**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).**

1. (A) Describe the local methodology/approach used to allocate funds to each school in the district during the process of budget development and implementation.

The Superintendent and Assistant Superintendent lead the yearly budgeting process, which begins in November each year with the adoption of the budget calendar and communication of expectations and timelines. During the process of budget development and implementation each individual building administration has the responsibility of communicating student needs for the upcoming year through specific staffing, supply or contractual requests. Building principals utilize the instructional expertise of their respective staffs to build textbook, supplies, field trip and staff development requests through a zero-based, grassroots effort. For supplies and materials, textbook and library allocations, the district utilizes a formulaic methodology to determine the appropriate resources that are based on the age and special needs of students. for all other school building resources, such as contractual items, equipment, staffing, staff development, the zero-based budgeting methodology us utilized with proper justification and corresponding data, including enrollment projections by school and grade level, staffing analysis reports, and student demographic reports, all of which is reviewed by the board of education at its budget workshops.

2. (B) Please also describe the role(s) of all relevant stakeholders in such budgetary processes and decision-making.

The relevant stakeholders in the budgetary process includes the Superintendent, The Assistant Superintendents for Finance and Operations, Curriculum and Human Resources from Central administration, the budget committee of the Board of Education, School Principals, representatives of the PTA of the various Schools and student Council representatives, The roles of each of these stakeholders is to present ideas and brainstorm on issues using the past year as the benchmark to assess how successful the schools education programs were, where they envision it to be during the following year and the resources that are needed to achieve this vision.

3. (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.

The district utilizes a formulaic methodology to determine the appropriate resources that are based on the age and special needs of students. For all other school building resources, such as contractual items, equipment, staffing, staff development, the zero-based budgeting methodology is utilized in conduction with the programs that are offered in various grades, the demographics of each grade with particular attention to ELL students, special education students and other resources that are needed for the students of each school to be successful.

**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?**

The following are the things that are unique about each of our schools that may affect the level of pupil funding at those locations:

Memorial Jr. High School is a Title 1 School

North High School provides ELL and ASE programs

South High School provides Life skills programs

Central High School, in addition to Life Skill programs has students with additional special education students.

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

N/A