**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 budget development is led by the Asst Sup for business

2. The needs of the students are met based on enrollment for some areas such as textbooks and supplies and through conversations with the principals and other administrators.

3. The budget development process begins in January with the salary rollover and meetings with each principal and administrator and lasts until days before the budget is adopted.

4. The budget process involves various members of the business office and the Human Resource departments along with all the principals and administrators.

5. The role of the board of education is to make decisions on new positions and to decide on the increase in taxes and use of reserves. This is accomplished during several budget workshops.

6. The individual buildings are represented by the principals.

7. The district used the enrollment to allocate certain funds to individual schools.

8. There is no formula used for certain student needs. That is determined by the population in each school. For example, the ELL support is determined by the number of ELL students in a particular school.

**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 have some schools with lower enrollment but they still have some fixed costs, such as the cost of the principal, which is no different than any other building. Additionally, we have two title I elementary schools that receive those funds. We have other schools with a higher ELL population and others with specific special education classrooms housed within their buildings.

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