**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).**

Rensselaer City School District’s budget process and guideline is as follows:

1. Prior to the budget process, the Superintendent meets with the Administrative Team as well as the Board of Education to discuss and determine goals for the upcoming fiscal year. The goals focus on student achievement and maintenance of quality educational programs while maintaining fiscal responsibility.

2. The expectation is that the budget process will facilitate implementation of the collective, uniform goals of the Superintendent, Board of Education, and Administrative Team. The goals will meet the vision and mission of the school while maximizing the value of expenditures.

3. Community involvement and input is welcome and encouraged.

4. The Superintendent leads the budget development process. It begins in November with development of a budget calendar. The process ends in May with voter consideration of the Board adopted budget.

5. The previous year’s budget and funding allocations to buildings and departments are a general baseline for preparation of the following year's budget.

6. Each administrator, including Building Principals, Director of Pupil Personnel Services, Transportation Supervisor, Supervisor of Buildings & Grounds, and the Director of Information Technology is responsible for seeking the input of district employees during the budget process through direct communication, departmental meetings, and/or staff meetings.

7. The head of each department submits budget requests on behalf of his or her respective department via the district’s financial software; the respective principal, director, or supervisor then reviews and approves applicable budget requests. The School Business Official/Purchasing Agent scrutinizes all requests for alignment with district goals, compliance with federal and state mandates, and need.

8. During the budget process, additional funds are allocated as necessary for students in the special education and English as a New Language (ENL programs); the funding reflects services and supports necessary to ensure student academic success and as required by law and regulation.

9. Available grant money is utilized to maximize long-term benefit to the school (e.g., additional programs, purchase of equipment) and to minimize dependence on grants for fundamental needs.

10. The Superintendent and School Business Official make themselves available for questions from all stakeholders during the entire budget development process.

11. Each administrator submits a budget, in totality, to the Superintendent for review of consistency as well as alignment with district goals.

12. The Superintendent and School Business Official present a complete budget to the Board of Education for adoption. The Board of Education has final authority on all budgetary submissions.

**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?**

No. Rensselaer City School District is housed in one facility PreK-12.

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

The budget is consistent with past expenditures and current educational plans of the district. Actual expenses may vary from the budgeted amounts since the budget is based on information available during the budget process.

  