

Education Law §3614 School Funding Allocation Report

Part F - Narrative Description

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. (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 Budget Development Process is lead by the Business Manager with input from the Superintendent, Director of Special Education and Building Principal. Salary and Fringe estimates are made in October with requests from each of our employees for supplies and equipment needed to run their classroom/department in November/December timeframe. The Business Manager presents a draft budget to the Board of Education in January for discussion and adjustments based on student enrollment and individual student needs. The Board of Education approves the budget looking at both staffing and level of spending and set the tax levy limit. We are a Pre-K through 12 building so we do not use any formula for weighting student needs.

2. **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?**
N/A
3. **If applicable, describe any items which the district feels are anomalous in nature and require additional description.**
N/A