**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).**

Budget development in the Lyme Central School District is a collaborative process which includes input from a variety of district stakeholders including, administration, faculty and staff, the community and the Board of Education.

The Superintendent and administrative/management team begins the budget development process by creating goals and identifying anticipated district/building needs in late summer, into early fall. Department managers and administrators hold meetings with faculty and staff in order to prioritize necessary supplies, professional development opportunities, textbooks, field trips and technology needed to support all students, faculty and staff.

The Superintendent and Business Official meet with the district administrative/management team in early November to review anticipated or known department needs. Next, the Assistant Superintendent and Principal gather input from faculty and staff members regarding material, equipment and professional development requests during faculty and department meetings throughout November. In late November into early December teachers/staff finalize and submit requests which are reviewed by Administration and then submitted to the District Office for review by members of the finance committee in January.

 The District’s finance committee, which includes three members from the Board of Education, the Superintendent meets typically monthly (January – April) to discuss budgetary considerations and budget development priorities. The Superintendent and Business Official provide updates to the full Board of Education, and the public at regular monthly meetings from January through April as well. In April, the Board of Education approves the spending plan which is then presented to the public during the Annual Budget Hearing in May. Community members are encouraged to provide feedback. Finally, the budget is put to a public vote for approval in May.

The Lyme Central School District consists of one PreK – 12 building, therefore, there is no allocation of funds to individual schools.

**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

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

N/A