**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).**

Budget development is led by the Superintendent of Schools. The district utilizes zero based funding capping it's total costs on the prior year amounts and then trends accordingly. Once we know the continuing costs we review additional expenditures that are needed to facilitate the districts educational goals. The Superintendent and Director of Finance meet with each principal and director within the district. When applicable the faculty staff assigned as department or grade chairs collaborate with the teaching staff to determine precise items necessary to complete the districts mission. The budget process begins in November and typically ends with the board of education adoption at it's April board meeting. The board of education is updated at each board meeting for specific areas of the budget and involves the community in forums to discuss the process and needs of the students as seen by the community. An annual district meeting is held and recorded and streamed via the district's website in an attempt to engage the community in the budget 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?**

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