available for review by the Permit Issuing Official for at least 12 months.*

65. Who is responsible at your facility for maintaining the required daily records, including the injury/illness log?

- Owner/operator       Maintenance staff       Other (Specify) Level III certified pool aide  
 Facility manager       Lifeguard

- It is the responsibility of the facility operator to report all incidents occurring at his or her bathing facility to the Permit Issuing Official (PIO) as soon as possible, but within 24 hours. Reportable incidents include those which result in death, require resuscitation, require referral to a hospital or other facility for medical attention or is a bather illness associated with bathing water quality.

Local Health Department Number 607-535-8140

66. Who is responsible at your facility for reporting any of the above to the PIO?

- Owner/operator       Maintenance staff       Other (Specify) \_\_\_\_\_  
 Facility manager       Lifeguard

**Training**

- All staff involved in emergency response must be trained. Frequent training to reinforce the principles and rehearse the plan must be conducted.
- Supervisory staff must also practice their lifesaving skills regularly to remain proficient and able to perform rescues when required.

67. How often do staff practice the emergency response drills?

- Once a week       Twice a month       Other (Specify) lifeguard skills once a year, rules every 6wks

68. Who is responsible for conducting these trainings?

- Owner/operator       Maintenance staff       Other (Specify) Staff lifeguard instructor  
 Facility manager       Lifeguard

69. Who participates in this training? (Please list job titles.)

- All Physical Education teachers
- Level III Aide
- Students - review rules and procedures
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**If you provide AEDs at your pool:**

Please attach a copy of the signed Collaborative Agreement with the appropriate Regional Emergency Medical Services Council (REMSCO) as defined in the PAD program requirements.

Please indicate any attachments with this document:

- AED Collaborative Agreement       Staff certifications/credentials  
 Facility sketch       Additional emergency procedures  
 Level IV patron notification statement/brochure       Other (Specify) \_\_\_\_\_

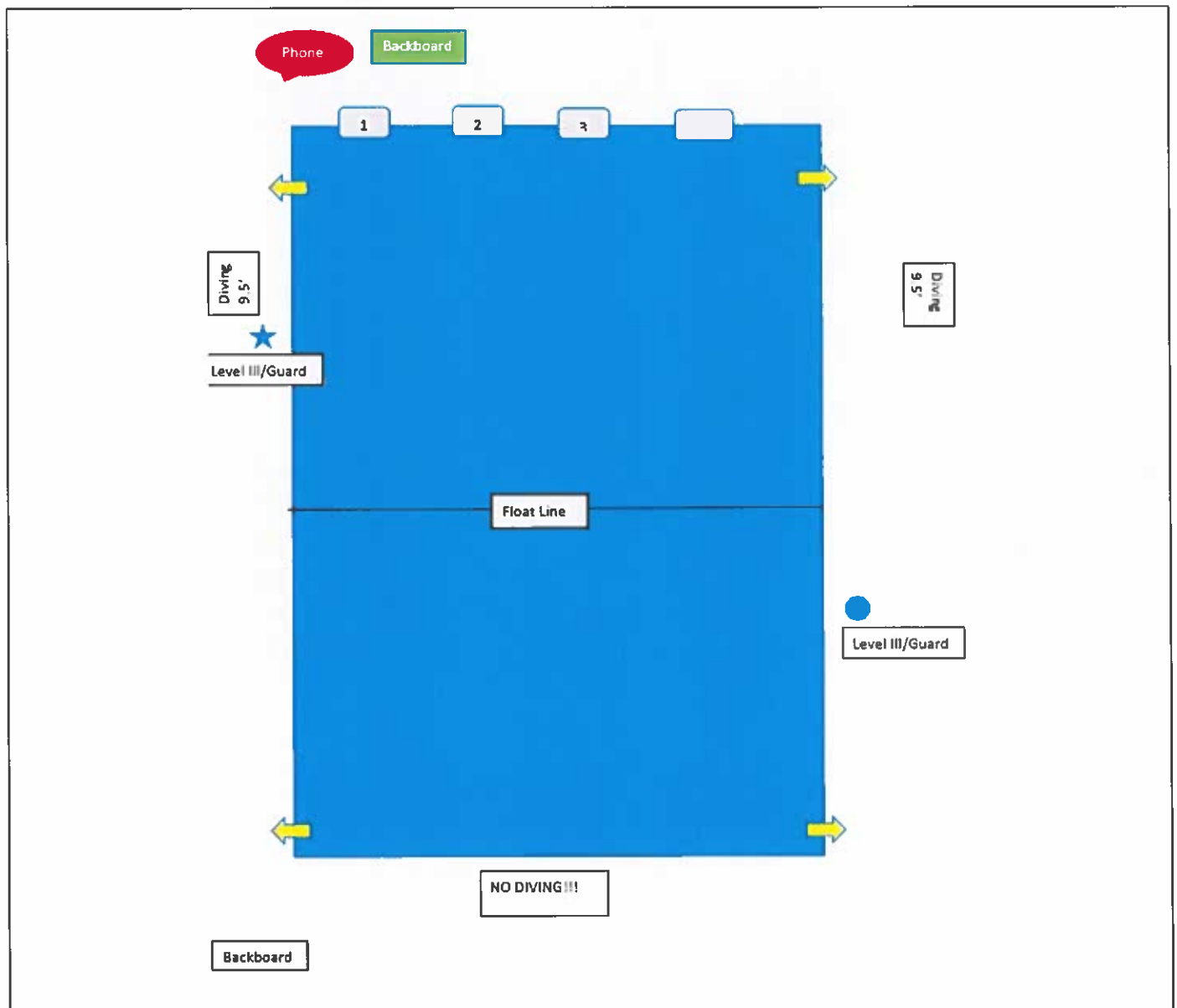
Please indicate the number of additional pages attached. 4

## SKETCH/DIAGRAM OF POOL

70. Sketch below or attach a diagram or photograph(s) of the pool(s). Sketch must include:

- If you provide lifeguards, show the location of lifeguard positions and areas of lifeguard coverage for each position. Indicate how you adjust for factors which could affect adequate supervision and coverage, such as glare, blind spots, bather load and density.
- If you use a Level III aquatic supervisory staff, please show the location for this person(s) position.
- Areas of responsibility for patron surveillance
- Float line placement
- Diving boards and slides
- Access points and sign locations
- First aid stations, emergency/lifesaving equipment and telephone locations

Please attach additional pages, if necessary.





**SCHUYLER COUNTY REAL PROPERTY TAX SERVICES**

105 Ninth Street Unit 14, Watkins Glen, NY 14891

(607) 535-8118

**Kelly A. Anderson, CCD**  
Real Property Director



[kanderson@co.schuyler.ny.us](mailto:kanderson@co.schuyler.ny.us)

[www.schuylercounty.us](http://www.schuylercounty.us)

January 5, 2024

Jennifer Morris  
Odessa Montour School District

**RE: Correction of Error TM#76.20-4-15**

Dear Jennifer,

Please be advised that an application for a credit of taxes has been filed in accordance with Real Property Tax Law (RPTL) Section 556 for parcel 76.20-4-15, owned by John & Patricia Carlson in the Town of Montour.

The 2023 Final assessment roll included \$5,000 in assessed value attributable to a structure that is no longer on the property. As a result, the 2023-24 School tax bill should be adjusted to reflect the change and a refund issued for the difference of the overpayment (see attached calculations).

It is my recommendation that the attached application be approved and refund issued reflective of the adjustment.

Thank you for your time and attention to this matter. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,



**Kelly A. Anderson, CCD**  
Schuyler County Real Property

cc: Assessor, Town of Montour  
Treasurer, Schuyler County

7480  
~~7440~~

2024

Students

**SUBJECT: STUDENT VOTER REGISTRATION AND PRE-REGISTRATION**

The District recognizes the importance of voting and civic engagement. As such, the District seeks to encourage student voter registration and pre-registration. A person who is at least 16 years of age and who is otherwise qualified to register to vote may pre-register to vote, and will then be automatically registered to vote upon reaching the age of eligibility as provided by law.

\*The District promotes student voter registration and pre-registration through the following means:

- a) Collaborating with county boards of elections to conduct voter registration and pre-registration in the District's high school(s); and
- b) Encouraging voter registration and pre-registration at various student events throughout the year.

The District will inform students of New York State's requirements for voter registration and pre-registration, as well as provide access to voter registration and pre-registration applications during the school year and provide assistance with filing these applications. The completion and submission of voter registration or pre-registration forms will not be a course requirement or graded assignment for District students.

Election Law Section 5-507

*\*Customize to District -- Some examples of how a district may encourage student voter registration and pre-registration have been provided. However, the District should customize this list to reflect its actual practices.*

Adoption Date

Students

**SUBJECT: STUDENT ACCEPTABLE USE POLICY (AUP)**

The Board will provide access to various computerized information resources through the District's computer system ("DCS") consisting of software, hardware, computer networks, and electronic communications systems for the purpose of completing assigned school work. This may include access to email, on-line services, and the Internet. It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, will be subject to this policy. Further, all DCS use must be in support of education or research and consistent with the goals and purposes of the District. Any use of the DCS that is not related to school work is strictly prohibited and is subject to disciplinary action per the District's Code of Conduct.

**Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices**

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents or guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the District. The District cannot screen or review all of the available content or materials on these external computer networks, thus, some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents or guardians.

It is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access this content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events functions. Parents and guardians should establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds premises or at school events functions.

**Standards of Acceptable Use**

Generally, the same standards of acceptable student conduct which apply to any school activity apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage.

District students must also adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use of the DCS may lose access in accordance with applicable due process procedures, and may be subject to further discipline in accordance with the District *Code of Conduct*.

Students

**SUBJECT: STUDENT ACCEPTABLE USE POLICY (AUP) (Cont'd.)**

Student data files and other electronic storage areas are considered District property subject to control and inspection. All usage of the DCS is monitored for acceptable use. All administrators may access all files, ~~and~~ communications and usage without prior notice to ensure system integrity and that users are complying with the requirements of this policy. ~~Students should not expect that~~ All use of the DCS and any information stored on the DCS will not be considered private.

**Notification**

The District's AUP will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

General Obligations Law § 3-112

NOTE: Refer also to Policy #8271 -- Internet Safety/Internet Content Filtering Policy  
District *Code of Conduct*

Students

**SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY**

The Board seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience, and expand their global learning opportunities. Additionally, the use of personal technology devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's *Code of Conduct*, and the Dignity for All Students Act.

