**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 primary factor used by the Plainedge School District in allocating funds to the district’s individual schools is the needs of the students. The largest portion of the District’s budget is personnel and benefits. Individual school enrollment is carefully monitored throughout the budget process and beyond. Class sizes are based on School Board guidelines as well as individual student needs. The Plainedge School District strives to maintain low student/teacher ratios in order facilitate the best possible student outcomes.

During the budget process, all building principals and department directors are given ample opportunity to express their needs for the coming school year. This discussion is not limited to staffing, but includes all aspects of supporting the individual school, such as new programs, initiatives, resources, supplies and technology advancements.

A draft of the budget is developed and provided to the Superintendent in December. Public budget presentations meetings begin in January which allows for Board of Education and community input prior the Board’s adoption of the recommended budget.

**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.**