**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 Board of Education and its approved budget calendar. This calendar denotes when all budgets must be submitted to the Superintendent of Schools and Business Administrator for review. It also schedules when each individual department budget(s) must be presented to the Board of Education for approval. The process begins in November and concludes at the end of May each year.

All district employees are involved in the budget development process. Administrators share the budget calendar deadline with their staff members and direct them to submit initial budget requests for the upcoming fiscal year. Administrators will then meet with Grade Chairs/Department heads to review the budget(s). Edits and modifications may be made, before the budget(s) is submitted to the Superintendent of Schools and Business Administrator for a second review. Another round of edits and modifications may be made, before ultimately being presented to the Board of Education for final approval.

Since all district employees are involved, all buildings/departments are represented in the budget process. Collaboration is key to the successful completion of the budget each and every year. This process also means there is no formula to allocate funds to individual schools - allocations are determined by the needs of students, faculty, and support staff.

**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