**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).**

A. Brenda Semeraro, School Business Administrator leads the budget development process. The needs of students are translated into the budget by addressing all students needs for a well rounded school experience. Those needs include classroom education, special needs, addressing the needs of advanced students and offerings such as art and music for an overall well rounded school experience. The budget development begins in the fall with the board approval of the budget calendar. The budget is an ongoing yearly process that begins with development through approval and continual monitoring.

B. All District employees are involved in the budget development process as the needs of each department are considered. The District office which includes the Superintendent, the Board of Education, and the business office play significant roles in the budget development process. Once the state aid runs are released by the state, the Board of Education is made aware of the budget development process at each Board meeting. The Board of Education also plays a key role in the budget surplus decisions if any at the end of each fiscal year. Building Administration, the Director of Special Education, the Director of Facilities, and the IT Director represent the needs of individual buildings or school sites.

C. The District utilizes student enrollment and staff assignments by building to allocate the majority of the funds to individual schools. In addition, the District has a sophisticated utility monitoring system that is able to monitor energy usage according to building.

**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 elementary school has a recreation center attached to it with a pool. The recreation center supports itself for its payroll and equipment purchases, but the District pays for the utilities, maintenance, custodial, etc. expenses.

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

Not applicable.