**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 calendar is adopted by the Board of Education in October. The allocation of teachers, teaching assistants, and teacher aides is based on the number of class sections. The budget allocation for the various schools is primarily based on student enrollment, special education and demographic needs. The budget begins in earnest in December led by the Superintendent and assisted by the Business official. There are three line by line presentations/discussions beginning in January for different parts of the budget. The first presentation is for general support, second for debt service and benefits, and the third for instruction. After much discussion the final budget is adopted in April.

Each year the Principals send a request for special allocation for improvements and equipment needs. These are discussed with the Superintendent and approved or denied depending on the availability of funds and the needs of the school.

High School has a Principal, 2 Assistant Principals

 Middle School has a Principal and 3 Assistant Principals

 Elementary School has a Principal and 1 Assistant Principal

 Teachers are assigned according to number of sections

 Every school has a School Resource Officer

 School Supplies is based on enrollment

The number of teachers and assistants are provided based on the number of sections in a particular school which is in turn based on the enrollments in that school.

The district has two high schools and we offer comparable instructional programs. We have only one middle school and allocations are made based on the needs of the student population. Allocations for the five elementary schools are primarily based on enrollment. We also provide additional resources to schools which have a larger special education population and/or ENL population.

School supplies are based on the enrollment and whether the school is an Elementary, Middle or High School.

Text Books and computers are generally given/replaced on a grade level basis districtwide.

The building maintenance expenses are based on the square footage and age of the buildings.

**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?**

There are some schools with special classrooms and student populations but it does not affect the

averages significantly. The average for Thomas Jefferson ES and Lincoln-Titus ES are lower because they have fewer students who need special education.

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

Not Applicable