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).

<table>
<thead>
<tr>
<th>A. Budget Development Process</th>
<th>B. Collaboration with Stakeholders</th>
<th>C. Formulaic Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who leads the budget development process?</td>
<td>Which district employees are involved in the budget development process?</td>
<td>Does the district use a formula to allocate funds to individual schools?</td>
</tr>
<tr>
<td>How are the needs of students translated into a budget?</td>
<td>What is the role of the school board (where applicable)?</td>
<td>If so, does the formula use specific weightings for student needs?</td>
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<tr>
<td>When does the budget development process begin and how long does it last?</td>
<td>Who represents the needs of individual buildings and/or school sites?</td>
<td></td>
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</tbody>
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The Somers CSD is a school district comprised of four school buildings: a K-2 elementary building, a 3-5 elementary building, a 6-8 middle school building and a 9-12 high school building.

Our school district desires to be a school district that:
1. Believes our schools are the center of our community - a safe place to be and grow.
2. Leads by example and encourages students to follow their passions.
3. Holds high expectations for student achievement and character.
4. Values social, emotional, and physical wellness as much as academic achievement.
5. Develops relationships that are characterized by honesty, respect and integrity.
6. Is driven by a sense of continuous improvement.

The mission of the Somers CSD is to ignite a passion in each student by engaging students at a personal level to ensure success in a global society.

The budget for the District is organized to support the mission and values of the District. There is no formula in place to allocate funds to each school building. The budget is based on projected student enrollments, class size, needs of special education students, district educational initiatives, and staffing needed to support the educational programs.

The budget process is an ongoing process throughout the fiscal year. The Board of Education will converse with the Superintendent of Schools regarding guidelines and give their input for the upcoming budget. In the Fall enrollment projections are updated, discussions are held with building principals and directors to discuss their needs for the upcoming budget. In December/January building principals and directors submit their budgets. In this same time period staffing needs are discussed with building principals and directors. Large expense items such as pension system payments, FICA, health insurance and other benefits are budgeted by the business official. Discussions on the revenue side of the budget...
Some allocation methods may differ from previous years. We are using Forecast 5 this year to help us with the reporting.

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