~~For the purposes of this policy, "Personal technology" includes all existing and emerging technology devices that can be used to take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the internet; and/or transmit or receive messages, telephone calls, or images. Examples of personal technology include (without limitation), but are not limited to, iPods and MP3 players; iPad, Nook, Kindle, and other tablet or PCs; laptop and netbook computers; personal digital assistants (PDAs); cell phones, and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with and other similar capabilities devices. Unacceptable devices include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.~~

~~For purposes of this policy, the term "school day" shall mean the period beginning when the student enters school grounds for a regularly scheduled period of instruction or testing and ending when the students leave school grounds with the expectation no to return to school grounds until the next regularly scheduled period of instruction or testing. The foregoing notwithstanding, the term "school day" shall not include any period when the students are on a school bus for transport to or from the student's home, or any period when the student is on school grounds or district provided transportation for sports or other extracurricular activities.~~

**Instructional Purposes**

~~It is the district's experience that student use of personal technology often distracts from attention to, and at times materially disrupts, the district's educational mission. Moreover, there is growing concern about the negative physical, psychological and emotional impacts that prolonged use of personal technology has on young people. The district's policy on the use of personal technology is designed to limit such use during the school day to that which is appropriate given this context.~~

Personal technology use by students is permitted during the school day for instructional purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students must first inquire with school administrators or teachers when they are unsure of the permissibility of a particular use of technology.

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework, and other activities as deemed appropriate by school staff.

It is also expected that students will comply with teacher and/or administrative directives to turn off devices and/or stow them in their personal property. Any failure to comply with such a request will result in disciplinary action per the district's Code of Conduct.

### **Non-Instructional Uses**

Students in grades 3PK through grade 6 are strongly encouraged not to bring any personal technology to school. If a student in these grades does bring a personal technology device to school, it must be kept stowed in the student's bag out of sight with the other personal belongings.

If a student in grades 7 and 8 brings personal technology to school, the device must remain stowed in the student's locker at all times during the school day and may not be used during the school day.

For students in grades 9-12, the appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the AUP and Code of Conduct. The device may be used by the student during the student's lunch period and non-instructional times such as study hall. Non-instructional use includes texting, calling, and otherwise communicating with others during free periods and in common areas of the school building such as the hallways, cafeteria, study halls, buses, and student lounges. Other non-instructional uses include Internet searches, reading, listening to music, and watching videos. Use during non-instructional time must be conducted in a safe and unobtrusive manner. Devices must also be in silent mode to avoid disrupting others.

(Continued)

(fix spacing here)

**SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY (Cont'd.)**

**Liability**

The District will not be liable for the loss, damage, misuse, or theft of any personal technology brought to any of its school ~~premises and/or functions~~s. The District reserves the right to monitor, inspect, and/or confiscate personal technology when the administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices, and any other areas where a person would reasonably expect some degree of personal privacy.

**Prohibition During ~~State~~ Assessments**

All students are prohibited from bringing electronic devices into a classroom or other location where a New York State ~~national or local~~ assessment is being administered. Test proctors, test monitors, and school officials have the right to collect prohibited electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

Students with disabilities may use certain devices if the device is specified in that student's IEP or 504 plan or a student has provided medical documentation that they require the device during testing.

**Permission**

Students will not be permitted to use personal technology devices ~~in school or at school functions on school premises or at school functions~~ until they have reviewed the AUP, the applicable sections of the *Code of Conduct* and associated technology guidelines, and signed the Student Use of Personal Technology Permission Form with their parents. The District reserves the right to restrict student use of District-owned technologies and personal technology on school ~~property premises~~ or at school ~~sponsored events~~. ~~functions~~.

Students must follow the guidelines for use set out in the District *Code of Conduct* and the AUP at all times. Consequences for misuse are set forth in the District's *Code of Conduct*.

NOTE: Refer also to Policies #7315 -- Student Acceptable Use Policy (AUP)  
#7550 -- Dignity for All Students  
#8271 -- Internet Safety/Internet Content Filtering Policy

**SUBJECT: THREATS OF VIOLENCE IN SCHOOL**

The District is committed to the prevention of violence against any individual or property in the schools, on school property, or at ~~school activities~~school functions whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on ~~school grounds~~school property or during the school day.

Any person who commits an act or threatens an act of violence, including bomb threats, whether made orally, in writing, by email, or by any other electronic format, will be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the *Code of Conduct* and collective bargaining agreements, as necessary.

The District does not condone acts and/or threats of violence which threaten the safety and well-being of staff, students, visitors, and/or the school environment. Employees, students, agents, and invitees will refrain from engaging in threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report these incidents to the building principal or designee, who will report these occurrences to the Superintendent. Additionally, the building principal or designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent or designee.

Students should report all acts and/or threats of violence, including threats of suicide, of which they are aware to a faculty/staff member or the building principal.

The District reserves the right to seek restitution, in accordance with law, from the parent or guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

This policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request. Appropriate sanctions for violations of this policy by students will be addressed in the *Code of Conduct*.

Adopted: 12/9/21




Odessa Montour CSD

December 31, 2023

|                             | GENERAL FUND<br>CHECKING | GENERAL FUND<br>MMA   | TAX<br>COLLECTION        | ALL RESERVES<br>CASH ACCOUNT |
|-----------------------------|--------------------------|-----------------------|--------------------------|------------------------------|
|                             | <u>CCIC</u>              | <u>CHASE</u>          | <u>CCIC</u>              | <u>CHASE</u>                 |
| BALANCE PRIOR MONTH         | \$954,394.81             | \$5,756,617.71        | \$2,251,388.80           | \$2,878,997.32               |
| CURRENT MONTH RECEIPTS      | \$1,059,228.80           | \$1,156,723.80        | \$11,532.06              | \$4,278.59                   |
| TOTAL                       | \$2,013,623.61           | \$6,913,341.51        | \$2,262,920.86           | \$2,883,275.91               |
| DISBURSEMENTS CURRENT MONTH | -\$1,022,830.38          | \$0.00                | -\$1,200,000.00          | \$0.00                       |
| BALANCE PER BOOKS           | <u>\$990,793.23</u>      | <u>\$6,913,341.51</u> | <u>\$1,062,920.86</u>    | <u>\$2,883,275.91</u>        |
| BALANCE PER BANK STATEMENT  | \$1,023,491.19           | \$6,913,341.51        | \$1,062,920.86           | \$2,883,275.91               |
| LESS OUTSTANDING CHECKS     | -\$32,697.96             | \$0.00                | \$0.00                   | \$0.00                       |
| DEPOSITS IN TRANSIT         | \$0.00                   | \$0.00                | \$0.00                   | \$0.00                       |
| RECONCILING ITEMS           | \$0.00                   | \$0.00                | \$0.00                   | \$0.00                       |
| BALANCE IN BANK             | <u>\$990,793.23</u>      | <u>\$6,913,341.51</u> | <u>\$1,062,920.86</u>    | <u>\$2,883,275.91</u>        |
|                             |                          |                       |                          |                              |
|                             | SCHOOL LUNCH             | FEDERAL<br>CHECKING   | CAPITAL FUND<br>CHECKING | CAPITAL FUND<br>MMA          |
|                             | <u>CCIC</u>              | <u>CCIC</u>           | <u>CHASE</u>             | <u>CHASE</u>                 |
| BALANCE PRIOR MONTH         | \$627,567.93             | \$19,054.79           | \$0.00                   | \$1,217,100.37               |
| CURRENT MONTH RECEIPTS      | \$2,940.96               | \$216,507.65          | \$49,398.22              | \$808.23                     |
| TOTAL                       | \$630,508.89             | \$235,562.44          | \$49,398.22              | \$1,217,908.60               |
| DISBURSEMENTS CURRENT MONTH | -\$45,732.62             | -\$138,221.76         | -\$49,398.22             | -\$49,398.22                 |
| BALANCE PER BOOKS           | <u>\$584,776.27</u>      | <u>\$97,340.68</u>    | <u>\$0.00</u>            | <u>\$1,168,510.38</u>        |
| BALANCE PER BANK STATEMENT  | \$584,875.05             | \$97,340.68           | \$12,121.65              | \$1,168,510.38               |
| LESS OUTSTANDING CHECKS     | -\$142.00                | \$0.00                | -\$12,121.65             | \$0.00                       |
| DEPOSITS IN TRANSIT         | \$43.22                  | \$0.00                | \$0.00                   | \$0.00                       |
| RECONCILING ITEMS           | \$0.00                   | \$0.00                | \$0.00                   | \$0.00                       |
| BALANCE IN BANK             | <u>\$584,776.27</u>      | <u>\$97,340.68</u>    | <u>\$0.00</u>            | <u>\$1,168,510.38</u>        |

|                             | TRUST/ AGENCY       | PAYROLL       | SCHOLARSHIP CHECKING | DEBT SERVICE        |
|-----------------------------|---------------------|---------------|----------------------|---------------------|
|                             | <u>CCIC</u>         | <u>CCIC</u>   | <u>TOMPKINS</u>      | <u>CHASE</u>        |
| BALANCE PRIOR MONTH         | \$87,848.29         | \$0.00        | \$3,553.36           | \$762,294.73        |
| CURRENT MONTH RECEIPTS      | \$734,858.35        | \$474,997.58  | \$0.06               | \$517.76            |
| TOTAL                       | \$822,706.64        | \$474,997.58  | \$3,553.42           | \$762,812.49        |
| DISBURSEMENTS CURRENT MONTH | -\$704,005.70       | -\$474,997.58 | 0.00                 | \$0.00              |
| BALANCE PER BOOKS           | <u>\$118,700.94</u> | <u>\$0.00</u> | <u>\$3,553.42</u>    | <u>\$762,812.49</u> |
| BALANCE PER BANK STATEMENT  | \$123,052.11        | \$2,335.88    | \$3,553.42           | \$762,812.49        |
| LESS OUTSTANDING CHECKS     | -\$4,223.11         | -\$2,335.88   | \$0.00               | \$0.00              |
| DEPOSITS IN TRANSIT         | \$0.00              | \$0.00        | \$0.00               | \$0.00              |
| RECONCILING ITEMS           | -\$128.06           | \$0.00        | \$0.00               | \$0.00              |
| BALANCE IN BANK             | <u>\$118,700.94</u> | <u>\$0.00</u> | <u>\$3,553.42</u>    | <u>\$762,812.49</u> |

