**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 budget development process for the Southampton UFSD typically starts around the end of November or beginning of December every year with an outreach to all three principals, all Directors, Assistant Superintendent, and other stakeholders with budgetary roles and responsibilities. The Assistant Superintendent for Business is the point person for that initial outreach, it is sent via email with specific instructions of what information they should be gathering to begin to formulate their budgets for the next school year. Furthermore, the aforementioned stakeholders are provided with the previous three years of budget information for their school or department as a template or a point of reference for building their new budget. The next step in the process is done in collaboration with the Superintendent and other central administrative staff. It involves the development of a budget calendar that includes meeting dates with all stakeholders, review dates with the Audit and Finance Committee, budget development workshop dates for Board meetings to keep the public informed, the Board Budget Adoption date, the budget hearing date, and finally the budget vote and re-vote dates if necessary.

The Southampton School District has three schools, an Elementary (PK-4), Intermediate (5-8), and High School (9-12). Although we don't have an established or defined budget allocation methodology such as a per student allocation formula, we however, have a process that ensures all schools are allocated resources to students according to their needs in a fair and equitable manner that looks each building and the student population they serve. Building principals are involved in the budget development process every step of the way. We also make sure our special populations needs are addressed, the Assistant Superintendent for Pupil Personnel Services, the Coordinator of English Language Learners, the Curriculum and Instructions Department Lead are consulted throughout the process. Resources are also allocated for professional development, mentoring, students clubs and other extracurricular activities, sports, music, cultural trips, etc.

**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?**

Other than pupil counts resulting in a higher staffing level, the only other mitigating factors to account for the budget differentials are building size or square footage. The building age is also a factor in the school allocation methodology, some of the older buildings require a higher level of upkeep and maintenance that may result in a higher allocation in the facilities budget.

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

The Southampton UFSD offers transportation to every student in the district. We own our buses and all of the transportation staff are district employees.