**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 and School Business Administrator lead the budget development process. The Business Administrator works with the building principals and other administrators to translate the needs of the students into budget line items. The budget development process begins in November of each year and goes through April, depending on the state budget and when that is passed.

B. The following employees are involved in the purchasing process, teachers, administrators, managers, and directors. The role of the school board is to review the budget and ensure that the programs and services being offered are reflected in what the district student's need. They approve the budget and tax levy. The principals, administrators, and teachers represent the needs of the buildings.

C. The district does not use a formula to allocate funds.

**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?**

Nothing that I am aware of.

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