**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 Process

The budget development process is led by the Superintendent and the School Business Executive. The needs of the students are translated to the budget through the administrators, directors and teachers requests for supplies, equipment and textbooks. The budget development process begins in November and goes through June, approximately seven months.

Collaboration with Stakeholders

Administrators, directors and teachers are involved in the budget development process. The Board of Education reviews several drafts of the budget in detail with the Superintendent and School Business Executive. After the final draft, The Board of Education approves the budget to be taken to the district voters for approval. The needs of the individual building and/or school sites are represented by the Superintendent, administrators, directors and teachers.

Formulaic Methodology - The district does not use a formula to allocate funds to individual schools.

**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