**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).**

(A) This district’s budget, like the vast majority of districts in our region, is primarily made up of human costs. Those resources follow the need and requirements, ie. in areas where pupil counts warrant it, teachers are hired. Our next large expense is maintaining our facilities, including providing heat and electricity, along with maintenance of systems and cleaning of the buildings. Again, those expenses leave little room for allocation as they are primarily fixed. That leaves us with a miniscule amount of money to allocate for such things as conferences and supplies. Those dollars are pretty evenly shared based upon pupil counts. We only have two buildings, one a K-6 and the other a 7-12, so that is easily accomplished with minor adjustments made for areas such as art, music, technology materials.

(B) - See explanation below.

(C) N/A – no significant dollar allocations are made by a special formula.

The budget development is led by the superintendent, who is assisted by the business official. Principals, teacher leaders/department heads and supervisors meet with the superintendent and business official. Their needs are reviewed and aligned to the district's strategic plan, professional development plan, board of education vision and mission and the superintendent's priorities. Once all that is compiled and a budget is built, the information will be reviewed with the budget and finance committee of the board of education. That committee meets bi-monthly between January and April and provides monthly updates to the board as a whole. The process begins in early December. The administrative team will meet through out January - March to review costs, NYSED changes, environmental changes etc. and make final recommendations to the finance committee in early late March or early April. Final budgets are presented to the full board beginning in April.

**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 elementary school has a CBO run pre-k program and is also a targeted Title 1 school.

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

N/A