**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).**

A. The budget development process is lead by Administration and the Business Official, with Board of Education Oversight. Meetings are held with departments to make sure student needs are addressed. The budget development process occurs all year long.

B. Department Heads, Administration and Board of Education are involved in the budget development process. The BOE reviews the budget at meetings starting in January and ending in April. The needs of the buildings are brought forward by Administration

C. The district allocates funds based on where the funds are going to be spent. The budget does have contingencies built in and there is a formula for those expenses. Yes, the formula addresses student needs.

**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 Per Pupil Spending is higher than average because of athletics and the cost to send high school students to career and tech education at BOCES is about $10,000 per student.

Bashaw Elementary School Per Pupil Spending tends to be a little lower because the class sizes are bigger than the average at that building than in other buildings across the district. Bashaw Elementary School usually only has one grade teacher per grade level and student counts per grade level can fluctuate significantly from year to year. Bashaw Elementary School is located in Cape Vincent, and we are seeing a steady student enrollment level at that building. Guardino Elementary is located in Clayton where we are seeing a significant enrollment decline.

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