**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 Business Manager lead the budget development process. Budget development meetings are held with all department heads (principals, director of transportation, director of facilities, food services director, athletic director, director of pupil services, etc.) early in the budget development process. Requests for funding are reviewed together and then reviewed with the finance committee and board of education. The needs of students are a primary focus of the budget development process and are translated into all discussions with individuals at all levels of the organization. The budget development process begins in early November and lasts until early April for each fiscal year. However, the budget is regularly monitored throughout the year by the Business Manager, Superintendent and Board of Education; so, the budget development process is a perpetual process that lasts throughout the year.

B. The Superintendent and Business Manager lead the development process; however, the following employees are involved in the process, as well: director of facilities, director of transportation, food services director, elementary school principal, middle school principal, high school principal, athletic director, and director of pupil services. The finance committee receives regular updates throughout the budget development process, including updates on requests made by department heads. Each individual buildings and/or school site is represented by one of the department heads.

C. Yes the District uses a formula to allocated funds to individual schools to ensure and equal and fair allocation of funds across the District. Student needs are taken into account through the formula and also through the discussions/meetings with department heads.

**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