**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. The budget process is a collaborative effort among many stakeholder groups led by the Superintendent, the Assistant Superintendent for Business, central administrators, building administrators, and the board of education. The needs of students are translated through the distributive process of budget building by the individual buildings. Building principals are given leeway within their allotments to itemize priorities within their building based on their interactions and feedback processes with staff. For instance if one building wants to move towards collaborative classroom furniture, they may allocate their funding to that end, while another building may opt to allocate more funds to enrichment programs. They have the autonomy within the system to adjust to the specific needs of their building. The budget development starts on November 1 of each year with an opening memo from the Assistant Superintendent for Business outlining any changes. The entire process lasts up until the board of education adopts the budget in April the following year.

B. The Board of Education through the mission, vision and essential skills set the tenants for what needs to be focused in on during the budget process to achieve those. District budget builders include the department and building administration, their leadership teams at each building/level, lead teachers, and staff to gather input that is utilized during the process. The senior level administration in conjunction with the board of education host a budget advisory committee that meets several times that is made up of community members and district staff. Their recommendations are included in the budget process. The principal/director at the site level would be the final representation for the needs of that building/department.

C. Here are the breakdowns for all non salary funding to district buildings:

Elementary - $175 per student

Middle - $185 per student

Secondary - $225 per student

If the building has the following programs/situations:

Special class - $5 per student increase per class (2 classes-$10 increase)

FRPL - $5 per student increase if your building is above the district average (23%)

ENL Program - $2 per student increase

Enrollment and FRPL Data will be based on January 1 numbers every year. Each building will get to determine where the money is allocated within their budget lines. The overall figure will be based on the factors listed above. Library book and supply allocations will be:

Elementary - $24 per student

Middle - $19 per student

Secondary - $17 per student

**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 specialized educational programs for students with disabilities at Schlegel Road Elementary due to 4 classrooms of 6:1:1 and 2 classes of 12:1:4 that will show a higher cost to enrollment ratio than other buildings. Additionally, there is a specialized alternative program at Webster Schroeder High School in comparison to Webster Thomas High School showing a higher overall cost for one high school compared to another.

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

Not applicable at this time. Thank you.