**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).**

A – Who leads the budget process? The budget process is led by the school Superintendent and School Business Official. How are the needs of students translated into the budget? The needs of the students are expressed and translated into the budget through the building principals who receive that information from their faculty and staff.

When does the budget development process begin and how long does it last? The budget process typically begins in November and may last anywhere from 4-5 months.

B – Which district employees are involved in the budget development process? The district employees involved are typically the school principals, the head of the buildings and grounds, as well as the districts technology leader and head of special education.

What is the role of the school board(where applicable)? The role of the school board is to set the priorities for the district and review the the budget preparation process.

Who represents the needs of the individual buildings and/or school sites? The needs of the individual buildings in our district are represented by the building principals, the head of buildings and grounds, and the superintendent.

C- Does the district use a formula to allocate funds to individual schools? No formula is used in the district other than for expenses based on the number of students in a particular building for certain eligible state aid, i.e. textbooks, library books, & instructional computer hardware & software.

**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.**

Difference of $502 between part A and part C I feel is a fringe benefit issue. I have attempted multiple times to eliminate this discrepancy however it persists. The data does not create that result outside of the NY transparency reporting system.

  