

## 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).**

Who leads the budget development process?

The Superintendent and the School Business Manager lead the budget development process with the help of other administrators. Updates are given to the Board of Education and the Audit, Budget and Finance Committee throughout the duration of this process.

How are the needs of students translated into a budget?

Throughout the budget development process several factors are weighed into the needs for all students. Some of these areas include special education needs (IEP's), class sizes, new program offerings, equipment/furniture replacement plans, and other needs.

When does the budget development process begin and how long does it last?

The school district is always budgeting and planning for the future. District administrators start planning for the next year's budget in late September or early October and does not end until around April until the Board of Education adopts the budget for the tax payers to vote upon on the third Tuesday in May.

Which district employees are involved in the budget development process?

District employees that are involved in the budget development process include but are not limited to, the Superintendent, School Business Manager, School Principals, Curriculum Coordinators, Director of Learning, Coordinator for Instructional Technology, Director of Facilities and other administrative staff.

Does the district use a formula to allocate funds to individual schools?

The District does not use a formula to allocate funds to individual schools.

If so, does the formula use specific weightings for student needs?

The district does not use a formula for budgeting of student needs.

What is the role of the school board (where applicable)?

The School Board approves a budget calendar in the beginning of the school year. The School Board is given many updates throughout the budget development process and weighs the needs of students with a possible increase in the local tax levy based on the tax cap calculation. The School Board provides input on possible areas of focus and serves as a liaison for the community.

Who represents the needs of individual buildings and/or school sites?

The building administrators are the main source of representation for the needs of individual buildings. Faculty and staff report directly to them and then the needs are distributed to the District Office for further evaluation.

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?**

Not applicable. There is no material difference in spending from school to school.

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

Not applicable. There are no items in which the district feels is anomalous in nature.