**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).**

The budget process that is used starts in November and lasts until the Board of Education adopts the budget which is in the early part of April. The Assistant Superintendent for Business leads the budget development process. The needs of the students are incorporated within the budget according to student enrollment in each individual building and programs offered in each individual building. For example, the second grade bi-lingual class is only offered at Deasy School. So all district second grade students who qualify for this class will attend Deasy school.

Each building administrator is given budget data specific to their buidling or department in November. This information is based on historical date (3-5years) for each budget code and compared to the current budget. In December that Assistant Superintendent for Business meets with all administrators to review programs, staffing, sections, and supplies that the administrator feel are needed. The building principals represent the needs of their individual buidlings for instruction, facilities, security and support services. In January the administrators meet with the Superintendent to once again go over staffing and program needs. If additional staff is approved by the Superintendent the appropriate budget codes are adjusted to reflect adiitional salaries, supplies, etc. Starting in January at each Board of Education meeting, twice monthly, the Assistant Superintendent for Business presents to the Board and community a power point presentation of the budgt process by budget component with the information that is available at that time. In March the entire budget is presented and discussed in public before it is adopted by the Board of Education in April.

The district does not use a formula but uses current daily enrollment numbers to decide the allocation of funds to each building. Close attention is given to the number of special education students enrolled and a projection is done by the Director of Special Education for additional students. Kindergarten registration begins in February so sections can be determined before the budget is finalized.

**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?**

Deasy school houses our Pre-K program also is where our bi-lingual class is held.

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