**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 process is led by the Superintendent and Business Administrator who in turn oversee the discussions of budgetary initiatives/goals and the collection/presentation of data, respectively. Building Principals, the Director of Special Ed, the Facilities Manager/IT Director, and several small department heads are provided with historical data of prior year budgets and spending patterns. All budget codes are presented as an itemized spending plan and individuals are asked to confirm the continuity of those plans or to present alternatives/additions. Any additions are ultimately weighed against the availability of projected revenue increases. During weekly Administrative Team meetings, discussions about the budget center around existing programs and opportunities and possible new initiatives. Again, if a need is identified it must be weighed against other programs as a replacement or addition. The budget process begins as early as October with the collection of data and projection based on existing programs. It lasts through early April when the Board adopts a final budget to present to the voters. The budget is presented by components to the Board of Education starting in January.

The school board has a vision and mission for the school; however, implementing them through the selection of programs and opportunities is left to the appropriate building and district leaders. The Building Principals are the primary decision makers at the K-6 and 7-12 levels with the Director of Special Education directing her area.

The district does not use a formulaic methodology of allocating funds, but there are agreed upon methods of providing equitable funding. For example, most classroom teachers begin with a fixed allocation for supplying their own classrooms. Then, additional funds are allocated based on the specific needs of the subject area. For example, science, art, and physical education receive more funding due to the nature of the program needs.

**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

  