

Education Law §3614 School Funding Allocation Report

Part F - Narrative Description

1. **(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 budget development process is led by the Superintendent of Schools and facilitated by the Assistant Superintendent for Business and Operations. It starts behind the scenes in October and continues through budget adoption by the Board of Education in April. The aim is to develop a budget that will support the district’s Strategic Action Plan that focuses on raising student achievement. Formulas are used to allocate funds to individual schools for materials and supplies, as well as textbooks. These allocations are made on a per student basis, with the amount per student being increased for secondary students over elementary students, due to secondary programs being more costly. Individual staff members work with their building administrators to direct these allocations to best meet the needs of the students in the buildings. Staffing for all areas is zero based, with the superintendent and his/her administrative council making final recommendations to the Board of Education. It is the duty of all administrators and department heads to look for potential savings, while ensuring that their individual budgets provide for the resources necessary to support the district’s Strategic Action Plan.

2. **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
3. **If applicable, describe any items which the district feels are anomalous in nature and require additional description.**

N/A