**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 executive team of the district meets with all budget makers from November through March to define their needs for the coming school year both in regards to staffing and non-staffing areas. Each building and department submits a budget and narrative to the central office management team. From these meetings, the budget is built to accommodate these identified needs to the extent possible within the constraints of available revenue sources. Each school and department presents to the board of education from January through March so that there is transparency among all stakeholders. There are many public meetings once the budget has been adopted by the board of education with community groups and the PTA. The only truly formulaic process used is for the categories of NY State materials aids (textbooks, library book, hardware, and software) which is based on the state per-pupil amount multiplied by the projected enrollment for each school. These materials aids are a very small and insignificant portion of the budget.

**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?**

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

  