**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).**

A. The Superintendent of Schools leads the budget development process. In the late fall, the school district rolls over the prior year budget data into the new fiscal year and makes adjustments to the figures based on:

1. Actual expenditures from the prior three school years

2. Student enrollment trends and projection fluctuations

3. Administrative requests for new or updated instructional programming and staffing levels

Student needs are translated into a budget with the collaboration of district and community stakeholders. The Assistant Superintendent for Instruction and Curriculum along side the K-12 Instructional Directors and building Principals assess student programs and student performance.

Once the budget process is started in late fall, it carries on through the winter when the Superintendent submits a budget to the Board of Education. From that point, the Board of Education holds 4-6 public forums to review the budget components with the Assistant Superintendent for Business and Central Office staff. The Board of Education typically adopts the budget in April each year.

The District does not use an allocation method to fund each school within the District. During the

budget development process, each school submits their requested staffing levels, as well as supplies and other instructional needs pursuant to existing programs within each building. Each building stands as a separate budget entity in establishing the necessary funds for the subsequent school year.

**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?**

N/A

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

N/A