**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).**

1. The methodology involves distributing our funds based on student enrollment per building divided by total enrollment of the district. This percentage is then used to calculate funding spent on materials, supplies, and other district needs. Allocation of general teaching staff is done by pupil count through the use of class size parameters. Allocation of special ed and teaching assistants, speech, OT/PT, counselors, AIS,Reading, etc is done by student enrollment per building for students with these characteristics divided by the total district enrollment of these characteristics. The district allocates Federal funds based on student need to buildings during the development of the grant.

A.

The budget development process is led by the Superintendent, who evaluates district wide initiatives.

The needs of students are translated into the budget through discussions with building administrators, on the needs of their buildings. For example when we had an influx of students from Puerto Rico due to hurricanes, the district new where those students were place and provided social emotional as well as support services to those buildings.

The budget process begins in November and lasts until the Board adopts the Budget in April.

B.

All Building Administrators, Department Heads, Executive Cabinet, and Superintendent are involved in the budget process.

The role of the school board is to approve the budget, ask questions during the three part budget presentations and make sure that the the dollars are driven to programming for the students.

The Principals and Administrators of their buildings represent the needs of their buildings.

C.

The district does not use a formula to allocate funds to individual school with the exception of state aided expenses with proscribed formulas.

**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?**

Eighty percent of the district's budget is salary and benefits for employees.

Our bargaining unit contracts prevent us from moving staff and therefore we may have more senior staff in one building as opposed to another.

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

  