**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. The Superintendent and the Business Manager lead the budget development process. Needs of the students are a primary target of our budget - the Programing Committee primary role is to assess the needs of students and report to the Budget Committee the needs of the District. Our formal budget development begins in November and ends when the budget is voted on - but it never "ends" for the Business Manager.

B. The Superintendent, the Business Manager and some members of the BOE make up the Budget Team. We have three subcommittees - Programming, Staffing & Operations. The Programming Committee is made up of the Superintendent, the Business Manager, 1-2 BOE members, the Principals, and Director of Student Services. The Principals and Director of Student Services reach out to teachers and staff and access their needs and report to the Committee. The Staffing Committee is made up of the Superintendent, the Business Manager, 1-2 board members, the Principals, Director of Student Services, and Director of Facilities. The Operations Committee is made up of the Superintendent, the Business Manager, 1-2 BOE members, and the Director of Facilities. The BOE sits on each committee and plays a crucial role in budget development. The Principals represent the needs of individual buildings including teacher/student/staff needs), the Director of Facilities represents the needs of both buildings from an operations and maintenance outlook.

C. The District does not use a formula to allocate funds to different schools. We have 1 Elementary and 1 High School - funds are allocated based on need.

**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