

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).

A.: The budget development process is lead by the business manager, Erin Ostrander, and superintendent, Brian Schmitt. The needs of the students are translated into the budget based on the input the principals receive from their teachers. Each principal meets with the teachers to discuss the needs of their students, which then get submitted to the business manager to review and budget for. The budget development process begins in October and goes through May, once approved by the public.

B.: The main employees involved in the budget process are the administration members as well as the department heads. Teachers submit their needs to their department heads and principals which are then reviewed and prioritized before getting submitted to the business manager and superintendent. Budget meetings take place with the business manager and principals to go through the needs of each employee. The business manager and superintendent hold several budget work sessions with the school board to go through what is in the budget and to get their input on what they feel should be included or not. Once the budget is complete, the school board approves it to go in front of the public for their vote. The principals represent the needs of their staff and communicate those needs to the business manager and superintendent.

C.: The district does not use a formula to allocate funds to individual schools. We are all in one building.

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