**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. Discussions between administrative team including the principals and a finance committee consisting of administrator, superintendent, board and community members are ongoing throughout the budget process. Allocations are reviewed and modified when needed based on these discussions and student need. New teacher led initiatives are reviewed by the principal and are brought to the board of education for approval. Preferred teacher student ratios are discussed in these committees to determine staffing at each building. Students needs in each building are discussed to determine teacher assistant and teacher aide needs. The needs of the students are discussed during the budget development process and have a significant influence with the budget. The budget development process begins in September and goes through May.

B. Stakeholders involved in the budget process include the finance committee, teachers, non instructional staff, students, administration, and community. All have opportunities to provide input in the budget process, for example a new phase initiative might start with students and teachers and is brought up to the principal and administration and then is discussed in finance committee. Then the initiative would be discussed with the Board of Education for approval. Budgets are discussed throughout the year with the community. A few members of the school board sit on the finance committee and information is presented throughout the year to the school board. The principals, teacher leaders, teachers and students represent the needs of the individual buildings.

C. No specific formula is used to allocate funds to individual schools.

**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?**

One area which may impact funding between the schools is special education. For example if there are more special education students and students with higher needs in one school compared to the others a higher allocation may be distributed to that school. Otherwise overall typically there are not significant differences in allocations.

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