**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 Business Manager starts the budget development process late December, early January. This process starts by meeting with each of the department heads: Principals, CSE/Special Education director, Building & Grounds, Transportation, Food Service & IT Department. Each are provided a sheet of current budget numbers and asked to look at needs in their departments for the new year. This allows department heads to involve additional stakeholders: Teachers, Counselors, Therapists, Mechanics, Food Service, Custodians & Cleaners, Maintenance and IT Techs, an opportunity to express replacements or new items including software. At this point: January/February the modifying of current budget numbers to reflect what and where changes need to be made happens.At this point we begin sharing department needs with the Board of Education in February. Expressing the needs & reasons for changes to our board on behalf of our district and our students to assisting with explaining the changes, increases or modification to each department to gear it best towards our students needs in education, safety and security of all.

**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 nothing unique currently.

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