**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 Superintendent and the Business Manager lead the development of the budget. Meetings are held with Guidance, CSE, and the building principals to go over the needs of the students for the upcoming year. The principals also meet with the teachers prior to meeting with the Superintendent and the Business Manager. Our head of Buildings & Grounds & Transportation also meets with the Superintendent and the Business Manger to go over the needs of the buildings and transportation for the for the new fiscal year.

The budget process starts around mid December and can go through mid April.

Several members of the Board of Education are on the Budget Commitee along with the Superintendent and Business Manager. Once a preliminary budget is developed it is presented to the Board and then an initial meeting is scheduled with the Budget Committee. This usually happens in February. We meet as often as we need to until the budget is complete and balanced. The balanced budget is then presented back to the Board of Education typically during the March or April meeting allowing time for questions prior to Board approval.

The District does not use a formulaic methodology to allocate funds between buildings as we have only one 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?**

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

There are quite a few Special Needs students that are in out of district placements which is close to $1,000,000 in our budget.