  
 TREASURER  
 1.10.24  
 2/27/24 1/11/24

CBO MANAGEMENT

ODESSA MONTGOMERY TREASURER'S MONTHLY REPORT  
MEMORIAL FUNDS  
Dec-23

EXPENDABLE TRUST SAVINGS A/Cs  
-Tomplings Trust Co.-

| A/C Name                  | A/C #      | Bank | Prior Mo. Balance | Code                     | Interest Earned | Int.Earned From Mat. CDs | Contribs. | Awards Distrib. | Balance   |
|---------------------------|------------|------|-------------------|--------------------------|-----------------|--------------------------|-----------|-----------------|-----------|
| Baird Scholarship Fund    | 1433497858 | TCTC | 6,468.18          | D TE20004<br>C TE2401-04 | 0.27            | 117.67                   | -         | 0.00            | 6,585.12  |
| Buck Scholarship Fund     | 1417000601 | TCTC | 1,485.10          | D TE20003<br>C TE2401-03 | 0.07            | 14.68                    | -         | 0.00            | 1,499.85  |
| Dolan Math Scholarship    | 1517000415 | TCTC | 3,004.82          | D TE20006<br>C TE2401-06 | 0.13            | 35.72                    | -         | 0.00            | 3,040.47  |
| D. Forrest Fund           | 1917000415 | TCTC | 1,057.87          | D TE20005<br>C TE2401-05 | 0.04            | -                        | -         | 0.00            | 1,057.91  |
| Gabriel Loan Fund         | 1417000415 | TCTC | 5,942.58          | D TE20001<br>C TE2401-01 | 0.25            | 64.42                    | -         | 0.00            | 6,007.23  |
| Grower Scholarship        | 1433543094 | TCTC | 1,707.89          | D TE20008<br>C TE2401-08 | 0.07            | -                        | -         | 0.00            | 1,707.76  |
| Frank Mndrak Fund         | 1417000415 | TCTC | 4,183.36          | D TE20010<br>C TE2401-10 | 0.17            | -                        | -         | 0.00            | 4,183.53  |
| Van Buskirk Memorial Fund | 2217000423 | TCTC | 398.10            | D TE20002<br>C TE2401-02 | 0.02            | 30.93                    | -         | 0.00            | 430.05    |
| Dr. Francis Ward Fund     | 1617000415 | TCTC | 1,565.98          | D TE20007<br>C TE2401-07 | 0.07            | 1.44                     | -         | 0.00            | 1,567.49  |
| Sam Warren Scholarship    | 1433893575 | TCTC | 3,934.63          | D TE20009<br>C TE2401-09 | 0.17            | -                        | 200.00    | 0.00            | 4,134.80  |
| Kimble Scholarship        | 8140031739 | TCTC | 3,004.51          | D TE20011<br>C TE2401-11 | 0.16            | -                        | -         | 0.00            | 3,004.67  |
|                           |            |      | 33,353.60         |                          | 1.42            | 264.86                   | 200.00    | -               | 33,819.88 |

*Jenni Adriansen*  
Jenni Adriansen, Treasurer  
1-3-24  
*[Signature]*  
1-8-24  
CBO Management

**ODESSA-MONTOUR SCHOOL DISTRICT  
CLAIMS AUDITOR REPORT  
FOR THE MONTH OF December 2023**

| FUND         | CHECK DATE | CHECK NUMBERS | VOIDED CHECKS | TOTAL         |
|--------------|------------|---------------|---------------|---------------|
| GENERAL FUND | 12/7/2023  | 15578-15590   |               | \$ 16,209.54  |
|              | 12/7/2023  | 15591         |               | \$ 1,369.02   |
|              | 12/7/2023  | 15592         |               | \$ 738.34     |
|              | 12/8/2023  | 15593         |               | \$ 1,000.00   |
| BOCES BILL   | 12/14/2023 | 15594-15595   |               | \$ 324,238.74 |
|              | 12/14/2023 | 15596-15614   |               | \$ 65,071.80  |
|              | 12/22/2023 | 15615-15639   | 15635, 15638  | \$ 21,939.61  |
| SCHOOL LUNCH | 12/14/2023 | 270           |               | \$ 6,170.00   |
|              | 12/14/2023 | 271-282       |               | \$ 26,671.86  |
| SPECIAL AID  | 12/14/2023 | 2087-2089     |               | \$ 10,605.70  |
| CAPITAL      | 12/14/2023 | 647-651       |               | \$ 37,276.57  |
|              | 12/22/2023 | 652-653       |               | \$ 12,121.65  |
| T&A          |            |               |               |               |
| TE           |            |               |               |               |

TOTAL # CHECKS AUDITED 85

TOTAL \$ AMOUNT PAID \$ 523,412.83

  
CLAIMS AUDITOR SIGNATURE

1/2/2024  
DATE

**ODESSA-MONTOUR SCHOOL DISTRICT  
CLAIMS AUDITOR REPORT  
FOR THE MONTH OF December 2023**

\*THE FOLLOWING CLAIMS WERE NOT IN COMPLIANCE DUE TO THE DISCOVERED CONDITIONS LISTED:

| DISCOVERED CONDITION                                     | CHECK # | VENDOR               | AMOUNT    | CLAIMS AUDITOR REQUESTED CORRECTION                   | CORRECTIVE ACTION TAKEN | COMMENTS  |
|--|---------|----------------------|-----------|---|-------------------------|---|
| CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE | 15581   | Clemens Center       | 56.00     | PO#24-00437 DATED 11/28/23, INVOICES DATED 11/8/2023. | NONE                    | PO PROCESS SHOULD BE COMPLETE PRIOR TO REQUESTING GOODS OR SERVICES |
| CONFIRMING PO- INVOICE DATE PRIOR TO PURCHASE ORDER DATE | 653     | Timothy R. McGill    | 10,948.65 | PO#24-00450 DATED 12/4/23, INVOICES DATED 08/18/2023. | NONE                    | PO PROCESS SHOULD BE COMPLETE PRIOR TO REQUESTING GOODS OR SERVICES |
| INCORRECT BUDGET CODE                                    | 15635   | Michael T. Stephens  | 11.40     | VOID AND RE-ISSUE AFTER CORRECTION IS MADE.           | NONE                    | NONE  |
| INCORRECT INVOICE NUMBER                                 | 15638   | Woodwind & Brasswind | 64.11     | VOID AND RE-ISSUE AFTER CORRECTION IS MADE.           | NONE                    | NONE  |
| TOTAL CHECKS W/ DC                                       | 4       |                      |           |   |                         |   |
| PERCENT TO TOTAL CHECKS                                  | 4.71%   |                      |           |   |                         |   |

**ODESSA MONTOUR CSD**

Revenue Status Report As Of: 02/02/2024

**Fiscal Year: 2024**  
**Fund: A GENERAL FUND**

| Revenue Account           | Subfund | Description                     | Original Estimate    | Adjustments       | Current Estimate     | Year-to-Date         | Anticipated Balance  | Excess Revenue      |
|---------------------------|---------|---------------------------------|----------------------|-------------------|----------------------|----------------------|----------------------|---------------------|
| 1001.000                  |         | Real Property Taxes             | 4,733,384.00         | 0.00              | 4,733,384.00         | 4,803,351.63         |                      | 69,967.63           |
| 1080.000                  |         | Fed. Pmts. in Lieu of Taxes     | 4,000.00             | 0.00              | 4,000.00             | 6,731.22             |                      | 2,731.22            |
| 1085.000                  |         | STAR Reimbursement              | 713,548.00           | 0.00              | 713,548.00           | 643,580.31           | 69,967.69            |                     |
| 1990.000                  |         | Int. & Penal. on Real Prop. Tax | 12,000.00            | 0.00              | 12,000.00            | 5,801.56             | 6,198.44             |                     |
| 1311.000                  |         | Other Day School Tuition (Indv) | 0.00                 | 0.00              | 0.00                 | 13,542.85            |                      | 13,542.85           |
| 2401.000                  |         | Interest and Earnings           | 10,000.00            | 0.00              | 10,000.00            | 51,543.46            |                      | 41,543.46           |
| 2413.000                  |         | Rental of Real Property, BOCES  | 3,000.00             | 0.00              | 3,000.00             | 0.00                 | 3,000.00             |                     |
| 2650.000                  |         | Sale Scrap & Excess Material    | 300.00               | 0.00              | 300.00               | 292.91               | 7.09                 |                     |
| 2690.000                  |         | Other Compensation for Loss     | 0.00                 | 0.00              | 0.00                 | 10.00                |                      | 10.00               |
| 2701.000                  |         | Refund PY Exp-BOCES Aided Svc   | 150,000.00           | 0.00              | 150,000.00           | 300,114.97           |                      | 150,114.97          |
| 2702.000                  |         | Refund PY Exp-Contracted Trans  | 0.00                 | 0.00              | 0.00                 | 38,771.99            |                      | 38,771.99           |
| 2703.000                  |         | Refund PY Exp-Other-Not T       | 35,000.00            | 0.00              | 35,000.00            | 44,535.27            |                      | 9,535.27            |
| 2705.000                  |         | Gifts and Donations             | 0.00                 | 0.00              | 0.00                 | 89.05                |                      | 89.05               |
| 2770.000                  |         | Other Unclassified Rev.(Spec)   | 0.00                 | 0.00              | 0.00                 | 12,247.82            |                      | 12,247.82           |
| 3101.000                  |         | Basic Formula Aid-Gen Aids (Ex  | 12,469,424.00        | 0.00              | 12,469,424.00        | 3,895,148.82         | 8,574,275.18         |                     |
| 3101.100                  |         | BASIC FORMULA-EXCESS COST       | 19,808.00            | 0.00              | 19,808.00            | 268,599.13           |                      | 248,791.13          |
| 3102.000                  |         | Lottery Aid                     | 0.00                 | 0.00              | 0.00                 | 1,157,811.13         |                      | 1,157,811.13        |
| 3102.100                  |         | Cannabis Aid                    | 0.00                 | 0.00              | 0.00                 | 1,817.19             |                      | 1,817.19            |
| 3102.200                  |         | Mobile Sports Wagering Aid      | 0.00                 | 0.00              | 0.00                 | 397,062.00           |                      | 397,062.00          |
| 3103.000                  |         | BOCES Aid (Sect 3609a Ed Law)   | 1,200,000.00         | 0.00              | 1,200,000.00         | 0.00                 | 1,200,000.00         |                     |
| 3260.000                  |         | Textbook Aid (Incl Txbk/Lott)   | 39,489.00            | 0.00              | 39,489.00            | 10,515.00            | 28,974.00            |                     |
| 3262.000                  |         | Computer Sftwre, Hrdwre Aid     | 22,847.00            | 0.00              | 22,847.00            | 0.00                 | 22,847.00            |                     |
| 3263.000                  |         | Library AV Loan Program Aid     | 4,358.00             | 0.00              | 4,358.00             | 0.00                 | 4,358.00             |                     |
| 3289.000                  |         | Other State Aid                 | 0.00                 | 0.00              | 0.00                 | 1,596.00             |                      | 1,596.00            |
| 4601.000                  |         | Medic.Ass't-Sch Age-Sch Yr Pro  | 15,000.00            | 0.00              | 15,000.00            | 6,660.40             | 8,339.60             |                     |
| 5050.000                  |         | Interfund Trans. for Debt Svs   | 63,720.00            | 0.00              | 63,720.00            | 63,720.00            |                      |                     |
| 5997.000                  |         | Appropriated Reserves           | 0.00                 | 393,464.55        | 393,464.55           | 0.00                 | 393,464.55           |                     |
| 5999.000                  |         | Appropriated Fund Balance       | 483,114.00           | 0.00              | 483,114.00           | 0.00                 | 483,114.00           |                     |
| 5999.999                  |         | Est. for Carryover Encumbrance  | 0.00                 | 121,983.21        | 121,983.21           | 0.00                 | 121,983.21           |                     |
| <b>Total GENERAL FUND</b> |         |                                 | <b>19,978,992.00</b> | <b>515,447.76</b> | <b>20,494,439.76</b> | <b>11,723,542.71</b> | <b>10,916,528.76</b> | <b>2,145,631.71</b> |

\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.  
These are estimates to balance the budget

# ODESSA MONTOUR CSD

Revenue Status Report As Of: 02/02/2024

Fiscal Year: 2024

Fund: A GENERAL FUND

| Revenue Account | Subfund | Description | Original Estimate | Adjustments | Current Estimate | Year-to-Date | Anticipated Balance | Excess Revenue |
|-----------------|---------|-------------|-------------------|-------------|------------------|--------------|---------------------|----------------|
|-----------------|---------|-------------|-------------------|-------------|------------------|--------------|---------------------|----------------|

