**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 Norwich City School District applies a collaborative approach to budget development (there is no local formula). The district is comprised of four buildings: Pre-K –2 Elementary; Grades 3-5 Intermediate; Middle School and a High School. The district’s current budgeting and funding practices promote shared decision making and collaborative planning at the local level by all stakeholders including administrators and faculty. The budgeting process is led by the Superintendent and Director of Business Services who work closely with building-level leaders, department leaders, as well as a subcommittee comprised of Board of Education members. Each of the district's building Principals along with department leaders begins building their budgets in late fall. Zero based budgeting is utilized in order to analyze building level budgets with projected funding allocations to determine priorities and balance. A list of program and academic priorities are developed, and decisions are collaboratively made based upon the ranking of needs from highest to lowest priority and alignment with the mission and vision of the district. Emerging academic and programming needs are also determined based upon current performance indicators. Once final allocation numbers are made available from NYS, the District finalizes the budget process and reviews any changes with building level staff prior to official budget adoption and voter approval.

**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.**

  