**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).**

Budget Development Process

Clinton Central School District’s budget development process is led by the Superintendent of Schools and Assistant Superintendent of Business. The District has implemented a yearlong budget process that is collaborative and provides several opportunities for stakeholders to participate in the decision making process. The needs of students are always taken into consideration when developing the annual budget. The District’s budget development process focuses attention on the overall direction, priorities and use of resources for each school. Educational programs are the foundation of our annual budget. Once desired educational programs are established, the necessary expenditures are determined and the required revenues are obtained.

Collaboration with Stakeholders

Administration provides several opportunities for employees to participate in the budget development process including:

1. District and Building level focus forums. Focus forums are held every two weeks from March through April.

2. Monthly faculty meetings in each school.

3. Teacher leadership meetings at each school.

4. Non instructional meetings for Transportation and Maintenance staff.

5. Several union meetings.

The role of the school board is key in the budget development process. The school board sets the strategic priorities for the District. The school board’s main responsibilities are to develop policies, establish district goals, improve student achievement and monitor the fiscal condition of the District. The school board reviews different sections of the budget (line items) during presentations at their business meetings. The school board also reviews personnel including staffing changes and new hires. In April the school board will approve the final budget amount. The principals, directors and supervisors represent the needs of individual buildings and departments. Administration meetings are held bi-weekly and the Assistant Superintendent for Business meets with each administrator throughout the budget process.

Formulaic Methodology

The District does not utilize a formula to allocate funds to individual schools.

**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?**

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

  