**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 is led by the School Business Administrator and Superintendent of Schools.

Individual budget development meetings are held with the building or department administrator, Superintendent, and Business administrator to review, discuss and plan the students’ needs in each building and program.

Budget Development Calendar is created in September and reviewed/approved by Board of Education in October. Individual building and department meetings begin in November, with ongoing budget workshops through April when the budget is approved by Board of Education to be put forth to District voters in May. Upon voter approval, the rollover and setup begins for July 1 begin of newly approved budget.

Superintendent of Schools, School Business Administrator, Director of Curriculum and Technology, Technology Coordinator, Director of Special Education, Superintendent of Buildings and Grounds, High School Principal, Middle School Principal, Elementary Principal, Transportation Supervisor, Director of Athletics, Secretary to the Business Administrator.

Board of Education Workshops are held before almost every Board of Education Workshop twice a month. Beginning in December, individual departments begin presenting their budget plans to the Board of Education for the next school year. Following individual department and building budget presentations, revenues and reserve accounts are presented by the Superintendent of School and School Business Administrator for the Board of Education to be able to put together a balanced budget for Voters to vote on.

Building Principals are responsible for overseeing the needs of their individual buildings are communicated. Building principals compile specific building and department needs with their own staff and bring these needs and requests to the business administrator, superintendent of schools, and board of education. Each administrator has the opportunity to present their budget proposals for their buildings and departments during Board of Education Workshops throughout the budget development period of the school year.

Silver Creek has one large campus that houses an elementary wing for elementary grades Pre-K through 5; a middle school wing for grades 6-8; and a high school wing for grades 9-12. Student enrollment is always reviewed and taken into consideration when planning and allocating, along with needs for various cohorts, or classrooms. Historically and typically, enrollment in the District is as follows: 50% elementary, 25% middle school, and 25% high school. This is a general idea of fairly allocating funds within the District, but may vary depending on the program and student needs.

N/A

**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?**

N/A

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

N/A