Selection Criteria

Criteria Name: Last Run  
As Of Date: 02/02/2024  
Suppress revenue accounts with no activity  
Show special revenue accounts 5997-5999  
Sort by: Fund/Revenue Account  
Printed by Lisa Kuhnel (CBO)

\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.  
These are estimates to balance the budget

**ODESSA MONTOUR CSD**

Budget Status Report As Of: 02/02/2024  
Fiscal Year: 2024

**Fund: A GENERAL FUND**

| Budget Account   | Description                | Initial Appropriation | Adjustments | Current Appropriation | Year-to-Date Expenditures | Encumbrance Outstanding | Unencumbered Balance |
|--|----------------------------|-----------------------|-------------|-----------------------|---------------------------|-------------------------|----------------------|
| 1010-400-6-00  | BOE CONTRACTUAL            | 11,000.00             | -2,440.00   | 8,560.00              | 6,793.00                  | 0.00                    | 1,767.00             |
| 1010-450-6-00  | BOE SUPPLIES & MATERIALS   | 750.00                | 0.00        | 750.00                | 75.57                     | 0.00                    | 674.43               |
| 1010-475-6-00  | BOE CONFERENCE/TRAVEL      | 3,000.00              | 2,440.00    | 5,440.00              | 4,108.59                  | 0.00                    | 1,331.41             |
| 1010-490-6-00  | BOE BOCES COSER 624        | 5,090.00              | 0.00        | 5,090.00              | 2,350.00                  | 2,350.00                | 390.00               |
| 1010 Board Of Education - Function Subtotal              |                            | 19,840.00             | 0.00        | 19,840.00             | 13,327.16                 | 2,350.00                | 4,162.84             |
| 1040-160-6-00  | NONINSTRUCTIONAL SALARIES  | 2,500.00              | 0.00        | 2,500.00              | 1,250.00                  | 0.00                    | 1,250.00             |
| 1040 District Clerk - Function Subtotal                  |                            | 2,500.00              | 0.00        | 2,500.00              | 1,250.00                  | 0.00                    | 1,250.00             |
| 1060-160-6-00  | DISTMTG-NI SALARIES        | 1,000.00              | 0.00        | 1,000.00              | 255.43                    | 0.00                    | 744.57               |
| 1060-400-6-00  | DIST MTG CONTRACTUAL       | 1,000.00              | 0.00        | 1,000.00              | 22.07                     | 60.00                   | 917.93               |
| 1060-450-6-00  | Materials & Supplies       | 500.00                | 0.00        | 500.00                | 0.00                      | 0.00                    | 500.00               |
| 1060 District Meeting - Function Subtotal                |                            | 2,500.00              | 0.00        | 2,500.00              | 277.50                    | 60.00                   | 2,162.50             |
| 1240-150-6-00  | SUPT INSTRUCTIONAL SALARY  | 159,300.00            | 0.00        | 159,300.00            | 86,400.00                 | 0.00                    | 72,900.00            |
| 1240-160-6-00  | SUPT NONINSTRUCT SALARY    | 74,050.00             | 0.00        | 74,050.00             | 46,213.71                 | 22,407.44               | 5,428.85             |
| 1240-400-6-00  | SUPT CONTRACTUAL           | 4,000.00              | -950.00     | 3,050.00              | 2,063.00                  | 125.00                  | 862.00               |
| 1240-450-6-00  | SUPT SUPPLIES & MATERIALS  | 750.00                | 968.06      | 1,718.06              | 1,428.28                  | 333.39                  | -43.61               |
| 1240-475-6-00  | SUPT CONFERENCE/TRAVEL     | 12,000.00             | 0.00        | 12,000.00             | 4,993.55                  | 1,867.40                | 5,139.05             |
| 1240 Chief School Administrator - Function Subtotal      |                            | 250,100.00            | 18.06       | 250,118.06            | 141,098.54                | 24,733.23               | 84,286.29            |
| 1310-160-6-00  | BUS ADMIN NON INSTR SALAR  | 71,300.00             | 0.00        | 71,300.00             | 38,258.54                 | 30,711.46               | 2,330.00             |
| 1310-400-6-00  | BUS ADM CONTRACTUAL        | 6,500.00              | 4,640.00    | 11,140.00             | 9,763.37                  | 1,237.63                | 139.00               |
| 1310-450-6-00  | BUS ADM SUPPLIES & MATERI  | 1,000.00              | 176.32      | 1,176.32              | 674.36                    | 229.11                  | 272.85               |
| 1310-490-6-00  | BOCES COSER 328/6/12/15/18 | 359,893.00            | -3,800.00   | 356,093.00            | 176,608.46                | 175,908.33              | 3,576.21             |
| 1310 Business Administration - Function Subtotal         |                            | 438,693.00            | 1,016.32    | 439,709.32            | 225,304.73                | 208,086.53              | 6,318.06             |
| 1320-400-6-00  | AUDITING                   | 24,344.00             | 0.00        | 24,344.00             | 20,300.00                 | 3,700.00                | 344.00               |
| 1320 Auditing - Function Subtotal                        |                            | 24,344.00             | 0.00        | 24,344.00             | 20,300.00                 | 3,700.00                | 344.00               |
| 1330-400-6-00  | TAX COLLECT CONTRACTUAL    | 750.00                | 0.00        | 750.00                | 299.00                    | 0.00                    | 451.00               |
| 1330 Tax Collector - Function Subtotal                   |                            | 750.00                | 0.00        | 750.00                | 299.00                    | 0.00                    | 451.00               |
| 1380-400-6-00  | FISCAL AGENT FEE           | 8,500.00              | 0.00        | 8,500.00              | 492.00                    | 5,908.00                | 2,100.00             |
| 1380 Fiscal Agent Fee - Function Subtotal                |                            | 8,500.00              | 0.00        | 8,500.00              | 492.00                    | 5,908.00                | 2,100.00             |
| 1420-400-6-00  | ATTORNEY FEES              | 20,000.00             | 0.00        | 20,000.00             | 5,410.50                  | 14,589.50               | 0.00                 |
| 1420-490-6-00  | BOCES Legal Services       | 34,265.00             | 0.00        | 34,265.00             | 16,132.50                 | 16,132.50               | 2,000.00             |
| 1420 Legal - Function Subtotal                           |                            | 54,265.00             | 0.00        | 54,265.00             | 21,543.00                 | 30,722.00               | 2,000.00             |
| 1430-400-6-00  | PERSONNEL CONTRACTUAL      | 2,000.00              | 0.00        | 2,000.00              | 450.00                    | 0.00                    | 1,550.00             |
| 1430-490-6-00  | BOCES 602/606/08/10/19/23  | 20,887.00             | 0.00        | 20,887.00             | 9,968.50                  | 9,968.50                | 950.00               |
| 1430 Personnel - Function Subtotal                       |                            | 22,887.00             | 0.00        | 22,887.00             | 10,418.50                 | 9,968.50                | 2,500.00             |
| 1480-490-6-00  | PBL INF BOCES COSER 614    | 17,562.00             | 0.00        | 17,562.00             | 8,281.00                  | 8,281.00                | 1,000.00             |
| 1480 Public Information and Services - Function Subtotal |                            | 17,562.00             | 0.00        | 17,562.00             | 8,281.00                  | 8,281.00                | 1,000.00             |
| 1620-180-7-00  | OPER PLT CUSTODIAL SALARY  | 394,355.00            | 27,000.00   | 421,355.00            | 245,245.24                | 186,774.16              | -10,664.40           |



