**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).**

Broadalbin-Perth is a relatively small, rural upstate school district. Our methodology and rationale behind allocating supply and materials funding as well as contractual and other funding to buildings is based simply on a collective determination of need in each building.

A) The budget development process is run by the Assistant Superintendent, working collaboratively with the School Business Manager and all instructional and non-instructional administrators, directors, and coordinators. Student needs are determined by teacher input and requests made to the appropriate building principal or director, and tentatively added to the budget planning process by the members of the district’s leadership team. The district has never used any specific formulaic structure to determine allocated expenses per building. The budget process begins in December, and carries through BOE approval in April.

B) The budget development process involves many staff members, represented through the leadership team. The district leadership team is made up of 11 administrators, and includes the Superintendent of Schools, the Assistant Superintendent for Business and Operations, the Director of Curriculum and Grants, the Director of Special Programs, the Director of Operations and Safety, the Director of Information Technology, Director of Health, PE, and Athletics, the Principals of the combined High School and Junior High(7-12), and the Elementary School (3-5), as well as the High School and Elementary School Assistant Principals. This group meets regularly to discuss and determine the needs of our students moving forward, and funds are allocated appropriately based on the need in each building, but limited by the restrictions of the budget process. The Board of Education reviews several monthly budget drafts prior to acceptance.

C) The district has no formula to allocate funds to individual schools. We have one school serving grades PreK-6 and one school serving grades 7-12. All differences in expenditures are related to grade level differences.

**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?**

No. As is mentioned above, we have one school serving grades PreK-6 and one school serving grades 7-12. All differences in expenditures are related to grade level differences.

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

N/A

  