**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 Superintendent and School Business Administrator (SBA) garner direction/guidance from the Board of Education regarding ensuing school year priorities, including programmatic changes and tax cap/levy decisions in August of each school year. The Superintendent and SBA then work with principals and managers, providing direction to them in developing their budget requests/needs in September. The principals direct grade level/department chair staff to collaborate with staff under their assigned areas to provide detailed budget requests based on curricular/program need, usually in November-December for review and approval, upon which the requests are directed to the principal for review and approval, based on building and district priorities, and ultimately to the SBA in December for review and approval, including compliance with applicable laws, regulations and policy. These approved budget requests are then used to prepare line item budgets that become part of the proposed budget presented to the Board of Education, beginning in January and continuing through March, and ultimately to the voters in May.

Managers for Transportation, Facilities, Technology, and Food Service follow a similar process.

**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?**

The District has a significant number of students with disabilities or special needs, especially at the elementary level. This has resulted in a significant number of direct care support staff assigned to individual students and/or classrooms.

The District endeavors to retain students in district operated programs, and has among its staff a cadre of related service providers, including Occupational Therapist, Speech Pathologists, Psychologists, School Caseworkers, and Behavior Prevention Coordinators. Out of district placements are generally entertained when students become a safety risk to themselves or others.

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

No additional comments.