**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 a board function. The district partners with various stakeholder groups (i.e. board of education, administrators, teachers and support union representatives, parent and community members) as we build the annual budget. The business office provides trend data for all budget codes and detailed information for any code that does not follow a certain trend or that may be in question by a stakeholder. The enrollment for each grade is reviewed with census data being taken into account for incoming pre-kindergarten and kindergarten classes. While a specific formula is not used, the budget is built on student need with a focus on both academic and social well-being.

The budget process generally begins in December with trend data reports being prepared by the business office. The board of education then holds several budget workshops to allow any party to come forward with specific issues or concerns they see within the district that may need to be addressed via a budget line item. The superintendent holds meetings with various faculty stakeholders groups to identify any areas of concern they may want reviewed as part of the budget process and communicates this information to the board of education. The individual building and departments are represented by their respective administrator and supervisors who present any specific departmental need as part of their stakeholder meeting.

**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

  