

## 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 Superintendent of Schools leads the budget development process. The process for the next school year's plan begins in November of the current school year. A Budget Calendar is developed and the Superintendent, after working closely with the School Business Manager, presents rollover budget information to the Board of Education. The rollover budget details what it will cost to operate the school district the following year with the current staff and program offerings, based on contractual obligations and other projected increases. From this starting point, staff and program changes, including operational and support items, are projected to shape the budget for the next school year plan. The Board of Education establishes parameters for the budget. Examples of parameters include whether to develop the budget up to the levy limit, maintaining all existing programs for students, and incorporating recommendations from the coherence planning process to the greatest extent possible. The Superintendent discusses the progress with the Board of Education at each public meeting. The meetings are recorded and placed on BoardDocs. All presentations and documents pertaining to budget development are kept on the District's website. The Superintendent holds weekly meetings with Building Principals and Directors. These administrators gather information from their building/department staff and share the needs of the students and individual buildings with the Superintendent. The Superintendent also conducts meetings and forums during budget development with key school and community partners such as the PTA, Haldane School Foundation, Arts Alliance, Faculty and resident groups. When needed to allocate funds to individual schools, a formula based on enrollment numbers is originally looked to. However, student needs do not always fit perfectly into a formula, especially in a small district like Haldane whose K-12 enrollment is 825. Individual student needs and the very different needs of Elementary, Middle and High School students are addressed.

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