**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 Niskayuna Central School District does not use a formula to allocate funds. The budget is built from scratch each year based on student demographics, district initiatives, as well as facility and technology needs.

Building and department administrators are provided with a multi-year history of their budgets. Administrators review spending trends and use feedback from staff members to request funds for materials and supplies, technology, equipment and new staffing needs. In determining staffing, high school course selections by students and middle and elementary school enrollment are evaluated. Special Education, English Language Learner and Pupil Support personnel are determined based on student need.

All budgets are presented to the district administration. District administrators evaluate budget requests based on student need and district priorities. Decisions on final staffing numbers and budget requests are based on the amount of revenue available to support the budget.

After staff levels are determined, benefits are budgeted to support all district staff members.

Budget priorities are presented o the Board of Education throughout the winter, followed by the presentation of a draft budget in the early spring. After the Board of Education adopts the budget, the spending plan is communicated to the community prior to the budget vote.

**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.**