**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. Budgeting is done all year, starting in November the Superintendent and Treasurer officially start the new budget process with revenues and fund balance. Department Heads sit with the Superintendent and Treasurer and go over their budget looking at the previous years numbers. In December, teacher requisition packets go out, with a specific spending amount, for material and supplies, textbooks, and software. They are due to their prospective Principals by the end of January.

B. In February, the Board of Education conducts four budget meetings including public involvement. Here, Principals are asked about student needs especially special education and those involving transportation. Hartford has a 10 year plan for new buses so students are transported as safe as possible.

C. Faculty and staffing levels are reviewed to ensure students are getting the highest level of education. The tax cap is then considered along with the Governor's output reports. After each budget meeting, the Superintendent, Administrators, and Treasurer make necessary changes. The budget is usually set at the April Board meeting for the May vote.

**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?**

Hartford has two BEDs codes but are actually one building. We strive to use the budget and Federal Funding monies based on which school, Elementary or Secondary needs it most.

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

We send the majority of our special needs students to BOCES programs but we also have a few in programs at other area schools.