**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. Budget Development Process:

1. Who leads the budget development process?

The governance team and its administration lead the budget development process, in accordance with the District’s strategic plan based on the mission and vision of the District.

2. How are the needs of students translated into a budget?

Each year the District updates its Strategic Plan, i.e. priorities and strategies, which is based on the District’s mission and vision for the District. In addition, the District updates its multi-year long-range plan, inclusive of long-range plans for the instructional program, pupil personnel services, special education, technology, and facility plans. Based on this work, the needs of the students are reflected in the development of the plans to meet the priorities of the District in accordance with its mission and vision.

3. When does the budget development process begin and how long does it last?

• August – various stakeholders, board members, administration, community members, students, staff, etc., develop the update to the District’s Strategic Plan

• September through December – the District engages in the update to its multi-year long-range plan

• October through May – the District engages in the development of the budget plan based on the District’s strategic plan, multi-year plan, fund balance projections, and input from stakeholders

B. Collaboration with Stakeholders:

1. Which district employees are involved in the budget development process?

Administration, management, and various staff throughout the District are charged with the development of the plan, in accordance with board policy and regulations, based on the District’s priorities, in accordance with its mission and vision.

2. What is the role of the school board (where applicable)?

The school board is responsible for ensuring that its budget policy and regulations guide the administration in its work to develop the annual budget. They are responsible for ensuring that the budget meets the educational goals of the district as outlined in its strategic plan.

In addition, the school board engages in reviewing the multi-year long-range plan (LRP), which is a valuable tool used to provide insight for the school board to make critical long-term decisions to ensure fiscal stability. It is used to protect, preserve, and enhance the integrity of the instructional program for students, the development of higher performing staff, and to maintain the district’s assets and infrastructure. This information is critical to guiding the development of the annual budget.

3. Who represents the needs of individual buildings and/or school sites?

The District engages its community and students in the development of the multi-year long-range plan and budget through community forums, building PTAs, district-wide PTA, union and student leadership organizations. Each building administrator is responsible for engaging its building staff and community in its building budget development and submission.

C. Formulaic Methodology

1. Does the district use a formula to allocate funds to individual schools?

The District allocates resources based on the needs of its students, staff, and buildings. As described above, the District uses its annual update to its strategic plan, multi-year long range plans, and input from various stakeholders to develop its annual budget in accordance with the school board policy and its educational goals of the district.

2. If so, does the formula use specific weightings for student needs?

 N/A

**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?**

The primary difference in the District's per pupil allocation is related to the number of students with disabilities that are served in each of the buildings, and the type of classes and services provided. Two of the elementary schools serve a greater population of students in both self contained classrooms with a staffing ratio of 8:1:2, and integrated co-teach classrooms.

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