**ODESSA MONTGOUR CSD**

Budget Status Report As Of: 02/02/2024

Fiscal Year: 2024

**Fund: A GENERAL FUND**

| Budget Account | Description  | Initial<br>Appropriation | Adjustments       | Current<br>Appropriation | Year-to-Date<br>Expenditures | Encumbrance<br>Outstanding | Unencumbered<br>Balance |
|----------------|--|--------------------------|-------------------|--------------------------|------------------------------|----------------------------|-------------------------|
| 1620-181-7-00  | OPER PLT SUB CLEANER SAL                                       | 16,000.00                | 7,000.00          | 23,000.00                | 26,260.00                    | 0.00                       | -3,260.00               |
| 1620-183-7-00  | OPER PLT OVERTIME  | 1,000.00                 | 0.00              | 1,000.00                 | 0.00                         | 0.00                       | 1,000.00                |
| 1620-184-7-00  | OPER PLT Clothing Allowan                                      | 4,000.00                 | 0.00              | 4,000.00                 | 0.00                         | 0.00                       | 4,000.00                |
| 1620-200-7-00  | OPER PLNT EQUIPMENT  | 30,000.00                | 19,608.75         | 49,608.75                | 8,723.57                     | 39,490.12                  | 1,395.06                |
| 1620-400-7-00  | OPER PLT CONTRACTUAL   | 15,000.00                | 25,600.00         | 40,600.00                | 21,574.28                    | 3,517.47                   | 15,508.25               |
| 1620-413-7-00  | OPER PLT FUEL OIL  | 280,000.00               | 0.00              | 280,000.00               | 96,013.06                    | 123,986.94                 | 60,000.00               |
| 1620-414-7-00  | OPER PLT ELECTRIC  | 190,750.00               | 0.00              | 190,750.00               | 98,359.72                    | 81,640.28                  | 10,750.00               |
| 1620-415-7-00  | OPER PLT TELEPHONE REPAIR                                      | 500.00                   | 0.00              | 500.00                   | 0.00                         | 0.00                       | 500.00                  |
| 1620-416-7-00  | OPER PLT WATER & SEWER   | 70,000.00                | 0.00              | 70,000.00                | 23,509.53                    | 28,490.47                  | 18,000.00               |
| 1620-417-7-00  | OPER PLT NATURAL GAS   | 42,000.00                | 0.00              | 42,000.00                | 11,160.84                    | 19,839.16                  | 11,000.00               |
| 1620-419-7-00  | OPER PLT TELEPHONE   | 16,340.00                | -2,924.18         | 13,415.82                | 1,639.37                     | 1,558.03                   | 10,218.42               |
| 1620-450-7-00  | OP PLT SUPPLIES & MATERIA                                      | 45,000.00                | 3,644.33          | 48,644.33                | 29,842.10                    | 18,647.18                  | 155.05                  |
| 1620-475-7-00  | OPER PLT CONFERENCE/TRAVE                                      | 2,000.00                 | 0.00              | 2,000.00                 | 0.00                         | 0.00                       | 2,000.00                |
| 1620-490-6-00  | OP PLT BOCES 616/659/666                                       | 22,306.00                | 37.00             | 22,343.00                | 11,165.78                    | 11,177.22                  | 0.00                    |
|                | <b>1620 Operation of Plant - Function Subtotal</b>             | <b>1,129,251.00</b>      | <b>79,965.90</b>  | <b>1,209,216.90</b>      | <b>573,493.49</b>            | <b>515,121.03</b>          | <b>120,602.38</b>       |
| 1621-180-7-00  | MT PLT CUSTODIAL SALARY  | 109,738.00               | -34,000.00        | 75,738.00                | 39,060.80                    | 26,854.40                  | 9,822.80                |
| 1621-182-7-00  | MT PLT SUPERVISOR SALARY                                       | 86,000.00                | 0.00              | 86,000.00                | 50,963.04                    | 35,036.96                  | 0.00                    |
| 1621-183-7-00  | MT PLT OVERTIME  | 500.00                   | 0.00              | 500.00                   | 0.00                         | 0.00                       | 500.00                  |
| 1621-200-7-00  | MT PLT EQUIPMENT   | 10,000.00                | -1,116.89         | 8,883.11                 | 0.00                         | 3,195.11                   | 5,688.00                |
| 1621-400-7-00  | MT PLT CONTRACTUAL   | 50,000.00                | -8,837.37         | 41,162.63                | 15,393.94                    | 25,665.60                  | 103.09                  |
| 1621-450-7-00  | MT PLT SUPPLIES & MATERIA                                      | 50,000.00                | 28.26             | 50,028.26                | 18,545.35                    | 31,133.16                  | 349.75                  |
| 1621-490-6-00  | BOCES COSER 609  | 16,974.00                | 0.00              | 16,974.00                | 7,512.72                     | 7,551.28                   | 1,910.00                |
|                | <b>1621 Maintenance of Plant - Function Subtotal</b>           | <b>323,212.00</b>        | <b>-43,926.00</b> | <b>279,286.00</b>        | <b>131,475.85</b>            | <b>129,436.51</b>          | <b>18,373.64</b>        |
| 1670-400-6-00  | CTRL PRT POSTAGE   | 16,000.00                | 2,000.00          | 18,000.00                | 5,421.84                     | 11,367.64                  | 1,210.52                |
| 1670-450-6-00  | CTRL PRT SUPPLIES & MATER                                      | 30,000.00                | 0.00              | 30,000.00                | 9,337.03                     | 12,568.97                  | 8,094.00                |
| 1670-490-6-00  | CTRL PRT BOCES COSER 511                                       | 76,234.00                | 0.00              | 76,234.00                | 38,017.00                    | 38,017.00                  | 200.00                  |
|                | <b>1670 Central Printing &amp; Mailing - Function Subtotal</b> | <b>122,234.00</b>        | <b>2,000.00</b>   | <b>124,234.00</b>        | <b>52,775.87</b>             | <b>61,953.61</b>           | <b>9,504.52</b>         |
| 1680-490-6-00  | CTRL DP BOCES COSER 605  | 634,909.00               | -3,520.00         | 631,389.00               | 307,210.51                   | 307,171.49                 | 17,007.00               |
|                | <b>1680 Central Data Processing - Function Subtotal</b>        | <b>634,909.00</b>        | <b>-3,520.00</b>  | <b>631,389.00</b>        | <b>307,210.51</b>            | <b>307,171.49</b>          | <b>17,007.00</b>        |
| 1910-400-6-00  | UNALLOCATED INSURANCE  | 62,000.00                | 2,887.18          | 64,887.18                | 62,074.25                    | 2,800.93                   | 12.00                   |
|                | <b>1910 Unallocated Insurance - Function Subtotal</b>          | <b>62,000.00</b>         | <b>2,887.18</b>   | <b>64,887.18</b>         | <b>62,074.25</b>             | <b>2,800.93</b>            | <b>12.00</b>            |
| 1964-400-6-00  | PROPERTY TAX REFUND  | 10,000.00                | 0.00              | 10,000.00                | 0.00                         | 0.00                       | 10,000.00               |
|                | <b>1964 Refund on Real Property Taxes - Function Subtotal</b>  | <b>10,000.00</b>         | <b>0.00</b>       | <b>10,000.00</b>         | <b>0.00</b>                  | <b>0.00</b>                | <b>10,000.00</b>        |
| 1981-490-6-00  | ADM BOCES COSER 001  | 210,959.00               | 0.00              | 210,959.00               | 103,979.50                   | 103,979.50                 | 3,000.00                |
|                | <b>1981 BOCES Administrative Costs - Function Subtotal</b>     | <b>210,959.00</b>        | <b>0.00</b>       | <b>210,959.00</b>        | <b>103,979.50</b>            | <b>103,979.50</b>          | <b>3,000.00</b>         |
| 1983-490-6-00  | BOCES CAPITAL COSER 002  | 113,028.00               | 0.00              | 113,028.00               | 56,514.00                    | 56,514.00                  | 0.00                    |
|                | <b>1983 BOCES Capital Expenses - Function Subtotal</b>         | <b>113,028.00</b>        | <b>0.00</b>       | <b>113,028.00</b>        | <b>56,514.00</b>             | <b>56,514.00</b>           | <b>0.00</b>             |
| 2010-490-6-00  | BOCES COSER 536/537/549  | 54,393.00                | 0.00              | 54,393.00                | 25,036.83                    | 24,826.17                  | 4,530.00                |

**ODESSA MONTOUR CSD**

Budget Status Report As Of: 02/02/2024

Fiscal Year: 2024

Fund: A GENERAL FUND

| Budget Account  | Description               | Initial<br>Appropriation | Adjustments     | Current<br>Appropriation | Year-to-Date<br>Expenditures | Encumbrance<br>Outstanding | Unencumbered<br>Balance |
|---|---------------------------|--------------------------|-----------------|--------------------------|------------------------------|----------------------------|-------------------------|
| <b>2010 Curriculum Devel and Suprvsn - Function Subtotal</b>        |                           | <b>54,393.00</b>         | <b>0.00</b>     | <b>54,393.00</b>         | <b>25,036.83</b>             | <b>24,826.17</b>           | <b>4,530.00</b>         |
| 2020-150-6-00   | ADMINISTRATIVE SALARIES   | 415,378.00               | 0.00            | 415,378.00               | 244,432.48                   | 168,047.52                 | 2,898.00                |
| 2020-160-6-00   | SUPV NONINSTRUCT SALARY   | 144,721.00               | 0.00            | 144,721.00               | 82,667.44                    | 60,228.78                  | 1,824.78                |
| 2020-400-0-00   | SUPERVISION CONTRACTUAL   | 0.00                     | 3,450.00        | 3,450.00                 | 3,450.00                     | 0.00                       | 0.00                    |
| 2020-475-6-00   | CONF/TRAVEL - PRINCIPAL   | 0.00                     | 4,193.66        | 4,193.66                 | 1,807.94                     | 2,905.52                   | -519.80                 |
| <b>2020 Supervision-Regular School - Function Subtotal</b>          |                           | <b>560,099.00</b>        | <b>7,643.66</b> | <b>567,742.66</b>        | <b>332,357.86</b>            | <b>231,181.82</b>          | <b>4,202.98</b>         |
| 2060-490-6-00   | RES/PLA/IMP BOCES 516/518 | 55,120.00                | 1,520.00        | 56,640.00                | 27,637.50                    | 29,002.50                  | 0.00                    |
| <b>2060 Research, Planning &amp; Evaluation - Function Subtotal</b> |                           | <b>55,120.00</b>         | <b>1,520.00</b> | <b>56,640.00</b>         | <b>27,637.50</b>             | <b>29,002.50</b>           | <b>0.00</b>             |
| 2070-490-0-00   | BOCES IN-SERV/PROF DEV    | 22,000.00                | 0.00            | 22,000.00                | 0.00                         | 0.00                       | 22,000.00               |
| <b>2070 Inservice Training-Instruction - Function Subtotal</b>      |                           | <b>22,000.00</b>         | <b>0.00</b>     | <b>22,000.00</b>         | <b>0.00</b>                  | <b>0.00</b>                | <b>22,000.00</b>        |
| 2110-120-1-00   | Instructional Salary Cate | 882,422.00               | 20,000.00       | 902,422.00               | 414,054.66                   | 474,352.06                 | 14,015.28               |
| 2110-120-2-00   | Instructional Salary Hani | 923,802.00               | 32,000.00       | 955,802.00               | 401,754.33                   | 511,334.25                 | 42,713.42               |
| 2110-120-4-00   | Instruct Salary MS/HS     | 1,665,316.00             | 0.00            | 1,665,316.00             | 727,481.71                   | 921,672.72                 | 16,161.57               |
| 2110-131-6-00   | HOME INSTRUCTION          | 6,000.00                 | 0.00            | 6,000.00                 | 0.00                         | 0.00                       | 6,000.00                |
| 2110-135-4-00   | AFTERSCHOOL TUTORING      | 20,000.00                | 0.00            | 20,000.00                | 6,593.63                     | 0.00                       | 13,406.37               |
| 2110-140-6-00   | SUBSTITUTE TEACHERS       | 85,000.00                | 0.00            | 85,000.00                | 47,977.50                    | 0.00                       | 37,022.50               |
| 2110-160-6-00   | TEACH NONINSTRUCT SALARY  | 207,851.00               | 0.00            | 207,851.00               | 76,977.25                    | 72,606.36                  | 58,267.39               |
| 2110-161-6-00   | DISTRICT REGISTRAR SALARY | 22,000.00                | 0.00            | 22,000.00                | 12,385.28                    | 8,514.72                   | 1,100.00                |
| 2110-200-4-00   | INSTR EQUIPMENT HS/MS     | 5,000.00                 | 0.00            | 5,000.00                 | 2,889.25                     | 0.00                       | 2,110.75                |
| 2110-400-1-00   | CONTRACTUAL CATE          | 700.00                   | 0.00            | 700.00                   | 0.00                         | 400.00                     | 300.00                  |
| 2110-400-2-00   | CONTRACTUAL HANLON        | 950.00                   | 0.00            | 950.00                   | 0.00                         | 0.00                       | 950.00                  |
| 2110-400-4-00   | CONTRACTUAL HS/MS         | 2,800.00                 | 0.00            | 2,800.00                 | 1,705.93                     | 195.00                     | 899.07                  |
| 2110-400-6-00   | CONTRACTUAL DISTRICT      | 5,000.00                 | -1,200.00       | 3,800.00                 | 2,000.00                     | 0.00                       | 1,800.00                |
| 2110-402-4-00   | GRADUATION EXPENSES       | 2,000.00                 | 0.00            | 2,000.00                 | 994.22                       | 0.00                       | 1,005.78                |
| 2110-408-4-00   | NON-ATHL STUDENT COMPETIT | 1,000.00                 | 0.00            | 1,000.00                 | 148.00                       | 0.00                       | 852.00                  |
| 2110-410-6-00   | DISCRETIONARY-DIST        | 15,000.00                | -642.87         | 14,357.13                | 2,220.46                     | 818.85                     | 11,317.82               |
| 2110-450-1-00   | SUPPLIES/MATERIALS -CATE  | 11,000.00                | 11,397.30       | 22,397.30                | 19,917.02                    | 2,270.92                   | 209.36                  |
| 2110-450-2-00   | SUPPLIES/MATERIALS-HANLON | 10,000.00                | 16,190.54       | 26,190.54                | 22,928.69                    | 3,241.39                   | 20.46                   |
| 2110-450-4-00   | SUPPLIES/MATERIALS -HS/MS | 26,000.00                | 2,018.61        | 28,018.61                | 16,822.68                    | 3,077.47                   | 8,118.46                |
| 2110-450-6-00   | SUPPL/MATERIALS - PAPER   | 15,000.00                | 0.00            | 15,000.00                | 7,934.25                     | 0.00                       | 7,065.75                |
| 2110-471-6-00   | Tuition Pd to NYS Pub Sch | 30,000.00                | -9,932.00       | 20,068.00                | 0.00                         | 0.00                       | 20,068.00               |
| 2110-473-6-00   | Payment to Charter School | 25,000.00                | 9,932.00        | 34,932.00                | 23,288.34                    | 11,643.66                  | 0.00                    |
| 2110-475-1-00   | CONF/TRAVEL - CATE        | 500.00                   | 629.03          | 1,129.03                 | 10.48                        | 1,195.70                   | -77.15                  |
| 2110-475-2-00   | CONF/TRAVEL - HANLON      | 500.00                   | 0.00            | 500.00                   | 0.00                         | 566.67                     | -66.67                  |
| 2110-475-4-00   | CONF/TRAVEL - HS/MS       | 500.00                   | 575.00          | 1,075.00                 | 1,015.00                     | 626.66                     | -566.66                 |
| 2110-480-1-00   | TEXTBOOKS - CATE          | 14,500.00                | 0.00            | 14,500.00                | 13,530.01                    | 0.00                       | 969.99                  |
| 2110-480-2-00   | TEXTBOOKS - HANLON        | 12,500.00                | 1,500.00        | 14,000.00                | 14,000.00                    | 0.00                       | 0.00                    |
| 2110-480-4-00   | TEXTBOOKS - HS/MS         | 25,500.00                | 0.00            | 25,500.00                | 6,824.08                     | 0.00                       | 18,675.92               |

