**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 of Schools and Assistant Superintendent for Business and Operations lead the budget process. Needs are measured according to academic needs (AIS and Special Education, AP and honors classes, Arts, Clubs and Activities). The budget process begins in October and is a monthly evolution of needs assessment, cost analysis, and assignment of funding. Discretionary vs. non-discretionary funding is considered.

All district employees except for support staff are involved in the budget process. Faculty, Grade Chairs, Department Chairs, Principals, Superintendent, Assistant Superintendent for Business and Opeations, all appointed Supervisors, and the Board of Education, through the full board and committee process, are involved. The school board actively accepts recommendations brought to them from various stakeholders through the Superintendent of Schools. Budget presentations and workshops before and during Board of Education meetings are held to share information and allow for public comment.

The Cooperstown Central School District, through its budget planning, strives to ensure that teachers are assigned based on course load and equally distributed class sizes. The amount budgeted for conferences, professional development, in-service, materials and supplies, and equipment is determined annually based on the needs and goals of the district.

**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 per-pupil spending between each school the district operates and the district average is not significantly different. Differences in spending between the two buildings can be attributed to costs associated with special education, academic intervention services, extra-curricular activities, and electives.

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

There are no items to describe in which the district feels are anomalous in nature and require additional description.

  