**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. The budget development process is a collaborative process with all the administrative team. The Superintendent and Business Official lead the process with the team,.

The budget is driven by needs to students, whether it be driven by IEP, ENL, 504 or general needs that are identified working with building leadership.

The budget development process begins in early November and takes approximate 4 months.

B. All administrative staff are involved as well as working with recommendations from teachers represented by their grade level coordinators and chars of all the departments. The teachers submit the requests to their building level admins and are part of the process of identifying priorities.

The school board is involved both as part of the finance committee as well as developing an overall financial planning. They have more than five meetings a year dedicated to budget development with the school leaders.

Their administration, special education administrators and teachers represent individual schools.

C. We use the same per pupil allocation for supplies software and library books to start. We also add to those individual needs of the students in the building. We look at enrollments to determine how much staffing is required and budget appropriately.

**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?**

We only have one elementary, one MS and one HS. The spending is driven by enrollment, special education needs and other needs that are identified by leadership as a need.

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