# ODESSA MONTOUR CSD

Budget Status Report As Of: 02/02/2024

Fiscal Year: 2024

## Fund: A GENERAL FUND

| Budget Account  | Description               | Initial<br>Appropriation | Adjustments | Current<br>Appropriation | Year-to-Date<br>Expenditures | Encumbrance<br>Outstanding | Unencumbered<br>Balance |
|---|---------------------------|--------------------------|-------------|--------------------------|------------------------------|----------------------------|-------------------------|
| 2110-480-6-00   | TEXTBOOKS - NON-DISTRICT  | 500.00                   | 0.00        | 500.00                   | 0.00                         | 0.00                       | 500.00                  |
| 2110-490-6-00   | BOCES SRV 401/412/527/538 | 75,503.00                | 23,196.00   | 98,699.00                | 49,405.00                    | 49,294.00                  | 0.00                    |
| 2110 Teaching-Regular School - Function Subtotal              |                           | 4,091,844.00             | 105,663.61  | 4,197,507.61             | 1,872,857.77                 | 2,061,810.43               | 262,839.41              |
| 2250-150-3-00   | Instructional Salaries    | 946,647.00               | -7,673.06   | 938,973.94               | 336,493.27                   | 432,987.60                 | 169,493.07              |
| 2250-150-3-15   | HNDCP HOME INSTRUCTION    | 5,000.00                 | 0.00        | 5,000.00                 | 582.48                       | 0.00                       | 4,417.52                |
| 2250-160-3-00   | SPEC PROGRAMS SECRETARY   | 25,200.00                | 0.00        | 25,200.00                | 13,973.61                    | 9,609.39                   | 1,617.00                |
| 2250-165-3-00   | SP ED TEACHER AIDES       | 212,364.00               | 0.00        | 212,364.00               | 79,862.19                    | 62,854.47                  | 69,647.34               |
| 2250-200-3-00   | SP ED EQUIPMENT           | 5,000.00                 | 0.00        | 5,000.00                 | 0.00                         | 0.00                       | 5,000.00                |
| 2250-400-3-00   | SP ED CONTRACTUAL         | 10,000.00                | 0.00        | 10,000.00                | 5,970.00                     | 1,395.00                   | 2,635.00                |
| 2250-450-3-00   | SUPPLIES/MATERIALS -SP ED | 5,000.00                 | 4,723.21    | 9,723.21                 | 7,500.49                     | 286.46                     | 1,936.26                |
| 2250-471-3-00   | TUITION - NYS PUBLIC SCHO | 150,000.00               | -34,088.00  | 115,912.00               | 52,119.00                    | 0.00                       | 63,793.00               |
| 2250-472-3-00   | TUITION - ALL OTHER       | 10,000.00                | 154,382.00  | 164,382.00               | 79,418.82                    | 84,215.18                  | 748.00                  |
| 2250-490-6-00   | BOCES 205/09/16/30x/24/26 | 1,147,252.00             | -97,040.00  | 1,050,212.00             | 393,377.50                   | 420,890.50                 | 235,944.00              |
| 2250 Prg For Sdnts w/Disabil-Med Eligible - Function Subtotal |                           | 2,516,463.00             | 20,304.15   | 2,536,767.15             | 969,297.36                   | 1,012,238.60               | 555,231.19              |
| 2280-490-6-00   | BOCES COSER 101/528       | 511,449.00               | 0.00        | 511,449.00               | 249,798.00                   | 249,798.00                 | 11,853.00               |
| 2280 Occupational Education(Grades 9-12) - Function Subtotal  |                           | 511,449.00               | 0.00        | 511,449.00               | 249,798.00                   | 249,798.00                 | 11,853.00               |
| 2330-400-6-00   | Contractual and Other     | 2,000.00                 | 0.00        | 2,000.00                 | 0.00                         | 0.00                       | 2,000.00                |
| 2330-490-6-00   | BOCES COSER 415           | 18,594.00                | 0.00        | 18,594.00                | 8,797.00                     | 8,797.00                   | 1,000.00                |
| 2330 Teaching-Special Schools - Function Subtotal             |                           | 20,594.00                | 0.00        | 20,594.00                | 8,797.00                     | 8,797.00                   | 3,000.00                |
| 2610-150-4-00   | LIBRARY SALARY HS         | 59,008.00                | -19,751.00  | 39,257.00                | 0.00                         | 0.00                       | 39,257.00               |
| 2610-450-6-00   | LIB SUPP/WATER DIST       | 5,200.00                 | 0.00        | 5,200.00                 | 3,796.67                     | 483.05                     | 920.28                  |
| 2610-463-6-00   | LIB AID ORIG - DIST       | 5,500.00                 | 614.65      | 6,114.65                 | 2,508.19                     | 0.00                       | 3,606.46                |
| 2610-490-6-00   | BOCES 501/508/513         | 23,380.00                | 0.00        | 23,380.00                | 11,440.00                    | 11,440.00                  | 500.00                  |
| 2610 School Library & AV - Function Subtotal                  |                           | 93,088.00                | -19,136.35  | 73,951.65                | 17,744.86                    | 11,923.05                  | 44,283.74               |
| 2630-200-6-00   | CAI EQUIPMENT DISTRICT    | 30,000.00                | 0.00        | 30,000.00                | 418.95                       | 3,750.00                   | 25,831.05               |
| 2630-400-6-00   | CAI CONTRACTUAL           | 500.00                   | 750.00      | 1,250.00                 | 0.00                         | 750.00                     | 500.00                  |
| 2630-450-6-00   | CAI SUPPLIES & MATERIALS  | 6,000.00                 | 0.00        | 6,000.00                 | 2,707.49                     | 103.60                     | 3,188.91                |
| 2630-462-6-00   | CAI EDC SOFTWARE          | 13,000.00                | 0.00        | 13,000.00                | 2,345.00                     | 1,161.99                   | 9,493.01                |
| 2630-490-6-00   | BOCES COSER 430/512       | 140,310.00               | -750.00     | 139,560.00               | 67,778.00                    | 67,778.00                  | 4,004.00                |
| 2630 Computer Assisted Instruction - Function Subtotal        |                           | 189,810.00               | 0.00        | 189,810.00               | 73,249.44                    | 73,543.59                  | 43,016.97               |
| 2810-150-1-00   | GUID INSTRUCT SALARY - BC | 0.00                     | 54,000.00   | 54,000.00                | 22,535.59                    | 30,730.41                  | 734.00                  |
| 2810-150-2-00   | GUID INSTRUCT SALARY - HA | 0.00                     | 55,000.00   | 55,000.00                | 0.00                         | 0.00                       | 55,000.00               |
| 2810-150-4-00   | GUID INSTRUCT SALARY - HS | 285,841.00               | -109,000.00 | 156,841.00               | 25,185.63                    | 18,658.97                  | 112,996.40              |
| 2810-160-4-00   | GUID NONINSTRUCT SALARY   | 37,812.00                | 0.00        | 37,812.00                | 21,878.56                    | 15,041.44                  | 892.00                  |
| 2810-450-4-00   | GUID SUPPLIES/MATERIALS   | 2,000.00                 | 0.00        | 2,000.00                 | 367.55                       | 96.80                      | 1,535.65                |
| 2810 Guidance-Regular School - Function Subtotal              |                           | 305,653.00               | 0.00        | 305,653.00               | 69,987.33                    | 64,527.62                  | 171,158.05              |
| 2815-160-6-00   | HLTH NONINSTRUCT SALARY   | 110,965.00               | 5,500.00    | 116,465.00               | 57,543.20                    | 55,933.33                  | 2,988.47                |
| 2815-167-6-00   | SUB NURSING NONINSTR SAL  | 3,000.00                 | 0.00        | 3,000.00                 | 357.00                       | 0.00                       | 2,643.00                |

