**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).**

School Business Executive leads the budget development process. Enrollment is looked at, meetings with building principals and the director of Special Education are done. The process begins in November, and the BOE approves the budget for a vote in April. The School Business Executive leads the budget, special education is a big driver on spend, so a meeting is held with that department, BOCES amounts are a collaboration with the Superintendent and building principals. Debt Services schedules are looked at, a presentation to the Board of Education happens every month November - April regarding each area of the budget. Contracts for salaries are taken into consideration. ESSA Grants and IDEA grants are discussed with their respective administrator. No formula is used for individual schools. We discuss the student's needs at each level.

**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?**

No

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

None.