**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).**

Hempstead first drafts the revenue side of the budget. Hempstead pays close attention to state aid projections in order to build a comprehensive and insightful expenditure side of the budget that is cognizant of taxpayer affordability while allowing Board of Education policy, and the district’s mission of “student’s first” to serve as a vehicle to help focus resources and initiatives.

Hempstead meets with all building principals and department directors to determine their needs in November. Principals and departments are responsible for reviewing their budget codes, staffing and enrollment numbers. Staffing information is provided from human resources. The documents allow for a real-time look at who reports to each building in every department, as well as any change in enrollment.

Hempstead meets with cabinet members to review.

**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?**

Hempstead has a large student population with ten school buildings. It is important to note that this large district only has one high school building and one middle school building.

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

Not applicable