**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 development process is lead by the School Business Official, in conjunction with the

Superintendent of Schools and Board of Education. The Business Official leads internal financial

forecasting and the Superintendent and Board lead the external environmental input into the

strategic and programmatic components of budget development. The needs of students are translated into a budget through input and meetings with PTAs, teachers, civic groups, school administrators, and other stakeholders. The Board adopts a detailed annual Budget Calendar that begins in October and ends in May for the budget development process.

B. All employees are involved at some level. Principals seek budget needs from staff in school

buildings and administrators seek input from support personnel. The school board role is

leadership and external environmental scanning, including work with various stakeholders in the

community on budget needs and setting strategic goals for educational programs. The needs for

individual school buildings are represented by the School Principal as the point person leading

each school building, after discussions with all stakeholders in the building, PTAs, and community

members.

C. A formula methodology is used for all building level expenses for supplies, equipment,

furniture, textbooks, contractual, and similar other than personnel services costs that is based on

enrollment, number of classrooms, and so forth. In addition, the District has a number of policies

as it relates to class size and staff requirements for students with special needs that also

trigger formula-based allocations of staffing resources. The weightings for student needs are

largely influenced based on needs such as AIS, ESOL, Special Education, and other related services

that are provided based on student needs.

**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?**

Certain schools house district-wide special education programs. For example, the Alden Terrace

School houses a large district-wide special education program given the availability of classroom

space in that building.

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

  