**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).**

1. The budget development process is led by the Business Administrator in consultation with the district leadership team and board of education. Student needs are discussed with leadership and staffing is allocated based on student needs. The budget process begins in October and continues until the budget is adopted by the voters.

**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?**

2. The leadership team is involved with the budget development process. The school board is informed during regular board meetings starting in October. The principals represent the needs of the individual buildings.

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

3. Teacher allocation is based on the number of students and maintaining consistent class sizes as much as possible based on a student to teacher ratio. Additional funding is allocated for staffing based on services necessary for specific students.

  