**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 process within the Port Jervis City School District includes an array of many stakeholders. The process begins with the Assistant Superintendent for Business "rolling over" the budget while considering any needs that have come up throughout the school year and any initiatives that may need to be funded in the upcoming year. Meetings are held with district administration, building level administration, along with our Pupil Personnel Services department after they have fielded requests and needs from all teachers to make requests for budget items. The process begins in January and continues though the Board adoption of the budget in April. The stakeholders included in this process are District Administration, Directors, Principals, ASsistant Principals, Department Heads, Teachers, and Clerical Staff. The board of education is critical in this process. They are involved throughout the entire process with at least meetings to ensure that they are satisfied with the budget development process. The Principals are the main sources representing the individual buildings, The district does not use a formula to allocate funds.

**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?**

The only building that this applies to is the High School who has programs like Ctech, College Courses, and other technology courses that are specific to this population of students only.

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