# ODESSA MONTOUR CSD

Budget Status Report As Of: 02/02/2024  
Fiscal Year: 2024

## Fund: A GENERAL FUND

| Budget Account  | Description               | Initial<br>Appropriation | Adjustments | Current<br>Appropriation | Year-to-Date<br>Expenditures | Encumbrance<br>Outstanding | Unencumbered<br>Balance |
|---|---------------------------|--------------------------|-------------|--------------------------|------------------------------|----------------------------|-------------------------|
| 2815-400-6-00   | HLTH SRVCS CONTRACTUAL    | 25,000.00                | -1,500.00   | 23,500.00                | 0.00                         | 19,004.50                  | 4,495.50                |
| 2815-450-1-00   | HLTH SRVCS SUPP/MAT CATE  | 2,000.00                 | 839.38      | 2,839.38                 | 808.37                       | 31.01                      | 2,000.00                |
| 2815-450-2-00   | HLTH SRVC SUPP/MAT HANLON | 3,000.00                 | 339.90      | 3,339.90                 | 724.83                       | 0.00                       | 2,615.07                |
| 2815-450-6-00   | HLTH SRVCS SUPP/MAT DIST  | 5,000.00                 | 1,979.17    | 6,979.17                 | 839.14                       | 1,733.64                   | 4,406.39                |
| 2815 Health Srvc-Reg School - Function Subtotal       |                           | 148,965.00               | 7,158.45    | 156,123.45               | 60,272.54                    | 76,702.48                  | 19,148.43               |
| 2820-150-6-00   | PSYCHOLOGICAL SERVICES    | 61,054.00                | -53,600.00  | 7,454.00                 | 0.00                         | 0.00                       | 7,454.00                |
| 2820 Psychological Srvc-Reg Schl - Function Subtotal  |                           | 61,054.00                | -53,600.00  | 7,454.00                 | 0.00                         | 0.00                       | 7,454.00                |
| 2825-150-1-00   | Social Worker Salary      | 57,527.00                | 1,600.00    | 59,127.00                | 25,149.76                    | 33,885.60                  | 91.64                   |
| 2825-150-4-00   | Social Worker Salary      | 55,905.00                | 0.00        | 55,905.00                | 23,541.32                    | 32,101.68                  | 262.00                  |
| 2825-475-4-00   | Conferences & Travel      | 500.00                   | 0.00        | 500.00                   | 0.00                         | 0.00                       | 500.00                  |
| 2825 Social Work Srvc-Reg School - Function Subtotal  |                           | 113,932.00               | 1,600.00    | 115,532.00               | 48,691.08                    | 65,987.28                  | 853.64                  |
| 2850-150-4-00   | COCURR INSTRUC SAL HS     | 45,042.00                | 0.00        | 45,042.00                | 23,573.57                    | 21,217.70                  | 250.73                  |
| 2850-400-0-00   | COCURR CONTRACTUAL        | 7,500.00                 | 0.00        | 7,500.00                 | 0.00                         | 7,500.00                   | 0.00                    |
| 2850 Co-Curricular Activ-Reg Schl - Function Subtotal |                           | 52,542.00                | 0.00        | 52,542.00                | 23,573.57                    | 28,717.70                  | 250.73                  |
| 2855-150-8-00   | INSTRUC SAL - ATH DIRECT  | 6,915.00                 | 0.00        | 6,915.00                 | 3,889.52                     | 2,992.00                   | 33.48                   |
| 2855-150-8-01   | INSTRUC SAL BASKETBALL    | 26,945.00                | 1,355.00    | 28,300.00                | 23,749.24                    | 4,549.09                   | 1.67                    |
| 2855-150-8-02   | INSTRUC SAL BASEBALL      | 9,461.00                 | 0.00        | 9,461.00                 | 0.00                         | 0.00                       | 9,461.00                |
| 2855-150-8-03   | INSTRUC SAL CHEERLEADING  | 4,738.00                 | 0.00        | 4,738.00                 | 3,679.56                     | 613.26                     | 445.18                  |
| 2855-150-8-04   | INSTRUC SAL WRESTLING     | 8,360.00                 | 0.00        | 8,360.00                 | 6,149.32                     | 2,070.74                   | 139.94                  |
| 2855-150-8-06   | INSTRUC SAL SOFTBALL      | 6,274.00                 | 0.00        | 6,274.00                 | 0.00                         | 0.00                       | 6,274.00                |
| 2855-150-8-07   | INSTRUC SAL SWIMMING      | 11,700.00                | -1,355.00   | 10,345.00                | 0.00                         | 0.00                       | 10,345.00               |
| 2855-150-8-08   | INSTRUC SAL TENNIS        | 4,496.00                 | 0.00        | 4,496.00                 | 0.00                         | 0.00                       | 4,496.00                |
| 2855-150-8-09   | INSTRUC SAL TRACK         | 13,027.00                | 0.00        | 13,027.00                | 0.00                         | 0.00                       | 13,027.00               |
| 2855-150-8-10   | INSTRUC SAL VOLLEYBALL    | 10,160.00                | 0.00        | 10,160.00                | 8,909.47                     | 0.01                       | 1,250.52                |
| 2855-150-8-11   | INSTRUC SAL GOLF          | 5,587.00                 | 0.00        | 5,587.00                 | 0.00                         | 0.00                       | 5,587.00                |
| 2855-150-8-12   | INSTRUC SAL SOCCER        | 14,316.00                | 0.00        | 14,316.00                | 13,684.40                    | 0.00                       | 631.60                  |
| 2855-150-8-13   | INSTRUC SAL BOWLING       | 4,639.00                 | 0.00        | 4,639.00                 | 3,786.06                     | 630.98                     | 221.96                  |
| 2855-150-8-14   | PROCTOR SALARY            | 30,000.00                | 0.00        | 30,000.00                | 14,245.55                    | 107.16                     | 15,647.29               |
| 2855-200-8-00   | Equipment                 | 0.00                     | 2,614.00    | 2,614.00                 | 0.00                         | 2,614.00                   | 0.00                    |
| 2855-400-8-00   | INTERSCH ATHL CONTRACTUAL | 23,000.00                | 0.00        | 23,000.00                | 2,703.00                     | 16,452.00                  | 3,845.00                |
| 2855-403-8-00   | INT ATHLETICS - OFFICIALS | 53,000.00                | 0.00        | 53,000.00                | 53,000.00                    | 0.00                       | 0.00                    |
| 2855-450-8-00   | SUPPLIES & MATERIALS      | 12,000.00                | 1,350.00    | 13,350.00                | 8,853.50                     | 0.00                       | 4,496.50                |
| 2855-450-8-01   | SUPP/MAT BASKETBALL       | 1,500.00                 | 69.00       | 1,569.00                 | 912.50                       | 69.00                      | 587.50                  |
| 2855-450-9-02   | SUPP/MAT BASEBALL         | 1,000.00                 | 0.00        | 1,000.00                 | 0.00                         | 0.00                       | 1,000.00                |
| 2855-450-8-03   | SUPP/MAT CHEERLEADING     | 500.00                   | 0.00        | 500.00                   | 0.00                         | 0.00                       | 500.00                  |
| 2855-450-8-04   | SUPP/MAT WRESTLING        | 500.00                   | 0.00        | 500.00                   | 0.00                         | 0.00                       | 500.00                  |
| 2855-450-8-06   | SUPP/MAT SOFTBALL         | 1,000.00                 | 0.00        | 1,000.00                 | 0.00                         | 0.00                       | 1,000.00                |
| 2855-450-8-07   | SUPP/MAT SWIMMING         | 1,000.00                 | 0.00        | 1,000.00                 | 0.00                         | 0.00                       | 1,000.00                |

**ODESSA MONTOUR CSD**

Budget Status Report As Of: 02/02/2024  
Fiscal Year: 2024

**Fund: A GENERAL FUND**

| Budget Account | Description  | Initial<br>Appropriation | Adjustments       | Current<br>Appropriation | Year-to-Date<br>Expenditures | Encumbrance<br>Outstanding | Unencumbered<br>Balance |
|----------------|--|--------------------------|-------------------|--------------------------|------------------------------|----------------------------|-------------------------|
| 2855-450-8-08  | SUPP/MAT TENNIS  | 1,000.00                 | 0.00              | 1,000.00                 | 0.00                         | 0.00                       | 1,000.00                |
| 2855-450-8-09  | SUPP/MAT TRACK   | 1,000.00                 | 130.99            | 1,130.99                 | 130.99                       | 0.00                       | 1,000.00                |
| 2855-450-8-10  | SUPP/MAT VOLLEYBALL  | 1,000.00                 | 0.00              | 1,000.00                 | 860.00                       | 0.00                       | 120.00                  |
| 2855-450-8-11  | SUPP/MAT GOLF  | 500.00                   | 253.00            | 753.00                   | 253.00                       | 0.00                       | 500.00                  |
| 2855-450-8-12  | SUPP/MAT SOCCER  | 2,000.00                 | 697.00            | 2,697.00                 | 1,197.00                     | 0.00                       | 1,500.00                |
| 2855-450-8-13  | SUPP/MAT BOWLING   | 250.00                   | 0.00              | 250.00                   | 0.00                         | 0.00                       | 250.00                  |
| 2855-490-6-00  | BOCES COSER 526  | 7,306.00                 | 0.00              | 7,306.00                 | 2,843.75                     | 2,843.75                   | 1,618.50                |
|                | <b>2855 Interscholastic Athletics-Reg Schl - Function Subtotal</b>   | <b>263,174.00</b>        | <b>5,113.99</b>   | <b>268,287.99</b>        | <b>148,866.86</b>            | <b>32,941.99</b>           | <b>86,479.14</b>        |
| 5510-160-5-00  | TRANS NONINSTRUCT SALARY   | 6,037.00                 | 0.00              | 6,037.00                 | 3,563.68                     | 2,450.12                   | 23.20                   |
| 5510-210-5-00  | Purchase of Buses  | 0.00                     | 373,991.65        | 373,991.65               | 0.00                         | 373,991.65                 | 0.00                    |
| 5510-400-5-00  | TRANS CONTRACTUAL  | 22,000.00                | 75.00             | 22,075.00                | 9,292.84                     | 11,232.16                  | 1,550.00                |
| 5510-425-5-00  | TRANS VEHICLE INSURANCE  | 19,000.00                | 0.00              | 19,000.00                | 18,142.50                    | 15.00                      | 842.50                  |
| 5510-450-5-00  | TRANS SUPPLIES & MATERIAL  | 8,000.00                 | 1,873.76          | 9,873.76                 | 5,290.02                     | 1,882.46                   | 2,701.28                |
| 5510-451-5-00  | TRANS SUP&MAT BUS PARTS  | 58,000.00                | 369.00            | 58,369.00                | 6,747.89                     | 47,221.11                  | 4,400.00                |
| 5510-453-5-00  | TRANS SUP&MAT GAS& DIESEL  | 6,000.00                 | 0.00              | 6,000.00                 | 5,970.91                     | 29.09                      | 0.00                    |
| 5510-454-5-00  | TRANS SUP&MAT OIL & LUBE   | 8,000.00                 | 0.00              | 8,000.00                 | 3,261.39                     | 4,038.61                   | 700.00                  |
| 5510-455-5-00  | TRANS SUP&MAT TIRES  | 11,000.00                | 0.00              | 11,000.00                | 4,885.68                     | 5,114.32                   | 1,000.00                |
| 5510-456-5-00  | TRANS SUP&MAT DIESEL   | 100,000.00               | 0.00              | 100,000.00               | 36,907.48                    | 57,877.11                  | 5,215.41                |
| 5510-475-5-00  | CONF/TRAVEL-TRANSPORTATIO  | 1,000.00                 | 0.00              | 1,000.00                 | 10.66                        | 39.34                      | 950.00                  |
|                | <b>5510 District Transportation Services - Function Subtotal</b>     | <b>239,037.00</b>        | <b>376,309.41</b> | <b>615,346.41</b>        | <b>94,073.05</b>             | <b>503,890.97</b>          | <b>17,382.39</b>        |
| 5530-400-5-00  | BUS GARAGE CONTRACTUAL   | 5,000.00                 | -1,150.75         | 3,849.25                 | 1,820.00                     | 810.00                     | 1,219.25                |
| 5530-413-5-00  | BUS GARAGE FUEL OIL  | 15,000.00                | 0.00              | 15,000.00                | 0.00                         | 15,000.00                  | 0.00                    |
| 5530-414-5-00  | BUS GARAGE ELECTRIC  | 8,000.00                 | 0.00              | 8,000.00                 | 2,103.20                     | 2,896.80                   | 3,000.00                |
| 5530-416-5-00  | BUS GARAGE WATER & SEWER   | 600.00                   | 0.00              | 600.00                   | 288.08                       | 289.20                     | 22.72                   |
| 5530-421-5-00  | GARAGE INSURANCE   | 12,000.00                | 1,150.75          | 13,150.75                | 13,150.75                    | 0.00                       | 0.00                    |
| 5530-450-5-00  | Materials & Supplies   | 2,000.00                 | 0.00              | 2,000.00                 | 0.00                         | 0.00                       | 2,000.00                |
|                | <b>5530 Garage Building - Function Subtotal</b>                      | <b>42,600.00</b>         | <b>0.00</b>       | <b>42,600.00</b>         | <b>17,362.03</b>             | <b>18,996.00</b>           | <b>6,241.97</b>         |
| 5540-400-5-00  | CONTRACT TRANSPORTATION  | 804,400.00               | 0.00              | 804,400.00               | 270,312.05                   | 530,271.15                 | 3,816.80                |
|                | <b>5540 Contract Transportation-Med Eligible - Function Subtotal</b> | <b>804,400.00</b>        | <b>0.00</b>       | <b>804,400.00</b>        | <b>270,312.05</b>            | <b>530,271.15</b>          | <b>3,816.80</b>         |
| 9010-800-6-00  | EMPLOYEE BENEFITS ERS  | 200,000.00               | 0.00              | 200,000.00               | 176,238.87                   | 1,000.00                   | 22,761.13               |
|                | <b>9010 State Retirement - Function Subtotal</b>                     | <b>200,000.00</b>        | <b>0.00</b>       | <b>200,000.00</b>        | <b>176,238.87</b>            | <b>1,000.00</b>            | <b>22,761.13</b>        |
| 9020-800-6-00  | EMPLOYEE BENEFITS TRS  | 736,116.00               | 0.00              | 736,116.00               | -34,177.32                   | 628,565.00                 | 141,728.32              |
|                | <b>9020 Teachers' Retirement - Function Subtotal</b>                 | <b>736,116.00</b>        | <b>0.00</b>       | <b>736,116.00</b>        | <b>-34,177.32</b>            | <b>628,565.00</b>          | <b>141,728.32</b>       |
| 9030-800-6-00  | EMPLOYEE BENEFITS SOC SEC  | 567,000.00               | 0.00              | 567,000.00               | 265,132.90                   | 309,719.24                 | -7,852.14               |
|                | <b>9030 Social Security - Function Subtotal</b>                      | <b>567,000.00</b>        | <b>0.00</b>       | <b>567,000.00</b>        | <b>265,132.90</b>            | <b>309,719.24</b>          | <b>-7,852.14</b>        |
| 9040-800-6-00  | EMPL BENEFITS WRKM COMP  | 38,000.00                | 0.00              | 38,000.00                | 35,637.47                    | 0.00                       | 2,362.53                |
|                | <b>9040 Workers' Compensation - Function Subtotal</b>                | <b>38,000.00</b>         | <b>0.00</b>       | <b>38,000.00</b>         | <b>35,637.47</b>             | <b>0.00</b>                | <b>2,362.53</b>         |
| 9050-800-6-00  | EMPL BENEFITS UNEMP INS  | 10,000.00                | 4,956.48          | 14,956.48                | 0.00                         | 9,956.48                   | 5,000.00                |

