**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 Superintendent leads the budget development process and works closely with the Assistant Superintendent in developing the annual budget based on the direction of the Board of Education. The budget process is ongoing. There is no true beginning and end. At any given time, three budgets are being discussed. The prior year budget, the current budget, and the budget being planned for the following school year. Budgeting meetings for building future year budgets typically begin in early fall and build as information becomes available throughout the school year, ensuring that a budget can be approved by the Board of Education and then voted on by community members in May.

Initially, the budget process allocates known costs that include salaries supported by contract language, employee benefits, ERS, TRS, and debt service. This is followed by multiple Administrative Team meetings on BOCES Services offered to the district for student supports, additional learning opportunities, and special education needs for our students with disabilities. Review meetings with transportation and facilities managers will identify equipment purchases that are required to keep operations running efficiently. Staffing at all levels are reviewed, retirements are noted and the possibility of making staffing adjustments are discussed at length. District resources are then allocated to each school within the district based on student demographics, Special Education population, individualized programs and other education supports that the students and staff require to be successful.

The District dose not use a specific formula to allocate funds to each school. Because the District has only one Elementary, Middle and High School building, the needs differ based on the grade configurations of each school.

**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?**

Union Springs School District has one elementary, middle, and high school operating in the District. Each location is comprised of a different grade configuration resulting in different level of staffing and different levels of pupils. AJ Smith, the District's only elementary school, is also eligible for some grant funding that the Middle School and High School are not. Aside from the differences in staffing, pupils, and available federal funds, each school is funded equitably based on specific needs of that population.

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

NA.

  