**Education Law §3614 School Funding Allocation Report**

**Part F - Narrative Description**

**Describe the local methodology/approach used to allocate funds to each school in the district during the process of budget development and implementation. If schools are allocated 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. In addition, explain any non-formulaic elements impacting each school’s allocation. (Please note that this question asks about the district’s budget process, not about how the district completed the New York State School Funding Transparency Form.)**

The Oneida City School District budget is designed to support the overall mission and vison of the District, as well align with the District goals. The budget process begins in November with submission of budget requests and ends in May with voter consideration of the Board adopted budget. The previous year’s budget and funding allocations to specific school codes and department codes are a general baseline for preparation of the ensuing year’s budget.

Individual schools receive allocations within budget codes to account for expenses related to textbooks, library materials, instructional supplies. This allocation is based on a formula that uses a per student amount multiplied by projected enrollment. Per student amounts are weighted higher at the secondary level, inclusive of grade 6, than for the elementary schools which house students in grades K-5. Contractual costs and administrative costs (excluding staff salaries and benefits) are allocated to individual schools based on site management needs. Budgeting is done separately for departments such as health services, transportation, maintenance, and central administration.

Individual buildings and departments may request additional funding for the following year by submitting a budget request to the Superintendent. All budget requests are scrutinized for alignment with Board goals and compliance with federal and state mandates. Requests for programs or materials are further prioritized in consideration of projected revenues, the state property tax cap, and taxpayer ability to pay. Requests related to staffing are prioritized based on projected enrollments, federal grant requirements, expected student achievement outcomes, and department need. A final recommendation is presented to the Board of Education by the Superintendent regarding the proposed budget.

**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?**

Seneca Street elementary has seen a significant drop in enrollment because of a flood that eliminated a significant piece of the housing in this area. We have consolidated sections and this has reduced costs.

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