**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 Associate Superintendent and Superintendent lead the budget process.

The district calculates the migration factor between grades over the past 7 years and uses that factor to estimate a buildings enrollment. Based upon the enrollment the building is staffed with the number of sections of education that is planned to be in the school and space is allocated to house the appropriate special classes. After that is completed and the district has a satisfactory enrollment number it is multiplied by a per pupil cost that is historic and has only been raised for safe harmless expenditures minimums (so that a building does not have receive less than a prior year even if enrollment decreased in building) or a 2% inflation factor. The allocation is given to each department and the line items that are used to divide upon are decided at a building level. Custodial and clerical staffing and 1 building principal in each elementary and additional 2 Aps in the middle school and 2 in the high school are included in building level budgets.

The budget process begins in early October and is shared with community members for input and discussion starting in January and is not completed until BOE adoption normally in March. The budget is continually monitored through out the entire school year by the district employees and the Board of Education.

**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?**

Special Education and ELL programs are run at the schools with the most available space. The students are grouped as close to their home address as possible but often that will be different than the school with available space.

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

  