**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 lead by the Superintendent with general guidance from the Board of Education. The budget process is a year long process. Needs arise that are unplanned in the current year are evaluated to determine if the cost is on going. Individual students needs are evaluated by the teachers and administrator to assure the district is meeting the needs. Employees involved in the budget process in addition to the Superintendent are the Business Official , directors for transportation, facilities and special education along with the building principals. The building principals work with the staff in the building to determine the needs of the building and work with the Superintendent and business official as the budget is developed. The Board of Education is aware of the discussions occurring with directors and building principals. The Board of Education has to adopt a budget prior to a public vote and public hearing on the budget.

**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.**