**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 Business Manager starts the budget development process in late December, and is revisited late January into February. There is a meeting with each department head ( CSE/Special Education Director, Building & Grounds, Transportation, Food Service Director & IT Department) and principals at the two buildings. In the meeting we look at the current budget and look at areas that may need an increase in certain line items. This allows the departments to involve additional stakeholders: Counselors, Therapists, Teachers, Mechanics, Food Service, Custodians/Cleaners, Maintenance, IT Techs, so the ones actually working with or around our children have a say and can inquire additional input of what we need in the various areas. We begin sharing this information with our Board of Education in February and present more updated figures and actual needs in March. As any school year goes we have additional students moving in and may need additional services so our meetings that continue through the year, allow us to put money in the appropriate areas and school based on our students in each and their 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?**

None at this time.

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