**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 leads the budget process with the support of a halftime business administrator, a curriculum director, 2 principals who also act as directors of special education, and working with the staff of the buildings.

Requests are made based on current and potential needs which are then included in the budget when they are justified.

The budget development process is continually ongoing to ensure that it addresses changes in the current situation.

Funds are allocated based on the needs of the students. There is no specific formulaic allocation as we are a one campus school district so all needs of all the students are met within one area.

The Administrators (noted above) are the ones most involved in the budget process. Staff are provided opportunities to make requests for items/services needed during the process.

The principals are the most direct advocates for their buildings during the budget process.

The school board is updated every month of the changes from the prior budget that are projected based on the current situation and make the final decision of overall expenditure budget that will be presented to the public for their vote.

**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?**

The use of BOCES services at the high school is higher than average (Career and Technical Education specifically) which drives more costs there.

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