

## 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 starts in September with the approval of a budget calendar by the Board of Education. Monthly updates are then prepared by the Business Manager and the Superintendent and brought to the Board of Education starting in December. All teaching personnel and all department heads are given paperwork in December to begin to build their budgetary needs for supplies, conferences, textbooks, field trips and technology for themselves and their students. They then have individualized meetings with the Superintendent and the Business Manager in February. The employees are asked to relay their specific area budget needs to meet the needs of their students and various departments. At monthly board meetings December through April, the Board and the public review projected expenditure needs. In April, the Board approves the budget to be brought to the voters. Long Lake CSD is one building, one school district, so there is no allocation of funds to individual schools.

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.

N/A

N/A

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**Part F - Data Justifications**