**Education Law §3614 School Funding Allocation Report**

**Part F - Narrative Description**

**Describe the local methodology/approach used to allocate funds to each school in the district during the process of budget development and implementation. If schools are allocated 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. In addition, explain any non-formulaic elements impacting each school’s allocation. (Please note that this question asks about the district’s budget process, not about how the district completed the New York State School Funding Transparency Form.)**

The South Lewis Central School District's Board of Education approves the District's budget calendar each year at the organizational meeting in July. The calendar is distributed to administrators around mid-November to begin the budget process.

Districts priorities at the outset:

 \* Analyzing actual expenditures over the past three years.

 \* Reviewing new proposed programs

 \* Maintaining current class sizes

 \* Rolling staff costs in each building into the new budget

 \* Review current student and any new student needs

 \* Review Debt Service, Benefits, Transportation, and School Lunch allocations

Administration is per building. Distribution of instructional materials is done on a per student basis. Additional funds are allocated for high needs programs such as special education. The District does not allocate funds based upon a formula, but rather on historical budget levels and building needs.

The Board of Education establishes small budget sub-committees (usually 2-3 members) to review and critique departmental budget requests. The Superintendent presents the budget in its entirety to the School Board. B udget updates are provided at board meetings and budget workshops. Finally, the budget is presented at a public meeting prior to the Board of Education formally adopting it.

**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?**

South Lewis has two elementary schools. Glenfield has a higher allocation per pupil than Port Leyden does. The explanation for this is that Glenfield houses of the districts Special Ed population and absorbs those additional costs. There are no other unique costs of any substance.

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

n/a