**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 lead by the school business official with the help of department heads, building principals and the Superintendent. The needs of the students are translated into the budget based on the enrollment numbers within each building as well as taking into account individualized needs that may require a larger allocation. The budget development process begins in November and December and lasts until the budget is voted on and approved in May of the following year. District employees that are involved in the budget development process are the business official, Superintendent, principals, department heads, teachers/staff and the board of education members. The role of the school board is to review the proposed budget, which is presented to them at three different board meetings and provide feedback or suggestions that could be included in the proposed budget. They are then required to approve the budget before it goes out to public vote. The individual building and or school sites are represented by their respective building leaders/principals as well as the department leaders.

**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?**

There is not per pupil spending at the locations that are significantly higher/lower than the district average caused by anything unique.

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

There are no items that the district feels are anomalous in nature and require additional description.