**Education Law §3614 School Funding Allocation Report**

**Part F - Narrative Description**

**(A) Describe the local methodology/approach used to allocate funds to each school in the district during the process of budget development and implementation. (B) Please also describe the role(s) of all relevant stakeholders in such budgetary processes and decision-making. (C) Finally, if schools are allocated a significant portion of their funds—either in part or in full—through a formula, outline the nature/mechanics of the formula and the elements impacting each school’s allocation.**

**Specifically, the Division of Budget and the State Education Department would consider a complete response to this question to include explicit answers to the questions included in the rubric below, including a substantive discussion on the translation of students needs into the district's budget (at least 1 sentence per question, when applicable).**

The budget development is led by the Superintendent of Schools and the Business Official. The budget development process encompasses the needs of students through a collaboration process that starts in November and goes right through the final budget hearing when the budget gets adopted. The Superintendent, Principals and Department Directors along with the Business Official have individual meetings to discuss changes in staff or enrollment that may drive the decision making process.

The District is very open and transparent in the decision making process. It sets real goals and communicates them out to the public at meetings. Each department head gives a budget presentation using projected enrollment and staff information to support their program needs and new initiatives about the upcoming year. The School Board is present for all meetings and Q&A takes place to establish final decisions on funding the budget. The District does look at the amount of funding allocated to each building but does not use a formula to arrive at the allocation. The salaries are driven by bargaining unit contracts but the need for M&S is more or less allocated evenly by school and distributed to the content area based on need. Sciences and Art being more needy for supplies etc. The Principals and the Superintendent wwork collaboratively to address the individual needs of the buildings.

**If applicable, is there anything unique about certain schools which explain why per pupil spending at these locations may be significantly higher/lower than the district average?**

Putnam Valley does not have unique needs in any one particular building. However, salaries can shift the cost higher in one building than another when there are many senior members on the faculty.

**If applicable, describe any items which the district feels are anomalous in nature and require additional description.**

N/A