**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 Superintendent leads the budget development process. The students needs are assessed by the teacher in conjunction with administration. The budget development process begins in the late fall and lasts until budget adoption in April. The district employees involved in the budget development process are the administration, teachers, and business office staff. The school board of the Shelter Island School has budget workshops, one per month, beginning in January and lasts thru April. These are recorded and available to the public via the Town Channel 22 and presentations are available on the school website. The Buildings and Grounds Department maintains the health and safety of the building.

The Shelter Island School is a one building district that houses administration and students and therefore 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?**

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