**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).**

The budget development process is led by the Superintendent of Schools and the Assistant Superintendent for Business. The process begins in December and goes until budget adoption in April. Student needs are communicated through the building and district-wide administrators' assessments of students throughout the year. All district administrators are involved in the budget process. Multiple meetings are help to discuss and prioritize funding requests. The Board of Education's role is to provide overall priorities and financial guidelines. Each building principal represents the needs of their respective building. The district does not use a formula to allocate funds.

**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 two schools with grades 2-5. The Anne Hutchinson School houses all of the district-wide self-contained special education classes for those grades. Therefore, special education costs and staffing at the Anne Hutchinson School will vary greatly from the special education costs and staffing at the Greenvale School.

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

N/A