**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).**

We do not use a formula for the allocation of resources to our schools. Our allocations are predicated on student population and the needs of those students. Since Poughkeepsie has a significant population of Special Needs Children as well as being a District with a free and reduced lunch population that hovers in the mid seventy to eighty percent range, we work diligently to allocate as many resources to all students by keeping class sizes as small as possible.

The budget process is lead by the Assistant Superintendent of Business. The process starts in October and lasts until the budgets approved by the Board of Education in early April.

Meetings are held individually with the entire management team. The management team consists of all Principals, Assistant Principals, all Director’s, Supervisors and Assistant Superintendent’s. Multiple group meetings are held before the budget is taken to the Board of Education in February, after the Governor releases the 1st draft of the state’s budget.

Each member of the management team requests staffing, services etc. for their building/department. Based on funding available, all requests are prioritized based on student needs with emphasis on balancing our building populations. Given that staff costs exceed seventy percent of our General Fund budget this is a significant determinate of where resources are allocated.

Academic Coaches, Teaching Assistants and Classroom Associates are assigned based on the needs of the students in each building.

All this is taken into consideration when budget deliberations commence. The Board of Education, with recommendations from the Superintendent, after 3-4 public meetings determine the final 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?**

With a higher than normal Students with Special Needs population than its neighbors, Poughkeepsie would be expected to have higher than normal per pupil costs.

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

  