**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) The budget development process begins with the Superintendent of Schools and the Assistant Superintendent for Finance & Operations. It begins in late November, early December when they review the current year's budget, current staffing in each building, including current enrollment and staff teaching load. Also, projected enrollment for the upcoming school year and any changes in course offerings. Enrollment trends are reviewed, and specific districtwide programs are based in some specific buildings.

(B) The Central Administration (i.e. Superintendent, Assistant Superintendents and Technology Coordinators) meet, and also discuss with the five principals. The current staffing of all five junior/senior high school buildings, as well as anticipated staffing needs are discussed between central administration and building principals.

A single dollar amount is assigned to each building for their equipment and supplies budgets, and that is individually allocated through meetings by the principal and his or her chairpersons. This single amount is assigned by Central Administration, and is based on enrollment data for the building. These amounts are then discussed by the building principal and their chairpersons.

Capital projects for each building are determined by an initial meeting of the Facilities Director and the building principal, where projects are identified and discussed. After estimates are determined, the Facilities Director discussed these with the Assistant Superintendent for Finance & Operations and the Superintendent of Schools. Projects are categorized from those that address imminent health and safety dangers to smaller projects that are also needed.

**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 Career and Technical Education Program is housed in Sewanhaka High School, as is the Prestige Academy Alternative High School and Academic Learning Center for students out on suspension.

New Hyde Park Memorial High School is home to the Academy of Finance, another districtwide program, and a large PALS program for students from all over the District is held in New Hyde Park as well.

These programs are available to students throughout the District, and can result in higher budgeted amounts for a specific building over the average amount per building.

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