**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 development starts in November with the business administrator presenting the budget calendar to the board of education for approval. There is a budget committee consisting of three board members, superintendent, business administrator, building principals, director of special education, and supervisors of transportation and buildings and grounds. The committee holds open meetings from January - April, Building principals work with their grade level and department chairs to determine the needs of students for the following year based upon the mission and goals of the district.

Budget presentations are held at board meetings and faculty meeting for public comment.

The district does not use a specific formula for allocating funds to individual schools except funds for textbooks, software, and library books which are allocated based on enrollment of students in each building.

**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.**