**Education Law §3614 School Funding Allocation Report**

**Part F - Narrative Description**

**(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 process is led by the Superintendent and School Business Administrator. The process starts in November with a calendar being developed and approved by the Board of Education. The entire BOE participates in the budget process. Each of the BOE meetings between January and the final adoption of the budget (usually in April) contains presentations on individual aspects of the budget with ongoing discussion and setting of parameters. All meetings are held in public session. Within the school, staff is asked to provide lists of supplies, equipment and other materials that will be needed for instruction in the upcoming year to each building office. These requests are then prioritized. Administrative staff meets regularly to discuss staffing needs.

**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?**

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