**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 the Assistant Superintendent for Business lead the budget development process. School budgeting is done in accordance with NYS law and NYSED guidelines. The Board of Education adopts a budget in line with the District's mission, vision and goals and utilizes resources to best meet student needs.

The District allocates material and supply resources using a per pupil method. Staffing needs are based on student needs based on IEPs and class size guidelines set for administrative guidelines and employment contracts. The funding needed to support those areas is based on the employees' location on the the salary schedule. These factors drive school funding determinations annually and programs are adjusted according to student needs.

The budget development process starts in late October and goes right through to the May budget vote.

The needs of the individual schools are represented by the school's administrators.

**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?**

N/A

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

N/A