

## Education Law §3614 School Funding Allocation Report

### Part F - Narrative Description

1. **(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 Schodack Central School District budget is designed to support the goals of the Board of Education in the most prudent and efficient way possible. The budget looks to create the maximized benefit for every dollar spent. The budget process begins in November with the creating the Annual Budget Calendar. December through May the development of the budget is a collaborative process with various stakeholders including our District level Administration, Building Leadership, teachers and staff as well as our community through our Board of Education. The Annual Budget is guided by the current and anticipated needs of the students and staff of the district.

At the start of our budgeting process our building leadership and department directors are given an allotment of resources. Expenses such as textbooks, library materials, instructional aid, supplies, and site management cost (excluding salary and benefits).

Individual requests for additional resources are ranked by the administrative team as well as the Board of Education and placed into the budget based on the combined rank of the request. The Board of Education looks for feedback from the community as additions and subtractions are thought of during the budget process. Budget requests are reviewed against state and federal mandates and further scrutinized for sustainability in this time of tax caps. Requests for staffing are prioritized based on enrollment numbers, sustainable funding and the impact these additions will have on the community tax payers.

Once all decisions have been made and state aid projections have been provided the Business Administrator then compiles the final budget numbers for both revenues and expenses. This information is compiled into the fourth and final presentation to the public and Board of Education and if adopted then placed before the voters in May for their approval or rejection.

2. **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?**

Castleton Elementary School has more special education students that have 1:1 teaching assistants as per their IEP's. Castleton Elementary also houses K-2 program which have greater direct costs then other programs found at the Jr./Sr. High school.

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

N/A