**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 Superintendent and Business Manager lead the development of the budget process starting in November. They present a budget calendar to the Board of Education; once approved the process for reporting the budget by area is scheduled for future meetings. This process ends in April so that budget newsletters and other required information can be presented/shared with taxpayers; also to prepare for the Budget Hearing in May.

The needs of students are translated into the budget by leadership having multiple meetings with department leaders between November and March. Department leaders meet with their department to prepare a budget for their programs. All requests are included in the budget and cuts are only made when funding limits them.

The district does not use a formula to allocate funds to idividual schools. Allocations are determined by the needs of students as a whole.

**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?**

The High School is higher than the district average because their programs always cost more. Examples are: Occupational Education through BOCES, Project Lead the Way pre-engineering programs; supplies and equipment for science and music programs.

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