**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 following describes the District's approach used to allocate funds to each school during the process of budget development and implementation:

1. Initial meetings with Superintendent of Schools and Board of Education to determine overall budgetary goals.

2. January meetings with principals, directors and supervisors where we review prior year expenditures, determine where decreases and increases are desired and discuss and quantify any planned new initiatives and changes in staffing.

3. Meet several times with Director of Special Education to determine anticipated needs an a student by student basis in order to develop appropriate budgets for in-district, out of district and BOCES placements.

4. Several presentations are made to the Board during the ongoing process, including presentations with each of the principal supervisors and directors to explain their proposed budgets and justify material changes in allocations.

5. The complete budget is reviewed in detail with the Board, Superintendent and the public prior to adoption by the Board.

**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