**ODESSA MONTOUR CSD**

Budget Status Report As Of: 02/02/2024

Fiscal Year: 2024

**Fund: A GENERAL FUND**

| Budget Account            | Description  | Initial<br>Appropriation | Adjustments       | Current<br>Appropriation | Year-to-Date<br>Expenditures | Encumbrance<br>Outstanding | Unencumbered<br>Balance |
|---------------------------|--|--------------------------|-------------------|--------------------------|------------------------------|----------------------------|-------------------------|
| 9050                      | Unemployment Insurance - Function Subtotal               | 10,000.00                | 4,956.48          | 14,956.48                | 0.00                         | 9,956.48                   | 5,000.00                |
| 9055-800-6-00             | EMPL BENEFITS DIS INS                                    | 4,800.00                 | 0.00              | 4,800.00                 | 1,252.88                     | 2,747.12                   | 800.00                  |
| 9055                      | Disability Insurance - Function Subtotal                 | 4,800.00                 | 0.00              | 4,800.00                 | 1,252.88                     | 2,747.12                   | 800.00                  |
| 9060-800-6-00             | EMPL BENEFITS MED INS                                    | 2,735,000.00             | 0.00              | 2,735,000.00             | 1,260,870.10                 | 928,483.76                 | 545,646.14              |
| 9060-801-6-00             | HEALTH INS BUYOUT  | 215,000.00               | 0.00              | 215,000.00               | 0.00                         | 222,500.00                 | -7,500.00               |
| 9060                      | Hospital, Medical, Dental Insurance - Function Subtotal  | 2,950,000.00             | 0.00              | 2,950,000.00             | 1,260,870.10                 | 1,150,983.76               | 538,146.14              |
| 9070-810-6-00             | ACCUM SICK DAYS  | 0.00                     | 19,472.90         | 19,472.90                | 19,472.90                    | 0.00                       | 0.00                    |
| 9070                      | Union Welfare Benefits - Function Subtotal               | 0.00                     | 19,472.90         | 19,472.90                | 19,472.90                    | 0.00                       | 0.00                    |
| 9089-800-6-00             | EMPL BENEFITS - OTHER                                    | 80,000.00                | 0.00              | 80,000.00                | 13,275.00                    | 0.00                       | 66,725.00               |
| 9089-800-6-90             | EMPL BENEFITS - FLEX FEES                                | 8,000.00                 | 0.00              | 8,000.00                 | 2,425.25                     | 0.00                       | 5,574.75                |
| 9089                      | Other (specify) - Function Subtotal                      | 88,000.00                | 0.00              | 88,000.00                | 15,700.25                    | 0.00                       | 72,299.75               |
| 9711-600-6-00             | SCH CONSTR BND, PRINCIPAL                                | 685,000.00               | 0.00              | 685,000.00               | 0.00                         | 685,000.00                 | 0.00                    |
| 9711-700-6-00             | SCH CONSTR BND, INTEREST                                 | 65,000.00                | 0.00              | 65,000.00                | 31,625.00                    | 31,625.00                  | 1,750.00                |
| 9711                      | Serial Bonds-School Construction - Function Subtotal     | 750,000.00               | 0.00              | 750,000.00               | 31,625.00                    | 716,625.00                 | 1,750.00                |
| 9731-600-6-00             | BAN SCH CONST PRINCIPAL                                  | 430,000.00               | 0.00              | 430,000.00               | 0.00                         | 0.00                       | 430,000.00              |
| 9731-701-6-00             | BAN SCH CONST INTEREST                                   | 479,325.00               | 0.00              | 479,325.00               | 0.00                         | 0.00                       | 479,325.00              |
| 9731                      | Bond Antic Notes-School Construction - Function Subtotal | 909,325.00               | 0.00              | 909,325.00               | 0.00                         | 0.00                       | 909,325.00              |
| 9901-930-6-00             | TRANSFER TO SCHOOL LUNCH                                 | 10,000.00                | 0.00              | 10,000.00                | 0.00                         | 0.00                       | 10,000.00               |
| 9901-950-6-00             | TRANSFER TO SPECIAL AID                                  | 22,000.00                | 0.00              | 22,000.00                | 0.00                         | 0.00                       | 22,000.00               |
| 9901                      | Transfer to Other Funds - Function Subtotal              | 32,000.00                | 0.00              | 32,000.00                | 0.00                         | 0.00                       | 32,000.00               |
| 9950-900-6-00             | TRANSFER TO CAPITAL FUND                                 | 100,000.00               | 0.00              | 100,000.00               | 100,000.00                   | 0.00                       | 0.00                    |
| 9950                      | Transfer to Capital Fund - Function Subtotal             | 100,000.00               | 0.00              | 100,000.00               | 100,000.00                   | 0.00                       | 0.00                    |
| <b>Total GENERAL FUND</b> |  | <b>19,978,992.00</b>     | <b>515,447.76</b> | <b>20,494,439.76</b>     | <b>7,911,763.08</b>          | <b>9,315,539.28</b>        | <b>3,267,137.40</b>     |

**ODESSA MONTOUR CSD**

Budget Status Report As Of: 02/02/2024  
Fiscal Year: 2024

**Fund: A GENERAL FUND**

**Selection Criteria**

Criteria Name: Last Run  
Fund: A

Budget type: Current Year  
As Of Date: 02/02/2024

Suppress Budget Accounts with no activity

Sort by: Fund/Function

Printed by Lisa Kuhnle (CBO)

**A. Resignation: Administration**

Recommendation to accept the resignation of **Robert Francischelli, Principal at Hanlon Elementary**, to accept a position in another district, effective February 29, 2024.

**B. Resignation: Non-Instructional**

Recommendation to accept the resignation of **Brandi Goodrich, Food Service Helper**, effective on January 23, 2024.

**C. Appointments: Administration**

Recommendation to appoint **Michael Siebert**, to the position of **Interim Principal at Hanlon Elementary**, at a salary per contract, effective February 12, 2024.

**D. Appointments: Non-Instructional**

Recommendation to appoint **Cole Pierce**, to the position of cleaner, nighttime, for the 2023-2024 school year, at a salary of \$16.50 per hour, effective January 23, 2024.

Recommendation to appoint **Sage Garrison**, to the position of a 1 to 1 Aide at B.C. Cate to work with a preschooler with disabilities, for the 2023-2024 school year, at a salary of \$16.50 per hour effective February 8, 2024.

**E. Appointments: Instructional Extra-Curricular and Coaching**

**Recommendation to approve the following extra-curricular positions for the 2023-2024 school year:**

**Homolka, Sally**

- Proctor (Fitness Center); \$19.23 per hour
- Volunteer Varsity Girls Soccer Coach; no stipend
- Volunteer Varsity Girls Basketball Coach; no stipend
- Volunteer Varsity Girls Track Coach; no stipend

**Kramer, Lynda**

- Proctor (Fitness Center); \$19.23 per hour

**Beebe, Aubrey**

- Proctor (Fitness Center); \$19.23 per hour

**Gavich, Greg**

- Varsity Golf Coach, Stipend – \$5,460.64

**Westervelt, Jason**

- Varsity Baseball Coach, Stipend – \$4,070.64



**Holmes, RC**

- JV Baseball Coach, Stipend - \$1,907.92

**Cole, Josh**

- Modified Baseball, Stipend – \$1,907.92

**Monks, Micalya**

- Modified Softball, Stipend – \$1,907.92

**Strobel, Skip**

- Varsity Track – Boys, Stipend – \$4,587.68

**Brewster, Burton**

- Varsity Track – Girls, Stipend – \$5,990.64

**Batchelder, Dan**

- Modified Track, Stipend - \$1,940.72

**Schouten, Ryan**

- Head Proctor – Athletics, \$27.67 per hour

**Campbell, Andrew**

- Head Proctor – Extra-Curricular and Community Events, \$27.67 per hour

**Current Vacancies**

- (1) Food Service Helper (3.75 hours/day) (R. Hough)
- (1) Food Service Helper (5.75 hours/day) (B. Goodrich)