**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.1) The Superintendent and Assistant Superintendent for Business lead the development of the budget. Every administrator of the District is involved in the development of the budget. The district does not use a formula to allocate funds by schools. However, it has a formula at the elementary school level for class sizes.

A.2) The Superintendent together with the Assistant Superintendent for Business and Executive Directors for Curriculum and Instruction and Special Education meet during the budget process to determine the needs of students. Based on those discussions, we allocate additional funds to students with needs.

A.3) The budget development starts during the month of November and goes through April, when the District has to announce the budget to SED and the community.

B.1) All District administrators meet with their staff to discuss their needs, then the Principals and Directors meet with the Superintendent and Assistant Superintendent for Business to discuss priorities and money.

B.2) The school board meets with Superintendent and Assistant Superintendent for Business on a bi-weekly basis to discuss each part of the budget.

B.3) Principals and Directors.

C.1) No. Only class size in elementary schools

**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?**

No

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

The District is restructuring its elementary schools from neighborhood schools to grade level schools.